A Unit of the University System of Georgia

2003-2004 CATALOG
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On the cover: Students from Henry County's Stockbridge High School take a break from their Forensic DNA studies in the Clayton State Biology lab. Each year, Stockbridge High Biology teacher Jane Burke (left) brings her DNA Murder Mystery students to the Clayton State lab to be instructed by Clayton State Associate Professor of Biology Dr. Greg Hampikian (center). The DNA Murder Mystery, now in its sixth year, is funded by an Improving Teacher Quality Grant and innovatively combines lectures, homework, labs, integrated law, genetics and criminal science into solving a "crime" that has supposedly been committed on-site at Stockbridge High. Using a willing volunteer from among her fellow faculty members, Burke sets up the mock crime scene at some site on campus and turns her students loose to solve the DNA Murder Mystery. As always, the key to the success of the junior sleuths will be their time in Clayton State's labs under the watchful eyes of Hampikian and Burke. (Photo by Leigh Duncan, University Relations.)

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ACADEMIC CALENDAR
See the Schedule of Classes each semester for details.

Fall 2003

July 7-17	Registration for Fall semester
Aug 14-15	Late Registration for Fall semester
Aug 18-20	Drop/Add for Fall semester
Aug 18	First day of classes
Aug 30-Sep 2	Labor Day holiday and Faculty Planning Day (no classes)
Sept 15	Midterm first half session*
Oct 9	First half semester ends
Oct 10	Midterm of full session*
Oct 13	Second half semester classes begin
Nov 1, 3, 4	Regents' Testing
Nov 6	Midterm second half session*
Nov 26-30	Thanksgiving holiday (no classes)
Dec 6	Last day of classes
Dec 8-13	Finals (full semester and second half)

*Last day to withdraw without academic accountability (see instructions).

Spring 2004 (Tentative)

Jan 7	First day of classes
Jan 10-12	Drop/Add for Spring semester
Jan 17-19	MLK Holiday
Feb 26	First half semester ends
Feb 27	Midterm (full semester)
Feb 27-29	Half semester final exams
Mar 1-7	Spring Break (no classes)
Mar 8	Second half semester classes begin
Apr 28	Last day of classes
Apr 29	Study day
Apr 30-May5	Final Exams

IMPORTANT NOTICES

The Catalog: An Information Book. The Clayton College & State University Catalog is designed to provide information about the University's policies, degree programs, course offerings, services, faculty, and facilities. Statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of the University Catalog will ordinarily be applied as stated, Clayton College & State University reserves the right to change any provision listed – including but not limited to academic requirements for graduation – without actual notice to individual students. Every effort will be made to keep students advised about all changes, and information on changes

will be available in the Office of the Registrar (www.clayton.edu). 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. (See Chapter Five for additional details.)

AA/EOI Notice.   Clayton College & State University is an Affirmative Action/Equal Opportunity Institution.   Clayton College & State University is committed to providing equal educational opportunity to all qualified individuals without discrimination on the basis of race, color, national or ethnic origin, sex, age, disability or handicap as a matter of University policy and as required by applicable State and Federal Laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50).   Title IX Coordinator, Executive Director of Human Resources, 770-961-3526.   Section 504, Disability Services Coordinator, 770-961-3719.

Notice of Rights of Privacy.   This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

1. *the right to inspect and review education records maintained by the institution that pertain to the student;*
2. *the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and*
3. *the right to control disclosures from the education records with certain exceptions.*

A written policy detailing how Clayton College & State University complies with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file complaints with the FERPA Office of the Department of Education, Washington, D.C. 20201, regarding alleged violations of the Act.

No Smoking Policy. Because Clayton College & State University cares about the health and safety of its students, faculty, staff, and the public, smoking is NOT permitted inside any building on campus.

Law Enforcement (Campus Police).   It is the purpose of the Department of Public Safety (Campus Police) to assist the administration, faculty, students, and staff of Clayton College & State University to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the responsibility of this department to enforce the traffic rules and regulations of the University and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code set down in the Student Handbook; in such a case, the violation will he referred to the Division of Campus Life in addition to the appropriate law enforcement agency.

Limitation on Institutional Liability. In the event that an administrative hearing officer or a court of record determines that "publications" issued by the University create a contractual or quasi-contractual relationship with any person, the amount of damages recoverable by the parties shall be limited to the amount of consideration paid by the person for the privilege of admission, enrollment,

continued enrollment or other service rendered by the institution to such person. As used herein, the term "publications" (without limiting the generality of the normal meaning of the term) shall be deemed to include any and all written forms or other documents issued by the institution concerning applications for admission, enrollment or continued enrollment, waivers of liability, consents to medical treatment, dormitory occupancy, and any and all other written forms, documents, letters or other materials, issued by the University in furtherance of its educational mission.

To obtain this document in an alternate format and request accommodations, please contact: Disability Services 770-961-3719.

Chapter 1
GENERAL INFORMATION

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DESCRIPTION OF THE UNIVERSITY

Clayton College & State University's core mission is to prepare students to succeed in the workplace in the 21st Century. This is accomplished by providing "career-oriented education with a solid liberal arts foundation." During more than 30 years of service to south metropolitan Atlanta, Clayton College & State University (CCSU) has effectively responded to the needs of its community. In the fall of 2002 the University enrolled over 5,200 students in credit programs. Thousands more attended non-credit classes through the Continuing Education Center. In all cases, the University is dedicated to helping students develop into capable, productive citizens through its baccalaureate degree, associate degree, certificate, and continuing education programs.

The foundation for all degree programs is a strong general education curriculum designed to enable students to develop communication and critical thinking skills and to acquire the broad and varied perspectives essential for understanding today's world. Central to the general education program and to major programs is an emphasis on the assessment of each student's progress toward the desired learning outcomes.

Clayton State is committed to using up-to-date information technology to enhance student learning. Accordingly, in 1998 CCSU became one of the first universities in the nation to require that *all* of its students be equipped with notebook computers. This "Information Technology Project" continues in modified form as the University enters the 21st Century.

The University offers baccalaureate degrees in the following areas:
- **History (B.A.)** Clayton State's newest program provides graduates with opportunities to work in the new state and national archives next to campus.
- **Communication and Media Studies (B.A.)** This program provides students with a theoretical understanding of communication and with practical skills in professional writing and speaking.
- **Psychology and Human Services (B.S.)** This program prepares graduates for employment in public, non-profit, and private agencies.
- **Business (B.B.A.)** Majors include Accounting, Management, Marketing, and General Business. Tracks are available in Finance and Logistics.
- **Nursing, Dental Hygiene, and Health Care Management/ Administration (B.S.N., B.S.D.H., B.S., or B.A.S.)**
  Each of these has two approaches:
  >> option for new students who are not yet R.N.'s or hygienists or administrators
  >> option for R.N.'s or dental hygienists or allied health specialists who already hold a career associate degree.
- **Biology (B.S.)** The Biology major covers several biology careers and also provides pre-professional preparation in medicine, dentistry, veterinary medicine, and physical therapy.
- **Integrative Studies (B.A. or B.S.)** This degree includes pre-law, general liberal arts, and various interdisciplinary options.

- **Information Technology (B.I.T.)** Students start with a certificate and cover such topics as programming languages, software development, web page production, database management, and e-commerce security.
- **Managerial options for those who hold technical associate degrees (B.A.S.)** The B.A.S. majors in Administrative Management and Technology Management for advancement-minded professionals holding associate degrees in such technical fields as office admin., electronics, paralegal, computer technology, and many others.
- **Teacher Education (B.A.)** CCSU prepares graduates for certification in the middle grades (4 – 8).
- **Music (B.A. and B.M.)** Clayton State offers a B.A. in music for more general musical interests and a B.M. with major programs in performance and composition.
- **Other fields (A.A. and A.S.)** Students can start at Clayton State and take the first two years of many other baccalaureate programs including teacher education other than middle grades, liberal arts disciplines such as English, and science- and math-related disciplines such as chemistry and engineering.

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

Clayton College & State University also offers its students a variety of career associate degree and certificate programs.

Students admitted to the University are eligible to accelerate their studies through examination and by experience. Advanced high school students are encouraged to begin their first year of college work while completing high school through the Freshman Scholar Program.

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

MISSION OF THE UNIVERSITY

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

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

Clayton College & State University's core mission is to provide superior

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

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

As a senior institution of the University System of Georgia, Clayton State shares characteristics with all of its sister institutions and with the state universities in particular. The portions of the mission common to all Board of Regents institutions in the state university sector are indicated in the italicized portion of each bullet. CCSU's unique characteristics and its five common thematic elements are reflected below in the regular print portion of each bullet:

- *A supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty and staff.*
As a metropolitan institution, Clayton State provides an array of student services designed to meet the varied needs of students of differing ages and interests. Opportunities for leadership development are provided through an honors program, a wide range of student organizations, and an active Student Government Association. Cultural and educational enhancements are offered to students and the community through the widely recognized Lyceum and Spivey Hall programming.
- *Cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society.*
Clayton State particularly values ethnic and racial diversity. The University has the highest percentage of minority enrollment of any institution in the University System of Georgia except for the historically black universities and is experiencing growth in its international student population. Clayton College & State University is committed to highlighting global contexts throughout its programs and services.
- *Technology to advance educational purposes, including instructional technology, student support services, and distance education.*
Clayton State is dedicated to placing a major emphasis on technologically advanced access to information and to ensuring that all students acquire a working familiarity with the uses, limitations, and ethical implications of modern informational technology.
- *Collaborative relationships with other University System institutions, state agencies, local schools and technical institutes, and business and industry,*

sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

A pioneer in cooperation with the Georgia Department of Technical and Adult Education, Clayton State has advanced this relationship to the baccalaureate level through the Bachelor of Applied Science degree program. The University has also been a leader in building partnerships with local school systems to train teachers and to raise the educational aspirations of school children. An emphasis on community-based experiential learning strengthens the connection between formal education and life.

- *A commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state.*

Given the proximity of Hartsfield International Airport and the rapid development of the Interstate 75 corridor, the region is poised on the threshold of dramatic change. Clayton State has a special role to play in helping to ensure that the economic and cultural development of its region keeps pace with other areas of metropolitan Atlanta. The internationally acclaimed Spivey Hall concert facility and the support provided by the Spivey Foundation positions the University for national excellence in music education.

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

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

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

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

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

Clayton College & State University provides a strong resource for the Southern Crescent in these areas through its varied educational programming. The University's continuing education and community services program is one of

the state's largest and provides direct educational and technical support to the economic development of the communities served. In addition, Spivey Hall's outreach programs serve the cultural needs of the community and develop future audiences.

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

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

UNIVERSITY HISTORY

Clayton College & State University (CCSU) 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.

In April 2000, Dr. Stephen R. Portch, Chancellor of the University System of Georgia, announced that the Board of Regents had selected Dr. Thomas K. Harden as the new president for Clayton College & State University effective in June of that year.

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

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

Upon the retirement of Harry Downs in January 1994, Dr. Richard A. Skinner became the University's second president. In June 1999, Skinner left Clayton State to head the University System of Georgia's new distance learning initiative known as GLOBE. Michael F. Vollmer, Clayton State's acting Vice President for Fiscal Affairs and former Interim President of Middle Georgia College, served as Interim President for one year until President Harden took office in June 2000.

CCSU now enrolls over 5,200 students in degree credit programs that, in the words of the University's mission, provide "career-oriented education with a solid liberal arts foundation." Current bachelor's degree majors include History (B.A.), Biology (B.S.), Middle Level Education (B.A.), Nursing (B.S.N.), Health Care Management/Administration (B.S. and B.A.S.), Dental Hygiene (B.S.D.H. and B.A.S.), Psychology and Human Services (B.S.), Communication and Media Studies (B.A.), Music (B.A. and B.M.), Technology Management (B.A.S.), Administrative Management (B.A.S.), Integrative Studies (B.A. or B.S.), and four fields of business administration (B.B.A.). One of the University's largest majors is Information Technology (B.I.T.), which is built on a "career ladder" concept that prepares students for professional opportunities at two steps prior to the bachelor's degree. Other baccalaureate programs are under development.

Clayton State's mission commits it to "placing a major emphasis on technologically advanced access to information and to ensuring that all students acquire a working familiarity with the uses, limitations, and ethical implications of modern information technology." To that end, in January 1998 CCSU became the first institution in the Southeast and one of the first in the nation to start issuing notebook computers to *all* students at *all* levels in *all* majors. This "Information Technology Project" (ITP) has transformed the campus and made Clayton State a national pioneer in "ubiquitous computing." In Fall 2001, the University entered a new phase called "ITP-Choice," which maintains the requirement for ubiquitous mobile computing but gives students the opportunity to obtain computers on their own rather than having the institution supply them.

ACCREDITATION AND APPROVALS

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

Clayton College & State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate degree and the baccalaureate degree.

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

The University's teacher preparation program is approved by the Georgia Professional Standards Commission and is accredited by the National Council for Accreditation of Teacher Education.

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

Veterans Administration Benefits
Federal College Work Study Program
Regents' Scholarships
Federal Perkins Loans
Federal Nursing Loans
Georgia Vocational Rehabilitation Grants
Federal Guaranteed Student Loans

Federal Pell Grants
Federal Supplemental Educational Opportunity Grants
Georgia Student Incentive Grants
Postsecondary Option Program
HOPE Grant

SPIVEY HALL

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

Spivey Hall is also the primary performance space for the Clayton College & State University Music Department, which presents an extensive series of student and faculty recitals, musical theatre productions, and opera.

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

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

CONTINUING EDUCATION

Clayton College & State University is dedicated to serving the educational and cultural needs of Atlanta's Southern Crescent. As an institution of the University System of Georgia, the University shares with its sister institutions the philosophy that such service extends beyond purely academic offerings to the special educational and cultural needs of the community itself, especially through continuing education for adults. It is the mission of Continuing Education and Community Outreach to provide for adults high-quality learning experiences which are affordable and accessible. Through the educational resources of the University, Continuing Education and Community Outreach works with community organizations and area businesses to foster economic development and improve the quality of life. Clayton College & State University contributes most significantly to economic growth by educating the area's work force. The University has demonstrated this commitment by training Georgia workers from more than 1,000 companies, both large and small, during the past four years.

Continuing Education and Community Outreach is housed in the three-story, 48,000-square-foot Harry S. Downs Center for Continuing Education on the picturesque southwest bank of the University's 12-acre lake. This facility supports the Continuing Education Program with a number of features that benefit area businesses and industries. These include state-of-the-art computer labs, seminar rooms, a large multi-purpose room, and a specially designed conference room where area businesses can hold board meetings. This facility also contains a three-story atrium for dining and receptions and a full-service kitchen.

The staff in Continuing Education are always eager to discuss with individuals or community groups some of the special educational and cultural needs which may be met through the resources of Clayton College & State University, through the resources of another institution, through the University System or Georgia, or through institutional cooperation. More than 18,000 persons participate in continuing education courses offered through Continuing Education and Community Outreach annually.

For information about enrolling in Continuing Education courses and activities, please do one of the following:

- visit the Harry S. Downs Continuing Education Center on the main campus of CCSU in Morrow,
- see the CCSU Continuing Education newsletter which is mailed several times each year to thousands of metro area homes,
- go to the CCSU homepage, www.clayton.edu, and click on "Continuing Education", and/or
- call 770-961-3550.

EXTERNAL RELATIONS

The Clayton College & State University Office of External Relations comprises the University's professional services in the fields of alumni relations, communications, and development.

Among the functions performed by External Relations are: building stronger relationships with alumni and donors, raising funds for campus projects, creating and monitoring the University's image and identity, producing recruitment materials, and generally marketing the University through all relevant media, including the World Wide Web, advertising in a variety of print and electronic media, and through public and media relations.

In addition to serving Clayton State students, faculty, staff, and alumni, External Relations also serves the larger community and builds regional partnerships with organizations and businesses focused on economic, community, and leadership development.

ALUMNI ASSOCIATION

Membership in the Clayton College & State University Alumni Association is open to all former students of the institution. Faculty, staff, current students, and other friends of the University are also invited to participate in many activities of the Alumni Association.

The Alumni Association provides opportunities for former students to be of service to and involved with the University in several ways. The alumni organization schedules various on- and off-campus events throughout the year.

For more information about Alumni Association membership and programs, please call the Office of Alumni Relations at 770-961-3580, or go to www.clayton.edu.

OFFICE OF UNIVERSITY IMAGE AND COMMUNICATIONS

The Office of University Image and Communications serves to oversee the many functions that affect how the University is presented and perceived. These functions include planning, directing, and coordinating the content, appearance, and development of the Web site, one of the University's most essential marketing tools. The Office also supports the Image Council, a standing council appointed by the President that is responsible for creating and/or coordinating any and all integrated marketing strategies, activities, and efforts of Clayton State.

Advertising and marketing initiatives recommended by the Image Council will receive collaboration from this office and others on campus to promote a unified and consistent University identity and image. The Office also assures compliance with The Image Book, a publication of the Image Council and the official communications and style guide for the University. Monitoring, maintaining and implementing image conformity across all media, i.e., Web sites, advertisements, letterhead, etc., is also an integral responsibility of this office.

OFFICE OF UNIVERSITY RELATIONS

The basic function of the Clayton State Office of University Relations is to promote the University, its faculty, staff and students, to any and all interested publics – including our own.

As the University's in-house public relations agency -- a service bureau for all of Clayton State -- University Relations literally relates to other faculty and staff members, to students, to the news media, to the public in general. University Relations is also about promoting and creating a positive image for Clayton State through various media, including; news releases, photography, Campus Review and other select University publications, the "About Clayton State" web page, the Campus Calendar and serving as the University's information source and unofficial historian. In addition, a vital part of University Relations involves internal relations – fostering communications and goodwill among the Clayton State community.

THE CLAYTON COLLEGE & STATE UNIVERSITY FOUNDATION, INC.

The Clayton College & State University Foundation, Inc., was chartered in September of 1974. A non-profit corporation, the Foundation was established primarily to assist and support Clayton College & State University in the pursuit of excellence in programs and services and to assist and encourage citizens of our community in their pursuit of an education.

An annual program of work established by the Board of Trustees of the Foundation focuses on scholarships for area high school students to attend Clayton College & State University; awards for outstanding students, faculty and staff already associated with the University; and the establishment of an Endowment Fund to insure support of programs of the Foundation in future years.

The Foundation welcomes interest in its programs and goals and is in a position to accept support for special programs that citizens may wish to identify.

Current members of the Board are:

Officers
Mr. John E. Parkerson Jr., Jonesboro, *Chair*
Mr. Robert W. Lee, Stockbridge, *Vice-Chair*
Ms. Vicki T. Borders, Fayetteville, *Secretary/Treasurer*
Ms. Starr S. Helms, Tyrone, *Assistant Secretary/Treasurer*

Trustees
Dr. James L. Askew, Jonesboro
Ms. Kathlyn F. Barksdale, Conyers
Ms. Lata M. Chinnan, Riverdale
Mr. J. Daniel Colwell, Fayetteville
Mr. Roland Downing, Riverdale
Dr. Bryan P. Edwards, Peachtree City
Mr. Bruce B. Gant Jr., Jonesboro
Mr. Thomas A. George, Sharpsburg
Mr. Michael A. Gray, Fayetteville
Dr. Chandra V. Hall, Fairburn
Dr. Thomas K. Harden, Jonesboro, *ex officio*
Dr. Sharon E. Hoffman, Stockbridge

Mr. Booker T. Izell, East Point
Ms. Cindy D. Lester, Fayetteville
Dr. Elizabeth H. Marshall, Jonesboro
Mr. Ernest M. Miller Jr., Atlanta
Mr. James V. Mottola, Newnan
Mr. Carl G. Rhodenizer, Lake City
Senator Terrell Starr, Jonesboro
Judge Benjamin W. Studdard, Locust Grove
Mr. M. Allan Vigil, Fayetteville
Mr. Douglas Walker, Fayetteville
Dr. Robert Welborn, Rex
Mr. James M. Wood Jr., Forest Park

Emeritus
Dr. Manolo B. Apanay, Jonesboro
Mr. Guy L. Benefield, Morrow
Mr. Harmon M. Born, Rex
Mr. S. Truett Cathy, Hampton
Mr. C.S. Conklin II, Dawsonville

Dr. Harry S. Downs, Conyers
Mr. W. Cameron Mitchell, Hampton
Mr. G. Robert Oliver, Jonesboro
Mr. Hill R. Redwine, Fayetteville
Mr. Roderick A. Suarez, Jonesboro

UNIVERSITY BUILDINGS AND FACILITIES

USE OF UNIVERSITY FACILITIES
Facilities and equipment of Clayton College & University are provided for the purpose of supporting educational programs and services approved for the University by the Board of Regents.

The Office of Continuing Education and Community Outreach is responsible for sanctioning the use of University facilities by groups external to the University. The primary considerations in determining use of University facilities by outside groups are whether the proposed activity is in keeping with the

mission of the University and whether the University has the resources to co-sponsor the activity as one of its own educational programs. Groups external to the University will be assessed a fee based on the particular facility and services delivered.

Activities of other educational agencies, state and local governments, and non-profit organizations which are in conformity with the purposes of the University are usually approved and co-sponsored by the University.

The Continuing Education Center, SmartBodies Fitness & Wellness Center, and Spivey Hall are special-use training and performance facilities and have specific policies and procedures developed stating priorities of use.

Requests to use facilities by chartered student organizations shall be approved in accordance with guidelines set in the Clayton College & State University handbook Student Organization Rights and Responsibilities, Section IIIB.

The physical education facilities are primarily for the use of University students, faculty, and staff. Policies governing the use of these facilities are designed to permit maximum utilization by students, faculty, staff, and their guests; to insure the safety and well-being of the participants; and to provide for the protection, care, and maintenance of the facilities.

Athletic events which involve the participation of students of Clayton College & State University, both intramural and intercollegiate competition with or without a public audience, are not administered under this policy statement.

Procedural documents and facilities agreements have been developed to establish the terms of use of University facilities and equipment and must be executed when appropriate.

CAMPUS BUILDINGS

The UNIVERSITY CENTER (UC). This new facility, scheduled to open during Fall 2003, will be Clayton State's signature building. Built with a mall-like environment, the UC will truly be the Center of campus with food service and state-of-the-art electronic communications. The President, Provost, and Campus Life will have their offices in the UC. It will also house the College of Information and Mathematical Sciences.

The ADMINISTRATION BUILDING (ADM) now houses the President; the Vice President for Academic Affairs; and the Vice President for Operations, Planning, and Budgeting. The Bursar's Office (Student Accounts) is also in this building. This building will be renovated following the opening of the University Center.

The LECTURE HALL (LEC) is a round building containing large lecture rooms. Renovation into a multimedia learning center was completed in May 2001.

The BUSINESS AND HEALTH SCIENCES BUILDING (BHS) contains general classroom and special purpose rooms and laboratories for science and nursing and offices for the School of Business and the School of Health Sciences.

The HARRY S. DOWNS CENTER FOR CONTINUING EDUCATION (CEC) contains offices for Continuing Education and rooms for conferences and short courses.

The STUDENT CENTER (STC) houses the Office of the Vice President for Campus Life, the Offices of Counseling and Career Services, Financial Aid, Department of Public Safety, the Dental Hygiene Clinic and Laboratory, CCSU Campus Store, LINX Card Center, Dining Services, Student Lounge, game room, Student Government Association, and student publications offices.

The ATHLETICS AND FITNESS CENTER (A&F) contains instructional and activity areas for physical education and athletics, shower and locker rooms for men and women, and faculty offices. Included are a multi-use gymnasium, classroom space, the SmartBodies Fitness & Wellness Center, a student weight room, and a lobby and exhibit area. The gymnasium houses a regulation full-length basketball court–home of the Lakers.

The MAINTENANCE BUILDING (MNT) contains the offices of the Director of Plant Operations and a storage area for the University's inventory of operating supplies.

The ARTS AND SCIENCES (A&S) building includes generalized classrooms, specialized areas for art, offices for faculty in the School of Arts and Sciences, and the University's theater.

The LIBRARY (LIB) houses a variety of instructional services and resources. The two-story structure includes areas for library and media services. Instructional areas for the Department of Learning Support and the Center for Academic Assistance are provided. The Office Information Technology and Services also is located in the Library.

SPIVEY HALL (SPV), dedicated in 1991, has earned a reputation as one of the finest recital halls in the Southeast. The stage of the 400-seat hall accommodates a 100-voice choir, and the orchestra pit seats a 50-piece orchestra. Included in the magnificent structure is a grand staircase leading into a dramatic main lobby, a reception area, and dressing rooms for performing musicians. A 79-rank organ, dedicated to Albert Schweitzer, was installed in early 1992.

The TECHNOLOGY BUILDING (TEC) includes laboratories, classrooms, and faculty offices for programs offered through the School of Technology and the College of Information & Mathematical Sciences, and classrooms and office spaces for the Department of Teacher Education.

The AVIATION MAINTENANCE BUILDING (AVM) is located on Tara Boulevard in Jonesboro.

The MUSIC BUILDING (MUS) features classrooms, offices, and practice facilities arranged around a two-story atrium. The Music Building is located adjacent to Spivey Hall to facilitate use of the Hall by music students.

Chapter 2
ADMISSION INFORMATION

ADMISSION OF STUDENTS NEW TO CCSU

    Recent High School Graduates
    Non-Traditional Students
    Transfer Students
    Freshman Scholars
    Transient Students
    International Students
    Other Admission Categories

READMISSION OF FORMER CCSU STUDENTS

GEORGIA RESIDENCY STATUS

OTHER ADMISSIONS INFORMATION

ADMISSION OF STUDENTS NEW TO CCSU

REQUIREMENTS FOR ALL APPLICANTS

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

The admissions application and immunization form may be obtained from the Office of Admissions in the Student Center Building or on-line at www.clayton.edu. If you need assistance or have questions about admission, please contact the Office of Admissions by email at CCSU-info@mail.clayton.edu or call 770-961-3500.

APPLICATION DEADLINES

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

<div align="center">

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

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* Next business day when the first falls on a weekend.

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

TRANSCRIPTS AND TEST SCORES

High school and/or college transcripts must be official copies in sealed envelopes provided by the high school and/or college; student copies are not acceptable. Test scores (SAT I & II, ACT, AP) must be submitted to CCSU 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 CCSU are classified into one of the following categories:
- Recent High School Graduates (graduation class in the past five years)
- Non-traditional (applicants whose high school class graduated more than five years ago).
- Transfer Students

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

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

PROGRAM ADMISSION

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

Recent High School Graduates

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

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

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

STANDARDS FOR "REGULAR" ADMISSION STATUS

1. **College Preparatory Curriculum (CPC) 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 CPC should contact their high school counselors or call the CCSU Office of Admissions (770-961-3500). Students who graduated from an out-of-state high school and do not meet Georgia's CPC requirements (e.g. foreign language) but are otherwise well-prepared may be considered as Presidential Exceptions. (See heading below.)

2. **Freshman Index (FI) of 2000.** The FI is calculated based on a sliding scale between high school grade point average in CPC courses (HSGPA) and standardized test scores (SAT or ACT).   To qualify for regular admission to CCSU, 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 2000.** The FI is calculated as follows:
  -- Using SAT-I: SATV + SATM + (HSGPA x 500).
  -- Using ACT: (ACT composite score x 42) + (HSGPA x 500) + 88. For example, using the SAT, a student with scores of 510V and 520M and a HSGPA of 3.00 would have an FI of 2,530 (510 + 520 + [3.00 x 500] = 2,530).

Note: Applicants with transfer credit must also meet transfer standards; i.e. 2.00 transfer GPA and be in good standing to quality for regular admission.

"LIMITED" ADMISSION STATUS

Students who meet the CPC and SAT/ACT minimums for regular admission but whose freshman index (FI) falls in the window between 1830 and 2000 may be reviewed by the Admission Appeals Committee for "limited" admission. Students admitted in this status will be required to take additional placement tests and may be required by the institution to take Learning Support courses if indicated by test results.

STANDARDS FOR HOME SCHOOL AND NON-ACCREDITED GRADUATES

In lieu of the Freshman Index and CPC requirements, applicants from home schools or graduates of nonaccredited high schools may validate the CPC through satisfactory documentation of equivalent competence in each of the CPC 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 CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC 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 CPC portfolio may validate CPC by the following SAT II scores: English Writing (520), Literature (530), Math IC (500) or Math IIC (570), American History & Social Studies (560), World History (540), Biology (520), and one of the following: Chemistry (540) or Physics (590). Contact the Office of Admissions for details (770-961-3500).

"LIMITED" ADMISSION TO VOCATIONAL PROGRAMS

Applicants who wish to enter a certificate or career associate degree program (except Information Technology or Paralegal Studies) may be considered for admission under the limited category if they do not qualify for regular admission. This applies especially to students in "Tech Prep" programs in high school. Certain substitutions in CPC requirements may be made for such students. Students entering under limited admission to a vocational program may not change majors to a non-vocational major until they have exempted or exited from all Learning Support requirements and completed all of the Core Curriculum courses (Area A-E) in an Associate of Applied Science (A.A.S.) degree with a minimum 18 hours and GPA of at least 2.00 in the Core. Contact the Office of Admissions for details (770-961-3500).

SPECIAL ADMISSION CIRCUMSTANCES

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

CPC DEFICIENCIES

Any student admitted who has a deficiency in the 16 required CPC 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 1110, HIST 1112.

Foreign Languages: any course numbered 1001.

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

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

Non-traditional Students

The non-traditional freshmen category applies to applicants who have been out of high school for at least five years and who have no (or very little) college credit.   Non-traditional students are encouraged to consider taking the "Academic Skills Tune-up" or other courses offered in Continuing Education (770-961-3550) prior to applying for University admission. Applicants in this category do not have to meet the same standards as recent high school graduates and do not have to submit SAT or ACT test scores. (Non-traditional applicants may submit recent SAT/ACT scores if they wish to.)

To qualify for non-traditional freshmen admission, all four of the following criteria must apply:

1. Applicants must have graduated from an accredited or approved high school or have satisfactorily completed the General Educational Diploma (GED).
2. Applicants must have been out of high school for at least five years. (For GED holders, their original high school class must have graduated at least five years ago.)
3. Applicants who have attended college must have earned fewer than 30 semester hours of transferable credit to be considered a non-traditional freshmen.   (See the transfer section for additional information about special requirements for non-traditional freshmen applicants who have some transfer credit.)
4. Applicants must take the COMPASS test and make an acceptable score.

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

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

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

   * A non-traditional applicant is exempt from taking the COMPASS and will be admitted based on SAT/ACT scores if he or she has taken the SAT within the past seven years and scored at least 500V and 500M (or ACT 21E and 21M).

Note: non-traditional applicants who have recent and strong college credit of fewer than 30 transferable hours will be evaluated by the Director of Admissions and may be granted admission prior to taking the COMPASS test. In such cases the applicant will be notified. The applicant will still be required to take the COMPASS test for placement purposes unless he or she is exempted from all or part of the COMPASS due to having recently earned a grade of C or better for the equivalent of ENGL 1101 (English Composition I) and/or the equivalent of MATH 1101 (Math Modeling) or higher.

Transfer Students

TRANSFER APPLICATION PROCEDURE
Any student who transfers credit to Clayton State from another college or university is considered a transfer student. Like all applicants, transfers must submit a CCSU 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. (CCSU will accept electronic transcripts from certain University System institutions.) Student copies of transcripts are not acceptable.

TRANSFER ADMISSION STANDARDS – REGULAR ADMISSION

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

a. Have 30 or more semester hours of transferable credit.*   (Transfer applicants with fewer than 30 hours should see the appropriate heading below.)

b. Have a cumulative transfer GPA** of at least 2.00. (Transfer applicants with a GPA below 2.00 should see the limited admission heading below for possible appeal.)

c. Be in good academic and conduct standing at the last institution from which credit was earned. (Transfer applicants not in good standing should see the limited admission heading below for possible appeal.)

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

TRANSFER ADMISSION STANDARDS – LIMITED 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. Appeals are granted only to a limited number of applicants and only in cases in which the Admission Appeals Committee concludes that the appellant shows

strong promise for academic success based on such considerations as recent improvement in performance, increased maturity, counseling sessions, and academic review activities. If admission is granted, the student will be on academic probation. Contact the Office of Admissions to obtain the appropriate appeal form.

TRANSFER APPLICANTS WITH FEWER THAN 30 SEMESTER HOURS

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

a) if the applicant graduated from high school within the last five years, the applicant must meet standards for recent high school graduates in addition to transfer admission standards. Such applicants must submit all high school transcripts as well as college transcripts.

b) if the applicant graduated from high school more than five years ago, he or she will be considered a non-traditional transfer applicant. The admission decision will be based on a combination of transfer grades and scores on required admission/placement tests.*

* **Note**: non-traditional applicants who have recent and strong college credit of fewer than 30 transferable hours will be evaluated by the Director of Admissions and may be granted admission prior to taking the COMPASS test. In such cases the applicant will be notified. The applicant will still be required to take the COMPASS test for placement purposes unless he or she is exempted from all or part of the COMPASS due to having recently earned a grade of C or better for the equivalent of ENGL 1101 (English Composition I) and/or the equivalent of MATH 1101 (Math Modeling) or higher.

GENERAL POLICIES ON TRANSFER STUDENTS

1. **Academic Standing.** A student admitted as a transfer is subject to the academic standing regulations at his or her previous institutions(s) *and* to the academic standing regulations for students already attending CCSU. This means that all probations, suspensions, and dismissals (exclusions, expulsions, etc.) carry over from the sending institution(s).

2. **Acceptable Credit.** CCSU 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 CCSU or otherwise appropriate for application to the CCSU curriculum. Credit from non-accredited institutions is not normally accepted.*

Important note: Due to variations in curricula in specific majors (e.g., nursing, information technology), courses completed at another institution may not apply to the major at Clayton College & State University.

* An applicant with credit from institutions that are not regionally accredited may appeal for acceptance based on evidence that the work is equivalent to college-level courses offered by accredited institutions. The burden of proof rests with the applicant. The appeal will be reviewed by the Registrar and the appropriate dean

with the final decision resting with the Office of the Provost and Vice President for Academic Affairs.

3. **Grade Requirements.** A minimum grade of *D* will be accepted for transfer credit in lower division (1000-2000) courses except ENGL 1101, CHEM 1211, CHEM 1212, and CHEM 2411 which require a grade of *C*. A minimum grade of *C* is required for transfer credit in upper division (3000-4000) courses. Some programs of study (majors) at Clayton College & State University require a grade of *C* or better (or *K*) in all or some courses in the field, including, in some cases, lower-division courses. Acceptance of a course with a grade of *D* by the University does not guarantee its acceptance in a specific program.

4. **"2 + 2" Programs.** A student who has earned a career associate degree (A.A.S., A.A.T., A.S.N., A.S.D.H., etc.) may be admitted to a "2+2" baccalaureate program (B.S.N., B.A.S.) in accordance with the policies in the School of Technology and School of Health Sciences chapters.

5. **Placement Examinations.** Transfer students may be required to participate in the University's placement examination process and, based on those results, may be strongly recommended or required to enroll in specified courses or other learning experiences. Specifically, any applicant without credit for MATH 1101 or higher must take the math placement test before enrolling in a math class at CCSU.

6. **Learning Support**. Transfer applicants will be screened for previous participation in the University System of Georgia Learning Support program. Previous participants must furnish Clayton State with a complete record of their test performance on all required tests. Students who have not exited an area at the sending institution will be bound by Clayton College & State University's Learning Support requirements, and the University may require additional testing to help determine an applicant's qualifications for admission.

Important Note: Transfer students who have questions about the evaluation of their transfer work should contact the Registrar's Office (770-960-5110). Specific concerns about the transfer or degree applicability of core curriculum courses from University System of Georgia institutions should be directed to the Transfer Ombudsman in the Office of the Provost, 770-961-3538.

Freshman Scholars
Concurrent High School / University Enrollment

The Freshman Scholar Program offers outstanding high school juniors and seniors an opportunity to accelerate their academic programs by taking courses at Clayton College & State University. The Freshman Scholar Program includes three options available to qualified high school students:

- **The Joint Enrollment Program** provides outstanding high school students the opportunity to accelerate their education by earning college

credit at Clayton College & State University. This program enables participants to fulfill high school graduation requirements and, at the same time, acquire fully accredited college credits. Qualified students may enroll in the program at the beginning of any academic semester.

- **The Postsecondary Option Program   (PSO)** offers the same opportunities as the Joint Enrollment Program but also involves a grant for tuition. PSO is available to qualified juniors and seniors enrolled in Georgia's public high schools. Matriculation fees for students electing the PSO program are paid through the Tuition Grant Program. A student wishing to enroll in the PSO program must obtain a Tuition Grant form from his or her high school guidance counselor prior to registering for classes each semester. (This program is not available during Summer Term.)

- **The Early Admissions Program** allows qualified high school seniors to accelerate their education by enrolling as full-time students at Clayton College & State University before they actually graduate from high school but credit does not apply to high school. Qualified students may enroll in this program at the beginning of any academic semester at Clayton College & State University.

APPLICATION PROCEDURE

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

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

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

ADMISSION REQUIREMENTS

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

1. Have a minimum combined SAT I score of 1060 or ACT composite score of 23.
2. Have the appropriate GPA in required college Preparatory Curriculum (CPC) courses. (3.00 to participate as a senior; 3.50 as a junior.)
3. Have the recommendation of the high school principal or counselor.
4. Have parental or guardian approval (if the student is a minor).
5. Be on schedule to complete CPC courses by the end of the senior year.

SUBSCORE RESTRICTIONS

Students must have an SAT I subscore of 530 verbal (ACT 23E) to enroll in appropriate college courses for English or social studies CPC high school credit. Students must have an SAT I subscore of 530 Math (ACT 22M) to enroll in appropriate college mathematics courses for high school CPC credit. (The minimums also apply to courses for which college-level English or math is

prerequisite.) Students who do not meet these subscore minimums may take other college-level courses for elective credit if they have a total SAT score of at least 1060 (with subscore minimums of 430V/400M) or composite ACT score of at least 23 (with subscore minimums of 17E/17M).

Transient Students

A student in good academic standing at another college or university may apply for admission and enrollment as a transient student at CCSU. Transient status is usually limited to one term at a time, and enrollment is subject to the following requirements and conditions:

1. An applicant must complete an application for admission and furnish documentation from the Registrar of the college or university last attended that includes the following:
   a. a recommendation for transient admission to Clayton College & State University,
   b. a statement that the student is eligible to return, and
   c. a list of recommended courses to be taken at Clayton College & State University.
2. Transient enrollment is on a space-available basis, and some courses may be closed to transient students at some stages of the registration process.
3. Transients must meet CCSU prerequisite/corequisite and major restriction requirements for individual courses even if the sending institution has authorized the course.
4. A transient student who desires to continue as a transfer student at the University must apply through the Admissions Office and meet all transfer admissions policies, deadlines, and requirements.

International Students

ADMISSION PROCEDURES

All international students must pay the CCSU application fee and provide all of the same documents required of U.S. citizens including a completed application for admission form, a completed immunization form signed by a health care provider, and official copies of school transcripts, test scores, certificates, and diplomas.*

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

- must provide proof that adequate funds are available for educational and living expenses, 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).

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

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.

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

MEDICAL INSURANCE

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

Other Admission Categories

Post-baccalaureate Students

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

Post-baccalaureate students fall into four sub-categories:

a.   **Non-degree/certificate.** This includes students who are taking courses at CCSU for career development or personal enrichment only and who are *not* seeking a degree or certificate from CCSU.

b.   **Post-baccalaureate Certificate** (American Humanics, Legal Nurse Consultant, etc.)   This includes students who are seeking a post-baccalaureate certificate from CCSU. Such students should follow the

curriculum plan for their desired certification as published in this catalog and/or program materials.

c. **Second Bachelor's Degree.** Students who are seeking a second bachelor's degree must meet the curriculum and residency requirements for the chosen major. Students will not be required to meet specific CCSU general education requirements in Core Areas A-F except when specific Core courses are necessary prerequisites to other program courses. (Note: Post-baccalaureate students seeking the Bachelor of Information Technology will start courses in the pre-associate level Certificate of Information Technology.)

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

Note: Post-baccalaureate students are subject to prerequisites, major restrictions, and all other requirements.

Note: Any post-baccalaureate student who wants to apply for financial aid must submit transcripts from *all* institutions attended. Contact the Office of Financial Aid for details. (770-961-3511)

Auditors

Students admitted as auditors enroll in courses but receive no college credit. Auditors must be high school graduates or hold the GED. Auditors must complete an Application for Admission and submit official high school or college transcripts or General Education Development (GED) Test scores. Auditors pay regular fees for enrollment and are not eligible for federal or state financial aid. Students initially admitted as auditors who wish to obtain college credit for courses must seek readmission under another category. Students may not receive credit for courses in which they were registered as auditors unless they repeat the course for credit. (Students who are admitted under other categories may choose to audit certain courses. See Auditing Courses in the Academic Information chapter of this catalog.)

Students 62 Years of Age or Older (Senior Citizens)

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

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

Presidential Exceptions

In truly exceptional cases, students who do not otherwise qualify for admission may be admitted by the President of the University if the President has reason to believe that the applicant has special talents that make it likely that he or she will be academically successful. Requests for Presidential Exceptions should be sent to the Office of Admissions (770-961-3500).

READMISSION OF FORMER CCSU STUDENTS

WHO MUST BE READMITTED

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

READMISSION PROCEDURES

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

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

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

1) Any student who has enrolled in any other college or university while absent from CCSU must submit to the Registrar official transcripts from the institution(s) attended. Transcripts must be submitted even if the student does not intend to apply credit to a CCSU program. (It is not necessary to resubmit high school records or test scores.)

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

* Suspension includes equivalent status such as dismissal "permanent exclusion," "final suspension," or any other term indicating that the student's return to the institution is not routine. See the Academic Policies chapter for details about suspension, dismissal, and appeal.

GEORGIA RESIDENCY STATUS

At the time of admission, a student is classified as a resident or a non-resident of Georgia for the purpose of determining fees. The definitions of resident status for this purpose are established by the Policies of the Board of

Regents of the University System and do not necessarily parallel other definitions of residency.

A listing of these definitions is as follows:

1.a. If a person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
   Exceptions:
   I.   A student whose parent, spouse or legal guardian is a resident of Georgia may be considered a resident, providing the parent spouse or guardian can provide proof of residency in the State of Georgia for at least 12 consecutive months prior to the date of registration.
   II.   A student who previously held residency status in the State of Georgia but moved away, then returned to the state within 12 months.
   III. A student who is transferred to Georgia by an employer is not, upon proper documentation, subject to the durational residency requirement.
1.b. No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2.   If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration or has met one or more of the above exceptions.
3.   A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4.   Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5.   Full-time teachers in the public schools of Georgia, their spouses, and their dependent children may enroll as students in the University System institutions on the payment of resident fees.
6.   Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia. Upon proper documentation, those relocating to Georgia immediately upon discharge may register as residents.
7.   All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
8.   Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
9.   If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve-month period, the student may continue his registration only upon the payment of fees at the non-resident rate.
10. In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.
11. Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Officer represents, and who are stationed and living in Georgia under orders of their respective government, shall be entitled to enroll in University

System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.

CHANGE IN RESIDENCY STATUS

Individuals who enter the institution as non-resident students but later qualify as legal residents must fill out a Petition for Residency Classification form, which can be obtained from the Office of Admissions. To assure that proper consideration is given to requests for changes in residency classification, students should submit a Petition for Residency Classification at least 20 days prior to the beginning of the term in which they plan to enroll. A student's residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

OTHER ADMISSIONS INFORMATION

NEW STUDENT ORIENTATION

The new student orientation program is an important set of activities designed to acquaint new students with the resources available at Clayton College & State University. The program is tailored to the unique needs of all students, and there are programs for freshmen, transfer students, transients, and families of new students. All new students are encouraged to participate.

During the program, students will have an opportunity to meet faculty and students, become familiar with campus facilities, and be introduced to the wide variety of student services and activities available to the campus community.

At the conclusion of orientation, students will meet with faculty advisors and register for courses. New freshmen are strongly encouraged to enroll in CCSU 1000 - Student Success Seminar.

Orientation details are provided after the student has been accepted to the University. Call 770-961-3510 for additional information.

PLACEMENT TESTING

Students newly admitted to Clayton College & State University under all categories may be subject to entry placement examinations (assessments), which are designed to measure proficiency in critical academic areas, especially mathematics. In addition, non-traditional students may be subject to screening tests to determine eligibility for admission. Students will be notified at the time of admission if examinations are required.

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

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

DENIAL OF ADMISSION

A student denied admission or readmission to the University may, upon request, have his or her application reviewed by the Admission Appeals Committee if it has not already been reviewed. The committee may recommend

the admission of a student on academic probation status if evidence of maturity, motivation, and ability is exhibited.

Students admitted to the University through appeal may be required to take certain courses.

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

Chapter 3
FINANCIAL INFORMATION

GENERAL REGULATIONS ON TUITION AND FEES

REQUIRED TUITION AND FEES

REFUND POLICY

BAD CHECK AND DELINQUENT ACCOUNT POLICY

GENERAL REGULATIONS ON TUITION AND FEES

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

Semester fees are payable on or before registration payment deadlines as published for each semester. A student's registration process is not complete until payment is made in full. It is the student's responsibility to see that his or her tuition and fees are paid even if the funds are provided by financial aid, scholarship, or some other source.

Checks should be made payable to Clayton College & State University for the exact amount of the required fees. During the normal registration period, the University accepts payment online or in person by VISA, American Express, and MasterCard subject to validation and approval. (Discover Card is accepted in person but as of publication date, Discover is not accepted online.) **Payment of fees may not be deferred. All fees are due and payable per deadlines published in the Schedule of Classes.**

IMPORTANT NOTES:
- The charges listed in this chapter were accurate as of press time, but according to the Board of Regents' policy, **"All tuition charges...or other charges are subject to change at the end of any academic term."** For up-to date information refer to the Semester Schedule of Classes (on paper or online www.clayton.edu).
- For fee payment and refund purposes, the first class day of the semester is defined as the first day of the semester for weekday classes as listed in the Schedule of Classes regardless of when the first meeting of any given section of class is actually held.

REQUIRED TUITION AND FEES 2003-2004

TUITION

In-State Tuition (Residents of Georgia)	$1,106.00 per semester for a student taking 12 semester credit hours or more (full time), or $93.00 per semester hour for fewer than 12 credit hours.
Out-of-State Tuition (Non-Residents of Georgia*)	$4,424.00 per semester for a student taking 12 semester credit hours or more (full time), or $369.00 per semester hour for fewer than 12 credit hours.

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

Other Per Semester Fees Required of ALL Students (2003-2004)
a. **Student Activities Fee.** A $41.00 per semester fee will be charged for student activities.
b. **Athletic Fee.** A $110.00 per semester fee will be charged to support intercollegiate athletics.
c. **Parking Fee.** A $15.00 per semester fee will be charged for operation of parking services.
d. **Universal Card Access Fee.** A $15.00 per semester fee will be charged for services associated with the universal card (LINX).
e. **Information Technology Fee.**
A $38.00 per semester fee will be charged for infrastructure and services relate to information technology.
 f. **Health Fee.** A $10.00 per semester fee is charged for limited health services.
Other Fees – Required for Certain Courses Only (2003-2004)
a. **Telecourse Fee.** A $20.00 fee will be charged students who enroll in designated telecourses (non-refundable once classes begin).
b. **Wellness Course Fees.** A $35.00 fee will be charged for individual assessment and orientation and materials for the first semester that a student enrolls in PHED 1010. For subsequent semesters of enrollment in PHED 1020, 1030, and 1040, a $20.00 fee will be charged for supplies, etc. (non-refundable once classes begin).
c. **Health Sciences Lab.** A $35.00 fee will be charged for designated clinical courses to defray costs for immunizations and other health screening services administered through the nurse-managed clinic (non-refundable once classes begin).
d. **Natural Sciences Laboratory Fee.** A $20.00 fee will be charged for each laboratory science course to defray the costs for laboratory supplies, equipment, maintenance, calibration, and breakage (non-refundable once classes begin).
e. **Applied Music Fee.** A $20.00 fee will be charged to students who enroll in applied music courses: MUSC 1500, 2400, 2500, 3500, 4400, 4500 (non-refundable once classes begin).
f. **Standardized Testing and Materials Fee.** Certain courses require students to take standardized tests and/or standard materials. Fees vary with courses.

Other Required Fees – One-time fees and late fees. (2003-2004)
a. **Application Fee.** Application fee varies depending on time and method of application; see Chapter Two.
b. **Orientation Fee.** A student attending an orientation session may be charged a one-time fee at the time of reservation. The fee amount varies with the type of session the student chooses to attend.
c. **Enrollment Services Fee.** A one-time $15.00 fee will be charged for diploma, graduation, and transcript expenses (non-refundable).
d. **Late Registration Fee.** Any student who registers and pays fees once classes have begun for a semester will be charged a late registration fee of $25.00 (non-refundable).
e. **Returned Check Fee.** A $25 fee will be charged for all returned checks (non-refundable).

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

Textbooks, software, and other materials or expenses required for courses at Clayton College & State University are the responsibility of the individual student. Textbooks and other course materials are sold at the Campus Store and may also be available from off-campus sources. Materials may be ordered online from CCSU's e-Store, 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.

Notebook Computer Requirement

CCSU requires each student to have ready and regular access to a notebook computer and Internet access that meets the specifications for the student's major program. Meeting this requirement is the student's personal responsibility, and it is not covered by tuition and fees. It may involve purchase or lease of a computer if the student does not already have access to an acceptable machine. The required technology fee helps define costs for infrastructure and services, but it does not provide a computer or ISP for the student. See Chapter 4 for details.

Financial Aid and Scholarships

The Financial Aid Office assists students with financing their education. For information on financial aid and scholarship programs available at Clayton College & State University, refer to the Services for Students chapter of this catalog or go to the Financial Aid website at http://adminservices.clayton.edu/financialaid/default.htm.

Nursing and Dental Hygiene Expenses

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

Auditor Fees

A student who wishes to audit a course will be charged the same fees as a student taking the course for credit. Requirements for auditing are published in the chapters on Admissions and Academic Information.

Students 62 Or Older (Senior Citizens)

When space is available students 62 years of age or older may attend Clayton College & State University without payment of fees, except for supplies and laboratory or shop fees. Other requirements are included in the Admissions Information chapter.

Regents' Tuition Remission and Reimbursement Policy

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

Continuing Education Course Fees

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

REFUND POLICY

Refunds are granted only in limited cases as explained below. All refunds will be issued in the name of the student and by check only. If tuition and fees have been paid by federal or state funds, the refund will be made first to the issuing agency. **Important Note:** No refunds will be issued until all checks written to the institution have been authorized for payment by the appropriate financial institution and all University owned equipment has been returned in satisfactory condition. See the Academic Policies chapter and the Semester Schedule of Classes for information, policies, and procedures on registration, late registration, drop/add (schedule change), and withdrawal. Any changes in policies will be published in the Semester Schedule of Classes.

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

1. **Refunds for cancellation of registration or reduction in hours prior to the first class day of the semester.** Any student who has registered and paid will receive a full or proportional refund of fees paid (except for those identified above as non-refundable) if the student formally cancels his or her registration or reduces the number of hours taken prior to the first class day of the semester. (There is no refund for reduction of hours if the student remains enrolled in 12 or more hours since tuition caps at 12 hours.)
2. **Refunds for reduction in hours during the official Drop-Add period.** If the drop-add process results in a reduction of hours, the student's billing for tuition and fees will be adjusted up or down to reflect the hours for which he or she is registered at the end of the Drop-Add period, and a refund will be issued if appropriate. If the student's registration remains at 12 or more hours, no refund will be issued since matriculation fees cap at 12 hours. Consult the Semester Schedule of Classes for additional details and procedures concerning refunds. Please remember that certain fees are non-refundable.

   Important note: Students who are receiving financial aid (including loans) must be aware that a reduction in hours during the drop-add period may affect the amount of their financial aid award. Since the financial aid award may be reduced, it is possible that a reduction in hours may actually increase the amount of out-of-pocket funds that the student owes to Clayton College & State University. Students should carefully consider the financial aid implications of drop-add transactions that result in a reduction of hours. Students with questions should contact the Office of Financial Aid.

3. **After the end of the drop-add period, no refunds are issued for reduction in hours if the student remains enrolled in any course.** After this point, refunds are issued only for complete withdrawal in accordance with 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."

   Specific implementation details are published each semester in the Schedule of Classes.

Important Note: Students who withdraw from classes due to accident or illness are subject to the above refund percentages and deadlines regardless of how serious the medical situation may be. (See the Academic Policies chapter for withdrawal policies.)

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 emergency orders to active military duty, and (2) military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location. (Contact the Registrar's Office for details.)

BAD CHECK AND DELINQUENT ACCOUNT POLICY

   If a financial institution declines payment of a personal check tendered by a student and returns it to the University, the student will be charged $15.00. If a student check used for payment of registration fees is returned, the student will be assessed a late registration fee in addition to the service charge. A stop payment of a check does not constitute a formal withdrawal from the University or cancellation of registration and is considered a returned check. Official transcripts of credit will not be issued for students whose accounts in the Bursar's Office are held to be delinquent. If necessary, legal action will be initiated by the University for the collection of debts. Students who submit bad checks may be required to pay by other methods in the future.

Chapter 4
ACADEMIC POLICIES

NOTEBOOK COMPUTERS AT CCSU

ACADEMIC ADVISING AND CHOOSING A MAJOR

REGISTERING FOR COURSES

DISTANCE LEARNING

WITHDRAWAL FROM COURSES

GRADING SYSTEM

ACADEMIC STANDING

LEARNING SUPPORT REQUIREMENTS

ACADEMIC HONORS

OTHER ACADEMIC POLICIES

R.O.T.C.

NOTEBOOK COMPUTERS AT CCSU

In 1998, through the Information Technology Project (ITP), Clayton College & State University became one of the first public universities in the nation to require *all* of its students to have and use notebook computers. This innovative and exciting approach to learning has been dubbed "ubiquitous mobile computing." Electronic communication between faculty and students and among students has become the normal way of doing business at CCSU. Over the past five years, ITP 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 and click ITP-Choice).

1. **Computer Access.** Each CCSU 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 students 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 ITP 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 CCSU help desk (the HUB) to perform in-warranty repairs on notebook computers purchased by CCSU students. Use of a CCSU preferred vendor is not required.
2. **Standard Software.** The notebook computer that the student has ready access to must include the CCSU standard software load (MS Office 2000 Professional) plus additional software needed for the student's major program.
   - CCSU will make the standard software load available to currently enrolled students as part of the $38.00 technology fee. It will be the student's responsibility to bring the notebook computer to the help desk (the HUB) to obtain the software.
   - Additional software necessary for specific courses and/or programs will be available for purchase from the CCSU Campus Store and/or other vendors.
3. **Internet Access.** Each CCSU student is required to have ready access to the Internet (World Wide Web) and to use a CCSU e-mail address.
   - Each student will be responsible for making his or her own arrangement with an Internet Service Provider (ISP) such as AOL, Juno, Bell South,

> or Yahoo. No specific ISP is considered preferred by CCSU although students are cautioned to pay careful attention to the ISP's reputation for reliability and customer service.
>
> - CCSU will provide each student with an e-mail address through the CCSU electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from CCSU 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.

- CCSU 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, CCSU will make training opportunities available in the computer skills necessary for the student's chosen program.
- CCSU 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.

ACADEMIC ADVISING AND CHOOSING A MAJOR
(Program of Study)

Academic Advisement

Academic advisors, usually faculty members in the program, are available for each of the programs of study offered by the University. Advisement is optional or required depending on major and/or stage of program. In addition, students who have not selected a program of study will be assisted in the Office of Counseling & Career Services. Students required to take Learning Support classes must be advised by a Center for Academic Assistance advisor regardless of major.

Faculty advisors maintain regular office hours during the academic term to encourage student conferences whenever questions arise or further information is needed. Students are strongly urged to see their advisors well in advance of registration for classes. Details are provided in the Schedule of Classes booklet each semester.

Although academic advisement is available at Clayton College & State University, *each student is responsible for knowing and for fulfilling the curriculum requirements of a program of study and the graduation requirements of the University as explained in this catalog, in the semester Schedule of Classes, and in any supplements to this catalog.*

Declaring and Changing Majors (Programs of Study)

Students should declare their major programs of study as soon as possible since the choice of major may affect recommended or required course choices in the Core Curriculum as well as in the major field itself. Major declarations must be filed with the Registrar by paper form or by online process. Majors are listed in the chapters for each school of the University.

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

Undecided Students (Undeclared)

Students who are undecided about their programs of study should follow the general guidelines for Areas A-E of the Core Curriculum until they have selected a program of study. Please note that some choices in Areas A-E of the core may be influenced by choice of major. Special assistance is available to undecided students in the Office of Counseling & Career Services. The office offers academic planning information, referrals to appropriate departments on campus, assistance with time management and study skills, and intervention strategies for students experiencing academic difficulty.

REGISTERING FOR COURSES

Schedule of Classes

A Schedule of Classes is published in paper form and on the University's website each semester (www.clayton.edu). Instructions on how to register are included in this schedule. Registration is accomplished online using the CCSU system known as the DUCK (Digital University Campus Kiosk).

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

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

Various departments of the University publish tentative advance schedules to assist students in their planning for future terms. Every effort is made to implement the current and future schedules as published, but circumstances such as staffing, funding, enrollment, and program changes may result in some changes.

Activity Period

At midday on Tuesday and Thursday there is a period during which no classes are scheduled.* This activity period is heavily used to schedule organization meetings, speakers, and other student activities, and students are strongly urged to take advantage of this time. Student activities are also scheduled at other times, but they may conflict with some classes.

* There may be a few classes, mainly, but not necessarily exclusively, off-campus clinicals, scheduled during the activity period.

Prerequisites and Corequisites

Many courses are listed as having prerequisites, corequisites, or absolute corequisites. See the Course Descriptions chapter of this catalog for definitions and specific listings. In exceptional circumstances, a dean, associate dean, or

department head may grant a waiver of a prerequisite or corequisite. Faculty members are not permitted to waive prerequisites or corequisites on their own.

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

Drop/Add and Changing Schedules

Each semester the Schedule of Classes specifies a date as the last day to register for classes or to change schedules through the drop/add process. After this date, the student's class schedule becomes official and can be changed only by official withdrawal (see below). Students are obligated to pay tuition and fees for all courses registered for as of the end of Drop-Add. See the Financial Information chapter and the semester Schedule of Classes for refund policies.

Course Overload

Students may schedule up to 18 hours per semester (15 in the Summer) without special permission. A student who wishes to accelerate his or her study by taking more than 18 hours in a semester (or 15 in the Summer) must have a written overload request approved by the dean or associate dean of the school of the major. In general, a student must have been at Clayton College & State University for at least two semesters and have achieved an overall *B* average before an overload will be approved although the dean/associate dean may make exceptions in special circumstances. (Note: Audited courses count in load for purposes of this policy.)

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. (The Integrative Studies program has special provisions for cross-registration; see the Arts & Sciences chapter of this catalog.) For more information and regulations about how to cross–register, contact the Registrar's Office in the Student Center Building, 770-961-3504.

Auditing Courses

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

Courses taken on an audit basis will not be used for certification for financial aid, Social Security, or Veterans' Administration benefits.

Students may not receive credit for courses in which they were registered as auditors unless they repeat the course for credit.

ONLINE INSTRUCTION

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

Courses offered via online instruction are identified in the Schedule of Classes each semester. Additional fees will accompany online courses with video components.

Nature of Online Courses

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

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

Registration for Online Courses

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

Students should not register for online courses unless they are already thoroughly competent at sending and receiving e-mail, navigating the Internet, and using Windows-based programs. No class time will be spent on basic computer instruction. Students may be required to complete Computer Skills for Online Instruction (CCSU 1010) or Introduction to WebCT (CCSU 1011) before registering for some online courses or during the first weeks of the semester. Also, students should be aware that taking online classes requires excellent time management skills and good self-discipline.

Course Materials

Printed texts, special software, or other supporting material needed for online courses can be obtained in person from the Campus Store or online at

www.ccsuestore.com. Many research resources are available online through GALILEO, but some projects may require on-site library work at CCSU 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 CCSU library circulation desk and playing them at their convenience. *There is an additional course fee for online telecourses to cover CCSU's costs for broadcast and distribution rights.*

Important Information about Getting Started in an Online Course

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

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

The instructor's e-mail address and information about orientation sessions are usually included with the appropriate course listing in the CCSU Schedule of Classes or on the Online Instruction Website. If students have difficulty contacting their instructor by e-mail, they should call the school that offers the course (Arts & Sciences, 770-961-3420; Business, 770-961-3410; Health Sciences, 770-961-3484; Information & Mathematical Sciences, 770-961-3636; Technology, 770-361-3415).

On-site Attendance Requirements

All of CCSU's online courses require physical attendance for orientation and examinations unless a special exception has been established. In addition, as mentioned above, some courses that are delivered substantially online also require attendance at CCSU (or other sites) for the purposes of review, discussion, laboratories, practica, or other activities that necessitate direct "hands-on" or "face-to-face" experiences. Please note the explanations with each course in the Schedule of Classes and pay careful attention to information in course syllabi.

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

Courses marked by the 🖳 *in the Course Descriptions chapter of this catalog are currently offered as online courses. (Subject to change.)*

WITHDRAWAL FROM COURSES

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

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

Official Withdrawal Form Required. A student desiring to withdraw from a specific class, multiple classes, or all classes must submit an official withdrawal form to the Office of the Registrar. The form can be submitted on paper (Registrar's Office, STC 216, 770-950-5110) or online (www.clayton.edu). 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.

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

Withdrawal before Midterm: A student who completes the official withdrawal process prior to the published midterm date for the term of enrollment will be assigned a grade of *W* (withdrew) regardless of the reason for withdrawal or how the student is performing in the class. A grade of *W* does not figure in GPA, but it may have implications for continued financial aid eligibility. (Consult the Financial Aid Office.)

Withdrawal after Midterm: As noted above, prior to midterm a student may withdraw for any reason whatsoever and receive a grade of *W*. However, withdrawal after midterm is subject to academic penalty (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.** (See below for hardship request procedure.) A *WF* counts in GPA just like a grade of *F*.

Hardship Withdrawal Policies: A student desiring to be considered for a hardship withdrawal must complete the official withdrawal process **and** submit a Hardship Withdrawal Request Form to the dean of the school of the student's major. The Hardship Request form may be obtained from the Registrar online (www.clayton.edu) or in person (STC-216). Call 770-960-5110 to obtain a form if in person or online is not feasible.

To be eligible for hardship withdrawal, a student must have met ALL of the following conditions:
1. experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised,
2. been passing the course at the time that the emergency or other hardship arose,
3. acted responsibly by notifying his or her instructors or other University officials about the hardship situation as soon as possible after it arose, and
4. filed the hardship request with the appropriate dean as soon as it is feasible to do so. Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate.

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

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

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

A student should contact the dean of the school of his or her major or the Associate Provost (770-961-3538) for questions about hardship withdrawal.

Withdrawal From Learning Support Courses

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

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.

GRADING SYSTEM

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

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

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

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

**See the heading above for details on withdrawal policy.

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

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

I — 　**Incomplete**. Indicates that a student was doing satisfactory work, but due to non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. The I is appropriate only when the unfinished requirements can be clearly delineated and constitute a relatively small part of the course; otherwise withdrawal is appropriate. It is the responsibility of the student to initiate the request for an I by contacting the relevant instructor, department head, associate dean, or dean in a timely manner before the end of the term or session. The assignment of an I requires the written approval of the dean or associate dean of the school. To remove an I and convert it to a grade, the student must contact the instructor (or department head or associate dean or dean if the instructor is unavailable) in a timely manner and arrange to complete the course requirements. (An individual who has an I pending but is not otherwise enrolled may not

retain possession of University-owned equipment, and the individual has access to campus facilities and services only to the extent necessary to complete course requirements.)   *A grade of I that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first) will automatically be changed to the grade F.*

W —   **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 College & State University. Following is an example:

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

38 ÷ 16 = Grade Point Average of 2.38

   Clayton College & State University 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)* attempted at Clayton College & State University. Regents' GPA is used to determine whether a student is eligible for academic honors.

2.   **Institutional Grade Point Average**
     The Institutional Grade Point Average is the average of the grades in the *most recent attempts* of all courses (numbered 1000 or higher)* attempted at Clayton College & State University. Institutional GPA is used to determine the following:

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

    b. eligibility for graduation.

NOTE: Learning Support grades, earlier attempted grades, and transfer grades may be considered in GPA for such purposes as evaluation for program admission or consideration for academic awards and scholarships.

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

Course Repeat Policy

    Clayton State students may repeat any course subject to the "three tries rule." All attempts will be recorded on the transcript, but only the most recent attempt 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.* **

Three tries rule. A student who has withdrawn or earned a less than satisfactory grade a total of three times in a course at Clayton State will *not* be allowed to take that course again. This rule applies to the following grades: F, U, D, WF, and W. (Grades of W granted for military withdrawal or "no show" do not apply to this rule. Grades of W granted for health or other hardship reasons do *apply.) This rule could have the effect of preventing a student from graduating in a given major. (Students who have already had two or more tries in a course at CCSU before this policy went into effect [Fall 2003] will be granted one more try.)*

a) Transfer Attempts. The "three tries rule" applies to courses taken at previous institutions also except that a student transferring in to Clayton State will be granted one additional try at CCSU even if the student had exhausted his or her three tries at the previous institution.

b) Transient Restriction. Transient or cross registration permission will not be granted to a CCSU student to take a course for which the student has already exhausted two of the three tries allowed under the three tries rule.

c) Program Restrictions. Some majors may have stricter course repeat policies. In some cases, a cumulative or program GPA, rather than institutional GPA, may be used to determine eligibility for program admission, graduation, or license eligibility. Consult the appropriate school/college chapter of this Catalog and other program materials for details.

d) Appeals. Appeals for exceptions to the "three tries rule" must be directed in writing to the dean or associate dean of the school/college of the student's major (A&S for undeclared). Exceptions are granted only in very special and limited circumstances.

* Semester courses that are directly equivalent to quarter courses will be considered repeats. Similar courses that are substituted but not directly equivalent are not considered repeats. Some courses (Selected Topics, Independent Study, Internship) provide for repeats for credit. In such cases, all grades count in GPA.

** This repeat policy does not apply to courses numbered less than 1000, which are controlled by Learning Support regulations explained elsewhere in this Catalog.

Grade and Academic Appeals

Students wishing to file an appeal of a grade or other academic action must first attempt to work out the matter informally with the appropriate instructor. If that is not satisfactory or if the instructor cannot be contacted, the appealing student must contact the relevant department head or associate dean. The appeal must be initiated as soon as possible. The appellant must put his or her case in writing and supply documentation unless the matter is resolved informally before an official appeal is filed. Written appeals should be directed to the relevant department head or associate dean with 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 normally be considered. (This "statute of limitations" will not be extended unless there is clear and convincing evidence that it would not have been reasonable to expect the student to have raised the appeal in a more timely manner.)

Full details about the appeal process are contained in the *Student Handbook,* which can be obtained from the Office of the Vice President for Campus Life or via the University homepage. Students with questions about the academic appeal process should contact the Associate Provost (770-961-3538).

ACADEMIC STANDING

Good Standing

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

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

Academic Warning

A student will be given an Academic Warning if at the end of any semester his or her institutional or term GPA falls below 2.00 but the student is not subject to probation or suspension. Although students on "warning" remain in good standing, they should be aware that once below 2.00, a student's grade point average is very difficult to raise without making course grades of *A* and *B*. Without immediate improvements, academic probation may result. (Important note: depending on grades, it is quite possible to go directly to probation without first receiving an academic warning.)

Academic Probation:
1. Academic Probation (not Learning Support)
Any student whose institutional GPA falls below the minimum acceptable GPA of 2.00 (or less than 2.00 for students with fewer than 45 hours as indicated in the chart under the Good Standing heading above) will be placed on academic probation. Probation students are urged to consult the Office of Counseling and Career Services and may be required to see special advisors. *Students on probation must be aware that they will be suspended if unsatisfactory performance continues. See the suspension policy below.*

Note for transfer students: Depending on performance at their previous institution(s), transfer students may be placed on academic probation at the time of admission.

2. Learning Support Academic Probation
Any student required to take a Learning Support course will be placed on Learning Support probation if he or she fails a Learning Support course the first time he or she takes it. (Note: Attempts at Learning Support courses are cumulative within the University System of Georgia.) See the Learning Support Requirements heading later in this chapter for full details.

Academic Suspension and Dismissal

1. Academic Suspension (not Learning Support)
A student will be placed on academic suspension and barred from enrollment for the upcoming semester if at the end of any semester *all* of the following criteria apply:
(a) the student is on Academic Probation,
(b) the student's institutional GPA is below the minimum acceptable level for Good Standing as indicated in the chart above, *and*
(c) the student's GPA for the term just completed is below 2.00.

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

*   Summer Semester does not count as a semester out for suspension reinstatement purposes. If the student has been out of Clayton State for more than one year, the student must also apply for readmission.
**   In rare cases involving exceptional circumstances a student may be granted restricted reinstatement without being out the normal one semester.

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

(a) the minimum period of exclusion is two semesters (Fall and Spring, summer does not count toward the exclusion period)
(b) a student desiring reinstatement must also apply for readmission.
(c) appeals for reinstatement will be held to a higher standard
(d) if the student has earned no grades of C or higher since the first suspension, then the second suspension constitutes dismissal and the consequences of dismissal apply.

Special note for transfer students: Suspensions (or equivalent) at previous institutions count in the total for purposes of this policy, so it is possible for a transfer student's first suspension earned at Clayton State to constitute a second or higher suspension for purposes of consequences.

Consequences of Dismissal: *Any student receiving a third academic suspension will be dismissed from the University and barred from further enrollment.* However, after at least three full calendar years out of the University, a dismissed student may petition for readmission. A student seeking readmission following dismissal must complete a regular Clayton College & State University Application for Readmission form and an admission appeal form. The appropriate forms must be submitted to the Office of the Registrar by the deadline for application for admissions for the semester for which the student is seeking readmission. The petition will be evaluated by the Admission Appeals Committee and will not be granted unless there is clear and compelling evidence of the likelihood of academic success upon readmission. If readmission is granted, enrollment will be on a restricted basis. A readmitted student will be on academic probation and will be immediately dismissed again if his or her semester and institutional GPA fall below 2.00.

2. Learning Support Suspension
Students who fail to complete Learning Support courses within the number of attempts specified by the Learning Support policies explained elsewhere in this chapter will be dismissed from the University for a minimum of three years.

In truly extraordinary cases in which there is highly compelling evidence of the likelihood of success if one more attempt is granted before the three-year period begins, students may appeal the suspension. Appeals must be filed with the Director of the Center for Academic Assistance. Appeals will be evaluated by the Admission Appeals Committee. The committee may restrict the enrollment of a student if readmitted. Following the three-year period of suspension, a student may re-apply to the University and file an appeal with the Admission Appeals Committee; readmission is not automatic.

Major Program Probation and Suspension.
The academic standing, probation, suspension, and dismissal policies above apply to the University as a whole. Individual programs may have additional progression, probation, suspension, and dismissal policies that are stricter than

the University-wide policies. Consult the school/college chapters of this Catalog and other program materials for details.

LEARNING SUPPORT REQUIREMENTS

Learning Support courses are taught by full- and part-time faculty members of the Center for Academic Assistance. Offices are located downstairs in the Library Building.

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

Who is not Subject to Learning Support Advisement?
a) The prerequisite for MATH 1101 is MATH 0099 or an appropriate score on the math placement test given upon admission. Some students who are granted regular admission to the University score below the prerequisite level on the math placement test (Accu-placer). In such cases, the student has the option of taking MATH 0099 or of engaging in an intensive self-remediation plan and then re-testing. The great majority of students in this situation choose to take MATH 0099 to fulfill the MATH 1101 prerequisite. Such students are advised by their regular advisor and not by Learning Support faculty.
b) Students required to take Learning Support courses who are majoring in a certificate program* are advised in the School of Technology rather than by Learning Support advisors. The Technology advisor will consult with Learning Support advisors as appropriate.

  * Exception: Students in the Information Technology and Paralegal Studies certificate programs must be advised by Learning Support advisors if they have Learning Support requirements.

Learning Support Regulations. The Learning Support Program of the Center for Academic Assistance offers college preparatory instruction in certain critical basic skills areas–written and oral communications, mathematics, and reading– as well as personal development and study skills. (See the Learning Support courses in the Course Descriptions chapter of this catalog.) Learning Support courses are *not* applicable to any degree programs offered by the University; however, they do constitute prerequisites that Learning Support students must satisfy before they are fully accepted into degree or certificate programs.

Students required to take Learning Support courses are subject to the following regulations:

1. Students who are required to take Learning Support courses must do so during their first semester of enrollment and continue taking them for each subsequent semester of enrollment until all requirements have been completed (exited).
2. Students who are required to take Learning Support courses must take CSOR 0098, College Skills Orientation, in the first semester of enrollment. (Students whose *only* Learning Support requirement is MATH 0099 or those who have appropriate transfer credit may petition the Director of the Center for Academic Assistance for exemption from CSOR 0098.)
3. Students who successfully complete (exit) all Learning Support requirements can schedule graduation-applicable courses during the next semester of enrollment. Some students may be allowed to schedule some graduation-applicable courses while also taking Learning Support courses.
4. Students who are required to take READ 0099 must exit the reading area before they enroll in any courses in the Core Curriculum (Areas A-F). Students who are required to take Learning Support math and/or English are restricted from many but not all Core Curriculum courses.
5. Students who are required to take Learning Support courses must complete all required Learning Support content areas (English, mathematics, reading) before they earn 20 semester hours of graduation-applicable credit. Students who have not done so by that point may enroll only in Learning Support courses until all content area requirements are complete.
6. Students required to take Learning Support courses may not drop or withdraw from Learning Support courses and remain in any course numbered 1000 or higher.
7. After students have passed *all* other requirements for their required Learning Support courses, they must then pass the exit examinations (currently COMPASS) for the required content areas. In other words, a student is not allowed to take the exit examination unless he or she has satisfactorily completed all course work up to that point. *A student who does not pass an exit examination in a content area must repeat the course regardless of the grade earned in other course requirements.*

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

Mathematics: Students are allowed a maximum of *three* attempts to pass the MATH 0096/MATH 0097) MATH 0099 sequence subject to the following conditions:
*   Students who begin in MATH 0096 or MATH 0097 and do not exit this level in two attempts will be suspended from the University and will not be allowed to attempt MATH 0097 again or take MATH 0099. (Note: MATH 0096 includes all material from MATH 0097 but begins at a more basic level.) After at least one semester of suspension, students may appeal for one attempt to take and exit MATH 0099. This will constitute the third and final Learning Support math attempt prior to a three-year suspension. Appeals to take MATH 0099 following suspension due to failure to exit MATH 0096/0097 must be directed to the Director of the Center for Academic Assistance, who will approve the appeal only if the applicant has

participated in substantive mathematics remediation during the semester(s)
of suspension and can demonstrate compelling evidence of a high
likelihood of success in exiting MATH 0099. Such evidence will include, but
not necessarily be limited to, the score earned on a required mathematics
re-entry test. Students who are unsuccessful in this attempt of MATH 0099
will be suspended for three years.

- Students who begin in MATH 0099 and do not pass the course in two
attempts will not be allowed a third attempt and will be suspended for three
years unless an appeal for a third attempt is granted. Appeals for a third
attempt must be directed to the Director of the Center for Academic
Assistance and will be reviewed by the Admission Appeals Committee.
Appeals are approved only when there is compelling evidence of a high
likelihood of success in the third attempt. Students who are unsuccessful in
this attempt of MATH 0099 will be suspended for three years.

English, Reading, and College Skills: Students are allowed a maximum of two
attempts in each of the following courses: ENGL 0099, READ 0099, and
CSOR 0098.   Students who do not exit within two attempts will be
suspended for three years. Appeals for a third attempt prior to the three-
year suspension may be directed to the Director of the Center for Academic
Assistance and will be reviewed by the Admission Appeals Committee.
Appeals are approved only when there is compelling evidence of a high
likelihood of success in the third attempt. Students who are unsuccessful in
this attempt on appeal will be suspended for three years.

Period of Suspension: Following the three-year period of suspension, a
student may re-apply to the University and file an appeal with the Admission
Appeals Committee; readmission is not automatic and is only granted when
there is strong evidence of a high likelihood of success upon readmission.

NOTE: Attempts are cumulative across colleges and universities in the University
System of Georgia. The limit on number of attempts also applies to students who
volunteer for Learning Support courses.

NOTE: It is possible to be in good academic standing according to GPA and still be
suspended by Learning Support regulations.

NOTE: In highly extenuating circumstances students may appeal for a fourth attempt
but such appeals are very rarely granted.

ACADEMIC HONORS

The Honors Program
A limited number of qualified students are admitted to the Clayton College &
State University Honors Program, which offers special sections of classes and
other activities. See Chapter Twelve for additional information.

Deans' List
A student with a semester average of 3.60 or higher who is in good academic
standing will be placed on the Deans' List for that semester. Students who take
only physical education courses are not eligible for the Deans' List. Students

who are taking any course numbered lower than 1000 are ineligible for the Deans' List.

Graduation With Honors

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

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

	Associate Degree	
High Honors		3.75 - 4.00
Honors		3.50 - 3.74

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

Honors Convocation

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

OTHER ACADEMIC POLICIES

Credit Hours

   Credit for study at Clayton College & State University and at all institutions in the University System of Georgia is measured quantitatively in semester hours. One semester credit hour presumes one hour (actually 50 minutes) in class per week plus about two hours (100 minutes) outside of class in study, review, project preparation, and related activities. Most courses are three credit hours, meaning that the class will normally meet 150 minutes per week and that the student should normally plan to spend an additional 300 minutes studying, reviewing, and preparing. A laboratory or activity period of two or three clock hours is normally considered the equivalent of one class hour, since extensive out-of-class preparation is usually not required.

   This rule of thumb for time management will, of course, vary from student to student and course to course depending on student background and course content. Although many studies have shown that the amount of time that a student spends on task is a critical factor in determining the likelihood of

success, students should remember that success in a course is ultimately measured by the degree of mastery of educational objectives, not just by the time invested.

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

Full-time and Part-time Status

Clayton College & State University welcomes both full-time and part-time students. Students scheduling 12 or more hours of credit per semester are classified by the University as full-time students for fee payment purposes; those with fewer than 12 semester hours of credit are classified as part-time students. This definition of "full-time" is derived from the semester credit hour calculation as explained above. Since each three-hour course should take about 450 minutes per week of a student's time in class and out of class, a student who takes twelve semester hours (four three-hour courses) should be spending approximately 1,800 minutes (30 clock hours) per week on college work. The time required for a fifteen-semester-hour load should be roughly equivalent to a forty-hour work week. This calculation will help students plan their time to balance school, work, and personal responsibilities.

In order to stay on track for graduation in one, two, or four years, depending on the program of study, a student must complete at least 30 credit hours per calendar year. Typically, this involves two 15-hour semesters with a summer off but many variations are possible. (Some programs will require more hours to stay on track.) Students who attend during Summer Semester can take fewer hours in fall and spring to stay on track, or they can take additional summer hours and speed up graduation. To meet their personal needs, many students choose to extend their programs and take fewer hours per semester. Outstanding students may accelerate their timetable by taking course overloads with approval.

Junior and Senior Standing

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

Some courses may have *junior standing* or *senior standing* as a prerequisite. Junior standing constitutes 60 degree credit hours completed; *senior standing* constitutes 90 degree credit hours completed. In certain circumstances, the junior or senior standing prerequisite may be waived by the dean of the school that offers the course.

Policy on Class Attendance and "No Shows"

Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. Research continually shows that poor attendance and/or limited participation usually results in low grades. However, because the delivery mode, content, assignments, and other particulars for each class section vary so widely, Clayton College & State University does not specify an official campus-wide attendance standard except to ascertain "no shows" at the beginning of a term. (See the "no show" policy under the withdrawal heading earlier in this chapter.) After the "no show" period,

attendance records are not maintained except to the extent that an individual instructor may keep records for the purposes of his or her own classes. The attendance policy for each course will be stated in the syllabus; it is your responsibility as a student to inquire of the instructor if you have any questions.

Special note for online courses: Actual physical attendance in the classroom is limited (or in some cases non–existent) for online courses, but time on task and active, regular participation is just as important to success as it is in traditional on-campus classroom courses.

Credit by Examination or Experience

Clayton College & State University recognizes that learning can take place in a variety of settings other than the traditional classroom. Within guidelines established by the University, credit may be earned for some classes by examination or experience. These non-traditional sources of credit include nationally recognized standardized tests, certain military training, selected professional certifications, and in some cases, special examinations developed at the University.

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

- Advanced Placement Program of the College Board (AP). In some basic courses, CCSU accepts an AP grade of 3 for credit. Grades of 4 or 5 are required for some other courses. The current required scores are posted on the Registrar's web page (www.clayton.edu). Students seeking credit must have their official scores sent directly from AP to the Office of the Registrar. (The University does not accept scores forwarded by high schools.) Additional information and a list of examinations are available from the Office of the Registrar.
- College Level Examination Program (CLEP). Clayton College & State University awards credit for several CLEP subject examinations. 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).
- Credit by examination for lower division course work may be awarded to nurses and dental hygienists who have passed the applicable state licensing examination and have valid Georgia license. Additional information is available from the School of Health Sciences (BHS-61).
- Certified Professional Secretaries Examination (CPS). Clayton College & State University awards credit for the CPS examination program. Information is available from the School of Technology (TEC-211).
- Students are issued block credit for certain Emergency Medical Services courses by virtue of National Registry Paramedic Certification and/or National Registry EMT Intermediate Certification. Additional information is available from the School of Technology (TEC-211).

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

- As a Servicemembers Opportunity College (SOC) institution, CCSU accepts Armed Forces training (including DANTES and USAFI). The University consults the American Council on Education (ACE) *Guide* and considers its credit recommendations. Clayton College & State University, however, reserves the right to determine the appropriateness of military training for credit at the University. Students seeking credit for Armed Forces experience and training must supply documentation (including but not necessarily limited to the DD-214) to the Office of the Registrar for evaluation.
- In certain instances, credit by examination is available through validation of previous registered nursing experience and nursing specialty certification. Additional information can be obtained through the School of Health Sciences (BHS-61).

- Other CCSU programs may develop validation examinations and procedures in order to grant credit for competencies learned in non-academic courses.

Information about possible credit by examination or experience is available in the appropriate academic school or in the Testing Center (LIB-141).

The following regulations apply to credit by examination or experience:

1. Credit by examination or experience may be awarded only in areas that fall within the regular curricular offerings of the University, and any credit awarded must be appropriately related to the student's current educational goals.
2. A student must meet all prerequisites for a course before credit by examination or experience can be awarded for that course.
3. Credit by examination or experience is not awarded for any course for which the student has previously earned credit or for which the student has already completed a higher course in sequence. (For example, a student with credit for MATH 1113 could not earn credit by examination for MATH 1101. The *only* exception to the sequence rule is for required courses in which a *C* or *K* or better is required for graduation. In such cases, a student may use credit by examination to override a *D* in the first course of a sequence.)
4. Although appropriate credit earned by examination or experience may be applied to meet graduation requirements, such credit may *not* be used to meet the minimum number of hours required "in residence" at Clayton College & State University. This regulation applies even if the credit by examination or experience is earned at the same time that the student is in residence for other courses.
5. Credit by experience must have occurred in a formalized setting that maintains verifiable records. In addition, the experience must be validated as equivalent to college credit by a recognized outside entity or by an institution-required validation examination. Clayton College & State University does not award credit based on generalized life experience.
6. Credit by examination or experience is recorded on transcripts at Clayton College & State University by the symbol *K*. Grades of *K* do not alter the student's semester, Regents', or Institutional Grade Point Average (GPA).

Correspondence Credit

Credit obtained through traditional correspondence courses taught through other regionally accredited colleges or universities may be counted toward graduation. Correspondence credit is considered transfer credit, and normally a maximum of 12 semester hours of correspondence credit will be accepted in a program of study. Currently enrolled students seeking permission to take courses through correspondence must complete a Transient Authorization Form and obtain approval from the appropriate dean and the Registrar *prior* to registering for correspondence work.

Transient Credit for CCSU Students

Currently enrolled Clayton College & State University students in good standing who wish to attend another institution on a temporary basis to take courses that will count toward their degree at Clayton State may request to do so as transient students with the advance approval of Clayton State and the other institution. Students wishing to take courses on a transient basis must apply to and be accepted by the other institution as a transient student. Prior to enrolling at the other institution, the CCSU student must complete a Transient Request Form (available from the Office of the Registrar) and obtain approval. The transient request must be approved by the dean of the school offering the major and by the Office of the Registrar. Approval or disapproval is based on the administrator's judgment of the appropriateness to the student's academic program. Ordinarily, transient status is granted for only one semester although exceptions may be approved in special circumstances. Normally, transient

status is not granted for *one* part of a science or foreign language course sequence.

Students who are required to participate in the Learning Support Program are not eligible for transient status until all program requirements have been completed. Students on F-I visas are not eligible for transient status.

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

Servicemembers Opportunity College

Clayton College & State University is a member of the Servicemembers Opportunity Colleges (SOC) Program. Participation in this program means that CCSU has shown a special interest in providing higher education options for members of the armed forces.   CCSU is listed in the SOC Guide, which announces to military education professionals and their thousands of potential students that the University understands their special needs and is receptive to working with them. Contact the Office of Counseling & Career Services in the Student Center Building for additional information (770-961-3515).

Academic Renewal

In most cases, the Clayton College & State University Institutional GPA will serve the needs of a student whose academic performance was weak in previous years. However, another option is available to students through the Academic Renewal Policy of the University System of Georgia. This policy allows degree-seeking students who have experienced academic difficulty to make a fresh start after an absence of *five calendar years* from any and all colleges or universities to have *one* final opportunity to earn an associate or baccalaureate degree. Former Developmental Studies/Learning Support students may apply for Academic Renewal only if they successfully completed all Learning Support requirements *before* the commencement of the five-year period of absence. University System policy is as follows:

1. All previously attempted coursework continues to be recorded on the student's official transcript. A cumulative grade point average including all courses taken and an Academic Renewal Cumulative Grade Point Average must be shown on each Academic Renewal student's permanent record.
    a. An Academic Renewal Cumulative Grade Point Average (CGPA) begins when the student resumes taking coursework following the five-year period of absence once approval for Academic Renewal has been granted. The institution will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal CGPA.
    b. The Academic Renewal CGPA will be used for determining academic standing and eligibility for graduation.
    c. Academic credit for previously completed coursework–including transfer coursework–will be retained only for courses in which *A, B, C*, or *S* grades have been earned. Retained grades are *not* calculated in the Academic Renewal CGPA.
    d. To earn a degree, a student must meet the institution's residency requirement.
2. A student can be granted Academic Renewal status only once.
3. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record.
4. If a student does not request Academic Renewal status at the time of re-enrollment after a five-year or greater period of absence from any college or university, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first. The Academic Renewal CGPA begins with the first term following re-enrollment.
5. Reentry into any specific degree program is not automatic.

6.   The granting of Academic Renewal does not supersede financial aid policies regarding satisfactory Academic Progress.
7.   The granting of Academic Renewal may supersede the admissions requirements of certain programs (e.g., teacher education, nursing), which require a specific minimum grade point average based upon all coursework. This decision will reside at the institutional level.
8.   Any currently enrolled student who was not enrolled at a college or university for a period of five calendar years may apply for an Academic Renewal CGPA. The Academic Renewal CGPA for currently enrolled students begins with the first time following re-enrollment after the five-year period of absence from any college or university.
9.   United States and Georgia history and constitution requirements met prior to the granting of Academic Renewal will remain on the student's permanent record even though the courses may not count in the Academic Renewal CGPA.
     a.   Hours earned prior to Academic Renewal will count toward Regent's Test, College Preparatory Curriculum, and/or other Board of Regents policy requirements that state a specified number of hours earned.
     b.   Academic Honors are calculated on the cumulative GPA, *not* the Academic Renewal CGPA.

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

R.O.T.C.

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

For information about registering via A.R.C.H.E., please contact the C.C.S.U. Registrar (STC–216, 770-960-5110). For information about the Army R.O.T.C. program, please call 770-651-2276 or visit the office of the second floor of the Courtland Building on the GSU campus, downtown Atlanta. (CCSU 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.)

Chapter 5
GRADUATION REQUIREMENTS

ACADEMIC DEGREES AND CERTIFICATES

LEARNING OUTCOMES

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ACADEMIC DEGREES AND CERTIFICATES

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

Clayton State offers several types of academic degrees and certificates:

1. **Baccalaureate degrees:** Depending on the major of the graduate, the baccalaureate degree will be a Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Business Administration (B.B.A.), Bachelor of Science in Nursing (B.S.N.), Bachelor of Science in Dental Hygiene (B.S.D.H.), Bachelor of Music (B.M.), Bachelor of Information Technology (B.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. Unless otherwise stated, all upper division courses in baccalaureate degree programs require a minimum grade of *C*.
2. **Associate of Arts and Associate of Science degrees:** The Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are designed as the first two years of work (core curriculum) for baccalaureate degrees (except the B.A.S., B.I.T. or R.N.-B.S.N. track). The transfer-focused associate degree is available in many fields from Art to Sociology. This wide range of programs of study, mostly in the School of Arts and Sciences, gives students the opportunity to spend their freshman and sophomore years at Clayton State even when the University does not have a major in their chosen baccalaureate field. (CCSU does not offer the A.A. or A.S. in fields for which the University offers the bachelor's degree.) Transfer to another institution in the University System of Georgia is facilitated by the University System's Core Curriculum, which is listed with each program. Associate degrees can normally be completed in two years of full-time enrollment.
3. **Applied Associate degrees:** The Associate of Applied Science (A.A.S.) is a career-focused degree designed to prepare students with the technical and professional skills necessary to immediately enter the world of work in a chosen field. Career associate degrees contain a significant component of general education, but most of the course work is in the occupational field. Clayton College & State University offers career associate degrees in numerous fields. Career associate degrees usually require two years of full-time attendance. In addition to being prepared for skilled employment positions, graduates with A.A.S. degrees are eligible to pursue the Bachelor of Applied Science (B.A.S.) degree. The A.A.S. in Information Technology (A.A.S.I.T.) is designed to lead directly to the B.I.T.
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 more than a dozen 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.
5. **Post-baccalaureate certificates:** In certain fields such as Health Care Informatics or Not-for-Profit Service (American Humanics), students who already hold baccalaureate degrees in related fields can earn post-baccalaureate certificates.

LEARNING OUTCOMES

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

REQUIRED PARTICIPATION IN ASSESSMENTS

In order for the University to assess and improve its academic programs, regular measurements of students' perceptions and intellectual growth must be obtained. In their general education programs and major fields of study, students may be required to participate in surveys and in assessments of course and/or program effectiveness. At a certain point in a student's program, participation in assessment activities may be required prior to continuing registration. The results of such assessments may be used to require or recommend that a student take refresher or remedial course work or engage in other activity. In addition, the aggregate information obtained through such assessment instruments is used to improve the quality of the educational experience for all Clayton College & State University students.

GENERAL EDUCATION OUTCOMES

The general education portion of the Core Curriculum is especially important at Clayton College & State University because general education forms the foundation for all specific programs of study. Specifically, the University's mission commits it to providing "career-oriented education with a solid liberal arts foundation." After completing the courses in Areas A-E at Clayton State, students will be able to exhibit effective performance in communication and critical thinking, the learning outcomes that the faculty has identified as the essential elements of a superior general education. The abilities to think critically and communicate effectively are the foundation outcomes of general education, and these outcomes are stressed in major programs as well as in the Core Curriculum.

The Communication Outcome

Communication is much more than setting forth information: it involves an interchange of ideas or thoughts between a sender and a recipient. Whether the communication takes the form of a written paper or report, a letter, an oral

presentation, or a problem-solving discussion in a small group, the ultimate goal is a clear, meaningful exchange of ideas between the sender(s) and recipient(s). Regardless of its purpose or its form, communication is characterized by the following five components:

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

The Critical Thinking Outcome

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

- Question/Issue
- Method
- Evidence
- Conclusion

GENERAL BACCALAUREATE AND ASSOCIATE DEGREE REQUIREMENTS

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

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

    Guidelines for the Core Curriculum are established by the University System of Georgia in order to insure a solid general education foundation for 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. (Students with questions about acceptance of CCSU courses should contact the Transfer Ombudsperson, at 770-961-3538.)

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

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

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

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

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

5. **Grade Requirements for ENGL 1101 and other courses**. The student must have a grade of *C* or better (or *K*) in ENGL 1101 in order to graduate. In addition, the student must also meet any minimum grade requirements for the student's major including grade requirements embedded in prerequisites. (See the appropriate chapter of this catalog.)

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

Alternative methods to meet the legislative requirement include the following:
a. Passing HIST 3110, Georgia History and Government, at CCSU.

    b. Passing CITZ 1001, Citizenship, at CCSU.
    c. Passing American government and U.S. history courses by transfer from a non-University System of Georgia institution or earning credit by examination *and* passing Clayton State's Georgia History and Government competency examinations. Contact the Testing Center in the lower level of the Library (770-961-3445) for details.
    d. Meeting the requirement at another institution of the University System of Georgia.

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

    * The Integrative Studies B.A./B.S. program has special provisions for counting some cross-registration courses as in residence.
    ** In exceptional cases, credit by exam designed and administered by CCSU may be counted toward residency if the credit is awarded as part of a designed plan approved in advance by the dean of the school of the student's major.

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

8. Regents' Test. The University System of Georgia requires that each student receiving a degree must have successfully completed or be exempt from all parts of the Regents' Test, a competency examination in reading and English composition. The Regents' Testing Program (RTP) of the University System of Georgia is administered at Clayton College & State University each semester through Testing Center in the lower level of the Library. Testing dates for each semester are announced in the Schedule of Classes. In accordance with University System guidelines students with high SAT-V, ACT-E, and AP-English scores will be exempt from taking the Regents' Test. For additional details, see the Regents' Test Policy heading later in this chapter.

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

June 1, for Fall; September 15, for Spring; and January 30, for Summer. Important Note: All graduation applications are based on semester requirements even if the student entered CCSU prior to the semester system. Quarter courses will be substituted into semester requirements as appropriate. *Graduation may be delayed for students who fail to file their Graduation Applications on time.*

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

GENERAL CERTIFICATE REQUIREMENTS

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

1. **Grade Point Average**. Certificate graduates must have an Institutional Grade Point Average of 2.00 or better in the courses counted toward certificate requirements. A student must be in good academic standing at the time of graduation. If ENGL 1101 is counted toward the certificate, the graduate must have earned a grade of *C* or better (or *K*).
2. **Residency**. At least one-half of the credit hours applied to the certificate must be earned in residence at Clayton College & State University. Individual programs may have additional restrictions. (See the Residency item of the Degree Requirements section for the definition of residency.)
3. **Application for Graduation.** A student seeking to graduate with an academic certificate must file an Application for Graduation form with the University Registrar no later than the second week of the semester prior to the semester that the student plans to graduate. For example, a student who plans to graduate at the end of Spring Semester must file an application for graduation by the second week of Fall Semester.
   Since full-time students can complete most certificates in two semesters, a full-time certificate student must apply for graduation immediately after beginning his or her certificate program. This advance notice is necessary to insure that all requirements will be satisfied and to allow time for processing. The appropriate documentation must be on file for any course substitutions required. *Graduation may be delayed for students who fail to file their Graduation Applications on time.*
4. **Graduation Ceremony.** Certificates are not awarded at the University's formal commencement program for degrees; however, a certificate ceremony is normally held each Spring and may be scheduled at other times also. Certificates are available for pick up in the Registrar's Office six to eight weeks after the end of the semester. Certificates not picked up will be mailed to the current address on file.

OTHER GRADUATION REGULATIONS

Semester System

Starting Fall Semester 1998 Clayton College & State University and the rest of the University System of Georgia began operating on the semester calendar system. For students who began their programs of study under the quarter system, appropriate course equivalencies and substitutions will be utilized to insure that the student is not penalized by the conversion process.

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

Second Degree

Any student wishing to receive a second or subsequent degree from Clayton College & State University must complete in residence at Clayton College & State University a minimum of 24 additional credit hours for the associate degree or 30 credit hours for the bachelor's degree. Hours counted for residency must apply to the requirements for second degree; free electives do not count toward second degree residency.   Credit which has been used to satisfy the requirements of a previous degree cannot be applied toward the minimum resident hours needed for the second or subsequent degrees. Students must meet all requirements for the second degree, including prerequisite courses or skills. The graduation application process for a second degree is the same as for any degree. Specific "dual degree" programs listed in this catalog may have different residency requirements.

Graduation with Honors

See the Academic Honors heading in the Academic Policies Chapter.

Licensure Programs

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

Physical Education

Clayton College & State University encourages students to enroll in appropriate physical education (PHED) courses in order to improve their overall health and wellness. The University has no general physical education requirement. Students planning to transfer to institutions that require PHED may

complete hours at Clayton State but should check with the receiving institution in advance to determine which courses are appropriate.

Policy on Catalog and Curriculum Requirements

Each student at Clayton College & State University is responsible for learning and observing all current, published regulations and procedures required by the University and by the program in which he or she is enrolled. A current, published regulation will not be waived nor will an exception be granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of a specific requirement by a faculty advisor or by a University staff member.

Each student must become familiar with (1) this section of the academic catalog, (2) the offerings and requirements of his or her major or program of study as stated in the catalog and official program handbooks, and (3) the contents of the semester Schedule of Classes, which may contain notices of changes in academic regulations or procedures.

While the provisions of the appropriate catalog will normally be applied as stated, Clayton College & State University reserves the right to change any provision listed in a catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Changes are often necessary in order to keep up with changing knowledge in fields and to improve instruction. In practice, this provision normally means that any courses that a student has already taken that applied to graduation when taken will continue to count toward graduation. The University may, however, change requirements concerning courses in the major program that the student has not yet taken.

The University will make a reasonable effort to keep students advised of any such changes, and information on changes made by the University will be published in the semester Schedule of Classes, posted on the University website, and made available in the Office of the Registrar. Each student must be aware that it is his or her own responsibility to remain informed about current graduation requirements for his or her particular degree program.

A candidate for graduation is normally subject to the catalog graduation requirements that are in effect at the time the student entered his or her major program. A student may elect to satisfy the graduation requirements specified in a subsequent catalog. (Required Learning Support students are not considered to be in a major program). A student not enrolled for two or more consecutive years is subject to the graduation requirements in effect at the time of readmission. When changes in curriculum or other regulations are made and/or University course offerings are modified so that a student cannot finish the exact requirements of the applicable catalog, CCSU will endeavor to make appropriate substitutions so that a student can finish his or her degree requirements in a reasonably timely fashion. This assurance, however, does not bind Clayton College & State University to continue to offer any specific course, track, or major.

Changes in catalog regarding policy matters such as academic standing, appeals, Learning Support attempts, etc., go into effect immediately upon publication in the catalog and/or Schedule of Classes. Although new policies will not go into affect retroactively, all students are bound by new published policies and not by those in previous publications.

There is no time limit on course work completed in Areas A-E of the Core Curriculum. For all other courses, work completed more than ten years prior to the date of graduation may be credited toward the degree only in the following

cases: (1) with the approval of the student's major department head/associate dean and dean, or (2) if the student's enrollment at Clayton College & State University has been continuous since initial enrollment, i.e., no interruption of two or more consecutive years.

REGENTS' TEST POLICY

Purpose

The Regents' Testing Program (RTP) is designed to certify the basic college-level competency in reading and writing of all students in institutions of the University System of Georgia. The Regents' Test is administered at a very limited number of specific times each semester. Students must register in advance for the Regents' Test. Consult the Semester Schedule of Classes for information on dates, time, and registration procedures.

Who is required to take the Regents' Test?

All students who wish to earn an associate degree or baccalaureate degree from Clayton College & State University must pass or exempt all parts of the Regents' Testing Program. The *only* exemptions are as follows:

Regents' Test Exemptions:

a) High SAT/ACT Reading Score. Students who enter Clayton State with standardized test scores at the following level are exempted from the *reading* portion of the Regents' Test: 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 take the institutional version of the SAT or ACT at CCSU may not exempt the RTP in this manner.
b) High AP, IB, or SAT II Essay Score. Students who enter Clayton State with standardized test scores at the following level are exempted from the *essay* portion of the Regents' Test: 3 on AP English or 4 on IB English or 650 on SAT II writing.
c) Bachelor's Degree. Students who already hold a baccalaureate degree from a regionally accredited institution of higher education are exempted from both parts of the Regents' Test.

Important note for certificate students: Unless otherwise noted in specific program requirements, passing the Regents' Test is not required to earn a certificate from CCSU; however, since the Regents' Test is required for associate and bachelor's degrees, certificate students who plan to go on for a degree are encouraged to take the Regents' Test soon after completion of ENGL 1101.

When does a student have to take the Regents' Test?

Students are required to take the Regents' Test during the next semester of enrollment after they have completed 30 semester hours of credit, if they have not already passed or exempted both parts (English and Reading).

Students may choose to take the Regents' Test before they have earned 30 credit hours; however, students are encouraged not to take the Regents' Test prior to completion of English 1101, which includes practice for the test.

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

What is the policy for students who are required to take the Regents' Test but haven't done so?

1. Students who are required to take the Regents' Test but have not done so by the end of the first semester after they have earned 30 semester credit hours will be placed on Regents' Test probation.   Students who fail to take the Regents' Test while they are on Regents' Test probation are subject to suspension from the University.
2. Students who have earned 45 or more semester credit hours are subject to the above requirement, and in addition, prior to testing, they must enroll in RGTE 0199 and RGTR 0198 and must continue to take the appropriate remedial course(s) until both parts of the test are passed. Students in this category who fail to enroll in the required remediation courses will not be allowed to remain enrolled in any other courses for college credit.
3. Students required to take Learning Support courses may not take the Regents' exam until completion of Learning Support courses.

What is the policy for students who have taken the Regents' Test but have not been successful?

Students who choose to take the Regents' Test before they have earned 30 hours of credit but who do not pass both parts are encouraged to take the appropriate remedial course(s) and retake the Regents' Test in the next semester of enrollment. They are not required to do so, however, until the semester after earning 30 hours of credit.

Any student who has completed at least 30 hours of credit and has failed one or both portions of the Regents' Test *must* enroll in the appropriate remediation course(s) during the student's next semester of attendance and must take the appropriate remedial course(s) in every semester of enrollment until both parts of the test are passed. Students enrolled in Regents' Test remediation course(s) must take part(s) of the test appropriate to the course(s) in order to pass the course.

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

Students in this category who fail to retake the required part or parts of the Regents' Test during the first semester that they are required to do so will be placed on Regents' Test probation. Any student who fails to retest while on Regents' Test probation will be subject to suspension from the University.

Special provision for students transferring into Clayton College & State University

Having passed the Regents' Testing Program shall not be a condition of transfer into Clayton College & State University.   Transferring students from within the University System of Georgia shall be subject to all provisions of this policy. Students with 30 or more college-level semester credit hours transferring

from System programs that do not require the Regents' Test or from institutions outside the System are required to take the test no later than the second semester of enrollment in programs leading to a degree, and in subsequent semesters shall be subject to all provisions of this policy.

Special accommodations for disabled and English as a second language students

Students who declared on their application for admission to the University that English is their second language and who presented evidence of English proficiency at that time may be eligible for special accommodations on the Regents' Test. Students must contact the Registrar's Office to determine eligibility.

Disabled students whose disability prohibits participation in the standard administration of the Test should contact Diversity and Disability Services to arrange special test procedures. Appropriate provision for remediation will be made for persons not passing components of the Test. Procedures for the administration of the Test and subsequent remediation, if necessary, will vary depending on the individual handicap. These students are otherwise subject to all provisions of the policy.

Procedures for review

A student's essay will be reviewed if the essay received at least one passing score among the three scores awarded. The review will be conducted by three faculty members designated by Clayton College & State University as a review panel.

A student must participate in the required remediation and retesting even though his or her essay is in the process of being reviewed.

The review panel may by majority opinion uphold the failing score and thus end the review process or may by majority opinion recommend that the essay be rescored by the Regents' Testing Program Central Office.

If the review panel recommends rescoring of the essay, that recommendation will be transmitted in writing with a copy of the essay to the Office of the System Director of the Regents' Testing Program. Three experienced Regents' essay scorers not involved in the initial scoring will follow the normal procedures for scoring the essay portion of the Regents' Test. The decision of this panel will be final. Clayton College & State University will notify the student of the result if the rescored essay passes.

Questions about the Regents' Test

All questions concerning scheduling and administering of the Regents' Test should be directed to the Testing Center (Library Building, lower level.)

All questions concerning Regents' Test policy and requirements should be directed to the Director of the Center for Academic Assistance who is also Regents' Test Coordinator.

Programs of Study (Majors) at CCSU
The details for each program are in the chapters for each school.

Baccalaureate Degree Programs	Advising School
Accounting (B.B.A.)	Business
Administrative Management (B.A.S.)	Technology
Allied Health Administration (B.A.S.)	Health Sciences
Biology (B.S.) (includes pre-medicine, pre-dentistry, pre-veterinary medicine, and pre-physical therapy)	Arts & Sciences
Business - General (B.B.A.)	Business
Communication and Media Studies (B.A.)	Arts & Sciences
Dental Hygiene (B.S.D.H.)	Health Sciences
Dental Hygiene Practice & Administration (B.A.S.)	Health Sciences
Health Care Management (B.S.)	Health Sciences
History (B.A.)	Arts& Sciences
Information Technology (B.I.T.)*	Info/Math Sciences
Integrative Studies (B.A./B.S.)	Arts & Sciences
Liberal Arts (See Integrative Studies.)	
Management (B.B.A.)	Business
Marketing (B.B.A.)	Business
Middle Level Education (B.A.)	Arts & Sciences
Music (B.A.)	Arts & Sciences
Music - Composition (B.M.)	Arts & Sciences
Music - Performance (B.M.)	Arts & Sciences
Nursing - Basic Licensure (B.S.N.)	Health Sciences
Nursing - For Existing R.N.'s (B.S.N.)	Health Sciences
Pre-Law (See Integrative Studies. or History)	
Psychology and Human Services (B.S.)	Arts & Sciences
Teacher Education (See Middle Level Education.)	
Technology Management (B.A.S).	Technology

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

Transfer Programs - Core Curriculum

In these fields, CCSU offers the first two years of study as approved by the University System of Georgia for baccalaureate degrees to be completed at another public university in Georgia. (CCSU does not offer the A.A. or A.S. in fields in which the University offers the bachelor's degree.) Since CCSU is fully accredited, most courses will also apply to these fields at private colleges and universities or at public institutions in other states; however, to confirm transferability students should consult the catalogs of the institutions to which they plan to transfer.

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

Transfer Program	**Advising School**
Agricultural and Environmental Science	Arts & Sciences
Allied Health Professions*	Health Sciences
Anthropology (See Sociology.)	
Art	Arts & Sciences
Business Education (See Teacher Education.)	
Chemistry	Arts & Sciences
Computer Science	Info/Math Sciences
Criminal Justice	Arts & Sciences
Economics	Arts & Sciences
Engineering	Arts & Sciences
Engineering Technology*	Arts & Sciences
English	Arts & Sciences
Environmental Science (See Agricultural and Environmental Science.)	
Forestry	Arts & Sciences
French	Arts & Sciences
Geography*	Arts & Sciences
Geology*	Arts & Sciences
Health (See a Health Sciences advisor.)	
Health Information Management (See Allied Health.)	Health Sciences
Journalism and Mass Communication	Arts & Sciences
Mathematics	Arts & Sciences
Medical Technology*	Health Sciences
Occupational Therapy*	Health Sciences
Pharmacy (pre-)	Arts & Sciences
Philosophy	Arts & Sciences
Physics	Arts & Sciences
Political Science	Arts & Sciences
Recreation (See Health Sciences advisor.)	
Sociology	Arts & Sciences
Spanish	Arts & Sciences
Speech	Arts & Sciences
Teacher Education**	Arts & Sciences
Theater	Arts & Sciences
Undecided (See an advisor in the Counseling & Career Center.)	

*CCSU may not offer all of the courses necessary for the University System Area F in these fields; however, the University does offer most of the appropriate Core Curriculum classes.
**The A.A. program in Teacher Education is for students who plan to transfer to complete a bachelor's degree in specific areas not offered by CCSU.

Career Programs - Applied Associate Degrees and Certificates

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

Career Programs	Advising School
Airway Science (A.A.S.)	Technology
Aviation Maintenance Technology (A.A.S.)	Technology
Airframe	
Powerplant	
Avionics (See Electronics.)	
Computer Networking (A.A.S.)	Technology
Computer Network Administrator	
Computer Network Technician	
Drafting and Design (A.A.S.)	Technology
Drafting Technician	
Electronics Technology (A.A.S.)	Technology
Electronics Technician	
Fashion Merchandising (See Marketing & Merchandising.)	
Information Technology (A.A.S.I.T.)*	Info/Math Sciences
Marketing and Merchandising Technology (A.A.S.)	Technology
Marketing and Merchandising Technology	
Medical Office Administration (A.A.S.)	Technology
Medical Assisting	
Medical Transcription (See Office Related Fields.)	
Office Administration (A.A.S.)	Technology
Medical Transcription	
Office Assistant	
Office Technology	
Paralegal Studies (A.A.S.)	Technology
Paramedic Technology (A.A.S.)	Technology
Emergency Medical Technician	
Paramedic Technician	
Telecommunications/Wireless (See Electronics.)	Technology
Undecided (See an advisor in the Counseling & Career Center.)	

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

CHAPTER 6
SCHOOL OF ARTS AND SCIENCES

INTRODUCTION

DEPARTMENT OF HUMANITIES

Communication and Media Studies (B.A.)

DEPARTMENT OF MUSIC

Music (B.A.)
Performance (B.M.)
Composition (B.M.)

DEPARTMENT OF NATURAL SCIENCES

Biology (B.S.)

DEPARTMENT OF SOCIAL SCIENCES

History (B.A.)
Psychology and Human Services (B.S.)

INTEGRATIVE STUDIES

B.A. or B.S. Concentrations

OFFICE OF TEACHER EDUCATION

Middle Level Education (B.A.)

CORE CURRICULUM FOR TRANSFER PROGRAMS

General Education Core Curriculum Courses, Areas A-E
Area F Courses for Specific Programs of Study (A.A. & A.S.)

INTRODUCTION

Raymond B. Wallace, Dean
(A&S-210), 770-961-3420
http://a-s.clayton.edu/

The School of Arts & Sciences is composed of the following units:
- Department of Humanities
- Department of Music
- Department of Natural Sciences
- Department of Social Sciences
- Office of Teacher Education

A primary objective of the School of Arts and Sciences is to offer interdisciplinary baccalaureate programs in four departments: Music, Humanities, Natural Sciences, and Social Sciences as well as baccalaureate programs in Teacher Education and Integrative Studies. The specific programs are as follows:
- Bachelor of Arts (B.A.) in Communication and Media Studies (Department of Humanities)
- Bachelor of Arts (B.A.) and Bachelor of Music (B.M.) in Composition or in Performance (Department of Music)
- Bachelor of Science (B.S.) in Biology (Department of Natural Sciences)
- Bachelor of Arts (B.A.) in History (Department of Social Sciences
- Bachelor of Science (B.S.) in Psychology and Human Services (Department of Social Sciences).
- Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) in Integrative Studies (Department of Humanities)
- Bachelor of Arts (B.A.) in Middle Level Education (Office of Teacher Education)

In addition, the School of Arts and Sciences has four other primary objectives:
- 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 transfer programs leading to the Associate of Arts (A.A.) and the Associate of Science (A.S.) degrees in fields for which CCSU does not offer a bachelor's degree.

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

Department of Humanities

William A. Pasch, Department Head
(A&S-210), 770-961-3499, http://a-s.clayton.edu/humanities/

Full-time Faculty: Barnett, Durden, Hovind, Jackson, Ludley, Pasch, Sellers, Spence, Swofford, Walkup, Walsh.

The Department of Humanities offers instruction in communication, humanities, languages, literature, philosophy, and the fine and performing arts. The department is responsible for the following programs and courses:

- The Bachelor of Arts in Communication and Media Studies.
- Service courses that support Teacher Education, Music, and Integrative Studies and that may serve other programs as general electives.
- Area F courses for the Associate of Arts (A.A.) transfer programs in the following fields: Art, English, French, Philosophy, and Spanish.
- Some courses in Areas A and B and all courses in Area C of the Core Curriculum.

The Department also coordinates the Integrative Studies Program, which allows a student, with the approval of an IS advisor, to design a personalized program of study. (Information about the Integrative Studies tracks advised by the Department of Humanities as well as by other departments in the School of Arts & Sciences is available in the section below on the Integrative Studies Program.)

The transfer programs administered by the Department of Humanities are detailed below in the section on Core Curriculum for Transfer Programs.

Communication and Media Studies
Bachelor of Arts (B.A.)

The Bachelor of Arts in Communication and Media Studies (CMSS) equips graduates with a solid theoretical and historical understanding of human communication, combined with practical skills in professional writing and speaking. The degree balances an emphasis on the traditional liberal arts with recognition of the shaping roles played by communication media in the transmission of human culture. Following completion of a core sequence stressing aesthetics, digital technologies, ethics, and communication, students select from electives in multimedia production, media studies, literature, international languages, writing, and related fields. In addition, students gain work experience through required internships in a variety of settings, including the mass media; corporate departments of communication, training, and marketing; the graphic arts; advertising; and public relations. In sum, the Communication and Media Studies curriculum produces exceptional speakers and writers who are fluent in the aesthetic, ethical, social, and technological dimensions of professional communication.

Program Requirements for the Bachelor of Arts (B. A.) in Communication and Media Studies (CMSS)

Students seeking the B.A. in Communication and Media Studies must meet all University admission, academic progression, and graduation requirements (see the Graduation Requirements section in the catalog). While no additional requirements exist for entering the CMSS degree program, students should be aware of the following degree progression requirements:

1.   Because professional-quality writing and speaking skills will be required of all graduates earning the B.A. in CMSS, program-entry assessments of writing and speaking skills will be administered in junior-level required courses ENGL 3900 (Professional and Technical Writing) and COMM 3100 (Professional Speaking), respectively. Either at this point of entry or at any other time prior to their being allowed to register for the senior seminar, CMSS 4500, students who demonstrate less than satisfactory writing skills (as determined by the CMSS 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 similar deficiencies in speaking skills may be required to enroll either in WLAB 2999 or in other appropriate non-graduation-credit remediation.
2.   Program exit assessments in writing and speaking skills will be administered in the senior seminar, CMSS 4500 (Global Contexts in Communication and Media Studies). In order to earn a grade of *C* or higher in CMSS 4500, CMSS students will need to pass these assessments. Students who need to repeat CMSS 4500 may additionally be required to co-enroll in WLAB 2999 or to enroll in other remedial instruction as appropriate.
3.   CMSS students must pass the following program-required courses with grades of *C* or higher: CMSS 3101, CMSS 3200, CMSS 3901, CMSS 4500, COMM 3100, ENGL 3900, ENGL 3901, PHIL 3301. To their other upper division degree requirements, students may apply no more than six hours of courses in which they earned grades of *D*.

Curriculum for Bachelor of Arts in Communication and Media Studies (B.A.)

ESSENTIAL SKILLS (Area A)   **9 hours**
A1.   Composition   (Take BOTH)
    ENGL   1101   English Composition I (3-0-3)*
    ENGL   1102   English Composition II (3-0-3)
A2.   Mathematics (Choose ONE)*
    MATH   1101   Mathematical Modeling (3-0-3)#
    MATH   1231   Introductory Statistics (3-0-3)##
    MATH   1241   Survey of Calculus (3-0-3)##
    MATH   1113   Precalculus (3-0-3)##
    MATH   1501   Calculus I (4-0-4)##
    * A grade of *C* or better (or *K*) is required in ENGL 1101.
    ** Consult the Area F listing for specific majors to determine whether MATH higher than 1101 is required or recommended.

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

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

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
  B1. ALL students take this course:
    CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
  B2. Take ONE or TWO of the following courses:
    Note: Most CMSS students will take 10 hours in Area D and apply two hours to B2. Students who choose to emphasize science must take 11 hours in Area D and apply only one hour to B2. This option applies to students who take eight hours of science in Area D.
    Foreign Language
    SPAN   1002   Elementary Spanish II (3-0-3)*
    FREN   1002   Elementary French II (3-0-3)*
    SPAN   1999   Spanish Review and Transition (1-0-1)*
    FREN   1999   French Review and Transition (1-0-1)*
    *   The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

    Communication and Computing
    COMM 1110   Spoken Communication (3-0-3)
      CMSS students must take COMM 1110 and apply it either to Areas B2 or F. A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head.
    CPTG   1002   Introduction to Web-Page Development (0-2-1)
      (Completion of COMM 1110 or completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
    CPTG   1010   Computing with Spreadsheets (0-2-1)
      (Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of COMM 1110 or completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)

HUMANITIES (Area C)   **6 hours**
  C1. Literature/Philosophy (or intermediate foreign language)
    (Choose ONE)
    ENGL   2111   World Literature I—Pre-Modern (3-0-3)
    ENGL   2112   World Literature II—Modern World (3-0-3)
    ENGL   2130   American Literature (3-0-3)
    PHIL   2201   Introduction to World Philosophy (3-0-3)
    SPAN   2001   Intermediate Spanish I (3-0-3)*
    FREN   2001   Intermediate French I (3-0-3)*
    SPAN   2002   Intermediate Spanish II (3-0-3)*
    FREN   2002   Intermediate French II (3-0-3)*

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

ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
CMSS	2100	Introduction to Film (3-0-3)
FREN	2001	Intermediate French I (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
THEA	1100	Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS FOR MAJORS
OTHER THAN NATURAL SCIENCE OR NURSING (Area D)   10 hours
Note: The Area D listed here is the 10-hour version for students NOT majoring in the sciences or health sciences. Most CMSS students will choose this version of Area D and therefore will apply 2 hours in Area B2. (Alternatively, students may take an 8-hour sequence in the principles courses designed for science majors and apply 1 hour in Area B2.)

D1. Take ONE of the following science sequences:

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

D2. Additional Science, Math, or Technology (3 hours)

MATH	1221	Finite Mathematics (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1113	Precalculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**

CPTG   1111   Introduction to Computing (1-2-2)#
CPTG   1010   Computing with Spreadsheets (0-2-1)#
CSCI   1301   Computer Science I (3-0-3)
SCI   1901   Selected Topics in Science (3-0-3)
                (See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)
*   MATH 1101 or higher (or equivalent placement score) is prerequisite.
**   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit. Only three hours apply to Area D, but some majors may apply the extra hour to Area F.
#   Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E)   12 hours
E1. American Government
     POLS   1101   American Government (3-0-3)
E2. World History or Social Sciences (Choose ONE)
     HIST   1111   Survey of Pre-Modern World History (3-0-3)
     HIST   1112   Survey of Modern World History (3-0-3)
     SOSC   2501   Survey of Social Science and Contemporary Issues (3-0-3)
E3. American History (Choose ONE)
     HIST   2111   Survey of U.S. History to 1877 (3-0-3)
     HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
E4. Behavioral Sciences (Choose ONE)
     SOCI   1101   Introduction to Sociology (3-0-3)
     PSYC   1101   Introduction to Psychology (3-0-3)

MAJOR-RELATED CORE CURRICULUM (Area F)   18 hours

F1. Foreign language.   0 - 9 hours
Students are strongly recommended to show competence in a language other than English (preferably Spanish) through the 2002-level in the language. (Note: credit for foreign language 1002 may be applied in Area B.2; foreign language 2001 and/or 2002 may be applied in Area C1 and/or Area C2.)
F2. Courses in communication or performance art   0-6 hours
     COMM   1110   Spoken Communication (1-0-1)
                     (Must be taken here if not used to satisfy Area B.2)
     THEA   1880   Introduction to Acting (3-0-3)
F3. Take the following course.   0-3 hours
     CMSS   2100   Introduction to Film (3-0-3)
                      (Must be taken here if not used to satisfy Area C.2)
F4. Courses in Art, art history, aesthetics, or theatre   6-9 hours
     Any 1000- or 2000-level ART courses
     PHIL   2401   Introduction to Aesthetics (3-0-3)
                      (If not used to satisfy Area C.2)
     THEA   1100   Theater Appreciation (3-0-3)
F4. Courses in literature (choose one or two)   3-6 hours
     ENGL   2111   World Literature I–Pre-Modern (3-0-3)
     ENGL   2112   World Literature II–Modern (3-0-3)
     ENGL   2121   British Literature I (3-0-3)

ENGL   2122   British Literature II (3-0-3)
ENGL   2130   American Literature (3-0-3)
(Note: additional literature hours may be taken in Area C and in electives)

F5. Related Fields: **0-9 hours**
MATH   1231   Statistics (3-0-3)
                       (recommended if not taken in Areas A or D.)
Lower division courses in BUSA, ECON, HIST, ITxx, JOUR (except workshop), PHIL, POLS, PSYC, or SOCI.

Note: The Communication and Media Studies program will accept with no loss of credit transfer students who have completed an approved USG Area F in Art, Journalism/Mass Communications, English, Speech, Technical and Professional Communication, or a foreign language. Other completed Area F transfers may be considered by appeal to the Department of Humanities.

                                                     _____

Total for Freshman-Sophomore Years   60 hours

REQUIRED UPPER DIVISION COURSES   **21 hours**
CMSS   3101   Communication and Media Studies in the Information Age (3-0-3)
CMSS   3200   History of Communication (3-0-3)
CMSS   4500   Global Contexts in Communication and Media Studies (3-0-3)
COMM   3100   Professional Speaking (3-0-3)
ENGL   3900   Professional and Technical Writing (3-0-3)
ENGL   3901   Writing for Digital Media (3-0-3)
PHIL   3301   Ethics in Historical and Contemporary Perspective (3-0-3)

COMMUNICATION AND MEDIA STUDIES ELECTIVES   **18-30 hours**
Choose six to ten courses.
ART   3101   The Visual Arts and Society (3-0-3)
ART   3401   American Art Visions (3-0-3)
COMM   3110   Interactive Communication (3-0-3)
COMM   3320   Communication with Families (3-0-3)
CMSS   3500   Writing and Editing for Mass Media (3-0-3)
CMSS   3501   Creative Writing (3-0-3)
CMSS   3502   New Media Design (3-0-3)
CMSS   4800   Selected Topics in Communication and Media Studies (3-0-3)*
CMSS   4900   Directed Research in Communication and Media Studies (3-0-3)*
ENGL   3101   Literature and Society (3-0-3)
ENGL   4011   Literary Theory (3-0-3)
ENGL   4012   The American Literary Experience (3-0-3)
ENGL   4113   Themes in World Literature (3-0-3)
ENGL   4114   Adolescent Literature (3-0-3)
HUMN   3101   The Humanities, the Arts, and Society (3-0-3)
HUMN   3102   International Arts and Culture (3-0-3)
PHIL   3101   Philosophy and Society (3-0-3)
THEA   3101   Theater, Cinema, and Society (3-0-3)

* May be repeated for credit when topics differ from previous versions of the course taken. A total of three hours may apply to this category.

**EXPERIENTIAL LEARNING: INTERNSHIP/PRACTICUM/
WORKSHOP**   **3 - 12 hours**
Placements must be approved by the program advisor or department head and the Director of Experiential Learning.

The following course must be taken once. It may be taken as many as 3 times for a maximum of 9 hours.
      CMSS   3901   Internship/Practicum in Communication and
                          Media Studies (0-10-3)
The following courses may be applied to this category up to a maximum of 9 hours.
      CCSU   2500   Essentials of Peer Tutoring (2-0-2)
      JOUR   3011   Journalism Workshop (0-V-1)
      JOUR   3012   Mass Communication Workshop (0-V-1)

GUIDED ELECTIVES   **6 – 18 hours**
   Choose two to six courses in consultation with the program coordinator or department head. At least two different course prefixes (e.g., ENGL and HIST) must be represented. **Important note:** While some lower division courses may be used to satisfy this requirement, students must be aware that a maximum of 18 lower division hours can be used outside Areas A-F.

          Total for Junior-Senior Years   **60 hours**

          Total for Program   **120 hours**

DEPARTMENT OF MUSIC
Bachelor of Arts (B.A.)
Bachelor of Music (B.M.)

**(Vacant), Department Head
(MUS-205), 770-961-3443, http://a-s.clayton.edu/music/**

Full-time Faculty: Amos, Arrell, Graves, Hoover, Otaki and Zeller.

INTRODUCTION
   The Department of Music offers the Bachelor of Arts and the Bachelor of Music with majors in Composition or Performance. The Performance major includes emphases in Instrumental Performance, Vocal Performance, and Keyboard Performance. All music majors have access to free tickets to performances and master classes in the University's highly regarded Spivey Hall. Majors also have opportunities to perform in the hall. In addition to a highly qualified full-time faculty, CCSU employs outstanding musicians from metropolitan Atlanta as part-time faculty in various specialty fields.

MUSIC BUSINESS OPTION

The Music Department is also responsible for advising students in the Music/Business track of the B.A. in Integrative Studies. Consult the section above on Integrative Studies for details about this interdisciplinary major.

SPECIAL REQUIREMENTS FOR MUSIC MAJORS

Students who wish to major in music *must* audition for members of the music faculty. Audition dates are available from the office of the Department of Music. Entering students also must take placement tests in music theory, aural skills, and piano. A qualifying examination must be passed before students may enroll in certain 4000-level music courses. Music students must take the official departmental writing assessment in the music history sequence. Students who fail to make a satisfactory score will be required to enroll in WLAB 2999 and remain enrolled each term until they have earned a grade of *C*.

To graduate with a B.A. or B.M. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance (including junior and senior recitals for the B.M. degree) and must attend performances and forums. The B.A. degree requires successful completion of the music capstone.

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

General Education Core for Bachelor of Arts (B.A.)
and Bachelor of Music (B.M.)

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

A1.   Composition   (Take BOTH)
ENGL   1101   English Composition I (3-0-3)*
ENGL   1102   English Composition II (3-0-3)
A2.   Mathematics (Choose ONE)
MATH   1101   Mathematical Modeling (3-0-3)**
MATH   1231   Introductory Statistics (3-0-3) #
MATH   1241   Survey of Calculus (3-0-3) #
MATH   1113   Precalculus (3-0-3) #
MATH   1501   Calculus I (4-0-4) #
*   A grade of *C* or better (or *K*) is required in ENGL 1101.
** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
# Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for most non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B)
     (Includes foreign language and other options)   4-5 hours
 B1.   ALL students take this course:
     CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
 B2.   Take ONE or TWO of the following courses:
     --   Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Music major students not emphasizing science.

    -- Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.

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

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

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

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

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

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

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

HUMANITIES (Area C)   6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)
    ENGL 2111 World Literature I—Pre-Modern (3-0-3)
    ENGL 2112 World Literature II—Modern World (3-0-3)
    ENGL 2130 American Literature (3-0-3)
    PHIL 2201 Introduction to World Philosophy (3-0-3)
    SPAN 2001 Intermediate Spanish I (3-0-3)*
    FREN 2001 Intermediate French I (3-0-3)*
    SPAN 2002 Intermediate Spanish II (3-0-3)*
    FREN 2002 Intermediate French II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)
    ART 2301 Art of the Pre-Modern World (3-0-3)
    ART 2302 Art of the Modern World (3-0-3)
    CMSS 2100 Introduction to Film (3-0-3)
    FREN 2001 Intermediate French I (3-0-3)**
    FREN 2002 Intermediate French II (3-0-3)**
    MUSC 2101 Music Appreciation (3-0-3)*
    MUSC 2301 Introduction to World Music (3-0-3)

PHIL   2401   Introduction to Aesthetics (3-0-3)
SPAN   2001   Intermediate Spanish I (3-0-3)**
SPAN   2002   Intermediate Spanish II (3-0-3)**
THEA   1100   Drama Appreciation (3-0-3)
*   Music Appreciation may not count toward any degree requirements for music majors (B.A. or B.M.)
** Language at the 1002-level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

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

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

D1.   Take ONE of the following science sequences:
a)   SCI   1111   Integrated Science I (3-0-3)
      SCI   1111L   Integrated Science Laboratory I (0-2-1)
                            (SCI 1111 and 1111L are corequisite.)
      SCI   1112   Integrated Science II (3-0-3)
b)   BIOL   1111   Introductory Biology I (3-0-3)
      BIOL   1111L   Introductory Biology Laboratory (0-2-1)
                            (BIOL 1111 and 1111L are corequisite.)
      BIOL   1112   Introductory Biology II (3-0-3)
c)   CHEM   1151   Survey of Chemistry I (3-0-3)
      CHEM   1151L   Survey of Chemistry Laboratory I (0-2-1)
                            (CHEM 1151 and 1151L are corequisite.)
      CHEM   1152   Survey of Chemistry II (3-0-3)
                            (CHEM 1152 has a lab, but it is only required for certain health science majors.)
d)   PHYS   1111   Introductory Physics I (3-0-3)
      PHYS   1111L   Introductory Physics Laboratory I (0-2-1)
                            (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
      PHYS   1112   Introductory Physics II (3-0-3)
                            (PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2.   Additional Science, Math, or Technology (3 hours)
      MATH   1221   Finite Mathematics (3-0-3)*
      MATH   1231   Introductory Statistics (3-0-3)*
      MATH   1241   Survey of Calculus (3-0-3)*
      MATH   1113   Precalculus (3-0-3)*
      MATH   1501   Calculus I (4-0-4)**
      MATH   2502   Calculus II (4-0-4)**
      CPTG   1111   Introduction to Computing (1-2-2)#
      CPTG   1010   Computing with Spreadsheets (0-2-1)#
      CSCI   1301   Computer Science I (3-0-3)
      SCI   1901   Selected Topics in Science (3-0-3)
                            (See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

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

SOCIAL SCIENCES (Area E)   **12 hours**
E1. American Government
       POLS   1101   American Government (3-0-3)
E2. World History or Social Sciences (Choose ONE)
       HIST   1111   Survey of Pre-Modern World History (3-0-3)
       HIST   1112   Survey of Modern World History (3-0-3)
       SOSC   2501   Survey of Social Science and Contemporary Issues (3-0-3)
E3. American History (Choose ONE)
       HIST   2111   Survey of U.S. History to 1877 (3-0-3)
       HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
E4. Behavioral Sciences (Choose ONE)
       SOCI   1101   Introduction to Sociology (3-0-3)
       PSYC   1101   Introduction to Psychology (3-0-3)

                                        _____
Total Areas A-E   42 hours

Bachelor of Arts (B.A.)
Major - Music

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

REQUIRED LOWER DIVISION CORE (AREA F)   **18 hours**
       MUSC   1001   Introduction to Music Theory (3-0-3)
          or
       MUSC   1011   Music Theory I (3-0-3)
       MUSC   1012   Music Theory II (3-0-3)
       MUSC   1111   Aural Skills I (0-2-1)
       MUSC   1112   Aural Skills II (0-2-1)
       MUSC   1710   Major Ensemble (0-3/5-1)
                       Note: Students should take four semesters (4 hours) of major ensemble in Area F
       MUSC   2500   Applied Music (0-1-2)*
                       Note: Students should take three semesters (6 hours) of applied music in Area F.

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

MAJOR AREA REQUIREMENTS **25 hours**
    MUSC 0890   Recital Attendance (0 credits)
                      Note: Students should successfully complete four semesters of MUSC 0890.
    MUSC 2011   Music Theory III (3-0-3)
    MUSC 2012   Music Theory IV (3-0-3)
    MUSC 2111   Aural Skills III (0-2-1)
    MUSC 2112   Aural Skills IV (0-2-1)
    MUSC 2611   Music History I (3-0-3)
    MUSC 3612   Music History II (3-0-3)
    MUSC 3613   Music History III (3-0-3)
    MUSC 3220   Introduction to Music Technology (3-0-3)
    MUSC 3820   Improvisation (0-2-1)
    MUSC 3410, 3510, 3530, 3540, 3550, 3560
                      Note: Students should take two additional semesters (2 credits) of ensemble beyond Area F.
    MUSC 2500   Applied Music (0-1-2)
                      Note: Students should at least one additional semester (2 credits) of applied music beyond Area F.
    MUSC 4990   Music Capstone (0 credits)
    *   One semester of MUSC 3510, Chamber Ensembles (Jazz Combo), may be substituted for MUSC 3820.

MUSC ELECTIVES **9 hours**
Students should choose at least nine (9) credit hours from the following in consultation with their advisor:
    MUSC 3070   Counterpoint (3-0-3)
    MUSC 3080   Scoring and Arranging (3-0-3)
    MUSC 3101   History of Jazz (3-0-3)
    MUSC 3410   Major Ensembles (0-3/5-1)
    MUSC 3430   Conducting (1-2-2)
    MUSC 3500   Applied Music (0-1-2)
    MUSC 3510   Chamber Ensembles (0-3-1)
    MUSC 3530   Opera Production (0-3-1)
    MUSC 3540   Musical Theater (0-3-1)
    MUSC 3550   Accompanying (0-3-1)
    MUSC 3560   Chamber Choir (0-3-1)
    MUSC 3711-3712 Vocal Literature I-II (2-0-2)
    MUSC 3750   Choral Literature (3-0-3)
    MUSC 3760   Orchestral Literature (3-0-3)
    MUSC 3770   Chamber Music Literature (3-0-3
    MUSC 3780   Organ Literature (3-0-3)
    MUSC 3790   Guitar Literature (3-0-3)
    MUSC 3811   Piano Literature I (2-0-2)
    MUSC 3812   Piano Literature II (2-0-2)
    MUSC 3970   Form and Analysis (3-0-3)
    MUSC 4160   Music Business (3-0-3)
    MUSC 4700   Vocal Pedagogy (3-0-3)
    MUSC 4710   Piano Pedagogy (3-0-3)

NON-MUSIC ELECTIVES   **9 hours**
Students will select nine (9) hours 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 (3-0-3)
ART	3401	American Art Vision (3-0-3)
ENGL	3101	Literature and Society (3-0-3)
ENGL	4011	Literary World (3-0-3)
ENGL	4113	Themes in World Literature (3-0-3)
HUMN	3102	International Arts and Culture (3-0-3)
THEA	3101	Theater, Cinema and Society (3-0-3)

GUIDED ELECTIVES   **17 hours**
Students must complete 120 semester credit 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.

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.

Total for Junior-Senior Years	**60 hours**
Total for B.A.	**120 hours**

COMPOSITION
Bachelor of Music (B.M.)

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

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

MUSC	1001	Introduction to Music (3-0-3)
or		
MUSC	1011	Music Theory I (3-0-3)
MUSC	1012	Music Theory II (3-0-3)
MUSC	1111	Aural Skills I (0-2-1)
MUSC	1112	Aural Skills II (0-2-1)
MUSC	1601	Composition I (0-2-1)
MUSC	1602	Composition II (0-2-1)

MUSC   1710   Major Ensemble (0-3/5-1)
Note: Repeat until 4 hours are earned in Area F.
MUSC   2500   Applied Music (0-1-2)*
Note: Repeat until 4 hours are earned in Area F.

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

MAJOR AREA REQUIREMENTS WHICH APPLY TO ALL
B.M. COMPOSITION STUDENTS   56 hours

MUSC   0890   Recital Attendance (each student must complete six
                    semesters with a grade of *S*)
MUSC   1710   Major Ensemble (0-3/5-1)**
MUSC   2011   Music Theory III (3-0-3)
MUSC   2012   Music Theory IV (3-0-3)
MUSC   2111   Aural Skills III (0-2-1)
MUSC   2112   Aural Skills IV (0-2-1)
MUSC   2151   Class Piano III (0-2-1)
MUSC   2152   Class Piano IV (0-2-1)
MUSC   2400   Applied Music (1-0-1)*
MUSC   2611   Music History I (3-0-3)
MUSC   3070   Counterpoint (3-0-3)
MUSC   3080   Scoring and Arranging (3-0-3)
MUSC   3220   Introduction to Music Technology (3-0-3)
MUSC   3410   Major Ensemble (0-3/5-1)**
MUSC   3430   Conducting (1-2-2)
MUSC   3510   Chamber Ensembles (0-3-1)**
MUSC   3530   Opera Production (0-3-1)**
MUSC   3540   Music Theater (0-3-1)**
MUSC   3550   Accompanying (0-2-1)**
MUSC   3560   Chamber Choir (0-3-1)**
MUSC   3612   Music History II (3-0-3)
MUSC   3613   Music History III (3-0-3)
MUSC   3820   Improvisation (0-2-1)
MUSC   3970   Form and Analysis (3-0-3)
MUSC   4180   Advanced Scoring and Arranging (2-0-2)
MUSC   4220   Techniques in Electroacoustic Composition (1-2-2)
MUSC   4400   Applied Music (1-0-1)*
MUSC   4600   Composition IV (0-1-2)***
MUSC   4890   Senior Recital
*   Each student must complete four (4) semester credit hours of MUSC 2500 in
      addition to a total of six (6) semester hours of MUSC 2400 and/or 4400 in Area
      F and major combined.
**   Each student must complete two (2) semester hours of MUSC 1710 and/or
      MUSC 3410 in addition to Area F. Each student must also complete two (2)
      additional semester hours from MUSC 3410, 3510, 3530, 3540, 3550, or 3560.
***   Each student must complete 8 hours MUSC 4600.

COURSE OPTIONS   5 hours
Choose FIVE credit hours from the following:

MUSC2911-2912 Jazz Theory I-II (2-0-2)
MUSC   3151   Advanced Piano Skills (2-0-2)
MUSC   3510   Chamber Ensembles (0-3-1)

MUSC	3530	Opera Production (0-3-1)
MUSC	3540	Musical Theater (0-3-1)
MUSC	3550	Accompanying (0-3-1)
MUSC	3560	Chamber Choir (0-3-1)
MUSC	3711	Vocal Literature I (2-0-2)
MUSC	3712	Vocal Literature II (2-0-2)
MUSC	3760	Orchestral Literature (3-0-3)
MUSC	3770	Chamber Music Literature (3-0-3)
MUSC	3811	Piano Literature I (2-0-2)
MUSC	3812	Piano Literature II (2-0-2)
MUSC	4160	Music Business (3-0-3)
MUSC	4430	Advanced Conducting (2-0-2)

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 for Junior-Senior Years   64 hours

                              Total for B.M.   124 hours

PERFORMANCE
Bachelor of Music (B.M.)

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

Required Lower Division Core for Performance
(Area F)   18 hours
MUSC	1001	Introduction to Music (3-0-3)
		OR
MUSC	1011	Music Theory I (3-0-3)
MUSC	1012	Music Theory II (3-0-3)
MUSC	1111	Aural Skills I (0-2-1)
MUSC	1112	Aural Skills II (0-2-1)
MUSC	2500	Applied Music (0-1-2)
		Note: Repeat until 6 hours are earned.
MUSC	1710	Major Ensemble (0-3/5-1)
		Note: Repeat until 4 hours are earned.

                              Total for Freshman-Sophomore Years   60 hours

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

MUSC	0890	Recital Attendance *(Each student must complete six semesters with a grade of S.)*
MUSC	1710	Major Ensembles (0-3/5-1)**
MUSC	2011	Music Theory III (3-0-3)
MUSC	2012	Music Theory IV (3-0-3)
MUSC	2111	Aural Skills III (0-2-1)
MUSC	2112	Aural Skills IV (0-2-1)
MUSC	2500	Applied Music (0-1-2)*
MUSC	2611	Music History I (3-0-3)
MUSC	4500	Applied Music (0-1-2)*
MUSC	3220	Introduction to Music Technology (3-0-3)
MUSC	3410	Major Ensembles (0-3/5-1)**
MUSC	3430	Conducting (1-2-2)
MUSC	3510	Chamber Ensembles (0-3-1)***
MUSC	3530	Opera Production (0-3-1)***
MUSC	3540	Musical Theater (0-3-1)***
MUSC	3550	Accompanying (0-3-1)***
MUSC	3560	Chamber Choir (0-3-1)***
MUSC	3612	Music History II (3-0-3)
MUSC	3613	Music History III (3-0-3)
MUSC	3820	Improvisation (0-2-1)
MUSC	3890	Junior Recital
MUSC	4890	Senior Recital

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

COURSE OPTIONS   8 hours
Choose ONE of the following courses:

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

Choose FIVE credit hours from the following:

MUSC	2911-2912	Jazz Theory I-II (2-0-2)
MUSC	3070	Counterpoint (3-0-3)
MUSC	3080	Scoring and Arranging (3-0-3)
MUSC	3970	Form and Analysis (3-0-3)
MUSC	4160	Music Business (3-0-3)
MUSC	4170	Advanced Counterpoint (2-0-2)
MUSC	4180	Advanced Scoring and Arranging (2-0-2)
MUSC	4430	Advanced Conducting (2-0-2)

ADVANCED SPECIFIC REQUIREMENTS BY
PERFORMANCE AREA   12 hours
(Select ONE Area for 12 hours)
   Vocal Performance (12 hours)

MUSC	1761	Diction I (0-2-1)

MUSC   2762   Diction II (0-2-1)
MUSC   2763   Diction III (0-2-1)
MUSC   3711   Vocal Literature I (2-0-2)
MUSC   3712   Vocal Literature II (2-0-2)
MUSC   4700   Vocal Pedagogy (3-0-3)
MUSC electives (2 hours)
Piano Performance (12 hours)
MUSC   2151   Class Piano III (0-2-1)
MUSC   2152   Class Piano IV (0-2-1)
MUSC   3150   Advanced Piano Skills (2-0-2)
MUSC   3811   Piano Literature I (2-0-2)
MUSC   3812   Piano Literature II (2-0-2)
MUSC   4710   Piano Pedagogy (3-0-3)
MUSC electives (1 hour)
Organ Performance (12 hours)
MUSC   2151   Class Piano III (0-2-1)
MUSC   2152   Class Piano IV (0-2-1)
MUSC   3150   Advanced Piano Skills (2-0-2)
MUSC   3780   Organ Literature (3-0-3)
MUSC Electives (5 hours)
Orchestral Instruments, Guitar (12 hours)
Choose TWO of the following plus electives:
MUSC   3760   Orchestral Literature (3-0-3)
MUSC   3770   Chamber Music Literature (3-0-3)
MUSC   3790   Guitar Literature (3-0-3)
MUSC electives (6 hours)

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 for Junior-Senior Years	**64 hours**
Total for B.M.	**124 hours**

Department of Natural Sciences

John G. Campbell, Department Head
(A&S-210), 770-961-3568, http://a-s.clayton.edu/science/

Full-time Faculty: Banke, Braun, Burnett, Cauthen, Furlong, Hampikian,
Hornbuckle, Jordan, Kodani, Krivosheev, Terapane.

The Department of Natural Sciences delivers instruction in biology, chemistry,
physics, and science and is responsible for the following programs and courses:
- Bachelor of Science (B.S.) degree in Biology.

- Service courses that support Teacher Education, Integrative Studies, and Health Sciences and that may serve other programs as general electives.
- Area D and F courses for the Associate of Science (A.S.) transfer and pre-professional programs in the following fields: Agriculture, Chemistry, Engineering, Forestry, Geology, Pharmacy (pre-), and Physics.
- Area D courses in the Core Curriculum.

This section details the curriculum for the B.S. in Biology. Information about Integrative Studies tracks advised by the Department of Natural Sciences is available in the section above on the Integrative Studies Program. The transfer programs administered by the Department of Natural Sciences are detailed below in the section on Core Curriculum for Transfer Programs.

Biology
Bachelor of Science (B.S.)

The Bachelor of Science (B.S.) degree in Biology has been designed in consultation with Georgia employers to fit present and emerging needs in the State of Georgia. The program features an emphasis on careers in Bioregulatory Affairs/Science Management, Biomedical Applications, Biotechnology/ Biocomputing, Pre-Veterinary, Medicine, and Forensic Sciencees. In addition, students can choose appropriate electives to prepare for graduate work in the biological sciences and related fields.

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

Learning Outcomes for the B.S. in Biology

Graduates of the biology degree program will demonstrate the following outcomes:

1. Knowledge of the basic principles of major fields of biology.
2. Mastery of a broad range of basic lab skills applicable to biology.
3. Knowledge of physical science, mathematics, and statistics required to support an understanding of biology.
4. Ability to communicate orally and in writing in a clear, concise manner.
5. Ability to collect, evaluate and interpret scientific data, and employ critical thinking to solve problems in biological science and supporting fields.
6. Ability to function effectively on team-oriented projects.
7. Appreciation for the impact of biological and physical science on the environment and society.

Curriculum for Bachelor of Biology (B.S.)

ESSENTIAL SKILLS (Area A)   9 hours
A1. Composition   (Take BOTH)
  ENGL   1101   English Composition I (3-0-3)*
  ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE)
  MATH   1113   Precalculus (3-0-3)**
  * A grade of *C* or better (or *K*) is required in ENGL 1101.
  ** MATH 1113 has prerequisites of MATH 1101 (Mathematical Modeling)
     or MATH 1111 (College Algebra) and MATH 1112 (Trigonometry) or
     completion of a high school course in trigonometry. MATH 1501,
     Calculus I (4-0-4), may be taken in place of Precalculus if the student
     is prepared.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   4 hours
B1. ALL students take this course:
  CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
B2. Take ONE of the following courses:
  COMM   1001   Presentational Speaking (1-0-1)
     (Students may exempt this course by demonstration of basic skill and
     then take COMM 1002, CPTG 1002, or CPTG 1010.)
  COMM   1002   Presentation Applications (1-0-1)
     (Completion of or exemption from COMM 1001 is prerequisite to
     COMM 1001.)
  CPTG   1002   Introduction to Web-Page Development (0-2-1)
     (Completion of or exemption from COMM 1001 is prerequisite to CPTG
     1002.)
  CPTG   1010   Computing with Spreadsheets (0-2-1)
     (Completion of MATH 1101 or higher [or equivalent placement score]
     and completion of or exemption from COMM 1001 are prerequisite to
     this course.)
Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills
but need review before entering intermediate-level courses. The 1002 courses
are appropriate for students who took two years of high school language but
lack confidence in their skill level. (A maximum of two hours of 1002 can apply
to Area B; the balance will be excess credit.)
  SPAN   1002   Elementary Spanish II (3-0-3)*
  FREN   1002   Elementary French II (3-0-3)*
  SPAN   1999   Spanish Review and Transition (1-0-1)*
  FREN   1999   French Review and Transition (1-0-1)*
  * Language at the 1002-level or equivalent is prerequisite to 2001; 2001
     or equivalent is prerequisite to 2002. Native speakers of a language may
     enroll in courses in that language only with permission of the Department
     of Humanities.

HUMANITIES (Area C)   6 hours
C1. Literature/Philosophy (or intermediate foreign language)
     (Choose ONE)
  ENGL   2111   World Literature I—Pre-Modern (3-0-3)
  ENGL   2112   World Literature II—Modern World (3-0-3)
  ENGL   2130   American Literature (3-0-3)

PHIL 2201 Introduction to World Philosophy (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
CMSS 2100 Introduction to Film (3-0-3)
FREN 2001 Intermediate French I (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
THEA 1100 Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS (Area D) 11 hours
D1. Take the following science sequence:
CHEM 1211 Principles of Chemistry I (3-0-3)
CHEM 1211L Principles of Chemistry Laboratory I (0-3-1)
(CHEM 1211 and 1211L are corequisites.)
CHEM 1212 Principles of Chemistry II (3-0-3)
CHEM 1212L Principles of Chemistry Laboratory II (0-3-1)
(CHEM 1212 and 1212L are corequisites.)
D2. Additional Science, Math, or Technology (Take the following course.)
MATH 1231 Introductory Statistics (3-0-3)*
* MATH 1101 or higher (or equivalent placement score) is prerequisite.

SOCIAL SCIENCES (Area E) 12 hours
E1. American Government
POLS 1101 American Government (3-0-3)
E2. World History or Social Sciences (Choose ONE)
HIST 1111 Survey of Pre-Modern World History (3-0-3)
HIST 1112 Survey of Modern World History (3-0-3)
SOSC 2501 Survey of Social Science and Contemporary Issues (3-0-3)
E3. American History (Choose ONE)
HIST 2111 Survey of U.S. History to 1877 (3-0-3)
HIST 2112 Survey of U.S. History since Reconstruction (3-0-3)
E4. Behavioral Sciences (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to Psychology (3-0-3)

OTHER PROGRAM REQUIREMENTS (Area F) **18 hours**
F1. **Biology (Take the following courses.)**
    BIOL 1107 Principles of Biology I (3-0-3)
    BIOL 1107L Principles of Biology Laboratory I (0-3-1)
            (BIOL 1107 and 1107L are corequisites.)
    BIOL 1108 Principles of Biology II (3-0-3)
    BIOL 1108L Principles of Biology Laboratory II (0-3-1)
            (BIOL 1108 and 1108L are corequisites.)
    BIOL 2500 Botany (2-0-2)
F2. **Organic Chemistry (Take the following courses.)**
    CHEM 2411 Organic Chemistry I (3-0-3)
    CHEM 2411L Organic Chemistry Laboratory I (0-3-1)
            (CHEM 2411 and 2411L are corequisites.)
    CHEM 2412 Organic Chemistry II (3-0-3)
    CHEM 2412L Organic Chemistry Laboratory II (0-3-1)
            (CHEM 2412 and 2412L are corequisites.)

                 Total for Freshman-Sophomore Years **60 hours**

BIOLOGY CORE REQUIREMENTS **43 hours**
    BIOL 3100 Biocomputing (3-0-3)
    BIOL 3200 Cell Biology (3-0-3)
    BIOL 3250 Introductory Microbiology (3-0-3)
    BIOL 3250L Introductory Microbiology Laboratory (0-3-1)
         (BIOL 3250 and 3250L are corequisites.)
    BIOL 3400 Biobusiness and Regulatory Affairs (2-0-2)
    BIOL 3500 Ecology (3-0-3)
    BIOL 3650 Comparative Vertebrate Anatomy (3-0-3)
         (BIOL 3650 and 3650L are corequisites.)
    BIOL 3650L Comparative Vertebrate Anatomy Laboratory (0-3-1)
    BIOL 4201 Genetics (3-0-3)
    BIOL 4202 Genetic Biotechnology (2-0-2)
    BIOL 4202L Genetic Biotechnology Laboratory (0-4-2)
         (BIOL 4202 and 4202L are corequisites.)
    CHEM 4110 Environmental Chemistry (3-0-3)
    CHEM 4202 Biochemistry (3-0-3)
    ENGL 3900 Professional and Technical Writing (3-0-3)
    PHYS 1111 Introductory Physics I (3-0-3)
    PHYS 1111L Introductory Physics Laboratory I (0-2-1)
         (PHYS 1111 and 1111L are corequisites.)
    PHYS 1112 Introductory Physics II (3-0-3)
    PHYS 1112L Introductory Physics Laboratory II (0-2-1)
         (PHYS 1112 and 1112L are corequisites.)

BIOLOGY RESEARCH PRACTICUM & SEMINAR **4 hours**
    BIOL 3222 Internship and/or Cooperative Education (3-0-3)*
    or
    BIOL 4222 Biology Research Practicum (3-0-3)*
    BIOL 4500 Biology Seminar (0-2-1)
    * Consult an advisor to determine which of these two courses
      best fits the student's academic needs

BIOLOGY EMPHASIS AREAS   13 to 15 hours
Students must choose ONE of the following emphasis areas:
Bioregulatory Affairs/Science Management
Biomedical Applications
Biotechnology/Biocomputing
Pre-Veterinary Medicine
Forensic Science

A student whose career goals are better suited by a mixture of the courses contained
within the emphasis areas may choose to build an alternative emphasis in consultation
with his or her advisor.

Bioregulatory Affairs/Science Management   15 hours
BSUR	3111	Survey of Economics (3-0-3)
BUSA	3370	Business Law (3-0-3)
HCMG	3112	Introduction to Allied Health Administration (2-0-2)
HCMG	3112L	Introduction to Allied Health Administration Lab (0-2-1)
		(HCMG 3112 and 3112L are corequisites.)
HSCI	3520	Legal Issues in Health Care (3-0-3)
MGMT	3101	Principles of Management (3-0-3)

Biomedical Applications   14 hours
BIOL	1151	Human Anatomy and Physiology I (3-0-3)
BIOL	1151L	Human Anatomy and Physiology I Laboratory (0-2-1)
		(BIOL 1151 and 1151L are corequisites.)
BIOL	1152	Human Anatomy and Physiology II (3-0-3)
BIOL	1152L	Human Anatomy and Physiology II Laboratory (0-2-1)
		(BIOL 1152 and 1152L are corequisites.)
HCMG	3112	Introduction to Allied Health Administration (2-0-2)
HCMG	3112L	Introduction to Allied Health Administration Lab (0-2-1)
		(HCMG 3112 and 3112L are corequisites.)
PHYS	3650	Modern Physics (3-0-3)

Biotechnology/Biocomputing   13 hours
CHEM	4204	Criminalistics (3-0-3)
CSCI	1301	Computer Science I (3-0-3)
CSCI	1302	Computer Science II (4-0-4)
PHYS	3650	Modern Physics (3-0-3)

Pre-Veterinary Medicine   14 hours
BIOL	1151	Human Anatomy and Physiology I (3-0-3)
BIOL	1151L	Human Anatomy and Physiology I Laboratory (0-2-1)
		(BIOL 1151 and BIOL 1151L are corequisites)
BIOL	1152	Human Anatomy and Physiology II (3-0-3)
BIOL	1152L	Human Anatomy and Physiology II Laboratory (0-2-1)
		(BIOL 1152 and BIOL 1152L are corequisites)
HSCI	4330	Nutrition (3-0-3)
PHYS	3650	Modern Physics (3-0-3)

Forensic Science   15 hours
CRUJ	1150	Introduction to Criminal Justice (3-0-3)
CRUJ	3100	Criminology (3-0-3)

CHEM   4204   Criminalistics (3-0-3)
PHYS   3650   Modern Physics (3-0-3)
PSYC   3350   Abnormal Psychology (3-0-3)*
* PSYC 1101, Introduction to Psychology, must be selected in Area E to meet the prerequisite for PSYC 3350, Abnormal Psychology.

Total for Junior-Senior Years	**60 hours**
Total for Program	**120 hours**

Department of Social Sciences

Eugene A. Hatfield, Department Head
(A&S-110), 770-961-3463, http://a-s.clayton.edu/socsci/

Full-time Faculty: Arnold, Brandon, Deering, Demmitt, Gannon, Harrison, Kemp, Kohler, McCarty, Miller, Rice, Rosenberg, Stillion, Trachtenberg, Welborn.

The Department of Social Sciences delivers instruction in disciplines focused on the systematic study of society, past and present, including history, political science, psychology, and sociology. The department is responsible for the following programs and courses:
- Bachelor or Arts (B.A.) degree in History
- Bachelor of Science (B.S.) degree in Psychology and Human Services.
- Service courses that support Teacher Education and Integrative Studies and that may serve other programs as general electives.
- Area F courses for the Associate of Arts (A.A.) transfer programs in the following fields: Criminal Justice, Law (pre-), Political Science, and Sociology.
- Area E courses in the Core Curriculum.

This section details the curricula for the B.A. in History and the B.S. in Psychology and Human Services. Information about Integrative Studies tracks advised by the Department of Social Sciences is available in the section above on the Integrative Studies Program. The transfer programs administered by the Department of Social Sciences are detailed below in the section on Core Curriculum for Transfer Programs.

History (B.A.)

Introduction: 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 a variety of careers. For example, history has traditionally provided a strong background for graduates who go on to law school.

History majors at Clayton State have an experience unique in the nation because no other campus has a state archives and a regional national archives

located immediately adjacent to campus. Clayton State students will have the opportunity to conduct research and arrange internships in these brand new facilities.

History majors may choose from three concentrations:
- General history
- Archives
- Public History

Learning Outcomes for History: In addition to acquiring specific knowledge from the courses they take in their major, history graduates will exhibit the skills of a historian by being able to do the following:

1. Identify and describe basic chronologies of U.S. and world history.
2. Identify and critically evaluate primary and secondary historical sources.
3. Identify and evaluate conflicting historical interpretations of events and personalities.
4. Perform historical research using primary and secondary sources in libraries, archives, and other repositories of historical records.
5. Write in a clear, analytical, and organized manner, demonstrating appropriate professional documentation methods.
6. Discuss historical findings in clear and coherent oral presentations.

History Curriculum Overview:

Areas A-E, General Education Core Curriculum	42 hours
Area F, Major-related Core Curriculum	18 hours
Upper-Division History Core	15 hours
Upper-Division U. S. History Core	12 hours
Upper-Division World History Core	6 hours
Major Concentration (choose one)	15-21 hours
Archives (21 hours)	
Public History (21 hours)	
General History (15-21 hours)	
Related Electives (depending on hours in concentration)	3-12 hours
Free Elective	3 hours

Total hours for History B.A.   **120 hours**

ESSENTIAL SKILLS (Area A)   **9 hours**
A1. Composition   (Take BOTH)
    ENGL   1101   English Composition I (3-0-3)*
    ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE)
    MATH   1101   Mathematical Modeling (3-0-3)**
    MATH   1231   Introductory Statistics (3-0-3)#
    MATH   1241   Survey of Calculus (3-0-3)#
    MATH   1113   Precalculus (3-0-3)#
    MATH   1501   Calculus I (4-0-4)#
    * A grade of *C* or better (or *K*) is required in ENGL 1101.
    ** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

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

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

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

B2. Take ONE or TWO of the following courses:
-- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Integrative Studies majors not emphasizing science.**
-- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**
COMM   1001   Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
COMM   1002   Presentation Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
CPTG   1002   Introduction to Web-Page Development (0-2-1)
(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
CPTG   1010   Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)
COMM   1110   Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

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

HUMANITIES (Area C)   6 hours
C1. Literature/Philosophy (or intermediate foreign language)
(Choose ONE)
ENGL   2111   World Literature I—Pre-Modern (3-0-3)
ENGL   2112   World Literature II—Modern World (3-0-3)
ENGL   2130   American Literature (3-0-3)
PHIL   2201   Introduction to World Philosophy (3-0-3)

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

C2. Fine Arts (or intermediate foreign language) (Choose ONE)
ART   2301   Art of the Pre-Modern World (3-0-3)
ART   2302   Art of the Modern World (3-0-3)
CMSS   2100   Introduction to Film (3-0-3)
FREN   2001   Intermediate French I (3-0-3)*
FREN   2002   Intermediate French II (3-0-3)*
MUSC   2101   Music Appreciation (3-0-3)
MUSC   2301   Introduction to World Music (3-0-3)
PHIL   2401   Introduction to Aesthetics (3-0-3)
SPAN   2001   Intermediate Spanish I (3-0-3)*
SPAN   2002   Intermediate Spanish II (3-0-3)*
THEA   1100   Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS (Area D)   10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. (Most students majoring in Integrative Studies will choose this version of Area D. However, certain science-related Integrative Studies majors must take an 8-hour sequence in the principles courses designed for science emphasis. See an advisor.)

D1. Take ONE of the following science sequences:
a)   SCI   1111   Integrated Science I (3-0-3)
   SCI   1111L   Integrated Science Laboratory I (0-2-1)
         (SCI 1111 and 1111L are corequisite.)
   SCI   1112   Integrated Science II (3-0-3)
b)   BIOL   1111   Introductory Biology I (3-0-3)
   BIOL   1111L   Introductory Biology Laboratory (0-2-1)
         (BIOL 1111 and 1111L are corequisite.)
   BIOL   1112   Introductory Biology II (3-0-3)
c)   CHEM   1151   Survey of Chemistry I (3-0-3)
   CHEM   1151L   Survey of Chemistry Laboratory I (0-2-1)
         (CHEM 1151 and 1151L are corequisite.)
   CHEM   1152   Survey of Chemistry II (3-0-3)
         (CHEM 1152 has a lab, but it is only required for certain health science majors.)
d)   PHYS   1111   Introductory Physics I (3-0-3)
   PHYS   1111L   Introductory Physics Laboratory I (0-2-1)
         (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
   PHYS   1112   Introductory Physics II (3-0-3)
         (PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (3 hours)
MATH   1221   Finite Mathematics (3-0-3)*

MATH   1231   Introductory Statistics (3-0-3)*
MATH   1241   Survey of Calculus (3-0-3)*
MATH   1113   Precalculus (3-0-3)*
MATH   1501   Calculus I (4-0-4)**
MATH   2502   Calculus II (4-0-4)**
CPTG   1111   Introduction to Computing (1-2-2)#
CPTG   1010   Computing with Spreadsheets (0-2-1)#
CSCI   1301   Computer Science I (3-0-3)
SCI   1901   Selected Topics in Science (3-0-3)
                (See the schedule of classes for specific topics including
                Astronomy, Botany, Extraordinary Chemistry, Health and
                Disease, Energy, Forensics, Sex and Gender, and Human
                Genetics.)
*   MATH 1101 or higher (or equivalent placement score) is prerequisite.
**   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to
     MATH 2502. The extra hour will be excess credit.
Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E)   12 hours
E1. American Government
   POLS   1101   American Government (3-0-3)
E2. World History (Choose ONE)
   HIST   1111   Survey of Pre-Modern World History (3-0-3)
   HIST   1112   Survey of Modern World History (3-0-3)
E3. American History (Choose ONE)
   HIST   2111   Survey of U.S. History to 1877 (3-0-3)
   HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
E4. Behavioral Sciences (Choose ONE)
   SOCI   1101   Introduction to Sociology (3-0-3)
   PSYC   1101   Introduction to Psychology (3-0-3)

MAJOR AND MAJOR-RELATED COURSES (Area F)
1.   Foreign Language   **0-6 hours**
       (Competence is required in a language other than English,
       through the 2002-level in the language used to fulfill CPC
       requirements or through the 1002-level in a new language.)
2.   Choose TWO or THREE of the following: **6-9 hours**
   HIST   1111   or   1112   World History (3-0-3)
   HIST   2111   or   2112   U. S. History (3-0-3)
   HIST   2265   Minorities in American History (3-0-3)
**3.   Choose lower division electives from the following prefixes
       and courses:**   **3-12 hours**
       ECON, HIST, POLS, PSYC, SOCI, SOSC, MATH 1231, PHIL
       2201.

                                      Total   **18 hours**

                  Total for Freshman-Sophomore Years   **60 hours**

JUNIOR-SENIOR YEARS

REQUIRED UPPER DIVISION HISTORY CORE   **15 hours**

Take ALL four courses:

HIST	3001	Historiography and Historical Methods (3-0-3)
HIST	3010	Introduction to Public History (3-0-3)
HIST	3110	Georgia History and Government (3-1-3)
HIST	4850	Senior History (3-0-3)

Take one of the following Internship/Practicum courses:

HIST	3901	Archival Internship I (3-0-3)
HIST	4901	History Internship (3-0-3)
HIST	4903	History Practicum (3-0-3)
HIST	4902	Archival Internship II (3-0-3)

REQUIRED UPPER DIVISION US HISTORY CORE   **12 hours**

Take Four (4) courses from the following list:

HIST	3120	The Establishment of the U.S., 1607 (3-0-3)
HIST	3130	Sectionalism, Civil War, and Reconstruction 1845-1877 (3-0-3)
HIST	3140	Themes of 20th Century U.S. (3-0-3)
HIST	3150	War and Diplomacy 1898-Present (3-0-3)
HIST	3330	Business and Economic History of the U.S. (3-0-3)
HIST	3420	Family History & Genealogical Resources (3-0-3)
HIST	3501	Selected Topics in U.S. History (3-0-3)
HIST	4001	African-American History (3-0-3)
HIST	4002	History of the American South (3-0-3)
HIST	4003	Women's History (3-0-3)
HIST	4440	Historical Exhibitions & Public Programming (3-0-3)
HIST	4450	Intro to Historic Preservation (3-0-3)
HIST	4900	Independent Study in History (variable credit)

REQUIRED UPPER DIVISION WORLD HISTORY CORE   **6 hours**

Take two (2) courses from the following list:

HIST	3210	The Twentieth Century World (3-0-3)
HIST	3220	Latin American History (3-0-3)
HIST	3230	History of Sub-Sahara Africa (3-0-3)
HIST	3240	History of Middle East and North Africa (3-0-3)
HIST	3250	History of China, Pacific Rim, and Southeast Asia (3-0-3)
HIST	3260	History of India and South Asia (3-0-3)
HIST	3500	Selected Topics in World History (3-0-3)
HIST	4100	Origins of the Western World (3-0-3)
HIST	4120	Renaissance, Reformation (3-0-3)
HIST	4130	The Age of European Expansionism and Industrialization (3-0-3)
HIST	4250	History of World Religions (3-0-3)
HIST	4900	Independent Study in History (variable credit)

MAJOR CONCENTRATION   **15-21 hours**

History majors must select one of the following concentrations: Archives, Public History, or General History. Students should consult with their advisors about their career goals prior to selecting a concentration. *Important Note:* due to

budgetary and staffing considerations, certain upper-division courses will be scheduled at limited times, and it is not guaranteed that a student will be able to complete the Archives or Public History concentration within his or her preferred period of time. In such cases, the student may take archives and/or public history courses as available but graduate with the general concentration.

a. Archival Concentration (21 hours)
　　Take the following three courses (9 hours)
　　　　HIST　　3030　　Archival Internship I (3-0-3)
　　　　HIST　　3401　　Introduction to Archival Theory and Practice (3-0-3)
　　　　HIST　　3410　　Introduction to Electronic Records (3-0-3)

　　Take two or three of the following courses (6-9 hours)
　　　　HIST　　3420　　Family History and Genealogical Resources (3-0-3)
　　　　HIST　　4902　　Archival Internship II (0-V-3)*

　　　　*If not taken in Required Upper Division History Courses section must be taken here.

　　Take one or two relevant courses as approved by advisor. (3-6 hours)
　　　　Courses in Information Technology are encouraged.

b. Public History Concentration (12-18 hours)
　　Take four to six of the following courses (12-18 hours)
　　　　HIST　　3401　　Introduction to Archival Theory and Practice (3-0-3)
　　　　HIST　　3410　　Introduction to Electronic Records (3-0-3)
　　　　HIST　　3420　　Family History and Genealogical Resources (3-0-3)
　　　　HIST　　4440　　Historical Exhibitions & Public Programming (3-0-3)
　　　　HIST　　4450　　Intro to Historic Preservation (3-0-3)
　　　　HIST　　4900　　Independent Study in History (variable credit)

　　Take One of the following courses (3 hours)
　　　　HIST　　3901　　Archival Internship I (3-0-3)
　　　　HIST　　4901　　History Internship (3-0-3)*
　　　　HIST　　4903　　History Practicum (3-0-3)

　　Take one or two related courses as approved by advisor (0-6 hours)
　　　　HIST　　3901　　Archival Internship I (3-0-3)

　　　　*If chosen, these courses must be on Public History topics/subjects.

c. General History Concentration (15-21 hours)
　　Choose five to seven courses that are not already taken from those listed in the Required Upper Division US History Core or the Required Upper Division World History Core.

RELATED ELECTIVES　　　　　　　　　　　　　　　　　**3-12 hours**
　　Choose one to four courses (3-12) depending on the number of courses taken for your major concentration. (No more than three lower division courses [9 hours] may be used here.) Paying careful attention to prerequisites, choose from the following:
　　ART　　　3401　　American Art Visions (3-0-3)
　　CMSS　　3200　　History of Communication (3-0-3)

ECON	2105	Principles of Macroeconomics (3-0-3)
ECON	2106	Principles of Microeconomics (3-0-3)
ENGL	2111	World Literature Pre-Modern(3-0-3)
ENGL	2112	World Literature Modern (3-0-3)
ENGL	2121	British Literature I (3-0-3)
ENGL	2122	British Literature II (3-0-3)
ENGL	2130	American Literature (3-0-3)
ENGL	3101	Literature and Society (3-0-3)
ENGL	4012	The American Literary Experience (3-0-3)
ENGL	4113	Themes in World Literature (3-0-3)
HMSV	3010	Introduction to Human Services (3-0-3)
HUMN	3101	The Humanities, Arts, and Society (3-0-3)
HUMN	3102	International Arts and Culture (3-0-3)
MATH	1231	Introductory Statistics (3-0-3)
MUSC	3101	History of Jazz (3-0-3)
PHIL	3101	Philosophy and Society (3-0-3)
PHIL	3301	Ethics in Historical and Contemporary Perspective (3-0-3)
POLS	2101	Introduction to Political Science (3-0-3)
POLS	2301	Introduction to Comparative Politics (3-0-3)
POLS	2401	Introduction to Global Issues (3-0-3)
POLS	4111	Comparative Political and Economic Systems (3-0-3)
POLS	4121	Asian Political and Economic Systems (3-0-3)
SOCI	3310	Race and Ethnicity (3-0-3)
SOSC	3110	Themes in World Geography (3-1-3)
SOSC	4800	Selected Topics in Social Sciences (3-0-3)
STAB	3000	Studies Abroad (varies)
STAB	4000	Studies Abroad (varies)
THEA	3101	Theater, Cinema, and Society (3-0-3)*

*Or other appropriate courses approved by the advisor and department head.

Free Elective   **3 hours**
Any university course numbered above 1000 except PHED, institutional credit, or career courses.

Total for Junior-Senior Years   60 hours

Total for Program   120 hours

Psychology and Human Services
Bachelor of Science (B.S.)

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

expertise to insure that students will graduate with highly marketable computer skills. The major can also prepare students for graduate work in psychology, community counseling, social work, and related fields.

American Humanics Certification: Clayton College & State University is affiliated with American Humanics, Inc., an alliance of colleges, universities, and nonprofit institutions that prepares undergraduates for careers in nonprofit agency management with youth and human service organizations. Psychology and Human Services majors are encouraged to earn American Humanics certification by completing internships and other activities as specified. Consult with a Psychology and Human Services advisor or the American Humanics program director for additional information.

Curriculum for Bachelor of Psychology and Human Services (B.S.)

ESSENTIAL SKILLS (Area A)   **9 hours**
A1. Composition (Take BOTH)
    ENGL   1101   English Composition I (3-0-3)*
    ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE)
    MATH   1101   Mathematical Modeling (3-0-3)**
    MATH   1231   Introductory Statistics (3-0-3)***#
    MATH   1241   Survey of Calculus (3-0-3)***
    MATH   1113   Precalculus (3-0-3)***
    MATH   1501   Calculus I (4-0-4)***
    * A grade of *C* or better (or *K*) is required in ENGL 1101.
    ** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
    ***Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for most non-science major students.
    # MATH 1231, Introductory Statistics, is recommended in Area A for qualified students. Otherwise, it is recommended in Area D or F.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
B1. ALL students take this course:
    CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
B2. Take ONE or TWO of the following courses:
    -- *Students who take 10 hours in Area D must apply two hours to B2. This option will apply to non-science major students not emphasizing science.*
    -- *Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.*
    COMM   1001   Presentational Speaking (1-0-1)
        (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
    COMM   1002   Presentation Applications (1-0-1)
        (Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)

CPTG   1002   Introduction to Web-Page Development (0-2-1)
(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
CPTG   1010   Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)
COMM   1110   Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)
Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)
SPAN   1002   Elementary Spanish II (3-0-3)*
FREN   1002   Elementary French II (3-0-3)*
SPAN   1999   Spanish Review and Transition (1-0-1)*
FREN   1999   French Review and Transition (1-0-1)*

HUMANITIES (Area C)   6 hours
C1.   Literature/Philosophy (or intermediate foreign language)
(Choose ONE)
ENGL   2111   World Literature I--Pre-Modern (3-0-3)
ENGL   2112   World Literature II--Modern World (3-0-3)
ENGL   2130   American Literature (3-0-3)
PHIL   2201   Introduction to World Philosophy (3-0-3)
SPAN   2001   Intermediate Spanish I (3-0-3)*
FREN   2001   Intermediate French I (3-0-3)*
SPAN   2002   Intermediate Spanish II (3-0-3)*
FREN   2002   Intermediate French II (3-0-3)*
C2.   Fine Arts (or intermediate foreign language)
(Choose ONE)
ART   2301   Art of the Pre-Modern World (3-0-3)
ART   2302   Art of the Modern World (3-0-3)
CMSS   2100   Introduction to Film (3-0-3)
FREN   2001   Intermediate French I (3-0-3)*
FREN   2002   Intermediate French II (3-0-3)*
MUSC   2101   Music Appreciation (3-0-3)
MUSC   2301   Introduction to World Music (3-0-3)
PHIL   2401   Introduction to Aesthetics (3-0-3)
SPAN   2001   Intermediate Spanish I (3-0-3)*
SPAN   2002   Intermediate Spanish II (3-0-3)*
THEA   1100   Theater Appreciation (3-0-3)
* Language at the 1002-level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

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

Note: The Area D listed here is the 10-hour version for students NOT majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. Most students majoring in Psychology and Human Services will choose this version of Area D; however, they may choose to take an 8-hour sequence in the principles courses designed for science majors.

D1. Take ONE of the following science sequences:

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

D2. Additional Science, Math, or Technology (3 hours) (SCI 1901 is recommended.)

MATH	1221	Finite Mathematics (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1113	Precalculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**
CPTG	1111	Introduction to Computing (1-2-2)#
CPTG	1010	Computing with Spreadsheets (0-2-1)#
CSCI	1301	Computer Science I (3-0-3)
SCI	1901	Selected Topics in Science (3-0-3)
		(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

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

SOCIAL SCIENCES (Area E) 12 hours
E1. American Government
POLS 1101 American Government (3-0-3)
E2. World History or Social Sciences (Choose ONE)
HIST 1111 Survey of Pre-Modern World History (3-0-3)
HIST 1112 Survey of Modern World History (3-0-3)
SOSC 2501 Survey of Social Science and Contemporary Issues (3-0-3)
E3. American History (Choose ONE)
HIST 2111 Survey of U.S. History to 1877 (3-0-3)
HIST 2112 Survey of U.S. History since Reconstruction (3-0-3)
E4. Behavioral Sciences (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to Psychology (3-0-3)

MAJOR-RELATED CORE CURRICULUM (Area F) 18 hours
F1. Take the following courses:
PSYC 1101 Introduction to General Psychology (3-0-3)
PSYC 2101 Psychology of Adjustment (3-0-3)
PSYC 2103 Introduction to Human Development (3-0-3)
SOCI 2293 Introduction to Marriage & the Family (3-0-3)
F2. Take *two* of the following courses (MATH 1231 is recommended unless taken in Area A or D.):
MATH 1231 Introduction to Statistics (3-0-3)
HIST 2265 Minorities in American History (3-0-3)
Any lower division philosophy (PHIL) course.
Any foreign language numbered 1001 or higher.

Total for Freshman-Sophomore Years 60 hours

REQUIRED UPPER DIVISION PSYCHOLOGY COURSES 12 hours
PSYC 3110 Applied Psychology (3-0-3)
PSYC 3120 Introduction to Therapeutic Intervention (3-0-3)
PSYC 3130 Social Psychology (3-0-3)
PSYC 3350 Abnormal Psychology (3-0-3)

PSYCHOLOGY ELECTIVES 12-15 hours
Choose 4-5 courses*
PSYC 3510 Psychological Testing and Measurement (2-2-3)
PSYC 3520 Theories of Personality (3-0-3)
PSYC 3530 Health Psychology (3-0-3)
PSYC 3540 Introduction to Learning and Behavior (3-0-3)
PSYC 4110 Psychology of Gender and Sexuality (3-0-3)
PSYC 4120 Physiological Psychology (3-0-3)
PSYC 4130 Introduction to Cognitive Psychology (3-0-3)
PSYC 4140 Crisis Intervention (3-0-3)
PSYC 4800 Selected Topics in Psychology (3-0-3)
PSYC 4900 Directed Readings in Psychology (3-0-3)
* Students planning to pursue a graduate degree in psychology should consult with their advisors and consider selecting the maximum number of courses from this group.

REQUIRED HUMAN SERVICES, COMMUNICATION
AND RESEARCH COURSES   12 hours

COMM	3110	Interactive Communications (3-0-3)
HMSV	3010	Introduction to Human Services (3-0-3)
HMSV	3501	Organization & Administration of Human Service Agencies (3-0-3)
SOSC	4501	Research Methods in the Social Sciences (3-0-3)

EXPERIENTIAL LEARNING:
INTERNSHIP/PRACTICUM   3–6 hours

Internship/practicum placements must be approved by the internship supervisor and the Director of Experiential Learning. Students seeking American Humanics, Inc., certification should consult the American Humanics director or assistant director when arranging an appropriate internship with a not-for-profit agency.

Take the following course (This course is recommended for final semester and must be taken within final 18 hours. The course will be HMSV or PSYC depending on the nature of the internship/practicum project.):

HMSV	4490	Internship/Practicum in Psychology I (0-V-3)

or

PSYC	4490	Internship/Practicum in Human Services I (0-V-3)

Elective Internship/Practicum (This course is required for those seeking American Humanics certification.)

HMSV	4500	Senior Seminar and Internship/Practicum in Human Services II (1-V-3)

or

PSYC	4500	Senior Seminar and Internship/Practicum in Psychology II (1-V-3)

RELATED ELECTIVES   12-18 hours
Important Notes for Related Electives:

1. Career Focus: Students should consult with their advisors and select related electives that fit their career and/or educational objectives in human services or related fields. (Students planning to pursue graduate school in psychology should consider taking the maximum number of Psychology electives listed above.)
2. American Humanics: Students seeking American Humanics, Inc., certification should consult with the AH director or assistant director for appropriate course selection.
3. Statistics Recommendation: To meet the psychology major recommendation for basic statistics, students who did not take MATH 1231, Statistics, in Areas A, D, or F are strongly recommended to use one of their related electives to take MATH 1231.
4. Prerequisites: Courses in the elective list marked # have other courses in the list as prerequisites; students must plan accordingly.

Choose three to six courses from the following:

BSUR	3111	Survey of Economics (3-0-3)
CRJU	1150	Introduction to Criminal Justice (3-0-3)
CRJU	3100	Criminology (3-0-3)#
COMM	3320	Communications with Families (3-0-3)

EDUC	2202	Introduction to Exceptional Children and Youth (3-0-3)
HCMG	3101	Introduction to Health Systems Management (3-0-3)#
HCMG	3601	Introduction to Mental Health/Case Management (3-0-3)
HCMG	3801	Future Trends in Health Care (3-0-3)#
HCMG	4180	Health in the Corporate Setting (3-0-3)
HMSV	4201	Fund Raising in the Not-for-Profit Sector (3-0-3)
HSCI	2111/2111L	Introduction to the Health Care Environment (2-0-2 & 0-2-1)
HSCI	2201	Measurement Science (3-0-3)*
HSCI	2232	Nutrition (3-0-3)
HSCI	3341	Cultural Diversity in Health and Illness (3-0-3)
HSCI	3401	Contemporary Women's Health (3-0-3)
HSCI	3420	Health Education (3-0-3)
HSCI	3501	The AIDS Epidemic (3-0-3)
HSCI	3520	Legal Issues in Health Care (3-0-3)
HIST	2265	Minorities in United States History (3-0-3)
HIST	4250	History of World Religions (3-0-3)
MATH	1231	Introductory Statistics (3-0-3)*
NURS	4153	Gerontology (3-0-3)
PHIL	3101	Philosophy and Society (3-0-3)
PHIL	3301	Ethics in Historical and Contemporary Perspective (3-0-3)
POLS	3320	Public Policy (3-0-3)
SOSC	2501	Survey of Social Sciences (3-0-3)
SOCI	3310	Race and Ethnicity (3-0-3)

* It is strongly recommended that students who did not take MATH 1231 in Areas A, D, or F use one of their related electives to take MATH 1231.

** Check the Course Descriptions section of this catalog for prerequisites.

FREE ELECTIVE   **3 hours**

Another course from Related Electives list (see above) or any course numbered 2000 or higher (except PHED, WLAB, or courses identified in the catalog as career or institutional credit courses). A foreign language course numbered 1001 or 1002 may be used.

                                      Total for Junior-Senior Years   **60 hours**

                                      Total for Program   **120 hours**

INTEGRATIVE STUDIES PROGRAM
Bachelor of Arts (B.A.) and Bachelor of Science (B.S.)

Thomas V. Barnett, Program Coordinator
(A&S-105-I), 770-960-2100
http://a-s.clayton.edu/

Program Description: The Integrative Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the

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

The Integrative Studies program requires students to develop and focus their programs of study with special seminars and internships. Students are encouraged to take some of their courses from other universities through cross registration in the Atlanta Regional Consortium for Higher Education (A.R.C.H.E.).

Student Advisement and Upper Division Program Admission: All students choosing the Integrative Studies program must consult an Integrative Studies advisor; self-advising is not allowed. Individual programs of study for the baccalaureate degree must be approved by the program coordinator (based on the advisor's recommendation). Some curriculum plans have been pre-approved as tracks, but the student still must contact an advisor to confirm the program. (See the section below for information about tracks.)

In order to be admitted to the upper division level of the Integrative Studies program and participate in seminars and internships, a student must have an institutional grade point average of at least 2.50. For additional details, consult an Integrative Studies advisor in A&S 105-I (770-960-2100).

Integrative Studies Curriculum Pre-Approved Plans: In addition to customized plans, several pre-approved plans are available for Integrative Studies students who have particular career or educational plans in mind. These focused plans are coordinated by the appropriate department of the School of Arts & Sciences as indicated:
- Professional Science (Natural Sciences)
- General Liberal Arts and Arts Administration (Humanities)
- Governmental Community Service, International Studies, Ministerial and Community Development, and Pre-Law (Social Sciences).

American Humanics Certification: Clayton College & State University is affiliated with American Humanics, Inc., an alliance of colleges, universities, and nonprofit institutions that prepares undergraduates for careers in nonprofit agency management with youth and human service organizations. The vision of American Humanics is to be "the nation's preferred source of entry-level youth and human service nonprofit professionals." Integrative Studies students can earn American Humanics certification by completing certain specified courses and other activities. American Humanics certification is available in several majors but is especially well suited to Integrative Studies. (Students majoring in Psychology and Human Services, Management, Marketing, Accounting, General Business, Administrative Management, Allied Health Administration, Health Care Management, and other majors can also add American Humanics certification to their majors.)

Students who already hold a bachelor's degree can also earn post-baccalaureate American Humanics Certification by taking specified courses and

completing other requirements. For additional information, contact the American Humanics coordinator at 770-961-3470.

INTEGRATIVE STUDIES CURRICULUM—B.A. or B.S.
(A.A. or A.S. based on completion of Areas A-F)

ESSENTIAL SKILLS (Area A)   **9 hours**
A1. Composition   (Take BOTH)
     ENGL   1101   English Composition I (3-0-3)*
     ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE)
     MATH   1101   Mathematical Modeling (3-0-3)**
     MATH   1231   Introductory Statistics (3-0-3)#
     MATH   1241   Survey of Calculus (3-0-3)#
     MATH   1113   Precalculus (3-0-3)#
     MATH   1501   Calculus I (4-0-4)#
     * A grade of *C* or better (or *K*) is required in ENGL 1101.
     ** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
     # Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
B1. ALL students take this course:
     CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
B2. Take ONE or TWO of the following courses:
     -- Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Integrative Studies majors not emphasizing science.
     -- Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.
     COMM   1001   Presentational Speaking (1-0-1)
     (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
     COMM   1002   Presentation Applications (1-0-1)
     (Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
     CPTG   1002   Introduction to Web-Page Development (0-2-1)
     (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
     CPTG   1010   Computing with Spreadsheets (0-2-1)
     (Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)
     COMM   1110   Spoken Communication (3-0-3)

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

Foreign Language Options:

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

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

HUMANITIES (Area C)   6 hours

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

ENGL	2111	World Literature I—Pre-Modern (3-0-3)
ENGL	2112	World Literature II—Modern World (3-0-3)
ENGL	2130	American Literature (3-0-3)
PHIL	2201	Introduction to World Philosophy (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
FREN	2001	Intermediate French I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*

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

ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
CMSS	2100	Introduction to Film (3-0-3)
FREN	2001	Intermediate French I (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
THEA	1100	Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS (Area D)   10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. (Most students majoring in Integrative Studies will choose this version of Area D. However, certain science-related Integrative Studies majors must take an 8-hour sequence in the principles courses designed for science emphasis. See an advisor.)

D1. Take ONE of the following science sequences:

a)   SCI   1111   Integrated Science I (3-0-3)

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

D2.   Additional Science, Math, or Technology (3 hours)
      MATH   1221   Finite Mathematics (3-0-3)*
      MATH   1231   Introductory Statistics (3-0-3)*
      MATH   1241   Survey of Calculus (3-0-3)*
      MATH   1113   Precalculus (3-0-3)*
      MATH   1501   Calculus I (4-0-4)**
      MATH   2502   Calculus II (4-0-4)**
      CPTG   1111   Introduction to Computing (1-2-2)#
      CPTG   1010   Computing with Spreadsheets (0-2-1)#
      CSCI   1301   Computer Science I (3-0-3)
      SCI   1901   Selected Topics in Science (3-0-3)
                       (See the schedule of classes for specific topics including
                       Astronomy, Botany, Extraordinary Chemistry, Health and
                       Disease, Energy, Forensics, Sex and Gender, and Human
                       Genetics.)
     *   MATH 1101 or higher (or equivalent placement score) is prerequisite.
     **   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to
        MATH 2502. The extra hour will be excess credit.
     #   Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E)   12 hours
  E1.   American Government
      POLS   1101   American Government (3-0-3)
  E2.   World History or Social Sciences (Choose ONE)
      HIST   1111   Survey of Pre-Modern World History (3-0-3)
      HIST   1112   Survey of Modern World History (3-0-3)
      SOSC   2501   Survey of Social Science and Contemporary
                       Issues (3-0-3)
  E3.   American History (Choose ONE)
      HIST   2111   Survey of U.S. History to 1877 (3-0-3)
      HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

E4.   Behavioral Sciences (Choose ONE)
    SOCI   1101   Introduction to Sociology (3-0-3)
    PSYC   1101   Introduction to Psychology (3-0-3)

COURSES RELATED TO THE MAJOR (AREA F)   18 hours

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

F1.   Humanities (3-9 hours)
    Any 1000- or 2000-level courses with the following prefixes*:
    ART, COMM, CMSS, ENGL, FREN, MUSC, PHIL, SPAN, THEA.

F2.   Social Sciences (3-9 hours)
    Any 1000- or 2000-level courses with the following prefixes*:
    ECON, EDUC, HIST, POLS, PSYC, SOCI.

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

F4.   Courses related to career and academic goals (0-12 hours)
    Courses from the Area F of any major.*   Study abroad is encouraged. Courses in this category must be chosen in consultation with the faculty advisor. All prerequisites apply. 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, BLAW, BUSA, FINA, MGMT, and MKTG.

*   Except 1001-level foreign language in the language used to meet CPC requirements and except courses at a lower level in the same science that the student applied to the Area D lab science sequence. Courses from closely related prefixes may be applied for transfer or transient courses if approved by the advisor. A maximum of six hours of JOUR 1011/1012 may be used.

Total for Freshman-Sophomore Years   60 hours

JUNIOR - SENIOR YEARS

1.   Integrative Studies Seminars (take both)   6 hours
    INTE 3500, Integrative Studies Seminar I—The Culture of the World of Work (3-0-3). This course is to be taken in the junior year and requires full or provisional admission to upper division status. It is the program's assessment site for communication and critical thinking skills. Students who do not pass the writing assessment must enroll in WLAB 2999 and remain enrolled each term until they receive a grade of *C* or better.
    INTE 4500, Integrative Studies Seminar II—Capstone (3-0-3). This course is normally taken during the student's final term of enrollment. A culminating project is required.

2.   Integrative Studies Practicum/Internship   3-9 hours
INTE 3901, Integrative Studies Practicum/Internship (0-9-3). This
course is normally taken in a term between the two Integrative
Seminars. *150 clock hours per semester in the work setting may be*
required.   Three credit hours are required; the course may be
repeated and applied to category 3 below if approved as part of the
individual course of study. See Chapter 4, Academic Information, for
internship regulations.

3.   Courses appropriate to the student's career and
academic goals   45-51 hours
Courses may be drawn from any field but must be in the student's
approved program of study.   See the heading above entitled
Integrative Studies Curriculum Pre-Approved Plans for information
about special emphasis. In addition, see the listings below for the
departments of Humanities, Music, Natural Sciences, and Social
Sciences. NOTE: *The B.A./B.S. degree requires a minimum of 42*
hours of upper division credit; therefore, no more than 18 lower
division hours may be applied to this category.

Total for Junior-Senior Years   60 hours

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

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

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

OFFICE OF TEACHER EDUCATION
Bachelor of Arts in Middle Level Education (B.A.)

Larnell Flannagan, Coordinator for Middle Level Education
Dawn Owens, Coordinator for Educational Field Experiences
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The B.A. in Teacher Education is designed to lead to licensure/certification in Middle Childhood Education. Majors in this program will select concentrations from among the four areas of mathematics, science, language arts, and social studies to complement education components that are field-based. Faculty members from the departments of the School of Arts and Sciences teach the

subject area courses. Practicing education professionals teach the field-based courses. Students may also take the first two years of study toward teacher certification in other teaching fields.

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

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

Professional Education Outcomes.   B.A. students must satisfy the Professional Education Outcomes, which have been specifically designed to produce graduates who are well prepared for teaching positions in middle level education. For the listing of outcomes, see the current *Handbook for Students in the Middle Level Education Program*.

Associate of Arts in Teacher Education. Students who plan to finish their teacher education programs at other institutions can complete the first two years at Clayton College & State University and earn an A.A. degree. Such students should follow the transfer option in Area F listed below for the B.A.

ADMISSION TO THE TEACHER EDUCATION PROGRAM

Admission to the teacher education program is separate from and in addition to admission to the University. Enrollment in the Bachelor of Arts degree program in teacher education is limited, and students must meet the eligibility standards listed below to be considered for admission. The program will fill available slots with those eligible students who, in the judgment of the faculty, are most likely to be successful. Since enrollment is limited, meeting the minimum requirements for admission eligibility does *not* guarantee admission to the program.

The upper division courses in Middle Level Education involve considerable on-site activity in authentic school settings, so students who enter the program must have daytime scheduling flexibility. Students are responsible for providing their own transportation and liability insurance at their own expense. Students must execute a waiver of liability form.

Because courses are offered in sequence and are not available every semester, junior-senior students must be willing to commit to full-time attendance in order to stay on track for graduation. Most junior/senior-level on-site education experiences will be scheduled in the morning hours. Subject content courses may be scheduled morning, afternoon, or evening, depending upon availability of facilities and faculty.

APPLICATION AND MINIMUM ADMISSION ELIGIBILITY STANDARDS
(See heading below for application procedures.)
Criteria for Submission of Teacher Education Application
    Students must meet the following criteria before submitting their applications for admission to the upper division portion of the program in teacher education. (More information about the application is available at general information sessions. Contact the Office of Teacher Education about the dates of these information sessions.)
1.   Admission to Clayton College & State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)
2.   Completion of at least 45 semester hours of college credit.
3.   Grades of *A, B, C*, or *K* in all applicable Area A-F courses.
4.   A Program Grade Point Average of 2.50 based upon all coursework attempted in Areas A-F.

Eligibility to Begin Taking Upper Division Courses in the Teacher Education Program
1.   Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
2.   Completion of *all* courses in Areas A-F of the Core Curriculum with grades of *A, B, C*, or *K*.
3.   Maintenance of the 2.50 or better Program Grade Point Average as explained above.
      NOTE: Students who fail to sustain the grade point average criteria, after notification of acceptance but before they actually begin taking courses in the teacher education program, will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria.
4.   Teacher education writing assessment with at least a minimum writing profile (currently 555-555-4 on CCSU rating scale). Contact the Office of Teacher Education for information about the writing assessment.
5.   Passing both the reading and writing portions of the Regents' Testing Program. (See the Graduation Requirements chapter of this catalog.)
6.   Competence in oral communication and significant documented experience working with children. (This requirement is met by Core Curriculum course requirements at Clayton College & State University, equivalent transfer course experiences, career exploration activities, or other documented experiences.)
7.   Minimum competence in microcomputer applications including keyboarding, word processing, and spreadsheets. Students proficient in the use of microcomputers may complete the self-evaluation form available in the Office of Teacher Education. Competence also may be documented by completion of an approved credit or non-credit course.
8.   Attendance at a general information session and/or personal interview. (Contact the Office of Teacher Education for specific dates of information sessions.)
9.   Completion of the PRAXIS I test. The Georgia Professional Standards Commission (GPSC) has adopted the following policy: "Students will be required to pass all sections (reading, writing, mathematics) of an academic skills test prior to entry into the preparation program for their initial educator certificate beginning July 1, 1997." The assessment is PRAXIS I: Academic

Skills Assessment, developed and administered by the Educational Testing Service (ETS).   Contact the Office of Teacher Education for further information. (Note: Testing requirements will be updated in accordance with GPSC regulations.)
10. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10):   "The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator." The affidavit form is provided upon formal notification of admission to the B.A. program.
11. A one-page essay on why the candidate wants to teach.
12. A background check. (Conducted by CCSU Public Safety. Note: A $10.00 processing fee is required.)

APPLICATION PROCEDURES
1. Students who meet the criteria explained above should submit a teacher education application form and supporting documentation to the Clayton College & State University Office of Teacher Education. (Application forms are available from the Office of Teacher Education.)
2. The application deadline for the Teacher Education program is posted in the Office of Teacher Education. (The deadline period is called an admission cycle.)
   a. All complete and eligible applications received by the published deadlines will be considered for the available positions in the program for the appropriate semester. (Complete applications must include *all* required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.)
   b. Students not admitted during a given admission cycle and students who fall below minimum standards after notification of admission may, upon written request to the teacher education program, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
   c. Students may submit their applications for Fall Semester admission between September 1 and the last Friday in May. Any applications received after the June deadline will be placed on a waiting list in the event a slot in the program becomes available.
3. Students selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the student must formally accept or decline admission; students who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Students admitted into the B.A. program will be assigned to an advisor in education and in the primary area of concentration.
4. A maximum of 21 semester hours of upper division transfer credit may be applied to the B.A. in teacher education at Clayton College & State University. The following courses must be taken at Clayton College & State University: LART 3120, MATH 3010, SCI 3110, SOSC 3110, EDUC 3000, 3010, 3350, 4000, 4711, 4712, 4713, 4714, 4715, 4716. The teacher education program will evaluate equivalencies for other courses in the program. Every effort will be made to accept credit that is reasonably equivalent to Clayton College &

State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

PROGRAM WRITING REQUIREMENTS

The teacher education program places high emphasis on the ability of graduates to communicate effectively. Accordingly, these skills are assessed and monitored throughout the program, and academic support is provided.

As stipulated in the Application and Admission Eligibility Standards section, all students applying to enter the program are assessed on writing using the Clayton College & State University Writing Criteria. Students have two opportunities to complete this assessment successfully (minimum score 555-555-4 on CCSU rating scale). If a student's scores indicate a weakness in some area, provisional admission status may be granted.

Students' writing skills will be reassessed in Language Arts (LART 3120) during the first semester of enrollment. This course assessment includes multiple writing tasks and will provide students with a writing profile with criterion-referenced feedback. If a student's writing profile for this course is below the required program writing level of 39 with no area below 5, the student will be required to take Writing Skills Laboratory II (WLAB 2999) concurrently with LART 3120. This requirement for additional individualized help in writing will be in effect regardless of the student's grade in LART 3120 or other courses. Continuous enrollment in WLAB 2999 is required until the student has achieved the designated teacher education program writing profile as stated above. Through writing experiences in other teacher education courses and assistance in the Center for Academic Assistance, the student's writing skills should continue to improve. Obtaining the required profile is a prerequisite for EDUC 4711 (fall semester of senior year internship).

PROGRAM PROGRESSION

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

1. A cumulative Program GPA of 2.50 or higher.
2. A cumulative Institutional GPA of 2.50 or higher.
3. Completion of each course in the program sequence with a grade of *C* or higher (or *K*).
4. Successful completion of the program writing profile.
5. Endorsement of the junior year internship by the Arts & Sciences faculty and the clinical faculty.

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

PROGRAM PROBATION AND SUSPENSION

General University policies on good standing and academic and disciplinary probation and suspension apply to the teacher education program (except that for teacher education the standard is a 2.50 cumulative Program GPA on all attempts of courses taken to meet program requirements rather than the 2.00 Institutional GPA). Due to the sensitive nature of working with children in

authentic school settings, the following additional standard applies: *Any faculty member or administrator of the University and/or a cooperating school system may **immediately** remove a student from an on-site setting if, in that person's professional judgment, the student has acted in an inappropriate manner involving children. The Coordinator for Educational Field Experiences and/or the Coordinator for Middle Level Education will investigate the case in an expeditious manner. The coordinator will issue a written ruling to the student with copies to the Dean of Arts and Sciences and the Vice President for Academic Affairs. Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal policy.*

GRADUATION REQUIREMENTS

All general Clayton College & State University requirements for graduation with a baccalaureate degree apply. In addition, the B.A. in Teacher Education with a Major in Middle Level Education requires the following:

1. Grades of *A, B, C,* or *K* in all courses used to meet program requirements and a minimum 2.50 Program GPA.
2. Minimum of 55 hours in residence at Clayton College & State University, including the following courses: LART 3120, MATH 3010, SCI 3110, SOSC 3110, EDUC 3000, 3010, 3350, 4000, 4711, 4712, 4713, 4714, 4715, 4716.
3. Submission of a complete teacher education portfolio and exit portfolio assessment prepared in accordance with published guidelines to establish that the Professional Education Outcomes have been met.
4. Participation in examinations, surveys, and any other required activities administered for purposes of program evaluation and program exit.

NOTE: Successful completion of all required sections of PRAXIS II is necessary in order to be certified to teach in the state of Georgia. However, students are not required to take and pass all sections of Praxis II as a graduation requirement.

TEACHER CERTIFICATION

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

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

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

ESSENTIAL SKILLS (Area A)   **9 hours**
A1.   Composition   (Take BOTH)
          ENGL   1101   English Composition I (3-0-3)*
          ENGL   1102   English Composition II (3-0-3)

A2.   Mathematics (Choose ONE)
    MATH   1101   Introduction to Mathematical Modeling (3-0-3)**
    MATH   1231   Introductory Statistics (3-0-3)***
    MATH   1241   Survey of Calculus (3-0-3)***
    MATH   1113   Precalculus (3-0-3)***
    MATH   1501   Calculus I (4-0-4)***
    *   *C* or better (or *K*) required.
    **   MATH 1111, College Algebra, which is offered only by distance
        learning, may be substituted.
    ***   Students must have math placement scores beyond MATH 1101 to
        use these courses in Area A. The extra hour in MATH 1501 will be
        excess credit for non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
 B1.   ALL students take this course:
    CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
 B2.   Take ONE or TWO of the following courses:
    **--   Students who take 10 hours in Area D must apply two
        hours to B2. This option will apply to Teacher Education
        major students not emphasizing science.**
    **--   Students who take 11 hours in Area D apply only one hour
        to B2. This option applies to students who choose to take
        eight hours of science in Area D.**
    COMM   1001   Presentational Speaking (1-0-1)
      (Students may exempt this course by demonstration of basic skill and
      then take COMM 1002, CPTG 1002, or CPTG 1010.)
    COMM   1002   Presentation Applications (1-0-1)
      (Completion of or exemption from COMM 1001 is prerequisite to
      COMM 1002.)
    CPTG   1002   Introduction to Web-Page Development (0-2-1)
      (Completion of or exemption from COMM 1001 is prerequisite to CPTG
      1002.)
    CPTG   1010   Computing with Spreadsheets (0-2-1)
      (Completion of MATH 1101 or higher [or equivalent placement score]
      and completion of or exemption from COMM 1001 are prerequisite to
      this course. This course can be used in Area D when taken in
      conjunction with CPTG 1111.)
    COMM   1110   Spoken Communication (3-0-3)
      (A maximum of two hours can apply to Area B; the balance will be
      excess credit. COMM 1110 is not open to students registered for or
      with credit for COMM 1001 or 1002 except with permission of the
      Humanities department head. Students who need to apply this course
      to Area F should choose other options in Area B.)
 Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills
but need review before entering intermediate-level courses. The 1002 courses
are appropriate for students who took two years of high school language but
lack confidence in their skill level. (A maximum of two hours of 1002 can apply
to Area B; the balance will be excess credit.)
    SPAN   1002   Elementary Spanish II (3-0-3)*
    FREN   1002   Elementary French II (3-0-3)*
    SPAN   1999   Spanish Review and Transition (1-0-1)*
    FREN   1999   French Review and Transition (1-0-1)*

HUMANITIES (Area C)   6 hours
C1. Literature/Philosophy (or intermediate foreign language)
    (Choose ONE)
ENGL	2111	World Literature I—Pre-Modern (3-0-3)
ENGL	2112	World Literature II—Modern World (3-0-3)
ENGL	2130	American Literature (3-0-3)
PHIL	2201	Introduction to World Philosophy (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
FREN	2001	Intermediate French I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*

C2. Fine Arts (or intermediate foreign language)
    (Choose ONE)
ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
CMSS	2100	Introduction to Film (3-0-3)
FREN	2001	Intermediate French I (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
THEA	1100	Theater Appreciation (3-0-3)

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

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

D1. Take ONE of the following science sequences: (Biology is recommended because it best prepares students for the PRAXIS II examination. Students choosing Natural Sciences as their primary teaching area must take the biology sequence.)

a)	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science Laboratory I (0-2-1)
			(SCI 1111 and 1111L are corequisite.)
	SCI	1112	Integrated Science II (3-0-3)
b)	BIOL	1111	Introductory Biology I (3-0-3)
	BIOL	1111L	Introductory Biology Laboratory (0-2-1)
			(BIOL 1111 and 1111L are corequisite.)
	BIOL	1112	Introductory Biology II (3-0-3)
c)	CHEM	1151	Survey of Chemistry I (3-0-3)
	CHEM	1151L	Survey of Chemistry Laboratory I (0-2-1)
			(CHEM 1151 and 1151L are corequisite.)
	CHEM	1152	Survey of Chemistry II (3-0-3)
			(CHEM 1152 has a lab, but it is only required for certain health science majors.)

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

D2.   Additional Science, Math, or Technology (3 hours)
      MATH   1221   Finite Mathematics (3-0-3)*
      MATH   1231   Introductory Statistics (3-0-3)*
      MATH   1241   Survey of Calculus (3-0-3)*
      MATH   1113   Precalculus (3-0-3)*
      MATH   1501   Calculus I (4-0-4)**
      MATH   2502   Calculus II (4-0-4)**
      CPTG   1111   Introduction to Computing (1-2-2)#
      CPTG   1010   Computing with Spreadsheets (0-2-1)#
      CSCI   1301   Computer Science I (3-0-3)
      SCI   1901   Selected Topics in Science (3-0-3)
                        (See the schedule of classes for specific topics including
                        Astronomy, Botany, Extraordinary Chemistry, Health and
                        Disease, Energy, Forensics, Sex and Gender, and Human
                        Genetics.)
      *   MATH 1101 or higher (or equivalent placement score) is prerequisite.
      **   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to
          MATH 2502. The extra hour will be excess credit.
      #   Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E)   12 hours
  E1.   American Government
      POLS   1101   American Government (3-0-3)
  E2.   World History or Social Sciences (Choose ONE)
      HIST   1111   Survey of Pre-Modern World History (3-0-3)
      HIST   1112   Survey of Modern World History (3-0-3)
      SOSC   2501   Survey of Social Science and Contemporary
                        Issues (3-0-3)
  E3.   American History (Choose ONE)
      HIST   2111   Survey of U.S. History to 1877 (3-0-3)
      HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
  E4.   Behavioral Sciences (Choose ONE)
      SOCI   1101   Introduction to Sociology (3-0-3)
      PSYC   1101   Introduction to Psychology (3-0-3)

REQUIRED 2000-LEVEL TEACHER EDUCATION CORE (Area F)

A.   Take the following courses: 9 hours
      EDUC   2201   Introduction to Education I (3-0-3)
      EDUC   2202   Intro to Exceptional Children and Youth (3-0-3)
      PSYC   2103   Introduction to Human Development (3-0-3)
B.   Courses appropriate to the teaching field: 9 hours
      1. Students planning to enroll in CCSU's Middle Level Education
        program must choose the following:

a) Three courses to support the major **and** minor areas of concentration.
The following courses are recommended:
- Language Arts: ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, or ENGL 2130;
- Mathematics: MATH 1221, MATH 1231, MATH 1241, MATH 1112 <u>and</u> CPTG 1010, or CSCI 1301;
- Natural Sciences: SCI 1901 (any topic not already taken in Area D2) or CHEM 1151/1151L (lab hour is excess credit);
- Social Sciences: HIST 1111, HIST 1112, HIST 2111, HIST 2112

Courses should be approved by the Teacher Education advisor.

2. Students planning to transfer after the associate degree to complete baccalaureate degrees at other institutions should consult with their advisors and refer to the catalogs of receiving institutions as a guide for satisfying A.A. requirements in Area F. Students planning to transfer to programs in Secondary Mathematics Education or Secondary Science Education must take MATH 1113 or MATH 1501 in Area A.

PROFESSIONAL STUDIES   6 hours

EDUC   3000   Teacher Education Seminar I (1-0-1) Fall and Spring of Junior year
EDUC 3000 is institutional credit only and does not count in total hours.

EDUC   4000   Teacher Education Seminar II (1-0-1) Fall of Senior year
EDUC 4000 is institutional credit only and does not count in total hours.

EDUC   3010   Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (3-0-3) Fall of Junior year

EDUC   3350   Instructional Strategies for Individual and Interdisciplinary Teaching (3-0-3) Spring of Junior year

ESSENTIAL SKILLS   6 hours

LART   3010   Teaching Reading and Writing in the Content Areas (3-0-3) Spring of Junior year
EDUC   3020   Instructional Technology for Teachers (2-2-3) Fall of Senior year

COMMON CORE   12 hours

LART   3120   Language Arts: Skills and Concepts (3-0-3) Fall of Junior year
MATH   3010   Number Concepts and Relationships (3-1-3) Fall of Junior year
SCI 3110/3110L Integrated Science-Physical Science I (2-0-2)/(0-2-1) Fall of Junior year
HIST   3110   Georgia History and Government (3-0-3) Fall of Junior year

TEACHING FIELDS   **18 hours**
Choose one major field and one minor teaching field as follows:
- Minor teaching field (6 hours). Take the category A courses
- Major teaching field (12 hours). Take all category A and B courses.

1. LANGUAGE ARTS/READING   **0-12 hours**
    A. Students with a major or minor teaching field in language arts must take
       the following courses.
       ENGL 4114   Adolescent Literature (3-0-3) Spring of Junior year
       ENGL 3210   Advanced Grammar (3-0-3) Fall of Senior year
    B. Students with a major teaching field in language arts must take the
       following additional courses.
       ENGL 4012   The American Literary Experience (3-0-3) Spring
                 of Junior year

      or
       ENGL 4113   Themes in World Literature (3-0-3) Spring of
                 Junior year

     and
       ENGL 4011   Literary Theory (3-0-3) Fall of Senior year

2. MATHEMATICS   **0-12 hours**
   A. Students with a major or minor teaching field in mathematics must take
       the following courses.
       MATH 3020   Concepts of Algebra (3-1-3) Spring of Junior year
       MATH 4010   Mathematical Problem Solving: Advanced
                 Concepts (3-0-3) Fall of Senior year
    B. Students with a major teaching field in mathematics must take the
       following additional courses.
       MATH 3030 Concepts of Geometry (3-1-3) Spring of Junior year
       MATH 4020 Concepts of Discrete Mathematics (3-0-3) Fall of
                 Senior year

3. SCIENCE   **0-12 hours**
    A. Students with a major or minor teaching field in science must take the
       following courses.
       SCI   3120 Integrated Science-Physical Science II (3-1-3)
                 Spring of Junior year
       PHYS 4110 Conceptual Astronomy (3-0-3) Fall of Senior year
    B. Students with a major teaching field in science must take the following
       additional courses.
       BIOL   3500 Ecology (3-0-3) Spring of Junior year
       BIOL   3650 Comparative Vertebrate Anatomy (3-0-3) Fall of
                 Senior year
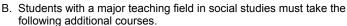
4. SOCIAL STUDIES   **0-12 hours**
    A. Students with a major or minor teaching field in social studies
       must take the following courses.
       SOSC 3110 Themes in World Geography (3-0-3) Spring of
                 Junior year
       HIST   3500 Selected Topics in World History (3-0-3) Fall of
                 Senior year

B. Students with a major teaching field in social studies must take the following additional courses.
 HIST 4250 History of World Religions (3-0-3) Spring of Junior year
 SOSC 4501 Research Methods in the Social Sciences (3-0-3) Fall of Senior year

INTERNSHIP   18 hours
Note: EDUC 4711-4716 must be taken in sequence during the same school calendar year. 4711 is Fall Semester; 4712-4716 are Spring Semester.
EDUC 4711 Middle Level Internship I (1-6-3)
EDUC 4712 Middle Level Internship IIA (0-9-3)
EDUC 4713 Middle Level Internship IIB Grades 4-8 (0-9-3)
EDUC 4714 Middle Level Internship IIC Grades 4-8 (1-6-3)
EDUC 4715 Middle Level Internship IID Grades 4-8 (0-6-3)
EDUC 4716 Middle Level Internship IIE Grades 4-8 (0-6-3)

Total for Program   **120 hours**

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

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

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

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

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

Students who plan to complete their baccalaureate degrees outside the University System of Georgia should consult the academic catalogs of the institutions they plan to attend in order to determine which courses to take at CCSU during their freshman and sophomore years.

Integrative Studies Option: Students who are interested in some transfer programs listed below may find that the CCSU bachelor's degree program in Integrative Studies will serve their career needs and allow them to remain at Clayton College & State University for their junior and senior years. See the Integrative Studies section of this chapter or consult the Integrative Studies advisor (A&S-105-I) for further information.

**GENERAL EDUCATION CORE CURRICULUM COURSES
AREAS A-E
(For A.A., A.S., and Undeclared Students)**

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

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

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

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

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

ESSENTIAL SKILLS (Area A)   **9 hours**
A1. Composition   (Take BOTH)
          ENGL   1101   English Composition I (3-0-3)*
          ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE)**
          MATH   1101   Mathematical Modeling (3-0-3)#
          MATH   1231   Introductory Statistics (3-0-3)##
          MATH   1241   Survey of Calculus (3-0-3)##
          MATH   1113   Precalculus (3-0-3)##
          MATH   1501   Calculus I (4-0-4)##
          *   A grade of *C* or better (or *K*) is required in ENGL 1101.

 ** Consult the Area F listing for specific majors to determine whether MATH higher than 1101 is required or recommended.
 # MATH 1111, College Algebra, which is offered only by online instruction, may be substituted.
 ## Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for most non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options) 4-5 hours
B1. ALL students take this course:
  CRIT 1101 Critical Thinking across the Curriculum (3-0-3)
B2. Take ONE or TWO of the following courses:
  -- *Students who take 10 hours in Area D must apply two hours to B2. This option will apply to non-science major students not emphasizing science.*
  -- *Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take an eight hour principles sequence in Area D1.*
  COMM 1001 Presentational Speaking (1-0-1)
  (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
  COMM 1002 Presentation Applications (1-0-1)
  (Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)
  CPTG 1002 Introduction to Web-Page Development (0-2-1)
  (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
  CPTG 1010 Computing with Spreadsheets (0-2-1)
  (Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)
  COMM 1110 Spoken Communication (3-0-3)
  (A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)
 Foreign Language Options:
 The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)
  SPAN 1002 Elementary Spanish II (3-0-3)*
  FREN 1002 Elementary French II (3-0-3)*
  SPAN 1999 Spanish Review and Transition (1-0-1)*
  FREN 1999 French Review and Transition (1-0-1)*

HUMANITIES (Area C) 6 hours
C1. Literature/Philosophy (or intermediate foreign language)
  (Choose ONE)
  ENGL 2111 World Literature I—Pre-Modern (3-0-3)

ENGL 2112 World Literature II—Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*

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

ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
CMSS 2100 Introduction to Film (3-0-3)
FREN 2001 Intermediate French I (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
THEA 1100 Theater Appreciation (3-0-3)

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

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

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

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science Laboratory I (0-2-1)
      (SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)
b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)
      (BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)
c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory I (0-2-1)
      (CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
      (CHEM 1152 has a lab, but it is only required for certain health science majors.)
d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory I (0-2-1)

          (PHYS 1111 and 1111L are corequisite, and MATH
          1101 or higher is prerequisite.)

PHYS   1112   Introductory Physics II (3-0-3)
          (PHYS 1112 has a lab, but it is only required for certain
          life science majors.)

D2. Additional Science, Math, or Technology (3 hours)

MATH	1221	Finite Mathematics (3-0-3)
MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1113	Precalculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**
CPTG	1111	Introduction to Computing (1-2-2)#
CPTG	1010	Computing with Spreadsheets (0-2-1)#
CSCI	1301	Computer Science I (3-0-3)
SCI	1901	Selected Topics in Science (3-0-3)

          (See the schedule of classes for specific topics including
          Astronomy, Botany, Extraordinary Chemistry, Health and
          Disease, Energy, Forensics, Sex and Gender, and Human
          Genetics.)

*   MATH 1101 or higher (or equivalent placement score) is prerequisite.

** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to
    MATH 2502. The extra hour will be excess credit. Only three hours apply to
    Area D, but some majors may apply the extra hour to Area F.

\#   Both CPTG 1111 and 1010 must be taken to count in Area D.

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

NOTE: This version of Area D applies to the fields listed here. Students
should make their Area D choices in conjunction with area F requirements:

Agriculture/Environmental Sciences
Chemistry
Computer Science
Engineering
Forestry
Geology
Mathematics
Pharmacy
Physics
Science Education (secondary)

**D1. Laboratory Science (Choose TWO courses; a sequence is
not required.) Students who complete this version of D1
take only one (1) hour in Area B2.**

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

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

D2. Additional Science, Math, or Technology (3 hours)

MATH	1221	Finite Mathematics (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)
MATH	1241	Survey of Calculus (3-0-3)
MATH	1113	Precalculus (3-0-3)
MATH	1501	Calculus I (4-0-4)*
MATH	2502	Calculus II (4-0-4)*
CPTG	1111	Introduction to Computing (1-2-2)**
CPTG	1010	Computing with Spreadsheets (1-0-1) **
CSCI	1301	Computer Science I (3-0-3)
SCI	1901	Selected Topics in Science (3-0-3)

        (See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

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

** Both CPTG 1010 and CPTG 1111 must be taken if used in Area D.

SOCIAL SCIENCES (Area E)   12 hours

E1. American Government

POLS	1101	American Government (3-0-3)

E2. World History or Social Sciences (Choose ONE)

HIST	1111	Survey of Pre-Modern World History (3-0-3)
HIST	1112	Survey of Modern World History (3-0-3)
SOSC	2501	Survey of Social Science and Contemporary Issues (3-0-3)

E3. American History (Choose ONE)

HIST	2111	Survey of U.S. History to 1877 (3-0-3)
HIST	2112	Survey of U.S. History since Reconstruction (3-0-3)

E4. Behavioral Sciences (Choose ONE)

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

TRANSFER OF COURSES IN AREAS A-F

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

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

Notes: (1) In some Area F programs, students take courses in the specific fields (e.g., mathematics). In other programs (such as forestry or agriculture), the Area F may be composed of foundation courses in related disciplines with no courses in the specific field itself. (2) There are a few University System of Georgia Area F programs that require courses that CCSU does not offer (e.g., geography). In these cases, students are usually advised to transfer without earning an associate degree. However, students in these fields who wish to receive an A.A. or A.S. from CCSU may choose a related field, including, in some cases, Integrative Studies. Please contact the head of the advising department for additional information. Students who encounter difficulty with acceptance of transfer courses should contact the Transfer Ombudsperson, 770-961-3538.

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**AREA F COURSES FOR SPECIFIC
PROGRAMS OF STUDY TRANSFER PROGRAMS
Associate of Arts (A.A.)
Associate of Science (A.S.)**

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

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

AGRICULTURAL AND ENVIRONMENTAL SCIENCE (A.S.)
Advising Department: Natural Sciences (A&S-210)

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

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

Major and Major-Related Courses (Area F)

1. **Choose two to four courses from the following, depending on what courses were taken in Area D.**   **8-16 hours**
   - BIOL   1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
   - BIOL   1108/1108L Principles of Biology II (3-0-3)/(0-3-1)
   - CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
   - CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
2. **Electives:**   **2-10 hours**
   - CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
   - CHEM 2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)
   - CPTG   1111   Introduction to Computing (1-2-2)
   - CPTG   1010   Computing with Spreadsheets (0-2-1)
   - MATH 1501   Calculus I (4-0-4)*
   - MATH 2502   Calculus II (4-0-4)*
   - MATH 1231   Introductory Statistics (3-0-3)
   - PHYS   1111/1111L   Introductory Physics I (3-0-3)/(0-2-1)
   - PHYS   1112/1112L   Introductory Physics II (3-0-3)/(0-2-1)

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

Total	**18 hours**

ALLIED HEALTH PROFESSIONS
Students interested in transferring to baccalaureate programs in Allied Health professions such as medical technology, health information, management, or occupational therapy and similar fields should consult the transfer programs in the Health Sciences chapter of this catalog.

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

ART (A.A.)
Advising Department: Humanities (A&S-210)
For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Note: Students who plan a program of study in art education should follow the Area F requirements under the Bachelor of Arts (B.A.) in Teacher Education.
Major and Major-Related Courses (Area F)

1.   **Take the following courses:**   **15 hours**

ART	1101	Drawing I (3-0-3)
ART	1102	Drawing II (3-0-3)
ART	1104	Two-Dimensional Design/Color Theory (3-0-3)
ART	1301	Three-Dimensional Design I (3-0-3)
ART	2302	Art of the Modern World (3-0-3)

2.   **Choose ONE course from the following:**   **3 hours**

ART	2301	Art of the Pre-Modern World (3-0-3)
ART	1302	Three-Dimensional Design II (3-0-3)
COMM	1110	Spoken Communication (3-0-3)

Any foreign language numbered 1002 or higher (excluding 1999).

Total	**18 hours**

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

BIOLOGY/BIOLOGICAL SCIENCES
Since CCSU has a Bachelor of Science (B.S.) in Biology, the University does *not* offer the Associate of Science (A.S.) in Biology/Biological Sciences. Refer to the section above on the Department of Natural Sciences for information about the Biology program.

BUSINESS EDUCATION (A.S.)
Advising Department: Arts & Sciences (A&S-210)
Advisors in office technology fields are also available in the School of Technology (TEC-211).

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

Major and Major-Related Courses (Area F)

1.   **Take the following:**   **12 hours**

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

2.   **Choose two from the following:**   **6 hours**

     ACCT   2101   Principles of Accounting I (3-0-3)
     ACCT   2102   Principles of Accounting II (3-0-3)
     BUSA   1105   Introduction to Business (3-0-3)
     ECON   2105   Principles of Macroeconomics (3-0-3)
     ECON   2106   Principles of Microeconomics (3-0-3)
     OFFC   2205   Business Communication (3-0-3)

                                            Total   **18 hours**

COMMUNICATIONS

Since CCSU has a Bachelor of Arts (B.A.) in Communications, the University does *not* offer the Associate of Arts (A.A.) in Communications. Refer to the section above on the Department of Humanities for information about the Communications program.

CHEMISTRY (A.S.)

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

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

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

Major and Major-Related Courses (Area F)

1.   **Note:** One hour of MATH 1501 will carry over from

     Area A or D.   **1 hour**

2.   **Take the following:**   **8 hours**

     CHEM   1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
     CHEM   1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
     Note: Chemistry majors must take another science for Area D.

3.   **Choose from the following to equal 9 hours:**   **9 hours**

     CHEM   2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
     CHEM   2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)
     MATH   2502   Calculus II (4-0-4)*
     MATH   2503   Calculus III (4-0-4)
     PHYS   2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
     PHYS   2212/2212L Principles of Physics II (3-0-3)/(0-3-1)
     CPTG   1010   Computing with Spreadsheets (0-2-1)*
     * One hour of the four-hour MATH 2502 *may* carry over from Area D;
       CPTG 1010 can be used for 1 hour if MATH 2502 is not taken in Area D.

                                            Total   **18 hours**

CRIMINAL JUSTICE (A.A.)
Advising Department: Social Sciences (A&S-110)
NOTE: Students interested in Criminal Justice may want to consider a Bachelor of Science (B.S.) in Integrative Studies.   See the section on Integrative Studies earlier in this chapter.
For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Major and Major-Related Courses (Area F)
1.   Take the following courses: 6 hours
    CRJU   1150   Introduction to Criminal Justice (3-0-3)
    SOCI   1101   Introduction to Sociology (3-0-3)
    Note: Take PSYC 1101, Introduction to General Psychology, in Area E.
2.   Foreign Language: 1002, 2001, or 2002.   0-6 hours
3.   Choose THREE lower division electives from the following prefixes with no more than 3 hours in history: 6-12 hours
    POLS, ECON, HIST, PSYC, SOCI, COMM, ACCT.

                           Total   18 hours

DENTISTRY (Pre-Dentistry)
Advising Department: Natural Sciences (A&S-210)
Students wishing to prepare to enter a professional school of dentistry should select the Biomedical Applications track of the Biology (B.S.) major and consult an Biology (B.S.) advisor.

ECONOMICS (A.A.)
Advising Department: Social Sciences (A&S-110)
For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Note: The program below is for students seeking a B.A. in Economics. Students interested in a B.B.A. in Economics must follow the Area F as listed in the School of Business section of this catalog.   Consult an advisor to determine which approach is more appropriate for you.
Major and Major-Related Courses (Area F)
1.   Economics: 6 hours
    ECON   2105   Principles of Macroeconomics (3-0-3)
    ECON   2106   Principles of Microeconomics (3-0-3)
2.   Choose four courses from the following: 12 hours
    MATH   1231   Introductory Statistics (3-0-3)
    MATH   1501   Calculus I (4-0-4)*
    Foreign language numbered 1002, 2001, or 2002 (up to 6 hours)
    Any 1000-2000 level courses in HIST, POLS, SOCI
    *   If this course is chosen, one hour will be excess credit.

                           Total   18 hours

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

ENGINEERING (A.S.)
Advising Department: Natural Sciences (A&S-210)
This program of study is designed for students who intend to transfer to Georgia Tech or another university engineering program; students should check with an advisor about the latest information on transfer programs. For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Note: Students in this major (Area F) must take Area D1 for Science majors and must take MATH 1501 in Area A and MATH 2502 in Area D. Chemistry or Biology must be chosen in Area D1; Chemistry is recommended.
Major and Major-Related Courses (Area F)
1. Physics   **8 hours**
    PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
    PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)
2. Choose from the following mathematics courses.   **10 hours**
    Note: MATH 1501 must be taken in Area A and MATH 2502 must be taken in Area D. Two hours will apply here. Students may also choose to take Differential Equations (usually 4-0-4) by cross registration.
    MATH 2503   Calculus III (4-0-4)
    MATH 2020   Introductory Discrete Mathematics (3-0-3)
    MATH 2140   Introductory Linear Algebra (3-0-3)
    CPTG 1010   Computing with Spreadsheets (0-2-1)

                                            Total   **18 hours**

ENGINEERING TECHNOLOGY
Advising Department: See Natural Sciences (A&S-210).
This applies to students wishing to prepare for a major in engineering technology at an institution such as Southern Polytechnic State University.

ENVIRONMENTAL SCIENCE
See the program of study for Agricultural and Environmental Science.

ENGLISH (A.A.)
Advising Department: Humanities (A&S-210)
Students considering a major in English may wish to consider CCSU's bachelor's in Communication and Media Studies. For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Major and Major-Related Courses (Area F)
1.   Foreign Language   **0-9 hours**
    Competence in a foreign language through completion of the intermediate level (2002) is required, here, in Areas B and/or C, or by competency assessment.
2.   World Literature (Choose ONE or TWO courses)   **3-6 hours**
    ENGL   2111   World Literature I—Pre-Modern (3-0-3)
    ENGL   2112   World Literature II—Modern (3-0-3)
**3.   Additional Literature Courses
    (Choose ONE to THREE courses)**   **3-9 hours**
     ENGL   2121   British Literature I (3-0-3)

ENGL   2122   British Literature II (3-0-3)
ENGL   2130   American Literature (3-0-3)
4. **Any courses listed in Areas C or E, or any lower division
COMM, CMSS, THEA or JOUR courses.   0-3 hours**

Total   **18 hours**

FORESTRY (A.S.)
Advising Department: Natural Sciences (A&S-210)
For Areas A-E, please refer to the General Education Core Curriculum for
Transfer Programs, which is specified on preceding pages.
Note: Students in this program of study must follow Area D for science
majors.
Major and Major-Related Courses (Area F)
1.   Choose from the following: 8-16 hours
BIOL   1107/1107L   Principles of Biology I (3-0-3)/(0-3-1)
BIOL   1108/1108L   Principles of Biology II (3-0-3)/(0-3-1)
CHEM   1211/1211L   Principles of Chemistry I (3-0-3)/(0-3-1)
CHEM   1212/1212L   Principles of Chemistry II (3-0-3)/(0-3-1)
2.   Choose from the following: 2-8 hours
CHEM   2411/2411L   Organic Chemistry I (3-0-3)/(0-3-1)
CHEM   2412/2412L   Organic Chemistry II (3-0-3)/(0-3-1)
CPTG   1010   Computing with Spreadsheets (0-2-1)
ECON   2105   Principles of Macroeconomics (3-0-3)
MATH   1231   Introductory Statistics (3-0-3)
MATH   1501   Calculus I (4-0-4)*
*   One hour of the four-hour MATH 1501 *may* carry over from Area D; CPTG
1010 can be used for 1 hour if MATH 1501 is not taken in Area D.

Total   **18 hours**

FRENCH (A.A.)
Advising Department: Humanities (A&S-210)
For Areas A-E, please refer to the General Education Core Curriculum for
Transfer Programs, which is specified on preceding pages.
Major and Major-Related Courses (Area F)
1.   French   0-9 hours
Competence in French through completion of the intermediate
level (2002) is required.
2.   Courses in other foreign language(s).   (Recommended)   0-6 hours
**3.   Other 2000-level courses in, CMSS, ENGL, HIST,
PHIL, SOCI, THEA.   3-18 hours**

Total   **18 hours**

GEOGRAPHY
Advising Department: Social Sciences (A&S-110)
Note: CCSU does not offer the course Introduction to Geographical Analysis,
which is required to complete Area F in geography. However, the following
courses available at CCSU will apply to the Area F for the B.A. in Geography
at all University System institutions: POLS 2101, SOCI 1101, ECON 2105-

2106, any HIST courses, and foreign language 1002 or higher. Students seeking a B.S. in geography should choose MATH 1501 (or higher) and Principles courses in the sciences.

GEOLOGY (A.S.)
Advising Department: Natural Sciences (A&S-210)
   Note: CCSU does not offer the lower division geology sequence necessary to complete the University System Area F. However, CCSU does offer all other necessary courses. Consult a Natural Sciences advisor for details.

HISTORY
   Since CCSU has a Bachelor of Arts (B.A.) in History, the University does *not* offer the Associate of Arts (A.A.) in History. Refer to the section above on the Department of Social Sciences for information about the History program.

INTERNATIONAL STUDIES
Advising Department: Social Sciences (A&S-110)
   Students interested in International Studies are encouraged to consider the CCSU baccalaureate program in Integrative Studies. Those wishing to transfer should normally follow the Area F for history or political science.

JOURNALISM AND MASS COMMUNICATION
   Since CCSU has a Bachelor of Arts (B.A.) in Communication and Media Studies, the University does *not* offer the Associate of Arts (A.A.) in Journalism and Mass Communication. Refer to the section above on the Department of Humanities for information about the Communication and Media Studies program.

LAW (Pre-Law)
Advising Unit: Integrative Studies (A&S-210)
   Law schools do not require a particular major, but institutions accredited by the American Bar Association require that entering students hold a bachelor's degree. Students wishing to prepare for law school should consult a pre-law advisor to determine the best program of study to suit their needs. Pre-law students are encouraged to consider CCSU's bachelor's program in Integrative Studies or History.

MEDICINE (Pre-Medicine)
Advising Department: Natural Sciences (A&S-210)
   Students wishing to prepare for medical school at the Medical College of Georgia or other institutions should select the Biomedical Applications track of the Biology (B.S.) major and consult an Biology (B.S.) advisor.

PHARMACY (Pre-Pharmacy) (A.S.)
Advising Department: Natural Sciences (A&S-210)
   For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
   Note: Students in this major must take MATH 1113 or 1501 in Area A. MATH 1501 must be taken in Area D if not taken in A. Pharmacy students take Area D1 for science majors.

Major and Major-Related Courses (Area F)
1.   **Choose from the following:**   **9-17 hours**
      CHEM   1211/1211L   Principles of Chemistry I (3-0-3)/(0-3-1)
      CHEM   1212/1212L   Principles of Chemistry II (3-0-3)/(0-3-1)
      CHEM   2411/2411L   Organic Chemistry I (3-0-3)/(0-3-1)
      CHEM   2412/2412L   Organic Chemistry II (3-0-3)/(0-3-1)
      MATH   1501   Calculus I (4-0-4)*
      *One hour in this four-hour course is carried over from Area A or D.
2.   **Choose from the following:**   **3-11 hours**
      BIOL   1107/1107L   Principles of Biology I (3-0-3)/(0-3-1)
      BIOL   1108/1108L   Principles of Biology II (3-0-3)/(0-3-1)
      MATH   1231   Introductory Statistics (3-0-3)   _____
                                             Total   **17-20 hours**
      Note: Total hours in this program will depend on courses chosen in Area D.

PHILOSOPHY (A.A.)
Advising Department: Humanities (A&S-210)
    For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Major and Major-Related Courses (Area F)
1.   **Foreign Language:**   Competence in a foreign language through
      the completion of the intermediate level (2002) is required.   **0-9 hours**
2.   **Philosophy (Choose at least ONE):**   **3-9 hours**
      PHIL   2201   Introduction to World Philosophy (3-0-3)
      PHIL   2401   Introduction to Aesthetics (3-0-3)
      PHIL   2501   Logic (3-0-3)
3.   **Any courses listed in Area C or other courses with the following prefixes: CMSS, ENGL, HIST, POLS, PSYC, SOCI.**   **0-9 hours**
                                              _____
                                      Total   **18 hours**

PHYSICAL EDUCATION-HEALTH-RECREATION
    Students wishing to prepare for a physical education teaching career should follow the Area F requirements for Teacher Education.   Physical Education courses and programs (e.g., Health & Fitness Management) are administered by the School of Health Sciences, and students interested in related careers other than teaching should consult an advisor in that school.

PHYSICAL THERAPY (Pre-Physical Therapy)
Advising Department: Natural Sciences (A&S-210)
    Students wishing to prepare to enter a professional school of physical therapy should select the Biomedical Applications track of the Biology (B.S.) major and consult an Biology (B.S.) advisor.

PHYSICS (A.S.)
Advising Department: Natural Sciences (A&S-210)
    For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this major (Area F) must take the Area D1 for science majors and must take MATH 1113 or 1501 in Area A and MATH 1501 or 2502 in Area D.

Major and Major-Related Courses (Area F)

1.   Calculus (see notes)   **6-9 hours**

MATH   1501   Calculus I (4-0-4)

> **Note**: This course is strongly recommended in Area A and must be taken in Area D if not taken in A. Three hours will apply to A or D, and one hour will apply to Area F.

MATH   2502   Calculus II (4-0-4)

> **Note:** This course is strongly recommended in Area D; one hour will apply to Area F. This course must be taken in Area F if not taken in Area D.

MATH   2503   Calculus III (4-0-4)

2.   Physics   **8 hours**

PHYS   2211/2211L   Principles of Physics I (3-0-3)/(0-3-1)

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

Note: Physics majors must take sciences other than physics in Area D.

3.   Choose from the following: **5 hours**

CHEM   1211/1211L   Principles of Chemistry I (3-0-3)/(0-3-1)*

CHEM   1212/1212L   Principles of Chemistry II (3-0-3)/(0-3-1)*

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

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

MATH   2140   Introductory Linear Algebra (3-0-3)

*Chemistry is strongly recommended if not taken in Area D.

                                                              Total   18 hours

POLITICAL SCIENCE (A.A.)

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

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

Major and Major-Related Courses (Area F)

1.   Take the following THREE courses: **9 hours**

POLS   2101   Introduction to Political Science (3-0-3)

POLS   2301   Introduction to Comparative Politics (3-0-3)

POLS   2401   Global Issues (3-0-3)

2.   Take TWO or THREE courses from the following: **6-9 hours**

Any foreign language numbered 1002 or higher (except 1999).

MATH   1231   Introductory Statistics (3-0-3)*

PHIL   2501   Logic (3-0-3)

*Strongly recommended if not taken in Area A or D.

3.   Choose courses from the following prefixes: **0-9 hours**

ECON, HIST, PHIL, PSYC, SOCI.

                                                              Total   18 hours

PSYCHOLOGY

Since CCSU has a Bachelor of Science (B.S.) in Psychology and Human Services, the University does *not* offer the Associate of Arts (A.A.) in Psychology. Refer to the section above on the Department of Social Sciences for information about the program in Psychology and Human Services.

SOCIAL WORK
See Sociology or the B.S. in Psychology and Human Services.

SOCIOLOGY (A.A.)
Advising Department: Social Sciences (A&S-110)
For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Major and Major-Related Courses (Area F)
1. **Take the following course:** 3 hours
    SOCI 1101 Introduction to Sociology (3-0-3)
    Note: Apply PSYC 1101 to Area E.
2. **Foreign language: 1002, 2001, or 2002** 0-6 hours
3. **Select lower division electives from the following prefixes and courses:** 9-15 hours
    ECON, HIST, PHIL, PSYC, SOCI. (All SOCI is encouraged; HIST 2265 and MATH 1231 are recommended.)

Total   18 hours

SPANISH (A.A.)
Advising Department: Humanities (A&S-210)
For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Major and Major-Related Courses (Area F)
1. **Competence in Spanish through completion of the intermediate level (2002) is required.** 0-9 hours
2. **Courses in other foreign language(s).** 0-6 hours
3. **Other 2000-level courses in CMSS, ENGL, HIST, PHIL, POLS, SOCI, and THEA.** 3-18 hours

Total   18 hours

SPEECH
Since CCSU has a Bachelor of Arts (B.A.) in Communication and Media Studies, the University does *not* offer the Associate of Arts (A.A.) in Speech. Refer to the section above on the Department of Humanities for information about the Communication and Media Studies program.

TEACHER EDUCATION
See the Teacher Education section earlier in this chapter for information on the B.A. and A.A. in the field.

THEATER (A.A.)
Advising Department: Humanities (A&S-210)
For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.
Major and Major-Related Courses (Area F)
1. **Competence in a foreign language through the** 0-6 hours

 first intermediate level (2001) is required (recommended through the 2002-level.

2. **Choose lower division courses from the following prefixes or courses. The theater (THEA) courses are recommended.** Any ART (except studio), ENGL, THEA, CMSS 2100, COMM 1110, MUSC 2101, MUSC 2301, PHIL 2401.

12-18 hours

Total	**18 hours**

VETERINARY MEDICINE (Pre-Veterinary Medicine)
Advising Department: Natural Sciences (A&S-210)

Students wishing to prepare for veterinary school should select the Pre-Veterinary Medicine track of the Biology (B.S.) major and consult an Biology (B.S.) advisor.

CHAPTER 7
SCHOOL OF BUSINESS

GENERAL INFORMATION

BACHELOR OF BUSINESS ADMINISTRATION CURRICULUM

Courses Required For All B.B.A. Majors
Accounting Major
Management Major
Marketing Major
General Business Major

GENERAL INFORMATION

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

Full-time Faculty: Arjomand, Bagwell, Bogert, Crawford, D'Souza, Deis, Finlay, Haberland, Hubbard, Jourdan, Kordecki, May, Messer, V. Miller, Nakos, Novin, Stephens.

Mission of the School of Business
To provide quality undergraduate education in business administration to traditional and non-traditional students, leading to successful careers.

Goals:
- Provide a learning environment of small classes, faculty members who are readily accessible to our diverse student body, and a personalized student advisement program.
- Promote faculty development activities, including applied research, instructional research and development, professional activities, and relevant business experiences.
- Use technologically enhanced methods of teaching and innovative methods of delivery.
- Provide flexible delivery of course offerings (on-campus, online, or hybrid).
- Recruit and retain diverse and qualified faculty.
- Provide an integrated and current curriculum.
- Develop communication, teamwork, critical thinking, analytical, and technological skills.
- Encourage professional attitudes and ethical behavior.
- Be responsive to the changing needs of current and future employers of our graduates.

Business Majors

The School of Business offers four majors leading to the Bachelor of Business Administration (B.B.A.): Accounting, Management, Marketing, and General Business.

Students planning to seek a B.B.A. are initially classified as "pre-business" majors. In order to officially be classified into one of the majors, students must meet the formal requirements for admission to the B.B.A. (See item 6 under B.B.A. requirements.) Students are significantly limited in the number of upper division School of Business courses that they may take prior to formal B.B.A. admission. (Admission to the B.B.A. is often also referred to as "Admission to the School of Business.")

Office of Student Advisement

This office is responsible for assisting students in the School of Business with the development of an academic plan, career plan, teaching the CCSU 1000B orientation course, and coordinating student services such as scholarships, student

clubs, etc. The office exists to provide one-on-one advising to ensure that students meet graduation requirements in a timely fashion and are informed of the programs and services available to them in the college. (BHS-11, 770-961-3737)

Placement Assistance

The CCSU Office of Counseling and Career Services, located in the Student Center, maintains a job placement service especially attuned to the needs of business graduates. Information about these and other career services may be found in this catalog in the Services for Students chapter.

BACHELOR OF BUSINESS ADMINISTRATION REQUIREMENTS

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

1. **CCSU 1000B.** First Year Student Seminar for Business Majors: Success in CCSU. All freshman business majors are required to take this course. It is *strongly* recommended that CCSU 1000B be taken the first semester at Clayton State; the course must be taken before the student completes 30 hours of college credit. (Students who completed CCSU 1000 or CSOR 0098 prior to becoming business majors are exempt from CCSU 1000B, but their advisor may recommend School of Business orientation activities.)
2. **Mathematics Requirement.** All B.B.A. students must complete MATH 1231, Introductory Statistics, or higher numbered math. Students with appropriate placement scores are encouraged to take MATH 1231 or higher in Area A. Other students should take MATH 1231 in Area D or as a non-business elective. MATH 1231 is prerequisite to BUSA 3101, which is a required B.B.A. course.
3. **Writing Assessment.** All B.B.A. students are required to pass the official School of Business writing assessment prior to enrollment in 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 CCSU enrollment in which they take an upper division business course. (Transfer students must contact the School of Business for information about assessment procedures.)

    Students who fail to pass the official School of Business writing assessment are *required* to enroll in WLAB 2999, Writing Laboratory II. Such students must enroll in WLAB 2999 for their next term of attendance and in each subsequent term until they have passed the official writing assessment by earning a grade of *C* or better in the course. Students who are required to take WLAB 2999 but neglect to do so are subject to having their registration in other courses cancelled.
4. **Residency Requirements.** In addition to general CCSU baccalaureate residency requirements, the B.B.A. has the following additional restrictions:
    a. At least 30 hours of business courses must be taken from CCSU. Business courses are defined as any course with the following prefixes:
        - ACCT, FINA, MGMT, MKTG;

- • BUSA (except BUSA 2201, 3111, 3112, and 3113).
  b. ECON 2105 and 2106 cannot be counted toward the residency requirement.
  c. At least 21 of the 30 hours of business courses must be upper division.
  d. Of the 21 upper division business hours that must be taken from CCSU, the following *must* be included:
    - • MGMT 4750, Strategic Management;
    - • for Accounting majors, at least 12 hours of ACCT prefix numbered higher than ACCT 2102;
    - • for Management majors, at least 12 hours of MGMT prefix numbered higher than MGMT 3101;
    - • for Marketing majors, at least 12 hours of MKTG prefix numbered higher than MKTG 3101;
    - • for General Business majors, at least 12 hours of business courses numbered higher than 3101 (not counting MGMT 4750).

5. **Area F Grades**. Students must earn a grade of *C* or better in all Area F courses. Some grades must be higher see #6e.

6. **Admission to the B.B.A. Program (Admission to the School of Business).** Students intending to enroll in the B.B.A. program must meet all University admission and academic requirements. In addition, applicants must satisfy the following additional requirements in order to be admitted to the B.B.A. program:
   a. Have an overall institutional Grade Point Average (GPA) of 2.00. (If a student has no CCSU GPA, admission is based on transfer grades.)
   b. Have completed 60 semester credit hours.
   c. Satisfactorily complete the six Area F business courses with grades of *C* or better in all courses.
   d. Satisfactorily complete MATH 1231 with a grade of C or better.

   e. Earn a GPA of at least 2.28 in the six Area F business courses and MATH 1231. (For purposes of this GPA calculation, transfer and transient grades count and grades of *K* will be counted as the equivalent of *C*.)
   f. Successfully complete (or be exempt from) both parts of the Regents' Test (Essay and Reading).

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

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

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

   A student not admitted into the B.B.A. program may elect to repeat courses that were not satisfactorily completed and that disqualified him or her from admission. 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.

7. **Academic Progression: Number of attempts in business courses limited to three (3).** All normal University policies on academic standing (probation,

suspension, and dismissal) and course repeats apply to the School of Business (See Chapter Four). In addition, students may attempt a given School of Business course a maximum of only three (3) times. In other words, a student will NOT be allowed to attempt a course a fourth time. An attempt is defined as receiving W, WF, F, U, or D. (Excludes W$ and WM). Transfer and transient attempts count in the maximum of attempts for purposes of this policy.*

* Transfer students who have already exhausted two or three attempts at previous institutions will be granted one attempt at CCSU. Other exceptions may be requested only upon written appeal to the dean and will be granted only in special circumstances that indicate a strong likelihood of success.

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

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

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

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

LEARNING OUTCOMES FOR THE B.B.A.

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

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

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

The B.B.A. curriculum is presented below in two parts:
1. Courses required for *all* B.B.A. majors
2. Specific courses required for each B.B.A. major
   - Accounting
   - Management
   - Marketing
   - General Business.

COURSES REQUIRED FOR ALL B.B.A. MAJORS

ESSENTIAL SKILLS (Area A)   **9 hours**
  A1.   Composition   (Take BOTH)
         ENGL   1101   English Composition I (3-0-3)*
         ENGL   1102   English Composition II (3-0-3)
         * A grade of *C* or better (or *K*) is required in ENGL 1101.
  A2.   Mathematics   (Choose ONE—Math 1231 is recommended for
         B.B.A. students who have the appropriate placement score.**)**
         MATH   1101   Mathematical Modeling (3-0-3)*
         MATH   1231   Introductory Statistics (3-0-3)**
         MATH   1241   Survey of Calculus (3-0-3)**
         MATH   1113   Precalculus (3-0-3)**
         MATH   1501   Calculus I (4-0-4)**
         * MATH 1111, College Algebra, which is offered only by distance learning,
            may be substituted.
         ** Students must have math placement scores beyond MATH 1101 to use
            these courses in Area A. The extra hour in MATH 1501 will be excess
            credit for B.B.A. students.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   5 hours*
  B1.   ALL students take this course:
         CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
  B2.   Take two hours from the following*:
         COMM   1001   Presentational Speaking (1-0-1)
            (Students may exempt this course by demonstration of basic skill and then
            take COMM 1002, CPTG 1002, or CPTG 1010.)
         COMM   1002   Presentation Applications (1-0-1)
            (Completion of or exemption from COMM 1001 is prerequisite to COMM
            1002.)
         CPTG   1002   Introduction to Web-Page Development (0-2-1)
            (Completion of or exemption from COMM 1001 is prerequisite to CPTG
            1002.)
         CPTG   1010   Computing with Spreadsheets (0-2-1)
            (Completion of MATH 1101 or higher [or equivalent placement score] *and*
            completion of or exemption from COMM 1001 are prerequisite to this
            course. This course can be used in Area D when taken in conjunction with
            CPTG 1111.)
         COMM   1110   Spoken Communication (3-0-3)
            (A maximum of two hours can apply to Area B; the balance will be excess
            credit. COMM 1110 is not open to students registered for or with credit for
            COMM 1001 or 1002 except with permission of the Humanities department
            head. Students who need to apply this course to Area F should choose
            other options in Area B.)
  Foreign Language Options:
  The courses numbered 1999 are for students who have strong beginning skills but
  need review before entering intermediate-level courses. The 1002 courses are
  appropriate for students who took two years of high school language but lack
  confidence in their skill level. (A maximum of two hours of 1002 can apply to Area
  B; the balance will be excess credit.)
         SPAN   1002   Elementary Spanish II (3-0-3)
         FREN   1002   Elementary French II (3-0-3)

SPAN   1999   Spanish Review and Transition (1-0-1)
FREN   1999   French Review and Transition (1-0-1)
* Business majors may choose to take an 8 hour principles sequence in Area D1
in which case only one hour is required in Area B2.

HUMANITIES (Area C)   6 hours
C1.   Literature/Philosophy (or intermediate foreign language)
(Choose ONE)
ENGL   2111   World Literature I—Pre-Modern (3-0-3)
ENGL   2112   World Literature II—Modern World (3-0-3)
ENGL   2130   American Literature (3-0-3)
PHIL   2201   Introduction to World Philosophy (3-0-3)
SPAN   2001   Intermediate Spanish (3-0-3)*
FREN   2001   Intermediate French (3-0-3)*
SPAN   2002   Intermediate Spanish (3-0-3)*
FREN   2002   Intermediate French (3-0-3)*
C2.   Fine Arts (or intermediate foreign language) (Choose ONE)
ART   2301   Art of the Pre-Modern World (3-0-3)
ART   2302   Art of the Modern World (3-0-3)
CMSS   2100   Introduction to Film (3-0-3)
FREN   2001   Intermediate French I (3-0-3)*
FREN   2002   Intermediate French II (3-0-3)*
MUSC   2101   Music Appreciation (3-0-3)
MUSC   2301   Introduction to World Music (3-0-3)
PHIL   2401   Introduction to Aesthetics (3-0-3)
SPAN   2001   Intermediate Spanish I (3-0-3)*
SPAN   2002   Intermediate Spanish II (3-0-3)*
THEA   1100   Theater Appreciation (3-0-3)
* Language at the 1002-level or equivalent is prerequisite to 2001; 2001 or
  equivalent is prerequisite to 2002. Native speakers of a language may
  enroll in courses in that language only with permission of the Department
  of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D)   10 hours
Note: The Area D listed here is the 10-hour version that most B.B.A. majors choose.
Business majors may choose to take an 8-hour sequence in the principles science
courses designed for science majors.   See the Arts & Sciences chapter of this
catalog. Students who take the 8-hour sequence only need one hour in B-2.
D1.   Take ONE of the following science sequences:
a)   SCI   1111   Integrated Science I (3-0-3)
      SCI   1111L   Integrated Science Laboratory I (0-2-1)
                          (SCI 1111 and 1111L are corequisite.)
      SCI   1112   Integrated Science II (3-0-3)
b)   BIOL   1111   Introductory Biology I (3-0-3)
      BIOL   1111L   Introductory Biology Laboratory (0-2-1)
                          (BIOL 1111 and 1111L are corequisite.)
      BIOL   1112   Introductory Biology II (3-0-3)
c)   CHEM   1151   Survey of Chemistry I (3-0-3)
      CHEM   1151L   Survey of Chemistry Laboratory I (0-2-1)
                          (CHEM 1151 and 1151L are corequisite.)
      CHEM   1152   Survey of Chemistry II (3-0-3)
                          (CHEM 1152 has a lab, but it is only required for certain
                          health science majors.)

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

D2. Additional Science, Math, or Technology (3 hours)
NOTE: B.B.A. students who did not take MATH 1231 in Area A must take
MATH 1231here or as a non-business elective.
     MATH   1221   Finite Mathematics (3-0-3)*
     MATH   1231   Introductory Statistics (3-0-3)*
     MATH   1241   Survey of Calculus (3-0-3)*
     MATH   1113   Precalculus (3-0-3)*
     MATH   1501   Calculus I (4-0-4)**
     MATH   2502   Calculus II (4-0-4)**
     CPTG   1111   Introduction to Computing (1-2-2)#
     CPTG   1010   Computing with Spreadsheets (0-2-1)#
     CSCI   1301   Computer Science I (3-0-3)
     SCI   1901   Selected Topics in Science (3-0-3)
                        (See the schedule of classes for specific topics including
                        Astronomy, Botany, Extraordinary Chemistry, Health and Disease,
                        Energy, Forensics, Sex and Gender, and Human Genetics.)
     *   MATH 1101 or higher (or equivalent placement score) is prerequisite.
     **   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH
          2502. The extra hour will be excess credit.
     #   Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E)   **12 hours**
  E1. American Government
       POLS   1101   American Government (3-0-3)
  E2. World History or Social Sciences (Choose ONE)
       HIST   1111   Survey of Pre-Modern World History (3-0-3)
       HIST   1112   Survey of Modern World History (3-0-3)
       SOSC   2501   Survey of Social Science and Contemporary
                          Issues (3-0-3)
  E3. American History (Choose ONE)
       HIST   2111   Survey of U.S. History to 1877 (3-0-3)
       HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
  E4. Behavioral Sciences (Choose ONE)
       SOCI   1101   Introduction to Sociology (3-0-3)
       PSYC   1101   Introduction to Psychology (3-0-3)

REQUIRED 2000-LEVEL BUSINESS CORE (Area F)   18 hours
  Note: See item 6 under BBA Requirements for grade requirements.
       ACCT   2101   Principles of Financial Accounting (3-0-3)
                          [Co-requisite(s): BUSA 1105]
       ACCT   2102   Principles of Managerial Accounting (3-0-3)
                          [prerequisite: ACCT 2101(C), MATH 1101]
       ECON   2105   Principles of Macroeconomics (3-0-3)
       ECON   2106   Principles of Microeconomics (3-0-3)
       BUSA   1105   Introduction to Business (3-0-3)
                          [Prerequisites: Exempt or exit Learning Support]

BLAW 2106 Legal Environment of Business (3-0-3)
[Prerequisites: Exempt or exit Learning Support]

Freshman and Sophomore Total Hours   60 hours

REQUIRED 3000-LEVEL BUSINESS CORE   24 hours
Area F courses are prerequisite to ALL upper division core courses for B.B.A. students. Other prerequisites for B.B.A. students are listed with each course.

BUSA 3100 Advanced Computer Applications in Business (3-0-3)
[Prerequisite(s): ACCT 2101 (C), Pre-Business and Business majors only]
BUSA 3101 Business Statistics (3-0-3)
[Prerequisite(s): Admission to the School of Business]
FINA 3101 Managerial Finance (3-0-3)
[Prerequisite(s): Admission to the School of Business, Corequisite: BUSA 3100]
MGMT 3101 Principles of Management (3-0-3)
[Prerequisite(s): [ACCT 2101 (C), BUSA 2201 (C), and ECON 2105/2106 (C)] or BSUR 3111 (C), or HCMG 3111 (C) or HSCI 2111 (C) or ITFN 2123 (C).]
MGMT 3102 Performance/Quality Management (3-0-3)
[Prerequisite(s): MGMT 3101(C) and BUSA 3101 (C), Admission to the School Business]
MGMT 3120 Managerial Communications (3-1-3)
[Prerequisite(s): ENGL 1102, Admission to the School Business]
MKTG 3101 Principles of Marketing (3-0-3)
[Prerequisite(s): [ACCT 2101 (C), BUSR 3111 (C), or HCMG 3111 (C) or HSCI 2111 (C).]
MKTG 3420 Global Business (3-0-3)
[Corequisite: MGMT 3101, MKTG 3101, Admission to the School Business]

MAJOR COURSES & BUSINESS ELECTIVES   24 hours
See the majors listed on following pages for the specific requirements and electives for each major: Accounting, Management, Marketing, and General Business.

BUSINESS CAPSTONE   3 hours
MGMT 4750 Strategic Management (3-0-3)
[This course is to be taken in the last two semesters, preferably the last, of a student's program. Prerequisite: Admission to the School of Business, senior standing, BUSA 3100, BUSA 3101, FINA 3101, MGMT 3101, MKTG 3101, and corequisites MGMT 3102, MKTG 3420.]

NON-BUSINESS COURSES   9 hours
PHIL 3301 Ethics in Historical and Contemporary Perspective (3-0-3)

and

Six semester hours of free electives from outside the School of Business. Consult with advisor for recommendations.*#

* BBA students who do not take MATH 1231 in Areas A or D must take it
here.

\# The following courses may not be applied here:
- all courses with the prefix BSUR, PHED, CCSU, WLAB, HSCI 2201,
HCMG 3101
- any other courses offered for institutional credit only
- career courses included in certificate and AAS programs that apply only
to the BAS as indicated in the catalog

Junior and Senior Total Hours	**60 hours**
Grand Total Hours for the B.B.A.	**120 hours**

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

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

Required Coursework
The accounting major requires a total of 120 semester hours of coursework. In
addition to the 96 semester hours of general and business core courses required for
all B.B.A. students, accounting majors must complete 24 semester hours as follows:

Required for all accounting majors   **15 hours**
ACCT   3110   Managerial Cost Accounting (3-0-3)
ACCT   3250   Income Taxation (3-0-3)
ACCT   3351   Intermediate Financial Accounting I (3-0-3)
ACCT   3352   Intermediate Financial Accounting II (3-0-3)
ACCT   4330   Introduction to Accounting Information Systems and
                   Auditing (3-0-3)

Electives   **9 hours**

Choose three courses from the following:
ACCT   4110   Advanced Managerial Cost Accounting (3-0-3)
ACCT   4250   Advanced Income Taxation (3-0-3)
ACCT   4352   Advanced Financial Accounting (3-0-3)
ACCT   4440   Governmental and Non-Profit Accounting (3-0-3)
ACCT   4480   Advanced Assurance Services (3-0-3)
ACCT   4800   Selected Topics in Accounting (3-0-3)
ACCT   4850   Accounting Internship/Cooperative Education (0-0-3)
ACCT   4900   Independent Study/Directed Research & Readings (0-0-3)
BLAW   3370   Intermediate Business Law (3-0-3)
FINA   3100   Personal Financial Management (3-0-3)
FINA   4401   Investments (3-0-3)
FINA   4402   Intermediate Finance (3-0-3)
FINA   4403   Money and Banking: Domestic and International (3-0-3)

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

Career Path	Public Accounting	Industry	Governmental & Non-Profit	Financial Services
ACCT 4110		X	X	
ACCT 4250	X	X	X	X
ACCT 4352	X	X		
ACCT 4440	X		X	
ACCT 4480	X	X	X	
BLAW 3370	X	X	X	X
FINA 3100	X			X
FINA 4401		X	X	X
FINA 4402		X		X
FINA 4403				X

Accounting majors may obtain a Concentration in Finance by choosing:
FINA   4401   Investments (3-0-3)
FINA   4402   Intermediate Finance (3-0-3)
FINA   4403   Money and Banking: Domestic and International (3-0-3)

Students are encouraged to check the Georgia State Board of Accountancy (**www.sos.state.ga.us/plb/accountancy/licensure.htm**) for requirements regarding CPA requirements. At catalog submission date, State of Georgia requires all CPA candidates to have completed a total of 150 semester hours of college education of which 30 semester hours must be in *accounting subjects above the elementary accounting courses* (ACCT 2101 and ACCT 2102). Students who plan to sit for the CPA exam are advised to consider the requirement in choosing electives and/or planning for additional hours to meet the requirement.

The following is a suggested plan for taking the required coursework for accounting major. Please try to adhere to the recommended plan. Taking courses other than the ones listed in the required coursework may not earn you any credit

towards your graduation. Also, you CANNOT take a course until you have successfully completed the designated course prerequisite(s) for that course. It is extremely important that you adhere to the course prerequisites. A grade of "C" or better is required in all courses prefixed with ACCT, BLAW, BUSA, ECON, FINA, MGMT, and MKTG. A grade of "C" is required in ENGL 1101.

Accounting Major Coursework-Suggested Plan

Freshman – 1st Semester	Hours	Freshman – 2nd Semester	Hours
CCSU 1000B-1st Year Seminar	0	COMM/CRIT course [c]	1
ENGL 1101-English Comp. I	3	ENGL 1102-English Comp. II	3
First Math Course [a]	3	BUSA 1105-Intro to Business	3
CRIT 1101-Critical Thinking	3	Behavioral Science [d]	3
POLS 1101-American Govt.	3	Natural Sci.-2nd course in Seq. [b]	3
Natural Sci.-1st course in seq. [b]	4	Second Math course [e]	3
	16		16
Sophomore – 1st Semester		Sophomore – 2nd Semester	
Lit/Phil./Foreign Language [f]	3	HIST 2110-Themes in US History	3
Fine Arts/Foreign Language [g]	3	BUSA 3100-Adv. Comp. Appl.-Bus.	3
COMM/CRIT course [c]	1	ACCT 2102-Prin. of Managerial Acct	3
ACCT 2101-Prin. of Financial Acct.	3	Additional Social Science course [h]	3
ECON 2105-Prin. of Macroecon.	3	ECON 2106-Prin. of Microecon.	3
BLAW-Legal Environ. of Business	3		15
	16		
Junior – 1st Semester		Junior – 2nd Semester	
BUSA 3101-Business Statistics	3	ACCT 3352-Interm. Fin. Acct. II	3
MGMT 3120-Managerial Comm.	3	MGMT 3102-Perform./Quality/Mgmt.	3
ACCT 3351-Interm. Fin. Acct. I	3	FINA 3101-Managerial Finance	3
ACCT 3110-Managerial Cost Acct.	3	ACCT 3250-Income Taxation	3
MGMT 3101-Prin. of Management	3	MKTG-Prin. of Marketing	3
	15		15
Senior – 1st Semester		Senior – 2nd Semester	
ACCT 4330-Intro/Acct. Info Sys...	3	Accounting Elective [i]	3
MKTG 3420-Global Business	3	Accounting Elective [i]	3
MGMT 4750-Strategic Mgmt.	3	Non-Business Elective [k]	3
Accounting Elective [i]	3	Non-Business Elective [k]	3
PHIL 3301-Ethics in Hist. & Cont.	3		12
	15		

Notes:
[a] Take MATH 1101 or MATH 1111. If you have math placement scores beyond MATH 1101 take one of the followings: MATH 1231, MATH 1241, MATH 1113, or MATH 1501.
[b] Take one from the following sequences: (SCI 1111, SCI 1111L, and SCI 1112), (BIOL 1111, BIOL 111L, and BIOL 1112), (CHEM 1151, CHEM 1151L, and CHEM 1152), or (PHYS 1111, PHYS 111L, and PHYS 1112).
[c] Take two from the following list: COMM 1001, COMM 1002, CPTG 1002 (if exempted from COMM 1001), CPTG 1010, SPAN 1999 (if you have strong beginning skills), or FREN 1999 (if you have strong beginning skills). Or take COMM 1110, SPAN 1002, or FREN 1002 in place of the two.

[d]   Take one from the following list: SOCI 1101, PSYC 1101.
[e]   Take MATH 1231. If you have already taken MATH 1231, take three hours from the
         following list: MATH 1221, MATH1241, MATH 1113, MATH 1501, MATH 2502, CPTG
         1111, CPTG 1010, CSCI 1301, SCI 1901.
[f]   Take one from the following list: ENGL 2111, ENGL 2112, ENGL 2130, PHIL 2201, SPAN
         2001, FREN 2001, SPAN 2002, FREN 2002
[g]   Take one from the following list: ART 2301, ART 2302, THEA 1100, MUSC 2101, MUSC
         2301, PHIL 2401, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002
[h]   Take one from the following list: SOSC 2501, HIST 1110.
[i]   Take three from the following list: ACCT 4110, ACCT 4250, ACCT 4352, ACCT 4440,
         ACCT 4480, ACCT 4800, ACCT 4850, ACCT 4900, BLAW 3370, FINA 3100, FINA 4401,
         FINA 4402, FINA 4403.
[k]   Take two courses offered by the university outside the School of Business except Physical
         Education courses (PHED), courses offered for institutional credit only (e.g., WLAB 1999,
         WLAB 2999); HSCI 2201; HCMG 3101; and career and institutional credit courses (e.g.,
         OFFC, CNET).

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

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

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

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

Required Management Core   9 hours
        MGMT   4101   Human Resource Management (3-0-3)
        MGMT   4102   Organizational Behavior (3-0-3)
        MGMT   4111   Leadership (3-0-3)

Choose FIVE upper division business electives   15 hours
At least three must have a MGMT prefix, and at least one
must *not* have a MGMT prefix.
        ACCT   3110   Managerial Cost Accounting (3-0-3)
        ACCT   3250   Income Taxation (3-0-3)
        ACCT   3351   Intermediate Financial Accounting I (3-0-3)
        ACCT   3352   Intermediate Financial Accounting II (3-0-3)
        ACCT   4110   Advanced Managerial Cost Accounting (3-0-3)

ACCT	4250	Advanced Income Taxation (3-0-3)
ACCT	4330	Introduction to Accounting Information Systems and Auditing (3-0-3)
ACCT	4352	Advanced Financial Accounting (3-0-3)
ACCT	4440	Governmental and Non-Profit Accounting (3-0-3)
ACCT	4480	Advanced Assurance Services (3-0-3)
ACCT	4800	Selected Topics in Accounting (3-0-3)
ACCT	4850	Accounting Internship/Cooperative Education (V)
ACCT	4900	Directed Research and Reading (V)
BLAW	3370	Intermediate Business Law (3-0-3)
BUSA	3800	Selected Topics in Business (3-0-3)
BUSA	4446	Managerial Economics (3-0-3)
BUSA	4850	Internship/Cooperative Education (0-V-3)
BUSA	4900	Directed Research and Readings (V)
FINA	3100	Personal Financial Management (3-0-3)
FINA	4401	Investments (3-0-3)
FINA	4402	Intermediate Finance (3-0-3)
FINA	4403	Money and Banking: Domestic and International (3-0-3)
MGMT	3106	Principles of Supply Chain Management (3-0-3)
MGMT	4105	Global Distribution and Air Operations Seminar (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MGMT	4403	International Management (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MGMT	4700	Applied Managerial Decision Making (3-0-3)
MGMT	4725	Dean's Senior Honors Seminar (3-0-3)
MGMT	4800	Selected Topics in Management (3-0-3)
MKTG	3302	Consumer Behavior (3-0-3)
MKTG	3105	Introduction to Transportation and Logistics (3-0-3)
MKTG	3312	Services Marketing (3-0-3)
MKTG	4104	Marketing Research and Analysis (3-0-3)
MKTG	4105	Global Distribution and Air Operations Seminar (3-0-3)
MKTG	4106	Promotion Strategy (3-0-3)
MKTG	4207	Professional Selling (3-0-3)
MKTG	4420	International Marketing (3-0-3)
MKTG	4510	Retailing (3-0-3)
MKTG	4750	Marketing Management (3-0-3)
MKTG	4800	Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives   24 hours

Management majors may obtain a concentration in Logistics and Supply Chain Management:

Logistics and Supply Chain Management (3 courses)

MGMT	3106	Principles of Supply Chain Management (3-0-3)
MKTG	3105	Introduction to Transportation and Logistics (3-0-3)
MGMT/MKTG 4105		Global Distribution and Air Operations Seminar (3-0-3)

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

Consistent with the mission of the School of Business, the mission of the Marketing Program is to provide a broad based general and business education that prepares students for careers in marketing related fields. Upon successful completion of the program, students should obtain the following learning outcomes:

1. A broad based general and business education that prepares students to contribute to their organization, community and society as a whole
2. To provide students with a strong knowledge base, hands on experience and create the mindset required for success in the dynamic field of marketing
3. To provide the student with the option of a specialized education in marketing
4. To provide students with a variety of skills required in the diverse field of marketing
5. Emphasize the importance of life-long learning in the ever-changing world of business.

Required Coursework
In Addition to the 96 semester hours of general and business core courses required for all B.B.A. students, marketing majors must complete 24 semester hours as follows:

Required for all marketing majors   9 hours
MKTG	4104	Marketing Research and Analysis (3-0-3)
MKTG	4207	Professional Selling (3-0-3)
MKTG	4750	Marketing Management (3-0-3)

Choose FIVE upper-division business electives   15 hours
At least three must have a MKTG prefix; and at least one must *not* have a MKTG prefix.

ACCT	3110	Managerial Cost Accounting (3-0-3)
ACCT	3250	Income Taxation (3-0-3)
ACCT	3351	Intermediate Financial Accounting I (3-0-3)
ACCT	3352	Intermediate Financial Accounting II (3-0-3)
ACCT	4110	Advanced Managerial Cost Accounting (3-0-3)
ACCT	4250	Advanced Income Taxation (3-0-3)
ACCT	4330	Introduction to Accounting Information Systems and Auditing (3-0-3)
ACCT	4352	Advanced Financial Accounting (3-0-3)
ACCT	4440	Governmental and Non-Profit Accounting (3-0-3)
ACCT	4480	Advanced Assurance Services (3-0-3)
ACCT	4800	Selected Topics in Accounting (3-0-3)
ACCT	4850	Accounting Internship/Cooperative Education (V)
ACCT	4900	Directed Research and Reading (V)
BLAW	3370	Intermediate Business Law (3-0-3)

BUSA   3800   Selected Topics in Business (3-0-3)
BUSA   4446   Managerial Economics (3-0-3)
BUSA   4850   Internship/Cooperative Education (0-V-3)
BUSA   4900   Directed Research and Readings (V)
FINA   3100   Personal Financial Management (3-0-3)
FINA   4401   Investments (3-0-3)
FINA   4402   Intermediate Finance (3-0-3)
FINA   4403   Money and Banking: Domestic and International
                  (3-0-3)
MGMT   3106   Principles of Supply Chain Management (3-0-3)
MGMT   4101   Human Resource Management (3-0-3)
MGMT   4102   Organizational Behavior (3-0-3)
MGMT   4105   Global Distribution and Air Operations Seminar
                  (3-0-3)
MGMT   4111   Leadership (3-0-3)
MGMT   4311   Entrepreneurship (3-0-3)
MGMT   4403   International Management (3-0-3)
MGMT   4510   Labor Law/Relations (3-0-3)
MGMT   4700   Applied Managerial Decision Making (3-0-3)
MGMT   4725   Dean's Senior Honors Seminar (3-0-3)
MGMT   4800   Selected Topics in Management (3-0-3)
MKTG   3105   Introduction to Transportation and Logistics (3-0-3)
MKTG   3302   Consumer Behavior (3-0-3)
MKTG   3312   Services Marketing (3-0-3)
MKTG   4104   Marketing Research and Analysis (3-0-3)
MKTG   4105   Global Distribution and Air Operations Seminar
                  (3-0-3)
MKTG   4106   Promotion Strategy (3-0-3)
MKTG   4207   Professional Selling (3-0-3)
MKTG   4420   International Marketing (3-0-3)
MKTG   4510   Retailing (3-0-3)
MKTG   4750   Marketing Management (3-0-3)
MKTG   4800   Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives   24 hours

Marketing majors may obtain a concentration in Logistics and Supply Chain Management:

Logistics and Supply Chain Management Concentration:
MGMT   3106   Principles of Supply Chain Management (3-0-3)
MKTG   3105   Introduction to Transportation and Logistics (3-0-3)
MGMT/MKTG 4105 Global Distribution and Air Operations Seminar
                  (3-0-3)

GENERAL BUSINESS MAJOR
(See also Courses Required for All B.B.A. Majors.)
(Check the Course Descriptions chapter for prerequisites.)

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

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

Required Coursework

The General Business major requires a total of 120 semester hours of coursework. In addition to the 96 semester hours of general and business core courses required for all B.B.A. students, general business majors must complete 24 semester hours from the following list of courses:

Choose EIGHT courses   **24 hours**
   NOTE: Must include at least *one* course in MGMT, *one* in MKTG, and *one* in ACCT or ECON or FINA. Courses should be selected in consultation with an academic advisor.

ACCT	3110	Managerial Cost Accounting (3-0-3)
ACCT	3250	Income Taxation (3-0-3)
ACCT	3351	Intermediate Financial Accounting I (3-0-3)
ACCT	3352	Intermediate Financial Accounting II (3-0-3)
ACCT	4110	Advanced Managerial Cost Accounting (3-0-3)
ACCT	4250	Advanced Income Taxation (3-0-3)
ACCT	4330	Introduction to Accounting Information Systems and Auditing (3-0-3)
ACCT	4440	Governmental and Not-for-Profit Accounting (3-0-3)
ACCT	4450	Income Taxation I (3-0-3)
ACCT	4551	Income Taxation II (3-0-3)
ACCT	4480	Auditing (3-0-3)
ACCT	4800	Selected Topics in Accounting (3-0-3)
ACCT	4850	Accounting Internship/Cooperative Education (V)
ACCT	4900	Directed Research and Reading (V)
BUSA	4446	Managerial Economics (3-0-3)

BUSA   4850   Internship/Cooperative Education (0-V-3)
BUSA   4900   Directed Research and Readings (V)
FINA   3100   Personal Financial Management (3-0-3)
FINA   4401   Investments (3-0-3)
MGMT   3106   Principles of Supply Chain Management (3-0-3)
MGMT   4101   Human Resource Management (3-0-3)
MGMT   4102   Organizational Behavior (3-0-3)
MGMT   4111   Leadership (3-0-3)
MGMT   4302   Case Studies in Performance Quality Management
                (3-0-3)
MGMT   4311   Entrepreneurship (3-0-3)
MGMT   4403   International Management (3-0-3)
MGMT   4510   Labor Law/Relations (3-0-3)
MGMT   4700   Applied Managerial Decision Making (3-0-3)
MGMT   4800   Selected Topics in Management (3-0-3)
MKTG   3302   Consumer Behavior (3-0-3)
MKTG   3312   Services Marketing (3-0-3)
MKTG   4104   Marketing Research and Analysis (3-0-3)
MKTG   4106   Promotion Strategy (3-0-3)
MKTG   4207   Professional Selling (3-0-3)
MKTG   4420   International Marketing (3-0-3)
MKTG   4510   Retailing (3-0-3)
MKTG   4750   Marketing Management (3-0-3)
MKTG   4800   Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives   24 hours

General Business majors may obtain a concentration in Finance and/or Logistics and Supply Chain Management by choosing the following:

Finance Concentration:
FINA   4401   Investments (3-0-3)
FINA   4402   Intermediate Finance (3-0-3)
FINA   4403   Money and Banking: Domestic and International
                (3-0-3)

Logistics and Supply Chain Management Concentration:
MGMT   3106   Principles of Supply Chain Management (3-0-3)
MKTG   3105   Introduction to Transportation and Logistics (3-0-3)
MGMT/MKTG 4105 Global Distribution and Air Operations Seminar
                (3-0-3)

CHAPTER 8
SCHOOL OF HEALTH SCIENCES

GENERAL INFORMATION

DEPARTMENT OF HEALTH CARE MANAGEMENT

Admission & Regulations: Health Care Management (B.S.)
Curriculum: Health Care Management (B.S.)
Allied Health Administration (B.A.S.)

DEPARTMENT OF NURSING

General Education Curriculum for B.S.N.
Basic Licensure Track (B.S.N.)
Degree Completion Track (R.N.-B.S.N.)
General Requirements and Information for Both Tracks

DEPARTMENT OF DENTAL HYGIENE

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

SMARTBODIES™ FITNESS AND WELLNESS

TRANSFER PROGRAMS IN ALLIED HEALTH PROFESSIONS

GENERAL INFORMATION

Judith A. Plawecki, Dean
Lydia E. McAllister, Associate Dean
Business and Health Sciences Building, BHS-61
770-961-3484, http://healthsci.clayton.edu/

GENERAL INFORMATION

The School of Health Sciences offers programs leading to the following degrees and post-baccalaureate certificates:

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

The School of Health Sciences is administratively responsible for the University's wellness programs and physical education offerings.

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

* Students can arrange a dual B.S.N./B.S. degree in Nursing and Health Care Management.
** The B.A.S. degrees require completion of an associate degree in dental hygiene or other allied health fields.
*** This major requires current Georgia licensure as an R.N.

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

Peter Fitzpatrick, Department Head
Business and Health Sciences Building, BHS-61-G
http://healthsci.clayton.edu/

GENERAL INFORMATION

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, Pops, HMOs,

doctors' offices, group practices, hospices, hospitals, nursing homes, extended care facilities, and ambulatory care centers. A significant strength of the program is the well-rounded mix of learning opportunities and methods used to reinforce learning. Blended course work in business, health care, technology, and the arts and sciences provides the interdisciplinary perspective required for performance in complex health care organizations. Vital ingredients for management success, such as the ability to think critically, communicate, and function in a team-oriented environment, are carefully taught, assessed, and reinforced throughout the program. Theory is balanced with practice and reinforced by opportunities to experience health care management and gain valuable hands-on experience. Problem-oriented research projects bring theory into focus and facilitate analysis and resolution of complex issues.

ADMISSION AND REGULATIONS

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

Students intending to enroll in the Health Care Management program must meet all University admission and academic requirements.   The following additional requirements also apply and must be met prior to enrollment in any business or health sciences courses numbered 3000 or above:

1. **Completion of Program Application Form.** Students must declare a Health Care Management major (or a dual B.S.N.-B.S. in the H.C.M. major) and complete a program application form. This application includes health-related information required for entry into field experiences. The application for program admission must be completed prior to enrollment in HSCI 2111/2111L. A minimum 2.00 institutional GPA is required prior to enrollment in any 3000-level course.
2. **Completion of Lower Division Requirements.**
   a. Students may be admitted to the Health Care Management program and allowed to take selected 3000-level courses upon completion of at least 45 semester credit hours applicable to Areas A-F, including ENGL 1101, ENGL 1102, MATH 1101 or higher, ACCT 2102, and ECON 2105. (The selected courses are COMM 3110 and HSCI 3520.)
   b. Health Care Management students must complete all Area A-F requirements (with no grade lower than *C* in Area F) prior to enrollment in any 3000-level Health Sciences or Business courses other than those listed above.

OTHER PROGRAM REQUIREMENTS
1. Students must complete assessments in writing and other areas as required and must fulfill any remediation requirements that may be specified according to assessment results.
2. Grades of *D* will not count toward graduation for Area F or for any upper division requirements.
3. In order to receive the B.S. degree, a student must complete a minimum of 30 hours in residency at CCSU. Of these, at least 24 hours must be upper division courses within the program, including the 9-hour Research-Policy-Internship/Practicum sequence, HCMG 4901-4500-4970.

4. All courses in the Health Care Management core must be completed prior to enrollment in the Research-Policy-Internship/Practicum sequence, HCMG 4901-4500-4970.
5. Students must have a 2.00 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 dual majors (B.S.N./H.C.M.G.) need to contact the Health Care Management faculty for instructions pertaining to their requirements.

PERFORMANCE STANDARDS

A candidate for the B.S. in Health Care Management must have abilities and skills in the areas of critical thinking, communication, and visual, hearing, and behavioral function. Reasonable accommodation can be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

Standard	Examples of Activities
Critical thinking: Critical thinking ability sufficient for critical judgments.	Identify cause-effect relationships in health care situations, develop organizational plans, problem-solve health care situations.
Communications: Communication abilities sufficient for effective interaction in verbal and written form with other members of the health care team and the public.	Able to obtain information, explain procedures or policies, and perceive nonverbal communications.
Visual: Visual ability sufficient for observation in the practice setting.	Able to observe hazards to environmental safety.
Hearing: Auditory ability sufficient to monitor the safety of the health care environment.	Able to hear monitor alarms or emergency signals.
Behavioral: Emotional health sufficient to totally utilize his or her intellectual abilities. Able to function effectively during stressful situations.	Able to adapt to changing environments, displaying flexibility, appropriately interacting with others, and learning to function in the case of uncertainty that is common in health care settings.

Adapted by permission from the Southern Council on Collegiate Education for Nursing and the Medical College of Georgia.

ACADEMIC PROGRESSION AND RETENTION

All normal University policies on academic standing apply. In addition, there are program-specific regulations as follows: Students must achieve a grade of *C* or better in all upper division course work including required courses and program electives. Students must repeat any required course in which a grade of *C* or better is not achieved. Any student who fails to meet this performance

level will be placed on program probation. A student must earn a grade of *C* or better in all courses while on program probation. Failure to achieve this performance level will result in suspension from the program. Readmission following suspension must be approved by the Dean of Health Sciences.

Appeal and Readmission

A suspended student may apply for readmission to the Health Care Management Program immediately following his or her first semester of suspension. For a subsequent suspension, a student may apply for readmission following three semesters of suspension.

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

HEALTH CARE MANAGEMENT OUTCOMES

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

1. Graduates will demonstrate advanced attainment of CCSU General Education Outcomes of Critical Thinking and Communication, including writing, oral communication, and computer literacy.
2. Graduates will demonstrate workplace readiness through the ability to understand resource management (fiscal, human and physical), the importance of teamwork, planning, and leadership skills as well as the understanding of personal and professional ethics.
3. Graduates will possess the interpersonal communication skills required for successful performance in the health care environment (i.e., negotiation, team building and teamwork, counseling, coaching, bargaining, and dealing with providers and consumers).
4. Graduates will demonstrate a working knowledge of computer technology through the establishment and implementation of appropriate control systems in health care operations, presentation technology, and other appropriate areas of computer of literacy.
5. Graduates will demonstrate the ability to provide effective leadership in a changing health care environment.
6. Graduates will apply knowledge and abilities from various disciplines to analyze an opportunity and propose an appropriate course of action (Interdisciplinary Analysis outcome).

HEALTH CARE MANAGEMENT (B.S.) CURRICULUM

ESSENTIAL SKILLS (Area A)   **9 hours**
A1.   **Composition**   **(Take BOTH)**
          ENGL   1101   English Composition I (3-0-3)*
          ENGL   1102   English Composition II (3-0-3)
A2.   **Mathematics (Choose ONE)**
          MATH   1101   Introduction to Mathematical Modeling (3-0-3)**
          MATH   1231   Introductory Statistics (3-0-3)***
          MATH   1241   Survey of Calculus (3-0-3)***
          MATH   1113   Precalculus (3-0-3)***
          MATH   1501   Calculus I (4-0-4)***
          * A grade of *C* or better (or *K*) is required in ENGL 1101.
          ** MATH 1111, College Algebra, which is offered only by distance
             learning, may be substituted.
          *** Students must have math placement scores beyond MATH 1101 to
             use these courses in Area A. The extra hour in MATH 1501 will be
             excess credit for Health Care Management majors.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
 B1. **ALL students take this course:**
          CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
 B2. **Take ONE or TWO of the following courses:**
          **--   Students who take 10 hours in Area D must apply two
                 hours to B2. This option will apply to most Health Care
                 Management major students.**
          **--   Students who take 11 hours in Area D apply only one hour
                 to B2. This option applies to students who choose to take
                 eight hours of science in Area D.**
          COMM 1001   Presentational Speaking (1-0-1)
             (Students may exempt this course by demonstration of basic skill
             and then take COMM 1002, CPTG 1002, or CPTG 1010.)
          COMM 1002   Presentation Applications (1-0-1)
             (Completion of or exemption from COMM 1001 is prerequisite to
             COMM 1002.)
          CPTG   1002   Introduction to Web-Page Development (0-2-1)
             (Completion of or exemption from COMM 1001 is prerequisite to CPTG
             1002.)
          CPTG   1010   Computing with Spreadsheets (0-2-1)
             (Completion of MATH 1101 or higher [or equivalent placement score]
             and completion of or exemption from COMM 1001 are prerequisite to
             this course. This course can be used in Area D when taken in
             conjunction with CPTG 1111.)
          COMM 1110   Spoken Communication (3-0-3)
             (A maximum of two hours can apply to Area B; the balance will be
             excess credit. COMM 1110 is not open to students registered for or
             with credit for COMM 1001 or 1002 except with permission of
             Humanities Department head. Students who need to apply this course
             to Area F should choose other options in Area B.)

Foreign Language Options:

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

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

HUMANITIES (Area C)   6 hours

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

ENGL	2111	World Literature I—Pre-Modern (3-0-3)
ENGL	2112	World Literature II—Modern World (3-0-3)
ENGL	2130	American Literature (3-0-3)
PHIL	2201	Introduction to World Philosophy (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
FREN	2001	Intermediate French I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*

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

ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
CMSS	2100	Introduction to Film (3-0-3)
FREN	2001	Intermediate French I (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
THEA	1100	Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS (Area D)   10 hours

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

D1. Take ONE of the following science sequences:

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

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

D2. Additional Science, Math, or Technology (3 hours)

MATH	1221	Finite Mathematics (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1113	Precalculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**
CPTG	1111	Introduction to Computing (1-2-2)* #
CPTG	1010	Computing with Spreadsheets (0-2-1)*#
CSCI	1301	Computer Science I (3-0-3)
SCI	1901	Selected Topics in Science (3-0-3)
		(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

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

SOCIAL SCIENCES (Area E) 12 hours
E1. American Government
    POLS   1101   American Government (3-0-3)
E2. World History or Social Sciences (Choose ONE)

HIST	1111	Survey of Pre-Modern World History (3-0-3)
HIST	1112	Survey of Modern World History (3-0-3)
SOSC	2501	Survey of Social Science and Contemporary Issues (3-0-3)

E3. American History (Choose ONE)

HIST	2111	Survey of U.S. History to 1877 (3-0-3)
HIST	2112	Survey of U.S. History since Reconstruction (3-0-3)

E4. Behavioral Sciences (Choose ONE)

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

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

ACCT	2101	Principles of Accounting I (3-0-3)
ECON	2105	Principles of Macroeconomics I (3-0-3)

HSCI   2201   Measurement Sciences - Statistics (3-0-3)**
HSCI   2111   Introduction to the Health Care Environment (2-0-2)
HSCI   2111L Health Care Environment - Lab (0-2-1)

Students choose one of the following courses:
ITFN   1101   Foundations of Information Systems (2-3-3)

Elective - It is recommended that students take either of the following:
ACCT   2102   Principles of Accounting II (3-0-3)
ECON   2106   Principles of Microeconomics (3-0-3)
*   Students who choose the Health Care Information Systems specialty follow a modified Area F. See below.
**   Students who have credit for MATH 1231 may substitute another course for HSCI 2201.

_____

Freshman and Sophomore Total Hours   60 hours

REQUIRED 3000-LEVEL HEALTH CARE MANAGEMENT CORE
(Pay careful attention to prerequisites in course descriptions.)   **27 hours**
COMM   3110   Interactive Communication (3-0-3)
HCMG   3101   Introduction to Health Systems Management (3-0-3)*
HCMG   3301   Introduction to Primary/Long Term Care (3-0-3)
HCMG   3401   Applied Human Resource Management in Health
                   Care Delivery (3-0-3)
HCMG   3501   Health Care Systems TQM (3-0-3)
HCMG   4110   Administration of Managed Care (3-0-3)
HCMG   4560   Health Care Finance (3-0-3)
HSCI   3520   Legal Issues in Health Care (3-0-3)
HSCI   3550   Ethical Issues in Health Care (3-0-3)

*Prerequisite: all parts of the Regents' Test must be successfully completed or exempted.

SPECIALTY COURSES   21 hours
Students are recommended to consult with their advisor on selection of seven courses from the following list. These courses should conform to the field of interest that the student plans to pursue upon graduation.
HCMG   3601   Introduction to Mental Health/Case Management
                   (3-0-3)
HCMG   3701   Introduction to Epidemiology (3-0-3)
HCMG   3801   Future Trends in Health Care
HCMG   4180   Health in Corporate Setting (3-0-3)
HCMG   4220   International Healthcare (3-0-3)
HCMG   4310   Public Health Administration (3-0-3)
HCMG   4565   Financial Management of Primary/Long-term Care
                   (3-0-3)
HMSV   3010   Introduction to Human Services (3-0-3)
HMSV   3501   Organization & Administration of Human Services
                   Agencies (3-0-3)

HSCI	3012	Alternative and Complementary Approaches to Wellness: Therapies for Healthy Lifestyle (3-0-3)
HSCI	3320	Communications with Families (3-0-3)
HSCI	3341	Cultural Diversity (3-0-3)
HSCI	3401	Contemporary Women's Health (3-0-3)
HSCI	3420	Health Education (3-0-3)
HSCI	3501	The AIDS Epidemic (3-0-3)
HSCI	3601	Mental Health/Case Management (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MKTG	4207	Sales and Sales Management (3-0-3)
NURS	4153	Gerontology (3-0-3)

Note: 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, BLAW, BUSA, FINA, MGMT, and MKTG.

HEALTH AND FITNESS MANAGEMENT (OPTIONAL EMPHASIS TRACK)

There is a critical need for health and fitness professionals who can help guide individuals toward a healthier life. Graduates with a specialty in Health and Fitness Management may find employment in the following:

- Adult Fitness Centers
- Cardiac Rehabilitation Programs
- Corporate Wellness
- YMCA and other community settings
- Fitness Coaching
- Personal Training
- Entrepreneurial options as a Health and Fitness Consultant

Graduates from this specialty track will be eligible to sit for one of many national certification exams, including those offered by the American College of Sports Medicine and the National Strength and Conditioning Association.

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

ACCT	2101	Principles of Accounting I (3-0-3)
BIOL	1151	Human Anatomy and Physiology I (3-0-3)*
BIOL	1151L	Human Anatomy and Physiology I - Lab (0-2-1)*
BIOL	1152	Human Anatomy and Physiology II (3-0-3)*
BIOL	1152L	Human Anatomy and Physiology II - Lab (0-2-1)*
ECON	2105	Principles of Macroeconomics I (3-0-3)
HSCI	2111	Introduction to the Health Care Environment (2-0-2)
HSCI	2111L	Health Care Environment - Lab (0-2-1)
PHED	1101	Survey of Health and Fitness Professions (1-0-1)*

* Required for Specialty in Health & Fitness Management.

REQUIRED 3000-LEVEL HEALTH CARE MANAGEMENT CORE
(Pay careful attention to prerequisites in course descriptions.)   **27 hours**

COMM	3110	Interactive Communication (3-0-3)
HCMG	3101	Introduction to Health Systems Management (3-0-3)
HCMG	3301	Introduction to Primary/Long Term Care (3-0-3)*

HCMG   3401   Applied Human Resource Management in Health
                      Care Delivery (3-0-3)
HCMG   3501   Health Care Systems TQM (3-0-3)*
HCMG   4110   Administration of Managed Care (3-0-3)
HCMG   4560   Health Care Finance (3-0-3)
HSCI   3520   Legal Issues in Health Care (3-0-3)
MKTG   3101   Principles of Marketing (3-0-3)
*   Substitute PHED 3101 (Kinesiology) and PHED 3102 (Exercise
     Physiology) for Specialty in Health & Fitness Management.

SPECIALTY EMPHASIS COURSES FOR HEALTH & FITNESS MANAGEMENT   **21 hours**
Take the four required courses and choose three other courses from the
list below. Students must take all courses marked with asterisk (*). See
an advisor for complete listing of electives; other electives are available as
approved by the department head.
HCMG   3501   Health Care Systems TQM (3-0-3)
HCMG   4180   Health in the Corporate Setting (3-0-3)
HCMG   4201   Health Care Consulting (3-0-3)
HCMG   4310   Public Health Administration (3-0-3)
HMSV   4201   Fund Raising in the Not for Profit Sector (3-0-3)
HSCI   3201   Pathophysiology (3-0-3)
HSCI   3341   Cultural Diversity (3-0-3)
HSCI   3382   Clinical Pharmacology (2-0-2)
PHED   3382L Seminar in Health Fitness Pharmacology (0-2-1)
HSCI   3401   Contemporary Women's Health (3-0-3)
HSCI   3420   Health Education (3-0-3)
HSCI   3550   Ethical Issues in Health Care (3-0-3)
HSCI   4330   Nutrition (3-0-3)
MGMT   4311   Entrepreneurship (3-0-3)
PHED   3110   Personal Health and Wellness (3-0-3)*
PHED   3120   Prevention, Care and Rehabof Injuries (2-2-3)*
PHED   3130   Principles of Fitness (3-0-3)*
PHED   3140   Exercise Testing and Prescription (2-2-3)*
PHED   4110   Health Fitness Management (3-0-3)

Note: 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, BLAW, BUSA,
FINA, MGMT, and MKTG.

HEALTH CARE INFORMATION SYSTEMS (OPTIONAL EMPHASIS TRACK)
This specialty emphasis has a different Area F than the other Health Care
Management emphasis. To earn this emphasis, students must complete
this Area F as well as the designated 21 hours of upper division courses.

Area F
ACCT   2101   Principles of Accounting (3-0-3)
ITFN   1101   Foundations of Information Systems (3-0-3)
ITFN   1112   Foundations of Systems Analysis (3-0-3)
ECON   2105   Principles of Macroeconomics (3-0-3)

HSCI   2111   Introduction to Health Care Environment (2-0-2)
HSCI   2111L   Introduction to Health Care Environment Lab (0-2-1)
HSCI   2201   Measurement Sciences-Statistics (3-0-3)*
*   Students who have credit for MATH 1231 may substitute another course
    for HSCI 2201.

Specialty Emphasis Courses for Health Care Information Systems
Take MATH 3902 and eighteen (18) other credit hours from the list below.
Consult with a Health Care Management Advisor. Students must take all
courses marked with asterisk (*).
MATH   3902   Mathematical Applications for Information
                 Technology (3-0-3)*
ITFN   1201   Foundations of Database Design (3-0-3)*
ITSK   1701   Database Applications (1-0-1)*
ITSK   2211   Intermediate Database Design (3-0-3)*
ITDB   4201   Advanced Database Modeling (3-0-3)*
ITDB   4204   Special Topics in Database Administration (3-0-3)
HCMG   4180   Health in the Corporate Setting (3-0-3)
HCMG   4565   Financial Management of Primary/Long-Term Care
                 Organizations (3-0-3)
MGMT   4311   Entrepreneurship (3-0-3)

Note: 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, BLAW, BUSA,
FINA, MGMT, and MKTG.

**PRACTICUM/RESEARCH IN HEALTH CARE
MANAGEMENT**   **9 hours**
HCMG   4901   Applied Research (2-3-3)
HCMG   4500   Health Care Policy (3-0-3)
HCMG   4970   Health Care Management
                 Internship/Practicum (0-15-3)
HCMG   4999   Capstone in Health Care Management
                 (3-0-3)

                       Junior and Senior Total   **60 hours**

                       Grand Total for the B.S.   **120 hours**

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

Nancy Burley, Principal Advisor
Business and Health Sciences Building, BHS-61
770-961-3701, http://healthsci.clayton.edu/

    The Bachelor of Applied Science degree (B.A.S.) in Allied Health
Administration offers career advancement opportunities to individuals who have

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

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

ADMISSION TO THE ALLIED HEALTH ADMINISTRATION PROGRAM

Students who wish to pursue a B.A.S. in Allied Health Administration must satisfy these conditions:
   a. hold an appropriate career associate degree from an institution regionally accredited to grant associate degrees,
   b. be admitted to Clayton College & State University, and
   c. complete the Allied Health Administration program application form, which asks for health information necessary prior to field experiences.

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

Students entering a B.A.S. major will take benchmark assessments to determine their readiness for upper division work in writing and other areas. Depending on the results of these assessments, students may be recommended or required to undertake work to improve their performance. Assessments are normally administered during HCMG 3112; other arrangements can be made when necessary.

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

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

ESSENTIAL SKILLS (Area A) **9 hours**
A1.   Composition   (Take BOTH)
         ENGL   1101   English Composition I (3-0-3)*
         ENGL   1102   English Composition II (3-0-3)

A2. **Mathematics (Choose ONE)**
 MATH 1101 Introduction to Mathematical Modeling (3-0-3)**
 MATH 1231 Introductory Statistics (3-0-3)***
 MATH 1241 Survey of Calculus (3-0-3)***
 MATH 1113 Precalculus (3-0-3)***
 MATH 1501 Calculus I (4-0-4)***
 * A grade of *C* or better (or *K*) is required in ENGL 1101.
 ** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
 *** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for Allied Health Administration majors.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options) **4-5 hours**
 B1. **ALL students take this course:**
  CRIT 1101 Critical Thinking across the Curriculum (3-0-3)
 B2. **Take ONE or TWO of the following courses:**
  -- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to most Allied Health Administration majors.**
  -- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**
  COMM 1001 Presentational Speaking (1-0-1)
  (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
  COMM 1002 Presentation Applications (1-0-1)
  (Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
  CPTG 1002 Introduction to Web-Page Development (0-2-1)
  (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
  CPTG 1010 Computing with Spreadsheets (0-2-1)
  (Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)
  COMM 1110 Spoken Communication (3-0-3)
  (A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of Humanities Department head. Students who need to apply this course to Area F should choose other options in Area B.)
 Foreign Language Options:
  NOTE: The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)
  SPAN 1002 Elementary Spanish II (3-0-3)
  FREN 1002 Elementary French II (3-0-3)
  SPAN 1999 Spanish Review and Transition (1-0-1)

FREN   1999   French Review and Transition (1-0-1)

HUMANITIES (Area C)   6 hours
**C1. Literature/Philosophy (or intermediate foreign language)
      (Choose ONE)**

ENGL	2111	World Literature I—Pre-Modern (3-0-3)
ENGL	2112	World Literature II—Modern World (3-0-3)
ENGL	2130	American Literature (3-0-3)
PHIL	2201	Introduction to World Philosophy (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
FREN	2001	Intermediate French I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*

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

ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
CMSS	2100	Introduction to Film (3-0-3)
FREN	2001	Intermediate French I (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
THEA	1100	Theater Appreciation (3-0-3)

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

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

D1. Take ONE of the following science sequences:

a)	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science Laboratory I (0-2-1)
			(SCI 1111 and 1111L are corequisite.)
	SCI	1112	Integrated Science II (3-0-3)
b)	BIOL	1111	Introductory Biology I (3-0-3)
	BIOL	1111L	Introductory Biology Laboratory (0-2-1)
			(BIOL 1111 and 1111L are corequisite.)
	BIOL	1112	Introductory Biology II (3-0-3)
c)	CHEM	1151	Survey of Chemistry I (3-0-3)
	CHEM	1151L	Survey of Chemistry Laboratory I (0-2-1)
			(CHEM 1151 and 1151L are corequisite.)
	CHEM	1152	Survey of Chemistry II (3-0-3)
			(CHEM 1152 has a lab, but it is only required for certain health science majors.)
d)	PHYS	1111	Introductory Physics I (3-0-3)
	PHYS	1111L	Introductory Physics Laboratory I (0-2-1)

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

D2.   Additional Science, Math, or Technology (3 hours)
MATH   1221   Finite Mathematics (3-0-3)*
MATH   1231   Introductory Statistics (3-0-3)*
MATH   1241   Survey of Calculus (3-0-3)*
MATH   1113   Precalculus (3-0-3)*
MATH   1501   Calculus I (4-0-4)**
MATH   2502   Calculus II (4-0-4)**
CPTG   1111   Introduction to Computing (1-2-2)* #
CPTG   1010   Computing with Spreadsheets (0-2-1)*#
CSCI   1301   Computer Science I (3-0-3)
SCI   1901   Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including
Astronomy, Botany, Extraordinary Chemistry, Health and
Disease, Energy, Forensics, Sex and Gender, and Human
Genetics.)
*   MATH 1101 or higher (or equivalent placement score) is prerequisite.
**   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to
MATH 2502.
Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E)   12 hours
E1.   American Government
POLS   1101   American Government (3-0-3)
E2.   World History or Social Sciences (Choose ONE)
HIST   1111   Survey of Pre-Modern World History (3-0-3)
HIST   1112   Survey of Modern World History (3-0-3)
SOSC   2501   Survey of Social Science and Contemporary
Issues (3-0-3)
E3.   American History (Choose ONE)
HIST   2111   Survey of U.S. History to 1877 (3-0-3)
HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
E4.   Behavioral Sciences (Choose ONE)
SOCI   1101   Introduction to Sociology (3-0-3)
PSYC   1101   Introduction to Psychology (3-0-3)

CAREER BLOCK (Lower Division)   38 hours
The career block is composed of program-specific courses taken as part
of the career associate degree at Clayton College & State University or
another institution.   See the heading Notes on the credit for Career
Courses in the School of Technology chapter.

"BRIDGE" REQUIREMENTS (Upper Division)   10 hours
BSUR   3111   Survey of Economics (3-0-3)*
BSUR   3112   Survey of Applied Accounting (3-0-3)**
HCMG   3112   Introduction to Allied Health Administration (2-0-2)
HCMG   3112L   Introduction to Allied Health Administration
Practicum (0-2-1)

HCMG   3112A   Introduction to Allied Health Administration
                    Assessment (0-2-1)

*   Students with credit for ECON 2105-2106 may exempt this course and take an
    additional upper division elective.
**   Students with credit for ACCT 2101-2102 may exempt this course and take an
    additional upper division elective.

ALLIED HEALTH ADMINISTRATION CORE
REQUIREMENTS   15 hours
COMM   3110   Interactive Communication (3-0-3)
HCMG   3101   Introduction to Health Systems Management (3-0-3)
HCMG   3401   Applied Human Resource Management in Health
                    Care Delivery (3-0-3)
HSCI   3501   The AIDS Epidemic (3-0-3)
HSCI   3520   Legal Issues in Health Care (3-0-3)

RELATED ELECTIVES   9 hours
Paying careful attention to prerequisites listed in the course
description section of this catalog, students should elect three
courses appropriate to their career objectives.
BSUR   3113   Introduction to Measurement and Analysis (3-0-3)
FINA   3100   Personal Financial Management (3-0-3)
HCMG   3301   Introduction to Primary Care/Long Term Care (3-0-3)
HCMG   3501   Health Care Systems TQM (3-0-3)
HCMG   4110   Administration to Managed Care (3-0-3)
HCMG   4180   Health in Corporate Settings (3-0-3)
HCMG   4220   International Health Systems (3-0-3)
HCMG   4310   Public Health Administration (3-0-3)
HCMG   4500   Health Care Policy (3-0-3)
HCMG   4560   Health Care Finance (3-0-3)
HSCI   3012   Alternative and Complementary Approaches to Wellness:
                    Therapies for a Healthy Lifestyle (3-0-3)
HSCI   3320   Communications with Families (3-0-3)
HSCI   3341   Cultural Diversity in Health and Illness (3-0-3)
HSCI   3401   Contemporary Women's Health (3-0-3)
HSCI   3420   Health Education (3-0-3)
HSCI   3550   Ethical Issues in Health Care (3-0-3)
MGMT   3102   Performance/Quality Management (3-0-3)
MGMT   4102   Organizational Behavior (3-0-3)
MGMT   4311   Entrepreneurship (3-0-3)
MKTG   3101   Principles of Marketing (3-0-3)
MKTG   3302   Customer Behavior (3-0-3)
MKTG   3312   Services Marketing (3-0-3)
MKTG   4207   Sales and Sales Management (3-0-3)
MKTG   4510   Retailing (3-0-3)
NURS   4153   Gerontology (3-0-3)

APPLIED PROJECT OR INTERNSHIP (Take one.)   3 hours
HCMG   4901   Applied Research Project (2-3-3)
HCMG   4970   Internship Practicum (0-15-3)

FREE ELECTIVE   **3 hours**
        Any upper division course.

                                                  _____
                                   Total for B.A.S.   **120 hours**

> **NOTE:** Students may take equivalent courses through cross-registration with the Atlanta Regional Consortium for Higher Education or through transient status but only with advance approval of the substitution by the Dean of Health Sciences or designee and subject to University policy on cross-registration, transient courses, and residency.

OTHER PROGRAM REQUIREMENTS
a. Grades lower than *C* in upper division courses will not count toward graduation except for the free elective.
b. Graduates must complete a minimum of 40 semester hours of upper division credit applied toward B.A.S. requirements. Of these, at least 30 must be in residence at Clayton College & State University.

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

Lydia E. McAllister, Associate Dean for Nursing
Business and Health Sciences Building, BHS-61
770-961-3484, http://healthsci.clayton.edu/

GENERAL INFORMATION AND MISSION STATEMENT
     The Department of Baccalaureate Degree Nursing offers two tracks leading to the Bachelor of Science in Nursing (B.S.N.) degree: a basic licensure track to prepare graduates to seek initial licensure as registered nurses and a degree completion track for currently registered nurses. Both tracks of the B.S.N. program are approved by the Georgia Board of Nursing and accredited by the Accreditation Commission of the National League for Nursing. (For information about the accreditation of this program, contact the NLNAC, 61 Broadway, 63rd Floor, New York, NY 10016.) The program also holds preliminary approval from the Commission on Collegiate Education in Nursing. (For information, contact 1 Dupont Circle, Suite 530, Washington, DC 20336-1120.)

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

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

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

The curriculum facilitates the transitional development of students to professional nursing roles, in which they are capable of practicing effectively in a multifaceted and multicultural health care environment. Recognizing and valuing the social, economic, ethnic and cultural diversity of individuals is central to efforts of promoting health and human development and maintaining standards of professional nursing practice.

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

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

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

PROGRAM OUTCOMES FOR THE B.S.N.
Graduates of the B.S.N. programs at Clayton State will . . .

1. Demonstrate human caring as a key philosophical basis for the practice of nursing.
2. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships.
3. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice.
4. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment.
5. Demonstrate competence in utilizing information technology resources to advance professional practice.
6. Collaborate with health care providers from other disciplines to improve client outcomes.
7. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes.
8. Demonstrate commitment to ongoing professional development as a life-long learner.
9. Apply selected theoretical frameworks to nursing practice in diverse settings.

GENERAL EDUCATION CURRICULUM FOR B.S.N.

Note: Students in the R.N.-to-B.S.N. program usually have taken several general education courses as part of the A.S.N. degree. Equivalent courses will be counted toward Areas A-E at Clayton College & State University. Students should consult closely with an advisor concerning core curriculum requirements in order to determine if substitutions are appropriate.

ESSENTIAL SKILLS (Area A)   **9 hours**
A1.   **Composition**   **(Take BOTH)**
      ENGL   1101   English Composition I (3-0-3)*
      ENGL   1102   English Composition II (3-0-3)
A2.   **Mathematics   (Choose ONE)**
      MATH   1101   Introduction to Mathematical Modeling (3-0-3)**
      MATH   1231   Introductory Statistics (3-0-3)***
      MATH   1241   Survey of Calculus (3-0-3)***
      MATH   1113   Precalculus (3-0-3)***
      MATH   1501   Calculus I (4-0-4)***
      * A grade of *C* or better (or *K*) is required in ENGL 1101.
      ** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
      ***Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for B.S.N. majors.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
  B1.   **ALL students take this course:**
      CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
  B2.   **Take ONE of the following courses:**
      COMM   1001   Presentational Speaking (1-0-1)
        (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002 or CPTG 1010.)
      COMM   1002   Presentation Applications (1-0-1)
        (Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
      CPTG   1002   Introduction to Web-Page Development (0-2-1)
        (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
      CPTG   1010   Computing with Spreadsheets (0-2-1)
        (Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)
      COMM   1110   Spoken Communication (3-0-3)
        (Only one hour will apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of Humanities Department head.)

Foreign Language Options:

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

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

HUMANITIES (Area C)   6 hours

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

ENGL 2111 World Literature I—Pre-Modern (3-0-3)
ENGL 2112 World Literature II—Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*

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

ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
CMSS 2100 Introduction to Film (3-0-3)
FREN 2001 Intermediate French I (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
THEA 1100 Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS FOR NURSING
(Area D)   11 hours

D1. **Take one of the following laboratory science sequences; CHEM 1151-1152 is recommended:**

CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry I Laboratory (0-2-1)
              (CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
CHEM 1152L Survey of Chemistry II Laboratory (0-2-1)

Also acceptable is one of the following biology, chemistry, or physics laboratory science sequences with a laboratory component in both semesters:

- BIOL 1107/1107L—1108/1108L;
- CHEM 1211/1211L—1212/1212L;
- PHYS 1111/1111L—1112/1112L;
- PHYS 2211/2211L—2212/2212L.

Notes: 1) BIOL 1111/1111L and 1112 will not count in Area D1 for Nursing because the second course has no lab. Similar courses will be accepted for transfer students if both courses have a lab.

2) Students with an R.N. who are entering the R.N.-B.S.N. program are considered to have an appropriate science for Area D1 but still must meet total hour requirements.

3) Students with a bachelor's degree who enter the CCSU post-baccalaureate R.N. program are considered to have completed Areas A-E of the Core Curriculum.

D2. Additional Science, Math, or Technology (3 hours)

MATH	1113	Precalculus (3-0-3)*
MATH	1221	Finite Mathematics (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**
CPTG	1010	Computing with Spreadsheets (0-2-1)*#
CPTG	1111	Introduction to Computing (1-2-2)* #
CSCI	1301	Computer Science I (3-0-3)
SCI	1901	Selected Topics in Science (3-0-3)

(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

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

SOCIAL SCIENCES (Area E)   12 hours

E1. American Government

POLS	1101	American Government (3-0-3)

E2. World History or Social Sciences (Choose ONE)

HIST	1111	Survey of Pre-Modern World History (3-0-3)
HIST	1112	Survey of Modern World History (3-0-3)
SOSC	2501	Survey of Social Science and Contemporary Issues (3-0-3)

E3. American History (Choose ONE)

HIST	2111	Survey of U.S. History to 1877 (3-0-3)
HIST	2112	Survey of U.S. History since Reconstruction (3-0-3)

E4. Behavioral Sciences (Choose ONE)

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

BASIC LICENSURE TRACK (B.S.N.)

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

ADMISSION PROCESS AND REQUIREMENTS

The basic licensure B.S.N. track (sometimes called the "generic" track) is available to recent high school graduates, non-traditional students, current CCSU students, and transfer students who meet admission requirements. Program space is limited, and the admission process is highly competitive. **It is usual for the number of qualified applicants to exceed the number of available places in the class; the application process is competitive.**

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

Students must apply well in advance of the semester that they expect to begin the B.S.N. program. Early decision is available to students with outstanding academic records. Deadlines, application forms, and additional information are available on the CCSU web page (http://www.clayton.edu) under the School of Health Sciences. Potential applicants may also call or come by the school office (BHS-61, 770-961-3484).

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

a. Application and acceptance to Clayton College & State University.
b. Completion of the separate application to the basic licensure track B.S.N. Program, including submission of the required essays. Application deadlines are announced by the department. (All supporting materials, including transcripts and required letters, must be received no later than two weeks after the application deadline. Incomplete applications, including those incomplete due to failure to submit supporting documents, will not be considered.)
c. Completion of a minimum of 32 semester credit hours of the required 60 hours of lower division work with a minimum institutional GPA of 2.50 by the time of application. This must include two courses in English composition, CHEM 1151-1152 including labs (or another acceptable science sequence), MATH 1101 or higher, and at least one course in the social sciences. **Note:** All lower division course work must be completed with a minimum GPA of 2.50 and grades of *C* (or *K*) or better in all natural and behavioral science and math courses prior to enrollment in any upper division nursing course. Candidates who are not able to complete these requirements should wait to apply to the program.
d. Submission of transcripts for all work completed at any college or university other than CCSU. (For additional information, consult the "Guidelines for Transfer of Nursing Course Credit" available from the School of Health Sciences).
e. Passing the Regents' Test (not required for post-baccalaureate programs).
f. Participation in an admissions interview.

   g. Satisfactory completion of the Nursing Entrance Examination (NET). The department will supply details.

   h. Evidence of satisfactory overall health status consistent with the performance standards for nursing listed later in this chapter.

   i. The Admission and Progression Committee will review the application of all basic licensure students wishing to re-enter the program.

   j. Applicants not holding R.N. licensure must submit a letter of good standing from previous nursing program, if required.

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

   k. Applications of R.N. students with a one-year break in the completion of their program of study will be reviewed by the Admission and Progression Committee.

   l. Applicants for the NCLEX-RN exam who have been arrested or convicted of a misdemeanor or felony are required to disclose such violations before taking the NCLEX-RN exam. Applicants should be aware that the state examining board has the right to refuse or grant a nurse's license to any individual. Any student who thinks he or she may have an applicable situation should speak with the Associate Dean early in the program of study.

Applicants will be rated on the following criteria on a competitive basis:

   a. overall academic performance;*

   b. specific performance in natural sciences and mathematics;

   c. mastery of written communication as evidenced by responses to essay questions;

   d. ability to articulate personal values, reasons for selecting nursing as a career, and goals for the nursing education experience; and

   e. scores on the NET.

      Note: Some applicants may be placed on a waiting list pending available space.

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

ONGOING ASSESSMENT

At certain points in the curriculum, students will be required to take nationally standardized examinations in nursing subjects. Information is used to help students understand their personal progress and to help the department improve the curriculum. At the end of the program, a final assessment exam will be administered, and successful completion will be required for graduation.

STUDENTS HOLDING A BACCALAUREATE DEGREE:

Students holding baccalaureate or higher degrees may apply and be admitted to the basic licensure track B.S.N. Applicants with a baccalaureate degree who are applying to the nursing program must complete all application materials and supporting documents required under the regular admission process. Admission

to the nursing program is competitive. Although holding the baccalaureate or higher degree exempts students from certain requirements, it does not guarantee acceptance into the program.

Students holding a baccalaureate degree are exempt from Areas A-E of the core curriculum and Regents' testing. (Although Area E of the core curriculum is deemed to be satisfied, students under this option are still required to meet the legislative requirement established by the University System of Georgia.)

In order to begin the upper division nursing program, students in the post-baccalaureate program must either have completed the following courses or be able to certify equivalent knowledge. Students who utilize the equivalent knowledge option must complete the appropriate form and have it approved by the dean or designee:

BIOL	1151	Human Anatomy and Physiology I (3-0-3)
BIOL	1151L	Human Anatomy and Physiology I - Lab (0-2-1)
BIOL	1152	Human Anatomy and Physiology II (3-0-3)
BIOL	1152L	Human Anatomy and Physiology II - Lab (0-2-1)
BIOL	2250	Microbiology (2-0-2)
BIOL	2250L	Microbiology - Lab (0-4-2)
PSYC	2103	Introduction to Human Development (3-0-3)
MATH	1231	Introductory Statistics (3-0-3)
		or
HSCI	2201	Measurement Sciences (Health Care Statistics) (3-0-3)

CURRICULUM—B.S.N. BASIC LICENSURE TRACK

For Areas A-E, see General Education for B.S.N., both tracks.

Required Lower Division Nursing Core (Area F)   18 hours
BIOL	1151	Human Anatomy and Physiology I (3-0-3)
BIOL	1151L	Human Anatomy and Physiology I - Lab (0-2-1)
BIOL	1152	Human Anatomy and Physiology II (3-0-3)
BIOL	1152L	Human Anatomy and Physiology II - Lab (0-2-1)
BIOL	2250	Microbiology (2-0-2)
BIOL	2250L	Microbiology - Lab (0-4-2)
PSYC	2103	Introduction to Human Development (3-0-3)
Elective		Consult with advisor; HSCI 2201 is recommended if statistics (MATH 1231) has not been taken.

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

Required Transition Course   3 hours
Note: These courses must be completed prior to enrollment in any 3000-level nursing course.

HSCI	3201	Pathophysiology (3-0-3)

Required Upper Division Courses   54 hours
(Practicum or lab courses are corequisite with the appropriate lecture course.)

HSCI	3382	Clinical Pharmacology (2-0-2)
HSCI	3382L	Seminar in Nursing Pharmacology (0-2-1)
NURS	3110	Interactive Communications (3-0-3)

NURS   3201   Health Assessment (2-0-2)
NURS   3201L   Health Assessment - Lab (0-3-1)
NURS   3301   Health Promotion (3-0-3)
NURS   3301L   Health Promotion Practicum (0-3-1)
NURS   3401   Health Illness Transitions I (3-0-3)
NURS   3401L   Health Illness Transitions I Practicum (0-6-2)
NURS   3501   Psychosocial Transitions (3-0-3)
NURS   3501L   Psychosocial Transitions Practicum (0-6-2)
NURS   3601   Developmental Transitions I (3-0-3)
NURS   3601L   Developmental Transitions I Practicum (0-6-2)
NURS   4100   Nursing Research (3-0-3)
NURS   4201   Developmental Transitions II (3-0-3)
NURS   4201L   Developmental Transitions II Practicum (0-6-2)
NURS   4301   Health Illness Transitions II (3-0-3)
NURS   4301L   Health Illness Transitions II Practicum (0-6-2)
NURS   4401   Health Illness Transitions III (3-0-3)
NURS   4401L   Health Illness Transitions III Practicum (0-9-3)
NURS   4500   Role Transitions (2-0-2)
NURS   4601   Organizational Transitions (4-0-4)
NURS   4601L   Organizational Transitions Practicum (0-3-1)

Major-Specific Electives   6 hours
Choose any TWO upper division electives with NURS, HCMG, or
HSCI prefixes. Recommend: HSCI 4330 (Nutrition).

Free Elective   3 hours
Any courses except PHED, NURS, or courses identified in the catalog
as career or institutional credit courses.

Total for the B.S.N.   126 hours

TYPICAL FULL-TIME PROGRESSION
IN UPPER - DIVISION COURSES

JUNIOR YEAR

Fall Semester		*Spring Semester*	
NURS 3301/3301L (first half)	3/1	NURS 3501/3501L (first half)	3/2
NURS 3401/3401L (second half)	3/2	NURS 3601/3601L (second half)	3/2
NURS 3110	3	HSCI 3382/3382L	3
NURS 3201/3201L	2/1	Elective	3
	15 hours		16 hours

SENIOR YEAR

Fall Semester		*Spring Semester*	
NURS 4201/4201L (first half)	3/2	NURS 4500 (first half)	2
NURS 4301/4301l (second half)	3/2	NURS 4601/4601L (first half)	4/1
NURS 4100	3	NURS 4401/4401L (second half)	3/3
Elective	3	Elective	3
	16 hours		16 hours

A model for typical part-time progression in eight semesters of enrollment is available from the department.

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

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

The program is designed to prepare graduates to practice professional nursing in diverse health/illness settings, including the hospital, public health home, clinic, hospice, industry, and community. Progression through the track is possible on a full-time or part-time basis. Flexible schedules are designed to help the working R.N. Core and elective classes are offered day and evening. Some elective classes are offered on weekends. Alternative formats and online options are also available.

The track offers a flexible curriculum which builds upon previously attained knowledge and experience and recognizes the unique educational needs and abilities of the adult learner. Educational experiences are provided to facilitate the registered nurse in expanding the scope of his or her practice in a rapidly changing society and health care delivery system. Course work in upper division nursing includes content areas in leadership/management, health assessment, community health nursing, nursing theory, interpersonal communication, current issues/trends, nursing research, and an opportunity to select from a variety of electives and to select clinical experiences to meet personal learning goals. Nursing and general college course offerings promote critical thinking, interactive

communication, expanded role development, and leadership skills, as well as a sensitive and analytical perception of self, the human condition, and the world.

ADMISSION PROCESS AND REQUIREMENTS

Applications to the R.N.-B.S.N. track are accepted on a continual basis, and students who meet all requirements are generally eligible to enroll in the next academic term. Application forms may be obtained on the web (http//www.clayton.edu), in BHS-61, or by calling 770-961-3484 and requesting that an application be mailed.

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

Note: Students who have attended another post-R.N. nursing education program at any time are required to indicate such attendance on their applications. Failure to disclose this information may lead to dismissal even after matriculation. Students who have been dismissed from another post-R.N. nursing education program may be ineligible for admission.
   * R.N.'s with a restricted license must disclose the restriction and term of consent decree.

Policies on Transfer and Credit by Examination and Experience
   a. NURS 3101 must be taken prior to other nursing courses.
   b. Upon successful completion of NURS 3101, R.N.'s will receive 28 semester hours of block credit.
   c. Except for the block credit described above, credit for nursing course work at other institutions will be awarded only upon the recommendation of the nursing faculty and the final approval by the Dean of Health Sciences. The institution must be regionally accredited at the associate degree level or higher, and applicants must submit course syllabi (including course outlines) and catalog descriptions from the previous institution.
   d. International R.N. graduates may receive credit for BIOL 1151/1151L, 1152/1152L, and 2250/2250L upon validation by approved examination (currently the Excelsior College; contact department for latest information).
   e. The University and the Department of Nursing make every reasonable effort to apply previous college credit to program requirements. Students should consult the departmental office for specific information. Final decisions regarding specific course substitutions rest with the Dean, the Registrar, and other appropriate academic administrators.

f. Credit for some general education courses may be available via the CLEP program or other credit by examination. Contact Testing Center in the Library Building for information.
g. Upon approval by the Dean of Health Sciences, certain professional certificates may be applied elective credit in R.N. - B.S.N track.
h. Individual health and malpractice insurance is required.

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

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

CAREER BLOCK   **28 hours**
    NURS 3000 (block credit)

NURSING AND RELATED MAJOR COURSES   **35 hours**

  Take the following nursing core courses   **22 hours**
HSCI	3201	Pathophysiology (3-0-3)
NURS	3101	Professional Issues (2-0-2)
NURS	3110	Interactive Communications (3-0-3)
NURS	3201	Health Assessment (2-0-2)
NURS	3202	Health Assessment Practicum for R.N.'s (0-2-1)
NURS	4100	Nursing Research (3-0-3)
NURS	4601	Organizational Transitions (4-0-4)
NURS	4602	Advanced Organizational Transitions for R.N.'s (3-2-4)

Clinical Practicum (Take both classes.)   **4 hours**
    NURS   4501   Clinical Practicum for R.N.'s I (0-6-2)
      (Prerequisite: NURS 3100. Two hours of NURS 4501 must be
      taken. The hours may be taken in the same term or in different terms.)
    NURS   4502   Clinical Practicum for R.N.'s II (0-6-2)
      (Prerequisite: NURS 4501; prerequisite or corequisite: NURS 4602.
      Two hours of NURS 4502 must be taken. The hours may be taken
      in the same term or in different terms.)

Major-Specific Electives   **9 hours**
    Choose any THREE upper division electives with NURS, HCMG, or HSCI prefixes.

Free Elective   **3 hours**
    Select any courses except PHED, NURS, or courses identified
    in the catalog as career or institutional credit courses.

                Total for R.N.-B.S.N.   **126 hours**

GENERAL REQUIREMENTS AND INFORMATION FOR B.S.N.

PROGRAM REQUIREMENTS
   a. No grade lower than *C* will be counted toward graduation in Area F or for upper division courses.
   b. Students must take a minimum of 30 semester hours at Clayton College & State University with no fewer than 25 hours being taken in upper division nursing courses. Block credit and credit by examination do not satisfy this requirement.
   c. Registration for clinical/practicum courses requires that students
      • maintain CPR certification,
      • carry malpractice insurance and health insurance (evidence of current coverage is required),
      • receive physical examination and immunizations as required by the department, and
      • maintain current Georgia R.N. licensure if in the R.N.-B.S.N. track.
   d. Time Limitation of Nursing Courses Policy.
      Students are expected to progress in the nursing major in a timely fashion. All required upper division nursing courses must be completed within five years of matriculation into the clinical nursing courses. To determine the status of academic credit taken greater than five years ago, the Admissions and Progressions Committee must evaluate the course for credit.
   e. Individual health insurance is required.
   f. R.N.-B.S.N. students are required to finish all coursework within 7 years. Any extension must be approved by the dean.
      Basic licensure and R.N. students reentering the program must be able to demonstrate competency in the nursing courses they have completed if
      • the course has been changed in content, and/or
      • the course was taken over 5 years earlier.
      This competency may be demonstrated as follows:
      • Successful completion of the final exam (theory and applicable lab), and/or
      • Demonstrating appropriate skills and/or provision of care (clinical courses).
   g. Basic Licensure Track students must pass an exit examination in order to graduate (R.N. assessment).

PROGRAM PROGRESSION, PROBATION, AND DISMISSAL
   General University policies on academic standing (warning, probation, suspension, and dismissal) apply to the B. S. N. (See Chapter 4.) In addition, because of the highly sequenced nature of the nursing curriculum and due to the sensitive nature of working with patients in health care settings, the following additional standards apply.

Interruption of Progression
   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 or part-time progression model. The curriculum is structured with prerequisite

and/or corequisite courses that provide 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 makes a grade lower than *C* (i.e., *F, D*, or *WF**) in one or more courses with a NURS prefix or in HSCI 3201 in a given semester (or half semester), the student will be immediately placed on Program Academic Probation and will be barred from taking any other NURS courses until the student has successfully completed the course(s) that had previous unacceptable grades.

* According to University policy, a student who officially withdraws from a class prior to midterm will receive a grade of *W* rather than *WF* even if the student is not passing at the time of withdrawal.   This policy applies to nursing courses, but it is subject to an important additional regulation as follows: if it is determined by the faculty member and confirmed by the Associate Dean that a student in a required nursing course was making unsatisfactory progress in the course at the time of pre-midterm withdrawal, the grade will be considered unacceptable (equivalent to a *WF*) for purposes of nursing progression, and the student will be placed on Program Academic Probation.

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.

* or course equivalent if the course has changed.

Interruption of Progression Due to Personal Reasons
    A student whose progression in the nursing program is interrupted for personal reasons may resume progression subject to the conditions listed below under Resumption of Progression. This involves students who do not enroll for a semester or those who enroll but receive a grade of *W* (excluding the rare occasions when a *W* results in Program Academic Probation as explained above).   In other words, any interruption of progression not resulting from Program Academic Probation, Program Policy Probation, or Program Dismissal is considered a personal reason.

Resumption of Progression
a) Prior to registration the student must notify the Associate Dean for Nursing (or designee) that he or she intends to re-take the appropriate course(s).
b) The course(s) must have space available. Space is usually available in the next offering of a course due to attrition, but space is **not** guaranteed. Available space is allocated according to the following priority:
    (1) Students progressing according to the normal model for their cohort.
    (2) 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).
    (3) Students on Program Probation. (This includes students readmitted upon petition following dismissal.)

c) Students progressing normally are guaranteed space. If there are not enough available seats to accommodate all students in categories b2 and b3, the Admission and Progression Committee will prioritize students according to its judgment regarding their relative likelihood of success based on such factors as grades, test scores, clinical performance, and willingness and readiness to undertake refresher activities. All qualified students in category b2 will be accommodated before any in category b3.

d) 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, the Committee may require reasonable refresher activities as a condition of re-taking a course and/or of resuming normal progression. If circumstances merit, reasonable refresher activities may include auditing or re-taking courses already passed.

Program Policy Probation

Program Policy Probation may result as a consequence any of the following behaviors:

- Failure to demonstrate clinical competency.
- Plagiarism or cheating.
- Unsafe clinical performance when the student's conduct or health presents a direct threat to self, patients, peers, health care personnel, faculty or other individuals.
- Falsification of records, written assignments or misrepresentation of presence at assigned clinical or community activities.
- Unethical or illegal conduct. All students are expected to adhere to the legal, moral, and legislative standards that determine acceptable and unacceptable behavior for nurses. The American Nurses' Association Code for Professional Nurses and Georgia Law Regulating Practice of Registered Nursing are used as standards.

The Program Policy Probation decision is made by the Associate Dean for Nursing upon the advice of appropriate faculty. A student placed on Program Policy Probation will be notified in writing by the Associate Dean. A student on Program Policy Probation may continue in normal progression but may be required by the Associate Dean to engage in remedial activities related to the nature of the behavior that resulted in probation.

Program Dismissal

A dismissed student will be notified in writing and is barred from taking any course with a NURS prefix. A student will be dismissed from the nursing program in the following cases:

1) Academic Dismissal: A student on Program Academic Probation who makes an unacceptable grade in any NURS course or HSCI 3201 will be dismissed from the nursing program.

2) Nursing Policy Dismissal:

    a) Previously on Probation. A student on Program Policy Probation who engages in another instance of conduct of the nature listed above under the Program Policy Probation heading may be dismissed from the nursing program. Dismissal of this nature will occur upon recommendation of appropriate faculty and the Associate Dean as confirmed by the Dean of the School of Health Sciences.

b) **Not Previously on Probation.** A student who engages in behavior of the nature listed above under the Program Policy Probation heading may be immediately dismissed without first being placed on probation if the Dean of the School of Health Sciences determines that the circumstances are especially egregious.

Appeal of Dismissal Decision.
1) An appeal of Academic Dismissal is considered a grade appeal and will proceed according to normal University Academic Appeal policy.
2) A student who disputes a Nursing Policy Dismissal decision must file a written appeal with the Dean of Health Sciences no later than sixty (60) days after receiving written notice of dismissal. An appeal filed after this deadline will not be considered. The quicker that an appeal is filed, the sooner that the Dean can provide a decision. Appeals of the Dean's decision must follow normal University policy for academic appeals. (See Chapter 4 of this catalog and the appropriate part of the CCSU *Student Handbook*.)

Petition for Readmission following Dismissal.
A student who has been dismissed once* from the CCSU nursing program (or any other R.N. program) may petition in writing to the Dean of the School of Health Sciences for readmission after a minimum of one year has passed since dismissal. Readmission is not automatic; in fact, readmission is granted only when the student is able to present clear and convincing evidence that the circumstances that led to the dismissal have substantially changed and that the student would have a high likelihood of academic success if readmitted. The readmission decision will be made by 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 policy for academic appeals. (See Chapter 4 of this catalog and the appropriate part of the CCSU *Student Handbook*.)

* A student who has been dismissed more than once from any nursing program is ineligible to petition for readmission.

PERFORMANCE STANDARDS FOR BACCALAUREATE DEGREE NURSING
A candidate for the B.S.N. must have abilities and skills in the areas of critical thinking, communication, mobility, and motor, tactile, visual, hearing, and behavioral function. Reasonable accommodation can be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

Standard	Examples of Activities
Critical thinking: Critical thinking ability sufficient for critical judgments.	Identify cause-effect relationships in clinical situations, develop nursing care plans, calculate medications.
Communication: Communication abilities sufficient for effective interaction in verbal and written form with other members of the health care team and the public.	Able to obtain information, explain treatment procedures, initiate health teaching, describe patient situations, perceive nonverbal communications.
Mobility: Physical abilities (including standing, walking, bending, range of motion of extremities) to move from room to room and maneuver in small spaces.	Able to administer cardiopulmonary resuscitation, move around in patient room, work spaces, and treatment areas.
Motor: Gross and fine motor function sufficient to provide safe and effective nursing care.	Able to ambulate patient, administer intravenous, intramuscular, subcutaneous and oral medications, calibrate and use equipment.
Hearing: Auditory ability sufficient to monitor and assess health needs.	Able to hear monitor alarm and emergency signals, able to listen to breath and heart signs.
Visual: Visual ability sufficient for observation and assessment necessary in nursing care.	Able to observe patients, visualize appearance of a surgical wound.
Tactile: Tactile ability sufficient for physical assessment.	Able to perform palpation of a pulse, perceive temperature or other functions of a physical examination.
Behavioral: Emotional health sufficient to totally utilize his or her intellectual abilities. Able to function effectively during stressful situations.	Able to adapt to ever-changing environments, displaying flexibility, appropriately interacting with others, learning to function in the case of uncertainty that is inherent in clinical situations involving patients/clients.

Adapted from by permission from the Southern Council on Collegiate Education for Nursing and the Medical College of Georgia.

DUAL BACHELOR'S DEGREES
IN NURSING AND HEALTH CARE MANAGEMENT

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

1. Declare candidacy for the dual degree *prior to* being awarded the primary degree.

2. Complete all requirements for the B.S.N.
3. Complete the following courses from the Area F for Health Care Management:
    a. ACCT 2101
    b. ITFN 1100
    c. ECON 2105 or BSUR 3111.
4. Complete the following courses: HCMG 3101, HCMG 3401, HCMG 3501, HCMG 4560, MKTG 3101, HSCI 3520, and HCMG 4901 or HCMG 4500. Other appropriate courses may be determined by the Dean in order to equal a minimum of 21 hours of Health Care Management requirements taken in residency at CCSU and not used to meet B.S.N. requirements.

POST-BACCALAUREATE/POST-LICENSURE (ADD-ON) CERTIFICATES

Nursing Informatics and Health Care Informatics
Students who successfully complete 11 semester hours of specified work in nursing informatics or health care informatics can earn a Certificate in Nursing Informatics or Health Care Informatics or, if an R.N.-B.S.N. student, a concentration in Nursing Informatics.

Admission Requirements
1. For both tracks, admission to Clayton College & State University as a regular or post-baccalaureate student (see Chapter 2 of this catalog).
2. For Nursing Informatics, current junior or senior standing in the CCSU nursing program or licensure as an R.N. with either a B.S.N. or an A.S.N. degree.
3. For Health Care Informatics, current junior or senior standing in the CCSU B.S. program in Health Care Management or a bachelor's degree in a health-related field or an associate degree plus licensure/certification in a recognized professional field (e.g., dental hygiene or radiation technologist).
4. For both tracks, demonstration of computer proficiency (e-mail, Web-based data retrieval, and other skills) prior to beginning courses.

CURRICULUM FOR ADD-ON CERTIFICATES IN NURSING INFORMATICS AND HEALTH CARE INFORMATICS

HSCI/NURS 4996 Introduction to Health Care/Nursing Informatics (3-0-3)
HSCI/NURS 4997 Health Care/Nursing Information Systems (3-0-3) Prerequisite: HSCI/NURS 4996.
HSCI/NURS 4998 Health Information Systems Seminar (3-0-3) Prerequisite: HSCI/NURS 4997.
HSCI/NURS 4999 Health Care/Nursing Informatics Practicum (0-V-3) Prerequisite: HSCI/NURS 4998.

Total   **12 hours**

LEGAL NURSE CONSULTANT (LNC)

This certificate program, which requires nine semester hours of specified coursework, is designed for R.N.'s who wish to advance their careers and explore entrepreneurial opportunities. Legal nurse consultants use their education and experience as generalists and as specialists to consult, review records, research literature, and share knowledge with others about legal issues.

Admission Requirements
1. Admission to Clayton College & State University as a regular or post-baccalaureate student (see Chapter 2 of this catalog).
2. Licensure as an R.N. with a bachelor's degree and at least two years' clinical experience or with an associate degree and at least five years' clinical experience.

CURRICULUM FOR ADD-ON CERTIFICATE IN LEGAL NURSE CONSULTING (LNC)

HSCI	3520	Legal Issues in Health Care (3-0-3)
HSCI	3521	Developing Legal Nurse Consulting Skills (3-0-3)
HSCI	3522	Marketing and Expanding Legal Nurse Consultant Skills (3-0-3)

Total   **9 hours**

DEPARTMENT OF DENTAL HYGIENE
Bachelor of Science (B.S.)
Bachelor of Applied Science (B.A.S.)

Susan Duley, Department Head
BHS-61, 770-961-3590, http://healthsci.clayton.edu/

GENERAL INFORMATION
The Department of Dental Hygiene offers two baccalaureate degree programs:
- Bachelor of Science in Dental Hygiene (B.S.D.H.) with a curriculum that leads to eligibility for licensure as a Registered Dental Hygienist.
- Bachelor of Applied Science (B.A.S.) with a major in Dental Hygiene Practice and Administration for students who are already Registered Dental Hygienists.

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

The dental hygienist is a vital member of the dental team. Education and licensure qualify the dental hygienist with the background and knowledge to offer a wide variety of services. Hygienists work with patients to identify their individual health needs, provide a variety of services that help people keep their teeth, and then work with the dentist to ensure that treatment needs are met. Professional services of the dental hygienist vary from state to state according to that state's dental practice act. These professional services could include, but not necessarily be limited to, the following: dental prophylaxis (professional scaling and polishing of teeth); dental health education for the individual or group; preparation of diagnostic aids (i.e., medical and dental histories and x-rays); and performance of other preventive services (i.e., diet counseling and fluoride and sealant application).

The B.S.D.H. program expands the clinically based outcomes, characteristic of associate level training, into a more broad-based foundation for future career growth. Associate degree dental hygienists have very restricted options for career advancement beyond clinical dental hygiene. Graduates of the baccalaureate program will be more qualified to seek employment as clinicians, office managers, public health hygienists, researchers, educators, 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; at colleges and 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 all these settings and in additional ones that are emerging every day. The B.S.D.H. degree also provides students the opportunity to pursue graduate studies.

Bachelor of Applied Science for Registered Hygienists

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

The program examines the broader perspective of the health care environment, and by providing opportunities for more advanced practice, it prepares graduates for the increasingly important role that dental hygienists play in the dental professions today.

B.S.D.H. Major in Dental Hygiene

ADMISSIONS PROCESS AND REQUIREMENTS

The Bachelor of Science in Dental Hygiene (B.S.D.H.) has a limited enrollment based on space available in clinical facilities. The admission process is competitive, and students will be selected on the basis of academic

qualifications and professional potential. Interviews may be required. The curriculum consists of eight semesters of full-time study, including two years of study in general education which precede admission to upper division dental hygiene coursework. Highly qualified applicants can expect early acceptance. All other applicants are accepted on a space-available basis until the convening of class in August. Acceptance to the University does not imply acceptance into the Dental Hygiene Program. The latter requires a separate application process.

The Bachelor of Science in Dental Hygiene Degree program application is in addition to application for admission to Clayton College & State University. The competitive admission process includes the following:
1. Application and acceptance to Clayton College & State University (this includes all required documents). Students should declare their major as pre-Dental Hygiene.
2. Completion of the separate application to the B.S.D.H. program, which includes a required essay.
3. Completion of general education courses, as follows:
   a. *Application.* Application may be submitted any time after the student has completed 30 hours of core curriculum (Areas A-F) work with a GPA of at least 2.50 (CCSU and transfer courses included).
   b. *Acceptance.* Admission decisions will be made after the applicant has completed at least 45 hours of core curriculum (Areas A-F) work and has continued to maintain a GPA of at least 2.50. Meeting the minimum GPA does *not* assure acceptance. The program's Admission Committee will select the most qualified applicants for the available space. Acceptance will be contingent on maintaining the standards indicated in item C. (A waiting list may be maintained for the coming Fall Semester class. Students not admitted by August must reapply if they wish to be considered for a future year.)
   c. *Maintenance of Accepted Status.* To maintain accepted status and be eligible to start upper division Dental Hygiene courses, the student must meet the following standards:
      - maintain a GPA of at least 2.50
      - complete the Area D science sequence with all grades of *C* or higher (or *K*)
      - complete MATH 1101 or higher with a grade of *C* or higher (or *K*)
      - complete ENGL 1101 and 1102 with a grade of *C* or higher (or *K*) in 1101
      - pass the Regents' Test.

      Any student who fails to maintain these standards will have his or her acceptance for the coming Fall Semester revoked. A student whose admission is revoked must reapply if he or she wishes to be considered for a future year.
4. If the student has completed any coursework at a college or university other than CCSU after admission to CCSU, official transcripts must be sent to the Registrar, and copies must be provided to the Department of Dental Hygiene at the time of application.
5. Participation in an admission interview.
6. Submission of a letter from dental office or CCSU DHYG Clinic as verification of observation as per guidelines in the application packet.
7. Evidence of satisfactory overall health status.

8. Evidence of satisfactory eye-exam. Reasonable accommodation will be made on an individual basis.
9. Students who have attended another dental hygiene education program at any time are required to indicate such attendance on their application. Failure to disclose this information may lead to dismissal even after matriculation. If the applicant has attended another dental hygiene program, regardless of dates of attendance, a letter of good standing from the program administrator is required to complete the application process. Students who have been suspended from another program due to academic or clinical performance will be considered on a case-by-case basis.

Applicants will be rated on the following criteria:
1. overall academic performance;*
2. specific performance in natural sciences and mathematics;
3. ability to articulate personal values, reasons for selecting dental hygiene as a career, and goals for the dental hygiene education experience.

* Students in good standing in the CCSU Honor's Program are guaranteed a place in the dental hygiene program if they apply on time and meet all specific course requirements.

ACADEMIC AND GENERAL REQUIREMENTS

Pre-Dental Hygiene students may start the required general education courses during any semester prior to admission to the program. The upper division program is sequential in nature and begins in Fall Semester. Dental hygiene is an intensive program that requires each student's best effort to achieve success. The four semesters of upper division dental hygiene coursework must be pursued on a full-time basis. Students who do not consider themselves better than average academically are advised to limit work and personal obligations during enrollment in the program.

Dental hygiene students are responsible for providing their own transportation between the campus and community agencies when assigned for field experience. Students are expected to wear the official uniform of the Dental Hygiene Program. (Uniform costs are at the student's own expense.)

In order to participate in patient treatment, students must hold current CPR certification. Evidence of CPR certification must be presented to the Department of Dental Hygiene for inclusion in the student's record. American Heart Association, Red Cross, or university/college course CPR certification is acceptable.

In addition to meeting normal University progression standards, a dental hygiene student must maintain an Institutional Grade Point Average of 2.50 or better in dental hygiene courses as well as maintain an overall Institutional Grade Point Average of 2.50. Failure to comply with either of these requirements will result in a student's being placed on probation within the program. If a student fails to raise either the grade point average in dental hygiene courses or the Institutional Grade Point Average to a 2.50 by the end of the probationary semester, he or she will be suspended from the program. Due to the sequential nature of the B.S.D.H. Program, a grade of *D* or *F* obtained in any dental hygiene course will cause the student to be immediately suspended from the program. Students suspended for the first time may apply for readmission effective for the following year. Readmitted students will be on program probation. Readmission is not automatic. The readmission decision is based on demonstrated likelihood

of future success. Students whose non-Dental Hygiene Institutional GPA has fallen below 2.50 will not be considered for readmission. In addition, a condition of readmission may be the auditing of specified previously taken courses. If a student leaves the program for any reason and is subsequently readmitted, all provisions of the catalog current for the class year during which the student is being readmitted will apply. Students who have a cumulative record of two suspensions from any dental hygiene program, including the Clayton College & State University program, will not be eligible for readmission.

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. in Dental Hygiene Program must be at least 18 years old in order to be licensed by the State of Georgia as practicing dental hygienists. Although Clayton College & State University graduates have performed outstandingly on licensing examinations, successful completion of the program does not insure passing state, regional, and national board examinations.

B.S.D.H. CURRICULUM

The Bachelor of Science in Dental Hygiene Degree Program at Clayton College & State University consists of four calendar years of full-time study. Students are accepted into the program beginning with Fall Semester typically in their junior year. Students intending to pursue a degree in dental hygiene should meet with an advisor in the Dental Hygiene Department as soon as possible to ensure that coursework is taken in sequence and according to desired goals.

General Education Coursework

ESSENTIAL SKILLS (Area A)   **9 hours**
A1. Composition (Take BOTH)
     ENGL   1101   English Composition I (3-0-3)*
     ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE)
     MATH   1101   Introduction to Mathematical Modeling (3-0-3)**
     MATH   1231   Introductory Statistics (3-0-3)#
     MATH   1241   Survey of Calculus (3-0-3)#
     MATH   1113   Precalculus (3-0-3)#
     MATH   1501   Calculus I (4-0-4)#
        *   A grade of *C* or better (or *K*) is required in ENGL 1101.
        ** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted. A grade of *C* or better (or *K*) is required for MATH 1101.
        # Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for Dental Hygiene major students.

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B)
(includes foreign language and other options)   **4-5 hours**
B1. ALL students take this course:
     CRIT   1101   Critical Thinking Across the Curriculum (3-0-3)
B2. Take ONE or TWO of the following courses:
     --   Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Dental Hygiene.

--   Students who take 11 hours in Area D must apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.

COMM   1001   Presentational Speaking (1-0-1)

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

COMM   1002   Introduction to Presentation Media (1-0-1)

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

COMM   1110   Spoken Communication (3-0-3)

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

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

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

(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1110.)

Foreign Language Options:

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

SPAN   1002   Beginning Spanish II (3-0-3)*

FREN   1002   Beginning French II (3-0-3)*

SPAN   1999   Spanish Review and Transition (1-0-1)*

FREN   1999   French Review and Transition (1-0-1)*

HUMANITIES (Area C)   6 hours
C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL   2111   World Literature I – Pre-Modern (3-0-3)

ENGL   2112   World Literature II – Modern World (3-0-3)

ENGL   2130   American Literature (3-0-3)

PHIL   2201   Introduction to World Philosophy (3-0-3)

SPAN   2001   Intermediate Spanish I (3-0-3)*

FREN   2001   Intermediate French I (3-0-3)*

SPAN   2002   Intermediate Spanish II (3-0-3)*

FREN   2002   Intermediate French II (3-0-3)*

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

ART   2301   Art of the Pre-Modern World (3-0-3)

ART   2302   Art of the Modern World (3-0-3)

CMSS   2100   Introduction to Film (3-0-3)

FREN   2001   Intermediate French I (3-0-3)*

FREN   2002   Intermediate French II (3-0-3)*

MUSC   2101   Music Appreciation (3-0-3)

MUSC   2301   Introduction to World Music (3-0-3)

PHIL   2401   Introduction to Aesthetics (3-0-3)

SPAN   2001   Intermediate Spanish I (3-0-3)*

SPAN   2002   Intermediate Spanish II (3-0-3)*
THEA   1100   Theater Appreciation (3-0-3)
   *   Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or
      equivalent is prerequisite to 2002. Native speakers of a language may enroll in
      courses in that language only with permission of the Department of Humanities.

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

* Students taking 10 hours in Area D must take 2 hours in Area B. Most students majoring in Dental Hygiene will choose this version of Area D. (Dental Hygiene majors may choose to take an eight hour sequence in the principles courses designed for science majors. See the various majors listed in the Arts & Sciences section of this catalog.)

D1. Take the following science sequence*:
   CHEM   1151   Survey of Chemistry I (3-0-3)
   CHEM   1151L   Survey of Chemistry Laboratory I (0-2-1)
     (CHEM 1151 and 1151L are corequisite.)
   CHEM   1152   Survey of Chemistry II (3-0-3)
    (CHEM 1152 has a lab, but it is only required for certain allied health profession
    majors)
    * Other lab science sequences may be applied in this area. However, the
      Dental Hygiene accrediting agency requires a background in chemistry, so if a
      student satisfies Area D1 with a non-chemistry sequence then an appropriate
      chemistry course must be taken in Area D2 or as a related field requirement.

D2. Additional Science, Math, or Technology (3 hours)
   MATH   1221   Finite Mathematics (3-0-3)
   MATH   1231   Introductory Statistics (3-0-3)*
   MATH   1241   Survey of Calculus (3-0-3)
   MATH   1113   Precalculus (3-0-3)
   MATH   1501   Calculus I (4-0-4)
   MATH   2502   Calculus II (4-0-4)
   CPTG   1111   Introduction to Computing (2-0-2)
   CPTG   1010   Computing with Spreadsheets (0-2-1)
   CSCI   1301   Computer Science I (3-0-3)
   SCI   1901   Selected Topics in Science (3-0-3)
        (See the schedule of classes for specific topics including
        Astronomy, Botany, Extraordinary Chemistry (recommended),
        Health and Disease, Energy, Forensics, Sex and Gender, and
        Human Genetics)

SOCIAL SCIENCES (Area E)   12 hours

  E1. American Government
   POLS   1101   American Government (3-0-3)
  E2. World History or Social Sciences (Choose ONE)
   HIST   1111   Survey of Pre-Modern World History (3-0-3)
   HIST   1112   Survey of Modern World History (3-0-3)
   SOSC   2501   Survey of Social Science and Contemporary
                  Issues (3-0-3)
  E3. American History (Choose ONE)
   HIST   2111   Survey of U.S. History to 1877 (3-0-3)
   HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
  E4. Behavioral Sciences (Choose ONE)
   SOCI   1101   Introduction to Sociology (3-0-3)
   PSYC   1101   Introduction to Psychology (3-0-3)

Required 2000 Lower-Division Dental Hygiene
Core (Area F)   18 hours

BIOL	1151	Human Anatomy and Physiology I (3-0-3)
BIOL	1151L	Human Anatomy and Physiology I - Laboratory (0-2-1)
BIOL	1152	Human Anatomy and Physiology II (3-0-3)
BIOL	1152L	Human Anatomy and Physiology II - Laboratory (0-2-1)
BIOL	2250	Microbiology (3-0-3)
BIOL	2250L	Microbiology - Laboratory (0-2-1)
HSCI	2111	Introduction to the Health Care Environment (2-0-2)
HSCI	2111L	Introduction to the Health Care Environment - Lab (0-2-1)
HSCI	2201	Measurement Science (Health Care Statistics) (3-0-3)*

   * If MATH 1231 is applied in Area A2 or D2, then a student may choose a related elective instead of HSCI 2201. Consult with an advisor. If CHEM 1151/1151L/1152 sequence was not applied in Area D1 and SCI 1901C (Extraordinary Chemistry) was not applied in Area D2, then student must take an appropriate chemistry course.

Related Field Requirements   8 hours

COMM	3110	Interactive Communication (3-0-3)
HSCI	4330	Nutrition (3-0-3)
HSCI	3382	Clinical Pharmacology (2-0-2)

If student has not met ADA Accreditation Standard Requirements for psychology, and social sciences/sociology in Areas D and E, then student must take appropriate psychology, and/or sociology course.

Dental Hygiene Upper Division Requirements   46 hours

DHYG	3100	Introduction to the Dental Hygiene Profession (3-0-3)
DHYG	3100C	Introduction to Clinical Dental Hygiene (0-6-2)
DHYG	3110L	Dental Anatomy Laboratory (0-2-1)
DHYG	3120	Dental Radiology (2-0-2)
DHYG	3120L	Dental Radiology Laboratory (0-2-1)
DHYG	3200	Transitional Dental Hygiene (2-0-2)
DHYG	3200C	Transitional Clinical Dental Hygiene (0-8-3)
DHYG	3210	Integrative Dental Anatomy and Histology (2-0-2)
DHYG	3230	Dental Materials (2-0-2)
DHYG	3230L	Dental Materials Laboratory (0-2-1)
DHYG	3240	Introduction to Periodontics (2-0-2)
DHYG	3382L	Seminar in Dental Hygiene Pharmacology (0-2-1)
DHYG	4300	Advanced Dental Hygiene I (2-0-2)
DHYG	4300C	Advanced Clinical Dental Hygiene I (0-12-4)
DHYG	4310	Dental Pathology (3-0-3)
DHYG	4320	Advanced Periodontics (3-0-3)
DHYG	4400	Advanced Dental Hygiene II (2-0-2)
DHYG	4400C	Advanced Clinical Dental Hygiene II (0-12-4)
DHYG	4410	Community Dental Health (2-3-3)

DHYG   4420   Management/Marketing in Dental Environment
                    (3-0-3)

Electives **6 hours**
Any two upper division courses except PHED, DHYG or courses identified
in the catalog as career or institutional credit courses.

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TOTAL **120 hours**

SUGGESTED SCHEDULE ON A FOUR-YEAR TRACK

FRESHMAN YEAR - FALL SEMESTER **14 hours**
ENGL   1101   English Composition I (3-0-3)
MATH   1101   Introduction to Mathematical Modeling (3-0-3)
COMM   1001   Presentational Speaking (1-0-1)
POLS   1101   American Government (3-0-3)
CHEM   1151   Survey of Chemistry I (3-0-3)
CHEM   1151L   Survey of Chemistry Lab I (0-2-1)
FRESHMAN YEAR - SPRING SEMESTER **16 hours**
ENGL   1102   English Composition II (3-0-3)
COMM   1002   Presentation Applications (1-0-1)
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
HIST   2111   Survey of US History (3-0-3)
CHEM   1152   Survey of Chemistry II (3-0-3)
MATH   1231   Introductory Statistics (3-0-3)

SOPHOMORE YEAR - FALL SEMESTER **16 hours**
BIOL   1151   Human Anatomy and Physiology I (3-0-3)
BIOL   1151L   Human Anatomy and Physiology I - Laboratory   (0-2-1)
HSCI   2111   Introduction to the Health Care Environment   (2-0-2)*
HSCI   2111L   Introduction to the Health Care Environment - Laboratory
                    (0-2-1)
HSCI   2201   Measurement   Science   (Health   Care   Statistics)
                    (3-0-3)
Area E2   PSYC 1101 or SOCI 1101 (3-0-3)
Area C1   ENGL 2111, ENGL 2112, ENGL 2130, PHIL 2201,
               PHIL 2301, or Foreign Language (3-0-3)
          * Includes writing assessment and may result in referral
          to WLAB.
SOPHOMORE YEAR - SPRING SEMESTER **14 hours**
BIOL   1152   Human Anatomy and Physiology II (3-0-3)
BIOL   1152L   Human Anatomy and Physiology II – Laboratory (0-2-1)
BIOL   2250   Microbiology (3-0-3)
BIOL   2250L   Microbiology - Laboratory (0-2-1)
Area E3   HIST 1111/1112 or SOSC 2501 (3-0-3)
Area C2   HUMN 2102, ART 2301, ART 2302, THEA 1100, MUSC
               2301, MUSC 2101, PHIL 2401, or Foreign Language (3-0-3)
JUNIOR YEAR - FALL SEMESTER **14 hours**
DHYG   3100   Introduction to the Dental Hygiene Profession   (3-0-3)
DHYG   3100C   Introduction to Clinical Dental Hygiene (0-6-2)
DHYG   3110L   Dental Anatomy Laboratory (0-2-1)
DHYG   3120   Dental Radiology (2-0-2)
DHYG   3120L   Dental Radiology Laboratory (0-2-1)
DHYG   3210   Integrative Dental Anatomy and Histology (2-0-2)

COMM   3110   Interactive Communication (3-0-3)
JUNIOR YEAR - SPRING SEMESTER   **16 hours**
    DHYG   3200   Transitional Dental Hygiene (2-0-2)
    DHYG   3200C   Transitional Clinical Dental Hygiene (0-8-3)
    DHYG   3382L   Seminar in Dental Hygiene Pharmacology (0-2-1)
    DHYG   3230   Dental Materials (2-0-2)
    DHYG   3230L   Dental Materials Laboratory (0-2-1)
    DHYG   3240   Introduction to Periodontics (2-0-2)
    HSCI   3382   Clinical Pharmacology (2-0-2)
    Free Elective   Any upper division elective except DHYG (3 hours).
SENIOR YEAR - FALL SEMESTER   **15 hours**
    DHYG   4300   Advanced Dental Hygiene I (2-0-2)
    DHYG   4300C   Advanced Clinical Dental Hygiene I (0-12-4)
    DHYG   4310   Dental Pathology (3-0-3)
    DHYG   4320   Advanced Periodontics (3-0-3)
    HSCI   4330   Nutrition (3-0-3)
SENIOR YEAR - SPRING SEMESTER   **15 hours**
    DHYG   4400   Advanced Dental Hygiene II (2-0-2)
    DHYG   4400C   Advanced Clinical Dental Hygiene II (0-12-4)
    DHYG   4410   Community Dental Health (2-3-3)
    DHYG   4420   Management/Marketing in the Dental Environment (3-0-3)
    Free Elective   Any upper division elective except DHYG (3 hours).

Total Hours for B.S.D.H.   120 hours

MAJOR PROGRAM OUTCOMES
   The graduate of the Bachelor of Science Degree in Dental Hygiene Program will be able to do the following:
1. Collect, analyze and accurately record baseline data on the general, medical, oral, and psychosocial health status of a diverse patient population.
2. Critically evaluate conditions of the oral cavity, identify actual and potential problems and etiological and contributing factors, and recommend appropriate treatment for the child and adult.
3. Critically evaluate gingival and periodontal conditions, identify etiological and contributing factors, and examine current non-surgical and surgical interventions.
4. Demonstrate competence in skills related to the proper treatment and maintenance of oral structures with respect to the various dental materials and procedures used in the current standards of dental practice.
5. Provide dental hygiene treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient in establishing and achieving oral health goals.
6. Identify the essential components of formulating a diagnosis that will lead to a definitive diagnosis and, when appropriate, refer patients for comprehensive care.
7. Provide planned educational services using appropriate interpersonal communication skills, education strategies, and multimedia technology needed to promote optimal oral health.
8. Assess, plan, implement, and evaluate contemporary community-based oral health programs.
9. Acquire and synthesize oral health information in a critical, scientific, and technologically advanced manner as a foundation for life-long learning and adaptation to changes in healthcare.

10. Apply marketing principles to the promotion of dental products, services, and community dental health programs in public institutions, private business, and industry markets.
11. Apply the principles of dental practice administration to develop office protocol, monitor productivity and financial affairs, and coordinate human and material resources.
12. Identify and portray ethical behaviors and values associated with dental hygiene practice in contemporary culturally diverse practice settings.
13. Apply state and national regulations with respect to all areas of dental hygiene treatment, including but not limited to infection and hazard control management, basic life support certification for health care workers, privacy of patient records, pharmacological material management, and radiographic exposure.
14. Assume the roles of the profession as defined by the American Dental Hygienists' Association.

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

GENERAL INFORMATION

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

ADMISSION TO THE DENTAL HYGIENE PRACTICE AND ADMINISTRATION PROGRAM

Students who wish to pursue a B.A.S. in Dental Hygiene Practice and Administration must meet the following admission requirements:
a. hold an associate degree in dental hygiene from an American Dental Association accredited program at an institution regionally accredited to grant associate degrees;
b. be admitted to Clayton College & State University (be sure to declare the major as Dental Hygiene Practice & Administration [B.A.S.], *not* the B.S.D.H. in Dental Hygiene);
c. be currently licensed as a registered dental hygienist in Georgia (evidence required); and
d. complete the Dental Hygiene Practice and Administration B.A.S. program application form, which asks for health information necessary prior to field experiences.
Note: Students who have attended another baccalaureate program in dental hygiene at any time are required to indicate such attendance on their applications. Failure to disclose this information may lead to dismissal even after matriculation. If the applicant has attended another dental hygiene baccalaureate program, a letter of reference from the program head is required with the application. Students who have been dismissed from another dental hygiene baccalaureate program are ineligible for admission.

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

Students who hold an A.A. or A.S. designed for the first two years of a traditional baccalaureate program are eligible to apply for the B.S.D.H. in Dental Hygiene if they meet all requirements.

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

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

WRITING ASSESSMENT
All B.A.S. students must take an official assessment in written communication early in this program.   Refresher or remedial work (WLAB 2999) may be required. Normally, the official assessment will be administered while the student is enrolled in HCMG 3112A, Introduction to Allied Health Administration Assessment. The Department of Dental Hygiene has information on assessment procedures.

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

Note: B.A.S. students must complete the CCSU General Education core as outlined below in Areas A-E. Equivalent general education courses taken as part of the career associate degree will be applied as appropriate. The B.A.S. student will then take remaining courses as needed to complete Areas A-E.

GENERAL EDUCATION (Areas A-E)
B.A.S. students are subject to the same A-E curriculum as B.S.D.H. students except for the restrictions regarding chemistry. (See the B.S.D.H. curriculum earlier in this chapter.)

CAREER BLOCK   38 hours
Program-specific lower division courses are those taken as part of the previously offered career associate degree at Clayton College & State University or another institution. (Current state dental hygiene licensure is required before

the career block will be awarded.) See the heading Notes on credit for Career Courses in the School of Technology chapter.

"BRIDGE" REQUIREMENTS   7 hours

BSUR   3111   Survey of Economics (3-0-3)*
HCMG   3112   Introduction to Allied Health Administration (2-0-2)
HCMG   3112L   Introduction   to   Allied   Health   Administration Practicum (0-2-1)
HCMG   3112A   Introduction   to   Allied   Health   Administration Assessment (0-2-1)
*   Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division elective.

DENTAL HYGIENE CORE REQUIREMENTS   18 hours

COMM   3110   Interactive Communication (3-0-3)
HCMG   3101   Introduction to Health Systems Management (3-0-3)
HSCI   3520   Legal Issues in Health Care (3-0-3)
HCMG   4560   Health Care Finance (3-0-3)
DHYG   4420   Management/Marketing in the Dental Environment (3-0-3)*
DHYG   4320   Advanced Periodontics (2-3-3)*

RELATED ELECTIVES   9 hours

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

BSUR   3112   Survey of Applied Accounting (3-0-3)
BSUR   3113   Introduction to Measurement and Analysis (3-0-3)
BLAW   3370   Business Law (3-0-3)
DHYG   4301   Educational Strategies and Internship (2-3-3)*
FINA   4107   Personal Financial Management (3-0-3)
HCMG   3301   Introduction to Primary Care/Long Term Care (3-0-3)
HCMG   3301   Epidemiology (3-0-3)
HCMG   4110   Administration of Managed Care (3-0-3)
HCMG   4180   Health in Corporate Settings (3-0-3)
HCMG   4220   International Health Systems (3-0-3)
HCMG   4310   Public Health Administration (3-0-3)
HCMG   4500   Health Care Policy (3-0-3)
HCMG   4560   Health Care Finance (3-0-3)
HCMG   4970   Internship (maximum of 3 hours) (0-15-3)
HSCI   3012   Alternative and Complementary Approaches to Wellness: Therapies for a Healthy Lifestyle (3-0-3)
HSCI   3320   Communication with Families (3-0-3)
HSCI   3341   Cultural Diversity in Health and Illness (3-0-3)
HSCI   3401   Contemporary Women's Health (3-0-3)
HSCI   3420   Health Education (3-0-3)
HSCI   3501   AIDS Epidemic (3-0-3)
HSCI   3550   Ethical Issues in Health Care (3-0-3)
HSCI   4996   Introduction to Health Care Informatics (3-0-3)
HSCI   4997   Health Care Information Systems (3-0-3)
MGMT   3102   Performance/Quality Management (3-0-3)
MGMT   4311   Entrepreneurship (3-0-3)

MKTG   3101   Principles of Marketing (3-0-3)
MKTG   3302   Customer Behavior (3-0-3)
MKTG   3312   Services Marketing (3-0-3)
MKTG   4207   Sales and Sales Management (3-0-3)
MKTG   4510   Retailing (3-0-3)
NURS   4153   Gerontology (3-0-3)

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, BLAW, BUSA, FINA, MGMT, and MKTG.

CAPSTONE COURSE   3 hours
DHYG   4900   Independent Study in Dental Hygiene (3-0-3)*

FREE ELECTIVE   3 hours
Any upper division course except DHYG

_____

TOTAL   120 hours

* Students must hold current dental hygiene licensure in Georgia to take these courses. (Students licensed in other states may take DHYG 4420 with permission of Department Head.)

Note: Students may take equivalent courses through cross-registration with the Atlanta Regional Consortium for Higher Education or transient status but only with advance approval of the substitution by the Dean of Health Sciences or designee and subject to University policy on cross-registration, transient courses, and residency.

OTHER PROGRAM REQUIREMENTS
   a. Grades lower than *C* in upper division courses will not count toward graduation except for the free elective.
   b. Of the 30 semester hours in residency required by the University, at least twenty-one (21), including DHYG 4900, must be upper division courses applied to graduation requirements.
   c. Credit for upper division dental hygiene course work at other institutions will be awarded only upon the recommendation of the dental hygiene faculty and final approval by the Department Head. The institution must be regionally accredited at the bachelor's degree level or higher, and applicants must submit course syllabi (including course outline) and catalog description from the previous institution.
   d. Registration for clinical/practicum courses requires that students
      -- maintain CPR certification;
      -- carry malpractice insurance and health insurance (evidence of current coverage is required);
      -- receive physical examination and immunizations as required by the department;
      -- maintain current Georgia licensure as a registered dental hygienist.

ACADEMIC PROGRESS AND RETENTION (B.A.S.)
Students must achieve a grade of *C* or better in all upper division coursework, including required dental hygiene courses and electives. Students must repeat

any required courses in which a grade of *C* or better is not achieved. A maximum of two required dental hygiene courses may be repeated during the student's total B.A.S. curriculum. Only one repetition of a single required dental hygiene course is allowed.

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

Program Probation, Suspension and Dismissal: General University policy on academic and disciplinary probation and suspension applies to the Bachelor of Applied Science in Dental Hygiene Practice and Administration program. Because of the sensitive nature of working with patients and others in health care settings, additional standards apply to program probation, suspension, and dismissal.
1. Program Probation and Suspension:
    a. Probation will result if a student earns a grade lower than *C* in any upper division course used to meet B.A.S. program requirements. If a student earns a grade lower than *C* in another course in the program, the student will be suspended.
    b. Probation will result if a student fails to demonstrate clinical competency, safety, ethical behavior, accountability in dental hygiene practice, and compliance with performance standards. Program probation occurs upon recommendation of a faculty member as approved by the department head and dean. This probation extends until graduation. If while on probation for this reason a student again fails to meet the criteria listed above, the student will be suspended.
2. Program Dismissal:
    a. Upon recommendation by the faculty, a student will be immediately dismissed from the B.A.S. program for any act that would ordinarily subject the student to dental hygiene license limitation, suspension, or revocation. Such dismissal must be approved by the department head and dean and communicated to the student in writing.
    b. A student may be immediately dismissed from the B.A.S. program when the student's conduct or health presents a direct threat to patients, peers, health care personnel, faculty, or other individuals. Such dismissal must be approved by the department head and dean and communicated to the student in writing.
3. Appeal and Readmission:
    a. Any appeal of suspension or dismissal must be presented in writing to the Department Head and Dean. Students will be notified of the decision in writing and may further the appeal according to regular University policy.
    b. Students who have been suspended from the program may petition for readmission following a minimum of one semester out of the program. Readmission is not automatic. The readmission decision will be based on the judgment of the program faculty concerning the student's likelihood of academic success and willingness and ability to meet reasonable conditions. Students will be notified in writing.
    c. Students may be readmitted to the program following dismissal if there is clear and convincing evidence that the circumstances that led to the

dismissal have substantially changed.   Readmission following program dismissal may be granted upon recommendation of the faculty and approval by the Department Head, Dean, and Vice President for Academic Affairs.
   d. A student may be readmitted following program suspension or dismissal only once. (This includes suspension or dismissal from another institution.)

PERFORMANCE STANDARDS FOR DENTAL HYGIENE
   In order to be admitted to or continue in either Dental Hygiene (B.S.D.H. or B.A.S.) program, a student must have skills and abilities essential to perform as a dental hygienist.   Reasonable accommodations will be made on an individual basis; however, the candidate must be able to perform in an independent manner.

STANDARD	EXAMPLES OF ACTIVITIES
Critical Thinking: Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop treatment plans.
Communication: Communication abilities sufficient for effective interaction with patients and other members of the health care team in verbal and written form.	Able to obtain information, explain treatment procedures, initiate health education training, describe patient situations, perceive non-verbal communications.
Mobility: Physical abilities (including standing, walking, bending, range of motion of extremities) to move from room to room and maneuver in small spaces.	Able to administer cardiopulmonary resuscitation, move around in patient treatment area.
Motor: Gross and fine motor function sufficient to provide safe and effective dental hygiene care.	Able to use dental instruments, manipulate various dental materials.
Hearing: Auditory ability sufficient to monitor and assess health needs.	Able to listen to breath and heart sounds. Able to hear equipment monitors, such as x-ray equipment and autoclave timers.
Visual: Visual ability sufficient to provide safe and effective dental hygiene care.	Able to observe patients and use instruments in the oral cavity. Adequate close vision to see small lesions and deposits on teeth.
Tactile: Tactile ability sufficient for physical assessment and scaling skills.	Able to perform palpation of a pulse, extraoral and intraoral structures, and feel calculus deposits.

* Adapted by permission from Southern Council on Collegiate Education for Nursing and Medical College of Georgia.

SMARTBODIES™ FITNESS AND WELLNESS

Cindy Lauer, Director of SmartBodies™ Fitness & Wellness Center, Coordinator of Physical Education, Assistant Professor
Athletic & Fitness Center, E-10
770-960-5188 or 770-961-3408, http://healthsci.clayton.edu/

Clayton State is committed to supporting the health and well-being of students, faculty, staff, and the community. The physical education department provides health and physical education opportunities for academic credit. The department's most popular course is PHED 1010, Fitness & Wellness I (see the Course Description section of this catalog).

The Department of Health Care Management offers a specialty track within its own Bachelor of Science degree in the area of Health & Fitness Management; this specialty emphasis is coordinated through this physical education department.

There is critical need for Health & Fitness professionals who can help guide individuals toward a healthier life. Graduates with a specialty in Health & Fitness Management may have opportunities for employment in areas such as Adult fitness centers, cardiac rehabilitation programs, corporate wellness, YMCA and other community settings, health coaching, personal training, and entrepreneurial options as a health & fitness consultant. Graduates from the specialty track will be able to sit for one of many national certification exams, including those offered by the American College of Sports Medicine and the National Strength & Conditioning Association. Please contact an advisor in physical education for details.

Clayton College & State University does not offer a major in physical education. Students interested in pursuing a degree in teaching should consult the Office of Teacher Education for basic course information related to a Bachelor of Arts degree in Middle Level Education. Please refer to the School of Arts & Sciences for more information.

Physical Examination & Medical Health History: A *one-time*, initial physical examination conducted by a licensed medical professional is strongly recommended prior to taking any activity course at CCSU. The student accepts all financial responsibility associated with the physical examination. These services are available on a fee-for-service basis at the nurse-managed clinic located in the Student Center building.

A medical health history is required prior to participating in an activity course. Subsequent activity courses require a brief medical update. The student is responsible for informing the instructor of any medical conditions (e.g., the development of high blood pressure). A brief consultation may be requested by the director regarding a student's medical history. If deemed necessary, the director may suggest that a student follow up with a medical professional to ensure his or her health and well-being. Again, the participant assumes all financial responsibility associated with any medical follow-up. All medical information will be kept strictly confidential. Medical forms are available at the SmartBodies™ Fitness & Wellness Center.

Attire: Proper attire is to be worn during activity classes. The instructor will explain details during the first class meeting.

Physical Disabilities: We encourage all students with medical clearance to participate to the best of their abilities in any activity course. Any special needs that a student may have must be discussed with the instructor and/or the director to ensure a fulfilling experience for all participants in the course. Reasonable accommodations will be made for participants with physical disabilities so that they can engage in courses and to have quality experiences.

Injury or Illness: If a participant experiences an injury or an illness during the semester, the instructor or director must be informed in a timely fashion. Every attempt will be made to allow successful participation without causing further harm to the student.   It may be necessary, in extreme situations, for the participant to withdraw from the course or, in rare cases, receive an incomplete in the course. (Normal refund rules apply regardless of reason.)

Release of Liability: A release of liability form will be signed by all participants in activity classes. It indicates that the participant understands that there are inherent risks associated with the participation in an activity class. It further states the student understands that it is possible to experience an injury or an illness in the class, especially if established principles are not followed by the participant.

Wellness and Physical Education Course Fees: As stated in the Financial Information chapter of this catalog, there is a standard $35.00 fee that will be charged for individual assessment, orientation, and materials for the first semester that a student enrolls in Fitness & Wellness, PHED 1010.   For subsequent semesters of enrollment in Fitness & Wellness (PHED 1020, 1030, 1040), a $20.00 fee will be charged to defray the costs of materials associated with the course. For other PHED courses, fees may vary, depending upon the activity course selected.

Facilities and Equipment: The SmartBodies™ Fitness & Wellness Center is available to students who enroll in a fitness wellness course (PHED 1010-PHED1040), to students who qualify for the student plan, and to individuals in the community (senior citizens, alumni and employees) who join as members and pay the appropriate fee.

Personal Equipment and Fees: Certain physical education activity classes other than PHED 1010 (Fitness & Wellness) may require that students provide or purchase their own equipment such as tennis racquet and balls. Off-campus sports facilities used by students in CCSU courses may charge fees, such as golf green fees.

TRANSFER PROGRAMS IN ALLIED HEALTH PROFESSIONS

Nancy Burley, Principal Advisor
Business and Health Sciences, BHS-61
770-961-3701, http://healthsci.clayton.edu/

Important Note: Clayton College & State University offers core curriculum courses required by the University System of Georgia for the majors listed in this section. CCSU does *not* offer career courses qualifying a student to be a

Medical Records Administrator, Medical Technologist, Occupational Therapist, or Physical Therapist, nor does it offer courses that qualify a student to be a Registered Health Information Technician, Medical Technology Assistant, Occupational Therapy Assistant, or Physical Therapy Assistant. Students should consult a Health Sciences advisor or Natural Sciences advisor for suggestions about how to continue their education in these fields.

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

CORE CURRICULUM FOR HEALTH SCIENCES
TRANSFER PROGRAMS

ESSENTIAL SKILLS (Area A)   **9 hours**
A1.   **Composition**   **(Take BOTH)**
            ENGL   1101   English Composition I (3-0-3)*
            ENGL   1102   English Composition II (3-0-3)
            *A grade of *C* or better (or *K*) is required in ENGL 1101.
A2.   **Mathematics   (Choose ONE)**
            MATH   1101   Introduction to Mathematical Modeling (3-0-3)**
            MATH   1231   Introductory Statistics (3-0-3)***
            MATH   1241   Survey of Calculus (3-0-3)***
            MATH   1113   Precalculus (3-0-3)***
            MATH   1501   Calculus I (4-0-4)***
            *   A grade of *C* or higher (or *K*) is required in ENGL 1101.
            **   MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
            ***   Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for Allied Health B.A.S. major students.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
  B1.   **ALL students take this course:**
            CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
  B2.   **Take ONE or TWO of the following courses depending on the recommended Area D the specific major:**
            --   Students who take 10 hours in Area D must apply two hours to B2.
            --   Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.
            COMM   1001   Presentational Speaking (1-0-1)
              (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002 or CPTG 1010.)
            COMM   1002   Presentation Applications (1-0-1)
              (Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
            CPTG   1002   Introduction to Web-Page Development (0-2-1)
              (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

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

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

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

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

HUMANITIES (Area C) 6 hours
C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

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

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

ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
CMSS 2100 Introduction to Film (3-0-3)
FREN 2001 Intermediate French I (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
THEA 1100 Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS (Area D)*   **10-11 hours***
* Students taking 10 hours in Area D must take 2 hours in Area B. Students
taking 11 hours in Area D take only 1 hour in Area B.

NOTE: Allied Health profession transfer program students should check the
Area D recommendation for the specific major carefully before choosing Area D
courses. In these fields, it is especially important to consult closely with an
advisor. Pay careful attention to prerequisites, especially the mathematics
prerequisites for physics.

D1. Take ONE of the following science sequences:
a) SCI   1111   Integrated Science I (3-0-3) #
     SCI   1111L   Integrated Science Laboratory I (0-2-1) #
           (SCI 1111 and 1111L are corequisite.)
     SCI   1112   Integrated Science II (3-0-3)
b) BIOL   1111   Introductory Biology I (3-0-3)
     BIOL   1111L   Introductory Biology Laboratory (0-2-1)
           (BIOL 1111 and 1111L are corequisite.)
     BIOL   1112   Introductory Biology II (3-0-3)
c) CHEM   1151   Survey of Chemistry I (3-0-3) #
     CHEM   1151L   Survey of Chemistry Laboratory I (0-2-1) #
           (CHEM 1151 and 1151L are corequisite.)
     CHEM   1152   Survey of Chemistry II (3-0-3)
           (CHEM 1152 has a lab, but it is only required for certain
           allied health profession majors.)
d) PHYS   1111   Introductory Physics I (3-0-3)
     PHYS   1111L   Introductory Physics Laboratory I (0-2-1)
           (PHYS 1111 and 1111L are corequisite, and MATH 1101 or
           higher is prerequisite.)
     PHYS   1112   Introductory Physics II (3-0-3)
           (PHYS 1112 has a lab, but it is only required for certain life
           science majors.)
e) BIOL 1107/1107L   Principles of Biology I (3-0-3)/(0-3-1)
     BIOL   1108/1108L   Principles of Biology II (3-0-3)/(0-3-1)
f) CHEM 1211/1211L   Principles of Chemistry I (3-0-3)/(0-3-1)
     CHEM   1212/1212L   Principles of Chemistry II (3-0-3)/(0-3-1)
g) PHYS 2211/2211L   Principles of Physics I (3-0-3)/(0-3-1)
     PHYS 2212/2212L   Principles of Physics II (3-0-3)/(0-3-1)

D2. Additional Science, Math, or Technology (3 hours)
     MATH   1221   Finite Mathematics (3-0-3)*
     MATH   1231   Introductory Statistics (3-0-3)*
     MATH   1241   Survey of Calculus (3-0-3)*
     MATH   1113   Precalculus (3-0-3)*
     MATH   1501   Calculus I (4-0-4)**
     MATH   2502   Calculus II (4-0-4)**
     CPTG   1111   Introduction to Computing (1-2-2)* @
     CPTG   1010   Computing with Spreadsheets (0-2-1)*@
     CSCI   1301   Computer Science I (3-0-3)
     SCI   1901   Selected Topics in Science (3-0-3)
           (See the schedule of classes for specific topics including Astronomy,
           Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics,
           Sex and Gender, and Human Genetics.)
   *   MATH 1101 or higher (or equivalent placement score) is prerequisite.

** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502.

@ Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. American Government
POLS 1101 American Government (3-0-3)

E2. World History or Social Sciences (Choose ONE)
HIST 1111 Survey of Pre-Modern World History (3-0-3)
HIST 1112 Survey of Modern World History (3-0-3)
SOSC 2501 Survey of Social Science and Contemporary Issues (3-0-3)

E3. American History (Choose ONE)
HIST 2111 Survey of U.S. History to 1877 (3-0-3)
HIST 2112 Survey of U.S. History since Reconstruction (3-0-3)

E4. Behavioral Sciences (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to Psychology (3-0-3)

HEALTH SCIENCES (Area F) 18 hours

BIOL 1151/1151L Anatomy & Physiology I (4 credits)
BIOL 1152/1152L Anatomy & Physiology II (4 credits)
BIOL 2250/2250L Microbiology (4 credits)
PSYC 2103 Introduction to Human Development (3-0-3)
 OR
HSCI 2111 Introduction to Health Care Environment (3-0-3)
Lower elective – if the student has not taken MATH 1231 Introduction to Statistics in Area D2 the student would be required to take HSCI 2201 as their elective. (3 credits)

OTHER ALLIED HEALTH PROFESSIONS

The University System of Georgia has approved courses (Areas A, D, and F) for many allied health professions. Advisors in the School of Health Sciences can make recommendations about the best program of study to follow at CCSU before transferring.

Students pursuing majors in pre-professional (i.e. medicine, pharmacy, dentistry, physical therapy) contact the School of Arts & Sciences for advisement.

CHAPTER 9
COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES

GENERAL INFORMATION

DEPARTMENT OF INFORMATION TECHNOLOGY

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

DEPARTMENT OF MATHEMATICS

    Computer Science (A.S.)
    Mathematics (A.A.)

GENERAL INFORMATION

Catherine C. Aust, Dean
Technology Building, TEC-105.
(770) 960-4324; Fax (770) 961-3635; http://cims.clayton.edu

The College of Information and Mathematical Sciences (CIMS) was formed in 2002-2003 by renaming and restructuring the former New College for Economic and Community Development. CIMS is composed of the Department of Information Technology, formerly part of the New College, and the Department of Mathematics, formerly part of the School of Arts and Sciences.

A primary objective of the College of Information and Mathematical Sciences is offering the Information Technology Program, a laddered program that prepares graduates to enter the burgeoning Information Technology field at three levels:

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

In addition, the College of Information and Mathematical Sciences has two other primary objectives:

- To provide course work in mathematics and computing to support the general education portion of the Core Curriculum and programs of study offered throughout the University.
- To offer transfer programs leading to the Associate of Arts (A.A.) in Mathematics and the Associate of Science (A.S.) in Computer Science.

All instruction in the College of Information and Mathematical 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.

DEPARTMENT OF INFORMATION TECHNOLOGY

Larry D. Booth, Department Head
Information Technology Office, TEC-105 http://cims.clayton.edu/it
(770) 961-3636; Fax (770) 961-3635

Full-time Faculty: Bakhtiarnejad, Bowler, Chastine, Davis, Ganoe, Jeff, Kinnard, Marcus, Medastin, Preston.

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

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

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

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

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

SPECIAL ACADEMIC POLICIES FOR STUDENTS TAKING INFORMATION TECHNOLOGY COURSES

All normal CCSU admission, progression, and graduation requirements for certificate, associate degree, and baccalaureate degree apply to the Information Technology Department. Because of the unique laddered nature of the ITCL program, there are some special policies that apply to IT and some general University policies that are especially relevant for IT students as explained below. For further information and appropriate paperwork when necessary, contact the Department of Information Technology 770-961-3636, TEC-105.

1. **Enforcement of CCSU application deadlines**. It is essential that potential IT students apply to CCSU by the published deadline and attend a scheduled new student orientation session.   Because math placement, transcript evaluation, and careful advisement are so critical to the IT program, students who apply late and/or miss orientation may find that they cannot be accommodated in IT courses during their first semester of attendance even if they are otherwise qualified.

2. **Learning Support Requirements.** Any student who is *required* by the University to take Learning Support (LS) courses must exit all LS requirements (mathematics, English, and reading) before enrolling in any course with IT prefix. See item 3 below for additional information about mathematics placement.

3. **Mathematics Placement Testing.** *All* new students admitted to CCSU are required to take mathematics placement testing unless they already have credit for MATH 1101 or MATH 1111 or higher level math (other than MATH 1231 – Introductory Statistics).   Math placement is *especially* critical for Information Technology. Therefore, there are special provisions for IT students as follows:

   a) IT students who have math credit with a grade lower than *C* are required to take the math placement test. Students who fail to take the placement test will be delayed from entering math courses and will therefore be delayed from participation in the IT program.

   b) IT students who have math credit with a *C* or better are *required* to take the math placement test if their math credit is more than three years old.

   The results of this testing (and the student's admission status) will determine whether the student is adequately prepared to take college-level mathematics coursework.

- Students who score well on their placement test will have a recommended placement of MATH 1101 or higher.
- Students admitted on limited or non-traditional basis whose placement test (COMPASS) results call for Learning Support math (MATH 0096, 0097, or 0099) *must* take the course(s) and *must* exit the series before they may take any IT courses.
- Students admitted as regular or transfer students whose placement test results indicated placement below MATH 1101 are strongly recommended to remediate before undertaking college-level math. Students in this category who choose to attempt MATH 1101 or MATH 1111 without undertaking the recommended remediation do so at their own risk and are cautioned that failure to make a *C* or better in the math course will interrupt their progress in the IT program.
- Students who have math credit of *C* or better that is more than two years old may be recommended, but not required, to remediate or to re-take college-level math.

4. **Core Curriculum.** The ITCL includes the full University System of Georgia General Education Core Curriculum (Areas A-E); however, because of the laddered nature of the program, there is not a standard Area F, and some areas of A-E are more narrowly defined. In addition, the ITCL differs from the traditional academic program because Core Curriculum courses are spread across all four years rather than concentrated at the freshman-sophomore level.

5. **Post-Baccalaureate Students.** Individuals who already hold the bachelor's degree in another field are welcome to enter the ITCL by following post-baccalaureate admission process indicated in the Admissions Information chapter of this catalog. Post-baccalaureate students are presumed to have completed the equivalent of Core Curriculum Areas A-E subject to normal CCSU residency and total hours requirements and subject to the following special ITCL provisions:
   a) A post-baccalaureate student must meet the ITCL requirement for grades of *C* or better (or *K*) in MATH 1101 and MATH 1221 (or higher) even if the student earned the bachelor's degree with lower math courses and/or lower grades. (See item 3 for math placement information.)
   b) A post-baccalaureate student must meet the CCSU requirement for a *C* or better (or *K*) in Composition I (ENGL 1101) even if the student earned the bachelor's degree with a lower grade in the equivalent course.
   Notes: Post-baccalaureates are exempt from Critical Thinking (CRIT 1101); Post-baccalaureates must meet the IT requirement of a *C* or better (or *K*) in Composition II (ENGL 1102).

6. **Residency Requirement.** Normal CCSU graduation residency requirements apply for each level of the ITCL subject to the following provisions:
   a) Students who earn credit for IT courses via credit by examination administered by CCSU may petition the Dean of CIMS to have such credit counted as in-residence credit.
   b) The following lower division courses must be taken in residence:
      ITFN 2001, Professional Development Seminar
      ITFN 2012, Internship
      ITFN 2123, Foundations of Project Management.
   c) The following upper division courses must be taken in residence:
      ITFN 4003, Portfolio Development
      ITFN 4014, Internship.
   d) All other upper division courses with a prefix beginning IT must be taken in residence unless the Department Head and Dean specifically sign off on transfer course equivalency to allow the course to be counted toward the B.I.T. This "sign off" does not waive the minimum University residency requirement.

7. **Advisement to Take Information Technology Courses.** Any student taking a course with a prefix beginning IT must be advised each semester by the

Department of IT. For non-IT majors, this IT advisement is in addition to advisement they may have received from another school of the University.

- Students new to CCSU are advised at orientation as indicated in item 1 above.
- Continuing IT majors must attend one of the announced group advisement sessions.
- Non-IT majors wanting to take an IT course must make an appointment with an IT advisor.
  Note: Due to high demand, opportunities for "drop-in" IT advisement are very limited; appointments or group sessions are highly encouraged.

8. **Changes in IT Curriculum**. Normal University policy on catalog requirements apply to the ITCL. (See the Graduation Requirements chapter.) The statement that, "Changes are often necessary in order to keep up with changing knowledge in fields and to improve instruction" is especially relevant to the ITCL. If a student remains in continuous enrollment, completed courses that counted toward graduation will continue to count even if the curriculum is changed; however, course requirements that lie ahead of the student may be changed, and the student will be held to the provisions of the updated curriculum. In such cases, advisors will work closely to assist majors to ensure a smooth curricular transition. The ITCL Worksheet (tri-fold paper and on the Web) is updated and widely distributed periodically and will contain the most current curriculum. Students are responsible for securing the latest copy of the worksheet.

9. **Transfer of IT Coursework – in and out of CCSU.**
   a. *Transfer in*: CCSU endeavors to give students due credit for equivalent college-level course work transferred to CCSU from other accredited colleges and universities. However, because of the unique laddered nature of the ITCL, coursework accepted by the University for transfer may or may not apply toward graduation in the ITCL. The Department of IT will assess each course to determine if it will apply as a direct equivalent or a substitution for a CCSU IT course. Validation examinations may be required.
   b. *Transfer out:* CCSU is fully accredited and, therefore, other colleges and universities will accept in transfer CCSU coursework that is equivalent to their courses in accordance with their transfer policy. However, ITCL students should be aware that due to the unique laddered nature of the ITCL program, IT courses at CCSU may not be considered equivalent to those at other institutions and vice versa. Thus transferability is more limited in the IT field than in more traditional disciplines. It is especially important to note that CCSU includes in lower division IT courses much content that other institutions offer at the junior-senior level. This is advantageous from a career development standpoint, but it may further constrain transferability.

10. **Transient Students**. Transient students must meet all transient requirements listed in the Admissions Information section of the catalog. In addition, due to the unique and highly sequenced nature of the ITCL, transient students wishing to take IT courses must be approved by the Head of the Department of IT or the CIMS Dean to insure that all course prerequisites/corequisites have been met and to confirm that space is available.

11. **Credit by Examination or Certification.** Credit for many, but not all, IT courses may be earned by examination or certification in accordance with University policy. (See the Academic Information chapter.) IT students should be aware that recognized industry certifications (e.g., MOUS) are not necessarily equivalent to CCSU courses but may include areas covered within a course.

12. **Course Exemptions.** In some cases, IT students may be able to demonstrate knowledge and skills that are sufficient to exempt a student from a course but not sufficient to award academic transcript credit for the course. In such cases, the IT department will arrange for the student to take a substitute course.

13. **Grade Requirements.** ITCL students must earn a grade of C or better (or K) in the following courses:
    a. All courses with a prefix beginning with IT (e.g., ITFN and ITSK)

  b. ENGL 1101 & 1102; COMM 1001 & 1002; CPTG 1010; CRIT 1101
  c. Any MATH course counted toward C.I.T., A.A.S.I.T., B.I.T.
  d. All upper division courses (3,000–4,000) counted toward graduation.

14. **Corequisites and Prerequisites.** Because the ITCL is designed to enable students to develop skills through a series of connected and sequenced courses, students should be aware that corequistes and prerequisites are more pervasive in ITCL than in more traditional programs. As a consequence, the following University policies are of particular relevance to IT students:

- It is the student's responsibility to be aware of and fulfill the corequisite and/or prerequisite standards as indicated in the Course Descriptions chapter of this catalog. In most cases, a grade of *C* or better (or *K*) must be earned in the prerequisite course.
- A student who registers for a course for which the student does not meet the corequisite/prerequisite standard will be dropped from the course. (This most often occurs when a student pre-registers with the assumption that he or she will complete with an acceptable grade the prerequisite course in which the student is currently enrolled but fails to do so.)
- A student who withdraws during the semester from a course that has a corequisite must also withdraw from the corequisite course. For example, MATH 1101 & ITFN 1101 are corequisite courses, so withdrawing from MATH 1101 necessitates withdrawal from ITFN 1101 as well.
- Passing the Regents' Test is not required to earn a certificate from CCSU. The Regents' Test is required for associate and bachelor's degrees. Students are required to take the Regents' Test during the next semester of enrollment after they have completed 30 semester hours of credit. See Regents' Test Policy section of this catalog for details and exceptions.

15. **Hardware and Software requirements.** Like all students at CCSU, students in the ITCL are expected to have ready access to a notebook computer with specifications and software appropriate to their program of study. All CCSU students are expected to have ready access to the Internet and to e-mail and to regularly monitor their CCSU e-mail accounts for official communications from faculty members and administrators. All of these general requirements are especially important for ITCL students, and ITCL students must be aware that the level of hardware and software appropriate for those majoring in Information Technology is more sophisticated, and often more expensive, than that used in other programs. The responsibility for meeting these standards and costs rests with the student.

16. **Learning Profile and Data Collection.** As part of certain classes, ITCL students may be required to establish a Learning Profile that ascertains such information as foundation in mathematics, communication, and basic computer navigation skills. In addition, the profile may require students to engage in learning/personality profile activities. Also, the IT Department and the University may gather student-specific information for purposes of program evaluation and improvement. Any such data gathered will be protected from inappropriate use or release by law and by University policy.

17. **It is the responsibility of each student to be familiar with policies and procedures described in the following:**
- CCSU Academic Catalog and Schedule of Classes
- Student Handbook
- Course Syllabi.

18. **Ethical Behavior in the IT field is extremely important and IT students are thus held to a high standard.** Because intellectual property available in electronic format is especially easy to copy and distribute, IT students are reminded that they should be fully aware of and abide by all regulations concerning copyright, plagiarism, and unauthorized assistance. Consult the *CCSU Student Handbook* for policies and consequences of unethical behavior.)

LEARNING OUTCOMES FOR THE
INFORMATION TECHNOLOGY CAREER LADDER

Remember that change is the only constant in the Information Technology industry. The IT curriculum is designed to keep pace with that change.
- Foundation courses evolve slowly.
- Skills courses evolve quickly.
- So, new courses may be added; others become obsolete or discontinued.

The following Learning Outcomes (standards and goals) guide the ongoing development of the IT curriculum:

At the C.I.T. level, students are expected to obtain a developing level of mastery and 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.
- Mathematics: Math Modeling
- Communications: Writing and Speaking
- Foundations of Information Technology
- Systems Analysis
- Basic Computer Skills
- Professional Development

At the A.A.S.I.T. 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.   Students should exhibit communication, reasoning, critical thinking and problem solving skills.
- Mathematics: Finite Math
- Communications: Composition and Presentation
- Critical Thinking
- Project Management
- Refined Computer Skills
- Job Experience: Internship

At the B.I.T. level, students are expected to obtain a proficient level of mastery and to demonstrate a superior level of knowledge and understanding. Students should be able to integrate and apply IT skills across multiple areas, both independently and as a team member.
- Mathematics: Math for IT
- Communications: Digital Media or Technical Writing
- Leadership and Management
- Process Analysis
- Testing and Quality Assurance
- Superior Computer Skills
- Cooperative Work Experience

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

All requirements of the C.I.T. are included in the A.A.S.I.T., and in turn, all requirements of the A.A.S.I.T. are included in the B.I.T.

Notices:
1) A grade of *C* or better (or *K*) must be earned in all courses in the C.I.T. to count toward graduation and to be used as prerequisites.
2) CRIT 1101, ENGL 1101, AREA A2 Math, and ITFN 1101 are prerequisites to the IT program and may be taken any semester until completed. After these initial prerequisites, however, IT course sequences begin in the Fall and Spring. Attempting to begin course sequences in the Summer will lead to frustration since many follow-up courses are not offered in the Fall.
3) In order to complete the program in two semesters, students with strong backgrounds who wish to accelerate their programs by taking additional courses in the first semester may petition the department head for exception to normal prerequisites.
4) Some classes involve a mix of on-campus and online learning experiences utilizing IT faculty and instructional assistants.

I.   GENERAL EDUCATION (Core Curriculum)   10 hours

ESSENTIAL SKILLS (Area A)
A1. Take the following course:
ENGL   1101   English Composition I (3-0-3)*
A2. Take *one* of the following MATH courses:
MATH   1101   Mathematical Modeling (3-0-3)**
MATH   1113   Precalculus (3-0-3)***
MATH   1241   Survey of Calculus (3-0-3)***
MATH   1501   Calculus (4-0-4)***
*   A grade of *C* or better (or *K*) is required in ENGL 1101.
**   MATH 1111, College Algebra (distance learning), can also apply.
*** Requires appropriate placement score beyond MATH 1101. If MATH 1501 is chosen, the extra hour will be excess credit.

CRITICAL THINKING AND COMMUNICATIONS (Area B)
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
COMM 1001   Presentational Speaking (1-0-1)

II.   REQUIRED FOUNDATION COURSES   7 hours
ITFN   1101   Foundations of Information Technology (3-0-3)
[Prerequisite: Exit or exemption from all Learning Support (reading, English, and math). Prerequisite or corequisite: MATH 1101.]
ITFN   1112   Foundations of Systems Analysis (3-0-3)
[Prerequisite(s): ITFN 1101, MATH 1101, ENGL 1101, CRIT 1101.]
ITFN   2001   Professional Development Seminar (1-0-1)
(This course must be taken at CCSU.)
[Prerequisite(s): ITFN 1101, MATH 1101, ENGL 1101, CRIT 1101.]

III. REQUIRED APPLICATIONS COURSES   **1 hour**
ITSK   1701   Database Applications (0-2-1)

IV. SKILL GROUP OPTIONS   **12 hours**
Take *four* Skill classes from the following Skill Group Options list. At least one skill group must be completed. At least one Foundations course marked with an asterisk (*) must be taken at the certificate level: either ITFN 1501; or ITFN 1301 or 1302 or 1303; or ITFN 1201. (Prerequisites in notice #2 above apply. Only additional prerequisites and corequisites are listed here. See the Course Descriptions chapter for full details.)

a. Database Design Group
ITFN   1201*   Foundations of Database Design (3-0-3)
                 [Prerequisite or corequisite: ITFN 1301 or 1302 or 1303; Prerequisite(s): ITFN 1112; 1701.]
ITSK   2211   Intermediate Database Design (3-0-3)
                 [Prerequisite: ITFN 1201; ITFN 1301 or 1302 or 1303.]
b. Visual Basic Group
ITFN   1301*   Foundations of Programming, Visual Basic (3-0-3)
ITSK   2311   Intermediate Programming, Visual Basic (3-0-3)
                 [Prerequisite: ITFN 1301]
c. Java Group
ITFN   1302*   Foundations of Programming, Java (3-0-3)
ITSK   2312   Intermediate Programming, Java (3-0-3)
                 [Prerequisite: ITFN 1302]
d. C/C++ Group
ITFN   1303*   Foundations of Programming, C/C++ (3-0-3)
ITSK   2313   Intermediate Programming, C/C++ (3-0-3)
                 [Prerequisite: ITFN 1303]
e. Webmaster Group
ITSK   1401   Introduction to Webmaster (3-0-3)
ITSK   2411   Intermediate Webmaster (3-0-3)
                 [Prerequisite: ITSK 1401]
f. Networking Group
ITFN   1501*   Foundations of Networking (3-0-3)
ITSK   2511   Intermediate Networking (3-0-3)
                 [Prerequisite: ITFN 1501]
g. UNIX Group
ITSK   1601   Introduction to UNIX (3-0-3)
ITSK   2611   Intermediate UNIX (3-0-3)
                 [Prerequisite: ITSK 1601]
h. Computer Science Group
(Choice of this group will result in one extra credit hour.)
CSCI   1301   Computer Science I (3-0-3)
CSCI   1302   Computer Science II (4-0-4)
                 [Prerequisite(s): CSCI 1301]
i. PL/SQL Group
ITSK   2222   Introduction to PL/SQL (3-0-3)
                 [Prerequisite: ITSK 2211]
ITSK   2232   Intermediate PL/SQL (3-0-3)
                 [Prerequisite: ITSK 2222]

j. Advanced Network Group
ITSK   2522   Wireless and Land-Based Networking (2-2-3)
                       [Prerequisite: ITSK 2511]
ITSK   2532   Wide Area Networks (2-2-3)
                       [Prerequisite: ITSK 2522]
k. Advanced Visual Basic Group
ITSK   2321   Developing Applications, Visual Basic (3-0-3)
                       [Prerequisite: ITSK 2311]
l. Advanced C/C++ Group
ITSK   2323   Developing Applications, Visual C/C++ (3-0-3)
                       [Prerequisite: ITSK 2313]
m.   Advanced Java Group
ITSK   2322   Developing Applications, Java (3-0-3)
                       [Prerequisite: ITSK 2312]
n.   Programming Language concepts
ITSK   2314   Programming Language Concepts (3-0-3)
                       [Prerequisite: ITFN 1301 (C) or ITFN 1302 (C) or ITFN 1303
                       (C)]   Note: This course may substitute for ITSK 2311, ITSK
                       2312, ITSK 2313, ITSK 2321, ITSK 2323 or ITSK 2322.
o. Advanced Webmaster Group
ITSK   2422   Advanced Webmaster (3-0-3)
                       [Prerequisite: ITFN 1501, ITSK 1701, ITSK 2411]

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

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

Note: The Information Technology Career Ladder (ITCL) requires entry at the C.I.T. level. The A.A.S.I.T. requires 31 additional credit hours beyond the 30 credit hours in the C.I.T.   *All* courses that apply to the C.I.T. count in the A.A.S.I.T. and are listed in the curriculum below. In turn, all C.I.T. and A.A.S.I.T. courses will apply to the B.I.T. degree.
     Notices:
     1) The C or better rule applies to all IT (e.g., ITFN and ITSK) courses, COMM
        1001, COMM 1002, CPTC 1010, CRIT 1101, ENGL 1102, MATH 1221,
        and any mathematics course applied to Area A2.
     2) ITFN 2123 and ITFN 2012 must be taken in residence at CCSU.
     3) Some classes involve a mix of on-campus and online learning
        experiences utilizing IT faculty and instructional assistants.

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

ESSENTIAL SKILLS (Area A)   **9 hours**
     A1. Take the following courses:
     ENGL   1101   English Composition I (3-0-3)
     ENGL   1102   English Composition II (3-0-3)
     A2. Take *one* of the following MATH courses:
     MATH   1101   Mathematical Modeling (3-0-3)

MATH   1113   Pre-Calculus (3-0-3)
MATH   1241   Survey of Calculus (3-0-3)
MATH   1501   Calculus (4-0-4)

CRITICAL THINKING AND COMMUNICATIONS (Area B)   **5 hours**
CRIT   1101   Critical Thinking Across the Curriculum (3-0-3)
COMM   1001   Presentational Speaking (1-0-1)
COMM   1002   Presentation Applications (1-0-1)
[Prerequisite: COMM 1001]

NATURAL SCIENCE AND MATHEMATICS (Area D)   **3 hours**
MATH   1221   Finite Mathematics (3-0-3)

SOCIAL SCIENCES (Area E)   **6 hours**
E1. American Government
POLS   1101   American Government (3-0-3)
E2. American History (Choose one course)
HIST   2111   Survey of U.S. History to 1877 (3-0-3)
HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

II. REQUIRED FOUNDATION COURSES   **13 hours**
ITFN   1101   Foundations of Information Technology (3-0-3)
[Prerequisite or corequisite: MATH 1101 (C), and exit or exemption from Learning Support reading, English, and math.]
ITFN   1112   Foundations of Systems Analysis (3-0-3)
[Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).]
ITFN   2001   Professional Development Seminar (1-0-1)
(This course must be taken at CCSU.)
[Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C). This course must be taken at CCSU.]
ITFN   2123   Foundations of Project Management (3-0-3)
(This course must be taken at CCSU.)
[Prerequisite: ITFN 1112, COMM 1001, and CPTG 1010; Prerequisite or corequisite: MATH 1221, ENGL 1102.]
ITFN   2601   Foundations of Operating Systems (3-0-3)
[Prerequisite(s): ITFN 1112, Prerequisite(s) or Corequisite(s): ITFN 1301 or ITFN 1302 or ITFN 1303.]

III. REQUIRED APPLICATIONS COURSES   **2 hours**
ITSK   1701   Database Applications (0-2-1)
CPTG   1010   Computing with Spreadsheets (0-2-1)

IV. SKILL GROUPS   **21 hours**
Take *three* additional courses (9 hours) beyond the C.I.T.
At least one skill group beyond the C.I.T. must be completed.
The following courses must be taken here if they were not taken for the C.I.T.:
- ITFN 1201
- ITFN 1301 or 1302 or 1303
- ITFN 1501

If the above were taken for the C.I.T., then choose appropriate courses from the Skill Groups Options list. Pay careful attention to prerequisites.

See Skill Groups Options list under Part IV of the C.I.T. curriculum.

V.   INTERNSHIP   **2 hours**
Note: To be taken the last semester of A.A.S.I.T. Students must apply at least four weeks in advance and have the internship approved by the Department Head and Director of Experiential Learning.
   ITFN   2012   Information Technology Internship (0-V-2)
                        (This course must be taken at CCSU.)
                        [Prerequisite: ITFN 2001; Prerequisite or corequisite: ITFN 2123 and 2601.]

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

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

Important Note: The Information Technology Career Ladder requires entry at the C.I.T. level. *All* courses that applied to the C.I.T. and A.A.S.I.T. also apply to the Bachelor of Information Technology. The *C* or better policy for C.I.T. and A.A.S.I.T. levels apply to B.I.T. as well as all upper division (3000-4000) IT courses, ENGL 3900, ENGL 3901, and MATH 3902.

I.   GENERAL EDUCATION (Core Curriculum)   42 hours

ESSENTIAL SKILLS (Area A)   9 hours
   This entire area is included in the C.I.T. and the A.A.S.I.T.

CRITICAL THINKING AND COMMUNICATION (Area B)   5 hours
   This entire area is included in the C.I.T. and the A.A.S.I.T.

HUMANITIES (Area C)   6 hours
   C1. Literature/Philosophy (or intermediate foreign language)
        (Choose ONE)
      ENGL   2111   World Literature I—Pre-Modern (3-0-3)
      ENGL   2112   World Literature II—Modern World (3-0-3)
      ENGL   2130   American Literature (3-0-3)
      PHIL   2201   Introduction to World Philosophy (3-0-3)
      SPAN   2001   Intermediate Spanish (3-0-3)*
      FREN   2001   Intermediate French (3-0-3)*
      SPAN   2002   Intermediate Spanish (3-0-3)*
      FREN   2002   Intermediate French (3-0-3)*
   C2. Fine Arts (or intermediate foreign language)
        (Choose ONE)
      ART   2301   Art of the Pre-Modern World (3-0-3)
      ART   2302   Art of the Modern World (3-0-3)

CMSS 2100 Introduction to Film (3-0-3)
FREN 2001 Intermediate French I (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
THEA 1100 Theater Appreciation (3-0-3)
* Language at the 1002-level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D)   10 hours
D1. Take ONE of the following science sequences:
a) SCI 1111 Integrated Science I (3-0-3)
   SCI 1111L Integrated Science Laboratory I (0-2-1)
          (SCI 1111 and 1111L are corequisites.)
   SCI 1112 Integrated Science II (3-0-3)
b) BIOL 1111 Introductory Biology I (3-0-3)
   BIOL 1111L Introductory Biology Laboratory I (0-2-1)
          (BIOL 1111 and 1111L are corequisites.)
   BIOL 1112 Introductory Biology II (3-0-3)
c) CHEM 1151 Survey of Chemistry I (3-0-3)
   CHEM 1151L Survey of Chemistry Laboratory I (0-2-1)
          (CHEM 1151 and 1151L are corequisites.)
   CHEM 1152 Survey of Chemistry II (3-0-3)
          (CHEM 1152 has a lab, but it is only required for certain
          health science majors.)
d) PHYS 1111 Introductory Physics I (3-0-3)
   PHYS 1111L Introductory Physics Laboratory I (0-2-1)
          (PHYS 1111 and 1111L are corequisites; prerequisite or
          corequisite MATH 1101 or higher is prerequisite.)
   PHYS 1112 Introductory Physics II (3-0-3)
          (PHYS 1112 has a lab, but it is only required for certain life
          science majors.)
D2. Additional Science, Math, or Technology
    This entire category is included in the A.A.S.I.T.

SOCIAL SCIENCES (Area E)   12 hours
E1. American Government
    POLS 1101 American Government (3-0-3)
E2. World History or Social Sciences (Choose ONE)
    HIST 1111 Survey of Pre-Modern World History (3-0-3)
    HIST 1112 Survey of Modern World History (3-0-3)
    SOSC 2501 Survey of Social Science and Contemporary
              Issues (3-0-3)
E3. American History (Choose ONE)
    HIST 2111 Survey of U.S. History to 1877 (3-0-3)
    HIST 2112 Survey of U.S. History since Reconstruction (3-0-3)
E4. Behavioral Sciences (Choose ONE)
    SOCI 1101 Introduction to Sociology (3-0-3)
    PSYC 1101 Introduction to Psychology (3-0-3)

II. REQUIRED FOUNDATION COURSES   **13 hours**
This entire category is included in the C.I.T. and the A.A.S.I.T.

III. REQUIRED APPLICATIONS COURSES   **2 hours**
This entire category is included in the C.I.T. and the A.A.S.I.T.

IV. SKILL GROUPS   **21 hours**
This entire category is included in the C.I.T. and the A.A.S.I.T.

V. INTERNSHIP AND PROFESSIONAL DEVELOPMENT   **2 hours**
This entire category is included in the C.I.T. and the A.A.S.I.T.

VI. UPPER DIVISION INFORMATION TECHNOLOGY   **18 hours**
   a. Take *all* of the following courses:
     MGMT 3101   Principles of Management (3-0-3)
                  [Prerequisite: ITFN 2123, MATH 1221, ENGL 1102.]
     ITFN   3314   Testing & Quality Assurance in Software Development (3-0-3)
                  [Prerequisite: (ITFN 1301 or 1302 or 1303), ITFN 2123, ITFN 2601 MATH 1221, ENGL 1102; prerequisite or corequisite: ITFN 2012.]
     ITFN   3134   Advanced Systems, Security, and Process Development (3-0-3)
                  [Prerequisite: ITFN 2123 and 2601; MATH 1221, ENGL 1102; prerequisite or corequisite: ITFN 2012.]
     MATH 3902   Mathematical Applications for Information Technology (3-0-3)
                  [Prerequisite: ITFN 2123, ENGL 1102 and MATH 1221.]
   b. Take *one* of the following:
     ENGL   3900   Professional and Technical Writing (3-0-3)
                  [Prerequisite: ITFN 2123, MATH 1221, ENGL 1102.]
     ENGL   3901   Writing for Digital Media (3-0-3)
                  [Prerequisite: ITFN 2123, MATH 1221, ENGL 1102.]

VII. MAJOR FIELD   **12 hours**
Take four courses (12 hours) from your major concentration. Related courses from non-IT fields may be taken if they are approved *in advance* by the Chair of the IT Department. Except where noted, prerequisites for 4000-level IT courses are ITFN 3134, ITFN 3314, ENGL 3900 or 3901, MATH 3902, and ITFN 2012.
Important Note: Some courses still are under development and may not be available during the 2003-2004 academic year. See IT department for current offerings.

General Information Technology—Database/Networking emphasis:
     ITDB   4201   Advanced Database Modeling (2-2-3)
     ITDB   4202   Database Management (2-2-3)
     ITNW   4501   Network Planning and Design (2-2-3)
     ITNW   4503   Advanced Network Management (2-2-3)
General Information Technology—E-Commerce emphasis:
     ITDB   4201   Advanced Database Modeling (2-2-3)

ITSK 3413 Infrastructure for E-Commerce (2-2-3)
[Prerequisite(s): ITSK 2411, and [ITSK 2311, 2312 or 2313 or 2314]; ITFN 3134, ITFN 3314; ENGL 3900 or ENGL 3901; MATH 3902; ITFN 2012; prerequisite or corequisite: MGMT 3101.]

ITSK 3423 Security for E-Commerce (2-2-3)
[Prerequisite(s): ITSK 2411, and [ITSK 2311, 2312 or 2313 or 2314]; ITFN 3134, ITFN 3314; ENGL 3900 or ENGL 3901; MATH 3902; ITFN 2012; prerequisite or corequisite: MGMT 3101.]

ITMM 4405 Legal Implications of E-Commerce (3-0-3)

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

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

Software Development:
ITSD 4301 Advanced Programming I (2-2-3)*
ITSD 4303 Human Computer Interaction (2-2-3)
ITSD 4304 Client-Server Software Development (2-2-3)
ITSD 4305 Special Topics in Software Development (2-2-3)
ITSD 4312 Advanced Programming II (2-2-3)*
[Prerequisite: ITSD 4301]
* Note: ITSD 4301 and ITSD 4312 are required for Software Development.

VIII. EXPERIENTIAL LEARNING 4-7 hours
Note: ITFN 4014 is to be taken during the last semester of B.I.T. Students must apply at least four weeks in advance and have the internship approved by the Department Head and Director of Experiential Learning.
ITFN 4003 Portfolio Development and Presentation (1-0-1)
[Prerequisites: ITFN 2012 (C).]
ITFN 4014 Internship and/or Cooperative Experience (3 or 6) (0-V-V) [Prerequisite: ITFN 4003. This course must be taken at CCSU.]

IX. IT ELECTIVE 3 hours
One upper division IT course from VII. Major fields list.

IX. OTHER ELECTIVES 3-6 hours
Upper division courses from any field. Three hours of six hour internship may be used here.

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

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

Sample Schedule:

Fifth Semester (Fall)		*Sixth Semester (Spring)*	
ENGL 3900 or 3901 Writing for IT	(3)	ITFN 3134 Adv. Sys., Security	(3)
MATH 3902 Math for IT	(3)	ITFN 3314 Testing & Quality Assur.	(3)
MGMT 3101 Prin. of Mgmt.	(3)	SOSC 2501 or HIST 1111 or 1112	(3)
Humanities course choice	(3)	Humanities course choice	(3)
Science course choice	(4)	Science course choice	(3-4)
	16 hours		15-16 hours

Seventh Semester (Fall)		*Eighth Semester (Spring)*	
Major field course (3000+)	(3)	Major field course (3000+)	(3)
Major field course (3000+)	(3)	Major field course (3000+)	(3)
Upper division IT elective	(3)		
Free Elective	(3)	ITFN 4014 Internship Coop.	(6)
PSYC 1101 or SOCI 1101	(3)		
ITFN 4003 Portfolio Dev.	(1)		12 hours
	16 hours		

Department of Mathematics

Catherine C. Aust, Department Head
Jeremy Underwood, Mathematics Coordinator
(A&S-210), 770-961-3468, Fax (770) 961-3635 http://cims.clayton.edu/math

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

The Department of Mathematics offers instruction in mathematics, computer science, and computing and is responsible for the following programs and courses:

- Upper division service courses that support Information Technology and Teacher Education baccalaureate programs.
- Area F courses for the Associate of Science and Associate of Arts degrees in the transfer programs for Computer Science and Mathematics, respectively.
- Lower division courses that meet requirements in Areas A, B, and D of the Core Curriculum and that may serve other programs in Area F or as general electives.

The transfer programs administered by the Department of Mathematics are detailed below in the section on Core Curriculum for Transfer Programs.

NOTE: Mathematics-specific software is required in almost all mathematics courses.

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

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

Students who complete Areas A-F in Computer Science or Mathematics and who fulfill all graduation requirements specified in this catalog will be awarded an Associate of Arts (A.A.) or Associate of Science (A.S.) degree provided the students applies for graduation with the degree.

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

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

Students who plan to complete their baccalaureate degrees outside the University System of Georgia should consult the academic catalogs of the institutions they plan to attend in order to determine which courses to take at CCSU during their freshman and sophomore years.

GENERAL EDUCATION CORE CURRICULUM COURSES AREAS A-E
FOR COMPUTER SCIENCE AND MATHEMATICS TRANSFER PROGRAMS

The courses in the General Education Core Curriculum that apply to both Computer Science and Mathematics (Areas A-E) are listed first (prerequisites and corequisites are found in the course description chapter of this catalog). The Area F requirements for Computer Science and Mathematics follow Area E.

ESSENTIAL SKILLS (Area A)   **9 hours**
A1. Composition   (Take BOTH)
    ENGL   1101   English Composition I (3-0-3)*
    ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE)
    MATH   1113   Precalculus (3-0-3)#
    MATH   1501   Calculus I (4-0-4)#
    *   A grade of *C* or better (or *K*) is required in ENGL 1101.

Students must meet course prerequisites through mathematics placement scores and/or prerequisite courses. See course descriptions chapter for additional information. The extra hour of credit in MATH 1501 counts in Area F.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   4 hours
B1. ALL students take this course:
    CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
B2. Take ONE of the following courses:
    COMM   1001   Presentational Speaking (1-0-1)
                            (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
    COMM   1002   Presentation Applications (1-0-1)
        (Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)
    CPTG   1002   Introduction to Web-Page Development (0-2-1)
        (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
    CPTG   1010   Computing with Spreadsheets (0-2-1)
        (Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 1111.)
    COMM   1110   Spoken Communication (3-0-3)
        (Two hours will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head.)
Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (One hour of 1002 can apply to Area B; the balance will be excess credit.)
    SPAN   1002   Elementary Spanish II (3-0-3)*
    FREN   1002   Elementary French II (3-0-3)*
    SPAN   1999   Spanish Review and Transition (1-0-1)*
    FREN   1999   French Review and Transition (1-0-1)*

HUMANITIES (Area C)   6 hours
C1. Literature/Philosophy (or intermediate foreign language)
    (Choose ONE)
    ENGL   2111   World Literature I—Pre-Modern (3-0-3)
    ENGL   2112   World Literature II—Modern World (3-0-3)
    ENGL   2130   American Literature (3-0-3)
    PHIL   2201   Introduction to World Philosophy (3-0-3)
    SPAN   2001   Intermediate Spanish I (3-0-3)*
    FREN   2001   Intermediate French I (3-0-3)*
    SPAN   2002   Intermediate Spanish II (3-0-3)*
    FREN   2002   Intermediate French II (3-0-3)*

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

ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
CMSS	2100	Introduction to Film (3-0-3)
FREN	2001	Intermediate French I (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
THEA	1100	Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS (AREA D)   11 hours

Note: The first course in each science sequence has a mathematics prerequisite; physics requires MATH 2502 as prerequisite or corequisite. Students must take MATH 1501 in Area D if not taken in Area A.

D1. Laboratory Science (Choose ONE of the following science sequences.)

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

D2. Additional Science, Math, or Technology (3 hours)

MATH	1221	Finite Mathematics (3-0-3)
MATH	1231	Introductory Statistics (3-0-3)
MATH	1501	Calculus I (4-0-4)*
MATH	2502	Calculus II (4-0-4)*
CPTG	1111	Introduction to Computing (1-2-2)#
CPTG	1010	Computing with Spreadsheets (1-0-1)#
CSCI	1301	Computer Science I (3-0-3)
SCI	1901	Selected Topics in Science (3-0-3)
		(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

  * The extra hour of credit will count in Area F.
  # Both CPTG 1010 and CPTG 1111 must be taken if used in Area D.

SOCIAL SCIENCES (Area E)   12 hours

E1. American Government

POLS	1101	American Government (3-0-3)

E2. World History or Social Sciences (Choose ONE)

HIST	1111	Survey of Pre-Modern World History (3-0-3)
HIST	1112	Survey of Modern World History (3-0-3)

SOSC   2501   Survey of Social Science and Contemporary Issues (3-0-3)
E3.   American History (Choose ONE)
HIST   2111   Survey of U.S. History to 1877 (3-0-3)
HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
E4.   Behavioral Sciences (Choose ONE)
SOCI   1101   Introduction to Sociology (3-0-3)
PSYC   1101   Introduction to Psychology (3-0-3)

COMPUTER SCIENCE (A.S.)
(See Areas A-E above)

Major and Major-Related Courses (Area F)
1.   Take both of the following courses: 7 hours
CSCI   1301   Computer Science I (3-0-3)
CSCI   1302   Computer Science II (4-0-4)
2.   Students must have credit for both of the
following courses: 2-5 hours
MATH   1501   Calculus I (4-0-4)*
MATH   2502   Calculus II (4-0-4)**
3.   Choose from the following: 6-9 hours
CPTG   1111   Introduction to Computing (1-2-2)
CPTG   1010   Computing with Spreadsheets (0-2-1)
MATH   1221   Finite Mathematics (3-0-3)
MATH   1231   Introductory Statistics (3-0-3)
MATH   2020   Introductory Discrete Mathematics (3-0-3)
MATH   2140   Introductory Linear Algebra (3-0-3)
MATH   2503   Calculus III (4-0-4)
PHYS   2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
PHYS   2212/2212L Principles of Physics II (3-0-3)/(0-3-1)
* Students must take MATH 1501 in Area D if not taken in Area A. One hour of credit counts in Area F.
**Students who do not take MATH 2502 in Area D (with one hour of credit counted in Area F) must take the course in Area F.
Total   18 hours

MATHEMATICS (A.A.)
(See Areas A-E above)

Major and Major-Related Courses (Area F)
1.   Take the following: 9-12 hours
MATH   1501   Calculus I (4-0-4)*
MATH   2502   Calculus II (4-0-4)**
MATH   2503   Calculus III (4-0-4)
MATH   2140   Introductory Linear Algebra (3-0-3)
* Students must take MATH 1501 in Area D if not taken in Area A. One hour of credit counts in Area F.

**Students who do not take MATH 2502 in Area D (with one hour of credit counted in Area F) must take the course in Area F.

2. **Choose from the following (MATH recommended):** **6-9 hours**
CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
CSCI 1301 Computer Science I (3-0-3)
CSCI 1302 Computer Science II. (4-0-4)
CPTG 1111 Introduction to Computing (1-2-2)
CPTG 1010 Computing with Spreadsheets (0-2-1)
EDUC 2201 Introduction to Education (3-0-3)*
MATH 1221 Finite Mathematics (3-0-3)
MATH 1231 Introductory Statistics (3-0-3)
MATH 2020 Introductory Discrete Mathematics (3-0-3)
PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)
Course(s) in a foreign language (up to 6 hours)**
* This course should be selected by students who plan to seek secondary education certification in mathematics.
** French, German, Russian recommended. In the language taken to meet CPC requirements, courses numbered 1001 or 1999 will not count.

Total **18 hours**

CHAPTER 10
SCHOOL OF TECHNOLOGY

GENERAL INFORMATION

BACHELOR OF APPLIED SCIENCE

Core Curriculum for B.A.S.
 Administrative Management
Technology Management

CERTIFICATES AND ASSOCIATE OF APPLIED SCIENCE DEGREES

AVIATION MAINTENANCE

Aviation Maintenance – Airframe – Certificate
Aviation Maintenance – Powerplant - Certificate
Aviation Maintenance Technology – Associate of Applied Science
Airway Science - Associate of Applied Science

COMPUTER NETWORKING

Computer Network Administrator - Certificate
 Network Administrator Track
 Web Specialist Track
Computer Network Technician - Certificate
Computer Network Technology - Associate of Applied Science

DRAFTING & DESIGN

Drafting Technician - Certificate
Drafting and Design Technology – Associate of Applied Science

ELECTRONICS

Electronics Technician - Certificate
Electronics Technology – Associate of Applied Science
 Avionics, General Electronics and
 Telecommunications/Wireless Specializations

EMERGENCY MEDICAL

Emergency Medical Technician - Certificate
Paramedic Technician - Certificate
Paramedic Technology – Associate of Applied Science

MARKETING & MERCHANDISING

Marketing and Merchandising - Certificate
   Applied General Marketing and Merchandising Option
   Fashion Merchandising Track
Marketing and Merchandising Technology – Associate of Applied Science
   Applied General Marketing and Merchandising Track
   Fashion Merchandising Track
   General Track

MEDICAL ASSISTING

Medical Assisting - Certificate
   General Track
   Medical Coding Track
Medical Office Administration – Associate of Applied Science
   Medical Assisting Track
   Medical Coding Track
Medical Transcription (see Office Related Fields)

OFFICE RELATED FIELDS

Medical Transcription - Certificate
Office Assistant - Certificate
Office Technology - Certificate
   Accounting Office Track
   Computer Office Track
   General Office Track
   Legal Office Track
   Medical Office Track
Office Administration – Associate of Applied Science
   Administrative Assistant Track
   Medical Transcription Track

PARALEGAL STUDIES

Paralegal Studies - Certificate
Paralegal Studies – Associate of Applied Science
Paramedic – See Emergency Medical

GENERAL INFORMATION

Arthur J. Rosser, Dean
Benita Moore, Associate Dean
Jack Moore, Department Head, Aviation Maintenance
Ginny Bass, Department Head, Technical Studies, Coordinator of DTAE/IES
Roger King, Tech-Prep/School-to-Work Coordinator
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Aviation Maintenance: Tara Blvd., Jonesboro
Web: http://tech.clayton.edu/

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

- **Bachelor of Applied Science (B.A.S.) with two majors***
- **Certificates in fifteen programs of study**
- **Associate of Applied Science (A.A.S.) in ten programs of study**

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

Students may enroll in School of Technology programs on a full-time or part-time basis. Some courses may be available through online instruction. Most courses in career programs are sequential, so students are strongly encouraged to enroll in courses in their programs as soon as they are eligible to do so and to carefully read and follow course prerequisites.

BACHELOR OF APPLIED SCIENCE

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

The courses in the B.A.S. program prepare graduates to move into supervisory positions in businesses, retail environments, plants, shops and corporate settings. Courses in management, marketing, and accounting help students blend their specific expertise with new managerial skills. The curriculum,

which can include an experiential learning opportunity, covers vital topics such as management, marketing, human resources, professionalism, and quality control.

ADMISSION TO B. A. S. PROGRAMS

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

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

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

SPECIAL GRADUATION REQUIREMENTS FOR B.A.S. MAJORS

1. **Writing Assessment.** To graduate with a School of Technology B.A.S. degree, students must pass the B.A.S. writing assessment. The assessment is normally administered in OFFC 3110 and TECH 3110. Students who fail to pass the assessment administered in one of these classes are *required* to enroll in WLAB 2999, Writing Laboratory II, during their next semester of attendance. Students are required to enroll in WLAB 2999 each semester of attendance until they have passed the official writing assessment by earning a grade of *C* or better in the course. Students who are required to take WLAB 2999 but neglect to do so are subject to having their registration in other courses cancelled.

2. **Residency.** Regular University baccalaureate-level requirements require 30 hours in residency including at least 21 in upper division hours counted toward program requirements other than free electives. Although the other nine hours do not have to be upper division for B.A.S. students, those nine hours do have to be in courses that are counted toward program requirements other than free electives.

3. **Upper Division Grades.** B.A.S. students must earn a grade of *C* or better (or *K*) in all upper division courses (numbered 3000 or higher) used to meet program requirements.

4. **Career Associate Degree.** Since holding a career associate degree (A.A.S., A.A.T., etc.) is required for admission to the B.A.S. program, a student may not receive an A.A.S. and B.A.S. in the same semester.

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

BAS Outcomes

The Bachelor of Applied Science (B.A.S.) curriculum is designed to enable all School of Technology B.A.S. graduates to meet the following learning outcomes.

- **UNDERSTANDING THE BUSINESS ENVIRONMENT.** Graduates should have an understanding of the business environment in today's global economy, including the impact of cultural diversity in the workplace.
- **INTERPERSONAL SKILLS.** Graduates will possess the interpersonal skills required for successful performance in the business environment.
- **COMPUTER LITERACY.** Graduates will be computer-literate and use modern computer-based programs to make solid business decisions.
- **CRITICAL THINKING.** Graduates will be able to analyze business situations in a critical manner from practice gained in progressive, carefully assessed business problem-solving situations.
- **MANAGING IN CAREER AND TECHNICAL ENVIRONMENTS.** Graduates will have an understanding of specific career and technical fields and will know how to manage and supervise in these environments.
- **UNDERSTANDING THE LEGAL ENVIRONMENT OF BUSINESS.** Graduates will know how the law impacts business administration and possess an excellent working knowledge of generic legal issues in human resource management.

Core Curriculum Areas A-E for B.A.S. in Administrative Management and Technology Management

ESSENTIAL SKILLS (Area A)   **9 hours**
A1. Composition   (Take BOTH)
ENGL   1101   English Composition I (3-0-3)*
ENGL   1102   English Composition II (3-0-3)
A2. Mathematics (Choose ONE—Math 1241 is recommended for B.A.S. students who have the appropriate placement score.)
MATH   1101   Mathematical Modeling (3-0-3)**
MATH   1231   Introductory Statistics (3-0-3)***
MATH   1241   Survey of Calculus (3-0-3)***
MATH   1113   Precalculus (3-0-3)***
MATH   1501   Calculus I (4-0-4)***
* A grade of *C* or higher (or *K*) is required in ENGL 1101.
** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
***   Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for B.A.S. students.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options)   **4-5 hours**
B1. ALL students take this course:
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)

B2. **Take ONE or TWO of the following courses:**
- -- **Students who take 10 hours in Area D must apply two hours to B2. This option applies to most Administrative Management and Technology Management students.**
- -- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to most Administrative Management and Technology Management students who choose to take eight hours of science in Area D.**

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

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

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

HUMANITIES (Area C)   6 hours

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

     ENGL   2111   World Literature I—Pre-Modern (3-0-3)
     ENGL   2112   World Literature II—Modern World (3-0-3)
     ENGL   2130   American Literature (3-0-3)
     PHIL   2201   Introduction to World Philosophy (3-0-3)
     SPAN   2001   Intermediate Spanish I (3-0-3)*
     FREN   2001   Intermediate French I (3-0-3)*
     SPAN   2002   Intermediate Spanish II (3-0-3)*
     FREN   2002   Intermediate French II (3-0-3)*

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

ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
CMSS	2100	Introduction to Film (3-0-3)
FREN	2001	Intermediate French I (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
THEA	1100	Theater Appreciation (3-0-3)

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

NATURAL SCIENCES AND MATHEMATICS (Area D)   10 hours

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

D1. Take ONE of the following science sequences:

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

D2. Additional Science, Math, or Technology (3 hours)

MATH	1221	Finite Mathematics (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1113	Precalculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**

CPTG   1111   Introduction to Computing (1-2-2)#
CPTG   1010   Computing with Spreadsheets (0-2-1)#
CSCI   1301   Computer Science I (3-0-3)
SCI   1901   Selected Topics in Science (3-0-3)
  (See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)
  *   MATH 1101 or higher (or equivalent placement score) is prerequisite.
  **   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.
  #Both CPTG 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E)   12 hours
  E1.   American Government
       POLS   1101   American Government (3-0-3)
  E2.   World History or Social Sciences (Choose ONE)
       HIST   1111   Survey of Pre-Modern World History (3-0-3)
       HIST   1112   Survey of Modern World History (3-0-3)
       SOSC   2501   Survey of Social Science and Contemporary Issues (3-0-3)
  E3.   American History (Choose ONE)
       HIST   2111   Survey of U.S. History to 1877 (3-0-3)
       HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
  E4.   Behavioral Sciences (Choose ONE)
       SOCI   1101   Introduction to Sociology (3-0-3)
       PSYC   1101   Introduction to Psychology (3-0-3)

NOTES ON AREAS A-E
     Career associate degrees usually include 12-21 semester credit hours of general education work that is equivalent to Areas A-E courses in the Core Curriculum of the University System of Georgia. (Some career programs, especially those at University System two-year colleges, contain more than 21 such hours.) CCSU will accept Areas A-E equivalent hours from transferring students and apply them to the B.A.S. according to University System guidelines even if the courses do not match those in the CCSU core for native students. A typical B.A.S. student transferring to Clayton State will take 12-21 hours of general education at the associate-degree-granting institution and an additional 21-30 hours at CCSU. Additionally, transfer of Area A-E is subject to the following conditions:

a. 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 CCSU, hours taken to complete the Core must be in accordance with the Clayton College & State University Core Curriculum.
b. Courses that are not core-curriculum equivalent (e.g., Citizenship, Business English, and math lower than Mathematical Modeling or College Algebra) will *not* count toward Areas A-E.

c. 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.)

d. 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.

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

NOTES ON CREDIT FOR CAREER COURSES

Typically, career associate degrees include approximately 35-45 semester credit hours (or equivalent) of career-related courses in addition to general education (Areas A-E).   CCSU will award up to 38 hours of transfer credit for the career courses taken subject to the following considerations:

a. Students whose career associate degrees include *fewer* than 38 hours of program-specific courses will need to make up the difference with additional program-related lower division courses at CCSU. (A maximum of 38 hours of career courses will be applied to the B.A.S. degree regardless of the number of hours actually taken.)

b. English courses lower than Business English and mathematics courses lower than Applied Technical Math (or equivalent) will *not* count in the 38-hour career core.

c. Sometimes 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.)

d. 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.

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

ADMINISTRATIVE MANAGEMENT (B.A.S.)

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

administration/secretarial studies, merchandising, paralegal studies, or business data processing. (Depending on their backgrounds and goals, students pursuing careers in medical fields or offices may choose this major or Allied Health Administration from the School of Health Sciences.)

Administrative Management majors interested in careers in the non-profit human services field may wish to consider American Humanics certification. See the Integrative Studies section of the Arts & Sciences chapter for information.

ADMINISTRATIVE MANAGEMENT CURRICULUM

AREAS A-E   42 hours
See the heading Core Curriculum for Areas A-E for B.A.S. in Technology Management and Administrative Management above and the heading Notes on Areas A-E below.

CAREER COURSES   38 hours
Note: Program-specific courses are taken as part of the career associate degree at Clayton College & State University or another institution. See the heading Notes on Credit for Career Courses above.

"BRIDGE" REQUIREMENTS   10 hours
OFFC   3110   Introduction to Administrative Management (3-2-4)
BSUR   3111   Survey of Economics (3-0-3)*
BSUR   3112   Survey of Applied Accounting (3-0-3)**
*   Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division elective.
** Students with credit for ACCT 2201-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division elective.

ADMINISTRATIVE MANAGEMENT CORE   21 hours
BSUR   3115   Legal Issues for Managers (3-0-3)
MGMT   3101   Principles of Management (3-0-3)
MGMT   4101   Human Resource Management (3-0-3)
MKTG   3101   Principles of Marketing (3-0-3)
OFFC   3810   The Role of the Executive Assistant (3-0-3)
TECH   3101   Supervision for the Workplace (3-0-3)
Take one of the following:
ENGL   3900   Professional and Technical Writing (3-0-3)
  OR
COMM 3110   Interpersonal Communications (3-0-3)

RELATED ELECTIVES   6 hours
Choose 2 courses.
Paying careful attention to prerequisites listed in the Course Description chapter of this catalog, students should select courses appropriate to their career objectives.
BSUR   3113   Introduction to Measurement and Analysis (3-0-3)
FINA   3100   Personal Financial Management (3-0-3)
HMSV   3010   Introduction to Human Services (3-0-3)
MGMT   3106   Principles of Supply Chain Management (3-0-3)

MGMT 4311 Entrepreneurship (3-0-3)
MKTG 3105 Introduction to Transportation and Logistics (3-0-3)
MKTG 3302 Customer Behavior (3-0-3)
MKTG 3312 Services Marketing (3-0-3)
MKTG 4510 Retailing (3-0-3)
OFFC 4098 Internship (1-10-3)
OFFC 4800 Selected Topics in Administrative Management
(1-10-3)

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

FREE ELECTIVE **3 hours**
Any upper division 3000- or 4000-level course outside the School of Technology. (Any course prefix except OFFC and TECH.)

Total **120 Hours**

NOTE: Students may take equivalent courses through cross-registration with the Atlanta Regional Consortium for Higher Education or through transient status (including distance learning) but *only* with *advance* approval of the substitution by the Dean of the School of Technology or designee and subject to University policy on cross-registration, transient courses, and residency.

NOTE: Students must earn a *C* or higher (or *K*) in all 3000-4000 level courses.

TECHNOLOGY MANAGEMENT (B.A.S.)

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

TECHNOLOGY MANAGEMENT CURRICULUM

AREAS A-E **42 hours**
See the heading Core Curriculum for Areas A-E for B.A.S. in Technology Management and Administrative Management. (In Area D, Introductory Physics 1111-1112 or equivalent is strongly preferred, but not required.)

CAREER COURSES   38 hours

Program-specific courses are taken as part of the career associate degree at Clayton College & State University or another institution. See the heading Notes on Credit for Career Courses above.

"BRIDGE" REQUIREMENTS   13 hours

TECH   3110   Introduction to Technology Management (3-2-4)
BSUR   3111   Survey of Economics (3-0-3)*
BSUR   3112   Survey of Applied Accounting (3-0-3)**
BSUR   3113   Introduction to Measurement and Analysis (3-0-3)

*   Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division elective.
** Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division elective.

TECHNOLOGY MANAGEMENT CORE   18 hours

BSUR   3102   Survey of Product/Quality Management (3-0-3)
BSUR   3115   Legal Issues for Managers (3-0-3)
MGMT   3101   Principles of Management (3-0-3)
MGMT   4101   Human Resource Management (3-0-3)
TECH   3101   Supervision for the Workplace (3-0-3)

Take one of the following:
ENGL   3900   Professional and Technical Writing (3-0-3)
  OR
COMM   3110   Interpersonal Communications (3-0-3)

RELATED ELECTIVES   6 hours

Choose 2 courses.
Paying careful attention to prerequisites listed in the course description section of this catalog, students should elect courses appropriate to their career objectives.

FINA   3100   Personal Financial Management (3-0-3)
MGMT   4311   Entrepreneurship (3-0-3)
MKTG   3101   Principles of Marketing (3-0-3)
MKTG   3105   Introduction to Transportation and Logistics (3-0-3)
MKTG   3302   Consumer Behavior (3-0-3)
MKTG   3312   Services Marketing (3-0-3)
MKTG   4510   Retailing (3-0-3)
TECH   4098   Internship (1-10-3)
TECH   4800   Selected Topics in Technology Management (1-10-3)

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

FREE ELECTIVE   3 hours

Any upper division 3000- or 4000-level course outside the School of Technology. (Any course prefix except OFFC and TECH.)

                                          Total   **120 hours**

NOTE: Students may take equivalent courses through cross-registration with the University Center of Georgia or through transient status (including distance learning) but *only* with *advance* approval of the substitution by the Dean of the School of Technology or designee and subject to University policy on cross-registration, transient courses, and residency.
NOTE: Students must earn a *C* or higher (or *K*) in all 3000-4000 level courses.

CERTIFICATES AND
ASSOCIATE OF APPLIED SCIENCE DEGREES

CERTIFICATES
   The following admissions, placement, and graduation considerations apply to certificate programs offered by the School of Technology. See the specific programs and the Admissions, Academic Information, and Graduation Requirements chapters of this catalog for additional information.
   Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).
   Students who graduate with a certificate from CCSU should have basic skills in reading and math. Learning Support and other preparatory requirements for certificate students may vary from one certificate to another because of program content and requirements.

1. *All* certificate students must exit from or exempt READ 0099.
2. Students in the following certificate programs must exit from or exempt MATH 00096, 0097 *and* MATH 0099:
   - Aviation Maintenance (Powerplant and Airframe)
   - Drafting Technician
   - Electronics Technician.
3. Students in the following certificate programs must exit from or exempt MATH 0097:
   - Computer Network Technician (two levels).
4. Students in the following programs must exit from or exempt MATH 0096 or MATH 0097 or take OFFC 2202 (Business Math). If the student elects to take OFFC 2202 and this course is also a required course in his or her certificate program, the student must take an additional program elective (approved by the advisor) in lieu of OFFC 2202.
   - Emergency Medical/Paramedic Technician (two levels)
   - Marketing and Merchandising Technology
   - Medical Assistant
   - Medical Transcription
   - Office Assistant
   - Office Technology
   - Paralegal
5. Students in the following programs must exit from or exempt ENGL 0099 prior to enrolling in AVMT or PARA courses:
   - Aviation Maintenance (Powerplant and Airframe)

- • Paralegal.
6. Certificate students who are admitted to Clayton College & State University on a certificate-only or career-program-only (vocational) basis may enroll *only* in courses in curricula of their certificates. Students originally admitted on a certificate-only basis may apply for regular admission after completing certain requirements. Contact the Office of Admissions (770-961-3500) for details. (Career program students who are not restricted upon admission may take any course for which they have met the prerequisites.)
7. The Paralegal Studies program has significant admission requirements; see that section for details.

   Important note: Students who are required to take READ 0099, MATH 0096 or 0097, MATH 0099, or OFFC 2202 are strongly urged to take these courses in their first semester of attendance. They *must* be completed by the second semester of attendance in the certificate program.

ASSOCIATE OF APPLIED SCIENCE (A.A.S.)
   The following admissions, placement, and graduation considerations apply to all A.A.S. programs offered by the School of Technology. See the specific programs and the Admissions, Academic Information, and Graduation Requirements chapters of this catalog for additional information.
1. A.A.S. students must exempt or exit all Learning Support requirements (i.e., CSOR 0098, READ 0099, ENGL 0099, MATH 0096 or 0097, and MATH 0099).
2. A.A.S. students must pass the Regents' Test.
3. A.A.S. students are advised that some courses allowed in their curricula (e.g., Citizenship and technical math) will not count toward the B.A.S. or other baccalaureate degrees. Students who plan to seek baccalaureate degrees should plan carefully in conjunction with their advisors.
4. Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. career courses) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.
5. Although career associate degrees are designed primarily for immediate job entry and most students do not go on for baccalaureate degrees, all CCSU A.A.S. degrees may be used toward a CCSU Bachelor of Applied Science degree.

Programs in Aviation Maintenance

Jack Moore, Department Head
Aviation Maintenance Facility (Jonesboro)
770-961-3569, http://tech.clayton.edu/

Full-time Faculty: Haught, Stapleton, Woodie.

   Clayton College & State University offers two certificates in Aviation Maintenance for individuals who wish to prepare for the FAA Airframe and/or Powerplant (A & P) rating examinations. Students in certificate programs in the

School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511). In addition, the department offers an A.A.S. degree in Aviation Maintenance.

The certificate and associate degree programs in this field are administered by the Department of Aviation Maintenance, which is located at the satellite campus on Tara Boulevard in Jonesboro. The courses taken in the Aviation Maintenance certificate programs also count toward an Associate of Applied Science (A.A.S.) in this field. A.A.S. degree graduates may be eligible to enter the Bachelor of Applied Science (B.A.S.) degree program. Details about the B.A.S. are available from the department head or dean.

Graduates of the Aviation Maintenance program should be qualified to "perform and approve for return to service" aircraft requiring maintenance. Jobs are often with corporate aviation, flight schools, and regional and connector airlines.

Aviation Maintenance Outcomes

The Aviation Maintenance Technology AAS Degree, the Airframe Certificate, and the Powerplant Certificate curricula are designed to enable graduates to meet the following learning outcomes.

- Knowledge of Federal Aviation Regulations (FARs) Airworthiness Directives (ADs), Type Certificate Data Sheets (TCDS) and other related government publications.
- Knowledge of Manufacturers maintenance, repair, overhaul manuals.
- Knowledge of Blueprints and installation or shop drawings.
- Knowledge of Illustrated parts catalogs and service information including letters, bulletins and instructions.
- Knowledge of Aircraft maintenance records required of the owner/ operator as specified in FAR 91.417(a)1.& 2.
- Demonstrate competency in creating maintenance record entries for the inspection, repair, rebuilding, overhaul or alternation of aircraft or components, accessories, appliances installed on the aircraft as required by FAR 65.81, 65.85 and 65.87 and FAR 43.5, 43.9, 43.11 and 43.13
- Pass both a departmental achievement exit exam (comprehensive) and the FAA certification tests appropriate to the rating(s) sought (written, oral and practical).

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

Essential Skills (Area A)   6 hours
ENGL   1101   English Composition I (3-0-3)*
MATH   1101   Mathematical Modeling (or higher 1000-level MATH
                         course) (3-0-3)
* A grade of *C* or higher (or *K*) is required in ENGL 1101.

SOCIAL SCIENCES (Area E)　　　　　　　　　**6 hours**
　E1.　American Government
　　　POLS　1101　American Government (3-0-3)
　E3.　American History
　　　HIST　2112　Survey of U.S. History since Reconstruction (3-0-3)

Program Core　　　　　　　　　　　　　　**14 hours**
　NOTE: Courses from Areas A and E are prerequisite to some AVMT
　courses. See the Course Descriptions Chapter.
　　　AVMT　1101　Aircraft Maintenance Regulations (2-0-2)
　　　AVMT　1102　Aircraft Basic Science (3-0-3)
　　　AVMT　1103　Aircraft Applied Science (4-6-4)
　　　AVMT　1104　Basic Electricity & Electronics (4-6-5)

Airframe Specialty　　　　　　　　　　　　**23 hours**
　　　AVMT　2201　Sheet Metal (4-6-4)
　　　AVMT　2202　Airframe Structures (4-6-5)
　　　AVMT　2203　Utility Systems (4-6-5)
　　　AVMT　2204　Fluid Power & Landing Gear Systems (4-6-4)
　　　AVMT　2205　Electrical & Navigation Systems (4-6-5)

　　　　　　　　　　　　　　Total　　**49 hours**

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

Essential Skills (Area A)　　　　　　　　　**6 hours**
　　　ENGL　1101　English Composition I (3-0-3)*
　　　MATH　1101　Mathematical Modeling (or higher) (3-0-3)
　　　　* A grade of *C* or higher (or *K*) is required in ENGL 1101.

SOCIAL SCIENCES (Area E)　　　　　　　　　**6 hours**
　E1.　American Government
　　　POLS　1101　American Government (3-0-3)
　E3.　American History
　　　HIST　2112　Survey of U.S. History since Reconstruction (3-0-3)

Program Core　　　　　　　　　　　　　　**14 hours**
　NOTE: Courses from Areas A and E are prerequisite to some AVMT
　courses. See the Course Description Chapter.
　　　AVMT　1101　Aircraft Maintenance Regulations (2-0-2)
　　　AVMT　1102　Aircraft Basic Science (3-0-3)
　　　AVMT　1103　Aircraft Applied Science (4-6-4)
　　　AVMT　1104　Basic Electricity & Electronics (4-6-5)

Powerplant Specialty　　　　　　　　　　　**23 hours**
　　　AVMT　2211　Turbine Engines (4-6-4)
　　　AVMT　2212　Reciprocating Engines (4-6-4)

AVMT 2213   Powerplant Accessory Systems (4-6-5)
AVMT 2214   Powerplant Electrical Systems (4-6-5)
AVMT 2215   Engine Fuel & Fuel Metering Systems (4-6-5)

                                    Total   **49 hours**

AVIATION MAINTENANCE TECHNOLOGY
Associate of Applied Science

EMPHASIS: FAA Part 147

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

The Aviation Maintenance Program may be limited based on available lab space. If selection is necessary it will be based on SAT and ACT scores, college course grades, high school course grades, relevant work experience, and other qualifications relating to academic and professional potential. Interviews may be required.

There is no provision for absence in any of the Aviation Maintenance Technology courses. Eligibility for FAA testing is contingent upon completion of the entire 1900 clock hours of scheduled instruction, and absence for any reason may result in the student being dropped from the course. In bona fide emergencies, (death in family or personal illness) the instruction missed may, at the discretion of the faculty member, be made up. Make-up work is scheduled at the convenience of the instructor and should be coordinated in advance when an absence is anticipated.

Students may receive advanced-standing credit for previous AVMT course work only if they were enrolled at an FAA-approved Aviation Maintenance Technician School that holds regional accreditation status. In addition, this credit is granted only if a transcript is provided at the time of enrollment and only if that credit was earned during Clayton College & State University's most recent academic year. All other applications for transfer or advanced-standing credit may require a competency test, including practical skill demonstration, and may require a fee.

Essential Skills (Area A)   6 hours
ENGL 1101   English Composition I (3-0-3)*
MATH 1101   Introduction to Mathematical Modeling (or higher
                    1000-level MATH course) (3-0-3)
                    * A grade of *C* or higher (or *K*) is required in ENGL 1101.

critical thinking and COMMUNICATION skills
(Area B)   **3 hours**
      CRIT   1101   Critical Thinking across the Curriculum (3-0-3)

Natural sciences and Mathematics (Area D)   **8 hours**
      CHEM 1151   Survey of Chemistry I (3-0-3)
      CHEM 1151L Survey of Chemistry Laboratory I (0-2-1)
                      (CHEM 1151 and 1151L are corequisite.)
      PHYS   1111   Introductory Physics I (3-0-3)
      PHYS   1111L Introductory Physics Laboratory I (0-2-1)
                      (PHYS 1111 and 1111L are corequisite, and MATH 1101
                      or higher is prerequisite.)

SOCIAL SCIENCES (Area E)   **6 hours**
  E1. **American Government**
      POLS   1101   American Government (3-0-3)
  E3. **American History**
      HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

OTHER PROGRAM REQUIREMENTS   **60 hours**
NOTE: Courses from Areas A and E are prerequisite to some AVMT courses. See the Course Descriptions Chapter.
      AVMT   1101   Aircraft Maintenance Regulations (2-0-2)
      AVMT   1102   Aircraft Basic Science (3-0-3)
      AVMT   1103   Aircraft Applied Science (4-6-4)
      AVMT   1104   Basic Electricity & Electronics (4-6-5)
      AVMT   2201   Sheet Metal (4-6-4)
      AVMT   2202   Airframe Structures (4-6-5)
      AVMT   2203   Utility Systems (4-6-5)
      AVMT   2204   Fluid Power & Landing Gear Systems (4-6-4)
      AVMT   2205   Electrical & Navigational Systems (4-6-5)
      AVMT   2211   Turbine Engines (4-6-4)
      AVMT   2212   Reciprocating Engines (4-6-4)
      AVMT   2213   Powerplant Accessories (4-6-5)
      AVMT   2214   Powerplant Electrical Systems (4-6-5)
      AVMT   2215   Engine Fuel & Fuel Metering Systems (4-6-5)

                                                  Total   **83 hours**

NOTE: General education courses are not FAA-approved courses and are not required for certification of FAA technician testing eligibility.

AIRWAY SCIENCE
Associate of Applied Science

EMPHASIS: FAA Part 65 Program

   This program offers special Aviation Maintenance courses to students who are experienced but unlicensed aircraft maintenance specialists. These are broad-based courses which deal primarily with the theory and concepts of

airframe and powerplant maintenance and the general practices, problems, and special considerations involved in maintaining aircraft in an airworthy condition under the privileges of the FAA Technician's Certificate.

To be eligible for enrollment in this program, students must meet the eligibility requirements of Federal Aviation Regulation 65, subpart D, paragraphs 65.71 and 65.77. Upon completing the FAA test battery and attaining certification, students may apply course work to the Part 65 degree program requirements.

This program is NOT approved by the FAA nor is it approved by the UAA (University Aviation Association). The AVMT courses in the Other Program Requirements section of this program do not normally transfer to baccalaureate programs in the University System of Georgia. Students enrolling in this program should check with the institution where they intend to complete their baccalaureate degree to verify transferability.

ESSENTIAL SKILLS (Area A)   9 hours
A1. Composition   (Take BOTH)
    ENGL   1101   English Composition I (3-0-3)*
    ENGL   1102   English Composition II (3-0-3)
     * A grade of *C* or higher (or *K*) is required in ENGL 1101.
A2. Mathematics (Choose ONE: Math 1241 is recommended for B.B.A. students who have the appropriate placement score.**)**
    MATH   1101   Mathematical Modeling (3-0-3)*
    MATH   1231   Introductory Statistics (3-0-3)**
    MATH   1241   Survey of Calculus (3-0-3)**
    MATH   1113   Precalculus (3-0-3)**
    MATH   1501   Calculus I (4-0-4)**
    * MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
    ** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit.

CRITICAL THINKING AND COMMUNICATION (Area B)   4-5 hours
(Includes foreign language and other options)
B1. ALL students take this course:
    CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
B2. Take ONE or TWO of the following courses:
   -- Students who take 10 hours in Area D must apply two hours to B2. This option will apply to most Airway Science students.
   -- Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.
    COMM 1001   Presentational Speaking (1-0-1)
    (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
    COMM   1002   Presentation Applications (1-0-1)
    (Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)
    CPTG   1002   Introduction to Web-Page Development (0-2-1)
    (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

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

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

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

HUMANITIES (Area C)
No courses required.

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

D1. Take the following science sequences:
PHYS   1111   Introductory Physics I (3-0-3)
PHYS   1111L   Introductory Physics Laboratory I (0-2-1)
                     (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
PHYS   1112   Introductory Physics II (3-0-3)
                     (PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following MATH courses.)
MATH   1221   Finite Mathematics (3-0-3)*
MATH   1231   Introductory Statistics (3-0-3)*
MATH   1241   Survey of Calculus (3-0-3)*
MATH   1113   Precalculus (3-0-3)*
MATH   1501   Calculus I (4-0-4)**
MATH   2502   Calculus II (4-0-4)**

*   MATH 1101 or higher (or equivalent placement score) is prerequisite.
**   MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.

SOCIAL SCIENCES (Area E)   **6 hours**
E1. American Government
      POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
      HIST   2111   Survey of U.S. History to 1877 (3-0-3)
      HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

Aviation Maintenance   **32 hours**
   (Take courses in section A or as block credit in section B)
   A.   AVMT   2221   General Maintenance Applications (5-2-6)
        AVMT   2223   Airframe Structures Applications (4-2-5)
        AVMT   2225   Airframe Systems & Component Applications
                        (4-2-5)
        AVMT   2227   A&P Electronical & Electronic Applications
                        (5-2-6)
        AVMT   2222   Powerplant Theory Applications (4-2-5)
        AVMT   2224   Propulsion Systems & Applications (4-2-5)
   B.   AVMT   2000A   Block Credit (32 hours)

Economics   **6 hours**
      ECON   2105   Principles of Macroeconomics (3-0-3)
      ECON   2106   Principles of Macroeconomics (3-0-3)

                                      Total   67-68 hours

PROGRAMS IN COMPUTER NETWORKING

TEC-211, 770- 961-3415
http://tech.clayton.edu/

Full-Time Faculty: Becsi, Clendenning, Coleman, Farr.

   The Computer Networking program offers two certificates that lead to the associate degree (A.A.S.). Computer Networking is about computers communicating with each other, from sending e-mail across the hall or downloading a file from halfway across the world.   Students in Computer Networking programs will learn how to set up and manage a computer network, repair computers, back up data, and work with the latest hardware and operating systems.
   Courses taken in the Computer Networking certificate programs also count toward an Associate of Applied Science (A.A.S.) in this field.   Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511). Details about the B.A.S. are available from the department head or dean.

Computer Networking Program Outcomes

The Computer Network Administration Certificate curriculum is designed to enable graduates to meet the following learning outcomes.

- Explain basic computer networking principles, including the OSI and Internet models and the use of major networking protocols and media.
- Explain basic computer concepts, work with the most prevalent operating systems, produce formatted word processing documents and spreadsheets, and create and manage a simple PC-based database.

The Computer Network Technology Certificate curriculum is designed to enable graduates to meet the following learning outcomes (in addition to the skills learned in the Computer Networking Administration certificate program).

- Install a Network Operating System (NOS) as well as set up and administer computer network.
- Troubleshoot and correct PC and network hardware and software problems.

The Computer Network Technology AAS Degree curriculum is designed to enable graduates to meet the following learning outcomes (in addition to the skills learned in the Computer Network Administration and Computer Network Technology certificate programs).

- Design and implement VLANs and WANs
- Explain routing protocols and configure routers
- Explain Internet protocols as well as the fundamentals of basic network security.

COMPUTER NETWORK ADMINISTRATOR
Certificate
(Leads to Computer Network Technician Certificate)

Program Core (Applies to All Tracks)   **15 hours**
ENGL 1101 English Composition I (3-0-3)
MATH 1101 Mathematical Modeling (3-0-3) (or higher)
CNET 1102 Microcomputer Operating Systems (3-0-3)
CNET 1103 Microcomputer Applications (3-0-3)
CNET 1105 Introduction to Networking (3-0-3)

Elective Courses (Choose three courses)
To specialize in an area, it is recommended that a student choose all three electives from one of the tracks as shown; however, it is permissible to take three of the listed electives without specializing.

Network Administrator Track   **9 hours**
CNET 1120 Introduction to Internetworking (3-0-3)
Choose one of the following pairs:
a) CNET 1109 Network Administration (2-2-3)
   CNET 1110 Advanced Network Administration (2-2-3)
        or

b) CNET   2230   Introduction to Linux (3-0-3)
   CNET   2330   Linux Installation and Administration (3-0-3)

Web Specialist Track   9 hours
INET   1150   Web Languages (3-0-3)
INET   1250   Web Programming (3-0-3)
INET   2160   Internet Technologies (3-0-3)

                                        Total   24 hours

COMPUTER NETWORK TECHNICIAN
Certificate
(Leads to A.A.S. in Computer Network Technology)

CNET   1101   Introduction to Microcomputer Repair (2-2-3)
CNET   1102   Microcomputer Operating Systems (3-0-3)
CNET   1103   Microcomputer Applications (3-0-3)
CNET   1105   Introduction to Networking (3-0-3)
CNET   1114   Network Servicing (3-0-3)
CNET   1120   Introduction to Internetworking (3-0-3)
ENGL   1101   English Composition I (3-0-3)
MATH   1101   Mathematical Modeling (3-0-3) (or higher)
Choose one of the following pairs:
a) CNET   1109   Network Administration (2-2-3)
   CNET   1110   Advanced Network Administration (2-2-3)
       or
b) CNET   2230   Introduction to Linux (3-0-3)
   CNET   2330   Linux Installation and Administration (3-0-3)

                                        Total   30 hours

COMPUTER NETWORK TECHNOLOGY
Associate of Applied Science Degree (A.A.S.)
(Leads to B.A.S. in Technology Management)

Essential Skills (Area A)   6 hours
ENGL   1101   English Composition I (3-0-3)*
MATH   1101   Mathematical Modeling (or higher) (3-0-3)
   * A grade of *C* or higher (or *K*) is required in ENGL 1101.

CRITICAL THINKING AND COMMUNICATIONS (Area B)   3 hours
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)

NATURAL SCIENCE (Area D)   4 hours
Take category A, B, C, or D:
A.   BIOL   1111   Introductory Biology I (3-0-3)
      BIOL   1111L   Introductory Biology I Laboratory (0-2-1)
                         (BIOL 1111 and 1111L are corequisite.)
B.   CHEM   1151   Survey of Chemistry I (3-0-3)

	CHEM	1151L	Survey of Chemistry Laboratory (0-2-1)
			(CHEM 1151 and 1151L are corequisite.)
C.	PHYS	1111	Introductory Physics I (3-0-3)
	PHYS	1111L	Introductory Physics I Laboratory (0-2-1)
			(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
D.	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science I Laboratory (0-2-1)
			(SCI 1111 and 1111L are corequisite.)

Social Sciences (Area E)   **6 hours**
E1. American Government
      POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
      HIST   2111   Survey of U.S. History to 1877 (3-0-3)
      HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

PROGRAM COURSES

Computer Networking Core   **30 hours**

CNET	1101	Introduction to Microcomputer Repair (2-2-3)
CNET	1102	Microcomputer Operating Systems (3-0-3)
CNET	1103	Microcomputer Applications (3-0-3)
CNET	1105	Introduction to Networking (3-0-3)
CNET	1114	Network Servicing (3-0-3)
CNET	1120	Introduction to Internetworking (3-0-3)
CNET	2220	Advanced Internetworking (3-0-3)
INET	2160	Internet Technologies (3-0-3)

Choose one of the following pairs:
a) CNET   1109   Network Administration (2-2-3)
    CNET   1110   Advanced Network Administration (2-2-3)
         or
b) CNET   2230   Introduction to Linux (3-0-3)
    CNET   2330   Linux Installation and Administration (3-0-3)

Elective Courses (Select four of the following):   **12 hours**

CNET	1109	Network Administration (2-2-3)*
CNET	1110	Advanced Network Administration (2-2-3)*
CNET	1112	Transmission Media: Installation and Maintenance (3-0-3)
CNET	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
CNET	2230	Introduction to Linux (3-0-3)*
CNET	2235	Protocol Analysis (3-0-3)
CNET	2240	Network Management (3-0-3)
CNET	2330	Linux Installation and Administration (3-0-3)*
CNET	2331	Linux Networking and Security (3-0-3)
CNET	2333	Special Topics/Problems in Technology (Varies from 1-3 credit hours)
INET	1150	Web Languages (3-0-3)
INET	1250	Web Programming (3-0-3)
INET	2165	Web Server Support (2-2-3)

ITFN	1301	Foundations of Programming, Visual Basic (3-0-3)
ITFN	1302	Foundations of Programming, Java (3-0-3)
ITFN	1303	Foundations of Programming, C/C++ (3-0-3)
ITSK	2311	Intermediate Programming, Visual Basic (3-0-3)
ITSK	2312	Intermediate programming, Java (3-0-3)
ITSK	2313	Intermediate Programming, C/C++ (3-0-3)

Total   61 hours

* May be used as electives if not used to satisfy certificate requirements.

PROGRAMS IN DRAFTING AND DESIGN

TEC 211, 770- 961-3415
http://tech.clayton.edu/

Full-time Faculty: Eddins.

The School of Technology offers two programs in Drafting and Design: a Drafting Technician certificate and an Associate of Applied Science (A.A.S.) degree in Drafting and Design. The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511). Graduates of the Drafting and Design A.A.S. degree program may be eligible to enter the Bachelor of Applied Science (B.A.S.) program.   Details about the B.A.S. are available from the department head or dean.

The Drafting and Design program prepares students for drafting and design careers in a variety of fields.   Students learn about developing drawings of residential buildings that are used in the construction process. They also study such topics as building codes, zoning laws, safety regulations, building materials, surveying procedures, and electrical and mechanical systems. These programs also include instruction on how to translate ideas, rough sketches, and specifications developed by engineers and designers into working drawings. In this process, students learn about basic drafting practices.

Drafting and Design Outcomes

The Drafting Technician Certificate curriculum is designed to enable graduates to meet the following learning outcomes.

- Learn and apply standard drafting practices.
- Manipulate views of a drawing to determine specific information.

- Create two-dimensional and three-dimensional drawings on the computer.

The Drafting and Design Technology AAS curriculum is designed to enable graduates to meet the following learning outcomes (in addition to the skills learned in the Drafting Technician Certificate program).

- Learn developing drawings of residential buildings utilizing building materials, building codes, zoning laws, etc.
- Learn to translate rough sketches, ideas and specifications developed by engineers and designers into working drawings.
- Learn the proper use of various surveying equipment and how to perform construction surveys.

DRAFTING TECHNICIAN
Certificate leads to A.A.S. in Drafting and Design Technology

ENGL   1101   English Composition I (3-0-3)*
MATH   1101   Mathematical Modeling (or higher) (3-0-3)
DSGN   1101   Engineering Drawing (1-5-3)
DSGN   1110   Descriptive Geometry (1-5-3)
DSGN   2201   Computer-Aided Drafting I (2-6-5)
DSGN   2202   Computer-Aided Drafting II (2-6-5)
SUPR   1101   Interpersonal Employee Relations (3-0-3)
Related Elective (3-0-3) See advisor for approval.
* A grade of *C* or higher (or *K*) is required in ENGL 1101.

Total   28 hours

DRAFTING AND DESIGN TECHNOLOGY
Associate Degree in Drafting and Design Technology (A.A.S.)

ESSENTIAL SKILLS (Area A)   **6 hours**
ENGL   1101   English Composition I (3-0-3)*
MATH   1101   Mathematical Modeling (3-0-3)** (or higher)
* A grade of *C* or higher (or *K*) is required in ENGL 1101.
** MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

CRITICAL THINKING AND COMMUNICATION (Area B)   3 hours
CRIT   1101   Critical Thinking across the Curriculum
                (3-0-3)

SOCIAL SCIENCES (Area E)   **9 hours**
E1. American Government
     POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
     HIST   2111   Survey of U.S. History to 1877 (3-0-3)
     HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)
E4. Behavioral Sciences
     PSYC   1101   Introduction to General Psychology (3-0-3)

                    General Education Total   **18 hours**

FIRST YEAR TECHNICAL COURSES   **22 hours**
     DSGN 1101   Engineering Drawing (1-5-3)
     DSGN 1110   Descriptive Geometry (1-5-3)
     DSGN 2201   Computer-Aided Drafting I (2-6-5)
     DSGN 2202   Computer-Aided Drafting II (2-6-5)
     OFFC   1101   Introduction to Office Computing (1-4-3)
     SUPR 1101   Interpersonal Employee Relations (3-0-3)

SECOND YEAR TECHNICAL COURSES   **21 hours**
     DSGN 2101   Architectural Drafting (1-5-3)
     DSGN 2110   Mechanical Design (1-5-3)
     DSGN 2203   Construction Estimating (3-0-3)
     DSGN 2204   Materials & Processes of Industry (3-0-3)
     DSGN 2103   Surveying (1-5-3)

Choose one of the following:
     DSGN 2233   Selected Topics and Problems (1-10-3)
                   or
     DSGN 2222   Occupational   Internship   and/or   Cooperative
                   Education Experience (1-10-3)
     Related Elective (3 hours)

                         Total   **61 hours**

PROGRAMS IN ELECTRONICS

TEC-211, 770- 961-3415
http://tech.clayton.edu/

Full-Time Faculty: Bladine

    CCSU offers one certificate and one associate (A.A.S.) in Electronics with elective choices in Avionics, General Electronics, and Telecommunications/ Wireless. The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even

if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).   Graduates of the Electronics A.A.S. degree program may be eligible to enter the Bachelor of Applied Science (B.A.S.) program. Details about the B.A.S. are available from the department head or dean.

The Electronics programs prepare students for jobs in electronic support, including troubleshooting and analyzing various electronic systems. Students learn the basic alternating and direct circuit fundamentals, concerts of microprocessors and their applications, and digital and analog communication.

Outcomes for Electronics Programs

The Avionics Track of the Electronics Certificate curriculum is designed to enable graduates to meet the following learning outcomes.

- Bench test and maintain communication, navigation, and air-to-ground avionics equipment and show proficiency in electronics principles and basic troubleshooting skills.

The General Electronics Track of the Electronics Certificate curriculum is designed to enable graduates to meet the following learning outcomes.

- Show proficiency in microcomputer applications and basic computer networking skills.
- Show proficiency in electronics principles and basic troubleshooting skills.

The Telecommunications/Wireless Track of the Electronics Certificate curriculum is designed to enable graduates to meet the following learning outcomes.

- Operate and maintain telecommunication equipment.
- Show proficiency in electronics principles and basic troubleshooting skills.

The Avionics Track of the Electronics AAS Degree curriculum is designed to enable graduates to meet the following learning outcomes.

- Demonstrate proficiency in the operation, maintenance, and repair of communication, navigation, and air-to-ground avionics equipment.
- Show proficiency in microcomputer applications and basic computer networking skills.
- Show proficiency in advanced electronics principles, troubleshooting techniques, and knowledge of radio communications.

The General Electronics Track of the Electronics AAS Degree curriculum is designed to enable graduates to meet the following learning outcomes.

- Demonstrate proficiency in the operation and maintenance of telecommunication and computer equipment.
- Show proficiency in microcomputer applications and basic computer networking skills.
- Show proficiency in advanced electronics principles, troubleshooting techniques, and knowledge of advanced computer networking procedures.

The Telecommunications/Wireless Electronics AAS Degree curriculum is designed to enable graduates to meet the following learning outcomes.

- Demonstrate proficiency in the operation, maintenance, and repair of telecommunication equipment.

- Show proficiency in microcomputer applications and basic computer networking skills.
- Show proficiency in advanced electronics principles, troubleshooting techniques, and knowledge of radio communications.

ELECTRONICS TECHNICIAN
Certificate
(Leads to A.A.S. in Electronics Technology)

Required Electronics Core **24 hours**

OFFC   1100   Business English (3-0-3)*
ELEC   1101   Fundamentals of DC/AC Circuits (4-2-5)
ELEC   1102   Applied Technical Math (3-0-3)
ELEC   1104   Electronic Circuits (4-2-5)
ELEC   1107   Introduction to Digital Circuits (3-2-4)
ELEC   1108   Introduction to Microprocessors (3-2-4)
*Students planning an A.A.S. in Electronics Technology should take ENGL 1101 instead of OFFC 1100.

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

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

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

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

Telecommunications/Wireless Electives
TELE   2210   Analog Communications (3-2-4)
TELE   2212   Specialized Communications (2-2-3)

Total **30-32 hours**

ELECTRONICS TECHNOLOGY
Associate of Applied Science (A.A.S.)
(Leads to B.A.S. in Technology Management)

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

ENGL   1101   English Composition I (3-0-3)*
MATH   1101   Mathematical Modeling (or higher) (3-0-3)
 * A grade of *C* or higher (or *K*) is required in ENGL 1101.

CRITICAL THINKING AND COMMUNICATION   (Area B)   3 hours
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)

NATURAL SCIENCE AND MATHEMATICS (Area D)   4 hours
Choose A or B:
A.   PHYS   1111   Introductory Physics I (3-0-3)
        PHYS   1111L Introductory Physics I Laboratory (0-2-1)
                            (PHYS 1111 and 1111L are co requisite, and MATH 1101or
                              higher is prerequisite.)
B.   SCI   1111   Integrated Science I (3-0-3)
        SCI   1111L Integrated Science I Laboratory (0-2-1)
                            (SCI 1111 and 1111L are co requisite.)

SOCIAL SCIENCES (Area E)   6 hours
E1. American Government
        POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
        HIST   2111   Survey of U.S. History to 1877 (3-0-3)
        HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

PROGRAM COURSES
Electronics Core   27 hours
        ELEC   1101   Fundamentals of DC/AC Circuits (4-2-5)
        ELEC   1102   Applied Technical Math (3-0-3)
        ELEC   1104   Electronic Circuits (4-2-5)
        ELEC   1107   Introduction to Digital Circuits (3-2-4)
        ELEC   1108   Introduction to Microprocessors (3-2-4)
        CNET   1103   Microcomputer Applications (3-0-3)
        CNET   1105   Introduction to Networking (2-2-3)

Electives (Choose six courses)   18-22 hours
To specialize in an area, it is recommended that a student choose all
six electives from one of the specializations as shown; however, it is
permissible to take any six of the listed electives.

Avionics Electives: 18-22 hours
AVEL   2210   Aircraft Systems (3-0-3)
AVEL   2220   Navigation and Air to Ground (3-2-4)
ELEC   2201   Advanced Electronic Circuits (2-2-3)
ELEC   2222   Occupational Internship and/or Cooperative
                    Educational Experience (1-10-3)
ELEC   2233   Selected Topics and Problems (1-10-3)
OFFC   1100   Business English (3-0-3)
TELE   2210   Analog Communications (3-2-4)
TELE   2212   Specialized Communications (2-2-3)
TELE   2220   FCC Rules and Regulations (3-0-3)

General Electronics Electives   18-22 hours
ELEC   2201   Advanced Electronic Circuits (2-2-3)
ELEC   2222   Occupational Internship and/or Cooperative
                    Educational Experience (1-10-3)

ELEC   2233   Selected Topics and Problems (1-10-3)
OFFC   1100   Business English (3-0-3)
TELE   2210   Analog Communications (3-2-4)
TELE   2212   Specialized Communications (2-2-3)
TELE   2220   FCC Rules and Regulations (3-0-3)
CNET   Any CNET elective(s) (up to 6 hours)

Telecommunications/Wireless Electives   18-22 hours
ELEC   2201   Advanced Electronic Circuits (2-2-3)
ELEC   2222   Occupational Internship and/or Cooperative
                        Educational Experience (1-10-3)
ELEC   2233   Selected Topics and Problems (1-10-3)
OFFC   1100   Business English (3-0-3)
TELE   2210   Analog Communications (3-2-4)
TELE   2212   Specialized Communications (2-2-3)
TELE   2220   FCC Rules and Regulations (3-0-3)
WCOM   2210   Basic Wireless Telephony (3-2-4)
WCOM   2220   Advanced Wireless Systems (3-2-4)
WCOM   2230   Global Wireless Applications (3-2-4)
CNET   Any CNET elective(s) (up to 6 hours)

                        Total hours for the A.A.S   64-68 hours

PROGRAMS IN EMERGENCY MEDICAL

TEC-211, 770-961-3415
http://tech.clayton.edu/

Full-Time Faculty: L. McCullough.

EMERGENCY MEDICAL TECHNICIAN
Certificate
(Leads to Paramedic Technician)

Three programs are offered in the EMT/Paramedic area: Emergency Medical Technician Certificate, Paramedic Technician Certificate, and Paramedic Technology A.A.S.

The Emergency Medical Technology Certificate Program provides entry-level certification for students seeking employment as emergency medical technicians. This 23-semester-hour certificate provides the prerequisite training for the Paramedic Technology Certificate or Associate of Applied Science Degree for students who do not hold current Georgia EMT or National Registry EMT-Intermediate certification. (Hours in this program do not count in the 67-69 hours required for the A.A.S. degree.)   A grade of *C* or better is required in each course. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high

school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).

EMS Outcomes

The Emergency Medical Technician Certificate curriculum is designed to enable graduates to meet the following learning outcomes.

- Apply the psychomotor skills and theoretic principles of patient assessment and the fundamentals of basic and intermediate emergency medical care so that the student may successfully complete both written and practical components of the appropriate national certifying examination.
- Apply the psychomotor skills and theoretic principles learned to real or contrived patient scenarios in a work environment such as in an emergency department, physician's office, or with an ambulance service.
- Communicate effectively with patients and other members of the health care team using both verbal and written communication skills.

Program Area

EMS	1100A	EMS Systems (2-0-2)
EMS	1100B	Patient Assessment (3-0-3)
EMS	1102	EMS Laboratory (0-4-2)
EMS	1112	Prehospital Emergency Care (3-0-3)
EMS	1113	Physiology, Pharmacology, and Invasive Skills (2-4-4)
EMS	1114	Medical and Trauma Emergencies (2-0-2)
EMS	1115	Special Patient Populations and Situations (2-0-2)
EMS	1116	EMS Laboratory and Comprehensive Evaluation (2-2-3)
EMS	1117A	Clinical Applications 1 (0-4-1)
EMS	1117B	Clinical Applications 2 (0-4-1)

Total Certificate   **23 hours**

PARAMEDIC TECHNICIAN
Certificate
(Leads to A.A.S. in Paramedic Technology)

The Paramedic Technician Certificate Program provides advanced level training and subsequent national paramedic certification for students seeking employment as paramedics. The following is a prerequisite to enter the Paramedic Technician certificate program.
- Successful completion of Clayton State's EMT certificate Program as indicated above (EMS 1100A, 1100B, 1102, 1112, 1113, 1114, 1115, 1116, 1117A, 1117B).
- Current GA EMT certificate
- National Registry EMT – Intermediate certification.

Students must earn a grade of *C* or better in all EMS courses and hold current Advanced Life Support certification *and* Georgia EMT or National Registry EMT-Intermediate Certification in order to take EMS 2235.

The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).

Paramedic Technician Certificate Outcomes

The Paramedic Technician Certificate curriculum is designed to enable graduates to meet the following learning outcomes (in addition to the skills learned in the EMT Technician Certificate program).

- Apply decision-making and psychomotor skills and theoretic principles of patient assessment and the fundamentals of advanced emergency medical care so that the student may successfully complete both written and practical components of the appropriate national certifying examination
- Apply decision-making and psychomotor skills and theoretic principles learned to real or contrived patient scenarios in a work environment such as in an emergency department, physician's office, or with an ambulance service
- Communicate effectively with patients and other members of the health care team using both verbal and written communication skills
- Coordinate the activities of the pre-hospital emergency care team on the scene of an emergency event.

ESSENTIAL SKILLS (AREA A)   6 hours
ENGL	1101	Composition I (3-0-3)*
MATH	1101	Mathematical Modeling (3-0-3)**

* A grade of *C* or higher (or *K*) is required in ENGL 1101.
** A higher numbered MATH may be substituted, or students who do not plan to pursue a bachelor's degree may take MATH 1006.

CRITICAL THINKING AND COMMUNICATION (AREA B)   3 hours
CRIT	1101	Critical Thinking across the Curriculum (3-0-3)

Required Courses   42 hours
OFFC	1101	Introduction to Office Computing (1-4-3)
MEDA	1100	Medical Terminology (1-0-1)
MEDA	1102	Body Structure & Function (3-0-3)
EMS	2211	Introduction to the Paramedic Profession (2-0-2)
EMS	2212	Advanced Patient Assessment and Resuscitation (2-0-2)
EMS	2213	Applied Physiology and Pathophysiology (2-0-2)
EMS	2215	Pharmacology (2-0-2)
EMS	2216	Paramedic Patient Care Lab I (0-3-1)
EMS	2217	Respiratory Function and Management (2-0-2)
EMS	2219	Advanced Trauma Care (3-0-3)

EMS	2221A	Cardiology I (2-3-3)
EMS	2221B	Cardiology II (2-2-3)
EMS	2223	Advanced Care of Medical Emergencies (3-0-3)
EMS	2224	Paramedic Patient Care Lab II (0-3-1)
EMS	2227	Maternal/Child Emergencies (2-2-3)
EMS	2229	Patients and Circumstances with Special Needs (2-0-2)
EMS	2231	Summative Evaluation and Review (1-3-2)
EMS	2235	Paramedic Clinical Applications (0-20-4)

Electives   **2 hours**

                                                               _____

                                        Total Hours   **53 hours**

PARAMEDIC TECHNOLOGY
Associate of Applied Science Degree

The Associate of Applied Science degree in Paramedic Technology provides additional opportunities for students by building on the University's existing Paramedic Technician certificate programs. The courses in the certificate programs constitute the central core of the degree program. The A.A.S. curriculum will add a foundation in general education and an analysis of current issues in paramedic practice. Specific EMS interests may be pursued through program electives.

Note: Entrance requirements for the EMS 2000-level courses include current Georgia EMT or National Registry EMT-I certification, or successful completion of an approved Emergency Medical Technician Course. EMT training is available through department-based programs and through technical institutes. The requirement may be met through successful completion of Clayton College & State University's Emergency Medical Technician Certificate Program. Students must earn a grade of *C* or better in all EMS courses and hold current Advanced Life Support certification *and* Georgia EMT or National Registry EMT-Intermediate Certification in order to take EMS 2235.

Paramedic Technology AAS Outcomes

The Paramedic Technology AAS curriculum is designed to enable graduates to meet the following learning outcomes (in addition to the skills learned in the EMT Technician and Paramedic Technician Certificate programs).

- Apply decision-making and psychomotor skills and theoretic principles of patient assessment and the fundamentals of advanced emergency medical care so that the student may successfully complete both written and practical components of the appropriate national certifying examination
- Apply decision-making and psychomotor skills and theoretic principles learned to real or contrived patient scenarios in a work environment

such as in an emergency department, physician's office, or with an ambulance service
- Communicate effectively with patients and other members of the health care team using both verbal and written communication skills
- Supervise the activities of the pre-hospital emergency care team on the scene of an emergency event.
- Assist with administrative functions in a work environment

ESSENTIAL SKILLS (Area A)   6 hours
    ENGL   1101   English Composition I (3-0-3)*
    MATH   1101   Mathematical Modeling (3-0-3)**
     * A grade of *C* or higher (or *K*) is required in ENGL 1101.
    ** A higher numbered MATH may be substituted, or students who do not plan to pursue a bachelor's degree may take MATH 1006.

CRITICAL THINKING AND COMMUNICATION (Area B)   3 hours
    CRIT   1101   Critical Thinking across the Curriculum (3-0-3)

natural Science and Mathematics (Area D)   4 hours
Choose A or B:
A. SCI   1111   Integrated Science I (3-0-3)
    SCI   1111L Integrated Science I Laboratory (0-2-1)
                    (SCI 1111 and 1111L are co requisite.)
B. BIOL   1111   Introductory Biology I (3-0-3)
    BIOL   1111L Introductory Biology I Laboratory (0-2-1)
                    (BIOL 1111 and 1111L are co requisite.)

SOCIAL SCIENCES (Area E)   6 hours
E1. American Government
    POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
    HIST   2111   Survey of U.S. History to 1877 (3-0-3)
    HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

                                    _____
                    Total Areas A-E   **19 hours**

Required Courses   42 hours
    OFFC   1101   Introduction to Office Computing (1-4-3)
    MEDA   1100   Medical Terminology (1-0-1)
    MEDA   1102   Body Structure & Function (3-0-3)
    EMS   2211   Introduction to the Paramedic Profession (2-0-2)
    EMS   2212   Advanced Patient Assessment and Resuscitation
                    (2-0-2)
    EMS   2213   Applied Physiology and Pathophysiology (2-0-2)
    EMS   2215   Pharmacology (2-0-2)
    EMS   2216   Paramedic Patient Care Lab I (0-3-1)
    EMS   2217   Respiratory Function and Management (2-0-2)
    EMS   2219   Advanced Trauma Care (3-0-3)
    EMS   2221A Cardiology I (2-3-3)
    EMS   2221B Cardiology II (2-2-3)

EMS	2223	Advanced Care of Medical Emergencies (3-0-3)
EMS	2224	Paramedic Patient Care Lab II (0-3-1)
EMS	2227	Maternal/Child Emergencies (2-2-3)
EMS	2229	Patients and Circumstances with Special Needs (2-0-2)
EMS	2231	Summative Evaluation and Review (1-3-2)
EMS	2235	Paramedic Clinical Applications (0-20-4)

B. Specialty Area   3 hours
EMS   2218   Current Issues in EMS Seminar (3-0-3)

C. Electives   5 hours
At least two of the five elective hours must be in related courses such as the EMS elective courses listed below, Health Science courses, Medical Assisting courses, or science courses. Remaining elective hours may be in related or non-related programs or in general education.

EMS	1118	EMT-Intermediate Field Internship (0-4-1)
EMS	2210	EMT Curriculum Update: Current Concepts (2-2-3)
EMS	2220	Paramedic Curriculum Update: Current Concepts (2-2-3)*
EMS	2230	Advanced Cardiovascular Care (3-0-3)
EMS	2236	Paramedic Field Internship (0-12-3)*
EMS	2240	EMS and the Law (1-0-1)
EMS	2250	Community Education and Public Relations (3-0-3)

*Required for anyone receiving credit for the Program Area Courses by virtue of Current National Registry Paramedic certification or transferring credit from another certificate program.

                          Total for A.A.S.   69 hours

PROGRAMS IN MARKETING AND MERCHANDISING

TECH 211 – 770-961-3415
http://tech.clayton.edu/
Full-Time Faculty: Casey.

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

   Two programs, a certificate program and an A.A.S. program, are offered in the Marketing Merchandising area.
   The Certificate Program in Marketing and Merchandising Technology provides exciting career opportunities to people with above average communications, problem-solving, and social skills, including teamwork. Certificate courses develop the professional knowledge required for job acquisition, retention, and

advancement. They are also designed to improve the abilities of presently employed marketers who want to enhance their performance and career opportunities. At the core of the Certificate program is a combination of courses that emphasize practical application of marketing, management, and supervisory skills necessary for successful job performance. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).

Important Note: The Marketing and Merchandising Technology program (certificate and A.A.S.) should not be confused with the Marketing major under the B.B.A. offered by the School of Business. The Marketing and Merchandising program is more applied in nature stressing a "hands-on" approach that is less theoretical and quantitative than the B.B.A. The certificate and associate degree in Marketing and Merchandising are applied technical programs designed for individuals who expect to go directly into the work force in retail and services marketing and merchandising following the one- or two-year curricula. CCSU offers this program in cooperation with the Georgia Department of Technical and Adult Education (DTAE) under the general heading of Marketing Management Technology.

Except for Core Curriculum courses in Areas A-E, courses taken for the Marketing and Merchandising Technology program will *not* count toward a B.B.A. (The Marketing and Merchandising curriculum can apply toward the Bachelor of Applied Science [B.A.S.] degree as part of the career courses.)

Marketing Merchandising Outcomes

The Marketing and Merchandising Certificate and AAS curriculum is designed to enable graduates to meet the following learning outcomes.

- Apply basic sales psychology, sales and marketing principles and techniques, advertising purposes and principles, and customer appeal.
- Show proficiency in basic computer skills.
- Obtain a broad based general education along with additional career specific marketing and merchandising courses (A.A.S only).

Required Courses   **24 hours**

MKMC	1120	Applied Selling (3-0-3)
MKMC	2201	Applied Entrepreneurship (3-0-3)
MKMC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
MKMC	2281	Applied Marketing Practices(3-0-3)
OFFC	1100	Business English (3-0-3)*
OFFC	1101	Introduction to Office Computing (1-4-3)**
SUPR	1101	Interpersonal Employer Relations (3-0-3)
SUPR	2251	Applied Supervision Practices (3-0-3)

* ENGL 1101, Composition I, may be substituted.
**CNET 1103, Microcomputer Applications, may be substituted.

Choose ONE Program Option
(General or Fashion Merchandising)   **12 hours**

    Applied General Marketing and Merchandising Track
    MKMC 1140   Applied Advertising Practice (3-0-3)
    MKMC 2261   Applied Marketing on the Internet (3-0-3)
    MKMC 2271   Visual Merchandising (3-0-3)

    Select one of the following courses:
    SUPR 1103   Applied Leadership and Teamwork (3-0-3)
    SUPR 1104   Human Resources for Supervisors (3-0-3)
    SUPR 1107   Training and Performance Evaluation for Supervisors
                  (3-0-3)

    Fashion Merchandising Track
    (Take all four courses.)
    FSMD 1101   Fashion Fundamentals (3-0-3)
    FSMD 2226   Fashion Promotion and Coordination (3-0-3)
    FSMD 2250   Textiles and Non-Textiles (3-0-3)
    MKMC 2271   Visual Merchandising (3-0-3)

                                     Total   **36 hours**

MARKETING AND MERCHANDISING TECHNOLOGY
Associate of Applied Science Degree

    The Marketing and Merchandising Technology program presents many exciting career opportunities to people with above-average communications, problem solving, and social skills, including teamwork. A person may begin this program at the Certificate or the Associate of Applied Science (A.A.S.) level.

    Courses in general education and related business areas provide the (back ground) for an emphasis on basic marketing skills and practical applications necessary for successful performance and career advancement.

    Important Note: The Marketing and Merchandising Technology Program (certificate and A.A.S.) should not be confused with the Marketing major under the B.B.A. offered by the School of Business. The Marketing and Merchandising program is more applied in nature stressing a "hands-on" approach that is less theoretical and quantitative than the B.B.A. The certificate and associate degree in Marketing and Merchandising are applied technical programs designed for individuals who expect to go directly into the work force in retail and services marketing and merchandising following one- or two-year curricula. CCSU offers this program in cooperation with the Georgia Department of Technical and Adult Education (DTAE) under the general heading of Marketing Management Technology.

    Except for Core Curriculum courses in Area A-E, courses taken for the Marketing and Merchandising Technology program will *not* count toward a B.B.A. (The Marketing and Merchandising curriculum can apply toward the Bachelor of Applied Science [B.A.S.] degree as part of the career courses.)

ESSENTIAL SKILLS (Area A)   6 hours
ENGL   1101   English Composition (3-0-3)*
MATH   1101   Mathematical Modeling (or higher) (3-0-3)**
  * A grade of *C* or higher (or *K*) is required in ENGL 1101.
 **MATH 1006 may be substituted.

CRITICAL THINKING AND COMMUNICATION (Area B)   4 hours
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
COMM   1001   Presentational Speaking (1-0-1)

HUMANITIES (Area C)   3 hours
   Choose ONE course from Area C. (See B.A.S. core.)

SOCIAL SCIENCES (Area E)   6 hours
E1. American Government
POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
HIST   2111   Survey of U.S. History to 1877 (3-0-3)
HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

Required Courses Both Options   24 hours
MKMC   1120   Applied Selling (3-0-3)
MKMC   2201   Applied Entrepreneurship (3-0-3)
MKMC   2222   Occupational Internship and/or Cooperative
                 Educational Experience (1-10-3)
MKMC   2281   Applied Marketing Practices (3-0-3)
OFFC   1100   Business English (3-0-3)*
OFFC   1101   Introduction to Office Computing (1-4-3)**
SUPR   1101   Interpersonal Employer Relations (3-0-3)
SUPR   2251   Applied Supervision Principles (3-0-3)
  * ENGL 1101, Composition I (grade of *C* or higher or *K*), may be substituted.
 ** CNET 1103, Microcomputer Applications, may be substituted.

Choose ONE Program Option   12 hours

Applied General Marketing and Merchandising Track
MKMC   1140   Applied Advertising Practice (3-0-3)
MKMC   2261   Applied Marketing on the Internet (3-0-3)
MKMC   2271   Visual Merchandising (3-0-3)

Select one of the following courses:
SUPR   1103   Applied Leadership and Teamwork (3-0-3)
SUPR   1104   Human Resources for Supervisors (3-0-3)
SUPR   1107   Training and Performance Evaluation for Supervisors
                 (3-0-3)

Fashion Merchandising Track
(Take all four courses)
FSMD   1101   Fashion Fundamentals (3-0-3)
FSMD   2226   Fashion Promotion and Coordination (3-0-3)

FSMD   2250   Textiles and Non-Textiles (3-0-3)
MKMC   2271   Visual Merchandising (3-0-3)

Directed Electives   **9 hours**
In consultation with the advisor, select *three* appropriate elective courses (or a total of 9 semester credit hours) from the School of Technology. (Be sure you have the appropriate prerequisites.) Students may choose to take courses listed in the two program options above.

Total for A.A.S.   **64 hours**

PROGRAMS IN MEDICAL ASSISTING

TECH 211 – 770-961-3415
http://tech.clatyon.edu/

Full-time Faculty: J. Adams.

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

The Clayton College & State University Medical Assisting Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Two programs, a certificate program and an A.A.S. program, are offered in the Medical Assisting area.

The Medical Assisting Certificate Program prepares students for employment as medical assistants who help physicians with both clinical and administrative tasks. Students in this program may choose one of two tracks: the Medical Assisting Track or the Medical Coding Track. Typical clinical duties include assisting with physical examinations and performing routine laboratory tests. Administrative duties include maintaining medical records, coding from medical records, filing, billing, and other clerical tasks. Employment opportunities for program graduates are available in physicians' offices, hospitals, and other health care facilities. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).

Medical Assisting Outcomes

The Medical Assisting Certificate curriculum is designed to enable graduates to meet the following learning outcomes.

- Adhere to universal precautions that include health and safety procedures in clinical laboratories and other medical facilities.

- Explain diseases, and the anatomy and physiology of the human body.
- Calculate drug dosages and discuss generic and brand name drugs.
- Communicate effectively with patients, staff and family members.
- Explain how the environment can influence an individual's behavior, growth and development.
- Measure accurately an individual temperature, pulse, respirations, and blood pressure.
- Maintain confidentiality of patients as well adhere the legal and ethical issues of healthcare.

Required Medical Assisting Core
(Applies to both tracks)   30 hours
MEDA	1100	Medical Terminology (1-0-1)	
MEDA	1101	Law and Ethics for the Medical Office (2-0-2)	
MEDA	1102	Body Structure & Function (3-0-3)	
MEDA	1120	Medical Coding I (3-0-3)	
MEDA	1125	Medical Administrative Procedures (2-4-3)	
MEDA	1140	Diseases of the Human Body (3-0-3)	
MEDA	1145	Human Psychology for the Medical Office (3-0-3)	
MEDA	1150	Pharmacology in the Medical Office (2-4-3)	
OFFC	1100	Business English (3-0-3)	
OFFC	1111	Word Processing I—Keyboarding (1-4-3)	
OFFC	2208	Medical Billing (2-2-3)	

Choose ONE Track:

General Medical Assisting Track   12 hours
MEDA	1110	Medical Assisting Procedures (2-4-3)
MEDA	1130	Laboratory Procedures (2-4-3)
MEDA	2222	Occupational Internship and/or Cooperative Educational Experience (1-20-6)

Medical Coding Track   11 hours
OFFC	1101	Introduction to Office Computing (1-4-3)
MEDA	2220	Medical Coding II (1-2-2)
MEDA	2221	Medical Coding III (1-4-3)
MEDA	2223	Medical Coding Externship (1-10-3)

Total for Certificate   **41-42 hours**

MEDICAL OFFICE ADMINISTRATION
Associate of Applied Science Degree

The Clayton College & State University Medical Assisting Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

The Medical Office Administration degree program includes two tracks: Medical Assisting or Medical Coding. Typical administration duties include

supervising personnel, composing written communications, and developing and maintaining filing and financial systems. Typical clinical duties include assisting with physical examinations and performing routine laboratory tests. The Medical Coding track provides advanced training and practice in billing and coding procedures. Employment opportunities for program graduates are available in physician's offices, hospitals, and other health care facilities.

Medical Office Administration Outcomes

The Medical Office Administration AAS curriculum is designed to enable graduates to meet the following learning outcomes (in addition to the skills learned in the Medical Assisting Certificate Program).

- Recognize and use correctly the International Classification of Disease, Ninth Edition, Clinical Modification, (ICD-9-CM), and Current Procedural Terminology (CPT) coding manuals.
- Reason, think critically and solve problems in a timely manner.
- Communicate effectively with community leaders and/or businesses as well as patients, staff and family members.
- Supervise staff as well as manage the overall operation of a medical facility and/or physician's office.

ESSENTIAL SKILLS (Area A)   **6 hours**
ENGL   1101   English Composition (3-0-3)*
MATH   1101   Mathematical Modeling (or higher) (3-0-3)**
   * A grade of *C* or higher (or *K*) is required in ENGL 1101.
   **MATH 1006 may be substituted.

CRITICAL THINKING AND COMMUNICATION (Area B)   **4 hours**
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
COMM   1001   Presentational Speaking (1-0-1)

HUMANITIES (Area C)   **3 hours**
Choose ONE course from Area C. (See B.A.S. core.)

SOCIAL SCIENCES (Area E)   **6 hours**
E1. American Government
POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
HIST   2111   Survey of U.S. History to 1877 (3-0-3)
HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

Required Medical Assisting Core (Applies to both fields)   41 hours
MEDA   1100   Medical Terminology (1-0-1)*
MEDA   1101   Law and Ethics for the Medical Office (2-0-2)*
MEDA   1102   Body Structure & Function (3-0-3)*
MEDA   1110   Medical Assisting Procedures (2-4-3)**
MEDA   1120   Medical Coding I (3-0-3)*
MEDA   1125   Medical Administrative Procedures (2-4-3)*
MEDA   1130   Laboratory Procedures (2-4-3)**
MEDA   1140   Diseases of the Human Body (3-0-3)*

MEDA 1145 Human Psychology for the Medical Office (3-0-3)*
MEDA 1150 Pharmacology in the Medical Office (2-4-3)*
MEDA 2220 Medical Coding II (1-2-2)**
OFFC 1100 Business English (3-0-3)*
OFFC 1111 Word Processing I—Keyboarding (1-4-3)*
OFFC 2208 Medical Billing (2-2-3)*
OFFC 2250 Office Accounting I (2-2-3)
 * Included in required core for certificate.
** Included in one track for certificate.

Choose ONE Track:

Medical Assisting Track   **12 hours**
MEDA 2222 Medical Assisting Externship (1-20-6)
OFFC 1101 Introduction to Office Computing (1-4-3)
OFFC 2205 Business Communications (3-0-3)

Medical Coding Track   **12 hours**
MEDA 2221 Medical Coding III (1-4-3)
MEDA 2223 Medical Coding Externship (1-10-3)
OFFC 1101 Introduction to Office Computing (1-4-3)
OMED 2201 Advanced Medical Terminology (3-0-3)

Total for A.A.S.   72 hours

PROGRAMS IN OFFICE RELATED FIELDS

TEC 211 – 770-961-3415
http://tech.clayton.edu/

Full-Time Faculty: Ahmann, J.Bass, Brackett, Hallisey.

Three certificates and an A.A.S. program are offered in the Office-Related Fields:
Medical Transcription Certificate, Office Assistant Certificate, Office Technology
Certificate, and Office Administration A.A.S.

Outcomes for Office programs
The Office Assistant Certificate curriculum is designed to enable graduates to
meet the following learning outcomes.
• Apply appropriate business communication rules in writing and speaking.
• Show proficiency in basic computer skills.
• Use basic document formatting in business documents.
The Office Technology Certificate curriculum is designed to enable graduates to
meet the following learning outcomes (in addition to the skills learned in the
Office Assistant Certificate program).
• Demonstrate proficiency in one of the following areas based on the track the
  student selects: office accounting procedures and spreadsheet application;

intermediate and advanced levels of spreadsheet, database, and integrated software; administrative procedures and intermediate computer skills; knowledge of legal terminology and procedures used in a typical law office; knowledge of medical procedures, language, and billing procedures.

The Medical Transcription Certificate and Office Administration Medical Transcription Track AAS curriculum is designed to enable graduates to meet the following learning outcomes.

- Apply appropriate business communication rules in writing and speaking.
- Show proficiency in document formatting and application using word processing.
- Show knowledge of medical language and medical transcription skills.
- Obtain a broad based general education along with career specific medical transcription and office administration courses (A.A.S. only).

The Office Administration Administrative Assistant Track AAS curriculum is designed to enable graduates to meet the following learning outcomes.

- Apply appropriate business communication rules in writing and speaking.
- Show proficiency in document formatting and application using word processing, spreadsheet, and database computer skills.
- Show proficiency in administrative procedures.
- Show proficiency in office accounting.
- Obtain a broad based general education along with career specific office administration related courses (A.A.S. only).

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

The Medical Transcription certificate program prepares students for employment as medical transcriptionists, or medical language specialists. The medical transcriptionist interprets and transcribes dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc., in order to document patient care and facilitate delivery of health care services.

Employment opportunities for program graduates are available in a variety of health care settings, including physicians' offices, hospitals, medical transcription services, clinics, laboratories, insurance companies, and other associations representing the health care industry. The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the Hope Grant.) More details are available from the Office of Financial Aid (770-961-3511).

Required Courses

MEDA	1102	Body Structure & Function (3-0-3)
OFFC	1100	Business English (3-0-3)
OFFC	1101	Introduction to Office Computing (1-4-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
OFFC	1116	Medical English and Word Processing (2-2-3)
OMED	2201	Medical Language (3-0-3)
OMED	2219	Pharmacology Language (2-0-2)

OMED	2222	Occupational Internship (1-10-3)
OMED	2231	Medical Transcription I (2-2-3)
OMED	2232	Medical Transcription II (1-4-3)

Total   29 hours

OFFICE ASSISTANT CERTIFICATE
(Leads to A.A.S. in Office Administration)

The Office Assistant Program is a credit program for students who need intensive short-term preparation for office employment.

Credit earned in the program can also be applied to the Office Technology certificate program and the Office Administration degree program. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).

Required Courses: **12 hours**

	OFFC	1100	Business English (3-0-3)
✍	OFFC	1111	Word Processing I - Keyboarding (1-4-3)
	OFFC	1101	Introduction to Office Computing (1-4-3)
	OFFC	2222	Occupational Internship (1-10-3)
		or	
	OFFC	2212	Office Simulation/Transcription (1-4-3)

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

✍	OFFC	1112	Word Processing II—Document Processing (1-4-3)
	OFFC	1114	Project Management (2-2-3)
	OFFC	2202	Business Math (3-0-3)
	OFFC	2205	Business Communication (3-0-3)
✍	OFFC	2206	Presentation Software (2-2-3)
	OFFC	2207	Administrative Procedures (3-0-3)
	OFFC	2208	Medical Billing (2-2-3)
✍	OFFC	2209	Spreadsheet I for the Office (2-2-3)
✍	OFFC	2210	Spreadsheet II for the Office (2-2-3)
✍	OFFC	2213	Desktop Publishing (2-2-3)
✍	OFFC	2214	Database for the Office (2-2-3)
✍	OFFC	2215	Integrated Software (2-2-3)
	OFFC	2250	Office Accounting I (2-2-3)
	OFFC	2251	Office Accounting II (2-2-3)
	OFFC	2252	Office Accounting III (2-2-3)

Total   21 hours

✍   The MOUS track: These courses should prepare students for the Microsoft Office User Specialist (MOUS) certification exams.

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

The Office Technology certificate program offers five tracks and prepares students for office employment using the latest techniques and computer technology.

- **Accounting Office Technology** (bookkeeper, accounting technician)
- **Computer Office Technology** (computer office applications of software)
- **General Office Technology** (secretary, receptionist, office clerk)
- **Legal Office Technology** (legal administrative assistant/secretary)
- **Medical Office Technology** (medical receptionist, insurance/billing specialist, secretary)

The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511).

Office Technology Core (applies to all tracks)   **9 hours**

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

ACCOUNTING OFFICE TRACK   **21 hours**
Required Courses

✍	OFFC	2209	Spreadsheet I for the Office (2-2-3)
✍	OFFC	2210	Spreadsheet II for the Office (2-2-3)
✍	OFFC	2214	Database for the Office (2-2-3)
	OFFC	2222	Occupational Internship (1-10-3)
	OFFC	2250	Office Accounting I (2-2-3)
	OFFC	2251	Office Accounting II (2-2-3)
	OFFC	2252	Office Accounting III (2-2-3)

Elective Courses (Choose 2 courses)   **6 hours**

Any OFFC (1000-2000 level office related) courses

                                                Total   **36 hours**

COMPUTER OFFICE TRACK   **21 hours**
Required Courses

✍	OFFC	1112	Word Processing II—Document Processing (1-4-3)
✍	OFFC	2206	Presentation Software (2-2-3)
✍	OFFC	2209	Spreadsheet I for the Office (2-2-3)
✍	OFFC	2210	Spreadsheet II for the Office (2-2-3)
✍	OFFC	2213	Desktop Publishing (2-2-3)
✍	OFFC	2214	Database for the Office (2-2-3)
✍	OFFC	2215	Integrated Software (2-2-3)

Choose one of the following: **3 hours**
⌐ OFFC 2212 Office Simulation/Transcription (1-4-3)
OFFC 2222 Occupational Internship (1-10-3)

Elective Courses (Choose 1 course) **3 hours**
Any OFFC (1000-2000 level office related) course

Total **36 hours**

GENERAL OFFICE TRACK
Required Courses **15 hours**
⌐ OFFC 1112 Word Processing II—Document Processing (1-4-3)
OFFC 2205 Business Communication (3-0-3)
OFFC 2207 Administrative Procedures (3-0-3)
⌐ OFFC 2209 Spreadsheet I for the Office (2-2-3)
⌐ OFFC 2214 Database for the Office (2-2-3)

Choose one of the following: **3 hours**
OFFC 2212 Office Simulation/Transcription (1-4-3)
OFFC 2222 Occupational Internship (1-10-3)

Elective Courses (Choose 3 courses) **9 hours**
Any OFFC (1000-2000 level office related) courses

Total **36 hours**

LEGAL OFFICE TRACK
Required Courses **24 Hours**
OFFC 1112 Word Processing II – Document Processing (1-4-3)
OFFC 2101 Legal Terminology and Procedures (3-0-3)
OFFC 2112 Computerized Law Office (1-4-3)
OFFC 2205 Business Communication (3-0-3)
⌐ OFFC 2206 Presentation Software (2-2-3)
OFFC 2207 Administrative Procedures (3-0-3)
⌐ OFFC 2209 Spreadsheet I for the Office (2-2-3)
OFFC 2250 Office Accounting I (2-2-3)

Choose one of the following: **3 hours**
⌐ OFFC 2212 Office Simulation/Transcription (1-4-3)
OFFC 2222 Occupational Internship (1-10-3)

Total **36 hours**

MEDICAL OFFICE TRACK
Required Courses **18-20 hours**
MEDA 1102 Body Structure & Function (3-0-3)
MEDA 1120 Medical Coding I (3-0-3)
MEDA 1125 Medical Administrative Procedures (2-4-3)
MEDA 1140 Diseases of the Human Body (3-0-3)
OFFC 2208 Medical Billing (2-2-3)
OMED 2201 Medical Language (3-0-3)
or

MEDA   1100   Medical Terminology (1-0-1)
OMED   2219   Pharmacology Language (2-0-2)
Choose one of the following: **3 hours**
⌐◌   OFFC   2212   Office Simulation/Transcription (1-4-3)
OFFC   2222   Occupational Internship (1-10-3)

Elective Courses   **4-6 hours**
Any OFFC (1000-2000 level office related) or MEDA (medical office)
courses

                                                    _____
                                Total   **36-38 hours**

⌐◌   The MOUS track: These courses should prepare students for the Microsoft
Office User Specialist (MOUS) certification exams.

OFFICE ADMINISTRATION
Associate of Applied Science Degree (A.A.S.)
(Leads to B.A.S. in Administrative Management)

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

The **Administrative Assistant** track prepares students for positions as
administrative assistants or office managers in various industries. Courses in the
Office Assistant and Office Technology certificate programs may apply toward
the A.A.S. degree program.

The **Medical Transcription** track prepares students for supervisory
positions in the field of Medical Transcription. Courses in the Medical
Transcription certificate program may apply to the A.A.S. degree program.

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

AREAS A-E   17-19 hours

ESSENTIAL SKILLS (Area A)   6 hours
ENGL   1101   English Composition (3-0-3)*
MATH   1101   Mathematical Modeling (or higher) (3-0-3)**
  * A grade of *C* or higher (or *K*) is required in ENGL 1101.
  **MATH 1006 may be substituted.

CRITICAL THINKING AND COMMUNICATION (Area B)   4 hours
CRIT   1101   Critical Thinking across the Curriculum (3-0-3)
COMM   1001   Presentational Speaking (1-0-1)

HUMANITIES (Area C)   3 hours
Choose ONE course from Area C. (See B.A.S. core.)

SOCIAL SCIENCES (Area E)   **6 hours**
E1. American Government
POLS   1101   American Government (3-0-3)
E3. American History (Take ONE)
HIST   2111   Survey of U.S. History to 1877 (3-0-3)
HIST   2112   Survey of U.S. History since Reconstruction (3-0-3)

Office Administration Core (applies to both tracks)   **9 hours**
OFFC   1100   Business English (3-0-3)
OFFC   1101   Introduction to Office Computing (1-4-3)
OFFC   1111   Word Processing I – Keyboarding (1-4-3)

ADMINISTRATIVE ASSISTANT TRACK

Required Courses   **12 hours**
OFFC   2205   Business Communication (3-0-3)
🖰 OFFC   2209   Spreadsheet I for the Office (2-2-3)
🖰 OFFC   2214   Database for the Office (2-2-3)
OFFC   2250   Office Accounting I (2-2-3)

Choose one course from each of the following pairs: **9 hours**
a.🖰 OFFC   1112   Word Processing II – Document Processing (1-4-3)
OFFC   1116   Medical English and Word Processing (2-2-3)

b.   OFFC   2207   Administrative Procedures (3-0-3)
MEDA   1125   Medical Administrative Procedures (2-4-3)

c.   OFFC   2222   Occupational Internship (1-10-3)
🖰 OFFC   2212   Office Simulation/Transcription (1-4-3)

Elective Courses
(Choose at least 6 courses)   **18 hours**
MEDA   1100   Medical Terminology (1-0-1)
MEDA   1102   Body Structure & Function (3-0-3)
MEDA   1120   Medical Coding I (3-0-3)
MEDA   1125   Medical Administrative Procedures (2-4-3)
MEDA   1140   Diseases of the Human Body (3-0-3)
MEDA   2220   Medical Coding II (1-2-2)
OFFC   1114   Project Management (2-2-3)
OFFC   2101   Legal Terminology and Procedures (3-0-3)
OFFC   2112   Computerized Law (1-4-3)
OFFC   2202   Business Math (3-0-3)
🖰 OFFC   2206   Presentation Software (2-2-3)
OFFC   2208   Medical Billing (2-2-3)
🖰 OFFC   2210   Spreadsheet II for the Office (2-2-3)
🖰 OFFC   2213   Desktop Publishing (2-2-3)
🖰 OFFC   2215   Integrated Software (2-2-3)
OFFC   2251   Office Accounting II (2-2-3)
OFFC   2252   Office Accounting III (2-2-3)

OMED 2201   Medical Language (3-0-3)
OMED 2219   Pharmacology Language (2-0-2)

Total for A.A.S. in Office Administration –
Administrative Assistant Track   **67 hours**

    ⌁ The MOUS track: These courses should prepare students for the Microsoft Office
       User Specialist (MOUS) certification exams.

MEDICAL TRANSCRIPTION TRACK

Required Courses   **20 hours**
    MEDA 1102   Body Structure & Function (3-0-3)
    OFFC 1116   Medical English and Word Processing (2-2-3)
    OMED 2201   Medical Language (3-0-3)
    OMED 2219   Pharmacology Language (2-0-2)
    OMED 2222   Occupational Internship (1-10-3)
    OMED 2231   Medical Transcription I (2-2-3)
    OMED 2232   Medical Transcription II (1-4-3)

Elective Courses   **19 hours**
    Any OFFC (1000-2000 level office related) or MEDA courses

Total for A.A.S. in Office Administration –
Medical Transcription Track   **67 hours**

PROGRAMS IN PARALEGAL STUDIES

TEC-211, 770-961-3415
http://tech.clayton.edu

Full-time Faculty: Burgar, Cornick, Richardson.

    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. The specific standards for admission are listed below.

* Paralegal Studies is unlike the other certificate programs in the School of Technology in which the certificate precedes the associate degree.

PARALEGAL STUDIES PROGRAM (CERTIFICATE AND A.A.S.) OUTCOMES

The Paralegal Studies Certificate and AAS curricula are designed to enable graduates to meet the following learning outcomes.

- Perform manual and computerized legal research
- Become familiar with rules of legal ethics, such as conflicts of interest, unauthorized practice of law, and confidentiality
- Prepare legal documents, such as pleadings, incorporation documents, and real estate closing documents
- Understand billing and other law office procedures
- Obtain a broad based general education along with career specific paralegal courses (A.A.S. only)

ADMISSION AND PROGRESSION STANDARDS FOR THE PARALEGAL STUDIES PROGRAM. It is essential that Paralegal Studies students contact an advisor prior to registering for courses in the program.

a) <u>Associate Degree</u>: Students in the associate degree program must exempt or exit all Learning Support requirements in English, Reading, Mathematics, and College Skills prior to enrolling in PARA 1101.

Note: Even though the student who begins in the associate degree program will eventually take all courses that are in the certificate program, the student will not be considered to be in the certificate program unless and until the student meets the standards listed below and specifically seeks entry into the certificate. This may have implications for eligibility for some Financial Aid programs.

b) <u>Certificate</u>: To enter the certificate program in Paralegal Studies, a student must meet one of the following standards:
- Hold a bachelor's degree from a regionally accredited college or university. The degree must include at least 18 semester hours of general education credit.*
- Hold an associate degree from a regionally accredited college or university. The degree must include at least 18 semester hours of general education credit.*
- 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.*

  * The general education credit must be college-level work in at least three different disciplines such as social sciences, natural sciences, mathematics, humanities, foreign language, and English. The general education credit must include the equivalent of ENGL 1101 with a grade of C or better (or K). Students with a grade of D in ENGL 1101 must retake the course to earn the required grade.

Special Note regarding Implementation of New Admission Requirements and Completion of Existing Program.

The Paralegal Certificate Program as contained in the 2003-04 Academic Catalog is available only to new students or returning students who qualify for entrance into the Paralegal Certificate Program, under the under the admission standards contained in this Academic Catalog.

All other existing or returning students are required to complete the Paralegal Certificate by the end of Summer 2005 semester. These students must graduate with their Paralegal Certificate under an Academic Catalog prior to the 2003-04 edition. Students who do not earn a Paralegal Certificate by the end of Summer 2005, and who do not qualify for admission to the Paralegal Certificate Program under the revised Certificate Program entrance requirements, will not receive a Paralegal Certificate from Clayton College & State University.

Associate of Applied Science (A.A.S.) Degree
Paralegal Studies

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

ENGL	1101	English Composition (3-0-3)*
ENGL	1102	English Composition II (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)

* A grade of *C* or higher (or *K*) is required in ENGL 1101.

CRITICAL THINKING AND COMMUNICATION (Area B)   **4 hours**

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)
COMM	1001	Presentational Speaking (1-0-1)

HUMANITIES (Area C)   **3 hours**

Choose ONE course from Area C1 or C2. (See B.A.S. core.)

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

E1. American Government

POLS	1101	American Government (3-0-3)

E3. American History (Take ONE)

HIST	2111	Survey of U.S. History to 1877 (3-0-3)
HIST	2112	Survey of U.S. History since Reconstruction (3-0-3)

PROGRAM COURSES   **39 hours**

Required Paralegal Courses (21 hours)

PARA	1101	Introduction to Law and Ethics (3-0-3)*
PARA	1103	Civil Litigation (3-0-3)
PARA	1105	Legal Research and Writing (3-0-3)
PARA	1107	Criminal Litigation (3-0-3)
PARA	1109	Business Organizations (3-0-3)
PARA	1113	Real Estate (3-0-3)
PARA	1225	Family Law (3-0-3)

* PARA 1101 is prerequisite for all other PARA courses. 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.

Other Required Courses (6 hours)
SUPR   1101   Interpersonal Employee Relations (3-0-3)
OFFC   2112   Computerized Law Office (1-4-3)*
*Students who cannot pass typing test of 40 words per minute will be required to take OFFC 1111 as a prerequisite.

Electives - Choose FOUR from the following (12 hours)
(Completion of 18 hours of general education requirements and PARA 1101, 1103, 1105, and 1109 are prerequisite(s) to all Paralegal Electives.)
PARA   1221   Bankruptcy/Debtor-Creditor Relations (3-0-3)
PARA   1223   Wills, Trusts and Probate Law (3-0-3)
PARA   1227   Health Care Law (3-0-3)
PARA   1229   Intellectual Property Law (3-0-3)
PARA   1231   Administrative Law (3-0-3)
PARA   1233   Employment Law (3-0-3)
PARA   1235   Current Law Office Issues (3-0-3)
PARA   2222   Occupational Internship (1-10-3)

Total for A.A.S.   61 hours

Note: Career courses generally fulfill requirements for Associate of Applied Science (A.A.S.) and Bachelor's of Applied Science (B.A.S.) degrees but may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

NOTE: Block Credit Policy for A.A.S. in Paralegal Studies

A student who has previously earned a Paralegal certificate or degree from an ABA-approved school may earn credit for CCSU's paralegal certificate core as a block towards an A.A.S. in Paralegal Studies in the following manner:

- By receiving a passing grade on the requisite number of sections of the Certified Legal Assistant examination administered by the National Association of Legal Assistants (NALA) to become a CLA (Certified Legal Assistant)*, *and*
- By receiving a passing grade in Legal Research and Writing, PARA 1105.

The block will include required paralegal courses plus one paralegal elective.

Note: The student must still fulfill CCSU's residency requirements and complete three PARA electives.

- The student may contact NALA at (918) 587-6828 to obtain an application and to determine if he or she is eligible to sit for the CLA examination.

PARALEGAL STUDIES CERTIFICATE
Please pay careful attention to the admission requirements earlier in this section.

Required Paralegal Courses   **21 hours**

PARA 1101 Introduction to Law and Ethics (3-0-3)*
PARA 1103 Civil Litigation (3-0-3)
PARA 1105 Legal Research and Writing (3-0-3)
PARA 1107 Criminal Litigation (3-0-3)
PARA 1109 Business Organizations (3-0-3)
PARA 1113 Real Estate (3-0-3)
PARA 1225 Family Law (3-0-3)

* PARA 1101, 1103, 1105, AND 1109 are prerequisites for all other PARA courses. 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.

Other Required Course   **3 hours**

OFFC 2112 Computerized Law Office (1-4-3)*
* Students who cannot pass timed writing test of 40 words per minute will be required to take OFFC 1111 as a prerequisite.

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

PARA 1221 Bankruptcy/Debtor-Creditor Relations (3-0-3)
PARA 1223 Wills, Trusts and Probate Law (3-0-3)
PARA 1227 Health Care Law (3-0-3)
PARA 1229 Intellectual Property Law (3-0-3)
PARA 1231 Administrative Law (3-0-3)
PARA 1233 Employment Law (3-0-3)
PARA 2222 Occupational Internship (1-10-3)

Note: Career courses generally fulfill requirements for Associate of Applied Science (A.A.S.) and Bachelor's of Applied Science (B.A.S.) degrees but may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

Total for certificate 30 hours

Chapter 11
COURSE DESCRIPTIONS

All academic courses approved for offering by Clayton College & State University as of press time for this catalog (Spring 2003) 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).

IMPORTANT NOTICE: It is the student's responsibility to be fully aware of the curricular requirements for his or her program of study. It is also the student's responsibility to be aware of and abide by the course description and any restrictions that may accompany the course.

Key to Restrictions and Symbols:

Prerequisite. This means that a student may not enroll in a course until he or she has passed the listed course(s). In the course descriptions that follow, prerequisites marked (C) require a grade of *C* or *K* or better. Only the dean of a school or his or her designee may waive a prerequisite.

Corequisite. This means that a student must take both corequisite courses in the same semester (or short term). However, if a student makes an acceptable grade in one but not both of the corequisite courses, the student only has to re-take the course not satisfactorily completed.

Prerequisite or Corequisite. This means that the student may take the course(s) listed as "prerequisite or corequisite" either before or at the same time as the related course.

Absolute Corequisite. This means that both "absolute corequisite" courses must be taken at the same time even if one part has previously been satisfactorily completed.

Junior or Senior Standing. To enroll in courses limited by class standing, the student must have completed the requisite number of hours (numbered 1000 or higher) prior to enrolling in the course. Junior standing = 60 hours; Senior standing = 90 hours.

Other Restrictions. Some courses will have restrictions in addition to course prerequisites. They may include, but are not limited to, Learning Support, major, program admission, faculty or dean permission, etc. The student must abide by these restrictions.

Recommendations. Some course descriptions contain recommendations. These are not binding on the student, but they do reflect the faculty's advice about wise choices under usual circumstances.

Course Hours. The digits following each course refer to the weekly lecture (didactic) hours, weekly laboratory (practicum, clinical, intern) hours*, and total semester credit hours respectively. 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 (freshman), 2000 (sophomore), 3000 junior), and 4000 (senior). However, presuming that all prerequisites and restrictions have been met, any student may take courses at any level. Upper division courses cannot be used in Areas A-F of the Core Curriculum. (Courses numbered lower than 1000 are remedial in nature and do not count toward graduation, grade point, or hours accumulation.)

Online Courses. Courses marked with the computer icon are available as distance learning courses offered online via the Internet (World Wide Web).* Most of these courses are also offered in the on-campus format. Not all courses marked with the icon will be available online every semester. Also, additional courses not marked by the icon at press time may become available by Internet during the academic year. Consult the Semester Schedule of Classes for specific courses. Each online course requires at least three on-campus sessions. These may include, but are not limited to, orientations, tests, examinations, and clinical and laboratory requirements.

Consult the Semester Schedule of Classes and the appropriate faculty member for details about specific courses.

Career Courses. The courses in some headings are identified as "career" courses. These courses do not normally count toward a baccalaureate degree (including as electives) except when they are included in the career block of a B.A.S. degree. Any exceptions to this rule must be approved in advance by the dean of the school/college of the student's major. (Note: Courses in Information Technology [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.

ACCOUNTING (ACCT)

ACCT 2101 - Principles of Financial Accounting (3-0-3)
Introduction to the concepts, principles, and procedures pertaining to the preparation, analysis, and interpretation of income statement, retained earnings statement, balance sheet, and cash flow statements for service and merchandising companies with introduction to the measurement of inventory, receivables liabilities, long-term assets, and stockholders' equity.
Prerequisite(s) or Co-requisite(s): BUSA 1105 (C).

ACCT 2102 - Principles of Managerial Accounting (3-0-3)
Introductions to the concepts, techniques, and procedures pertaining to the preparation, analysis, and interpretation of accounting information for use by managers for planning, control, and other business decisions with emphasis on product costing, cost analysis, cost volume profit analysis, budgeting, standard costing, performance measurement relevant cost for non-routine decisions, and analysis of financial statements.
Prerequisite(s): ACCT 2101 (C), MATH 1101.

ACCT 3110 - Managerial Cost Accounting (3-0-3)
Cost accounting principles and techniques applied to job order and process types of industry, planning and control of the elements of production costs, and preparation of internal cost reports for management in manufacturing and other environments. Continues standard costing concepts and variance analysis applied in the principles of managerial accounting course, ACT 2102. Use of cost information for business policy implementation and management purposes is stresses, as well as current cost topics.
Prerequisite(s): Admission to the School of Business.

ACCT 3250 - Income Taxation (3-0-3)
An introduction to the study of taxation for individuals and business entities. This course focuses on federal and state tax laws and regulations, as they pertain to both individuals and business entities. Tax forms and software are used to determine the appropriate taxes for cases involving individual and business scenarios. Tax strategies and implications for personal and business decision-making and financial planning are analyzed. Professional ethics involving tax practice are emphasized.
Prerequisite(s): ACCT 2102 (C) or BSUR 3112 (C).

ACCT 3351 - Intermediate Financial Accounting I (3-0-3)
An in-depth analysis of recording, reporting, and disclosure issues for external analysis in the contemporary firm. Accounting theory and current professional standards are stressed. Content emphasis on assets and liabilities with corresponding income determination.
Prerequisite(s): Admission to the School of Business.

ACCT 3352 - Intermediate Financial Accounting II (3-0-3)
A continuation of ACCT 3351 with emphasis on the measurement and reporting of equity and net assets and the interdependencies of change effects on income determination. Accounting changes and adjustments and the related impact of professional pronouncements and information transparency is stressed. Selected topics in governmental, non-for-profit, and international accounting are introduced.
Prerequisite(s): ACCT 3351 (C).

ACCT 4110 - Advanced Managerial Cost Accounting (3-0-3)
A continuation of ACCT 3110 (Managerial Cost Accounting) with emphasis on the advanced and emerging issues pertaining to the nature, objectivesm and procedures of cost analysis and control; theories of cost allocation; and uses of accounting information for decision making.
Prerequisite(s): ACCT 3110 (C), Prerequisite or Co-requisite: BUSA 3100 (C).

ACCT 4250 - Advanced Income Taxation (3-0-3)
An advanced study of taxation for individuals and business entities. This course focuses on advanced concepts of tax laws and regulations, including the impact of taxation. Tax strategies and implications for individual and business decision-making and financial planning are analyzed. Tax research methodologies are explored. Professional ethics involving tax practice are emphasized.
Prerequisite(s): ACCT 3250 (C).

ACCT 4330 - Introduction to Accounting Information Systems and Auditing (3-0-3)
Introduction to the operation and development of accounting information systems, e-business applications, and internal controls. Concepts, procedures, and professional ethics pertaining to the practice of external auditing and assurance services are also introduced. Tracking accounting cycles by mapping with logical data flows and related diagrams and hands-on experience with computers is emphasized.
 Prerequisite(s): ACCT 3351 (C), ACCT 3110 (C), BUSA 3100 (C).

ACCT 4352 - Advanced Financial Accounting (3-0-3)
A continuation of ACT 4352 with emphasis on financial reporting topics encountered in current practice. The theory of the firm is explored relative to investing and financing accountability and other issues of business combinations and divestiture. Special purpose and variable interest entities and their related reporting and disclosure impact are stressed. Practice applications with integrated financial, managerial, and income tax accounting cases may be include.
Prerequisite(s): ACCT 3352 (C).

ACCT 4440 - Governmental and Non-Profit Accounting (3-0-3)
This course covers financial and managerial accounting and reporting for Federal, State and local governments and non-governmental non-profit organizations such as hospitals and universities. Accounting Information Systems concepts and auditing of these organizations are also included.
Prerequisite(s): ACCT 3351 (C).

ACCT 4480 - Advanced Assurance Services (3-0-3)
Topics include the accounting profession, ethics, errors, irregularities, illegal acts and related liability, accounting and review standards, and auditing standards and procedures. Students experience work paper development, test work, and report letter drafting. Risk and cycles, internal control, technology applications, and sampling approaches are emphasized to achieve desired objectives and enhance the quality of external communications required un the contemporary practice environment.
Prerequisite(s): Admission to the School of Business.
Prerequisite(s) or Corequisite(s): ACCT 4330 (C), ACCT 3352 (C).

ACCT 4800 - Selected Topics in Accounting (3-0-3)
A detailed examination of selected topics in the profession of Accounting. May be repeated when topics vary.
Prerequisite(s): Admission to the School of Business and permission of instructor.

ACCT 4850 - Accounting Internship/Cooperative Education (Variable Credit)
Individually designed learning program involving accounting field experience in private, public, or education sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning. May be repeated for credit.
Prerequisite(s): Admission to the School of Business.

ACCT 4900 - Independent Study/Directed Research and Readings (Variable Credit)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.
Prerequisite(s): Admission to the School of Business.

ART (ART)

ART 1101 - Drawing I (3-0-3)
A study of visual relationships between objects in a two-dimensional plane. The primary focus will be improving basic rendering skills using a variety of drawing media. Design and the human figure will be an integral part of the course. Emphasis will be on dry drawing media.

ART 1102 - Drawing II (3-0-3)
A continuing study of the planar relationships between objects, with anatomy and improvement of drawing skills being the primary focus. The emphasis will be on wet drawing media.
Prerequisite(s): ART 1101.

ART 1104 - Two-Dimensional/Color Theory (3-0-3)
A study of color and its manipulation. Collage as well as oil and water based drawing and painting media will be used.
Prerequisite(s): ART 1102.

ART 1301 - Three-Dimensional Design I (3-0-3)
A study of the relationships between objects in three dimensions. The primary focus will be clay and the ceramic process. Hand building, colored clarity, glaze calculation and an introduction to wheel throwing will be addressed.

ART 1302 - Three-Dimensional Design II (3-0-3)
A continuing study of the relationships between objects in a spatial realm focusing on clay and plaster as well as hard media and the subtractive method of working.
Prerequisite(s): ART 1301.

ART 2301 - Art of the Pre-Modern World (3-0-3)
A survey of world art from prehistoric times through approximately 1600, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

ART 2302 - Art of the Modern World (3-0-3)
A survey of world art from approximately 1600 through the present day, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

ART 3101 - The Visual Arts and Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship between works in the visual arts and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.
Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 3401 - American Art Visions (3-0-3)
A survey of American Art from the foundation of American identity within the New World - Colonial era, through the multiple trends and identities of Modern America.
Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

AVIONICS TECHNOLOGY (AVEL)

Note: Courses with the AVEL prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

AVEL 2210 - Aircraft Systems (3-0-3)
An introductory course in avionics focusing on modern aircraft systems such as structures, power plants, fuel systems, hydraulics/pneumatics, and electrical systems. Avionics systems include flight director and autopilot operation. Applicable government regulations and safety procedures will be addressed.

AVEL 2220 - Navigation Systems and Air to Ground (3-2-4)
A study of the operation and maintenance of various navigation and air-to-ground systems including ADF, VOR, Localizer, Glide Slope, Area NAV, Loran C, VLF, DME, transponders, and altitude encoding systems. Testing and troubleshooting using manual and automated test equipment will be emphasized.
Prerequisite(s): ELEC 1104.

AVEL 2222 - Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. Requires program approval.

AVEL 2233 - Selected Topics and Problems (Varies from 1 to 3 credit hours)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite(s): Technology major and permission of program advisor.

AVIATION MAINTENANCE TECH (AVMT)

Note: Courses with the AVMT prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

Note: Due to FAA regulations, the lecture-lab-credit formula for AVMT does not conform to the typical pattern.

AVMT 1101 - Aircraft Maintenance Regulations (2-0-2)
An introduction to mechanics' privileges and limitations, including certification eligibility, procedure and liability as outlined in the Federal Aviation Regulation (FAR) Part 65. Includes a survey of the various maintenance publications; and the process for establishing and maintaining a maintenance records system which meets FAR 91, FAR 43, and FAR Part I requirements.
Prerequisite or corequisite: ENGL 1101.

AVMT 1102 - Aircraft Basic Science (3-0-3)
The theory and application of physics to aerospace vehicles and their subsystems. Topics include origin and transmission of sound, relationship between temperature and heat; relationships of pressure, temperature and air mass volume; laws of confined gases; Bernoulli's Principle; relationship of air density to temperature and humidity and the effect on aircraft performance. The theory of weight and balance, the weighing process, and the mathematical calculation of net changes.

AVMT 1103 - Aircraft Applied Science (4-6-4)
A study of aircraft servicing methods and ground operations with emphasis on safety. Cleaning, corrosion detection and control; fluid line fabrication and installation; aircraft hardware and materials; and industrial processes applied to aerospace construction

materials including non-destructive testing and precision dimensional inspection. The interpretation of aircraft drawings, blueprints, charts, graphs, and wiring.

AVMT 1104 - Basic Electricity & Electronics (4-6-5)
A study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Topics include alternators, generators, starters, motors, and charging systems. An introduction to Semiconductor Fundamentals, Digital and Microprocessors is included.
Prerequisite or corequisite: MATH 1101.

AVMT 2201 - Sheet Metal (4-6-4)
A study of metal structures of welded tube and riveted sheet monocoque or semi-monocoque. Topics include identification, selection and installation of rivets and other mechanical fasteners in stressed skin construction. The principles of oxy-acetylene welding and inspection; and the repair of honeycomb, laminated and composition materials and thermo-setting plastics.

AVMT 2202 - Airframe Structures (4-6-5)
A survey of the wood structures used in early aircraft and current home-built aircraft. Other topics include fabric covering and various covering finishes, assembly of major components of an aircraft, rigging flight systems and controls, and airworthiness inspection procedure for mechanics.

AVMT 2203 - Utility Systems (4-6-5)
A study of the heating, cooling, ventilation and pressurization of the aircraft interior and the protection of exterior surfaces from ice accumulation. Includes fire detection and extinguishing systems, fuel storage, transfer, distribution and dump systems, and aircraft flight instrument systems.
Prerequisite(s): POLS 1101 and HIST 2112.

AVMT 2204 - Fluid Power & Landing Gear Systems (4-6-4)
A study of the principles of generation, distribution and management of hydraulic and pneumatic power throughout the aircraft structure. Includes topics on wheels, tires, brakes, fixed and retractable landing gear systems, and position indicating and warning systems.

AVMT 2205 - Electrical & Navigation Systems (4-6-5)
A study of circuit protection devices, switches and ratings, proof of current requirements, determinations of wire requirements, inverter systems, alternators and AC current and frequency output, aircraft voltage systems, AC generators, transformer-rectifier principles. Other topics include radio transmitter and receiver principles, instrument landing systems, emergency locator transmitters (ELT's) and installation practices and procedures.
Prerequisite(s): AVMT 1104 and MATH 1101.

AVMT 2211 - Turbine Engines (4-6-4)
A study of the fundamentals and evolution of the jet engine and jet propulsion. Includes topics on materials used in compressor construction, application of the laws of physics of motion, inlet ducts, combustion chambers, turbine wheels, diffusers, exhaust ducts, reversers and maintenance procedures for organic cleaning compounds, hot section inspections, set engine trimming and instrumentation.
Prerequisite(s): ENGL 1101, POLS 1101 and HIST 2112.

AVMT 2212 - Reciprocating Engines (4-6-4)
Piston engine theory and maintenance including the development of air- and water-cooled aircraft engines. Other topics include power production, horsepower calculation, timing and valve overlap, displacement and volumetric efficiency.

Procedures for total engine overhaul from disassembly to reassembly with new and/or serviceable parts to achieve acceptable overhaul tolerance. Included is the removal and installation of the powerplant, rigging controls, test operation and troubleshooting.

AVMT 2213 - Powerplant Accessories (4-6-5)
Includes lubrication systems and lubricants, propeller systems and operational principles, induction systems, cooling systems, exhaust collection and removal systems.

AVMT 2214 - Powerplant Electrical Systems (4-6-5)
Includes electronic, loop, thermocouple and thermal switch fire detection circuits; fire warning and extinguishing systems; and engine instrumentation. Other topics include magneto and capacitance discharge ignition systems, engine electrical systems, DC generators and powerplant electrical accessories.
Prerequisite(s): AVMT 1104 and ENGL 1101.

AVMT 2215 - Engine Fuel & Fuel Metering Systems (4-6-5)
A study of fuels as chemical mixtures, fuel-air ratios; flame characteristics, ignition requirements; and properties such as violability, anti-knock value and vapor pressure tendencies. Other topics include the primary units of a basic fuel system, the relationship of fuel metering to mass airflow, carburetion, fuel controls, and factors affecting fuel metering. Fundamentals of powerplant inspection include hundred-hour inspections.

AVMT 2221 - General Maintenance Applications (5-2-6)
A survey course for the experienced mechanic who is eligible by PART 65, Para 65.77 and desires to develop skills in physics, weight and balance, materials and processes of aerospace construction, cleaning and corrosion treatment, ground handling and servicing, fire protection and fluid line fabrication. All the subject areas of the FAA General Curriculum except math and basic electricity are reviewed.

AVMT 2222 - Powerplant Theory Applications (4-2-5)
Powerplant theory and maintenance applications for both reciprocating and turbine engines up to overhaul are discussed and includes removal, troubleshooting and installation of complete power plant assemblies. Course concludes with powerplant conformity and airworthiness inspections.

AVMT 2223 - Airframe Structures Applications (4-2-5)
Topics include wood, welded tube, both monocoque and semi-monocoque sheet metal formed structures. Composite material construction of structures is introduced and fabric and synthetic covers, finishing products and plastics are included. Course concludes with inspection privileges for the Airframe Mechanic.

AVMT 2224 - Propulsion Systems & Applications (4-2-5)
A comprehensive survey of the principle of operation and function of the lubrication, induction, cooling and exhaust systems; fuel, fuel metering and engine instrument systems; fire protection, ignition and propeller systems.

AVMT 2225 - Airframe Systems & Component Applications (4-2-5)
Aircraft landing gear systems, hydraulic and pneumatic power systems and cabin atmosphere controls are explained; the course continues with aircraft fuel systems, instruments, position and warning systems. The course concludes with ice and rain control and fire protection systems.

AVMT 2227 - A&P Electrical & Electronic Application (5-2-6)
Topics include basic electricity, both AC and DC theory and circuit analysis; airframe electrical systems to include generation, control, wiring and distribution of electrical power. Semi-conductor fundamentals and digital applications are introduced.

BIOLOGY (BIOL)

BIOL 1107 - Principles of Biology I (3-0-3)
An introductory biology course designed for science majors which includes chemistry, cell structure and function, cell division, molecular genetics, Mendelian genetics, evolution, plant and animal systematics, and ecology.
Prerequisite(s): Exemption or exit from Math 0099.
Corequisite(s): BIOL 1107L.

BIOL 1107L - Principles of Biology Laboratory I (0-3-1)
Laboratory accompanying BIOL 1107.
Corequisite(s): BIOL 1107.

BIOL 1108 - Principles of Biology II (3-0-3)
A continuation of BIOL 1107.
Prerequisite(s): BIOL 1107 and BIOL 1107L.
Corequisite(s): BIOL 1108L.

BIOL 1108L - Principles of Biology Laboratory II (0-3-1)
Laboratory accompanying BIOL 1108.
Corequisite(s): BIOL 1108.

BIOL 1111 - Introductory Biology I (3-0-3)
The biology sequence covers basic and biological chemistry, cellular organization and function, cell division, bioenergetics, and organ system physiology as well as Mendelian genetics, basic statistics, developmental biology, molecular genetics, biotechnology, ecology, and evolution.
Corequisite(s): BIOL 1111L.

BIOL 1111L - Introductory Biology Laboratory (0-2-1)
Laboratory accompanying BIOL 1111.
Corequisite(s): BIOL 1111.

BIOL 1112 - Introductory Biology II (3-0-3)
Continuation of Introductory Biology I.
Prerequisite(s): BIOL 1111/1111L and exemption or exit from Math 0099.

BIOL 1151 - Human Anatomy and Physiology I (3-0-3)
A study of the structure and functions of the human body most pertinent to students in the health sciences. Topics typically included are the study of body organization, principles of support and movement, and introduction to body maintenance. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D. It is recommended (but not required) that students complete CHEM 1151/1151L prior to enrollment in BIOL 1151.
Corequisite(s): BIOL 1151L.

BIOL 1151L - Human Anatomy and Physiology Laboratory I (0-2-1)
Laboratory accompanying BIOL 1151.
Corequisite(s): BIOL 1151.

BIOL 1152 - Human Anatomy and Physiology II (3-0-3)
A continuation of BIOL 1151 which typically includes study of control systems of the body, maintenance systems and continuity.
Prerequisite(s): BIOL 1151/1151L.
Corequisite(s): BIOL 1152L.

BIOL 1152L - Human Anatomy and Physiology Laboratory II (0-2-1)
Laboratory accompanying BIOL 1152.
Corequisite(s): BIOL 1152.

BIOL 2250 - Microbiology for the Health Sciences (3-0-3)
A study of the morphology, growth, modes of transmission and relationship to diseases of pathogenic micro-organisms. This course is useful to students enrolled in programs in the health sciences.
Prerequisite(s): BIOL 1151/1151L.
Corequisite(s): BIOL 2250L.

BIOL 2250L - Microbiology for the Health Sciences Laboratory (0-3-1)
Laboratory accompanying BIOL 2250.
Corequisite(s): BIOL 2250.

BIOL 2500 - Botany (2-0-2)
Survey of the plant kingdom with greatest emphasis on structure and function of angiosperms.
Prerequisite(s): BIOL 1108 and BIOL 1108L.

BIOL 3100 - Biocomputing (3-0-3)
The human genome project and the web revolution present new challenges and opportunities for biologists. The only way to deal effectively with the information explosion in biology is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems.
Prerequisite(s): BIOL 3250, 3250L, 4201; MATH 1231.

BIOL 3200 - Cell Biology (3-0-3)
An exploration of life's basic unit. Students will examine the cell from both structural and functional viewpoints. The fundamentals of cellular chemistry, life cycles, and regulation will be discussed. Seminal experiments in cell biology will be examined, and current studies in primary research journals will be addressed. Students will gain an understanding of how contemporary methods of laboratory experimentation are being used to unravel the mysteries of life's irreducible unit.
Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L.

BIOL 3222 – Internship and/or Cooperative Education (3-0-3)
Internship program for selected students who perform supervised scientific work in conjunction with professionals at area research institutions or other appropriate sites.
Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L, MATH 1231.

BIOL 3250 - Introductory Microbiology (3-0-3)
Single celled organisms have always been the most populous form of life. This course explores the complex lives of these simple organisms. Students will examine biochemical, genetic and pathological aspects of microbiology. Industrial, ecological, and cultural aspects of human microbiology will be addressed.
Prerequisites: BIOL 1108/1108L, 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 3400 – Biobusiness and Regulatory Affairs (2-0-2)
Before any new biological product gets to market a series of regulatory requirements must be satisfied. Once a product is marketed, quality control and testing play a

central role in production. This course examines contemporary bioregulatory standards, and their application in local industries. Experts from government agencies and private industry will present real life problems and solutions.
Prerequisite(s): BIOL 3250/3250L; MATH 1231.

BIOL 3500 - Ecology (3-0-3)
   The environment is made of both living and non-living components. This course examines the relationships between these various components in the biosphere. Students will learn how complex natural cycles and chains can be perturbed by small disturbances, and conversely, how life adapts to these changes.
   Prerequisite(s): BIOL 1108/1108L or 1112; MATH 1231.

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/l1108L or 1112.
   Corequisite(s): BIOL 3650L.

BIOL 3650L – Comparative Vertebrate Anatomy Laboratory (0-3-1)
   Laboratory accompanying BIOL 3650.
   Corequisite(s): BIOL 3650.

BIOL 4201 - Genetics (3-0-3)
   A study of Mendelian principles, molecular genetics and population genetics. The cellular and molecular mechanisms of inheritance, gene expression and influences on evolution are included.
   Prerequisite(s): BIOL 1108/1108L.

BIOL 4202 - Genetic Biotechnology (2-0-2)
   An experiment-based course in which students use DNA technology to explore topics such as DNA fingerprinting, cloning, DNA amplification, genetic therapies, sex determination, inheritance and paternity, and human genetic disease.
   Prerequisite(s): BIOL 3250/3250L and BIOL 4201.
   Corequisite(s): BIOL 4202L.

BIOL 4202L - Genetic Biotechnology Laboratory (0-4-2)
   Laboratory accompanying BIOL 4202.
   Corequisite(s): BIOL 4202.

BIOL 4222 - Biology Research Practicum (3-0-3)
   Research experience for students in Biology. Practicum assignments must be approved by the student's major advisor and the Center for Experiential Learning. Course may be repeated for credit.
   Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L, MATH 1231.

BIOL 4500 - Biology Seminar (0-2-1)
   Experts from industry, government and academe address current topics in Biology. Students enrolled in the seminar prepare for the talks by performing electronic literature searches and submitting questions for the speakers. This course gives students the opportunity to meet with and question experts in the field. Examinations and projects are based on seminar topics. This course requires a $26 fee for the ETS Major Field Test in Biology.
   Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L, MATH 1231.

BUSINESS (BUSA)

BUSA 1105 - Introduction to Business (3-0-3)
This course is the first step in a well-planned learning agenda that prepares students to become contributing citizens capable of making astute personal economic decisions.　Topics covered include economic environment, global competition, entrepreneurship, general and human resources management, marketing, accounting, finance, information systems, and challenges of business careers.　In order to foster students' ability to think critically, this course emphasizes an integrated approach that provides opportunities for study of the synergy among various business functions.
Prerequisite(s): exit or exempt all Learning Support requirements.

BUSA 3100 – Advanced Computer Applications in Business (3-0-3)
This course covers computer software applications in today's business. 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, presentation graphics, and use of Internet in business research along with the fundamentals of database systems. This course is open only to students majoring in a program in the School of Business.
Prerequisite(s): ACCT 2101 (C), Pre-business or Business Majors only.

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, Pre-req or Co-req BUSA 3100.

BUSA 3800 – Selected Topics in Business (3-0-3)
An examination of selected topics pertinent to the field of business. May be repeated when topics vary.
Prerequisite(s): ENGL 1101 (C), CRIT 1101, POLS 1101.

BUSA 4446 - Managerial Economics (3-0-3)
Microeconomic topics applicable to understanding and analyzing firm behavior; optimization, demand, estimation, production, and cost theory. Application to business problems.
Prerequisite(s): [ECON 2105 (C) and ECON 2106(C)] or 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.

BUSINESS SURVEY (BSUR)

BSUR 3102 – Survey of Production/Quality Management (3-0-3)
This course provides a background of production and performance quality management.　Selected topics of production, operation, and quality management, such as team building, work simplification, statistical control, work measurement, and others are included in this course.
Prerequisite (s): BSUR 3113

BSUR 3111 - Survey of Economics (3-0-3)
A survey of the basic principles of macro and microeconomics with applications to the business world. This course will cover foundation terminology and concepts important for many advanced business courses. This course is not open to B.B.A. students and will not count toward a B.B.A. (Not open to students with credit for ECON 2105 and ECON 2106.)
Prerequisite(s): MATH 1101 or higher.

BSUR 3112 - Survey of Applied Accounting (3-0-3)
A survey of the basic principles of accounting with applications for the skilled worker technician who is moving into a managerial role. This course is not open to B.B.A. students and will not count toward a B.B.A. (Not open to students with credit for ACCT 2101 and ACCT 2102.)

BSUR 3113 - Survey of Measurement & Analysis (3-0-3)
An investigation of management decision-making and the role of data in this process. The course uses a hands-on computer software aided approach to teaching students the value of data in managerial decisions. This course is not open to B.B.A. students and will not count toward a B.B.A. Not open to students with credit for BUSA 3101.
Prerequisite(s): MATH 1101 or higher

BSUR 3115 - Legal Issues for Managers (3-0-3)
Managers are called on daily to make decision 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.

BUSINESS LAW (BLAW)

BLAW 2106 – Legal Environment of Business (3-0-3)
An introduction to the legal, regulatory, political, social, ethical, culture, environmental, and technological issues which form the context for business. The course will include an overview of the impact of demographic diversity on organizations.
Prerequisites: Exempt or exit Learning Support.

BLAW 3370 – Intermediate Business Law (3-0-3)
A study of legal aspects of contracts, sales contracts, negotiable instruments agency, partnerships, corporations, and property for the purpose of expanding the student's understanding of the legal rights and liabilities in the ordinary course of business.
Prerequisite(s): Admission to the School of Business.

CAREER PLANNING (CAPL)

CAPL 1000 - Career Planning (2-0-2)
Provides opportunity to develop career decision-making skills through exploration of the processes of self-assessment, research, planning, and marketing.

CHEMISTRY (CHEM)

CHEM 1151 - Survey of Chemistry I (3-0-3)
First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (this course is also is open to non-science majors). Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry.
Prerequisite(s): Exemption or exit from MATH 0099.
Corequisite(s): CHEM 1151L.

CHEM 1151L - Survey of Chemistry Laboratory I (0-2-1)
    Laboratory accompanying CHEM 1151.
    Corequisite(s): CHEM 1151.

CHEM 1152 - Survey of Chemistry II (3-0-3)
    Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (This course is also open to non-science majors).
    Prerequisite(s): CHEM 1151/1151L.
    Corequisite(s) for selected Health Science majors only: CHEM 1152L.

CHEM 1152L - Survey of Chemistry Laboratory II (0-2-1)
    Laboratory accompanying CHEM 1152 for selected Health Science majors only.
    Corequisite(s): CHEM 1152.

CHEM 1211 - Principles of Chemistry I (3-0-3)
    First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.
    Prerequisite or corequisite: MATH 1101 or higher.
    Corequisite(s): CHEM 1211L.

CHEM 1211L - Principles of Chemistry Laboratory I (0-3-1)
    Laboratory accompanying CHEM 1211.
    Corequisite(s): CHEM 1211.

CHEM 1212 - Principles of Chemistry II (3-0-3)
    Second course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors.
    Prerequisite(s): CHEM 1211/1211L with a grade of C or higher in CHEM 1211.
    Corequisite(s): CHEM 1212L.

CHEM 1212L - Principles of Chemistry Laboratory II (0-3-1)
    Laboratory accompanying CHEM 1212.
    Corequisite(s): CHEM 1212.

CHEM 2411 - Organic Chemistry I (3-0-3)
    A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparation, and reactions utilizing modern theories of electronic structure and reaction mechanisms.
    Prerequisite(s): CHEM 1212/1212L with a grade of C or higher in CHEM 1212.
    Corequisite(s): CHEM 2411L.

CHEM 2411L - Organic Chemistry Laboratory I (0-3-1)
    Laboratory accompanying CHEM 2411.
    Corequisite(s): CHEM 2411.

CHEM 2412 - Organic Chemistry II (3-0-3)
    A continuation of Chemistry 2411 which focuses on functional groups and their reactions.
    Prerequisite(s): CHEM 2411/2411L with a grade of C or higher in CHEM 2411.
    Corequisite(s): CHEM 2412L.

CHEM 2412L - Organic Chemistry Laboratory II (0-3-1)
    Laboratory accompanying CHEM 2412.
    Corequisite(s): CHEM 2412.

CHEM 4110 - Environmental Chemistry (3-0-3)
A study of the chemistry of our environment. Topics typically include air and water pollution, pharmaceuticals, plastics, bioenergetics, thermodynamics of life, and nuclear power.
Prerequisite(s): CHEM 2412 and CHEM 2412L.

CHEM 4202 - Biochemistry (3-0-3)
A study of the chemistry of biological systems. Topics typically include proteins, enzymes, carbohydrates, lipids and metabolism pathways.
Prerequisite or corequisite: CHEM 2412 and 2412L.

CHEM 4204 - Criminalistics (3-0-3)
The study of the chemistry, physics, biology, and legal issues of forensic science. Topics typically include the legal aspects of forensic science, drug analysis, forensic toxicology, explosives and arson investigation, glass analysis, hair and fiber analysis, paint analysis, blood and semen analysis, soil examination, blood and breath alcohol content analysis, questioned document examination, and firearm examination. Various laboratory instruments and procedures will also be covered including mass spectrometry, infrared spectrophotometry, nuclear magnetic resonance, chromatography, visible microscopial spectrophotometry, neutron activation analysis, and microscopes (light, polarized light, comparison, steroscopic, scanning electron).
Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L and PHYS 3650.

CITIZENSHIP (CITZ)

CITZ 1001 - Citizenship (1-0-1)
Instruction in the essentials of United States and Georgia History and Constitutions. (Satisfies the legislative requirement for the study of United States and Georgia Constitution and history for students in specified A.A.S programs).

CLAYTON STATE SEMINARS (CCSU)

CCSU 1000 - First Year Student Seminar: Success in CCSU (1-0-1)
The seminar is an integrated experience which is designed to enhance learning. CCSU 1000 is designed for students who are in their first semester at Clayton College & State University. (Open to students with up to 30 hours.) As a result of completing assignments and actively participating in all class activities, students will improve skills needed for academic success, including study skills, time management, note-taking, active listening, test taking, and knowing how to access and use campus resources. Students will develop an academic plan and determine or reinforce an academic major. Emphasis will be placed on understanding policies and procedures. Attention will be given to increasing student awareness of an appreciation for cultural diversity, visual and performing arts, and challenging points of view. Students will be encouraged to increase their involvement in campus life through leadership activities, membership in clubs and organizations, and service on campus committees. (Not normally appropriate for students who have taken CSOR 0098.) (Institutional credit only; counts in GPA.)

CCSU 1000B - First Year Student Seminar for Business Majors: Success in CCSU (1-0-1)
The seminar is an integrated academic experience is designed to enhance learning. CCSU 1000 is required for School of Business students before they complete thirty hours of college-level credit. As a result of completing assignments and actively participating in all class activities, students will improve skills needed for academic success, including study skills, time management, note-taking, active listening, test taking, and knowing how to access and use campus resources. Students will develop an academic plan for the B.B.A. Emphasis will be placed on understanding policies

and procedures. Attention will be given to increasing student awareness of and appreciation for cultural diversity, visual and performing arts, and challenging points of view. Students will be encouraged to increase their involvement in campus life through leadership activities, membership in clubs and organizations, and service on campus committees. (Not normally appropriate for students who have taken CSOR 0098.) (Institutional credit only; counts in GPA.)

CCSU 2500 - Essentials of Peer Tutoring (1-2-2)

A training program and practicum in one-on-one tutoring of students taking remedial and college-level courses. Readings, workshops, video instruction, and systematic supervision will address goal-setting, active listening, study skills, effective communication, and critical thinking, with the goal of helping tutored students become independent learners. Course follows guidelines set by the International Tutor Certification Program established by the College Reading and Learning Association. Enrollment is contingent on recommendation of faculty member and approval of referring department. Students must have at least an A or B average in the subject they wish to tutor.

COMMUNICATION (COMM)

COMM 1001 - Presentational Speaking (1-0-1)

A course of instruction in the essentials of effective informative public speaking. The goal of the course is to help students develop credibility as speakers by gaining basic competence in the preparation and delivery of spoken reports or other informative presentations. (Not open to students enrolled in or with credit for COMM 1110.)

COMM 1002 - Presentation Applications (1-0-1)

A course providing instruction and practice in the use of a variety of audio-visual media, including electronic media, often employed to enhance speaking presentations in a variety of situations. (Not open to students enrolled in or with credit for COMM 1110.)
Prerequisite(s): COMM 1001.

COMM 1110 - Spoken Communication (Public Speaking) (3-0-3)

A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the CCSU Communication Outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language. Attention to group and inter-personal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations. (Not open to students with credit for COMM 1001 and COMM 1002 without permission of Humanities Department Head.)

COMM 3100 - Professional Speaking (3-0-3)

An advanced study and application of principles of effective spoken communication skills in a variety of business and other professional settings, focusing on persuasive public speaking and group dynamics. As part of the communication process, listening competence is included as a skill of professional speaking, in the contexts of both large audiences and collaborative work teams. The strategic uses of multimedia presentational aids will also be emphasized. While open to students from all majors, the course serves as the site for entry assessment of spoken presentational skills for the baccalaureate degree program in Communication and Media Studies.
Prerequisite(s): COMM 1110 (C) or permission of the Department of Humanities; ENGL 1102 (C).

COMM 3110 - Interactive Communication (3-0-3)
Focuses on communication theory and skills which have application to health care situations and the workplace. Students practice increasing their interpersonal effectiveness and group process skills. Content includes problem solving, conflict resolution, power strategies, burnout, group dynamics, assertive skills and communication within organizational structures. (Same as NURS 3110.)
Prerequisite(s): Junior standing.

COMM 3320 - Communications with Families (3-0-3)
This course focuses on developing skills for interacting with families in human service systems such as health care settings, schools, an private nonprofit organizations. The course is designed to introduce students to interdisciplinary assessment and intervention with children, parents, and family members across the life span. Emphasis will be placed on communicating with culturally diverse populations, dysfunctional families, and those experiencing stressful events. (Same as HSCI 3320.)

COMM 4100 – Organizational Communication (3-0-3)
Organizational Communication introduces students to theories of management and communication. Students apply their knowledge of theory to real-world phenomena utilizing a case-study approach. This combination of theory and application develops knowledge and skills necessary for success in corporate communication environments.
Prerequisite(s): COMM 3100(C) and ENGL 3900 (C).

COMMUNICATION AND MEDIA STUDIES (CMSS)

CMSS 2100 - Introduction to Film (3-0-3)
A humanities-based approach to cinema as an art form, this course introduces the basic elements of motion-picture form: camerawork, editing, narrative, sound, and mise-en-scène. The course also locates contemporary filmmaking within historical and international contexts. Attendance is required for weekly out-of-class screenings. Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.

CMSS 3101 - Communication and Media Studies in the Information Age (3-0-3)
An introduction to theories of linguistic and visual communication, including the formative roles played by discursive contexts and audience expectations. The class surveys the academic and professional disciplines concerned with communication and media. In addition, it focuses on issues relating to communication within culturally diverse communities and within new media environments.
Prerequisite: ENGL1102 (C).

CMSS 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: ENGL1102 (C).
Recommended: Completion of Areas C and E.3 (preferably HIST 1110).

CMSS 3500 - Writing and Editing for Mass Media (3-0-3)
A course in writing and editing for mass audiences, including print, broadcast, and Internet journalism. Emphasis on news gathering, public affairs reporting, and practical applications of journalistic techniques and genres.
Prerequisite: ENGL1102 (C).

CMSS 3501 - Creative Writing (3-0-3)
    A course in imaginative writing, taking into account the expanding variety of media available to writers in the age of digital communication. After an introductory survey of selected traditional written forms (fiction, poetry, drama, creative essay) and newer-media forms such as screenwriting and hypertext narrative, students write in and for the media of their choice, in consultation with the instructor.
    Prerequisite: ENGL 1102 (C).

CMSS 3502 - New Media Design (3-0-3)
    A studio course that focuses on aesthetic and communicative applications of graphic, streaming, and interactive digital media. Class projects will result in a portfolio of work integrating sound, typography, photo illustration, and moving images.
    Prerequisite: CMSS 2100(C), ENGL3901 (C).

CMSS 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 CCSU 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: CMSS 3101 (C) or CMSS program permission.

CMSS 4500 - Global Contexts in Communication and Media Studies (3-0-3)
    A study of communication and media in selected non-Western cultures. In addition, the course examines the roles played by media in the processes of cultural and economic globalization. A capstone course, it includes exit assessment of writing and speaking skills for the baccalaureate degree program in Communication and Media Studies (but is open to upper division students from other majors with permission from the Department of Humanities).
    Prerequisites: CMSS 3101 (C), COMM 3100 (C), and ENGL 3900 (C).
    Prerequisite or Corequisite: CMSS 3200 (C) or CMSS program permission.

CMSS 4800 - Selected Topics in Communication and Media Studies (3-0-3)
    Seminar in Communication and Media Studies topics. May be repeated when topics vary.

CMSS 4900 - Directed Research in Communication and Media Studies (3-0-3)
    Independent study in Communication and Media Studies (credit varies)
    Prerequisite: Permission of Humanities Department Head.

COMPUTER NETWORKING (CNET)
See also Help Desk (HDSK) and Internet (INET).

Note: Courses with the CNET prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

CNET 1101 - Introduction to Microcomputer Repair (2-2-3)
    An overview of the hardware of modern microcomputers, including motherboards, CPUs, I/O devices, peripherals, memory and storage devices. Maintenance, upgrading, and installation of hardware and software are covered. Electrical safety and correct work techniques are stressed. The course emphasizes concepts that covered on the CompTIA A+ Core Hardware exam.

CNET 1102 **-** Microcomputer Operating Systems (3-0-3)
The basic concepts of microcomputer hardware and software are described. Students will become proficient in working with the most important microcomputer disk operating systems.

CNET 1103 **-** Microcomputer Applications (3-0-3)
A hands-on introduction to the productivity software found in most microcomputers; word processing, spreadsheets, database management, graphics and communication software.

CNET 1105 **-** Introduction to Networking (3-0-3)
This course provides an overview of computer networking. Topics include 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.

CNET 1109 **-** Network Administration (2-2-3)
A study of the knowledge and skills required to function in the role of network administrator or systems manager in a LAN environment. Students completing this course will be able to accomplish basic network management tasks such as setting up user accounts, creating login scripts, implementing file storage systems, system policies and access rights, creating groups, managing multiple file servers, and client/server software installation and configuration. Network printing and network security will also be covered. Current technology will be used to implement the objectives of this class.
Prerequisite(s): CNET 1102 and CNET 1105.

CNET 1110 **-** Advanced Network Administration (2-2-3)
This is an expansion of the information covered in CNET 1109. Selected advanced topics such as DHCP configuration, name servers, enterprise networks, and directory structures will be explored. Current technology will be used to expand on the materials covered in CNET 1109.
Prerequisite(s): CNET 1109.

CNET 1112 **-** Transmission Media: Installation and Maintenance (3-0-3)
An introduction to the media requirements of a computer network. Topics covered current cabling standards, cable characteristics and identification,proper selection and installation of copper, fiber, and wireless media, cable fault detection analysis techniques and intergration of a cabling infrastructure into a network desigh. A network desing project is included to reinforce and integrate these concepts.
Prerequisite(s): CNET 1105.

CNET 1114 **-** Network Servicing (3-0-3)
A hands-on introduction to the hardware and software diagnostic tools and utilities used to troubleshoot and repair a computer network. An introduction to protocol analysis, network optimization techniques, and trouble-shooting tools are also included.
Prerequisite(s): CNET 1107 or CNET 1120.

CNET 1120 **-** Introduction to Internetworking (3-0-3)
This course covers network devices, routed and routing protocols, TCP/IP and IP addressing and subnetting, basic electricity and electronics, network maintenance and troubleshooting, WAN concepts, and basic router commands. Current technology will be used to explain and demonstrate concepts and principles covered in class.
Prerequisite(s): CNET 1105.

CNET 2220 **-** Advanced Internetworking (2-2-3)
This course provides an in depth analysis of how different networks are interconnected and communicate using industry standards. Topics covered include advanced routing issues associated with IPX/SPX, access control lists, routing protocols, LAN and WAN design, switching and VLANs, PPP, ISDN, and Frame Relay.
Prerequisite(s): CNET 1120.

CNET 2222 - Occupational Internship (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. Requires program approval.

CNET 2230 - Introduction to Linux (3-0-3)
This course provides a basic background in the Linux operating system. Linux, a UNIX-compatible operating system for personal computers, is used to cover topics such as basic system operation and access, file system organization, file management and manipulation, shell scripts, and system maintenance and security.
Prerequisites: CNET 1102 and CNET 1105.

CNET 2235 - Protocol Analysis (3-0-3)
This course provides a comprehensive analysis of some of the common communication protocols used in large networks. Protocols addressed will include TCP/IP, SPX/IPX and NetBIOS. Primary focus will be on using tools such as Lanalyzer and Sniffer for problem analysis and network optimization.
Prerequisite(s): CNET 1107 or CNET 1120.

CNET 2240 - Network Management (3-0-3)
An introduction to network management systems and Simple Network Management Protocol (SNMP). Students will learn how to install and use SNMP to monitor and manage a multiprotocol environment. Topics covered include network management concepts, SNMP terminology and applications, MIB structures and utilization, and proactive management concepts.
Prerequisite(s): CNET 1107 or CNET 1120.

CNET 2330 - Linux Installation and Administration (3-0-3)
This course provides the student with the essentials of installing, configuring, maintaining, administering, and troubleshooting the Linux Operating System. It also provides preparation for Exams 1 and 2 of the SAIR/GNU Linux Certification Administration Exams and the Linux Professional Institute Exams.
Prerequisite(s): CNET 2230.

CNET 2331 - Linux Networking and Security (3-0-3)
This course provides a detailed explanation of Linux Networking and Security issues. It also provides preparation for Exams 3 and 4 of the SAIR/GNU Linux Certification Administration Exams and the Linux Professional Institute Exams.
Prerequisite(s): CNET 2330.

CNET 2333 - Selected Topics/ Problems - Tech (Varies from 1 to 3 credit hours)
A study of selected topics or problems under the guidance and supervision of a faculty member. Requires approval of faculty member or advisor.

COMPUTER SCIENCE (CSCI)

CSCI 1301 - Computer Science I (3-0-3)
The course includes an overview of computers and programming: problem-solving and algorithm development; simple data types; arithmetic and logical operators;

selection structures; repetition structures; text files; arrays (one-and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent). A high level programming language (currently C++) will be used.
Prerequisite(s): MATH 1101 or higher (or equivalent placement score).

CSCI 1302 - Computer Science II (4-0-4)
The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). A high level programming language (currently C++) will be used.
Prerequisite(s): CSCI 1301.

COMPUTING (CPTG)

CPTG 1002 - Introduction to Web Page Development (Replaces ITEC 1001)   (0-2-1)
An introductory course in communications using the World-Wide Web with emphasis on the creation of Web pages. This course requires intermediate level computer skills, including facility with file management and using URLs to locate and download resources from the Web. Not for novice computer users. (Previous or concurrent enrollment in ENGL 1101 is recommended.)

CPTG 1010 - Computing with Spreadsheets (Replaces ITSK 1702: Spreadsheet Applications) (0-2-1)
This course is an introduction to computing and computer programming using spreadsheets. The course emphasizes the use of the computer as a tool for analysis and problem solving. Included are methods for organizing and interpreting information in various formats.
Prerequisite(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).

CRITICAL THINKING (CRIT)

CRIT 1101 - Critical Thinking (3-0-3)
A course focusing on skills essential to effective critical thinking in both academic and general use. The study of important common components (issue, method, evidence, conclusion) provides a basis for the construction, analysis, and evaluation of arguments in a variety of contexts. The course also addresses fundamental elements of informal logic (e.g., induction, deduction, fallacy-avoidance) and of elementary formal logic (e.g., tests for validity) as they inform good reasoning in any context, from everyday decision-making to academic argumentation. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

CRIMINAL JUSTICE (CRJU)

CRJU 1150 - Introduction to Criminal Justice (3-0-3)
An overview of the criminal justice system, its history, philosophical background, constitutional limitations, and the processes for achieving its goals. Also included are contemporary trends in the system on the local and national levels.

CRJU 3100 - Criminology (3-0-3)
A study of the nature and scope of crime and delinquency with an emphasis on criminological theories and research. The course will introduce students to sociological and psychological explanations for criminal behavior and will allow students to use basic research methods to test theories and measure the incidence of crime in the United States and in other countries.
Prerequisite(s): CRJU 1150.

DENTAL HYGIENE (DHYG)

DHYG 3100 - Introduction to the Dental Hygiene Profession (3-0-3)
An introduction to the profession of dental hygiene including topics such as health history, medical disease, and vital signs. The introduction to clinical practice focuses on techniques needed for sterilization/disinfection procedures, patient/operator positioning, oral prophylaxis procedures including the removal of hard and soft deposits, patient education, and treatment planning. The dental hygiene portfolio will be introduced and implemented in this course. A dental hygiene writing assessment will be administered and referrals recommended if student need is demonstrated.
Prerequisite(s): B.S.D.H. Admission.
Corequisite(s): DHYG 3100C.

DHYG 3100C - Introduction to Clinical Dental Hygiene (0-6-2)
Utilizing the knowledge obtained in the DHYG3100 course, this clinical course will orient students to instruments, procedures and materials used in the practice of dental hygiene. Clinical practice on student partners will emphasize the comprehensive study of oral prophylaxis procedures, including the removal of hard and soft deposits, patient education, treatment planning and infection control.
Prerequisite(s): B.S.D.H. Admission.
Corequisite(s): DHYG 3100.

DHYG 3110L - Dental Anatomy Laboratory (0-2-1)
A laboratory study of hard tissues of the head and oral cavity with an emphasis on applications to dental hygiene practice. This course consists of a detailed study of the anatomy of the human dentition and the bones of the skull in the laboratory setting. Students will also draw and carve selected teeth.
Prerequisite(s): B.S.D.H. Admission.

DHYG 3120 - Dental Radiology (2-0-2)
A comprehensive study of the principles of ionizing radiation and application of radiographic theory in dental hygiene practice. Radiation hygiene for operator and patient safety is emphasized. A radiation safety examination must be successfully completed in order to receive a grade for this course.
Prerequisite(s): B.S.D.H. Admission.

DHYG 3120L - Dental Radiology Laboratory (0-2-1)
The techniques of exposing, processing, and mounting dental radiographs in a clinical setting will be presented and practiced using manikins then clinical patients. Radiographic anatomic landmarks are presented and studied for interpretation along with radiographic evidence of pathology. Radiation hygiene for operator and patient safety is emphasized.
Corequisite(s): DHYG 3120.

DHYG 3200 - Transitional Dental Hygiene (2-0-2)
A continuation of DHYG 3100. Emphasized for discussion are oral prophylaxis techniques, the handling of medical and dental emergencies, local anesthesia techniques, the care and maintenance of dental instruments, equipment, supplies and

dental records. Methods and materials used in individual patient education for a variety of age groups will be presented. Clinical lectures are designed to enhance student's clinical practice of dental hygiene through discussion of experiences encountered in clinic. The dental hygiene portfolio will continue to be developed in this course.
Prerequisite(s): DHYG 3100.
Corequisite(s): DHYG 3200C.

DHYG 3200C - Transitional Clinical Dental Hygiene (0-8-3)
Clinical practice is utilized in this course to emphasize the refinement of skills in the performance of dental prophylaxis, application of preventive agents, and oral examination as an introduction to treatment planning. Students will begin using a computer generated recall and appointment system in this course. This course provides clinical application of the dental hygiene problem-solving model. During clinical practice, students will gain experience in patient management, appointment planning, assessment, planning, implementation and evaluation of dental hygiene care.
Prerequisite(s): DHYG 3100C.
Corequisite(s): DHYG 3200.

DHYG 3210 - Integrative Dental Anatomy and Histology (2-0-2)
A developmental and anatomical study of the soft tissues of the head, neck and oral cavity. This course provides a study of embryonic growth and development of these structures, tissue histology, soft tissue anatomy and the relationship of these structures to the body's major organ systems. Emphasis is given throughout to those areas of particular interest to the dental hygienist.
Prerequisite(s): DHYG 3110L.

DHYG 3230 - Dental Materials (2-0-2)
Students are introduced to the basic principles of dental materials science. This includes the physical, chemical, biological, and mechanical properties of dental materials commonly used in the dental office and dental laboratory. Emphasis is placed on why particular materials and techniques are used rather than to stress only specific techniques of manipulating the materials.
Prerequisite(s): B.S.D.H. Admission.
Corequisite(s): DHYG 3230L.

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.
Prerequisite(s): B.S.D.H. Admission.
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 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): DHYG 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, dentinal hypersensitivity treatments, debonding and use of the PSR system. Legal, ethical, and management aspects of the dental care system, laws and rules governing dental and dental hygiene practice, career alternatives, job searching skills and an overview of the dental specialties are also presented for discussion. The research poster will be

refined and presented to various groups and the dental hygiene portfolio will be finalized in this course.
Prerequisite(s): DHYG 4300.
Corequisite(s): DHYG 4400C.

DHYG 4400C - Advanced Clinical Dental Hygiene II (0-12-4)
Clinical experiences center on improving proficiency and increasing efficiency in all areas of applied dental hygiene, dental radiography, and treatment planning for total dental hygiene care. Clinical experiences are enhanced through participation in externships and directed field experiences.
Prerequisite(s): DHYG 4300C.
Corequisite(s): DHYG 4400.

DHYG 4410 - Community Dental Health (2-3-3)
The study of dental health as a community problem with emphasis on theory and practice of dental public health and preventive dentistry, and the role of the dental hygienist in promoting dental health on community, state, and national levels. The practice of dental health as a community problem will be emphasized. Students will be required to teach dental health in a variety of settings. Local, state, national and/or international opportunities may be made available to the student in order to fulfill the requirements of this course.
Prerequisite(s): B.S.D.H. Admission.

DHYG 4420 - Management/Marketing in the Dental Environment (3-0-3)
The principles and practice of dental administration, including the concepts of patient, office and dental team management will be presented for discussion. An analytical approach to planning, controlling and ordering the inventory/supplies system for a dental office will be conducted as well as a study of related financial management concepts. Strategies are also discussed on the marketing/promoting of dental services and dental products to dental professionals and the general public.
Prerequisite(s): B.S.D.H. Admission or R.D.H. licensure in Georgia.

DHYG 4900 - Independent Study in Dental Hygiene (variable (3-0-3) to (0-9-3))
This capstone course will allow the student to select an area of interest to further enhance their knowledge, experience and options. Career goals will be enhanced through an individually selected project. This course must be taken at Clayton College & State University during the last semester of enrollment in the program.
Prerequisite(s): DHYG licensure in Georgia.

DRAFTING AND DESIGN (DSGN)

Note: Courses with the DSGN prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

DSGN 1101 - Engineering Drawing (Basic Drafting) (1-5-3)
Course includes introduction to drafting equipment, materials, basic use of instruments, freehand lettering, geometric construction, orthographic projection, auxiliary views, sections, and conventions, fasteners, dimensioning, and reproduction of drawings.

DSGN 1110 - Descriptive Geometry (1-5-3)
Course includes graphic analysis of problems involving point, line, and plane relationships. Instruction is also provided in successive auxiliary view, revolution, piercing points, surface development and intersection.

DSGN 2101 - Architectural Drafting I (1-5-3)
Fundamentals of architectural drafting including reading blueprints and interpreting symbols and terminology; building materials; plot plans; floor plans; elevations; detail in frame and masonry construction; building codes; and site; locations. Each student prepares to complete a set of working drawings for a residential project.

DSGN 2103 - Surveying (1-5-3)
This course is designed to familiarize the student with surveying terminology; methods and equipment used to make basic surveying measurements; contours and evaluations. Proper use of theodolite, level, tape and other instruments used in surveying is emphasized.
Prerequisite(s): MATH 1101 and DSGN 1101 or permission of the instructor.

DSGN 2110 - Mechanical Design I (1-5-3)
Advanced orthographic projection design layout; detailing finishes; shop assemblies; pipe and pipe layout simulating industrial drafting conditions.
Prerequisite(s): Completion of first year courses or permission of the instructor.

DSGN 2201 - Computer-Aided Drafting I (2-6-5)
Introduction to the use of personal computers in drafting and design applications. Introduction is given to the use of hardware, software working environments, and the application of the computer in the solution of drafting and design problems. Also covered will be utility commands and file management.

DSGN 2202 - Computer-Aided Drafting II (2-6-5)
The continuation of fundamental computer-aided drafting techniques as introduced in DSGN 2201. Topics to be covered include advanced fundamentals and the introduction to three-dimensional diagrams. Also advanced three-dimensional analysis of designs, solids development, solids modeling, and computer presentation techniques.
Prerequisite(s): DSGN 2201 or permission of the instructor.

DSGN 2203 - Construction Estimating (3-0-3)
Introduction to construction estimating using complete plans and specifications to develop material quantities and cost, and familiarization with appropriate tables and guide lists used by estimators.
Prerequisite(s): Completion of first year drafting and design courses.

DSGN 2204 - Materials and Processes of Industry (3-0-3)
Introduction to manufacturing procedures in industry. Topics include material properties, material classification, machining operations, heat treating, testing, casting and other molding processes.

DSGN 2222 - Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours. Usually taken during advanced stages of program.
Prerequisite(s): Employment in field and/or permission of program.

DSGN 2233 - Selected Topics/Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member.
Prerequisite(s): Drafting and Design major and permission of program advisor.

ECONOMICS (ECON)

ECON 2105 - Principles of Macroeconomics (3-0-3)
> An introductory survey of macroeconomics principles; the scope and method of economics, basic supply and demand theory, money and prices, national income analysis, and economic stabilization.

ECON 2106 - Principles of Microeconomics (3-0-3)
> Application of microeconomics principles to economic problems; the theory of production, market structures, income distribution, government regulation and business, labor organization, and international trade.

EDUCATION (EDUC)

EDUC 2201 - Introduction to Education (3-0-3)
> A survey of the development and nature of American education and the teaching profession. Observation experience in schools is required.

EDUC 2202 - Introduction to Exceptional Children and Youth (3-0-3)
> A survey of the basic characteristics and educational needs of children who require special education services in school. The course covers techniques that help the classroom teacher identify and refer students who may need special services. Some in-school observations may be required. (This course is designed to meet the requirements of Georgia House Bill 671.)

EDUC 3000 - Teacher Education Seminar I (1-0-1)
> Junior year seminar to meet specific requirements of the teacher education program. Includes assessment of communication skills, writing skills, speaking (videotaping), use of technology, etc. Required of all middle level teacher education students. May involve off-campus visitation. Must be taken both semesters of junior year. Institutional Credit only.
> Prerequisite : Admission to the teacher education program.
> Absolute Corequisite: EDUC 3010.

EDUC 3010 - Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (3-0-3)
> This site-based course is an exploration into the cognitive, social, affective, and physical aspects of the middle level learner. Varied teaching techniques will be used and discussed, with a particular emphasis on verifying concepts learned in class through experiences with middle level learners in individual and group settings. Taught on-site at middle schools. Required of all middle level teacher education majors.
> Absolute Corequisite(s): EDUC 3000.

EDUC 3020 - Instructional Technology for Teachers (2-2-3)
> A basic instructional technology course for teaching how to integrate technology in the curriculum. The course introduces concepts, skills and strategies for using technology in the teaching and learning process. This course is required of all middle level teacher education majors.

EDUC 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 4000 - Teacher Education Seminar II (1-0-1)
Senior year seminar to meet specific requirements of the teacher education program. Includes assessment of communication skills, writing skills, speaking (videotaping), use of technology, etc. Required of all middle level teacher education students. May involve off-campus visitation. Must be taken first semester of senior year. Admission to the teacher education program required. Institutional Credit only.

EDUC 4711 - Middle Level Internship I and Seminar (Grades 4-8): School Organization and Community Study (2-9-3)
This course is the Fall Semester portion of a full academic year internship. It is designed to introduce pre-school teachers to a middle school and its community services. Students participate in pre-planning and the first week of classes; they maintain weekly contact (minimum nine hours) with their assigned school, attend weekly seminars on campus, and visit community organizations and agencies. Special attention at seminars is given to support services for special needs students, classroom management, and effective instruction. EDUC 4711, EDUC 4712, EDUC 4713, EDUC 4714, EDUC 4715, and EDUC 4716 must be taken in consecutive semesters during the same school calendar year.
Absolute Corequisite(s): EDUC 4000.

EDUC 4712 - Middle Level Internship II-A (Grades 4-8): Arts and Sciences Observation Component (0-9-3)
This course is part of the Spring Semester portion of a full academic year internship (mid August to mid-May). Internship II is a full-time teaching assignment in grades 4-8 in the student's major (mathematics, science, social students, and/or language arts). Arts and Sciences content-area faculty observe and assess this component of the internship.
Prerequisite(s): EDUC 4711.
Absolute Corequisite(s): EDUC 4713, EDUC 4714, EDUC 4715, EDUC 4716.

EDUC 4713 - Middle Level Internship II-B (Grades 4-8): School-Based Educator Observation Component (0-9-3)
This course is part of the Spring Semester portion of a full academic year internship (mid August - mid May). Internship II is a full-time teaching assignment in grades 4-8. Placement will be in grades 4-8 and in the student's major area of concentration, (mathematics, science, social studies, and/or language arts). School-based educators will work with interns in meeting program outcomes through the teaching assignments. Interns will participate in the total school program including after-school activities.
Prerequisite(s): EDUC 4711.
Absolute Corequisite(s): EDUC 4712, EDUC 4714, EDUC 4715, EDUC 4716.

EDUC 4714 - Middle Level Internship II-C and Seminar (Grades 4-8): Special Education, Cultural Diversity Emphasis (2-3-3)
This course, part of the Spring Semester portion of a full academic year internship (mid August - mid May), is a full-time teaching assignment in grades 4-8. In addition to the school-based teaching assignments, students will participate in weekly seminars on campus and submit weekly reflections. Seminars will focus on topics related to the internship, working with culturally diverse students and special education students, as well as classroom management, the program portfolio and program outcomes.
Prerequisite(s): EDUC 4711.
Absolute Corequisite(s): EDUC 4712, EDUC 4713, EDUC 4715, EDUC 4716.

EDUC 4715 - Middle Level Internship II- D (Grades 4-8): Special Needs Emphasis (0-9-3)
This course, part of the Spring Semester portion of a full academic year internship (mid August - mid May), is a full-time teaching assignment in grades 4-8, designed to acquaint interns with exploratory classes, special needs students, and with feeder elementary schools and high schools. In conjunction with the corequisite seminar, (EDUC 4714), emphasis will be placed on working with special needs students within the regular classroom. Students will visit elementary and high schools.
Prerequisite(s): EDUC 4711.
Absolute Corequisite(s): EDUC 4712, EDUC 4713, EDUC 4714, EDUC 4716.

EDUC 4716 - Middle Level Internship II- E (Grades 4-8): Cultural Concepts Emphasis (0-9-3)
This course, part of the Spring Semester portion of a full academic year internship (mid August - mid May), is a full-time teaching assignment in grades 4-8. In conjunction with the corequisite seminar,   (EDUC 4714), students will examine the ethnic make-up of students in schools in which they are placed. Emphasis will be placed on students addressing the diversity of needs among the students with whom they work.
Prerequisite(s): EDUC 4711.
Absolute Corequisite(s): EDUC 4712, EDUC 4713, EDUC 4714, EDUC 4715.

EDUCATION – ALTERNATIVE TEACHER PREPARATION PROGRAM

EDUC 4000A - Teacher Education Seminar II (Special Section for Southern Crescent Alternative Teacher Preparation Program students) (1-0-1)
Full year seminar designed to meet the specific requirements of the Southern Crescent Alternative Teacher Preparation Program. Students will discuss common issues, concerns and successes they are having as intern teachers. Topics will address curriculum planning and instruction, classroom management techniques and professional responsibilities. Includes assessment of communication skills, use of technology, etc. Required of all participants in the Southern Crescent Alternative Teacher Preparation Program.
Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

EDUC 4710A - Middle Level Internship III-A (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)
This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate.   Internship III-A is a full-time teaching assignment in grades 4-8. Placement will be in grades 4-8 and in the student's major area of concentration, (mathematics, science, social studies, and/or language arts). School-based mentors will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship.
Prerequisite(s):   Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.
Absolute Corequisite: EDUC 4000A (Special section for Southern Crescent Alternative Teacher Preparation Program students)

EDUC 4710B - Middle Level Internship III-B (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)
This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate.   Internship III-B is a full-time teaching assignment in grades 4-8. Placement will be in grades 4-8 and in the student's major area of concentration, (mathematics, science, social studies, and/or language arts). School-based mentors

will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship. Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.
Absolute Corequisite: EDUC 4000A (Special section for Southern Crescent Alternative Teacher Preparation Program students)

EDUC 4710C - Middle Level Internship III-C (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)
This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate. Internship III-C is a full-time teaching assignment in grades 4-8. Placement will be in grades 4-8 and in the student's major area of concentration, (mathematics, science, social studies, and/or language arts). School-based mentors will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship.
Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.
Absolute Corequisite: EDUC 4000A (Special section for Southern Crescent Alternative Teacher Preparation Program students)

EDUC 4710D - Middle Level Internship III-D (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)
This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate. Internship III-D is a full-time teaching assignment in grades 4-8. Placement will be in grades 4-8 and in the student's major area of concentration, (mathematics, science, social studies, and/or language arts). School-based mentors will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship.
Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.
Absolute Corequisite: EDUC 4000A (Special section for Southern Alternative Teacher Preparation Program students)

EDUC 3010A - Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (Special section for Southern Crescent Alternative Teacher Preparation Program students) (3-0-3)
This course is an exploration into the cognitive, social, affective, and physical aspects of the middle school learner. Varied teaching techniques will be used and discussed, with a particular emphasis on verifying concepts learned in class through experiences with middle level learners in individual and group settings.
Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

EDUC 3350A - Instructional Strategies for Individual and Interdisciplinary Teaching (Special section for Southern Crescent Alternative Teacher Preparation Program students) (3-0-3)
This course provides students the opportunity to understand the unique characteristics of the middle school as well as the instructional strategies that teachers in the middle school use to meet the diverse needs of the young adolescent student. Instruction will focus on the organizational structure of the middle school, role of the support personnel, instructional strategies, motivation and discipline, effective elements of instruction, and evaluation. Students will work with the development of thematic units, which utilize current curricular models and instructional strategies to support an academic team approach to teaching the middle level learner.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

ELECTRONICS (ELEC)

Note: Courses with the ELEC prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the courses in the B.A.S. See also Avionics (AVEL) and Telecommunications/Wireless (TELE and WCOM).

ELEC 1101 - Fundaments of DC/AC Circuits (4-2-5)
An introductory course in the fundamentals of direct and alternating current circuits including resonance, filters, and magnetism. Students will assemble and analyze resistive, capacitive and inductive circuits and analyze quantities using vector analysis, Ohm's laws, Kirchoff's laws, and Thevinin's and Norton's theorems. Breadboards, meters, oscilloscopes, power supplies, signal generators, and soldering will be introduced in the lab.
Prerequisite(s): Exemption from or exit from Learning Support mathematics.
Corequisite(s): ELEC 1102.

ELEC 1102 - Applied Technical Mathematics (3-0-3)
A study of the essential mathematical concepts associated with electronics and other technical fields. Subject areas include linear equations, exponents and exponential functions, logarithms, trigonometry, and complex numbers.
Prerequisite(s): Exemption from or exit from Learning Support mathematics.

ELEC 1104 - Electronic Circuits (4-2-5)
A study of active devices including diodes, transistors, FETs, op-amps, thyristors, opto-couplers, and related devices. Power supplies, circuit configurations, and amplification are emphasized.
Prerequisite(s): ELEC 1101.

ELEC 1107 - Introduction to Digital Circuits (3-2-4)
A study of logic gates, combinational and sequential logic circuits including adders, comparators, decoders, encoders, multiplexers, flip-flops, latches, counters, shift registers and associated numbering systems. Also included is an introduction to microprocessors and memory devices. Logic probes and pulsers, multimeters, and oscilloscopes are utilized in the lab to help construct and troubleshoot circuits.
Corequisite(s): ELEC 1101.

ELEC 1108 - Introduction to Microprocessors (3-2-4)
The fundamental concepts of microprocessors and their applications. An introduction to machine language programming, memory components, circuit organization and operation, and the basics of interfacing with external devices will be included.
Prerequisite(s): ELEC 1107.

ELEC 2201 - Advanced Electronic Circuits (2-2-3)
A study of linear devices, circuits, and applications. Active filters, analog comparators, oscillators, summing amplifiers, digital to analog and analog to digital conversion, switching circuits, voltage regulators and related topics.
Prerequisite(s): ELEC 1107 and ELEC 1104.

ELEC 2222 - Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. Requires advisor approval.

ELEC 2233 - Selected Topics and Problems (v)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite(s): Technology major and permission of program advisor.

EMERGENCY MEDICAL (EMS)

Note: Courses with the EMS prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

EMS 1100A - EMS Systems (2-0-2)
Introduction to Emergency Medical Services and Emergency Medical Technicians' skills; Emergency Medical Services and the law; introduction to Emergency Vehicle Operations and Equipment; introduction to Hazardous Materials and Radio Communications; and introduction to blood and airborne pathogens and universal precautions.

EMS 1100B - Patient Assessment (3-0-3)
An Introduction to human anatomy and patient assessment. Basic life support, use of an automatic external defibrillator, use of airway adjuncts, and oxygen therapy are included. Radio operations and documentation are also covered.

EMS 1102 - EMS Laboratory (0-4-2)
Laboratory exercises to accompany EMS 1100A & EMS 1100B.
Prerequisite or corequisite: EMS 1100A, EMS 1100B.

EMS 1112 - Prehospital Emergency Care (3-0-3)
Covers the principles of basic out-of-hospital patient care for the most common illnesses and injuries resulting in a call for ambulance assistance.
Prerequisite(s): EMS 1102.

EMS 1113 - Physiology, Pharmacology, and Invasive Skills (with lab) (2-4-4)
Emphasizes the pathophysiology of shock and the functions and characteristics of body fluids. Provides a study of the principles and procedures necessary for the proper use and administration of pharmaceuticals including oxygen and IV fluids in emergency medical care. The laboratory provides exposure to the techniques of advanced airway management, IV and IO therapy, drug administration, as well as use of the pneumatic anti-shock garment.
Prerequisite or corequisite: EMS 1100B.

EMS 1114 - Medical & Trauma Emergencies (2-0-2)
Covers the assessment and treatment of injuries to soft tissue, the abdomen, the musculoskeletal system, the head, neck, chest, and spine. Includes disaster triage and patient handling techniques. Also covers the assessment and management of medical emergencies including altered mental status; chest pain and dyspned; abdominal pain, poisonings and overdoses, infectious disease and environmental emergencies.
Prerequisite(s): EMS 1100A and EMS 1102.

EMS 1115 - Special Patient Populations & Situations (2-0-2)
Procedures in assessment and management of behavior emergencies; pediatric and obstetric emergencies are covered.
Prerequisite(s): EMS 1100A, EMS 1100B, and EMS 1102.

EMS 1116 - EMS III laboratory and Comprehensive Evaluation (2-2-3)
Comprehensive evaluation of practical skills and didactic comprehensions are completed.

EMS 1117A - Clinical Applications I (0-4-1)
Sessions involving patient management and mechanical aspects of extrication are included. Supervised experience with patients in clinical facilities is included.

EMS 1117B - Clinical Applications II (0-4-1)
A continuation of EMS 1117A. Clinical rotations are expanded to provide more diverse patient care experiences.

EMS 1118 - Intermediate Field Internship (0-4-1)
Provides the student with an opportunity to refine basic emergency medical technician skills and knowledge while assigned to a supervised emergency medical services environment. Emphasis is placed on providing a practicum experience to prepare the student for admission into the Paramedic Technology level program.
Prerequisite or corequisite: EMS 1117.

EMS 2210 - EMT Curriculum Update: Current Concepts (2-2-3)
An interactive approach is utilized with case studies and scenarios to provide realistic EMS encounters requiring assessment management, critical thinking, and advanced-level decision-making. This course reviews general content and prepares student for exit examinations.

EMS 2211 - Introduction to Paramedic Profession (2-0-2)
Introduces the student to the paramedic profession and provides an overview of human systems with emphasis on appropriate medical terminology, systems function, and initial patient management. Discussion of the paramedic profession centers on functions that extend beyond those of the basic EMT. Includes a discussion of stress, stress management and crisis intervention.

EMS 2212 - Advanced Patient Assessment & Resuscitation (2-0-2)
Integrates EMT patient assessment and resuscitation skills into a more detailed patient assessment and introduces advanced resuscitative skills. Includes airway management techniques and strategies.

EMS 2213 - Applied Physiology & Pathophysiology (2-0-2)
Emphasizes the pathophysiology of shock and hypoxia and the functions and characteristics of body fluids. Topics include cardiovascular anatomy and physiology; fluid and electrolyte balance; and classification, assessment, and management of shock.

EMS 2215 - Pharmacology (2-0-2)
Provides a study of the principles and procedures necessary for the proper use and administration of pharmaceuticals in emergency medical care. Topics include identification of drugs, drug administration techniques, and drug safety standards.

EMS 2216 - Paramedic Patient Care Lab I (0-3-1)
Laboratory exercises provide practical applications of patient care skills. Skills include patient assessment, cardiopulmonary resuscitation, advanced airway management, IV therapy, and medication administration.
Prerequisite or corequisite: EMS 2212 and EMS 2213.

EMS 2217 - Respiratory Function & Management (2-0-2)

Provides an in-depth study of the anatomical and physiological foundation of respiration and the assessment and management of respiratory pathophysiology and distress. Topics include anatomy and physiology of the respiratory system, respiratory assessment, airway and ventilation management, and respiratory disease.
Prerequisite or corequisite: EMS 2212, EMS 2213.

EMS 2218 - Current Issues in EMS Seminar (3-0-3)
This seminar course provides interactive discussions regarding current issues affecting the provision of emergency medical services in a changing health care environment. Issues include advances in technology, expansion of service and practice settings, health care reform and changing industry standards. Practical approaches to research encourage autonomy and self-directed future study.
Prerequisite or corequisite: EMS 2235.

EMS 2219 - Advanced Trauma Care (3-0-3)
Introduces student to assessment and management of trauma patients. Topics include systematic approaches to the assessment and management of trauma, such as basic trauma life support(BTLS) and pre-hospital trauma life support (PHILS); anatomy and physiology of the integumentary system; the major internal organs; the types of soft tissue injuries and their management; the types of internal organs; musculosketal injuries, and their management; and the classification and care of burns.
Prerequisite(s): EMS 2211 and EMS 2213.

EMS 2220 - Paramedic Curriculum Update Current Concepts (2-2-3)
Current Concepts utilizes an interactive approach with case studies to refine advanced level assessment and management of realistic patient encounters. This course reviews general content and prepares for exit examinations.

EMS 2221A - Cardiology I (2-3-3)
Emphasizes the study of the cardiovascular system, electrocardiography, and cardiovascular treatment methods. Topics include cardiovascular anatomy and physiology of electrocardiography; recognition of cardiac dysrhythmias; management of cardiac arrest; methods of emergency cardiovascular treatment such as pharmacologic intervention, defibrillation, and cardioversion; and ACLS skills.
Prerequisite or corequisite: EMS 2213, and EMS 2216A.

EMS 2221B - Cardiology II (2-2-3)
An extension of EMS 2221A that discusses the assessment and management of perfusing cardiovascular emergencies. Concurrent or prior completion of EMS 2221A is recommended, but not required.

EMS 2223 - Advanced Care of Medical Emergencies (3-0-3)
Provides an in-depth study of the endocrine, nervous, digestive, genitourinary, immune systems, infectious disease and anaphylaxis. Topics include assessment and management of endocrine system disorders, assessment and management of nervous system disorders, assessment and management of digestive system and genitourinary system disorders, and anaphylaxis. Emphasizes the etiology and pathophysiology and in-field management of immune system compromise and infectious disease and toxicologic, environmental, and gerontological emergencies. Topics include assessment and management of the patient with infectious disease and the utilization of universal precautions; toxicology, alcoholism, and substance abuse disease process; management of environmental emergencies; and geriatrics and gerontology.
Prerequisite(s): EMS 2212, EMS 2213.

EMS 2224 - Paramedic Patient Care Lab II (0-3-1)
This patient care lab incorporates basic and advanced skills in the management of simulated patient encounters depicting medical or traumatic emergencies.
Prerequisite(s): EMS 2216; Prerequisite(s) or corequisite(s): EMS 2219, EMS 2223

EMS 2227 - Maternal and Child Emergencies (2-2-3)
Provides a study of female reproductive systems, birth processes, and management of OB/GYN emergencies. Topics include anatomy and physiology of the female

reproductive system, normal and abnormal birth processes, assessment and management of OB/GYN emergencies, assessment and management of the newborn, and management of sexual assault victims. Provides the student with the necessary knowledge and skills to care for the ill or injured pediatric patient. Topics include growth and development, specific diseases of the pediatric patient, approach and assessment of the pediatric patient, and management of the pediatric patient.
Prerequisite(s): EMS 2212 and EMS 2213.

EMS 2229 - Patients & Circumstances with Special Needs (2-0-2)
Provides an overview of special patient populations including the elderly, patients with behavior disorders, hospice patients, and patients with disabilities. Special circumstances including disaster preparedness and hazardous materials responses are also discussed.

EMS 2230 - Advanced Cardiovascular Care (3-0-3)
Reviews principles of 12 Lead EKG interpretation, Thrombolytic therapy, and Kemodynamic monitoring. Introduces the paramedic candidate to critical care principles.

EMS 2231 - Summative Evaluation and Review (1-3-2)
Comprehensive review and exit examination to verify cognitive and psychomotor competency in preparation for certification.
Corequisite: EMS 2235

EMS 2235 - Paramedic Clinical Applications (0-20-4)
Provides supervised experience that meets Georgia Department of Human Resources (GDHR) requirements for actual patient care in the hospital and advanced ambulance settings. Simulations in the classroom, experience on an advanced ambulance, and service in a hospital develop assessment and treatment skills.
Prerequisite(s): EMS 2221, EMS 2223.
Corequisite: EMS 2231.

EMS 2236 - Paramedic Field Internship (0-12-3)
This course provides the student with an opportunity to refine paramedic skills and knowledge by applying them to real patient encounters in a supervised emergency medical services environment. Students will be required to log patient encounters and practical skills and will prepare a case study for presentation in class.
Prerequisite(s): EMS 2235 or current paramedic certification.

EMS 2240 - EMS and the Law (1-0-1)
Provides examination of the medico-legal issues of pre-hospital emergency care using a case study review format. Participants will evaluate real and simulated cases for potential liability.

EMS 2250 - Community Education & Public Relations (3-0-3)
Students are exposed to principles of community health education and injury prevention. Students study the importance of communicating about the emergency medical profession to the community. Resources for presentation are evaluated. CPR Instructor Certification is an option of this content. Includes a practicum.

ENGLISH (ENGL)

ENGL 0099 - English Skills (3-0-3)
See the Learning Support course listings.

ENGL 1101 - English Composition I (3-0-3)
    A composition course focusing on skills required for effective writing in a variety of
    contexts, with emphasis on exposition, analysis, and argumentation, and also
    including introductory use of a variety of research skills. [Notes: (1) Learning Support
    students who are required to take ENGL 0099 and/or READ 0099 must exit the
    requirement(s) before they can enroll in this course. (2) A grade of C or better (or K)
    is required in ENGL 1101 prior to enrollment in ENGL 1102. Grades of D in ENGL
    1101 will not count toward graduation in any degree program.]

ENGL 1102 - English Composition II (3-0-3)
    A literature based composition course that develops writing skills beyond the levels of
    proficiency required by ENGL 1101, that emphasizes interpretation and evaluation,
    and that incorporates a variety of more advanced research skills.
    Prerequisite(s): ENGL 1101(C).

ENGL 2111 - World Literature I - Pre-Modern (3-0-3)
    A survey of important works of world literature from ancient times through the mid-
    seventeenth century viewed in both historical and contemporary perspective. (Works
    are read in translation where necessary.) Critical thinking and communication skills
    are emphasized. [Note: Learning Support students who are required to take ENGL
    0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this
    course.]

ENGL 2112 - World Literature II - Modern (3-0-3)
    A survey of important works of world literature from the mid-seventeenth century to the
    present viewed in both historical and contemporary perspective. (Works are read in
    translation where necessary.) Critical thinking and communication skills are
    emphasized. [Note: Learning Support students who are required to take ENGL 0099
    and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

ENGL 2121 - British Literature I (3-0-3)
    A survey of important works of British Literature from the Old English period through
    the neoclassical age. This includes English literature from its roots in Anglo-Saxon
    through its development in Great Britain and its global development outside the United
    States through approximately 1800. [Note: Learning Support students who are
    required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before
    they can enroll in this course.]

ENGL 2122 - British Literature II (3-0-3)
    A survey of important works of British Literature from the Romantic Era to the present.
    This includes the global development of English literature outside the United States
    from approximately 1800 to the present. [Note: Learning Support students who are
    required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before
    they can enroll in this course.]

ENGL 2130 - American Literature (3-0-3)
    A survey of important works of American literature from pre-colonial times through the
    present day, viewed in both historical and contemporary global perspective. Critical
    thinking and communication skills are emphasized. [Note: Learning Support students
    who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s)
    before they can enroll in this course.]

ENGL 3101 - Literature and Society (3-0-3)
    A topical or thematic approach to the study of the networks of relationship between
    works of literature and the social structures in which those works are created and
    interpreted, considering both historical and contemporary perspectives.   Critical
    thinking and communication skills are emphasized.
    Prerequisite(s): ENGL 1102 (C).   Completion of CRIT 1101 and Area C
    recommended.

ENGL 3210 - Advanced Grammar (3-0-3)
A course surveying the history, theory, structure, and teaching and learning practices in English grammar. The course is required of all language arts majors and minors in the CCSU Teacher Education program, but is open to students from other majors.
Prerequisite(s): ENGL 1102 (C).

ENGL 3900 - Professional and Technical Writing (3-0-3)
An advanced study and application of principles for effective professional and technical writing. Topics to include audience and context analysis, ethical communication, and writing for international readers. Students put these concepts into practice by writing and designing several professional and technical documents for both specialist and non-specialist readers. While open to students from all majors, the course includes entry assessment of writing skills for the baccalaureate degree program in Communication and Media Studies.
Prerequisite(s): ENGL 1102 (C).

ENGL 3901 - Writing for Digital Media: Theory and Practice (3-0-3)
An advanced writing course that examines dispersed computer networks as new media forms. The course begins with a survey of the aesthetic, historical, and theoretical contexts that shape communication using digital media. It then offers hands-on experience in the development of hypertext and multimedia documents.
Prerequisite(s): ENGL 1102 (C).
Recommended: ITSK 1401 or equivalent knowledge of Hypertext Markup Language (HTML).

ENGL 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 1102 (C).

ENGL 4012 - The American Literary Experience (3-0-3)
A thematic study of the wide-ranging and diverse literature of the racial and ethnic groups in America.
Prerequisite(s): ENGL 1102 (C).

ENGL 4113 - Themes in World Literature (3-0-3)
A study of literary forms from a variety of historical periods and cultures within a thematic framework.
Prerequisite(s): ENGL 1102 (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).

EXPERIENTIAL LEARNING (EXLA, EXLI, EXLP)

Note: These courses provide transcript documentation of experiential learning experiences but no fees are changed and no academic credit is awarded. All require prior approval by the Director of Experiential Learning.

EXLA 2950/2960/2970/2980 - Alternating Cooperative Education (0-V-0)
Student participates in full-time work experience related to his or her field of study one semester and enrolls as a full-time student during alternating semester. Minimum of two semesters of work experience. A student maintains full-time status during the semesters of employment.

EXLI 2950/2960/2970/2980 - Internship (0-V-0)
A one semester, non-credit work or volunteer experience related to the student's field of study. The number of work hours is determined by the student's individual academic needs and the agency's needs. This course number is not used if student is enrolled in an internship for course credit. EXLI cannot be included in determining full-time status.

EXLP 2950/2960/2970/2980 - Parallel Cooperative Education (0-V-0)
A guided, multi-semester work plan directly related to the student's field of study. Student must work a minimum of fifteen hours per week while continuing course work. A student maintains full-time status by being enrolled in a minimum of ten semester hours while working in a parallel co-op position.

FASHION MERCHANDISING (FSMD)

Note: Courses with the FSMD prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

FSMD 1101 - Fashion Fundamentals (3-0-3)
This course is an introduction to the fashion industry. Topics include fashion industry terminology; history of fashion, costume, and silhouettes; environmental influence on fashion styles, merchandising, and consumer demand; fashion cycles, fashion forecasting; secondary markets, wholesale fashion markets, and organization of fashion stores. Fieldwork in the fashion industry is a component of the course.

FSMD 2226 - Fashion Promotion & Coordination (3-0-3)
This course presents the many aspects and responsibilities of fashion and promotion and coordination. Topics include fashion trend research; planned advertising and publicity; special promotions; fashion shows and events; public relations in fashion; gathering market information; fashion industry guidelines for successful employment and advancement in the fashion industry. Preparation of a fashion-merchandising plan is a major component of the course.

FSMD 2250 - Textiles and Non-Textiles (3-0-3)
This course emphasizes the development and use of textile and non-textile products and their markets. The course includes the following topics: textile market place; legislation; generic and trademark names; importance of textile information to retail personnel; textile history; natural and manmade fibers; yarn designing and information; home textiles and accessories and fashion accessories. Fieldwork in the fashion industry is a component of the course.

FINANCE (FINA)

FINA 3101 - Managerial Finance (3-0-3)
An introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds, and capital structure strategies of the non-financial corporation.
Prerequisite(s): Admission to the School of Business.

FINA 3100 - Personal Financial Management (3-0-3)
   This course is designed to give a student the knowledge and framework for developing a personal financial plan suitable for different stages of life. It will also give business students a basic understanding of the complexities that must be addressed by management on behalf of employees within the work environment. The course addresses topics such as insurance, investments, loans, and retirement planning. It is also open to all majors.
   Prerequisite(s): Junior Standing.

FINA 4401 - Investments (3-0-3)
   The principles of investment in stocks, bonds and other markets, including the study of portfolio management.
   Prerequisite(s): FINA 3101 (C).

FINA 4402 – 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 4403 – Money and Banking: Domestic and International (3-0-3)
   An introductory study of the types and functions of money and financial intermediaries, money creation and control, monetary and fiscal policy, international finance, and the effects of these upon domestic incomes, employment, prices, and interest rates.
   Prerequisite(s): FINA 3101 (C).

FRENCH (FREN)

FREN 1001 - Elementary French I (3-0-3)
   Introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. Open to native speakers of French only by permission of the Department of Humanities.

FREN 1002 - Elementary French II (3-0-3)
   Continued listening, speaking, reading, and writing French with further study of the culture of French-speaking regions. Open to native speakers of French only by permission of the Department of Humanities.
   Prerequisite(s): FREN 1001 or two years of high school French.

FREN 1999 - French Review and Transition (1-0-1)
   A review of French for students who have strong elementary skills but need review before entering intermediate level courses. Open to native speakers of French only by permission of the Department of Humanities.

FREN 2001 - Intermediate French I (3-0-3)
   Grammar review and continued development of the student's reading, conversation and composition skills, with readings from Francophone literary sources. Open to native speakers of French only by permission of the Department of Humanities.
   Prerequisite(s): FREN 1002 or FREN 1999.

FREN 2002 - Intermediate French II (3-0-3)
   Grammar review and continued development of the student's reading, conversation, and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of French only by permission of the Department of Humanities.
   Prerequisite(s): FREN 2001.

HEALTH CARE MANAGEMENT (HCMG)

HCMG 3101 - Introduction to Health Systems Management (3-0-3)
This course is designed to introduce the student to the application of principles of management to health systems organizations. Field-based experience will allow the student to apply principles of organizational theory and behavioral aspects of management across a variety of health care settings. All parts of the Regents' must be successfully completed prior to enrolling in the course.
Prerequisite(s): HSCI 2111 or HCMG 3112, or permission of instructor.

HCMG 3112 - Introduction to Allied Health Administration (2-0-2)
This course will introduce the student to the complex health care environment. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals, ambulatory care settings, and the regulatory and professional bodies supporting practices. *Note: Students with HSCI 2111 credit are ineligible to take this course. This course will not count toward a B.S. in Health Care Management.
Corequisite(s): HSCI 3112L.

HCMG 3112L - Introduction to Allied Health Administration Practicum (0-2-1)
This course provides field-based practical experience to introduce students to the complex health care environment.

HCMG 3112A - Introduction to Allied Health Administration Assessment (0-2-1)
This course is required for students holding career associate degrees who are entering the B.A.S. programs in Allied Health Administration and Dental Hygiene Practice and Administration. The course will assess the professional skills and knowledge of students to prepare for bringing into the B.A.S. program. (Not open to students in non-B.A.S. majors.)

HCMG 3301 - Introduction to Primary/Long Term Care (3-0-3)
This course is designed to help the health care management student appreciate the difference in the scope of services provided in ambulatory/primary care sites as compared to the types of health care services often available in long-term care entities.
Prerequisite or corequisite: HCMG 3101.

HCMG 3401 - Applied Human Resource Management in Health Care Delivery (3-0-3)
This course provides students with the basic skills and applications of human resource management in the health care delivery field. Students will study the basics of recruitment, selection, training, retention, motivation, and conflict resolution. Legal and ethical issues in health care as well as timely topics and problems in today's health care environment will be focused.
Prerequisite(s): HSCI 2111 or HCMG 3112.

HCMG 3501 - Health Care Systems TQM (3-0-3)
This course is designed to apply principles of total quality management to health care organizations.
Prerequisite(s): HCMG 3101.

HCMG 3601 - Introduction to Mental Health/Case Management (3-0-3)
This course will provide students with the opportunity to examine the current mental health system including historical perspectives, medical advances, and populations in need of mental health services and/or case management.
Prerequisite(s): Junior Standing.

HCMG 3701 - Introduction to Epidemiology (3-0-3)
This course provides the beginning public health or health care professional with an introduction to the science of Epidemiology. The course will explore the use of Epidemiology in general health care as well as in public health. It will focus on the development of Epidemiology, concepts and elements of infectious and chronic disease, measure and study design for epidemiological research. Students will gain knowledge about developing preventative programs and addressing ongoing health concerns overall using epidemiological data. All students taking this course should have a proficiency in PowerPoint, Microsoft Word, and access to e-mail for communication purposes during the course. Other skills needed are research, ability to work in a group setting, decision making skills, writing and presentation skills.
Prerequisite(s): MATH 1231 or HSCI 2201, recommend HCMG 3101 or permission of faculty.

HCMG 3801 - Future Trends in Health Care (3-0-3)
This course provides a forum for the exploration of trends in society and the work place as they relate to health care costs, access, and delivery of services. Students will discuss past, present, and possible future health care delivery systems based on current practices.
Prerequisite(s): HCMG 3101.

HCMG 4110 - Administration of Managed Care (3-0-3)
Advanced study of methods of designing, changing, managing and evaluating managed care organizations.
Prerequisite(s): HCMG 3101.

HCMG 4180 - Health in Corporate Setting (3-0-3)
This course explore the issues of health and safety in the workplace. Emphasis is placed on prevention of work-related disease or illness and promotion of wellness. Concepts related to employee assessment and retention, environmental health hazards, prevention of occupational disease, wellness programs, insurance issues, ergonomics, and government standards are presented.
Prerequisite(s): Junior Standing.

HCMG 4201 - Health Care Consulting (3-0-3)
The course introduces students to the opportunities that may be available as a health care consultant. Class focus will center on skills, demeanor, and other areas that contribute to a successful consultant.
Prerequisite or corequisite(s): HCMG 3101.

HCMG 4220 - International Health Systems (3-0-3)
This course is designed to investigate the basic principles and fundamentals of international health care systems including, but not limited to, Canada, Great Britain, Germany, and Japan. Emphasis will be placed on historical, social, political, and structural factors, differences in financing and delivery mechanisms, expenditures, providers, types of services, comparisons with United States impact of technology, research and quality assessment. Additionally, issues of cost, utilization, and access will be examined in light of current market conditions, future trends, and health care policy in each country.
Prerequisite(s): Junior Standing.

HCMG 4310 - Public Health Administration (3-0-3)
This course provide the student with an introduction to public health administration, an understanding of how public health programs are initiated and administered at the federal and state levels. The objectives of the course will be achieved through lecture, guest speakers, student projects, Internet, and final exams.
Prerequisite(s): HCMG 3301.

HCMG 4500 - Health Care Policy (3-0-3)
> This is a senior level required course for all health care management students. The course will consist of in-depth study of four major health care policy areas of the U.S. healthcare system.
> Prerequisite(s): Senior Standing.

HCMG 4560 - Health Care Finance (3-0-3)
> Provides opportunity to examine factors affecting the financing of health care. Current systems of financing health care are discussed. Budgetary concepts, financial management, cost accounting and management under rate control and competition presented and analyzed. Differences between goods and service industries are analyzed.

HCMG 4565 - Financial Management of Primary/Long-term Care Organizations (3-0-3)
> This is a follow-up course to the introduction for Primary Care/Long-Term Care or primary care facility.
> Prerequisite(s): Junior standing.

HCMG 4901 - Applied Research (2-3-3)
> A supervised research experience applied to selected health care management experience. Student will work with a faculty mentor as well as a field supervisor to design and implement the project.
> Prerequisite(s): MATH 1231 or HSCI 2201 and senior standing.

HCMG 4970 - Health Care Management Internship/Practicum (0-15-3)
> Individually designed learning program involving field experiences in a health care setting. Program of study and student supervision must be approved by the Dean/Program Director. (Practice hours may vary according to student experience in field.)
> Prerequisite(s): HCMG 4901.

HCMG 4999 – Capstone in Health Care Management (3-0-3)
> This s a capstone course for the Health Care Management Program. The course will synthesize and summarize the materials of the Program coursework. Discussions will also be conducted on the state of the field today and projections for the future. This course is taken the last semester before graduation.
> Prerequisite(s): HCGM 4500, HCMG 4901 and senior standing.

HEALTH SCIENCES (HSCI)

HSCI 2111 - Introduction to Health Care Environment (2-0-2)
> Designed to introduce the student to the complex health care environment through field-based observational experiences and seminar experiences. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals, ambulatory care settings, long term care settings, and the regulatory and professional bodies supporting practice.
> Prerequisite(s): All first-year courses in Areas A & B of the Core.
> Corequisite(s): HSCI 2111L.

HSCI 2111L - Introduction to Health Care Environment Lab (0-2-1)
> This course provides field-based experiential learning to support the concepts introduced in HSCI 2111.
> Corequisite(s): HSCI 2111.

HSCI 2201 - Measurement Science (Health Care Statistics) (3-0-3)
This course will introduce students to the theory, application, and use of computer-based statistics. Applications will include the use of a standard database to instruct students how to construct a data entry format for both SPSS and Excel spreadsheets.

HSCI 3012 – Alternative and Complementary Approaches to Wellness: Therapies for a Healthy Lifestyle (3-0-3).
This course is designed to explore and analyze various alternative health care therapies will introduce students to the theory, application, and use of computer-based statistics. Applications will include the use of a standard database to instruct students how to construct a data entry format for both SPSS and Excel spreadsheets.

HSCI 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): NURS 3201 (concurrent).

HSCI 3320 - Communications with Families (3-0-3)
This course focuses on developing skills for interacting with families in human service systems such as health care settings, schools, an 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.

HSCI 3341 - Cultural Diversity in Health and Illness (3-0-3)
Introduces cross-cultural health assessment and interventions, which increase the cultural sensitivity of health care providers. The diversity of health/illness belief systems and behaviors cross-culturally is presented as well as biological variations and patterns of adaptation to specific environments. Several international health system models are analyzed. Cultural diversity within the United States is emphasized.
Prerequisite(s): Junior Standing.

HSCI 3382 - Clinical Pharmacology
This course provides students with an in-depth and comprehensive knowledge and understanding of pharmacotherapy as it relates to clinical application in = health professions. The course will highlight major drug classifications with emphasis on the general therapeutic rationale for drug therapy, mechanisms of action, pharmacokinetic concepts, and pharmacodynamic principles.
Absolute Corequisite(s): NURS 3382L or DHYG 3382.

HSCI 3401 - Contemporary Women's Health (3-0-3)
The promotion and maintenance of women's health is stressed. Historical influences as well as social, political, religious and cultural factors which impact the contemporary women's health are included. Gynecologic health needs and sexuality from menarche to menopause are discussed. Discussion of women's roles in complex societies. Individuals become more aware of self and the needs of women as consumers and providers in the health care delivery system.
Prerequisite(s): Junior Standing.

HSCI 3420 - Health Education (3-0-3)
Focuses on the concept of health education in meeting the learning needs of health care providers and health care consumers within various settings. Emphasis will be placed on the process of program development and implementation in the role of the professional nurse. Principles of teaching/learning and instructional strategies will be explored and compared. Technique for preparations and evaluation of instructional materials includes those needed for both print and non-print materials such as slides, transparencies, computer software and other educational materials. Opportunities to practice teaching strategies also will be provided.
Prerequisite(s): Junior Standing.

HSCI 3501 - The AIDS Epidemic (3-0-3)
This survey course is designed to provide an overview of the AIDS epidemic, including specific at-risk populations, changes in the patterns of occurrence, signs and symptoms, classification of disease, recognition of the course of the disease, and strategies for prevention.
Prerequisite(s): Junior Standing.

HSCI 3520 - Legal Issues in Health Care (3-0-3)
This course overviews law in general and health care issues specifically and provides students an opportunity to study and explore aspects of employer-employee relations in the health care setting and legal ramifications of patient treatment and medical records.
Prerequisite(s): HSCI 2111, HCMG 3111, or HCMG 3112, NURS 3101, or permission of the instructor.

HSCI 3521 – Developing Legal Nurse Consulting Skills (3-0-3)
This course examines the practice of health care from a legal perspective and builds on the clinical expertise of R.N.'s.

HSCI 3522 – Marketing and Expanding Legal Nurse Consultant Skills (3-0-3)
This course examines the marketing of legal nurse consultant skills to legal firms and/or health care facilities and negotiation of fees for these services.

HSCI 3550 - Ethical Issues in Health Care (3-0-3)
This course is designed to explore and analyze contemporary health care situations in terms of ethical dimensions. Topics include patient-care giver relationships, high-tech medicine, ICU dilemmas, medical experimentation, and confidentiality of patient medical records, AIDS and ethics, death and dying, and the issues of an aging population.
Prerequisite(s): Junior Standing.

HSCI 4330 - Nutrition (3-0-3)
This course introduces the student to the fundamental concepts of nutrition, the nutrients, and how the body uses the nutrients. This course includes a study of the impact of nutritional choices on various populations and age groups of individuals and an individualized dietary analysis.
Prerequisite(s): Junior standing or permission of instructor.

HSCI 4800 - Directed Readings in Health Sciences (variable credit 1-3)
This is a directed readings course with a faculty mentor. Permission of the instructor and faculty mentor required prior to registration.

HSCI 4996 - Introduction to Health Care Informatics (3-0-3)
This course provides an overview of the use of information and computer science in the delivery of health care [or nursing]. The content focuses on information technology used to enhance client care through minimum data set, research, education and administration of health care facilities.

HSCI 4997 - Health Care Information Systems (3-0-3)
This course provides an in depth analysis of selected information systems designed to improve health care delivery, the administration of health care and/or education of health care consumers and personnel. Students are expected to become proficient in the use of a selected information system designed to use evidence based, clinical information systems, education technology and/or research.
Prerequisite(s): HSCI 4496.

HSCI 4998 - Information Seminar (3-0-3)
In this course, students will work with faculty and health care information specialists to develop projects applying the knowledge obtained in NURS/HSCI 4996 and 4997. Projects will focus on the evaluation of information systems related to intervention classifications, coding systems, community health information networks, electronic patient records, patient outcomes, decision analysis, administration of health care facilities and personnel or the education of professionals and consumers.
Prerequisite(s): HSCI 4997.

HSCI 4999 - Informatics Practicum (O-V-3)
Students will implement the informatics projects designed in Information Seminar. Findings from the implementation and evaluation of the projects will be discussed with colleagues on-line.
Prerequisite(s): HSCI 4998.

HELP DESK (HDSK)

See also Computer Networking (CNET) and Internet (INET). Note: Courses with the HDSK prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

HDSK 1101 - Introduction to Help Desk Technology (3-0-3)
This course provides a broad overview of the help desk and help desk industry. Topics will include the main components of a successful help desk; software options available for tracking and managing data; procedures for logging, tracking, and escalating calls; and problem resolution procedures.

HDSK 1103 - Customer Relations for Technicians (3-0-3)
This course provides a "how-to" approach to delivering excellent customer support in a help desk setting. Emphasis will be on achieving high customer satisfaction by developing strong interpersonal and communication skills. Additional topics will include telephone skills, stress reduction, handling difficult customer situations, becoming a team player, and solving and preventing problems.

HISTORY (HIST)

HIST 1110 - Themes in World History (3-0-3)
A thematic survey of world history to the present era. Includes the study of significant cultures and periods in world history designed to enhance students' awareness of global issues. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

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 2110 - Themes in United States History (3-0-3)
A thematic survey of U.S. history to the present. Provides students with an historical perspective through the study of significant periods and cultures in U.S. history from pre-history to the present. (Satisfies the legislative requirement for the study of U.S. and Georgia history.) [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

HIST 2111 - Survey of United States History to 1877 (3-0-3)
The history of the U. S. and the lands that would become the U. S. from the colonial period through Reconstruction. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

HIST 2112 - Survey of United States History since Reconstruction (3-0-3)
A survey of United States history from the post-Civil War period to the present. The course focuses on the political, social, and cultural development of the modern United States with particular emphasis on the twentieth century. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

HIST 2265 - Minorities in American History (3-0-3)
A survey of the history of minorities in America. Attention is given to the concepts of ethnicity, race, culture, and minority status, and emphasis is placed on African-Americans as the largest minority in the region.
Prerequisite(s): HIST 2111 or HIST 2112 or HIST 2110.

HIST 3001 - Historiography and Historical Methods (3-0-3)
This course will examine the perspectives of significant historical schools and analyze the contributions made by major historians. Methodological investigation will include the following topics: selection, verification, organization, interpretation, and presentation. Students will be required to complete a research project.
Prerequisite(s): HIST 2111 (C) and HIST 2112 (C) and HIST 1111 (C) and HIST 1112 (C) or [HIST 1110 (C) and HIST 2110 (C)].

HIST 3010 - Introduction to Public History (3-0-3)
An introduction to the various facets of public history including archives. This course will emphasize the importance of the preservation and use of historical documents, artifacts, and sites. The examination of public history will include reference to organizations, museums, historical sites, advocacy groups, and public policy development. Non history majors including students considering majoring in history are encouraged to take this course.
Prerequisite(s): Completion of Area E history courses, i.e. [HIST 2111 (C) or HIST 2112 (C) or HIST 2210 (C)] and [HIST 1111 (C) or HIST 1112 (C) or HIST 1110 (C)].

HIST 3110 - Georgia History and Government (3-1-3)
Georgia History and Government provides students with the basic analytical and conceptual skills for studying history and government on the state and local level. The course examines the social, political, and institutional history of Georgia to prepare students to analyze similar developments on the local, regional, and national level. A field-based project, appropriate for both teacher education majors and others, is

incorporated into the course. Includes a laboratory/ practicum component. Required for all middle level teacher education students and for all history majors. Prerequisite(s): HIST 2111 (C) or HIST 2112 (C) or HIST 2110 (C).

HIST 3120 - The Establishment of the U. S., 1607 - 1800 (3-0-3)
Cultural, social, economic, and political development of Anglo-America through the War for Independence, the formation of state and national constitutions and governments, the Federalist years, and the "Revolution of 1800." Prerequisite(s): HIST 2111 (C) or HIST 2110 (C).

HIST 3130 - Sectionalism, Civil War, and Reconstruction, 1845-1877 (3-0-3)
The American Civil war from its causes through Reconstruction. Emphasis on the political, economic, social, and cultural background to the war, its military aspects, its impact on American society, and the struggle over the war's meaning.
Prerequisite(s): HIST 2111 (C) or HIST 2110 (C).

HIST 3140 - Themes of Twentieth Century United States History (3-0-3)
A study of domestic developments in the United States during the Twentieth Century with emphasis on major cultural, social, economic, and political reform movements.
Prerequisite(s): HIST 2112 (C) or HIST 2110 (C).

HIST 3150 - War and Diplomacy 1898 – Present (3-0-3)
An historical overview of the programs and policies of U.S. foreign policy from America's rise to the status of Great Power before World War II to its global pre-eminence thereafter. Topics include colonialism, American involvement in World War I, interwar diplomacy, conflicts leading to World War II and the Cold War, Korea, Vietnam, and Desert Storm.
Prerequisite(s): HIST 2112 (C) or HIST 2110 (C).

HIST 3210 - The Twentieth Century World (3-0-3)
An examination of the political, social, and cultural developments of the twentieth century, with emphasis on the era of the world wars and the Cold War, and the end of colonialism.
Prerequisite(s): HIST 1112 (C) or HIST 2110 (C).

HIST 3220 - Latin American History - (3-0-3)
The history of Latin America from before the European arrival, through the era of colonialism and independence, to twentieth century national movements.
Prerequisite(s): HIST 1112 (C).

HIST 3230 - History of Sub Sahara Africa (3-0-3)
The history of Africa south of the Sahara from the first century C.E. to the present, with emphasis on the rise of empires in west and southern Africa, the influence of Islam, the impact of European imperialism, and the independence movements of the twentieth century.
Prerequisite(s): HIST 1112 (C).

HIST 3240 - History of the Middle East and North Africa (3-0-3)
The history of the region from the end of the Roman empire to the present, with emphasis on the rise of Islam, the rise and decline of the Islamic empires, the era of European control, and the twentieth century independence movements.
Prerequisite(s): HIST 1112 (C).

HIST 3250 - History of China, the Pacific Rim, and Southeast Asia (3-0-3)
The course focuses on the pervasive influence Chinese history and culture have had on the region from the era of the Shang dynasty (1700 B.C.E.) through the twentieth century, with special emphasis on Chinese religion, philosophy, and political ideology.
Prerequisite(s): HIST 1112 (C).

HIST 3260 - History of India and South Asia (3-0-3)
The history of India and South Asia from the Indus Valley civilization (2000 B.C.E.) through the twentieth century, with special attention given to the dominant role of Indian religion and culture in the development of the region.
Prerequisite(s): HIST 1112 (C).

HIST 3330 - Business & Economic History (3-0-3)
An examination of the historical development of the American economy with emphasis on business organization, business values, business cycles, and business government relationships.
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

HIST 3401- Introduction to Archival Theory and Practice (3-0-3)
This course will introduce the student to the fundamentals of archival work. This will involve such functions as arrangement and description of manuscripts and non-documentary materials, assistance to patrons, creation and updating of finding aids, care and preservation of materials, security, privacy, legal responsibilities, and professional ethics.
Prerequisite(s): HIST 3010 (C).

HIST 3410 - Introduction to Electronic Records (3-0-3)
This course will introduce the student to the storage and retrieval of electronic records. This includes records originally in electronic form as well as items (manuscripts, photographs, motion pictures, audio recordings, etc.) originally created on paper or other media and then converted to electronic form (digitalized.) The course will also involve the use of electronic methods that facilitate the use of traditional records (e.g., indices, finding aids, web presentation).
Prerequisite(s): HIST 3401 (C) Note: The possibility of cross listing this as an IT course is under study.

HIST 3420 - Family History and Genealogical Resources (3-0-3)
This course is an introduction to the use of family history to illustrate broader historical currents and a survey of the resources and methods of genealogy. Students will research actual genealogy or family history. Non history majors interested in family history are encouraged to take this course.
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

HIST 3500 - Selected Topics in World History (3-0-3)
This course examines selected periods of significant development in world history. While topics may vary from semester to semester, a consistent focus of the course will be the interaction between Western and non-Western cultures and the impact of these interactions on the evolution of the modern world. May be repeated when topic varies.
Prerequisite(s): HIST 1111 (C) or HIST 1112 (C).

HIST 3501 - Selected Topics in U. S. History (3-0-3)
This course will present significant topics in U. S. history not covered by other courses in the curriculum. May be repeated for credit when the topic varies.
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C) or HIST 2110 (C).

HIST 3901 - Archival Internship I (0-V-3)
The student will acquire hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The internship placement and duties must be approved by the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. This course is required for completion of the archival concentration.
Prerequisite(s): HIST 3401 (C).

HIST 4001 - African-American History (3-0-3)
> The African Americans, from their cultural roots in West Africa to the changing economic, political, social status over time to the present. Special emphasis placed on the civil rights movement, Black nationalism, and Black leadership. Prerequisite(s): HIST 2265 (C) or HIST 2110 (C) or [HIST 2111 (C) and HIST 2112 (C)]

HIST 4002 - History of the American South (3-0-3)
> A synthesis of the economic, social, political, and cultural developments that shaped the history of southern states, from the Colonial period to the creation of the modern South.
> Prerequisite(s): [HIST 2111 (C) and HIST 2112 (C)].

HIST 4003 - Women's History (3-0-3)
> The role of women in the social, economic, and political development of the United States. Contributions of women and the historical significance of their attitudes in the liberal reform eras in American history.
> Prerequisite(s): [HIST 2111 (C) and HIST 2112 (C)].

HIST 4100 - Origins of the Western World – (3-0-3)
> The history of the Mediterranean world and Western Europe from the beginnings of Greek civilization through the Middle Ages. (800 B.C.E.- 1300 C.E.), with special attention given to the origins of Western political, religious, and economic systems
> Prerequisite(s): HIST 1111 (C).

HIST 4120 - Renaissance, Reformation, and the Rise of the Western Nation State (3-0-3)
> The history of Europe from 1300 to the Peace of Westphalia (1648) with special emphasis given to the rise of new philosophies, new political systems, new religions, and the impact of European contact with Asia, Africa, and the Americas.
> Prerequisite(s): HIST 1111 (C).

HIST 4130 - The Age of European Expansionism and Industrialization (3-0-3)
> The history of Europe from the mid-17th 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 20th 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 18th and 19th centuries.
> Prerequisite(s): HIST 1112 (C).

HIST 4250 - History of World Religions (3-0-3)
> Investigates the common themes of all religions: the origins, development, and present status of the major world religions including Hinduism, Buddhism, Judaism, Chinese Confucianism and Taoism, Christianity, and Islam. Provides students with a framework for understanding the various world views to be found in today's increasingly connected world. A field-based research project is required for the course. Option for all middle level teacher education students with a major concentration in social studies.
> Prerequisite(s): HIST 1110 or HIST 1111.

HIST 4440 - Historical Exhibitions and Public Programming (3-0-3)
> A survey of the methods and purposes of interpreting history to the general public through museums, displays, exhibitions, pamphlets, documentaries, web sites, and all methods other than traditional historical publishing mediums (i.e. books and articles). Emphasis will be placed on interpretation of items of material culture.
> Prerequisites(s): HIST 3010 (C).

HIST 4450 - Introduction to Historic Preservation (3-0-3)
> An introduction to the purposes and methods of identifying, documenting, interpreting, and preserving historically significant structures, buildings, sites, and objects with

emphasis on the United States. The course will include a survey of such historic preservation issues as economic development, tourism, architectural history, historical archeology, and community revitalization. It is recommended, but not required, that students take HIST 3010 prior to HIST 4450. Non history majors interesting in economic and community development, tourism, or other aspects of historic preservation are encouraged to take this course.
Prerequisite(s): Completion of Area E history courses, i.e. [HIST 2111 (C) or HIST 2112 (C) or HIST 2210 (C)] and [HIST 1111 (C) or HIST 1112 (C) or HIST 1110 (C)].

HIST 4850 - Senior Seminar in History (3-0-3)
This course is open only to history majors in their senior year (i.e. 90+ hours in the program). The seminar will emphasize readings and discussion concerning historical topics of broad significance. Students will complete a project requiring historical research, analysis, and interpretation.
Prerequisite(s): Senior standing and HIST 3000 (C) and HIST 3010 (C) and HIST 3110 (C) Prerequisites or co-requisite: HIST 4010 (C) or HIST 4020 (C) or HIST 4030.

HIST 4900 - Independent Study in History with Directed Research and Readings. (variable credit)
Special study arranged in consultation with a faculty member and approved by the department head. May be repeated for a maximum of six semester hours.
Prerequisite(s): Junior standing.

HIST 4901 - History Internship (3-0-3)
An approved historical field experience and carried out by the students in an appropriate institution, agency, or business.   Requires the approval of the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. (Note: internships in an archival facility will be HIST 3030 or HIST 4030 rather than HIST 4010.)
Prerequisite(s): HIST 3000 (C) and HIST 3010 (C).

HIST 4902 - Archival Internship II (0-V-3)
The student will acquire additional hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The HIST 4030 internship must involve either a different archival function or a more advanced application of the same function that was used for the HIST 3030 internship. The internship placement and duties must be approved by the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. This course is required for completion of the archival concentration.
Prerequisite(s): HIST 3401 (B).

HIST 4903 - History Practicum (0-V-3)
The practicum will constitute an independent (individual or small group) project in historical methodology, research, and analysis. The student will prepare and submit a significant historical paper and/or project. Requires the approval of the history experiential learning coordinator and the department head.
Prerequisite(s): HIST 3000 (C) and HIST 3010 (C).

HUMANITIES (HUMN)

HUMN 3101 - The Humanities, the Arts, and Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both

historical and contemporary perspectives. Principal focus on English-speaking cultures. Critical thinking and communication skills are emphasized. (Not open to students with credit for HUMN 2101.)
Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

HUMN 3102 - International Arts and Culture (3-0-3)
A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Principal focus on non-English-speaking cultures outside the United States. Critical thinking and communication skills are emphasized.
Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

HUMN 4800 - Selected Topics in Humanities (3-0-3)
Seminar in Humanities topics. May be repeated when topics vary.

HUMN 4900 - Independent Study in Humanities (3-0-3)
Independent study in humanities (credit varies).
Prerequisite(s): Permission of Humanities Department Head.

HUMAN SERVICES (HMSV)

HMSV 3010 - Introduction to Human Services (3-0-3)
An analysis of the social needs addressed by human service agencies and an overview of the historical background, development, purposes, career patterns, ethics, and organization of such agencies with emphasis on the not-for-profit sector. It is recommended but not required that SOSC 2501, PSYC 2103 and SOCI 2404 be taken before HMSV 3010.
Prerequisite(s): PSYC 1101 or SOCI 1101.

HMSV 3501 - Organization and Administration of Human Service Agencies (3-0-3)
A comprehensive analysis of the role and function of a human service agency management professional. Topics include skills and techniques in the areas of planning, staffing, budgeting, volunteer coordination, risk management, community relations, and advisory or governing board interaction.
Prerequisite(s): HMSV 3010.

HMSV 4201 - Fund Raising in the Not-for-Profit Sector (3-0-3)
A survey of techniques and issues in marketing and fund raising. Topics include sources of philanthropic gifts, motivations for giving, preparing the case for support, setting targets, and establishing fund raising budgets, and administering campaigns.
Prerequisite(s): HMSV 3010.

HMSV 4490 - Internship/Practicum in Human Services (0-V-3)
A directed and supervised internship or practicum. Requires permission of program coordinator and Director of Experiential Learning.

HMSV 4500 - Senior Seminar and Internship/Practicum in Human Services II (1-V-3)
In this capstone experience students will carry out a major project in an internship/practicum setting, prepare a written report on the project illustrating how it reflect the outcomes of the program, and share the results with fellow seminar members.

INFORMATION TECHNOLOGY: DATABASE ADMINISTRATION (ITDB)

ITDB 4201 - Advanced Database Modeling (2-2-3)
An advanced course in database modeling drawing distinctions between data modeling, process modeling and implementation. Topics include Entity-Relationship Modeling, Semantic-Object Modeling, Relational Algebra, Normalization and Relational Database Modeling, Object Databases and Object Modeling. Additional topics include SQL, PL/SQL, procedures, functions, packages and triggers. Team project integrates with other courses in the discipline.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C), and ITFN 2012 (C).

ITDB 4202 - Database Maintenance (2-2-3)
An advanced course in update processing and database maintenance. Topics include serializability, locking, levels of isolation, transaction recovery, checkpoints and media recovery. Additional topics include database tuning, performance, benchmarks, and benchmark specifications. Team project integrates with other courses in the discipline.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITDB 4203 - Networking and Distributed Databases (2-2-3)
An advanced course in network terminology, concepts and applications of database processing with emphasis on client-server architectures, distributed and parallel database systems and concurrency control. Additional topics include advanced SQL, PL/SQL and ODBC. Team project integrates with other courses in the discipline.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITDB 4204 - Special Topics in Database Administration (2-2-3)
This course addresses new developments in the field, bleeding edge topics, which may not yet be mainstream, yet are deserving of attention as forces which shape the discipline.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

INFORMATION TECHNOLOGY: FOUNDATIONS (ITFN)

ITFN 1101 - Foundations of Information Technology (3-0-3)
An introductory course in information technology. Topics include foundations in hardware, software, data, and procedures. Students are introduced to structured programming techniques, systems development, database design and networking. Aspects of appropriate business ethics are discussed. Interpersonal skills and team building emphasized.
Prerequisite(s) or corequisite(s): MATH 1101 (C), and Exit or Exemption from Learning Support Reading, English, and Math.

ITFN 1112 - Foundations of Systems Analysis (3-0-3)
Survey of established and evolving methods of information system design and implementation. A project based class which demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies contrasted with object oriented analysis and prototyping.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1201 - Foundations of Database Design (3-0-3)
A foundation course in terminology, concepts, and applications of database processing including file organization and data structures. Course emphasizes database design using various modeling techniques including Entity-Relationship and

Semantic-Object models; database implementation using the relational model, normalization, and SQL; database application design including control mechanisms, forms, reports and menus. Students will design, create and process a database to demonstrate competency in the course content.
Prerequisite(s): ITFN 1112 (C), ITSK 1701 (C).
Prerequisite or corequisite: ITFN 1301 or 1302 or 1303.

ITFN 1301 - Foundations of Programming, Visual Basic (3-0-3)
An introductory programming course using Visual Basic. The course contains a practicum and a best practices didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1302 - Foundations of Programming, Java (3-0-3)
An introductory programming course using Java. The course contains a practicum and a best practices didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1303 - Foundations of Programming, C/C++ (3-0-3)
An introductory programming course using C and C++. The course contains a practicum and a best practices didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1501 - Foundations of Networking (3-0-3)
Introduction to terminology and applications of communications and networking as essential elements of computer and business information systems. Through extensive industry research, students gain familiarity with concepts of data communication infrastructure, industry trends, hardware, software, media, transmission equipment, wireless and satellite communication. Includes an emphasis on LAN segmentation.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 2001 - Professional Development Seminar (1-0-1)
Develop professional skills necessary to function competently in the business world of information technology: resume writing, electronic resumes, cover letters, interviewing techniques, job research, business ethics and an overview of professional organizations. Begin construction of a digital portfolio to be maintained by the student and reviewed by faculty as a degree requirement for the Associates in IT.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 2012 - Internship (0-V-2)
Students apply for internships with local businesses to focus and apply information technology skills. Hours may vary, but generally range between 15-30 hours per week, for a minimum of 225 hours per semester. Employers coordinate with the University to evaluate student performance in the workplace. Students must articulate clear goals and objectives and document their progress. Application must be made to Office of Experiential Learning and is subject to IT Department approval.
Prerequisite(s): ITFN 2001 (C), application due four weeks before start of semester.
Prerequisite or corequisite: ITFN 2123 (C) and ITFN 2601 (C).

ITFN 2123 - Foundations of Project Management (3-0-3)
Project management techniques and tools as applied to information systems projects including resource and personnel management and allocation, product testing, scheduling, and project management software. Small teams will be assigned actual projects to design and manage.
Prerequisite(s): ITFN 1112 (C), COMM 1001 (C), CPTG 1010 (C).
Prerequisite or corequisite: MATH 1221 (C) or higher and ENGL 1102.

ITFN 2601 - Foundations of Operating Systems (3-0-3)
A conceptual and hands-on study of operating systems. Major areas discussed include operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and mini/mainframe systems. Also covered are files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution.
Prerequisite(s): ITFN 1112 (C).
Prerequisite(s) or Corequisite(s): ITFN 1301 or ITFN 1302, or ITFN 1303.

ITFN 2700 - Applied Research and/or Instruction in Information Technology (variable credit & may be repeated)
A supervised research and/or instructional experience in Information Technology. Offered at the lower division.
Prerequisite(s): Invitation by the IT Department.

ITFN 2800 - Selected Topics in Information Technology (variable credit & may be repeated)
A special course, offered at the lower division, designed to explore a specific area in Information Technology.
Prerequisite(s): Application to IT Department for permission and formal acceptance after application

ITFN 2900 - Independent Study in Information Technology (variable credit & may be repeated)
A supervised course of study, offered at the lower division, guided by faculty mentor and/or expert from the field.
Prerequisite(s): Application to IT Department for permission, formal acceptance and written contract for course completion.

ITFN 3012 - Information Technology Entrepreneur (2-2-3)
This course covers the set-up and operation of a small business enterprise in the information technology field. Emphasis is placed on production of a business plan including market research and financial analysis. Formal approval by the department head is required. A limited number of students will be accepted.
Prerequisite(s): Application to IT Department for permission and formal acceptance after application.

ITFN 3134 - Advanced Systems, Security, and Process Development (3-0-3)
A high-level course in systems development which delineates the cross-functional roll of the systems analyst when advancing fundamental change through information systems development. This course will focus on tools and techniques for designing and implementing secure systems.
Prerequisite(s):   MATH 1221 (C); ENGL 1102; ITFN 2123 (C); ITFN 2601 (C).
Prerequisite or corequisite: ITFN 2012 (C).

ITFN 3314 - Testing and Quality Assurance in Software Development (3-0-3)
A high-level class in testing and quality assurance emphasizing the planned development of software and the nature of test development and implementation. Topics include test strategies, test planning, functionality testing, stability testing and

debugging techniques.
Prerequisite(s): MATH 1221 (C); ENGL 1102; ITFN 2123 (C); ITFN 2601 (C); [ITFN 1301 (C) or 1302 (C) or 1303 (C)].
Prerequisite or corequisite: ITFN 2012 (C).

ITFN 4003 - Portfolio Development and Presentation (1-0-1)
A capstone course for B.I.T. majors that includes completion of a digital portfolio, an electronic resume representing skills acquired and projects completed. Faculty will continuously review this portfolio until completion of B.I.T.
Prerequisite(s): ITFN 2012 (C).

ITFN 4014 - Internship Cooperative (0-V-V)
All students will complete this capstone course in cooperation with local industry. Working with business partners, student teams will develop meaningful projects, which integrate and apply knowledge in an actual work environment. These projects will be presented to faculty, students and industry partners. Work hours and credit vary. 3 credits: 20-30 hours per week, for a minimum of 250 hours per semester; 6 credits: 30-40 hours per week, for a minimum of 400 hours per semester. Application must be made to Office of Experiential Learning and is subject to IT Department approval.
Prerequisite(s): ITFN 4003 (C) and permission. Application due four weeks before start of semester.

ITFN 4700 - Applied Research and/or Instruction in Information Technology (variable credit & may be repeated)
A supervised research and/or instructional experience in Information Technology.
Prerequisite(s): Invitation by the IT Department. IT Department senior standing recommended.

ITFN 4800 - Selected Topics in Information Technology (variable credit & may be repeated)
A special course designed to explore a specific area in Information Technology.
Prerequisite(s): Application to IT Department for permission and formal acceptance after application. IT Department senior standing recommended.

ITFN 4900 - Independent Study in Information Technology (variable credit & may be repeated)
A supervised course of study guided by faculty mentor and/or expert-from-the-field.
Prerequisite(s): Application to IT Department for permission, formal acceptance and written contract for course completion. IT Department senior standing recommended.

INFORMATION TECHNOLOGY: INFORMATION DESIGN AND PRODUCTION (ITMM)

ITMM 4401 - Principles of Information Retrieval (2-2-3)
A study of research materials sources and availability and methods of effective selection, validation and utilization. Focus on theories of information retrieval with emphasis on design and development of information systems.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITMM 4402 - Learning Styles and Techniques Using Technology (2-2-3)
A study of learning style theory and application with emphasis on the design and implementation of electronic delivery systems. Team project integrates with other courses in the discipline.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (C).

ITMM 4403 - Visual and Functional Design (2-2-3)
A study of the integration of visual and functional design integrating human factors and evaluating user interfaces to information systems. Visual design factors include color,

3-D shapes and texture and development of simulations. Functional design factors include specifications, media types, delivery platforms, and system architectures. Students will participate in interactive project development with clients and team members.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (C).

ITMM 4404 - Multimedia Production and Development (2-2-3)
A course on acquisition, development, and production of media elements such as graphics, animation, audio, video, virtual space, and simulations. Students will integrate content with functional design criteria and organize the major and minor components of a multimedia production project.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITMM 4405 - Legal Implications of E-Commerce (3-0-3)
This course will focus on the legal implications of conducting business over the Internet, including current understanding of Internet contracts, copyright, trademark and patent law. Further, this course will examine cutting-edge cases relating to e-commerce and emerging ethical issues and trends. Open to non-majors by Permission.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

INFORMATION TECHNOLOGY: NETWORK PLANNING, DESIGN AND MANAGEMENT (ITNW)

ITNW 4501 - Network Planning and Design (2-2-3)
High-level approach to network planning and design. Topics include gathering, interpreting, and evaluating customer requirements; defining the scope of work and analyzing resource and technology constraints and system interdependencies; analyzing facilities bandwidth requirements and capacity planning; researching product and vendor architecture and equipment specifications and limitations; finally, preparing an overall integration plan for new processes, protocols and equipment.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (C).

ITNW 4502 - Communications Protocols and Applications (2-2-3)
Topics include hardware and software diagnostic tools and utilities, LAN's, MAN's, WAN's and the Internet, OSI protocol stack, flow control, switching, data compression, application program-network interface, and security issues. Also included are basic electronics topics such as electrical measurements, DC and AC circuits, diodes, transistors and OP amps, digital electronics and microprocessors.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITNW 4503 - Advanced Network Management (2-2-3)
Definition of the role of the network manager in organizational network architecture; includes organizational objectives, network accounting policies, inventory considerations, controls and charging practices; in-depth coverage of traffic engineering and traffic management to size the network correctly; addresses regulation tariffs of local and long haul services, switching hierarchy and ISDN in the public network. Additional topics include maintaining reliable service, managing costs, providing security, anticipating future needs and monitoring legislative and regulatory activity.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITNW 4504 - Network Administration in Multi-Platform Environments (2-2-3)
Management, administrative and support issues of multi-platform, networked information systems. Topics include procedures for backups, virus prevention, software distribution and security ensuring the recoverability of systems and services; maintenance of documentation, trends analysis, audits and performance monitoring.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

INFORMATION TECHNOLOGY: SOFTWARE DEVELOPMENT (ITSD)

ITSD 4301 - Advanced Programming I (2-2-3)
An advanced course in the specification and development of complex data structures. Programming projects address the cross-platform nature required of today's business solutions, with emphasis on the graphical user interface and development of custom controls. Object-oriented design and programming will be stressed. Project teams will manage a software development project using a variety of tools and techniques.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (C).

ITSD 4303 - Human-Computer Interaction (2-2-3)
Fundamentals of human-machine interfaces, both cognitive and physical. Learning styles and effects of short-term memory on cognition and reaction will affect hardware and software development. Students will design a prototype interface.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITSD 4304 - Client Server Software Development (2-2-3)
An advanced course in network terminology, concepts and programming with emphasis on client-server architectures, web-based applications, customized programming, applets and agents.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

ITSD 4305 - Special Topics in Software Development (2-2-3)
This course addresses new developments in the field, bleeding edge topics, which may not yet be mainstream, yet are deserving of attention as forces, which shape the discipline.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (C).

ITSD 4312 - Advanced Programming II (2-2-3)
An advanced course in the specification and development of complex data structures. Programming projects address the cross-platform nature required of today's business solutions, with emphasis on the graphical user interface and development of custom controls. Object-oriented design and programming will be stressed. Project teams will manage a software development project using a variety of tools and techniques.
Prerequisite(s): ITSD 4301 (C).

INFORMATION TECHNOLOGY SKILLS (ITSK)

ITSK 1401 - Introduction to Webmaster (3-0-3)
The course contains a practicum and a best practices didactic. The practicum focuses on the hands-on business of writing HTML code, knowledge of basic control structures, language syntax, file structures. Also covered the business of planning and designing web pages for target audiences. Students will learn techniques for client

interfacing, project development, paper mock-up, and on-line mock-up of web pages. The best practices didactic focuses on hypertext design and navigation, application interface, copyright and ownership issues, ethics, and privacy, licensing and trademark issues.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITSK 1601 - Introduction to UNIX (3-0-3)
An overview of current versions of the UNIX operating system reinforced with examples and exercises performed on a UNIX system. Introductory elements of shell programming and system administration will be covered.
Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITSK 1701 - Database Applications (0-2-1)
An intermediate level skills course in Microsoft Access. Topics include reports, forms, OLE fields, sub-forms, macros, VBA and the switchboard manager. An introduction to relational database theory and database design is included.

ITSK 2211 - Intermediate Database Design (3-0-3)
This course continues the study of relational databases adding these additional topics: Relational algebra, set-theoretic operations, and relational operations. The database description features of SQL are introduced as well as insert, update and delete statements. Set functions in SQL are covered and handling of null values is discussed. Student teams build an integrated database application using high-level tools.
Prerequisite(s): ITFN 1201 (C), [ITFN 1301 (C) or 1302 (C) or 1303 (C)].

ITSK 2222 - Introduction to PL/SQL (3-0-3)
A practicum unit consists of a review of the SQL select with an introduction to advanced features of SQL. The non-procedural select is compared to the power of procedural SQL programs. Imbedded SQL is introduced with examples of embedded SQL in C. Students manipulate an existing database to cement skills.
Prerequisite(s): ITSK 2211(C).

ITSK 2232 - Intermediate PL/SQL (3-0-3)
This course adds additional exercises in procedures, functions, packages and triggers. A study of query processing includes indexed access, filter factors and statistics, methods for joining tables and performance benchmarks. Update processing is covered in detail including serializability, levels of isolation, transaction recovery, checkpoints and media recovery. Students manipulate an existing database to cement skills.
Prerequisite(s): ITSK 2222 (C).

ITSK 2311 - Intermediate Programming, Visual Basic (3-0-3)
This is the second course in the Visual Basic (VB) programming series, with a focus on developing sophisticated applications and solving problems in the Windows programming environment. The course will emphasize event-driven, object-oriented programming concepts, the use of advanced VB controls, and the implementation of ActiveX controls and SQL for database manipulation and access. Also covered is the implementation of MDI forms, objects, and classes using object-oriented programming techniques.
Prerequisite(s): ITFN 1301 (C).

ITSK 2312 - Intermediate Programming, Java (3-0-3)
An intermediate class in object-oriented programming using Java. Students will understand the nature of object-oriented programming via objects, classes and methods. Students will learn the tools and techniques of programming in and for a graphical user interface. Discussion includes interface design, threads, memory management, streams and advanced control flow. Also covered: networking tools and techniques, Java utilities package, and multimedia.
Prerequisite(s): ITFN 1302 (C).

ITSK 2313 - Intermediate Programming, C/C++ (3-0-3)
An intermediate class in object-oriented programming using C++. Students will understand the nature of object oriented programming via objects, classes and methods. Students will learn the tools and techniques of programming in and for a graphical user interface. Discussion includes the windows API and dynamic link libraries, error trapping and error handling, and a variety of data structures and file access methods. Also covered: stream I/O, virtual functions, operator overloading, and templates.
Prerequisite(s): ITFN 1303 (C).

ITSK 2314 Programming Language Concepts (3-0-3)
This course surveys the history of programming languages and discusses various language paradigms and their influence on modern programming. Students will study the language/platform decisions associated with software development projects. Topics include: functional vs procedural languages, logic-based languages, scripting languages, interpreted vs compiled vs byte-code based languages, security and performance issues.
Prerequisite(s): ITFN 1301 (C) or ITFN 1302 (C) or ITFN 1303 (C).

ITSK 2321 - Developing Applications, Visual Basic (3-0-3)
This is the third course in the Visual Basic (VB) programming series. The course will emphasize event-driven, object-oriented programming concepts and the more sophisticated use of advanced VB controls and ActiveX controls. Also covered are the complex uses of classes, databases, collections, Dynamic Link Libraries, design and development of ActiveX controls, Windows API deployment of VB applications, and the integration of VB into the World Wide Web environment.
Prerequisite(s): ITSK 2311 (C).

ITSK 2322 - Developing Applications, Java (3-0-3)
Advanced topics in application development using the Java programming language. Emphasis will cover advanced testing and debugging and development of release versions.
Prerequisite(s): ITSK 2312 (C).

ITSK 2323 - Developing Applications, Visual C++ (3-0-3)
Advanced topics in application development using Visual C++ and the Developer Studio. Topics include API and MFC. Also covered advanced testing and debugging, and development of release versions.
Prerequisite(s): ITSK 2313 (C).

ITSK 2411 - Intermediate Webmaster (3-0-3)
An intermediate course in web page production. Topics include the application of graphics, sound, video, and animation in the creation of interactive multimedia web sites. Students will gain familiarity with a variety of browsers and plug-ins and will focus on the skill of analyzing leading edge software tools. Students will examine graphic and image formats and processing using leading edge software tools.
Prerequisite(s): ITSK 1401 (C).

ITSK 2422 - Advanced Webmaster (3-0-3)
An advanced course in web page and site production including the development of back-end applications for web sites, data capture using forms, site searching and indexing.
Prerequisite(s): ITFN 1501 (C), ITSK 1701 (C), and ITSK 2411 (C).

ITSK 2511 - Intermediate Networking (3-0-3)
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, TCP/IP, OSI model, data communications hardware, software, facilities, and media.
Prerequisite(s): ITFN 1501 (C).

ITSK 2522 - Wireless and Land-based Networking (2-2-3)
An intermediate class in network design and administration. Students will acquire in-depth knowledge of wireless networks and VPN's. Topics include wireless transmission capability, security, client/server environments, installation and troubleshooting of client operating systems, peer-to-peer installation and configuration, Remote Access Services (RAS). Also covered are the design and implementation of RAS via Internet or LAN.
Prerequisite(s): ITSK 2511 (C).

ITSK 2532 - Wide Area Networks (2-2-3)
An advanced class in network design and administration. Topics include routing, switching, firewalls, web servers, virtual circuits, and wireless networks. A variety of protocols, standards, and architectures are discussed and compared. Additional special topics will be added for capstone discussions.
Prerequisite(s): ITSK 2522 (C).

ITSK 2611 - Intermediate UNIX (3-0-3)
An in-depth view of current and future mainstream features of the UNIX operating system. Shell programming techniques are covered with examples and hands-on exercises using Bourne, C SHELL and Korn command processors. Project management tools and other UNIX facilities as well as additional system administration tools will be discussed.
Prerequisite(s): ITSK 1601 (C).

ITSK 3413 - Infrastructure for E-Commerce (2-2-3)
This course concentrates on the infrastructure necessary to develop e-commerce websites. Topic includes e-commerce business models, network architectures and security, and e-commerce architectures. The relationship between web clients, web/commerce servers and back-end systems will be covered as well as the design elements of storefront implementation. Also discussed: tuning and load balancing, server management tools, and secure electronic transactions. Students will evaluate a variety of vendor solutions.
Prerequisite(s): ITSK 2411 (C), and [ITSK 2311 (C) or 2312 (C) or 2313 (C) or 2314 (C)]; ITFN 3314 (C); ITFN 3134 (C); ENGL 3900 (C) or ENGL 3901 (C); MATH 3902 (C); ITFN 2012 (C).
Prerequisite or Corequisite: MGMT 3101 (C).

ITSK 3423 - Security for E-Commerce (2-2-3)
This course addresses network and web-based security issues in general: network intruders (hackers), security policies and procedures, firewall, encryption, authentication and access control, and viruses. In addition, security issues unique to e-commerce systems are covered: electronic payments, secure transactions, secure sockets layer, digital signatures and auditing.
Prerequisite(s): ITSK 2411 (C), and [ITSK 2311 (C) or 2312 (C) or 2313 (C) or 2314 (C)]; ITFN 3314 (C); ITFN 3134 (C); ENGL 3900 (C) or ENGL 3901 (C); MATH 3902 (C); ITFN 2012 (C).
Prerequisite or Corequisite: MGMT 3101 (C).

INTEGRATIVE STUDIES (INTE)

INTE 3500 - Seminar I, Culture of the World of Work (3-0-3)
This course will use the theme of "the culture of the work force" to introduce students to the individualized, integrative philosophy of the Integrative Studies program and to

the experiential or service learning component which links campus to community. This seminar will also be the catchment point for administering benchmark assessments to students entering the I.S. program. Students who have not had their Integrative Studies program approved prior to enrollment in INTE 3500 must have their curriculum plan approved before continuing in the major. It is recommended that the student have completed or be very near completion of Area F before enrolling in INTE 3500.
Prerequisite(s): Approval of the Coordinator of Integrative Studies in the School of Arts & Sciences.

INTE 3901 - Integrative Studies Practicum/Internship (0-10-3)
This course is the principal "experiential learning" component of the Integrative Studies program. The Seminar will normally be taken during the first term following completion of INTE 3500, and the placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace. Students will be encouraged to seek experiential opportunities outside the USA. Requires program approval. Course is repeatable for credit.
Prerequisite(s): INTE 3500 (C).

INTE 4500 - Integrative Studies Seminar II Capstone (3-0-3)
This course will be a "capstone" experience normally taken in the last term of the senior year and will focus on the design and execution of an integrative team project. Students will work on case problems appropriate to their career plans and prepare written and oral reports on their proposed solutions. This seminar will provide the opportunity for individual student and program assessment.
Prerequisite(s): INTE 3901 (C).

INTERNATIONAL STUDIES (INTL)

NOTE: Students who study outside the United States often receive credit for specific courses listed elsewhere in this catalog. The INTL numbers are reserved for study that does not directly match other courses.

INTL 2800 - Study Abroad (credit varies)
Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the lower division level. May be repeated for credit when topics vary.
Prerequisite(s): Approval by CCSU International Coordinator and dean of the school of the student's major.

INTL 3800 - Study Abroad (credit varies)
Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the upper division level. May be repeated for credit when topics vary.
Prerequisite(s): Approval by CCSU International Coordinator and dean of the school of the student's major.

INTL 3900 - Special Topics in International Studies (credit varies)
Seminar or individual directed study of a special topic of international significance. The special topics do not necessarily entail travel outside the United States. May be repeated for credit when topics vary.
Prerequisite(s): Approval by the dean of the school of the student's major.

INTERNET (INET)
See also Computer Networking (CNET) and Help Desk (HDSK). Note: Courses with the INET prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

INET 1150 - Web Languages (3-0-3)
    An introduction to the fundamental languages of the World Wide Web (WWW). Students will learn to work with the basic markup languages to create hyperlinks, formatted text, tables, graphics, image maps, and forms.
    Prerequisites: CNET 1102, CNET 1103, CNET 1105.

INET 1250 - Web Programming (3-0-3)
    An introduction to the programming on the World Wide Web. The fundamentals of programming, including variables, data types, input/output statements, control structures and functions will be covered. Students will learn to work with objects, properties, and events using a scripting language.
    Prerequisites: INET 1150.

INET 2160 - Internet Technologies (3-0-3)
    An introduction to the different technologies that comprise the Internet. Topics include addressing and routing, programming on the Internet, databases and web hosting, Internet clients, web servers, and Internet security.
    Prerequisite(s): CNET 1102, CNET 1105.

INET 2165 - Web Server Support (2-2-3)
    This course introduces the student to web server configuration and maintenance. Installation of web server software as well as configuration and optimization of http, ftp, and secure internet connections will be explored. Current technology will be used to explain and demonstrate the principles covered in class.
    Prerequisite(s): CNET 1109, INET 2160.

JOURNALISM (JOUR)

JOUR 1011 - Journalism Practicum (0-V-1)
    Basic principles of newspaper or literary journal publication. A conference and workshop course for student newspaper or literary journal staff members. May be repeated for credit, not to exceed four semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

JOUR 1012 - Mass Communication Practicum (0-V-1)
    Supervised practical experience with University multimedia systems. May be repeated for credit, not to exceed four semester credit hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

JOUR 3011 - Journalism Workshop (0-V-1)
    A workshop for upper division students who participate in the production of student publications or other campus print-oriented media. May be repeated for credit, not to exceed four semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

JOUR 3012 - Mass Communication Workshop (0-V-1)
    A workshop for upper division students who participate in the production of student or other campus multi-media publications (emphasizing non-print media). May be repeated for credit, not to exceed four semester hours. Interested students should

consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

LANGUAGE ARTS/READING (LART)

LART 3010 - Teaching Reading in the Content Areas (3-0-3)
> A course that focuses on the strategies necessary for effective communication in language arts, mathematics, science, and social studies. Reading selections and strategies will reflect the subject matter content of the various disciplines, with emphasis on mathematics, science, and social studies. Includes laboratory/practicum component. Required for all middle level teacher education students.
> Prerequisite(s): Admission to the Middle Level Teacher Education Program.

LART 3120 - Language Arts: Skills and Concepts (3-0-3)
> This course offers in-depth study of the key communication skills needed by the middle level teacher: writing (including grammar), reading (including critical thinking/reading), speaking, and listening. The instructors model the Reading and Writing Workshop approach commonly used in middle schools and help students create and adapt strategies for teaching these four major skills. The course includes a field-based component, which requires the development of a language arts lesson that is later taught in a local middle school. Required for all middle level teacher education students.
> Prerequisite(s): LART 3010.

LEARNING SUPPORT

CSOR 0098 - College Skills Orientation (3-0-3)
> A course focusing on development of skills which enhance academic success--time planning and management and goal clarification and assessment. Topics will include study strategies, choosing a major, career research, and college policies and resources. Students will build oral communication skills by working in small groups and by making individual presentations. They will use laptop computers to access internet resources. All students with Learning Support requirements must take this course. (Students with only MATH 0099 Learning Support requirements may exempt.)

ENGL 0099 - English Skills (3-0-3)
> A course concerned with developing and enhancing writing skills including composing, editing, and proofreading. Students will write paragraphs and short essays. Course instruction will focus on grammar, usage, punctuation, and construction of clear, logical statements. Students will be expected to create and correct written communications using the laptop computer. (Learning Support exit-level course.)

MATH 0096 - Arithmetic and Elementary Algebra (5-0-5)
> A course designed to review arithmetic and to introduce topics from elementary algebra. Topics covered are decimals; fractions; percents; operations with signed numbers; operations with polynomials; solving linear equations and inequalities; graphing linear equations; slope of a line; linear systems; factoring trinomials; word problems involving arithmetic, ratio, proportion, percent, and linear equations. Note: Students may not repeat this course.

MATH 0097 - Elementary Algebra (3-0-3)
> A course designed to address operations with polynomials; solving linear equations and inequalities; graphing linear equations; slope of a line; linear systems; factoring trinomials; word problems involving linear equations, ratio proportion, and percent. This course presumes familiarity with decimals, fractions, percents, operations with signed numbers, addition and subtraction of polynomials, solving simple linear

equations, and finding perimeter and area of triangles, rectangles, and circles. Students who are not confident in these areas should complete alternate preparation before taking this course.

MATH 0099 - Intermediate Algebra (3-0-3)
A review of intermediate algebra including properties of the real number system, linear equations and inequalities, linear systems, rational expressions, exponents, roots and radicals, quadratic equations, word problems, graphing of linear and non-linear equations, and functions. (Learning Support exit-level course).
Prerequisite(s): MATH 0097 (or equivalent mathematics placement score.)

READ 0099 - Reading Skills (3-0-3)
A course concerned with developing and enhancing critical reading skills. Students will work on improvement of comprehension, vocabulary, and reading efficiency. Students required to take READ 0099 must exit the course before taking any courses in the Core Curriculum (Areas A-F). (Learning Support exit-level course.)

MANAGEMENT (MGMT)

MGMT 3101 - Principles of Management (3-0-3)
Designed to introduce basic principles and concepts of management that are applicable to a variety of organizations. Topics include a history of the study of management, underlying ideas of "schools of management thought," and functional and behavioral aspects of management and organizational theory.
Prerequisite(s): [ACCT 2101 (C), BUSA 2201 (C), and ECON 2105/2106 (C)] or BSUR 3111 (C), or HCMG 3111 (C) or HSCI 2111 (C) or ITFN 2123 (C).

MGMT 3102 - Performance/Quality Management (3-0-3)
This course includes the history of the development of operations management and total quality management (TQM). Selected topics of both operations and TQM such as work simplification, team building, statistical process control, Deming's 14 points for managing productivity, work measurement, and others are included in this course.
Prerequisite(s): Admission to the School of Business, MGMT 3101 (C), and BUSA 3101 (C).

MGMT 3106 - Principles of Supply Chain Management (3-0-3)
Covers basic principles of supply chain management and provides techniques used to analyze various aspects of logistics systems. Key concepts such as inventory management, communication, warehousing, distribution, and facility location are examined as an integral part of modern business. The course addresses insights, concepts, practical tools, and decision support systems that are important for the effective management of the supply chain.
Prerequisite(s): MKTG 3101 (C), MGMT 3101 (C).

MGMT 3120 - Managerial Communication (3-1-3)
A study of the communication process within organizations including interactive communications and related external communications. The course contains significant components of writing and speaking by students and requires lab activity related to career planning. The official writing assessment for B.B.A. students is administered in this course.
Prerequisite(s): Admission to the School of Business, ENGL 1102.

MGMT 4101 - Human Resource Management (3-0-3)
The principles and practices of personnel management, including the responsibilities of personnel departments such as recruiting, placing, training and evaluating personnel, and meeting legal requirements.
Prerequisite(s): MGMT 3101 (C) or HCMG 3101 (C).

MGMT 4102 - Organizational Behavior (3-0-3)
Study of the behavioral aspects related to the management of individuals and groups within an organization.
Prerequisite(s): MGMT 3101(C) or HCMG 3101 (C).

MGMT 4111 - Leadership (3-0-3)
A study of the theories of leadership including the effect of leadership styles on organizational structure, change, and effectiveness.
Prerequisite(s): Admission to the School of Business, MGMT 3101 (C).

MGMT 4311 - Entrepreneurship (3-0-3)
The operation of a small business enterprise; the essentials of entrepreneurship, comprehensive business planning including market research and analysis, selecting and leading employees, and financial analysis.
Prerequisite(s): MGMT 3101 (C) or HCMG 3101(C).

MGMT 4403 - International Management (3-0-3)
Survey course introducing students to the considerations involved in the international flow of people, information, funds and goods and services for commercial purposes. The course focuses on business strategies facing organizations engaged in business in other countries.
Prerequisite(s): MKTG 3420 (C).

MGMT 4510 - Labor Law/Regulations (3-0-3)
A course designed to acquaint both employees and employers with legal issues that arise in the scope of employment. Selected issues may include drug testing, right to work, contract negotiations, grievance procedures, arbitration, contract negotiations, grievance procedures, arbitration, and sexual harassment.
Prerequisite(s): Admission to the School of Business.

MGMT 4700 - Applied Managerial Decision Making (3-0-3)
This case study course requires students to analyze a variety of complex business situations and to form and justify plausible decision alternatives that reflect ethical concepts, concern for multiple stakeholder groups, and a range of decision-making criteria, processes, and outcomes.
Prerequisite(s): Admission to the School of Business and MGMT 3101 (C).

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 3100 (C), BUSA 3101 (C), MGMT 3120 (C), Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (C).

MGMT 4750 - Strategic Management (3-0-3)
A capstone course to integrate the knowledge and skills gained in a student's program of study. It is an opportunity for a student to formulate an overall business policy and strategy. To be taken during last two semesters before graduation; last semester is strongly preferred.
Prerequisite(s): Admission to the School of Business, Senior Standing, FINA 3101 (C), MKTG 3101 (C), MGMT 3101 (C), BUSA 3100 (C), BUSA 3101 (C), MGMT 3120 (C), Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (C).

MGMT 4800 - Selected Topics in Management (3-0-3)
A detailed examination of selected topics in management may be repeated when topics vary.
Prerequisite(s): Admission to the School of Business, MGMT 3101 (C).

MARKETING (MKTG)

MKTG 3100 - Personal Marketing (3-0-3)
    An introduction to the concept of marketing and its relevance to individuals in various career tracks.   Particular emphasis is placed on the application of the marketing concept in professional career initiation and on the development and delivery of marketing presentations. The course also includes an overview of business etiquette and the development of a comprehensive self-marketing plan.

MKTG 3101 - Principles of Marketing (3-0-3)
    An introduction to the activities involving the exchange of goods, services, and ideas for the satisfaction of human wants. The role that the marketing function plays in the determination of policies and strategies relating to product, price, channels of distribution, and promotion is extensively examined.
    Prerequisite(s): [ACCT 2101 (C), BUSR 3111 (C), or HCMG 3111 (C) or HSCI 2111 (C).

MKTG 3302 - Consumer Behavior (3-0-3)
    An analysis of the psychological, social, and economic influences which affect attitude formation and decision-making processes of consumers. An overview of the research methods used in determining characteristics of buyers is included.   Students are strongly recommended to take PSYC 1101 prior to enrolling in MKTG 3302.
    Prerequisite(s): MKTG 3101 (C).

MKTG 3312 - Services Marketing (3-0-3)
    This course focuses on developing marketing strategies for service industries, which is different than tangible products marketing. Strategies are also discussed for not-for-profit groups like membership organizations, trade associate, labor unions, professional and cultural organizations, social and religious agencies, institutions, and governmental organizations.
    Prerequisite(s): MKTG 3101 (C).

MKTG 3420 – Global Business (3-0-3)
    This course discusses the various dimensions of the international business environment. The cultural, legal, political, and economic institutions with which international firms come into contact are extensively examined. In addition, the course addresses how the functional areas of business, finance, accounting, production, human resources management, marketing, and technology management, have to adapt to the international environment.
    Prerequisite(s): Admission to the School of Business.
    Prerequisite(s) or Corequisite(s): MKTG 3101 (C), MGMT 3101 (C).

MKTG 4104 - Marketing Research and Analysis (3-0-3)
    This course focuses on the use of research methods in marketing decision-making, including developing and evaluating marketing strategies.   Topics include the gathering and use of marketing information from primary and secondary sources, and quantitative and qualitative research methodologies, including sampling techniques and basic statistical analysis.   Students will formulate a research design for a marketing problem; collect, code, clean, analyze and evaluate data; and write and present a final report, including specific marketing recommendations.   This course requires extensive use of the computer for word processing and statistical analysis.
    Prerequisite(s) or Corequisite(s): [BUSA 3101 (C) or BSUR 3113 (C)]
    Prerequisite(s): MKTG 3101 (C). Admission to the School of Business.

MKTG 4106 - Promotion Strategy (3-0-3)
    This course focuses on the promotion component of the marketing mix. The focus is customer-based marketing communications to utilize synchronized, multi-channel

marketing communications to consistently reach every market segment with a single, unified relationship-building message across all elements of the marketing mix.
Prerequisite(s): MKTG 3101 (C). Admission to the School of Business.

MKTG 4207 - Professional Selling (3-0-3)
This course examines the role of personal selling within the marketing mix, including the principles of selling products and services, building of sales organizations, sales training and practical sales techniques, evaluation of sales force effectiveness, and professional, ethical, and legal aspects of selling.
Prerequisite(s): MKTG 3101 (C). Admission to the School of Business.

MKTG 4420 - International Marketing (3-0-3)
The study of marketing and international business from a broad conceptual viewpoint, incorporating the marketing concept into the framework of the world market place. The student is assumed to have a fundamental understanding of marketing principles. Emphasis is placed on export management and implementation of international marketing plans.
Prerequisite(s): MKTG 3420 (C). Admission to the School of Business.

MKTG 4510 - Retailing (3-0-3)
A study of the basic concepts and practices associated with a modern, successful retail establishment. Emphasis is focused on store location, merchandising, promotion, and overall coordination and control.
Prerequisite(s): MKTG 3101 (C).

MKTG 4750 - Marketing Management (3-0-3)
This capstone course is intended to integrate basic principles throughout the overall marketing mix resulting in effective management of marketing functions in profit or not-for-profit organizations. Focus is on analytical skills including the impact of internal and external environments on decision-making for each element of the marketing mix, and on the application of pertinent marketing principles to develop a marketing strategy and marketing plan. Case studies and/or computer simulation are utilized. This course must be taken at Clayton College & State University during the last two semesters of enrollment; last semester is strongly recommended.
Prerequisite(s): MKTG 3101 (C), at least two of the following upper level Marketing courses: (MKTG 3102 (C), MKTG 3312 (C), MKTG 4104 (C), MKTG 4106 (C), MKTG 4207 (C), MKTG 4420 (C), MKTG 4510 (C), MKTG 4800 (C)), Admission to the School of Business.

MKTG 4800 - Selected Topics in Marketing (3-0-3)
A detailed examination of selected topics pertinent to the field of marketing. May be repeated when topics vary.
Prerequisite(s): MKTG 3101 (C).

MARKETING & MERCHANDISING (MKMC)

Note: Courses with the MKMC prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S. These career courses should not be confused with marketing courses (MKTG) that apply toward the B.B.A.

MKMC 1120 - Applied Selling (3-0-3)
This course examines selling as a career, sales psychology, sales techniques, product analysis, product information, business letters, time management, telemarketing and customer service. A sale representative simulation, a sales management meeting, business letters, and a telemarketing simulation are utilized.

MKMC 1140 - Applied Advertising Practice (3-0-3)
> This course is a study of advertising purposes and procedures, covering primarily the point of view of the advertising account manager. Topics covered include copy preparation, advertising layout, and media analysis. Preparation of advertising campaign and/or sales promotion plan is a major component of the course.

MKMC 2201 - Applied Entrepreneurship (3-0-3)
> This course is an introduction to the major concepts involved in planning and operating a small business. This course includes choosing, starting, organizing, and small business planning, raising capital, and maintaining financial records. Law, insurance, marketing, and personnel are also covered. Simulation of a new business and the creation of a business plan are major components of this course.

MKMC 2222 - Occupational Internship and/or Cooperation Education
> Experience (1-10-3)
> Students secure employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. Interns complete weekly reports and a project related to the specific career interest. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours. Requires program approval.

MKMC 2261 - Applied Marketing on the Internet (3-0-3)
> This course examines the different methods and techniques that organizations use to market products and services on the internet. The course will look at how design, color, layout, ease of use and other aspects of a web page impact internet marketing. Customer appeal and customer attraction to products and services being marketing on the web will also be included in this course.

MKMC 2271 - Visual Merchandising (3-0-3)
> Enrollees in this course study visual merchandising, trade exhibits and the total image of visual presentation of merchandise. This is a hands-on course hosted in cooperation with the retail community. The production of a visual merchandising portfolio is a major component of the course. Students create visuals for local retailers, a trade exhibit, and/or a point-of-purchase display.

MKMC 2281 - Applied Marketing Practices (3-0-3)
> This course is a study of marketing principles and activities relating to the flow of goods and services to consumers. This course emphasizes the societal marketing concept and the creation of customer satisfaction. Development and presentation of a marketing research project is a major component of this course.

MATHEMATICS (MATH)

MATH 0096 - Arithmetic and Elementary Algebra (3-0-3)
> See the Learning Support course listings.

MATH 0097 - Elementary Algebra (3-0-3)
> See the Learning Support course listings.

MATH 0099 - Intermediate Algebra (3-0-3)
> See the Learning Support course listings.

MATH 1101 - Introduction to Mathematical Modeling (3-0-3)
> This is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on

effective communication of quantitative concepts and results. This course in applied college algebra will involve an applications-driven study of functions; linear, quadratic, polynomial, exponential, logarithmic and piecewise-defined models; inverse functions; composition of functions; systems of equations. (For students in Math-intensive majors, MATH 1101 does not apply in the Core Curriculum; see Core requirements. Students who take this course in preparation for MATH 1113 should also take MATH 1112 concurrently with MATH 1101.)
Prerequisite(s): MATH 0099 or high school Algebra II and a suitable mathematics placement score.

MATH 1111 - College Algebra (3-0-3)
This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. (Offered only by distance learning.) (For students in Math-intensive majors, MATH 1101 does not apply in the Core Curriculum; see Core requirements. Students who take this course in preparation for MATH 1113 should also take MATH 1112 concurrently with MATH 1101.)
Prerequisite(s): MATH 0099 or high school Algebra II and a suitable mathematics placement score.

MATH 1112 - Trigonometry (2-0-2)
An introduction to elementary trigonometry. Topics include angle measurement, solving triangles, fundamental identities, solving trigonometric equations, and an introduction to trigonometric functions of real numbers including their graphs. This course is designed to prepare students for MATH 1113 if they do not have an adequate background in trigonometry from high school or other preparation.
Prerequisite(s) or corequisite(s): MATH 1101 or MATH 1111 or placement score exempting MATH 1101 or higher numbered math.

MATH 1113 - Pre-Calculus (3-0-3)
This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. (Knowledge of basic trigonometry is assumed; those who have not had prior course in trigonometry at the high school or university level should take MATH 1112.
Prerequisite(s): (MATH 1101 or MATH 1111 or equivalent mathematics placement score) **and** (satisfactory completion of a high school course in trigonometry or MATH 1112).

MATH 1221 – Finite Mathematics (3-0-3)
Mathematical preparation for the understanding of various quantitative methods in modern management and social sciences. Topics include sets, basic combinatorics including permutations and combinations, probability and probability distributions, systems of linear equations, matrix theory, linear programming using a geometric approach, and mathematics of finance. Additional topics that may be included are elementary statistical distributions, Markov chains, game theory, and logic.
Prerequisite(s): MATH 1101 or MATH 1111 (or equivalent mathematics placement score).

MATH 1231 - Introductory Statistics (3-0-3)
This course is based on college-level algebra/mathematical modeling and will involve study of basic descriptive and inferential statistics. Topics include probability, random variables, probability functions, measures of central tendency and variation, sampling, and statistical estimation and prediction.
Prerequisite(s): MATH 1101 or MATH 1111 (or equivalent mathematics placement score).

MATH 1241 - Survey of Calculus (3-0-3)
This course is a non-rigorous study of differential and integral calculus of functions of one variable with decision applications for business and social sciences. Not open to students with credit for Calculus I (MATH 1501).
Prerequisite(s): MATH 1101 or MATH 1111 (or equivalent mathematics placement score).

MATH 1501 - Calculus I (4-0-4)
This course is a study of algebraic, trigonometric, logarithmic, and exponential functions including limits, continuity, the derivative, and differentiation, the definite integral, and applications.
Prerequisite(s): MATH 1113 (or equivalent mathematics placement score).

MATH 2020 - Introductory Discrete Mathematics (3-0-3)
This course is a study of the concepts of finite mathematical structures. Topics include set theory, logic, proof techniques, functions and relations, graphs, trees, and combinatorics.
Prerequisite(s): MATH 1113 or MATH 1501.

MATH 2140 - Introductory Linear Algebra (3-0-3)
This course is an introduction to matrix algebra including determinants, vector spaces, linear transformations, and eigenvectors.
Prerequisite(s): MATH 1501.

MATH 2502 - Calculus II (4-0-4)
This course is a study of algebraic and transcendental functions with an emphasis on integral calculus and sequences and series. Other topics from single variable calculus include parametric equations and polar coordinates. Applications focus on functions which model real-world situations.
Prerequisite(s): MATH 1501.

MATH 2503 - Calculus III (4-0-4)
This course is a study of three-dimensional analytic geometry, the calculus of vector-valued functions and multivariable calculus. Topics include vector-valued functions, their derivatives, integrals, and applications; limits, continuity, partial derivatives, and extrema of multivariable functions; multiple and line integrals.
Prerequisite(s): MATH 2502.

MATH 2900 - Directed Study in Mathematics (Variable Credit)
Special work arranged in consultation with instructor. Requires approval of the Department of Mathematics.

MATH 3010 - Number Concepts and Relationships (3-1-3)
This course is a study of the real number system, its historical development, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and descriptive statistics. Includes a laboratory/practicum component through which pedagogical issues such as multiculturalism are addressed.
Prerequisite(s): Admission to Middle Level Teacher Education Program.

MATH 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 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): MATH 1221 (C).

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.

MEDICAL ASSISTING (MEDA)

Note: Courses with the MEDA prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

MEDA 1100 - Medical Terminology (1-0-1)
Introduction to medical terminology. The student will learn suffixes, prefixes, root words, and basic principles of medical word building which can be applied to develop an extensive medical vocabulary. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program. Credit by exam is available prior to enrolling in this course. See advisor for information.

MEDA 1101 - Law and Ethics for the Medical Office (2-0-2)
This course will provide a basic knowledge of law, ethics, bioethics as they apply to the ambulatory health care setting. The course will emphasize the legal obligations of each medical discipline and how the actions of each discipline impacts on others. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

MEDA 1102 - Body Structure & Function (3-0-3)
Follows the organization of the body from the single cell to the coordinated whole, with the major theme of the interaction of all body systems for the maintenance of homeostasis. Includes an introduction to diseases affecting each system. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

MEDA 1110 - Medical Assisting Procedures (2-4-3)
Introduces the skills needed to provide technical support in assisting the physician with a patient history and physical examination. Areas of emphasis include infection control, universal precautions, vital signs, positioning and draping, general examinations, sterilization techniques, first aid and CPR. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.
Prerequisite(s): MEDA 1100.

MEDA 1120 - Medical Coding I (3-0-3)
A study of codes used to translate written terminology or descriptions into code numbers. Emphasis on International Classification of Disease, Clinical Modification (ICD-9-CM), and Current Procedural Terminology (CPT) as they pertain to medical practices. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program. Credit by exam is available prior to enrolling in this course. See advisor for information.
Prerequisite(s): MEDA 1100.

MEDA 1125 - Medical Administrative Procedures (2-4-3)
A study of the business skills needed in the medical office. The student will receive practice in medical records, appointments, filing, insurance claims, coding, billing, and financial records. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program. . Credit by exam is available prior to enrolling in this course. See advisor for information.
Prerequisite(s): OFFC 1100, and OFFC 1111.

MEDA 1130 - Laboratory Procedures (2-4-3)
  Covers a broad range of procedures performed in the Physician's Office Laboratory
  (POL). The student will have practice in capillary puncture, venipuncture, hemoglobin,
  hematocrit, blood typing, Gram's stain, differential count, urinalysis, and other lab
  tests. Includes x-ray safety, ECG, and Physical Therapy.
  Prerequisite(s): MEDA 1110.
  Corequisite(s): MEDA 1140 or MEDA 1102.

MEDA 1140 - Diseases of the Human Body (3-0-3)
  A study of medical diseases, surgical problems, and pediatric and obstetrical
  conditions seen in the medical office, including symptoms, diagnostic tests, and
  treatments. Grade of D in any MEDIA course will not count toward graduation in the
  Medical Assisting program.
  Prerequisite(s): MEDA 1100.

MEDA 1145 - Human Psychology for the Medical Office (3-0-3)
  An introduction to the basic principles of human behavior that will include the physical
  and psychological needs, growth and development, defense mechanisms, verbal and
  non-verbal communication, and death and dying. The student will evaluate and
  assess individuals with special needs as well as other approaches to health care
  involving holistic and non-medical therapies. Grade of D in any MEDIA course will not
  count toward graduation in the Medical Assisting program.

MEDA 1150 - Pharmacology in the Medical Office (2-4-3)
  A study of commonly prescribed drugs, calculation of dosages, and techniques for
  administration. Includes practice in intradermal, subcutaneous, and intramuscular
  injections. Grade of D in any MEDIA course will not count toward graduation in the
  Medical Assisting program.
  Prerequisite(s): MEDA 1110.
  Corequisite(s): MEDA 1125, MEDA 1130, MEDA 1140.

MEDA 2220 - Medical Coding II (1-2-2)
  Covers the use of International Classification of Disease, Clinical Modification (ICD-9-
  CM) and Current Procedural Terminology (CPT) codes in medical billing and
  insurance claims. The student will complete exercises using simulated situations
  which require identification of appropriate codes from coding materials. Grade of D in
  any MEDIA course will not count toward graduation in the Medical Assisting program.
  Prerequisite(s): MEDA 1120.

MEDA 2221 - Medical Coding III (1-4-3)
  This is an advance International Classification of Disease, Clinical Modification (ICD-9-
  CM), Current Procedural Terminology (CPT) and Health Care Financing
  Administration Common Procedure Coding System (HCPCS) coding course.
  Computer usage along with practical applications from medical records such as case
  studies and problem solving techniques will be completed. Grade of D in any MEDIA
  course will not count toward graduation in the Medical Assisting program.
  Prerequisite(s): MEDA 2220, MEDA 1100, and MEDA 1102.

MEDA 2222 - Occupational Internship and/or Cooperative Education Experience (1-20-6)
  After successful completion of all required courses, the student is provided 300 hours
  experience in a medical office. This experience allows the student to put knowledge
  and skills into practice.
  Prerequisite(s): Completion of all certificate courses and/or approval of program
  advisors. An overall GPA of 2.0 (C) is required to take this course.

MEDA 2223 - Medical Coding Occupational Externship (1-10-3)
  After successful completion of all required courses, the student will provide a minimum
  of 150 hours of on the job medical records coding in an approved health care or

medical coding facility. This experience allows the student to fully understand the accuracy, confidentiality, and other ethical responsibilities of a Medical Records Coder.
Prerequisite(s): Completion of all certificate courses and/or approval of program advisors. An overall GPA of 2.0 (C) is required to take this course.

MEDA 2233 - Selected Topics (3-0-3)
A study of selected topics/problems common to student needs, under the guidance of a faculty member. Approval of advisor and/or instructor required.

MEDICAL TRANSCRIPTION (OMED)

See also Office Related (OFFC). **Note:** Courses with the OMED prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

OMED 2201 - Medical Language (3-0-3)
Study of medical language, including word components, definitions, spelling, and pronunciation. Includes advanced medical language with organization by body systems and explanations of clinical procedures, laboratory tests, and abbreviations related to each body system. Use of appropriate medical references and other resources.

OMED 2219 – Pharmacology Language (2-0-2)
An introduction to the basic principles and language of pharmacology. A study of commonly prescribed drugs, including their classifications, indications, contraindications, and routes of administration. Emphasis on developing a working pharmacological vocabulary. Use of pharmaceutical references.
Prerequisite(s): OMED 2201 or MEDA 1100.

OMED 2222 - Occupational Internship and/or Cooperative Education Experience
(1-10-3)
A minimum of 250 hours of on-the-job medical transcription experience in an approved work setting or a medical transcription simulation with instructor approval emphasizing the transcription of a variety of healthcare documents. This course incorporates work ethics traits.
Prerequisite(s): OMED 2232 (C); completion of Medical Transcription certificate program with a 2.00 or higher GPA; advisor approval.

OMED 2231 - Medical Transcription I (2-2-3)
Transcription of basic medical dictation, incorporating medical English usage and transcription skills, disease processes, medical knowledge, and proofreading and editing skills, meeting progressively demanding accuracy and productivity standards.
Prerequisite(s): OMED 2201, OFFC 1100 (C); exit from or exempt ENGL 0099; advisor approval.
Prerequisite(s) or Corequisite(s): OFFC 1116.

OMED 2232 - Medical Transcription II (1-4-3)
Transcription of more complex medical dictation, using advanced proofreading and editing skills. Dictation exposes students to diverse accents and dialects and varying dictation styles.
Prerequisite(s): OMED 2231 (C).

MUSIC (MUSC)

MUSC 0890 - Recital Attendance
  Monitors student attendance at recitals.
  Prerequisite(s): Music major.

MUSC 1001 - Introduction to Music Theory (1-4-3)
  Introduction to the elements of musical notation, including reading in G, F, and C clefs;
  extensive work with rudiments of rhythmic notation in both simple and compound
  meters. Triads, seventh chords, elements of voice leading. Offered each Fall.

MUSC 1011 - Music Theory I (3-0-3)
  Music notation; major and minor scales and key signatures; intervals. Rhythmic
  notation in simple and compound meters. Triads and seventh chords; elements of
  voice leading. Offered each Fall. Major program outcomes: helps students to develop
  an understanding of the common elements and organizational patterns of music and
  their interaction; assists students in developing skills in composition. University-wide
  Outcomes: develops skills in critical thinking. Entry-level assessment of critical
  thinking skills in the major.

MUSC 1012 - Music Theory II (3-0-3)
  Harmonic progression; writing with first and second inversion triads; non-harmonic
  tones, cadences, phrases, and periods; uses of diatonic seventh chords. Binary and
  Ternary forms. Offered each Spring. Major program outcomes: helps students to
  develop an understanding of the common elements and organizational patterns of
  music and their interaction; assists students in developing skills in composition.
  University-wide outcomes: develops skills in critical thinking.
  Prerequisite(s): MUSC 1011 or 1001.

MUSC 1111 - Aural Skills I (0-2-1)
  Studies in interval recognition, triad and seventh chord recognition of basic elements
  of rhythm. Sight-singing, exercises in rhythmic, melodic, and harmonic dictation.
  Usually taken concurrently with MUSC 1011. Offered each Fall. Fall Major program
  outcomes: develops in the student the ability to read at sight with fluency. University-
  wide outcomes: develops skills in critical thinking.

MUSC 1112 - Aural Skills II (0-2-1)
  Continued work in sight-singing, dictation; elementary work in improvisation. Usually
  taken concurrently with MUSC 1012. Offered each Spring. Major program outcomes:
  develops in the students the ability to read at sight with fluency. University-wide
  outcomes: develops skills in critical thinking.
  Prerequisite(s): MUSC 1111.

MUSC 1151 - Class Piano I (0-2-1)
  For students entering with deficiencies in keyboard ability. Does not apply toward the
  major. Normally offered each Fall.

MUSC 1152 - Class Piano II (0-2-1)
  Does not apply toward the major. Normally offered each Spring.
  Prerequisite(s): MUSC 1151.

MUSC 1310 - Class Voice (0-2-1)
  Group instruction in vocal performance. May be used as elective credit. Offered each
  Fall. Major program outcomes: develops in the student the ability to read at sight with
  fluency. 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 programs outcomes: develops skills in composition. University-wide outcomes: develops skills in critical thinking.
    Prerequisite(s): MUSC 1601.

MUSC 1710 - Major Ensemble-Choir (0-3/5-1)
MUSC 1710 - Major Ensemble-Wind Ensemble (0-3/5-1)
MUSC 1710 - Major Ensemble-Jazz Band (0-3/5-1)
MUSC 1710 - Major Ensemble-Orchestra (0-3/5-1)
    May be repeated for credit. Offered each semester.
    Major program outcomes: provides opportunity for student to demonstrate the ability to perform in ensembles that are varied both in size and nature. University-wide outcomes: develops skills in non-verbal communication and in critical thinking.

MUSC 1761 - Diction I (0-2-1)
    Introduction to International Phonetic Alphabet, as preliminary to study of Italian, Spanish, French and German pronunciation. Offered each Spring. Major program outcomes: assists vocal performance majors in later study of a cross-section of music from the complete repertoire of their performance medium. University-wide outcomes: develops skills in critical thinking.

MUSC 2011 - Music Theory III (3-0-3)
    Secondary functions; modulation. Modal mixture, Neapolitan sixths, altered dominants. Fugue, variation, and rondo forms. Offered each Fall. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. University-wide outcomes: develops skills in critical thinking.
    Prerequisite(s): MUSC 1012.

MUSC 2012 - Music Theory IV (3-0-3)
    Augmented sixth chords, enharmonic modulation. Analytic work in a variety of 20th Century repertories. Sonata form offered. Offered each Spring. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. University-wide outcomes: develops skills in critical thinking.
    Prerequisite(s): MUSC 2011.

MUSC 2101 - Music Appreciation (3-0-3) 🖳
    A study of various forms and styles of music through history by listening to recordings, reading, and concert attendance designed to develop the skills of perceptive listening. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

MUSC 2111 - Aural Skills III (0-2-1)
    Advanced work in sight-singing, rhythmic, harmonic, and melodic dictation. Usually taken concurrently with MUSC 2011. Offered each Fall. Major program outcomes: develops in the student the ability to read at sight with fluency, in addition to elementary work in improvisation. University-wide outcomes: develops skills in critical thinking.
    Prerequisite(s): MUSC 1112.

MUSC 2112 - Aural Skills IV (0-2-1)
    Usually taken concurrently with MUSC 2012. Offered each Spring. Major program outcomes: develops in the student the ability to read at sight with fluency, in addition to elementary work in improvisation. University-wide outcomes: develops skills in critical thinking.
    Prerequisite(s): MUSC 2111.

MUSC 2151-Class Piano III (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. Normally offered every fall semester. Prerequisite(s): MUSC 1152 with a grade of C or above, or completion of the piano proficiency exam. Open to music majors only.

MUSC 2152-Class Piano IV (0-2-1)
    Intermediate piano skills for students needing additional applied piano skills and including those with a piano concentration. Develops skills in sight-reading, score reading, accompanying, harmonization, transposition and basic keyboard harmony. Offered every spring semester. Prerequisite(s): MUSC 2151 with a grade of C or above. Open to Music majors only

MUSC 2301 - Introduction to World Music (3-0-3)
    A study of selected non-western music cultures, past and present, introducing a variety of musical concepts and styles from around the world, reflecting the inter-relationships between musical styles and the cultures in which they are created and interpreted. Critical Thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

MUSC 2400 - Applied Music-Composition Majors (0-1-1)
    Study in music performance in the student's major performance area. Offered each semester. Major program outcomes; develops competence in major performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes; oral communication, critical thinking. May be repeated for credit. Open only to music majors or by approval of the department head.
    Corequisite(s): MUSC 1710.

MUSC 2500 - Applied Music-Performance Majors (0-1-2)
    Study in music performance in the student's major area. Offered each semester. Major program outcomes: develops competence in major performance area. Students are expected to perform a cross-section of music from the complete repertory of the

particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes: oral communication, critical thinking. May be repeated for credit. Open to music majors only (or by approval of the department head).
Corequisite(s): MUSC 1710 or 3410.

MUSC 2600 - Composition III (0-1-2)
Individual lessons in composition. Compositional work in small forms for one to four instruments. May be repeated for credit. Offered each semester. Major program outcomes: develops skills in composition. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1012 and MUSC 1602.

MUSC 2611 - Music History I (3-0-3)
Survey of Western music from antiquity through the Baroque period. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts. University-wide outcomes: this course provides entry-level assessment in written communication skills in the major.
Prerequisite(s): MUSC 1012.

MUSC 2762 - Diction II (0-2-1)
Practical work in pronunciation of Italian, Spanish, and German, using the International Phonetic Alphabet. Offered each Fall. Major program outcomes: assists vocal performance majors in later study of a cross-section of music from the complete repertory of their performance medium. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1761.

MUSC 2763 - Diction III (0-2-1)
Practical work in pronunciation of French, using the International Phonetic Alphabet. Offered each Spring. Major program outcomes: assists vocal performance majors in later study of a cross-section of music from the complete repertoire of their performance medium. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1761.

MUSC 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 each Fall. Major program outcomes: requires student to develop an understanding of the common elements and organizational patterns of music and their

interaction; requires student to develop skills in composition.   University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2012.

MUSC 3080 - Scoring and Arranging (3-0-3)
A study of ranges and characteristics of instruments and voices, in the context of historical development of styles.   Basic practical concepts in arranging, including writing and performance of projects. Offered each Spring. Major program outcomes: requires students to develop skills in arranging, as a part of their work in composition. Enables students to place music in historical and stylistic context.   University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2012.

MUSC 3101 - History of Jazz (3-0-3)
An in-depth, analytical investigation of jazz music and its cultural significance in 20th century America. Critical thinking and communication skills are emphasized. Open to all students regardless of major.
Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

MUSC 3150-Advanced Piano Skills (2-0-2)
The development of advanced piano skills for piano performance majors and other who wish to develop more sophisticated keyboard skills beyond the degree requirements will be covered. Continued work in sight-reading, score-reading (open choral score and orchestral score), accompanying, harmonization, transposition, figured bass and improvisation as well as increased velocity in scale and arpeggio playing.
Prerequisite(s): MUSC 2152 with a grade of C or higher or permission of the instructor.

MUSC 3220 - Introduction to Music Technology (3-0-3)
Introduction to recent development in musical technology, including analog and digital synthesizers, computer notation programs, MIDI, and digital sampling. Basic work in analog and digital recording. Offered each Fall. Major program outcomes: affords students the opportunity to become familiar with the capabilities of technology as they relate to composition, performance, analysis, teaching and research. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2012.

MUSC 3410 - Major Ensemble-Choir (0-3/5-1)
MUSC 3410 - Major Ensemble-Wind Ensemble (0-3/5-1)
MUSC 3410 - Major Ensemble-Jazz Band (0-3/5-1)
MUSC 3410 - Major Ensemble- Orchestra (0-3/5-1)
May be repeated for credit.   Offered each semester.   Major program outcomes: provides opportunity for student to demonstrate the ability to perform in ensembles that are varied both in size and nature. University-wide outcomes: develops skills in non-verbal communication and in critical thinking.
Prerequisite(s): Completion of Baccalaureate Candidacy Examination for MUSC 3410 A-D.

MUSC 3430 - Conducting (1-2-2)
The basic principles of conducting and score-reading. Offered each Fall. Major program outcomes: requires students to acquire skills in conducting; develops the ability to read music at sight with fluency. University-wide outcomes: develops skills in oral communication and critical thinking.
Prerequisite(s): MUSC 2012.

MUSC 3500 - Applied Music (0-1-2)
Study in music performance in principle performance area for B.A. students. Offered each semester. May be repeated for credit. Major program outcomes: develops competence in principle performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes: oral communication, critical thinking.
Prerequisite(s): Four semesters of MUSC 2500.
Corequisite(s): MUSC 3410, MUSC 3510, MUSC 3530, MUSC 3540, MUSC 3550, or MUSC 3560

MUSC 3510 - Chamber Ensembles (0-3-1)
Performance in small chamber ensembles appropriate to student's major performance area. Offered each semester. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking. May be repeated for credit.

MUSC 3530 - Opera Production (0-3-1)
Performance in staged operatic production. Successful completion of Baccalaureate Candidacy exam, or permission of instructor required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3540 - Musical Theater (0-3-1)
Performance in staged Musical Theater production. Successful completion of Baccalaureate Candidacy exam, or permission of instructor required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3550 - Accompanying (0-2-1)
Offered each semester. Development of technical and musical skills necessary to accompany vocalists and instrumentalists Successful completion of Baccalaureate Candidacy exam, or permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3560 - Chamber Choir (0-3-1)
Performance in small vocal ensembles of music from all periods. Successful completion of Baccalaureate Candidacy exam, or permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3612 - Music History II (3-0-3)
Survey of music history from the pre-classic era through the Classic and Romantic periods.   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 - Vocal Literature I (2-0-2)
A study of the secular song in France and Germany, from the early forms of the Middle Ages to the present. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012.

MUSC 3712 - Vocal Literature II (2-0-2)
A study of the evolution of the secular song in the United States, Great Britain, and Eastern Europe. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts. 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 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 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. 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. 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 improving in a variety of music styles. Offered each Fall. Major program outcomes: development of student's improvisational skills. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2112.

MUSC 3890 - Junior Recital
Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty have approved the student's junior recital.
Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

MUSC 3970 - Form and Analysis (3-0-3)
Introduction to standard musical forms, including sectional forms, fugue and canon, sonata and sonatina forms, hybrid forms such as first-movement concerto form, sonata-rondo, etc. Major program outcomes: student must demonstrate an understanding of the common elements and organizational patterns of music, and demonstrate the ability to employ this in aural, visual, and verbal analyses. 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. 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.
Prerequisite(s): MUSC 3220 with a grade of C or above

MUSC 4400 - Applied Music-Composition Majors (0-1-1)
Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

MUSC 4430 - Advanced Conducting (2-0-2)
Advanced study in conducting, rehearsal techniques, and score reading. Offered in Spring of alternate years. Major program outcomes: requires students to acquire skills in conducting, and demonstrate the ability to read at sight with fluency. University-wide outcomes: critical thinking.
Prerequisite(s): MUSC 3430.

MUSC 4500 - Applied Music-Performance Majors (0-1-2)
Successful completion of Bachelor of Music Qualifying Exam. is required. May be repeated for credit. Study in music performance in the student's major performance area. Offered each semester. Major program outcomes: develops competence in major performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes: oral communication, critical thinking.
Corequisite(s): MUSC 1710 or 3410.

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 Junior and Senior recitals. 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 4990 - Music Capstone
Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty has approved the student's Music Capstone requirement. Normally taken in the student's last semester of study. Departmental approval required.

NURSING (NURS)

NURS 3101 - Professional Issues (2-0-2)
This course is designed to enhance the registered nurse's perception of the role of the professional practitioner in meeting the health needs of society. Selected theories, issues, and trends in nursing will be analyzed. Historical, societal, political, ethical, and legal factors impacting the profession will be explored. Modular seminar topics include a wide range of current selected topics driven by the current professional and social environment. (For R.N.-B.S.N. students only.)
Prerequisite(s): Licensure as a Registered Nurse.

NURS 3110/COMM 3110 - Interactive Communication (3-0-3)
This course focuses on ways to improve interpersonal skills in work settings. Students learn a specific set of communication techniques, identify their own strengths and weaknesses, and strive to improve their interpersonal effectiveness. Content includes assertiveness, active listening, giving and taking criticism, group dynamics, crisis intervention, and conflict resolution.
Prerequisite(s): Junior standing.

NURS 3201 - Health Assessment (2-0-2)
This course provides the learner with the knowledge necessary to perform a health assessment on adults and use critical thinking skills to identify risk factors for actual or potential alterations in health. Emphasis will be placed on interviewing skills in taking a health history and differentiating between normal and abnormal physical findsing when conducting a head-to-toe physical examination.
Prerequisite(s): B.S.N. Admission
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): B.S.N. Admission.
Absolute Corequisite(s): NURS 3201.

NURS 3202 - Health Assessment Practicum for R.N.'s (0-2-1)
Provides the learner with the opportunity to develop the skills necessary to perform a systematic health assessment/physical examination on adults from diverse cultural backgrounds. Lab time is structured to facilitate skill development in individuals with nursing experience.
Prerequisite(s): R.N. Licensure.
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): B.S.N. 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): B.S.N. Admission.
Absolute Corequisite(s): NURS 3301.

NURS 3401 - Health Illness Transitions I (3-0-3)
This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics essential to the general care of individual clients experiencing developmental and health-illness transitions across the lifespan. Students are expected to apply assessment and communication principles in identifying needs of individuals with acute health-illness transitions. Emphasis in this course is on the introduction of basic principles necessary for promoting a healthy outcome in meeting holistic needs of the individual client.
Prerequisite(s): NURS 3301; NURS 3201; NURS 3110 (or concurrent).
Absolute Corequisite(s): NURS 3401L.

NURS 3401L - Health Illness Transitions I Practicum (0-6-2)
This course focuses on the clinical application of concepts learned in NURS 3401 and previous courses. Students will have the opportunity to continue to develop assessment and nursing therapeutic skills in meeting holistic needs of the individual client with acute health-illness transitions.
Prerequisite(s): NURS 3201L; NURS 3301L.
Absolute Corequisite(s): NURS 3401.

NURS 3501 - Psychosocial Transitions (3-0-3)
This course focuses on theory and practice considerations for clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on understanding clients' perceptions, within the context of their current mental status, biological factors, risk factors and cultural background, in order to design appropriate professional nursing interventions.
Prerequisite(s): NURS 3401.
Absolute Corequisite(s): NURS 3501L.

NURS 3501L - Psychosocial Transitions Practicum (0-6-2)
This course focuses on clinical application of theory and research related to clients experiencing situational, developmental, and health-illness transitions affecting their

mental health. Emphasis is placed on the development of communication skills, critical thinking, and interdisciplinary collaboration to facilitate healthy adaptation to psychosocial stressors and recovery from mental health problems. A variety of acute care and community health care settings will be used.
Prerequisite(s): NURS 3401L.
Absolute Corequisite(s): NURS 3501.

NURS 3601 - Developmental Transitions I (3-0-3)
This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for childbearing individuals and families. Concepts highlighted in this course include sexuality and reproduction. Course content examines developmental, situational, and health-illness transitions experienced by childbearing individuals and families.
Prerequisite(s): NURS 3401.
Absolute Corequisite(s): NURS 3601L.

NURS 3601L - Developmental Transitions I Practicum (0-6-2)
Within the context of the concepts learned in NURS 3601 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and family in the childbearing years. A variety of acute care and community health care settings will be used.
Prerequisite(s): NURS 3401L.
Absolute Corequisite(s): NURS 3601.

NURS 4100 - NURSING RESEARCH (3-0-3)
This course emphasizes the critical review and evaluation of research articles and application of research findings to practice. Specific aspects of the research process are discussed from both a quantitative and qualitative approach, as a foundation to being an informed consumer of research. Building a scientific basis for practicing nursing is studied as a method for improving the quality of nursing practice. For basic licensure students, completion of all 3000-level NURS courses is recommended prior to taking this course.
Prerequisite(s): MATH 1231, HSCI 2201.

NURS 4153 - Gerontology (3-0-3)
Presents a holistic approach to the study of the elderly and their environments. A positive perspective about the aging process is a goal of the course. Research and theory components from a variety of disciplines are included to promote caring for the elderly in a variety of settings, primarily community-based. Client advocacy for the elderly is stressed.
Prerequisite(s): Junior standing or permission of the instructor.

NURS 4201 - Developmental Transitions II (3-0-3)
This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for children and their families. Course content examines developmental, situational, and health-illness transitions experienced by individual pediatric clients and their families.
Prerequisite(s): NURS 3501; NURS 3601.
Absolute Corequisite(s): NURS 4201L.

NURS 4201L - Developmental Transitions II Practicum (0-6-2)
Within the context of the concepts learned in NURS 4201 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and

family from birth to adolescence. A variety of acute care and community health care settings will be used.
Prerequisite(s): NURS 3501L; NURS 3601L.
Absolute Corequisite(s): NURS 4201.

NURS 4301- Health Illness Transitions II (3-0-3)
This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for the adult clients and their families experiencing development, situational, and health-illness transitions. Emphasis will be on integration of nursing therapeutics with specific pathophysiologic concepts commonly experienced by the adult client. Responses of the individual and family in transition will also be addressed.
Prerequisite(s): NURS 3501; NURS 3601.
Corequisite(s): NURS 4301L.

NURS 4301L - Health-Illness Transitions II Practicum (0-6-2)
This course provides the learner the opportunity to build upon the concepts, skills, and theories introduced in NURS 4301 and previous courses. The course provides opportunities to enhance integration of concepts into the practice setting appropriate for adult individuals and families in transition. Students gain experience in the application of nursing therapeutics in a variety of acute care and community health care settings.
Prerequisite(s): NURS 3501L; NURS 3601L.
Absolute Corequisite(s): NURS 4301.

NURS 4401 - Health Illness Transitions III (3-0-3)
This course is a continuation of Health-Illness II in providing a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for clients and their families experiencing developmental, situational, and health-illness transitions. Emphasis will be on the provision of holistic care of individuals and families experiencing multisystem health-illness transitions.
Prerequisite(s): NURS 4201; NURS 4301.
Absolute Corequisite(s): NURS 4401L.

NURS 4401L - Health-Illness Transitions III Practicum (0-9-3)
This course focuses on the management of groups of clients and their families experiencing multisystem health-illness transitions. The course provides opportunities to validate competencies of a beginning professional nurse while enhancing synthesis of concepts learned in all Health-Illness courses. A variety of acute care and community health care settings will be used.
Prerequisite(s): NURS 4201L; NURS 4301L.
Absolute Corequisite(s): NURS 4401.

NURS 4500 - Role Transitions (2-0-2)
This course is for students in basic licensure major only and is to be taken during the student's senior year. Role concepts, transitions from student to professional, health care issues and trends are explored. Students are required to submit a satisfactory portfolio and pass an end –of- program competency examination as a requirement of course completion.

NURS 4501 - Clinical Practicum for R.N.'s I (0-6-2)
This practicum is designed to enable R.N. students to build on their existing clinical expertise, broaden their exposure to different specialty areas, and apply theory learned throughout B.S.N. curriculum to meet the needs of clients experiencing multiple, complex transitions. Each student will work with a faculty mentor to develop individualized learning objectives. Students complete 2 semester hours.
Prerequisite(s): NURS 3101, NURS 3110.

NURS 4502 - Clinical Practicum for R.N.'s (0-6-2)
This practicum is a continuation of NURS 4501, R.N. students will work to accomplish and expand the learning objectives negotiated with their faculty mentors at the onset of NURS 4501. Students must complete 2 semester hours.
Prerequisite(s): NURS 4501.

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.

NURS 4601L - Organizational Transitions Practicum (0-3-1)
This course is designed to allow students to apply leadership and management principles with groups and aggregate populations in various health care settings. Learning experiences focus on synthesizing concepts acquired in NURS 4601 and prerequisite courses such as communication, critical thinking, teaching/learning, and nursing process while validating competencies expected of a beginning professional nurse.
Absolute Corequisite(s): NURS 4601.

NURS 4602 - Advanced Organizational Transitions for R.N.s (4-0-4)
This course is designed as a synthesis experience for the returning R.N. student that allows more in-depth exploration of advanced management and community concepts. Concepts addressed in this course include assessment of a community, case management, disease state management, resource allocation, quality improvement, and future trends in health care. Students are required to submit a satisfactory portfolio as a requirement of course completion.
Prerequisite(s): NURS 4601.

NURS 4800 - Directed Study Practicum in Nursing (0-9-3)
This is a directed readings course with a faculty mentor.

NURS 4950 - Independent Study [variable (1-3)]
Independent study is arranged with a specific instructor in the area of interest. Outcome goals are written by the student and approved by the instructor. A student who plans to carry out the research proposal submitted in NURS 4100 should register for NURS 4950.
Prerequisite(s): Consent of the instructor and dean or associate dean.

NURS 4996 - Introduction to Nursing Informatics (3-0-3)
This course provides an overview of the use of information and computer science in the delivery of health care [or nursing]. The content focuses on information technology used to enhance client care through minimum data set, research, education and administration of health care facilities.

NURS 4997 - Nursing Information Systems (3-0-3)
This course provides an in depth analysis of selected information systems designed to improve health care delivery, the administration of health care and/or education of health care consumers and personnel. Students are expected to become proficient in the use of a selected information system designed to use evidence based, clinical information systems, education technology and/or research.
Prerequisite(s): NURS 4496.

NURS 4998 - Information Systems Seminar (3-0-3)
In this course, students will work with faculty and health care information specialists to develop projects applying the knowledge obtained in HSCI/NURS 4996 and 4997. Projects will focus on the evaluation of information systems related to intervention classifications, coding systems, community health information networks, electronic patient records, patient outcomes, decision analysis, administration of health care facilities and personnel or the education of professionals and consumers.
Prerequisite(s): NURS 4997.

NURS 4999 - Informatics Practicum (0-6-3)
Students will implement the informatics projects designed in Information Seminar. Findings from the implementation and evaluation of the projects will be discussed with colleagues on-line.
Prerequisite(s): NURS 4998.

OFFICE RELATED (OFFC)

Note: Lower division courses with the OFFC prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

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.

OFFC 1101 - Introduction to Office Computing (1-4-3)
Basic computer skills using Windows operating system software, including managing Windows files and folders. Introduction to e-mail and the Internet. Overview of word processing, spreadsheet, database, and presentation software. Credit by exam is available prior to enrollment in this course. See advisor for information.

OFFC 1111 - Word Processing I—Keyboarding (1-4-3)
Introductory course for students who have had little or no keyboarding/word processing or who key less than 30 words per minute. Emphasis on developing speed and accuracy by using correct keyboarding techniques. Basics of document formatting and production are introduced. Microsoft Word software will be used. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required in OFFC 1111 prior to enrollment in OFFC 1112 or OFFC 1116.

OFFC 1112 - Word Processing II—Document Processing (1-4-3)
Continues development of speed and accuracy in keyboarding as well as document formatting/processing using Microsoft Word software. Types of documents produced include letters, memorandums, reports, tables, and other business documents. Credit by exam is available prior to enrollment in this course. See advisor for information.
Prerequisite(s): OFFC 1111 (grade of C or higher) or successful completion of the placement test.

OFFC 1114 – Project Management (2-2-3)
Hands on computer applications covering Microsoft Project. Emphasis is on timelines, budgets, and effective and efficient time management.
Prerequisite(s): OFFC 1101 , OFFC 2209.

OFFC 1116 - Medical English and Word Processing (2-2-3)
Medical word processing and an in-depth study of industry standards of style, rules of punctuation, abbreviations, numbers, etc., for medical documents. Introduction to the

health care record, medical documents, and medico-legal concepts and ethics in the medical transcription profession. Straight-copy production of medical documents and development of medical word processing and computer skills.
Prerequisite(s): OFFC 1100, OFFC 1111 (grade of C or higher).

OFFC 2101 - Legal Terminology and Procedures (3-0-3)
This course focuses on providing students with knowledge of basic legal terms. Students will develop the ability to recognize and use legal terms in context. Students will also learn the basic structure of the legal system and the procedures used in a typical law office.
Prerequisite(s): OFFC 1100 and OFFC 1111.

OFFC 2112 - Computerized Law Office (1-4-3)
Emphasis on mastery of software and document processing skills using Word software. Production of legal documents in appropriate formats and introduction to transcription of legal documents.
Prerequisite(s): Must pass timed writing with minimum of 40 wpm or take OFFC 1111.

OFFC 2202 - Business Math (3-0-3)
Knowledge and application of business mathematics, including trade and chain discounts, bank reconciliation, payroll and payroll taxes, present value, markups/markdowns, principal and interest. Development of skill in operating electronic calculators, with special emphasis on using touch method for ten-key pad. Credit by exam is available prior to enrollment in this course. See advisor for information.

OFFC 2205 - Business Communication (3-0-3)
Knowledge and application of principles of oral, written, and nonverbal communication in business situations. Letter, memo, and report writing: planning, organizing, outlining, writing, and speaking.
Prerequisite(s): OFFC 1100 or ENGL 1101. Ability to keyboard.

OFFC 2206 – Presentation Software (2-2-3)
This course will teach presentation (PowerPoint) software to prepare students for MOUS certification. Emphasis will be on presentational speaking.

OFFC 2207 - Administrative Procedures (3-0-3)
Illustrates administrative procedures typical of a business office. Topics covered include document/file management, telecommunications, meeting and travel arrangements, mail responsibilities, and professional development.
Prerequisite(s): Ability to keyboard.

OFFC 2208 - Medical Billing (2-2-3)
Administrative procedures used in the medical office, including computerized medical management software. Includes office management, appointments, medical records filing, insurance claims, billing, and financial records.
Prerequisite(s): OFFC 1111.

OFFC 2209 - Spreadsheet I for the Office (2-2-3)
Hands-on computer applications of beginning and intermediate spreadsheet topics using Microsoft Excel. Emphasis is on using basic functions, applying formatting, writing formulas, creating charts and links. Credit by exam is available prior to enrollment in this course. See advisor for information.
Prerequisite(s) or corequisite(s): OFFC 1101.

OFFC 2210 - Spreadsheet II for the Office (2-2-3)
Hands-on computer applications of advanced spreadsheet topics using Microsoft Excel. Topics covered are advanced functions, including auditing, tracking, scenarios,

and other advanced formulas. Emphasis is on troubleshooting spreadsheets and using critical thinking skills.
Prerequisite(s): OFFC 2209 or successful completion of the placement test (see OFFC advisor).

OFFC 2212 - Office Simulation/Transcription (1-4-3)
Students work in simulated office producing work based on employability standards. Emphasis on production of business documents, work flow, setting priorities, and work ethics. Machine transcription skills are developed with emphasis on mastery of word processing functions, productivity, and excellence in document processing.
Prerequisite(s): OFFC 1100 and (OFFC 1112 or OFFC 1116).

OFFC 2213 - Desktop Publishing (2-2-3)
Desktop publishing functions in which students design and produce complex documents using Microsoft Word software. Documents include reports, newsletters, brochures, flyers, and forms. Emphasis on development of speed and accuracy in keyboarding.
Prerequisite(s): OFFC 1112 or OFFC 1116.

OFFC 2214 - Database for the Office (2-2-3)
Hands-on computer applications of database topics using Microsoft Access. Emphasis is on using the software to organize, store, maintain, retrieve, and sort information so a business can find and use that information effectively.
Prerequisite or Corequisite: OFFC 1101.

OFFC 2215 - Integrated Software (2-2-3)
Hands-on computer applications covering integration of windows-based database, spreadsheet, word processing, and presentation software. Emphasis on problem-solving skills and office production situations. Critical thinking skills also emphasized.
Prerequisite(s): OFFC 1112, 2209, and 2214.

OFFC 2222 - Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. This course will incorporate instruction for work ethics traits. A minimum of 150 hours of work experience is required in an individualized training program. Usually taken during advanced stages of program.
Prerequisite(s): Employment and program advisor approval. At least 12 hours of coursework in office courses must be completed before enrollment in OFFC 2222, with a GPA of 2.5 or higher in major coursework and overall GPA of 2.0 or higher.

OFFC 2250 - Office Accounting I (2-2-3)
Introduction of the basic accounting cycle with emphasis on accounting procedures for a sole proprietorship. Topics include journalizing, posting, adjustments, end-of-period worksheet, preparation of financial statements, closing entries, cash control, and payroll. Computer applications introduced.

OFFC 2251 - Office Accounting II (2-2-3)
Continuation of the accounting cycle with emphasis on accounting procedures for a merchandising business. Topics include subsidiary records; special journals; voucher system; and specialized accounting procedures for accounts receivable, notes and interest, merchandise inventory, and long-term assets. Computer applications continued
Prerequisite(s): OFFC 2250.

OFFC 2252 - Office Accounting III (2-2-3)
Advanced accounting procedures with emphasis on accounting for transactions typical of partnerships and corporations. Topics include partnerships, capital stock, corporate

earnings, bonds, cash flow, analysis of financial statements, departmental accounting, and manufacturing accounting. Computer applications continued.
Prerequisite(s): OFFC 2251.

OFFC 2333 - Selected Topics and Problems (1-4-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite(s): Permission of program advisor.

OFFC 3110 - Introduction to Administrative Management (3-2-4) 💻
An introduction to the responsibilities typically expected of a professional manager in an office setting. The course will address increasing technological sophistication, professionalism, ethics, decision making, and interpersonal skills along with other contemporary issues in the office administration field. This course will not count toward a B.B.A.

OFFC 3810 - The Role of the Executive Assistant (3-0-3)
This course addresses the special responsibilities of the executive assistant. In addition to stressing advanced technical skills, the course covers such important issues as confidentiality, sensitivity to corporate/institutional culture, protocol, schedule management, and public relations.

OFFC 4098 - Internship (1-10-3)
Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Administrative Management is required. Advisor approval required.

OFFC 4800 - Selected Topics in Administrative Management (3-0-3)
A study of selected topics/problems to student needs under the guidance and supervision of an advisor.

OMED - See Medical Transcription heading.

PARALEGAL STUDIES (PARA)

Note: Courses with the PARA prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

PARA 1101 - Introduction to Law and Ethics (3-0-3)
This course provides an overview of the legal system, the role of paralegals within the system, and law office procedures. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts, and ethical issues confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques. Must exit from or be exempt from Learning Support Reading and English. Students who do not achieve a grade of C or higher (or K) in PARA 1101 must re-take PARA 1101 and achieve a grade of C or higher before a student may continue taking other PARA classes.

PARA 1103 - Civil Litigation (3-0-3)
This course focuses on drafting skills and the procedural rules and statutes governing state and federal civil courts. It is designed to take the student through all facets of a case: the initial client interview, the initiation of a case (or alternative dispute remedies), preparation of pleadings and discovery, motion practice, drafting of settlement and trial documents, and the appellate process.
Prerequisite(s): PARA 1101.

PARA 1105 - Legal Research and Writing (3-0-3)
This course focuses on federal and state legal research utilizing law library books, on-line databases, the Internet, and CD-ROMs. Students will learn citation skills and draft memoranda based on case law and statutes. This course will require extensive out-of-class library time.
Prerequisite(s): PARA 1101.

PARA 1107 - Criminal Litigation (3-0-3)
This course focuses on the criminal justice system and related statutes and constitutional issues. Students learn procedural rules and become familiar with and draft pleadings filed in criminal court by prosecutors and defense attorneys.
Prerequisite(s): PARA 1101.

PARA 1109 - Business Organizations (3-0-3)
This course teaches the law of business entities, including sole proprietorships partnerships, corporations, and limited liability companies. Student draft incorporation documents and use the internet to incorporate a business. Students also obtain a thorough understanding of contract law, including the elements of a contract, defenses and remedies. Emphasis is placed on practical considerations, especially drafting and interpreting contracts.
Prerequisite(s): PARA 1101.

PARA 1113 - Real Estate Law (3-0-3)
This course focuses on the buyer-seller relationship, title examinations and title insurance, document preparation, and filing procedures. Students prepare a closing statement and draft other documents needed to prepare for a real estate closing.
Prerequisite(s): PARA 1101.

PARA 1221 - Bankruptcy/Debtor-Creditor Relations (3-0-3)
This course teaches students to learn about the documents filed in bankruptcy court by attorneys representing debtors and creditors in Chapter 7, 11 and 13 cases. In addition, the course will discuss collection remedies on judgments obtained in civil court by secured and unsecured creditors.
Prerequisite(s): PARA 1101, PARA 1103, and PARA 1109.

PARA 1223 - Wills, Trusts and Probate Law (3-0-3)
This course teaches students the terminology and laws applicable to wills and trusts, and how to prepare these documents. Students also learn the procedural rules of Probate Court.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1225 - Family Law (3-0-3)
This course focuses on marriage, annulment, antenuptial agreements, divorce, and adoption. Students prepare all of the documentation necessary to file a divorce.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1227 - Health Care Law (3-0-3)
This course teaches students the legal issues involved in the health care industry. Students review and analyze contracts prepared by paralegals and attorneys for hospitals, doctors and Health Maintenance Organizations.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1229 - Intellectual Property Law (3-0-3)
This course takes a practice-oriented approach to the fields of patent, trademark, and copyright litigation and prosecution.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1231 - Administrative Law (3-0-3)
This course discusses how attorneys and paralegals interact before administrative agencies. The course includes a discussion of statutory law and administrative rules, in areas such as environmental and Social Security law.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1233 - Employment Law (3-0-3)
This course teaches federal and state employment law, discrimination and disability statutes, and practical issues and resolutions of these issues before administrative agencies.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1235 - Current Law Office Issues (3-0-3)
This on-line course will involve the student in practical problem solving and hands-on scenarios that occur in the law office, such as ethical issues, document preparation, legal software, and court filing procedures.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105and PARA 1109. This course is open to AAS majors only.

PARA 2222 - Occupational Internship (1-10-3)
A minimum of 150 hours of on-the-job paralegal or other substantive law-related training in an approved work situation. Students work an average of 10-15 hours each week.
Prerequisite(s): Completion of at least 75% of all Paralegal career courses and program approval.

PHYSICAL EDUCATION-HEALTH-RECREATION (PHED)

PHED 1010 - Fitness & Wellness I (0-2-2)
Supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength, and endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. Students will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. It is recommended that the student obtain a physical examination from a licensed medical professional and have his or her medical history reviewed by a designated staff member prior to participating in this course. An orientation to the course is required during the first week of class. (Not recommended to students with previous credit for any quarter system PHED 202 class.)

PHED 1020 - Fitness & Wellness II (0-2-1)
A continuation of supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength, and endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. Students will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. The student is required to update his or her medical history and have it reviewed by a designated staff member prior to participating in this course.
Prerequisite(s): PHED 1010.

PHED 1030 - Fitness & Wellness III (0-2-1)
A continuation of supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength, and endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. Students will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. The student is

required to update his or her medical history and have it reviewed by a designated staff member prior to participating in this course.
Prerequisite(s): PHED 1020.

PHED 1040 - Fitness & Wellness IV (0-2-1)
A continuation of supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength, and endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. Students will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. The student is required to update his or her medical history and have it reviewed by a designated staff member prior to participating in this course.
Prerequisite(s): PHED 1030.

PHED 1050 - Walking/Jogging for Fitness (0-2-1)
This course is designed to increase the knowledge, understanding, and value of properly performed cardiorespiratory conditioning exercises, primarily walking and running/jogging for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program.

PHED 1060 - Aerobics (0-2-1)
This course is designed to increase the knowledge, understanding, and values of aerobic activity. This course is composed of a nonstop series of routines, which emphasize continuous, vigorous movements. Also included will be flexibility and body toning exercises performed to music. The class will include a variety of aerobic styles.

PHED 1070 - Beginning Volleyball & Badminton (0-2-1)
Beginning volleyball will concentrate on skill development of the pass and the serve, dynamics of the game, general rules and physical preparation. Beginning badminton will include the basic shots, service, footwork, singles and doubles strategy, and rules of the game.

PHED 1075 – Introduction to Basketball (0-2-1)
This course will concentrate on beginning basketball skills development including, shooting, passing, dribbling, rebounding, and defending; court play will be included. Additionally, basketball history, rules and etiquette will be covered. Students must purchase a whistle for use during officiating sessions and furnish appropriate attire, including smooth-soled, non-marking athletic shoes.

PHED 1080 - Beginning Golf & Tennis (0-2-1)
The course is structured for the beginning golf and tennis student. Golf will introduce skills for the short game to include pitching, chipping, putting, rules, scoring, and etiquette. Course play will be included. Clubs will be provided if necessary. The tennis portion of the course will emphasize the forehand, backhand, serve, rules, scoring, and etiquette. Students furnish appropriate attire and smooth-soled tennis shoes. Students must provide a tennis racquets. Additional fees may be required.

PHED 1090 - Free Weight Training for Fitness (0-2-1)
This course is structured for the beginning free weight lifting student. It is designed to increase the knowledge, understanding, and values of properly performed free weight training exercises. A variety of exercises will be performed with the emphasis on technique and safety. Students furnish appropriate attire and properly soled athletic shoes.

PHED 1101 - Survey of Health & Fitness Professions (1-0-1)
An introduction to profession career opportunities available in the fields of health and fitness

PHED 3101 - Kinesiology (2-2-3)
A study of human movement. Topics will include, but are not limited to, structural anatomy, biomechanics and neurophysiology. The biomechanical etiology of various injuries will be studied.
Prerequisite(s): BIOL 1151, BIOL 1151L, or permission of instructor.

PHED 3102 - Exercise Physiology (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 exercises.

PHED 3110 - Personal Health & 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.

PHED 3120 - Prevention, Care and Rehabilitation of Injuries (2-3-3)
An introduction to the principles of injury prevention, care and rehabilitation. Emphasis is placed on orthopedic injuries/conditions to the extremities.   An opportunity to obtain certifications in standard first aid adult CPR is available through this course.

PHED 3130 - Principles of Fitness (across populations) (2-3-3)
A study of the role of physical activity on health and the design of conditioning programs across populations from the very young to the elderly, from the able-bodied to the physically challenged.
Prerequisite(s): PHED 3101 or permission of instructor.

PHED 3140 - Exercise Testing & Prescription (2-3-3)
An emphasis on the proper knowledge and skills required to conduct health and fitness testing. A variety of assessment principles and techniques are covered with a focus on both measurement expertise and safe and effective exercise prescription.
Prerequisite(s): PHED 3101, PHED 3102, PHED 3130, or permission of instructor.

PHED 3382L – Seminar in Health Fitness Pharmacology (0-2-1)
The seminar will examine possible effects, contraindications and side effects of common pharmaceutical agents on individuals who participate in exercise programs. Students will identify important considerations concerning the effects of medications on heart rate, blood pressure, exercise capacity, and weight management.
Prerequisite(s) or Absolute Corequisite(s): HSCI 3382.

PHED 4110 –Health Fitness Management (3-0-3)
The study of the management and operation of programs and facilities in the health fitness field. The topics will include, but are not limited to, the planning, designing, constructing, equipping and staffing of health fitness facilities. Management theories and operational models for health fitness programs will also be covered.
Prerequisite(s): PHED 3130, PHED 3140, or permission of instructor.

PHILOSOPHY (PHIL)

PHIL 2201 - Introduction to World Philosophy (3-0-3)
An introduction to philosophy through the study of representative texts of major philosophers from Plato to the present, from East and West. Topics addressed include personal identity, the nature of knowledge, the existence of God, happiness, the nature of the external world, the relation of language to the world, meaning, and truth. Critical thinking and communication skills are emphasized. [Note: Learning

Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

PHIL 2401 - Introduction to Aesthetics (3-0-3)
An introduction to the philosophical questions "What do you mean?" and "How do you know?" in the realm of aesthetics, most particularly in the arts. Through readings and discussions of representative philosophical texts and with close attention to aesthetic objects themselves, questions such as the following will be examined: What is artistic expression? What do works of art mean? Is there a general definition of art? What makes a work of art good? Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

PHIL 2501 - Introduction to Logic (3-0-3)
An introduction to the symbolic analysis of arguments. Includes truth tables, and propositional and quantificational logic.
Prerequisite(s): CRIT 1101.

PHIL 3101 - Philosophy and Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship between philosophical ideas and the social structures in which those ideas arise and are interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.
Prerequisite(s): ENGL 1102 (C). Completion of CRIT 1101 and Area C recommended.

PHIL 3301 - Ethics in Historical and Contemporary Perspective (3-0-3)
A course which will examine the central questions of moral philosophy through the reading and discussion of representative texts of major philosophers. It will also examine the application of moral reasoning to contemporary ethical issues and problems in fields such as communications, medicine, business, and the environment. Topics addressed include the meaning of "good" and "bad," right conduct, happiness and well-being, moral character, and justice. Critical thinking and communication skills are emphasized.
Prerequisite(s): ENGL 1102 (C). Completion of CRIT 1101 and Area C recommended.
Restriction: PHIL 3301 is not open to students with previous credit for PHIL 2301.

PHYSICS (PHYS)

PHYS 1111 - Introductory Physics I (3-0-3)
An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used.
Prerequisite(s): MATH 1101 or higher.
Corequisite(s): PHYS 1111L.

PHYS 1111L - Introductory Physics Laboratory I (0-2-1)
Laboratory accompanying PHYS 1111.
Corequisite(s): PHYS 1111.

PHYS 1112 - Introductory Physics II (3-0-3)
An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used.
Prerequisite(s): PHYS 1111/1111L.
Corequisite(s) for selected Life Science majors only: PHYS 1112L.

PHYS 1112L - Introductory Physics Laboratory II (0-2-1)
Laboratory accompanying PHYS 1112. This laboratory is required only for students majoring in the following disciplines: agriculture, applied biology, and physical therapy.

Pre-medical students following an applied biology track, and pre-veterinary students are also required to take this laboratory course.
Corequisite(s): PHYS 1112.

PHYS 2211 - Principles of Physics I (3-0-3)
An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used.
Corequisite(s): PHYS 2211L.
Prerequisite or corequisite: MATH 2502.

PHYS 2211L - Principles of Physics Laboratory I (0-3-1)
Laboratory accompanying PHYS 2211.
Corequisite(s): PHYS 2111.

PHYS 2212 - Principles of Physics II (3-0-3)
An introductory course which will include material from electromagnetism, optics and modern physics. Elementary differential and integral calculus will be used.
Prerequisite(s): PHYS 2211/2211L.
Corequisite(s): PHYS 2212L.

PHYS 2212L - Principles of Physics Laboratory II (0-3-1)
Laboratory accompanying PHYS 2212.
Corequisite(s): PHYS 2212.

PHYS 3650 - Modern Physics (3-0-3)
An introductory course including material from relativity, quantum mechanics, models of the atom, lasers, solid state physics, nuclear physics and elementary particles. Study is focused on contemporary applications including those to biology and medicine.
Prerequisite(s): PHYS 1112.

PHYS 4110 - Conceptual Astronomy (3-0-3)
A one-semester survey course of astronomical methodologies and technologies employed by cultures from ancient through the modern times. Topics in this course will include naked eye astronomy, calendars, cosmogony, cosmology, and the development of the modern scientific technique. This course is only applicable to a major in Middle Level Teacher Education. Other students should consider SCI 1901A, Selected Topics in Science - Astronomy.
Prerequisite(s): SCI 3120.

POLITICAL SCIENCE (POLS)

POLS 1101 - American Government (3-0-3)
An introductory level survey of the American political system in an international context, emphasizing a cross-cultural approach to the study of the structure and processes of policy decision-making. The course incorporates comparison of the American political system and other types of political systems. The course also includes the study of world geography, emphasizing a knowledge of the global configuration of nation-states.

POLS 2101 - Introduction to Political Science (3-0-3)
An introduction to concepts and methods appropriate to the understanding and analysis of individual and group political behavior and political systems. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

POLS 2301 - Introduction to Comparative Politics (3-0-3)
An introduction to select political systems around the world designed to introduce students to key concepts and methods in the study of comparative politics. The course analyzes major Western and non-Western ideologies and political systems in terms of institutions, operation, and historical and environmental factors. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

POLS 2401 - Introduction to Global Issues (3-0-3)
An examination of current global issues. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

POLS 3320 - Public Policy (3-0-3)
The analysis of selected public policy issues and the interplay of organizations and politics in the policy-making process.
Prerequisite(s): POLS 1101 and HIST 2110.

POLS 4111 - Comparative Political and Economic Systems (3-0-3)
This course provides students with basic analytical and conceptual skills for the comparative study of western and non-western political and economic systems. Examines the Systems Model and employs it to compare and evaluate the political and economic culture of selected nation-states. Option for all Middle Level Teacher Education students with a major or minor concentration in social studies.
Prerequisite(s): HIST 2111 or HIST 2112 and POLS 1101.

POLS 4121 - Asian Political and Economic Systems (3-0-3)
A study of the political and economic systems of Asia in historical and contemporary perspective. Considers historical, political, and economic development as well as inter-regional relations and relations with the West. Also includes perspectives on the Vietnam War and its aftermath.
Prerequisite(s): HIST 2111 or HIST 2112 or SOSC 2501.

PSYCHOLOGY (PSYC)

PSYC 1101- Introduction to General Psychology (3-0-3)
A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology. Applicability of theories and research findings across contemporary cultures is considered. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

PSYC 2101- Psychology of Adjustment (3-0-3)
An introductory examination of the applied psychological theory and research concerning mental health and well-being. It is recommended that PSYC 1101 be taken prior to PSYC 2101. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

PSYC 2103 - Introduction to Human Development (3-0-3)
An introductory, non-laboratory-based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development. It is recommended that PSYC 1101 be taken prior to PSYC 2103. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

PSYC 3110 - Applied Psychology (3-0-3)
An overview of the application of psychology to practical problems in areas such as mental and physical health, business and industry, and education. Will emphasize application of computer technology as currently used in psychology-based careers.
Prerequisite(s): PSYC 1101.

PSYC 3350 - Abnormal Psychology (3-0-3)
A study of the scientific and cultural bases of various conceptions of undesirable behavior. Applications of principles derived from basic research will be emphasized.
Prerequisite(s): PSYC 1101.

PSYC 3120 - Introduction to Therapeutic Intervention (3-0-3)
An exploration into the varied strategies used in therapeutic situations. Approaches from a variety of perspectives such as psychodynamic, cognitive, behavioral, and humanistic will be examined and applied using simulations, modeling, and role playing.
Prerequisite(s): PSYC 1101.

PSYC 3130 - Social Psychology (3-0-3)
A survey of the major theories and research findings regarding social influences on human behavior. Areas explored will include attitudes, prejudice, gender roles, altruism, conformity, obedience, attraction, and aggression.
Prerequisite(s): PSYC 1101.

PSYC 3510 - Psychological Testing and Measurement (2-2-3)
An overview of psychological evaluation with emphasis on uses of personality, ability, and achievement tests including basic descriptive statistics, item development, and critical issues in the field of testing.
Prerequisite(s): PSYCH 1101 and (MATH 1231 or HSCI 2201).

PSYC 3520 - Theories of Personality (3-0-3)
An introduction to the major theories of personality, including the psychoanalytic, humanistic, and trait approaches.
Prerequisite(s): PSYC 1101.

PSYC 3530 - Health Psychology (3-0-3)
An examination of the psychological factors affecting wellness, including emotional, cognitive, social, and behavioral aspects. Biopsychological mechanisms underlying illness and methods for improving health will be included.
Prerequisite(s): PSYC 1101.

PSYC 3540 - Introduction to Learning and Behavior (3-0-3)
An introductory examination of the major theories of learning with an emphasis on the application of these theories to the modification of complex human behavior. Ethical issues associated with the use of behavior change strategies will be a focus.

PSYC 4110 - The Psychology of Gender and Sexuality (3-0-3)
Introduction to human sexuality and related counseling issues. The course will focus on the psychosexual aspects of human sexuality and cover a broad variety of historical and contemporary issues.
Prerequisite(s): PSYC 1101 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.

PSYC 4130 - Introduction to Cognitive Psychology (3-0-3)
An examination of the major theories and research findings in areas of human cognition such as information processing and problem-solving.
Prerequisite(s): PSYC 1101.

PSYC 4140 - Crisis Intervention (3-0-3)
This course is designed to provide a theoretical and applied foundation for working with people in crisis. Students will examine the dynamics of various situational and developmental crises, consider family and cultural influences on coping, and explore methods for intervening in crisis situations.

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.

PSYC 4500 - Senior Seminar and Internship/Practicum in Psychology II (1-V-3)
An optional second internship or practicum experience. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site, produce a project for the site, and prepare a log and presentation for their fellow internship students.

PSYC 4800 - Selected Topics in Psychology (3-0-3)
An exploration of various topics and issues in the fields of psychology and human services. May be repeated for credit when topic varies.

PSYC 4900 - Directed Readings in Psychology (3-0-3)
An in-depth examination of an area of student interest outside the usual focus of the psychology curriculum closely directed by a faculty member.
Prerequisite(s): PSYC 1101 and approval of department head.

READING (READ)

READ 0099 - Reading Skills (3-0-3)
See the Learning Support course listings.

REGENTS' TEST REMEDIATION ESSAY (RGTE)

RGTE 0199 - Regents' Test Remediation Essay (3-0-3)
A course designed to prepare students who have failed the essay portion of the Regents' Test to retake the test. Will involve writing of practice essays as well as individualized assignments designed to address specific writing problems.

REGENTS' TEST REMEDIATION READING (RGTR)

RGTR 0198 - Regents' Test Remediation Reading (3-0-3)
A course designed to prepare students who have failed the reading portion of the Regents' Test to retake the test. Will involve practice reading tests as well as individualized assignments designed to address specific reading problems.

SCIENCE (SCI)

SCI 1111 - Integrated Science I (3-0-3)
　　Integrated Science I provides an introduction to the scientific method and its application to historic experiments. This course includes instruction in the scientific method, the Earth's place in the Universe, the elementary nature of matter, fluids, the laws of thermodynamics, and electricity and magnetism.
　　Prerequisite(s): Exemption or exit from MATH 0099.
　　Corequisite(s): SCI 1111L.

SCI 1111L - Integrated Science Laboratory (0-2-1)
　　Laboratory accompanying SCI 1111.
　　Corequisite(s): SCI 1111.

SCI 1112 - Integrated Science II (3-0-3)
　　Integrated Science II applies the physical science topics introduced in Integrated Science I to life and environmental sciences. This course includes instruction in matter and energy resources, population dynamics, global problems, pollution, economics and the environment, and basic ecology.
　　Prerequisite(s): SCI 1111/1111L.

SCI 1901 - Selected Topics in Science (3-0-3)
　　A group of courses which examines a variety of topics in science disciplines presented at an introductory level. Descriptions of individual courses within the group are provided below.

SCI 1901A - Selected Topics in Science-Astronomy (3-0-3)
　　Provides an introduction to the Earth's place in the Universe. Topics include the origin of the Solar System, planets inside and outside of the Solar System, the life and death of stars, and the Big Bang. Students will also study the tools of astronomy and how they have shaped its progress. Topics will be covered from a historical as well as a contemporary point of view.

SCI 1901B - Selected Topics in Science-Botany (3-0-3)
　　Emphasizes plants in everyday life. Topics include the basic structure and function of plants, identification of common plants, plant ecology, economic botany, backyard botany, medical plants and poisonous plants.

SCI 1901C - Selected Topics in Science-Extraordinary Chemistry (3-0-3)
　　Presents chemical science in a way that reflects both the excitement and concerns with the rapidly changing uses and needs of chemicals in the world. Topics include everyday chemicals to which we are exposed, the food we eat, ozone pollution, mind-altering drugs, batteries, and buckministerfullerenes. Emphasis will be placed on the development of skills that allow the student to affect policies that govern the access and use of chemicals in the future for the benefit of everyone.

SCI 1901D - Selected Topics in Science-Health and Disease (3-0-3)
　　A survey of the biology of diseases that currently impact society, including proposed prevention and cure. Examples include cardiovascular disorders, infectious diseases, cancer, and diabetes.

SCI 1901E - Selected Topics in Science-Energy (3-0-3)
　　Emphasizes topics involving energy and its transfer to the understanding of biological and physical systems by examining a variety of aspects of energy resources, including the principles involved, and the environmental and economic consequences of energy production and use.

SCI 1901F - Selected Topics in Science-Forensic Science (3-0-3)
Provides an introduction to the science of forensics. Topics will include various scientific principles and techniques used in solving crimes. Case studies will be presented.

SCI 1901G - Selected Topics in Science-Sex and Gender (3-0-3)
An interdisciplinary survey of human reproduction and gender development. Physiological, psychological, and cultural aspects of human sexuality will be addressed. Topics include female and male specific health problems, sexual development, the genetics and evolution of sexuality, and current research in reproductive medicine and gender.

SCI 1901H - Selected Topics in Science-Human Genetics (3-0-3)
A study of human genetics examining major breakthroughs and current issues in human heredity. The course will include the science of genetics, and the societal implications of topics such as the human genome project, DNA fingerprinting, genetics and intelligence, and genetic engineering.

SCI 2222 - Internship and/or Cooperative Education I (credit varies)
Internship program for selected students who perform science-based work in conjunction with faculty or off-campus professionals. Credit hours are determined by an agreement between faculty sponsor and internship supervisor (if appropriate).
Prerequisite(s): Completion of a science sequence from Area D of the Core Curriculum and consent of the Head of the Department of Natural Sciences.

SCI 3110 - Integrative Science-Physical Science I (2-0-2)
A one-semester, activity-based course that incorporates methods, content, central themes, and technology for teaching physical science in the middle grades. The topics addressed include energy and heat; science, society and technology; light and color; machines and force; and matter. This course is open only to middle level teacher education students.
Prerequisite(s): Completion of Area D of the Core Curriculum.
Corequisite(s): SCI 3110L.

SCI 3110L - Integrative Science-Physical Science Laboratory (0-2-1)
Laboratory accompanying SCI 3110. Laboratory includes both physical science and pedagogy.
Corequisite(s): SCI 3110.

SCI 3110S - Physical Science (3-0-3)
An activity-based course that incorporates methods, content, central themes, and technology for teaching physical science in the middle grades. Topics addressed include chemistry, kinematics, dynamics, gravity, heat, wave motion, optics, and electricity and magnetism. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.

SCI 3120 - Integrated Science- Physical Science II (3-1-3)
A one-semester, activity-based course that incorporates methods, content, central themes, and technology for teaching chemistry, earth science, and astronomy in the middle grades. The topics of inorganic and organic chemistry, geology, hydrology, meteorology, solar system and stellar astronomy, and cosmology are addressed. Includes laboratory. This course is open only to Middle Level Teacher Education students.
Prerequisite(s): Completion of Area D of the Core Curriculum.

SCI 3110S - Earth Science (3-0-3)
An activity-based course that incorporates methods, content, central themes, and technology for teaching earth science in the middle grades. Topics addressed include

hydrology, meteorology, atomic theory, geology, solar system and stellar astronomy, cosmology, and the space program. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.

SCI 3222 - Internship and/or Cooperative Education II (credit varies)
Internship Program for selected students who perform scientific work in conjunction with faculty or off-campus professionals. Credit hours are determined by an agreement between faculty sponsor and internship supervisor (if appropriate).
Prerequisite(s): Completion of Area D of the Core Curriculum, consent of the Head of the Department of Natural Sciences, and Junior or Senior status.

SOCIAL SCIENCE (SOSC)

SOSC 2501 - Survey of Social Sciences & Contemporary Issues (3-0-3)
An interdisciplinary survey of the social sciences with emphasis upon methods of inquiry used to examine America's contemporary social, economic, political, and international problems.

SOSC 3110 - Themes in World Geography (3-1-3)
Provides students with a comprehensive spatial view of the world and with the basic analytical and conceptual skills required to study the diverse regions of the world. The course focuses on the instructional themes of location, place, human/environment interaction, movement, and regions. It includes knowledge of geography tools, core content, analytical concepts and skills. Includes laboratory/practicum component. Required for all middle level teacher education students with a major or minor concentration in social studies.

SOSC 4501 - Research Methods in the Social Sciences (3-0-3)
Provides students with the basic research and analytical skills for the comparative study and evaluation of social issues and human behavior. An option for all middle level teacher education students with a major or minor concentration in social studies. An elective option for all students in baccalaureate programs.

SOSC 4800 - Selected Topics in Social Sciences (3-0-3)
Seminar in contemporary social issues. May be repeated for credit when topics vary.

SOSC 4900 - Independent Study (3-0-3)
Independent study in social sciences (credit varies).
Prerequisite(s): Permission of Social Sciences Department Head.

SOCIOLOGY (SOCI)

SOCI 1101 - Introduction to Sociology (3-0-3)
A survey of the discipline of sociology. Topics will include sociological theory, methods, and selected substantive areas. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

SOCI 2293 - Introduction to Marriage & the Family (3-0-3)
An introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. The course includes historical development, cross-cultural variations, and analysis of forces of change. It is recommended but not required that SOCI 1101 be taken prior to SOCI 2293. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

SOCI 3310 - Race and Ethnicity (3-0-3)
Provides students with the basic conceptual and analytical skills for studying the nature and implications of racial and cultural diversity. Racial/ethnic groups selected from around the globe are examined in terms of their histories and cultures. The complexity of functioning in the multicultural society of the contemporary United States is explored, and cultural concepts are applied to key social issues associated with diversity.
Prerequisite(s): SOSC 2501 or HIST 1110.

SPANISH (SPAN)

SPAN 1001 - Elementary Spanish I (3-0-3)
Introduction to listening, speaking, reading and writing in Spanish and to the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities.

SPAN 1002 - Elementary Spanish II (3-0-3)
Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities.
Prerequisite(s): SPAN 1001 or two years of high school Spanish.

SPAN 1999 - Spanish Review & Transition (1-0-1)
A review of Spanish for students who have strong elementary skills but need review before entering intermediate level courses. Open to native speakers of Spanish only by permission of the Department of Humanities.

SPAN 2001 - Intermediate Spanish I (3-0-3)
Grammar review and continued development of the student's reading, conversation, and composition skills with readings from literary sources in Spanish. Open to native speakers of Spanish only by permission of the Department of Humanities.
Prerequisite(s): SPAN 1002 or SPAN 1999 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.

SUPERVISION (SUPR)

Note: Courses with the SUPR prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S. Courses in this category should not be confused with Management (MGMT) courses that count toward the B.B.A.

SUPR 1101 - Interpersonal Employee Relations (3-0-3)
This is an applied course which provides a general knowledge of the human relations aspects of the workplace environment. Topics include establishing effective employee relations, human values and attitudes, organizational communications, conflict resolution, approaches to employee counseling and disciplinary techniques, common causes of disciplinary problems, and shaping positive behavior. Role-play simulations and case studies will be utilized in this course.

SUPR 1103 - Applied Leadership & Teamwork (3-0-3)
This is an applied course which familiarizes the student with the method of sound leadership and teamwork. Topics include basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision-making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility. The case study method and leadership inventories are utilized in this course.

SUPR 1104 - Human Resources Supervisors (3-0-3)
This is an applied course which acquaints the student with the authority, responsibility, functions, and problems of the personnel administrator. Topics include the relationship between the personnel administrator and the line manager, analysis and development of job descriptions, interview of prospective employees, diagnosis of organizational health from the personnel perspective, and guidelines which dictate personnel actions. Participation in mock employee meetings, employee interviews, and preparation of sample job descriptions are components of the course.

SUPR 1107 - Training and Performance Evaluation for Supervisors (3-0-3)
This is an applied course which shows the student how to recognize when training is needed, and how to properly use the performance evaluation system. Topics include training techniques for maximum effectiveness, the role of the supervisor in the training process, steps in training how to successfully use the performance evaluation. Development of a training module and the preparation and completion of a performance evaluation are components of the course.

SUPR 2222 - Occupational Internship (1-10-3)
Students secure employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. Interns complete weekly reports and a project related to the specific career interest. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours. Requires program approval.

SUPR 2251 - Applied Supervision Practices (3-0-3)
This applied course develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis is placed for personnel management, the basic supervisory skills and techniques, and the special challenges and demands of supervising employees.

TECHNOLOGY (TECH)

TECH 2333 - Special Topics/Problems in Technology (varies from 1-3 credit hours)
A study of selected topics or problems under the guidance and supervision of a faculty member. Requires approval of dean or department head. This course can be repeated for credit.

TECH 3101 - Supervision for the Workplace (3-0-3)
Supervision has become a complex undertaking because of a growing body of law relating to employee rights, safety, and health; a national trend toward more conflict and tolerance in the work place; the persistent problems associated with substance abuse; and the demands from the public for ethical business practices. This survey course will provide knowledge and skills needed for managers, team leaders, coaches, and administrators to be successful supervisors.

TECH 3110 - Introduction to Technology Management (3-2-4)
    An introduction to the responsibilities typically expected of a professional manager in a plant, shop, or field setting. The course will address professionalism, ethics, decision making, and interpersonal skills along with contemporary issues in technology management such as Continuous Quality Improvement (CQI). This course will not count toward a B.B.A.

TECH 4098 - Internship (1-10-3)
    Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Technology Management is required. Requires advisor approval.

TECH 4800 - Selected Topics in Technology Management (3-0-3)
    A study of selected topics/problems under the guidance and supervision of a faculty member. Requires approval of dean or department head.

TELECOMMUNICATIONS (TELE)

See also Electronics (ELEC). **Note:** Courses with the TELE prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

TELE 2210 - Analog Communication Principles (3-2-4)
    A study of the fundamental principles of communications receivers and transmitters. AM, FM, and SSB transmission and reception will be covered at the circuit level and from a block diagram approach.
    Prerequisite(s) or Corequisite(s): ELEC 1104.

TELE 2212 - Specialized Communications Systems (2-2-3)
    An introduction to transmission lines, fiber optics, antennas, and wave propagation. Special emphasis is given to fiber optics communications systems, satellite communication systems, spread spectrum techniques, and frequency synthesis.
    Prerequisite(s): TELE 2210.

TELE 2215 - Telephone Systems (2-2-3)
    A study of modern telephone switch gear and control devices. Topics covered include switching systems, SS7 signaling, and related topics.
    Prerequisite(s): ELEC 1107.

TELE 2220 - FCC Rules and Regulations (3-0-3)
    A study of the requirements to obtain an FCC General Radiotelephone License. Special attention will be given to the electronic calculations, circuit recognition, and troubleshooting skills required to obtain a general radiotelephone license.
    Prerequisite(s): ELEC 1104.

TELE 2222 - Occupational Internship (1-10-3)
    Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. Requires program approval.

TELE 2233 - Selected Topics and Problems (varies from 1 to 3 credit hours)
    A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
    Prerequisite(s): Technology major and permission of program advisor.

THEATER (THEA)

THEA 1100 - Theater Appreciation (3-0-3) 🖳
A survey of the dramatic arts from the perspective of performance as an integral part of world cultures, past and present. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

THEA 1880 - Introduction to Acting (3-0-3)
An introduction to basic acting techniques. Includes an exercise regimen as well as skill development in stage combat, mime, voice production, and role preparation.

THEA 1990 - Theater Workshop (1-0-1)
A course in which students may receive credit for work on theater productions. May be repeated for credit. A maximum of three semester credit hours may be applied toward Area F. Permission of instructor is required.

THEA 3101 - Theater, Cinema, and Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship between the dramatic arts (including both live performance and film) and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.
Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

WIRELESS COMMUNICATIONS (WCOM)

See also Electronics (ELEC). Note: Courses with WCOM prefix are career courses that do not normally apply toward the baccalaureate degree except as part of the career courses in the B.A.S.

WCOM 2210 - Basic Wireless Telephony (3-2-4)
An introduction to wireless applications. Topics covered include basic telephony, public switched networks, multiplex concepts, cellular system Theory, pagers, and personal communications services.
Prerequisite(s): TELE 2210.

WCOM 2220 - Advanced Wireless Systems (3-2-4)
A continuation of Basic Wireless Telephony, WCOM 2210. Topics covered include mobile switching, transmission testing, cellular networks, digital speech encoding, Time Division Multiple Access (TDMA), Code Division Multiple Access (DDMA), and Cellular Digital Packet Data System (CDPD).
Prerequisite(s): WCOM 2210.

WCOM 2230 - Global Wireless Applications (3-2-4)
Topics covered include Satellite communications, transponders, satellite equipment, orbits and footprints, Inmarsat, Globalstar, Iridium, and Global Positioning Systems.
Prerequisite(s): WCOM 2210.

WRITING LAB (WLAB)

WLAB 1999 - Writing Skills Laboratory I (1-0-1) 🖳
A structured and graded laboratory administered by the Learning Center and designed to enhance writing skills needed in the disciplines and other contexts. Enrollment is restricted to students referred by the Department of Humanities. (Institutional credit only; does not count toward a degree.)

WLAB 2999 - Writing Skills Laboratory II (1-0-1)
>   A structured and graded laboratory administered by the Learning Center and designed to enhance writing skills in major disciplines. IMPORTANT NOTE: Any student whose official major field writing assessment profile fails to meet the established standard must enroll in WLAB 2999 each subsequent term until the student has earned a grade of C or better in the course. Students required to take WLAB 2999 who do not register for it are subject to having their registration for other courses cancelled. This course is open only to students who are referred by the school/college of their major. (Institutional credit only; does not count toward a degree.)

Chapter 12
ACADEMIC, ENROLLMENT, AND OTHER
SERVICES FOR STUDENTS

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

DIVISION OF ACADEMIC SERVICES

> Library
> Center for Academic Assistance
> Testing Center
> Office of Experiential Learning
> Center for Instructional Development
> Study Abroad
> Honors Program

DIVISION OF ENROLLMENT SERVICES

> Office of Admissions
> Office of the Registrar
> Office of Financial Aid

DIVISION OF CAMPUS LIFE

> Counseling and Career Services Center
> Office of Student Activities and Orientation
> Office of Diversity Programs and Disability Services

OFFICE OF INFORMATION TECHNOLOGY SERVICES

> Student Computing Services

OTHER SERVICES FOR STUDENTS

INTERCOLLEGIATE ATHLETICS

OFFICE OF THE PROVOST AND V. P. FOR ACADEMIC AFFAIRS

Sharon E. Hoffman, Provost and Vice President for Academic Affairs
James E. Mackin, Associate Provost
University Center, second floor (effective late Fall 2003)
770-961-3485

The Provost and Vice President for Academic Affairs, usually just called Provost, is the chief academic officer for the University. All academic colleges, schools, divisions, and other academic units report to the Provost. The Provost approves all curricula and academic policies. Appeals from decisions made in other academic units are handled by the Associate Provost and decided by the Provost in accordance with University Policy.

DIVISION OF ACADEMIC SERVICES

Bradley R. Rice, Associate Vice President
Library Building, downstairs
770-961-3612 or 3538

The Division of Academic Services includes the following Offices and Centers, which serve the needs of students and faculty at Clayton State:

- Center for Academic Assistance
- Library
- Testing Center
- Office of Experiential Learning
- Center for Instructional Development

In addition, the Division of Academic Services coordinates the activities of the Study Abroad Program and the Honors Program.

LIBRARY

Robert Fox, Director
Library Building, upper level
770-961-3520

Clayton College & State University's Library is located in a modern two-story building of 56,000 square feet. The library's services and collections are housed on the upper level, with the lower level of the building containing Media Services, the Center for Academic Assistance, and other offices.

The library has a reference and circulating print collection of nearly 90,000 volumes. In addition, the library subscribes to 750 periodicals, back issues of

which are retained in bound volumes or on microfilm. Several microfilm and microfiche reader/printers are available for scanning and copying the more than 180,000 microforms housed in the library. Reserve materials and audio-visual software may be checked out from the circulation desk; the library owns more than 16,000 pieces of audio-visual software, including slides, videotapes, audiotapes, compact discs, and filmstrips.

Through the OCLC/SOLINET network, the library has access to the book and periodical holdings of nearly 14,000 academic, public, and special libraries. A well-developed interlibrary loan program enables students, faculty, and staff to borrow books and copies of articles not available at the Clayton College & State University Library. Interlibrary loan service is usually available at no cost or a very modest cost to the user and may be initiated from the library's web page.

The Clayton College & State University Library participates in GALILEO, the statewide library initiative. GALILEO provides access to numerous periodical and information databases and over 2,000 full-text periodicals. Additionally, the library subscribes to several other electronic and CD-ROM databases.

The library utilizes an online catalog. Over 100,000 books, periodicals, and audio-visual materials are listed on this computer database, all of which can be searched by author, title, subject, or keyword.

The library seats 450 persons at tables and study carrels, and specially adapted carrels have been designed for audio-visual playback. Sixty carrels are equipped with Internet connections. Other library facilities available to students include a change machine, photocopiers, and an audiotape cassette duplicating machine for non-copyrighted audiotapes.

The library is currently open 81 hours per week with librarians and well-trained support staff available to assist students in using library materials and equipment. Bibliographies for many subject areas have been prepared and are available on the library's web page. Library orientation classes are designed and conducted for those instructors requesting them, and special sessions are created for students needing individual attention.

The library welcomes suggestions for improvements in its service and materials. Users may speak directly to the library staff or may put their written suggestions or recommendations in the library's suggestion box on its web page.

CENTER FOR ACADEMIC ASSISTANCE

F. Richard Reynolds, Director
Kathy Garrison, Coordinator of Learning Support Math
Penny Miller, Coordinator of Learning Support Reading & English
Leslie Meadows, Coordinator of Individualized Assistance
Library Building, lower level
770-961-3470

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

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

The CAA also coordinates the Regents Testing Program (RTP), and the Learning Support Program conducts formal remediation courses for students who have not passed the RTP.

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

TESTING CENTER

Sharon Stufflebean, Director
Library Building, lower level
770-961-3445

The Testing Center administers standardized testing and secure WebCT tests.   The Testing Center, has facilities for both paper-and-pencil and computerized tests, including:

- Admission and placement exams (SAT, ACT, COMPASS, Accuplacer)
- diagnostic/prescriptive tests
- the Regents' Test
- the College Level Examination Program (CLEP) and other tests providing credit by exam
- competency tests satisfying the Georgia Legislative Requirements
- exit assessments for Learning Support courses in English, reading, and math (COMPASS)

- writing assessments for admission to or progress in major programs (e.g., Nursing)
- selected outcomes assessments (e.g., ETS Field Test in Business)
- secure WebCT exams, and
- independent study exams for college-level courses.

OFFICE OF EXPERIENTIAL LEARNING

Angelyn Hayes-Cheyne, Director
Library Building, lower level
770-961-4186

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

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

Students interested in cooperative education and/or internships should work with their academic advisors and the Office of Experiential Learning.

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

- Complete at least one full semester at CCSU;
- Earn the appropriate number of credit hours (baccalaureate program—30 hours; associate program—18 hours; certificate—12 hours);
- Maintain Good Academic Standing;
- Complete all course prerequisites;
- Obtain prior approval from the Director of Experiential Learning and the appropriate faculty coordinator. This involves providing evidence that the experience is directly related to the student's area of study.
  Note: Academic departments as well as local organizations and businesses reserve the right to establish higher minimum requirements. The Grade and Academic Appeals process described earlier in this chapter applies to appeals related to experiential learning.

After a student is offered and accepts an experiential learning position, he or she must articulate clear learning objectives on the Experiential Learning Agreement Form. The Form provides a statement of understanding between the

student, the University, and the host organization and is used to document student progress. Any student who fails to submit a completed Agreement Form by the deadline is subject to being withdrawn from the course.

CENTER FOR INSTRUCTIONAL DEVELOPMENT

Martha Wicker, Director
University Center, first floor (effective late Fall 2003)
770-9601-4277

The Center for Instructional Development (CID) 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 CID works especially closely with the faculty of the Communication and Media Studies program in order to give students in that program significant hands-on experience.

STUDY ABROAD AND INTERNATIONAL EDUCATION

Robert Welborn, Director
Arts & Sciences 110
770-960-5189

Clayton College & State University currently participates in study abroad programs sponsored by the European, African, Asian, and Americas Councils of the University System of Georgia. Information on these programs may be obtained from the office of the Director of International Studies. These summer programs offer students the opportunity to enjoy up to five weeks of residence in a college environment abroad while earning academic course credit. Financial aid and HOPE scholarship funds may be used for these programs. Clayton State also participates in a student exchange program with the University of Northumbria in Newcastle, England, in which students can study for a semester or academic year abroad, with the credit earned counting toward their academic program at Clayton College & State University.

The Director also maintains information on numerous other study abroad programs offered by colleges and universities throughout the state and country. Clayton State students have participated in programs in England, France, Italy, Spain, and Russia.

HONORS PROGRAM

Eugene Hatfield, Director
Arts & Sciences 110
770-961-3463

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

In addition to the special class sections, Honors Program students have many opportunities for leadership training, community service, and close contact with key business and government leaders in the Atlanta region.

Students admitted to the program will be awarded an ongoing scholarship. Honors Program students are also encouraged to apply for HOPE scholarships, which may be awarded in addition to the Honors Program Scholarship.

APPLICATION PROCEDURES
To be eligible to apply for the Honors Program, an entering student must complete the foundation Honors Program scholarship application and meet the following minimum qualifications:
• Academic GPA of 3.25 in high school college preparatory courses.
• SAT-I of 1100 or ACT equivalent. (Subscores and achievement tests will be considered, but no minimum is established.)
Meeting minimum qualifications does not guarantee acceptance. The decision is based on demonstrated potential for the following:
• academic achievement,
• leadership,
• independent learning.

Many high school counselors have application materials available. To request application materials and other information, please contact the Honor Program Director at 770-961-3463 or the Office of Admissions at 770-961-3500.

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

DIVISION OF ENROLLMENT SERVICES

Diane Burns, Interim Assistant Vice President for Enrollment Services
Student Center 208
770-960-5139

The Division of Enrollment Services includes the following offices:
Admissions, Financial Aid, and Registrar.

OFFICE OF ADMISSIONS

Jeff Hammer, Director of Admissions
Student Center 208
770-961-3500

The Office of Admissions is responsible for recruiting students to attend
Clayton State, processing applications, and making decisions concerning
admission to the University. Potential students are encouraged to visit the
campus in person and to consult the University's website www.clayton.edu. The
standards and procedures for admission are detailed in Chapter Two.

OFFICE OF FINANCIAL AID

Melody Hodge, Director
Melissa Belle, Assistant Director
Student Center 217
770-961-3513

Financial Aid Mission Statement
The Financial Aid Office at Clayton College & State University is committed to
providing quality financial aid services to all eligible students accepted to the
University. We will deliver 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. We will serve our
students in a timely, equitable, accurate, courteous, and fiscally astute manner
adhering to all federal, state, and university regulations.

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

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

     More detailed information on these types of funds can be found at the Georgia Student Finance Commission website http://www.gsfc.org/.
     Scholarships are available to outstanding students based on their scholastic achievement. Scholarships and application information can be found at http://adminservices.clayton.edu/financialaid/scholarships.htm.

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

Important Additional Information on Financial Aid

   Financial aid will only pay for classes required for your major as identified by the Registrar's Office. Please refer to your course outline before you register for classes.

   All financial aid recipients must maintain Satisfactory Academic Progress (SAP). That includes maintaining at least a 2.0 GPA and a 67% completion rate of all credit hours attempted. Additional information on the Financial Aid SAP policy can be found at
http://adminservices.clayton.edu/financialaid/maintaineligibility.htm.

   Audit status in a course does not qualify for financial aid.
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 and universities at the same time can only receive financial aid at one of the schools.
All financial aid recipients must go to CCSU's Financial Aid website at
http://adminservices.clayton.edu/financialaid/ for additional information on financial aid requirements, procedures, and frequently asked questions.

OFFICE OF THE REGISTRAR

Rebecca Gmeiner, Registrar
Jean Myers, Assistant Registrar
Student Center 216
770-960-5110

   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 other chapters of this catalog, especially the Academic Policies and Graduation Requirements chapters.

DIVISION OF CAMPUS LIFE

Patrick J. O'Hare, Interim Vice President
770-960-4223

The Division of Campus Life currently includes the following offices:
- Counseling and Career Services
- Diversity Programs and Disability Services
- Student Life and Orientation

OFFICE OF COUNSELING AND CAREER SERVICES

Bates Canon, Director
Student Center 223
770-961-3518

The Office of Counseling & Career Services (CCS) provides various services to help currently enrolled students successfully meet the demands of collegiate life, attain their educational goals, and advance themselves through the world of work. For more detailed information about services, visit www.clayton.edu.

ACADEMIC PLANNING & ADVISING
CCS is the official advising center for **undeclared** students, who are served in close partnership with Arts & Sciences faculty advisors. **Freshman Scholars** (joint-enrolled students) also are advised in CCS. Advisors assist students with exploring majors and programs of study, developing realistic educational goals and plans, considering alternatives, evaluating consequences of decisions, and clarifying CCSU policies.
CCS offers Student Success Seminars with useful information on such topics as effective study skills, time management, note-taking, test-taking, and overcoming procrastination.

CAREER EXPLORATION & DEVELOPMENT
CCS provides career exploration and career development services to promote students' career success.

- **Career Exploration Services** (CES) help students learn about careers and decision-making. Students are encouraged, even challenged, to explore and discern their unique values, skills, and interests, as well as to explore available career and academic options. Useful career information and various decision-making tools that help students make informed decisions are emphasized with the aim that students identify 3-5 career options and identify a first choice.
- **Career Development Services** (CDS) help students learn a skill development process, as well as recognize and communicate how their skills apply to various settings. Students are introduced to skills most employers want and provided direction to identify skills unique to specific occupations. Useful resources and steps for selecting skills for continued development are emphasized. In addition, students are encouraged to document their own skill development activities, plus highlight selected skills for top career choices through the use of career portfolios.

CCS offers numerous career exploration & development seminars, including:
- Career Exploration Series (self assessment/decision-making)
- Career Advancement Series (essential skills/portfolio creation)
- Career Achievement Series (leadership skills/portfolio development)

Students also may choose to enroll in a comprehensive career-planning course – CAPL 1000 – that includes self-assessment activities as well as instruction in writing cover letters and resumes, and conducting job searches. A career resource fee is required for CAPL 1000 as well as other selected services to offset expenses.

PROFESSIONAL COUNSELING / INDIVIDUALIZED COACHING

When students desire personalized attention to explore careers, discern choices, develop career plans, and address other life concerns (academic, personal, social, etc), professional counseling/coaching is available. In the process of helping students with their presenting goals and concerns, counselors also help students to recognize how the counseling/coaching process itself can enhance their communication, critical thinking, problem-solving, as well as interpersonal skills. Counseling is primarily short-term in nature, is strictly confidential, and closely follows established professional and ethical guidelines. Referrals to other helping professionals and community agencies are made as appropriate.

JOB SEARCH RESOURCES & SERVICES

As Clayton State students approach employment transitions, various job search resources and services are available to help them identify prospective employers and conduct an effective job search campaign. An extensive resource collection of books, job search web sites, and videotapes provides information about employment and professional skills. In addition, students can access a variety of employment opportunity links from the Counseling & Career Services' web page (go to www.clayton.edu).

Other job search services include the following:

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

Students and graduates who wish to participate in web posting of resumes and on-line job search opportunities can register and post their resume at www.monsterTRAK.com free of charge. Request the CCSU password from the Office of Counseling & Career Services.

OFFICE OF DIVERSITY PROGRAMS AND DISABILITY SERVICES

Deborah H. Greer, Director
Student Center 214
770-961-3719

DIVERSITY PROGRAMS AND SERVICES

The Office of Diversity Programs and Disability Services is available to address the unique needs of special student populations on the CCSU campus. The office assists minority students in their adjustment to student life and provides appropriate and reasonable individualized accommodations for eligible students with disabilities. The office works as an advocate for student interests by assisting students in improving academic achievement and encouraging student participation in programming efforts that provide an enriching academic experience in cultural diversity. Such programs have included cultural diversity training, the Tradition series of campus programming, Lyceum, and Spivey Hall events. The director works with the Regents' Minority Advising Program, the Black Cultural Awareness Association, and the International Club. In addition, the office is involved in matters relating to policy and circumstances that affect minority students.

DISABILITY SERVICES

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

The following are examples of the types of disabilities that may require services:
- Motor Impairment
- Health Impairment
- Learning Disability
- Psychological Disability
- Attention Deficit Disorder
- Visual Impairment/Blindness
- Hard of Hearing/Deafness
- Speech/Language Impairment
- Traumatic Brain Injury (Acquired Brain Impairment)
- Any other condition that substantially limits one or more of life's major activities.

Disability Services include the following:
- Extended test time
- Taped lectures
- Note-taking assistance
- Ability to enter and exit classroom

- Separate/quiet testing environment
- Use of word processor, dictionary, spell check, or other equipment
- Assistive listening devices
- TDD – Telecommunication Device for the Deaf
- Interpreter services
- Special seating
- Enlarged materials
- Close captioning
- Assistance obtaining books on tape
- Braille
- Special arrangements for attendants
- Other special services may be necessary and will be coordinated with appropriate faculty and staff.

Disability Services' policy requires students with disabilities to request services in writing as soon as possible prior to the semester services are needed. See the Disability Services website at www.clayton.edu.

OFFICE OF STUDENT LIFE AND ORIENTATION

Jeff Jacobs, Director
Student Center 226
770-961-3510

CLUBS AND ORGANIZATIONS

Clayton State has many clubs related to majors and interest areas. New groups are formed based on student interest. For more information, contact the Office of Student Life in the upper level of the Student Center, 770-961-3510 (www.clayton.edu.)

DRAMA ACTIVITIES

Auditions open to all Clayton College & State University students are held throughout the year for a variety of Clayton State Theater presentations. Academic credit can be received for participating in Clayton State Theater production in both acting and stagecraft positions.

STUDENT ENTERTAINMENT

Through the Student Life Activities Committee (SLAC), students work to satisfy the social and entertainment interests of the University community. Each year, SLAC presents a variety of programs which include dances, bands, comedy acts, and feature films. In addition, Homecoming and Spring Fling are two major seasonal events. Many of the scheduled programs emphasize family participation or children's activities. You are encouraged to become involved by joining SLAC. More information is available in the Office of Student Life.

LYCEUM

Each year a series of concerts, lectures and visual artists are presented for the intellectual enrichment and enjoyment of the student body and the community. Programs have included four Nobel laureates, numerous Pulitzer Prize recipients, and outstanding performance and visual artists. Spivey Hall, the University's acoustical gem of a recital hall, admits Clayton College & State University students to various concerts at reduced prices. Many performances by CCSU students and faculty are free. These co-curricular program offerings are a part of the University's philosophy of educating the whole person.

MUSIC GROUPS

Musical ensembles on campus include the Collegiate Chorale, Jazz Combos, the South Metro Concert Band, and a Chamber Orchestra. Students interested in auditioning should contact the Department of Music at 770-961-3609. Academic credit can be received for participation in campus ensembles.

STUDENT GOVERNMENT ASSOCIATION (SGA)

It is the philosophy of Clayton College & State University that student government should provide an organizational framework within which a student may participate and contribute to the operation and development of the University. The Student Government Association (SGA) works as an advisory body to the Student & Enrollment Services Committee. The function of the SGA is to provide for the general welfare of the student body by providing it with necessary information that may be of concern and providing a means for student input and opinion in the organization and operation of student affairs. SGA selects students to serve on campus advisory committees. See the *Student Handbook* for details and requirements for membership.

NEW STUDENT ORIENTATION

The Office of Student Life is responsible for coordinating the orientation programs for new freshmen and transfer students. Please see the Admissions Information chapter of this catalog for details about orientation.

HOUSING INFORMATION

Information on housing near the campus is available to the students through the Office of Student Life (STC-226). New housing immediately adjacent to campus is specifically designed with students, in mind including computer hook-ups and roommate plans. However, the University neither approves nor disapproves specific housing arrangements, and the selection of student housing is the responsibility of the student and of his or her parents or guardians if the student is a minor.

STUDENT HANDBOOK

The *Student Handbook* details the rights and responsibilities of students at Clayton College & State University. A copy of the *Student Handbook* is usually given to each student during orientation. The publication also is available online at www.clayton.edu. Students at Clayton College & State University are expected to conduct themselves in accordance with the regulations set down in

this catalog and in the *Student Handbook*. A violation of the student conduct code will be adjudicated through the Office of the Vice President for Campus Life.

STUDENT INFORMATION AND ADVOCACY CENTER

The Student Information and Advocacy Center is located in the front lobby of the Student Center. Staff members are available to assist students in accessing information, identifying appropriate sources when assistance is needed and solving general problems that may be encountered on campus. If more information is needed than the Center can provide, students will be assisted in identifying the appropriate person or office and setting up appointments. Forms are available at the Center for most services needed by students. For more information, please call 770-961-3401.

ACTIVITY PERIOD

At midday on Tuesday and Thursday there is a period during which no classes are scheduled.* This activity period is heavily used to schedule organization meetings, speakers, and other student activities, and students are strongly urged to take advantage of this time. Student activities are also scheduled at other times, but they may conflict with some classes.

* There may be a few classes, mainly, but not necessarily exclusively, off-campus clinicals, scheduled during the activity period.

OFFICE OF INFORMATION TECHNOLOGY SERVICES
Student Computing Services

Ronald Barden, Executive Director
Library, lower level
770-961-2096

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

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

- The Hub – Hardware Help Desk. University Center (effective late Fall 2003, downstairs STC until then). The Hub's Hardware Help Desk can assist students with computer problems and can perform warranty work on in-warranty computers purchased from preferred vendors.
- The Hub – Student Software Support Services, Library Building, downstairs.

This part of the HUB helps students to learn how to use computers and software and can assist students who have problems. The staff will load the University's standard software on student notebook computers.

OTHER STUDENT SERVICES

HEALTH SERVICES (Nurse-Managed Clinic)

Students at Clayton College & State University are encouraged to select a personal health care provider and to secure health care services.

The University operates a nurse-managed clinic in the Student Center, Room 207. Limited services are available through this clinic, including health examination assessments, physical examinations, immunizations, and selected laboratory tests.

On-campus emergencies are handled by the Department of Public Safety (770-961-3540, STC-209).

DEPARTMENT OF PUBLIC SAFETY

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

To insure efficient control of traffic and parking on campus and the safety of all persons and vehicles, each motorized vehicle operated at Clayton College & State University must be registered with the Department of Public Safety (770-961-3540, STC-209) and must display an official CCSU parking permit. A parking service fee is charged all students.

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

CAMPUS STORE (770-961-3480)

The CCSU Campus Store is a full-service facility located in the University Center (effective late Fall 2003; now STC, downstairs). The campus store features:
- New and used textbooks
- General and special order books
- School and office supplies
- Computer software and guidebooks
- Backpacks
- Gifts and cards
- University insignia merchandise

- Book buy back
- Online purchases through the e-store (http://www.ccsuestore.com).

Payments: The store accepts cash, check, Visa, MasterCard, Discover, American Express, and the LINX Card.

Refund Policy: Textbooks may be returned during the first two weeks of the term for which they were purchased. To receive a full refund, the books must be in the same condition as they were when purchased. If any textbook or textbook component is sealed, it must be returned unopened. The original CCSU register receipt is required.

LINX CARD CENTER (Universal Card) – 770-961-3686

The LINX Card is the official CCSU student ID. It is accepted as photo identification to access an array of services on campus. Students can deposit money into the LINX account, allowing them to use the card as an on-campus debit card at the CCSU Campus Store, Dining Services, vending machines, student copying and printing, the HUB, and Public Safety.

DINING SERVICES – 770-961-3560

Dining Services provides a variety of menus for breakfast, lunch, and dinner. Selections include a salad bar, deli sandwiches, grill items, daily hot entrees, snacks, and hot & cold beverages. Dining Services offers catering for student organizations, faculty, staff, and the corporate community. Dining Services accepts cash and the LINX Card for purchases.

VENDING (Linx Card Center) – 770-961-3686

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

SMARTPRINT/COPYING (Linx Card Center) – 770-961-3686

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

INTERCOLLEGIATE ATHLETICS

Mason Barfield, Athletic Director
Athletics & Fitness 32
770-961-3465

Clayton College & State University Athletics program features 10 sports and competes at the NCAA Division II-level in the Peach Belt Athletic Conference. The University has five male and five female teams, which compete in six sports:

- men's and women's basketball

• men's and women's soccer
• men's and women's cross country
• men's and women's track
• women's tennis
• men's golf.

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

All students are strongly encouraged to support their teams by attending games, meets, and matches. Admission to home events is free for CCSU students with a Linx Card ID. For more about Clayton State Athletics, go to www.clayton.edu.

Chapter 13
UNIVERSITY SYSTEM OF GEORGIA

THE UNIVERSITY SYSTEM

MEMBERS OF THE BOARD OF REGENTS

COLLEGES AND UNIVERSITIES

THE UNIVERSITY SYSTEM OF GEORGIA

Thirty-four public colleges and universities of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

Fifteen two-year colleges offer the first two years of studies leading to bachelor degrees and professional degrees, as well as one- and two-year career programs designed to prepare students for immediate employment. Career programs are available in fields such as accounting, computer science, agricultural equipment technology, electronics, drafting, dental hygiene, nursing, secretarial studies, and over fifty other fields.

The 13 state colleges and universities offer bachelor degrees and, in many cases, some graduate degrees. Degree programs include hundreds of fields of interest including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music.

Some of these institutions also offer many of the two-year career programs offered by junior colleges.

The six regional and research universities offer graduate programs leading to master's and doctor's degrees, four-year programs leading to bachelor degrees, and some two-year programs. Offerings include programs ranging from aerospace and nuclear engineering at the Georgia Institute of Technology; economics and health administration at Georgia State University; medicine and dentistry at the Medical College of Georgia; to forestry, law, pharmacy, and veterinary medicine at the University of Georgia. Students may begin their freshman year of studies leading to these graduate and professional degrees at any of the 34 colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges and universities are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged residents of Georgia for attending college, exclusive of living expenses, are low by most standards.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia.

The thirty-four institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years.

MEMBERS OF THE BOARD OF REGENTS

			Current Term
Hugh A. Carter, Jr.	Atlanta	State-at-Large	2000-2002
Connie Cater	Macon	Eighth District	1999-2006
William H. Cleveland	Atlanta	State-at-Large	2001-2009
Michael J. Coles	Kennesaw	Sixth	2001-2008
Joe Frank Harris	Cartersville	Seventh	1999-2006
Hilton H. Howell, Jr.	Atlanta	State-at-Large	1998-2004
John Hunt	Tifton	Second District	1997-2004
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Allene H. Magill	Dalton	Ninth	2001-2008
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Martin W. NeSmith	Claxton	First District	1999-2006
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J. Timothy Shelnut	Augusta	Tenth	2000-2007
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Joel O. Wooten, Jr.	Columbus	State-at-Large	1999-2006
James D. Yancey	Columbus	Third District	2000-2007

COLLEGES AND UNIVERSITIES

COMPREHENSIVE AND SPECIAL PURPOSE UNIVERSITIES

Georgia Institute of Technology
225 North Avenue, N.W.
Atlanta, Georgia 30332
(404) 894-5051—GIST 222-5051

Medical College of Georgia
1120 – 15th Street
Augusta, Georgia 30912
(706) 721-2301—GIST 331-2301

Georgia State University
University Plaza
Atlanta, Georgia 30303
(404) 651-2560—GIST 223-2560

University of Georgia
Athens, Georgia 30602
(706) 542-1214—GIST 241-1214

REGIONAL UNIVERSITIES

Georgia Southern University
Statesboro, Georgia 30460
(912) 681-5211—GIST 364-5211

Valdosta State University
North Patterson Street
Valdosta, Georgia 31698
(912) 333-5952—GIST 343-5952

STATE UNIVERSITIES

Albany State University
504 College Drive
Albany, Georgia 31705
(912) 430-4604—GIST 341-4604

Armstrong Atlantic State University
11934 Abercorn Street Ext.
Savannah, Georgia 31419
(912) 927-5258—GIST 369-5258

Augusta State University
2500 Walton Way
Augusta, Georgia 30910
(706) 737-1440—GIST 337-1440

Clayton College & State University
5900 N. Lee Street
Morrow, Georgia 30260
(770) 961-3531—GIST 220-3531

Columbus State University
4225 University Avenue
Columbus, Georgia 31907
(706) 568-2211—GIST 251-2211

Fort Valley State University
1005 State College Drive
Fort Valley, Georgia 31030
(912) 825-6315—GIST 327-6315

Georgia College & State University
231 West Hancock
Milledgeville, Georgia 31061
(912) 453-5269—GIST 324-5269

Georgia Southwestern State University
Wheatly Street
Americus, Georgia 31709
(912) 928-1360—GIST 345-1360

Kennesaw State University
3450 Frey Lake Road, N.E.
Marietta, Georgia 30061
(770) 423-6033—GIST 228-6033

North Georgia College & State University
Dahlonega, Georgia 30597
(706) 864-1993—GIST 244-1993

Savannah State University
Savannah, Georgia 31404
(912) 356-2240—GIST 362-2240

Southern Polytechnic State University
1100 S. Marietta Parkway
Marietta, Georgia 30060
(770) 528-7230—GIST 224-7230

State University of West Georgia
Carrollton, Georgia 30118
(706) 836-6442—GIST 232-6442

STATE COLLEGES

Dalton State College
213 N. College Avenue
Dalton, Georgia 30720
(706) 272-4438—GIST 235-4438

Macon State College
College Station Drive
Macon, Georgia 31297
(912) 471-2712—GIST 323-2712

TWO-YEAR COLLEGES

Abraham Baldwin Agricultural College
2802 Moore Highway
Tifton, Georgia 31794
(912) 386-3242—GIST 342-3242

Atlanta Metropolitan College
1630 Stewart Avenue, S.W.
Atlanta, Georgia 30310
(404) 756-4441--GIST 279-4441
Bainbridge College
U.S. Highway 84E
Bainbridge, Georgia 31717
(912) 248-2510—GIST 346-2510

Brunswick College
Altama at Fourth
Brunswick, Georgia 31523
(912) 264-7201—GIST 365-7201
Darton College
2400 Gillionville Road
Albany, Georgia 31707
(912) 430-6705—GIST 341-6705

Georgia Perimeter College
3251 Panthersville Road
Decatur, Georgia 30024
(404) 244-2364—GIST 275-2364

East Georgia College
131 College Circle
Swainsboro, Georgia 30401
(912) 237-7831—GIST 333-4200

U.S. 27S
Rome, Georgia 30162
(706) 295-6328—GIST 231-6328

Gainesville College
Mundy Mill Road
Gainesville, Georgia 30403
(706) 535-6210—GIST 246-6210

Gordon College
419 College Drive
Barnesville, Georgia 30204
(770) 358-5015—GIST 258-5015

Middle Georgia College
Sarah Street
Cochran, Georgia 31014
(912) 934-3011—GIST 325-3011

South Georgia College
Douglas, Georgia 31533
(912) 383-4202--GIST 347-4202

Waycross College
2001 Francis Street
Waycross, Georgia 31501
(912) 285-6134—GIST 368-6134

Floyd College

Chapter 14
UNIVERSITY PERSONNEL LISTINGS

PRESIDENT'S CABINET

CORPS OF INSTRUCTION—Faculty with Academic Rank and Librarians

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ADMINISTRATIVE OFFICES

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Note: This index lists only principal references. Many topics are mentioned on other pages also. This selected index does not index the course description chapter.

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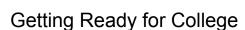|	
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