Clayton State University

A Unit of the University System of Georgia

SPRING 2008

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

PROVISIONS OF THIS CATALOG

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

While the provisions of the University Catalog will ordinarily be applied as stated, Clayton State University reserves the right to change any provision listed - including but not limited to academic requirements for graduation - without actual notice to individual students.* Every effort will be made to keep students advised about all changes, and information on changes will be available in the Office of the Registrar (www.clayton.edu). It is especially important that each student note that it is his or her responsibility to remain apprised of current graduation requirements for particular degree and certificate programs.

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

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ACADEMIC CALENDAR

For most current calendar go to:
http://adminservices.clayton.edu/calendar/academiccalendar.htm.

Spring Semester 2008

Registration for Spring 2008 Begins..**November 5**
Tuition/Fee Payment for Spring 2008 deadline...................................December 9
Late Registration for Spring 2008 ($100.00 late fee)........December 10-January 3
Tuition and fee payment deadline ($100.00 late fee)..............................January 3
First weekend classes ....January 5
First day of weekday classes..January 7
Schedule adjustments for enrolled students.........................January 7-January 10
Fee payment deadline for schedule adjustments ....January 10
MLK Holiday (no weekend classes).. January 19-21
Governor's Honors Program............................ January 25,26; February 1,2, 8, 9
Last Day to Apply for Summer 2008 Graduation ....January 30
Midterm Grade Submission Period..February 12-26
First half semester ends ....February 27
Half semester final exams ....February 28-March 2
Midterm - last day to withdraw and receive a W
     grade ....February 29
Spring Break (no classes)..March 3-9
Registration for second half semester .... March 6-7
Second half semester begins .... March 10
Literary Meet.. March 14
Regents' Testing.. March 14, 15, 17, 18
Social Studies Fair.. March 22
Career Expo .... March 20
Honors Convocation .... April 3
Advance Registration for Summer/Fall 2008 .... April 7-May 16
Graduate Degree Requirement Completion Deadline .... April 11
Last full-semester weekend classes..April 26-27
CSU Service Awards (Smith Award) .... April 30
Last day of weekday classes ....May 2
Final Exams.. May 3-9
All Faculty Grades Due...May 9
Spring Commencement...May 10

GENERAL INFORMATION

Mission of the University

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

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

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

University History

Established in 1969 in a park-like setting 15 minutes from downtown Atlanta, Clayton State University (CSU) serves the metro Atlanta area as a hub for undergraduate education. CSU opened in 1969 as Clayton Junior College, with Dr. Harry S. Downs as the founding president. The Board of Regents elevated the institution to baccalaureate status in 1986 and established the present name in 1996. The current president, Thomas K. Harden, has been in the position since June of 2000.

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

In 1986, CSU began its baccalaureate mission with programs in business administration and nursing. The institution has continued to add majors at the

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

Since coming to CSU, President Harden's principle initiatives have been expanded development efforts, vigorous enrollment growth, increased selectivity and retention, and, most important, the addition of more baccalaureate programs. During Dr. Harden's short tenure as President, the Board of Regents has authorized Clayton State to add 40 new undergraduate degrees and has become a major's level graduate institution. New baccalaureate programs are under development. The University also has a large continuing education program.

Accreditation and Approvals

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

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

State or Local Approvals:
- The Nursing Program is approved by the Georgia Board of Nursing.
- The College of Professional Studies (certificate and associate) degrees are approved by the Georgia Department of Technical and Adult Education (DTAE).
- The University's teacher preparation program is approved by the Georgia Professional Standards Commission.

Financial Aid Programs:

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

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

General University Policies

AA/EOI Notice. Clayton State University is an Affirmative Action/Equal Opportunity Institution. Clayton State University is committed to providing equal educational opportunity to all qualified individuals without discrimination on the basis of race, color, national or ethnic origin, sex, age, disability or handicap as a matter of University policy and as required by applicable State and Federal Laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). Title IX Coordinator, Executive Director of Human Resources, 770-961-3526. Section 504/ADA Coordinator, Dr. Elaine Manglitz, 678-466-5448.

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

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

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

No Smoking Policy. Because Clayton State University cares about the health and safety of its students, faculty, staff, and the public, smoking is not permitted within thirty feet of any building on campus.

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

SERVICES FOR STUDENTS

Academic Services

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

- Center for Academic Success
- Library
- Testing Center
- Center for Instructional Development
- Study Abroad and International Education
- Honors Program
- SmartBodies™ Fitness and Wellness
- American Humanics

Library

Clayton 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 Success, and other offices.

The library has 77,400 reference and circulating volumes and 20,435 bound periodical volumes. In addition, the library subscribes to 750 periodicals, back issues of which are retained in bound volumes or on microfilm. Several microfilm and microfiche reader/printers are available for scanning and copying the more than 180,000 microforms housed in the library. Reserve materials and audio-visual software may be checked out from the circulation desk; the library owns more than 16,000 pieces of audio-visual software, including slides, videotapes, audiotapes, compact discs, and filmstrips.

Through the OCLC/SOLINET network, the library has access to the book and periodical holdings of nearly 14,000 academic, public, and special libraries. A well-developed interlibrary loan program enables students, faculty, and staff to borrow books and copies of articles not available at the Clayton 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 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 Success

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

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

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

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

Testing Center

The Testing Center has facilities for both paper-and-pencil and computerized tests, including:
- Admission and placement exams (SAT, ACT, COMPASS, Accuplacer)
- diagnostic/prescriptive tests
- the Regents' Test
- the College Level Examination Program (CLEP) and other tests providing credit by exam
- competency tests satisfying the Georgia Legislative Requirements

- exit assessments for Learning Support courses in English, reading, and math (COMPASS)
- writing assessments for admission to or progress in major programs (e.g., Nursing), and
- selected outcomes assessments (e.g., ETS Field Test in Business)

Center for Instructional Development

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

Study Abroad and International Education

Clayton State University currently participates in study abroad programs sponsored by the European, African, Asian, and Americas Councils of the University System of Georgia and also offers its own study abroad programs. Information on these programs may be obtained from the office of the Director of International Education. The collaborative world regional council summer programs offer students the opportunity to enjoy up to five weeks of residence in a college environment abroad while earning up to six hours of academic course credit. Financial aid and HOPE scholarship funds may be used for these programs. Clayton State also participates in a student exchange program with the University of Northumbria in Newcastle, England, in which students can study for a semester or academic year abroad, with the credit earned counting toward their academic program at Clayton State University. Clayton State also offers numerous Maymester programs for students in various departments, which typically offer three hours of academic credit for two or three week study abroad programs between spring and summer sessions.

The Office of International Education also maintains information on numerous other study abroad programs offered by colleges and universities throughout the state and country. Clayton State students have participated in programs in England, France, Italy, Spain, Russia, Greece, Germany, Ghana, Chile, and Thailand. For complete information on the study abroad opportunities available at Clayton State University visit the Office of International Education Web site at http://adminservices.clayton.edu./oie or contact Dr. Robert Welborn, Director of the Office of International Education at robertwelborn@clayton.edu or 678-466-4109.

Honors Program

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

In addition to the special class sections, Honors Program students have many opportunities for leadership training, community service, and close contact with key business and government leaders in the Atlanta region.

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

APPLICATION PROCEDURES

To be eligible to apply for the Honors Program, an entering student must complete the foundation Honors Program scholarship application and meet the following minimum qualifications:

(1) Recent High School Graduates
   (a) SAT-T 1100 or ACT-C 24;
   (b) Minimum high school GPA of 3.50;
   (c) Demonstrated leadership ability.

(2) Continuing Students
   (a) 3.50 Institutional GPA;
   (b) Demonstrated service to the university or external community.

Meeting minimum qualifications does not guarantee acceptance. The program decision is based on demonstrated potential for the following:

- academic achievement,
- leadership,
- independent learning.

Many high school counselors have application materials available. To request application materials and other information, please contact the Honor Program Director at 678-466-4809 or the Office of Admissions at 678-466-4115.

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

Student Weight Room

Clayton State is committed to supporting the health and well-being of students, faculty, and staff. The Student Weight Room is located in the Athletics & Fitness Building and is a separate facility from SmartBodies Fitness & Wellness Center. This facility is funded by student activity fees and is FREE to all currently enrolled students with a valid campus ID card. Please visit http://adminservices.clayton.edu/studentlife/weightroom.htm for specific information regarding this facility.

SmartBodies™ Fitness and Wellness Center

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

American Humanics Certification

Clayton 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 (678) 466-4804.

Student Support Services

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

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

Office of Financial Aid

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

Types of Financial Aid Offered

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

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

Federal Pell Grants

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

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

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

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

- Financial aid will only pay for classes required for a student's major as identified by the Registrar's Office. Students should refer to the course major course requirements before registering for classes.
- All financial aid recipients must maintain Satisfactory Academic Progress (SAP). That includes maintaining at least a 2.0 GPA and a 67% completion rate of all credit hours attempted. Additional information on the Financial Aid SAP policy can be found at http://adminservices.clayton.edu/financialaid/maintaineligibility.htm.
- Financial aid will pay up to 150% of Clayton State's programs of study. For example: Associate Degrees are 60 credit hours, financial aid will pay for a total of 90 credit hours, Bachelors Degrees are 120 credit hours and financial aid will pay up to 180 credit hours.
- Students admitted on a joint-enrollment basis are not eligible for financial aid.
- Students admitted on a "vocational only" basis can only receive financial aid if enrolled in a certificate program. Financial aid will not pay for classes that are not listed in the certificate program course outline.
- Financial aid recipients enrolled at two or more colleges/universities at the same time cannot receive duplicate federal financial aid at both schools.

- Students must be enrolled in at least 6 credit hours in their major to be eligible for a student loan.
- Students who register for a second half semester course (mini session) fees will be due at the regular published fee payment deadlines. Even though in some cases federal student loan funds may not be available until the second session has actually begun.
- All financial aid recipients must go to Clayton State's Financial Aid website at http://adminservices.clayton.edu/financialaid/ for additional updated information on financial aid requirements, procedures, and frequently asked questions.

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

Office of the Registrar

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

Office of Career Services

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

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

Internships and Cooperative Education

Students complement their academic learning with practical experience in a work setting related to their programs of study or career goals. Most degrees require internships and many include elective internships. Students should refer to specific program requirements regarding required and optional internships. Cooperative Education also provides work-related learning experiences, usually

over an extended number of semesters, often without earning academic credit. Students who do not earn credit may receive non-credit transcript documentation for participating in internships or cooperative education.

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

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

Counseling Services

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

Office of Diversity Services

The Office of Diversity Services is available to address the unique needs of special student populations on the Clayton State campus. The office works as an advocate for student interests by assisting students in improving academic achievement and encouraging student participation in programming efforts that provide an enriching academic experience in cultural diversity. Such programs have included cultural diversity training, the Tradition series of campus programming, Lyceum, and Spivey Hall events. The director works with the Regents' Minority Advising Program, the Black Cultural Awareness Association, and the International Club. In addition, the office is involved in matters relating to policy and circumstances that affect minority students.

Office of Disability Services

Disability Services at Clayton State University (CSU) is committed to ensuring equal educational opportunities to qualified individuals with disabilities. The University requires any person enrolled in any certificate, degree, or diploma

program offered through CSU who seeks accommodations for his/her disability to submit documentation of such disability. The documentation is required to establish the individual as a person with a disability that substantially limits one or more of life's major activities and provides a solid rationale for reasonable accommodations.

The following are examples of the types of disabilities that may be eligible for services:
- Mobility Impairment
- Health Impairment
- Learning Disability
- Psychological Disability
- Attention Deficit Hyperactivity Disorder
- Visual Impairment/Blindness
- Hard of Hearing/Deafness
- Speech/Language Impairment
- Traumatic Brain Injury (Acquired Brain Impairment)
- Any other condition that substantially limits one or more of life's major activities.

Documentation submitted to establish disability and support accommodations must be done by a licensed professional who is qualified in the appropriate specialty area and qualified to make the determination regarding the disability. The documentation must provide current and comprehensive evidence of the student's disability. Based on the documentation provided, students may be eligible for one or more accommodations, including extended test time, alternate text formats, notetaking assistance, reduced distraction testing environment, use of assistive technology, enlarged materials, assistive listening devices, and others.

For additional information, contact Disability Services at 678-466-5445 or disabilityservices@clayton.edu.

Office of Student Life and Orientation

Clayton State has many clubs related to majors and interest areas. New groups are formed based on student interest. In addition, auditions open to all Clayton State University students are held throughout the year for a variety of Clayton State Theater presentations. Academic credit can be received for participating in Clayton State Theater production in both acting and stagecraft positions.

Through the Student Life Activities Committee, students work to satisfy the social and entertainment interests of the University community. Each year, Student Life Activities Committee presents a variety of programs which include dances, bands, comedy acts, and feature films. In addition, Homecoming and Spring Fling are two major seasonal events. Many of the scheduled programs emphasize family participation or children's activities. You are encouraged to become involved by joining Student Life Activities Committee. More information is available in the Office of Student Life.

Each year a series of concerts, lectures and visual artists are presented for the intellectual enrichment and enjoyment of the student body and the community. Programs have included four Nobel laureates, numerous Pulitzer Prize recipients, and outstanding performance and visual artists. Spivey Hall, the

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

Student Government Association (SGA)

It is the philosophy of Clayton State University that student government should provide an organizational framework within which a student may participate and contribute to the operation and development of the University. The Student Government Association (SGA) works as an advisory body to the Student & Enrollment Services Committee. The function of the SGA is to provide for the general welfare of the student body by providing it with necessary information that may be of concern and providing a means for student input and opinion in the organization and operation of student affairs. SGA selects students to serve on campus advisory committees. See the *Student Handbook* for details and requirements for membership.

Housing Information

Information on housing near the campus is available to the students through the Office of Student Life (UC-250). New housing immediately adjacent to campus is specifically designed with students, in mind including computer hook-ups and roommate plans. However, the University neither approves nor disapproves specific housing arrangements, and the selection of student housing is the responsibility of the student and of his or her parents or guardians if the student is a minor.

Student Handbook

The *Student Handbook* details the rights and responsibilities of students at Clayton State University. A copy of the *Student Handbook* is usually given to each student during orientation. The publication also is available online at www.clayton.edu. Students at Clayton State University are expected to conduct themselves in accordance with the regulations set down in this catalog and in the *Student Handbook*. A violation of the student conduct code will be adjudicated through the Office of Student Life/Judicial Affairs.

Office of Information Technology & Services

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

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

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

- The Hub Walk-up Service Counter in the University Center lobby is a drop-in Help Desk for laptop problems. The Hub Service counter is

open from 8 to 8 Monday through Thursday and is certified to perform warranty work on covered computers purchased from preferred CSU vendors.

- The Hub Student Software Support Service located on the first floor of the Library loads the University's standard software bundle (operating system, MS Office Suite, antivirus, etc.) on student notebook computers. Software Support also assists students in learning how to use computers and software and can assist students who have problems with application software.

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

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

Other Student Services

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

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

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

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

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

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

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

Department of Public Safety (678) 466-4050

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

To insure efficient control of traffic and parking on campus and the safety of all persons and vehicles, each motorized vehicle operated at Clayton State University must be registered with the Department of Public Safety (678-466-4050, STC 117B) and must display an official Clayton State parking permit. A parking service fee is charged all students.

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

University Bookstore (678) 466-4220

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

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

LakerCard Center - 678-466-4215

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

Lakeside Cafe - 678-466-4211

The Lakeside Cafe provides a variety of menus for breakfast, lunch, and dinner. Selections include a salad bar, deli sandwiches, grill items, daily hot entrees, snacks, and hot & cold beverages. Catering Services offers catering for student organizations, faculty, staff, and the corporate community. The Lakeside Cafe accepts cash and the LakerCard for purchases.

Vending (LakerCard Center) - 678-466-4215

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

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

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

Intercollegiate Athletics

Clayton State University Athletics program features 10 sports and competes at the NCAA Division II-level in the Peach Belt Athletic Conference. The University has five male and five female teams, which compete in six sports:

- men's and women's basketball
- men's and women's soccer
- men's and women's cross country
- men's and women's track
- women's tennis
- men's golf.

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

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

ADMISSION INFORMATION

Requirements for All Applicants

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

The admissions application and immunization form may be obtained from the Office of Admissions in the Student Center Building or on-line at www.clayton.edu. If you need assistance or have questions about admission, please contact the Office of Admissions by email at CSU-info@clayton.edu or call (678) 466-4115.

Application Deadlines

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

Priority Deadline

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

Final Deadline*

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

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

Students using the on-line application by the priority deadline pay an application fee of $15.00. An application fee of $40.00 is assessed to those who use the paper application at any time or who apply on-line after the priority deadline.

Transcripts and Test Scores

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

Admission Categories

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

- Recent High School Graduates (graduation class in the past five years)
- Non-traditional (applicants whose high school class graduated more than five years ago).

- Transfer Students
- Joint Enrollment
- Transient Students
- International Students
- Other Categories (post-baccalaureate, auditors, age 62 and older)

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

Program Admission

General admission to the University does not guarantee admission to certain programs that have limited enrollment capacity and/or additional standards. This includes such programs as nursing, dental hygiene, music, teacher education, information technology, and business.

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 State University (Clayton State) are in this category. Applicants in this category must have graduated from high school within the past five years, and if they have been to college they must have completed fewer than 30 semester hours (or quarter equivalent) of college-level credit. Applicants who have 30 or more credit hours of college-level work must apply under the transfer category.

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

- **"Regular" Admission Status.** This status indicates that the student has met all of the admission standards required by Clayton State of a recent high school graduate (see below) and is ready to begin college level work. (Preparatory work may be needed in mathematics: MATH 0099 or English: ENGL 0099.)
- **"Limited" Admission Status**. A restricted number of students who have not achieved all of the standards for "regular" admission but who do meet the University's minimum admission standards may be admitted on a "limited" basis. Students admitted on this basis may be required to take special placement tests and may be placed in Learning Support courses if indicated by the results.
- **"Provisional" Admission Status** – Learning Support Partnership Program. Traditional freshmen and freshmen transferring less than 30 credits whose highest SAT Math score is less than 450 or ACT score is less than 18 will be admitted provisionally pending their ACCUPLACER test results. The ACCUPLACER must be taken prior to orientation. The test scores will determine placement into the appropriate mathematics course. If the ACCUPLACER test results indicate placement into MATH 0098, the students will be required to take the course that is offered by Georgia Perimeter College (transient student status) on the Clayton State campus. These students are provisionally admitted for one

semester pending the successful completion of the MATH 0098 courses. Students in this category will have restrictions placed upon them (total number of hours allowed) and must fulfill the terms of their provisional admission contract administered by the Center for Academic Success. (For more information, please see "Learning Support Regulations" below.

Standards for "Regular" Admission Status

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

Applicants with questions about the College Preparatory Curriculum should contact their high school counselors or call the Clayton State Office of Admissions (678) 466-4115. Students who graduated from an out-of-state high school and do not meet Georgia's College Preparatory Curriculum requirements (e.g. foreign language) but are otherwise well-prepared may be considered as Presidential Exceptions. (See heading below.)

2. **Freshman Index (FI) of 2300.** The FI is calculated based on a sliding scale between high school grade point average in College Preparatory Curriculum courses (HSGPA) and standardized test scores (SAT or ACT). To qualify for regular admission to Clayton State, an applicant must have achieved the following:
   - **SAT-ACT Minimum:** SAT-I score of at least 830 with subscore minimums of 430 verbal and 400 math (or ACT score of at least 17 English and 17 math).
   - **Freshman Index (FI) of at least 2300.** The FI is calculated as follows:
     -- Using SAT-I: SATV + SATM + (HSGPA x 500).
     -- Using ACT: (ACT composite score x 42) + (HSGPA x 500) + 88.

"Limited" Admission Status

Students who meet the College Preparatory Curriculum and SAT/ACT minimums for regular admission but whose freshman index (FI) falls in the window between 2000 and 2300 may be reviewed by the Admission Appeals Committee for "limited" admission. Students admitted in this status will be required to take additional placement tests and may be required by the institution to take Learning Support courses or may have other restrictions imposed as a condition of admission.

Standards for Home School and Non-Accredited Graduates

In lieu of the Freshman Index and College Preparatory Curriculum requirements, applicants from home schools or graduates of nonaccredited high schools may validate the College Preparatory Curriculum through satisfactory documentation of equivalent competence in each of the College Preparatory

Curriculum areas at the college preparatory level. A student whose SAT I Composite (Verbal plus Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshman and who has completed the equivalent of each of the College Preparatory Curriculum areas as documented by a portfolio of work and/or other evidence that substantiates College Preparatory Curriculum completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable to the average SAT I total score is required.

Applicants lacking an acceptable College Preparatory Curriculum portfolio may validate College Preparatory Curriculum by the following SAT II scores: English Writing (520), Literature (530), Math IC (500) or Math IIC (570), American History & Social Studies (560), World History (540), Biology (520), and one of the following: Chemistry (540) or Physics (590). Contact the Office of Admissions for details (678) 466-4115.

"Limited" Admission to Vocational Programs

Applicants who wish to enter a certificate or career associate degree program (except Information Technology or Paralegal Studies) may be considered for admission under the limited category if they do not qualify for regular admission. This applies especially to students in "Tech Prep" programs in high school. Certain substitutions in College Preparatory Curriculum requirements may be made for such students. Students entering under limited admission to a vocational program may not change majors to a non-vocational major until they have exempted or exited from all Learning Support requirements and completed all of the Core Curriculum courses (Area A-E) in an Associate of Applied Science (A.A.S.) degree with a minimum 18 hours and GPA of at least 2.00 in the Core. Contact the Office of Admissions for details (678) 466-4115.

Special Admission Circumstances

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

College Preparatory Curriculum Deficiencies

Any student admitted who has a deficiency in the 16 required College Preparatory Curriculum units will be required to take one course in each area of deficiency. The approved courses are as follows:

- Science (laboratory): BIOL 1111/1111L, SCI 1111/1111L, CHEM 1151/1151L, or PHYS 1111/1111L.
- Social Sciences: SOCI 1101, PSYC 1101, POLS 2201, HIST 1112.
- Foreign Languages: any course numbered 1001.

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

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

any college degree courses until all College Preparatory Curriculum deficiencies are satisfied.

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 (678) 466-5050 prior to applying for University admission. Applicants in this category do not have to meet the same standards as recent high school graduates and do not have to submit SAT or ACT test scores.

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

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

    Prior to being accepted, applicants classified as non-traditional must take an entry examination (COMPASS) to determine admissibility and if admissible, any Learning Support requirements. Students not meeting minimal scores on the COMPASS will not be admitted.

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

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

Students not meeting the minimum level for admission or placing into Learning Support courses are allowed one retest. Non-traditional students who fail to make a minimum score upon retesting on the COMPASS have several options available:

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

Transfer Students

Transfer Application Procedure

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

Transfer Admission Standards - Regular Admission

Transfer students will be granted regular admission if they meet the following standards:
a. Have 30 or more semester hours of transferable credit. (Transfer applicants with fewer than 30 hours must meet the admission requirements for either a recent high school graduates [freshman] or nontraditional student in addition to the transfer admission standards.)
b. Have a cumulative transfer GPA of at least 2.00. (Transfer applicants with a GPA below 2.00 should see the limited admission heading below for possible appeal.)
c. Be in good academic and conduct standing at the last institution from which credit was earned.

Transfer Admission Standards - Limited Admission

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

Transfer Applicants With Fewer Than 30 Semester Hours

Special considerations apply to transfer applicants who have earned fewer than 30 hours of transferable credit:
a. if the applicant graduated from high school within the last five years, the applicant must meet standards for recent high school graduates in addition to transfer admission standards. Such applicants must submit all high school transcripts as well as college transcripts.
b. if the applicant graduated from high school more than five years ago, he or she will be considered a non-traditional transfer applicant. The

admission decision will be based on a combination of transfer grades and scores on required admission/placement tests.

General Policies on Transfer Students

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

2. **Acceptable Credit.** Clayton State will normally and routinely accept credit for all college-level work earned with acceptable grades (see item 3) at regionally accredited colleges and universities provided that the courses are comparable to ones offered at Clayton State or otherwise appropriate for application to the Clayton State curriculum. Credit from non-accredited institutions is not normally accepted.

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

4. **"2 + 2" Programs.** A student who has earned a career associate degree (A.A.S., A.A.T., A.S.N., A.S.D.H., etc.) may be admitted to a "2+2" baccalaureate program (B.S.N., B.A.S.) in accordance with the policies in the College of Professional Studies sections of the Catalog.

5. **Placement Examinations.** Transfer students who have not completed and received transfer credit for MATH 1101 or higher are required to take the Accuplacer.

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

Joint Enrollment / Early Admission of High School Students

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

- **Joint Enrollment Program** – offers qualified high school juniors and seniors the option to begin working toward a college degree, while still pursuing a high school diploma. This program enables participants to fulfill high school graduation requirements by taking college courses that provide dual credit-- simultaneously fulfilling high school course requirements.

- **Early Admission Program** – enables qualified high school students the opportunity to enroll as a full-time college student following completion of the junior year in high school.

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

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

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

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

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

- Minimum SAT I score of 970, combined Verbal and Mathematics sections, or ACT Composite of 20;

- Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required 16 CPC units;

- Exemption of all learning support requirements for early admission;

- Written consent of parent or guardian (if the student is a minor);

- On track towards the completion of the University System of Georgia 16-unit CPC requirements and high school graduation.

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

- CPC English and/or Social Science - students planning to complete their 4th year high school English and/or social studies requirements with college credit must have an SAT I Verbal score of 530 or higher or ACT English score of 23.

- CPC Math - student's planning to complete their 4th year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 530 or ACT Mathematics scores of at least 22.

- Electives - students can enroll in appropriate elective courses as approved by the high school counselor. Students must have completed two units of a foreign language to enroll in a college foreign language course and students three units of science prior to enrolling in a college science course.

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

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

- Freshman Scholar – students accepted into the joint enrollment or early admission program with an SAT score (combined math/verbal) of 1060 or higher and a minimum cumulative high school grade point average of 3.0 or higher (in courses taken from the required 16 CPC units), receive special recognition as a Freshman Scholar. A student designated as a Freshman Scholar (while participating in the joint enrollment or early admission program) must maintain a 3.0 average or higher on all Clayton State University college work in order to maintain the special recognition status.

- PTK International Honor Society – qualifying Freshman Scholars receive an invitation to participate in the renowned Phi Theta Kappa International Honor Society and society members in good standing are eligible for additional academic honors, scholarships, and programs.

- PTK Leadership Development Studies Program - joint enrollment or early admission program students will receive an opportunity to engage the nationally recognized PTK Leadership Development Studies Program course and community service component.

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

Transient Students

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

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

International Students

Admission Procedures

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

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

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

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

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

Additional information regarding requirements for International Students is available on the University website (www.clayton.edu).

English Proficiency Requirement

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

1. Submission of TOEFL (Test of English as a Foreign Language) score of at least 550 on the paper and pencil test or at least 210 on the computer-based test.
2. Successful completion of Level 109 at ESL Language Center in Atlanta (404-266-2066).
3. Successful completion of two years of regular (non ESL) high school English courses at an approved or accredited United States high school and graduation from the same high school.

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

Medical Insurance

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

Other Admission Categories

Post-baccalaureate Students

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

Post-baccalaureate students fall into four sub-categories:
a. **Non-degree/certificate.** This includes students who are taking courses at Clayton State for career development or personal enrichment only and who are *not* seeking a degree or certificate from Clayton State.
b. **Post-baccalaureate Certificate** (American Humanics, Legal Nurse Consultant, etc.) This includes students who are seeking a post-baccalaureate certificate from Clayton State. Such students should follow the curriculum plan for their desired certification as published in this catalog and/or program materials.
c. **Second Bachelor's Degree.** Students who are seeking a second bachelor's degree must meet the curriculum and residency requirements for the chosen major. Students will not be required to meet specific Clayton State general education requirements in Core Areas A-F except when specific Core courses are necessary prerequisites to other program courses.
d. **Associate Degree or Certificate** (e.g., Information Technology, Computer Networking, Office Assistant, Paralegal Studies). Post-baccalaureate students who are seeking an associate degree or certificate must meet the curriculum and residency requirements for the chosen field. Students will not be required to meet specific Clayton State general education requirements in Core Areas A-F except when Core courses are necessary prerequisites to other program courses.

Students 62 Years of Age or Older (Senior Citizens)

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

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

Presidential Exceptions

In truly exceptional cases, students who do not otherwise qualify for admission may be admitted by the President of the University if the President has reason to believe that the applicant has special talents that make it likely that he

or she will be academically successful. Requests for Presidential Exceptions should be sent to the Office of Admissions (678) 466-4115.

Readmission of Former Clayton State Students

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

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

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

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

1. Any student who has enrolled in any other college or university while absent from Clayton State must submit to the Registrar official transcripts from the institution(s) attended. Transcripts must be submitted even if the student does not intend to apply credit to a Clayton State program. (It is not necessary to resubmit high school records or test scores.)
2. If the student was on academic probation at the end of his or her last term at Clayton State, the student will be readmitted on probation regardless of grades earned at another institution. For students on suspension or dismissal from Clayton State, readmission will not be granted until the student has successfully appealed.
3. If the student was on academic probation at the end of his or her last term at the last institution attended while absent from Clayton State, the student will be admitted to Clayton State on probation regardless of previous grades at Clayton State. For students on probation or suspension from the last institution attended while absent from Clayton State, readmission will not be granted until the student has successfully appealed.

Georgia Residency Status

At the time of admission, a student is classified as a resident or a non-resident of Georgia for the purpose of determining fees. The definitions of resident status for this purpose are established by the Policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency.

A listing of these definitions is as follows:
1.a. If a person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.

Exceptions:
  i.   A student whose parent, spouse or legal guardian is a resident of Georgia may be considered a resident, providing the parent spouse or guardian can provide proof of residency in the State of Georgia for at least 12 consecutive months prior to the date of registration.
  ii. A student who previously held residency status in the State of Georgia but moved away, then returned to the state within 12 months.
  iii. A student who is transferred to Georgia by an employer is not, upon proper documentation, subject to the durational residency requirement.

1.b. No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.

2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration or has met one or more of the above exceptions.

3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.

4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.

5. Full-time teachers in the public schools of Georgia, their spouses, and their dependent children may enroll as students in the University System institutions on the payment of resident fees.

6. Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia. Upon proper documentation, those relocating to Georgia immediately upon discharge may register as residents.

7. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.

8. Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.

9. If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve-month period, the student may continue his registration only upon the payment of fees at the non-resident rate.

10. in the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.

11. Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Officer represents, and who are

stationed and living in Georgia under orders of their respective government, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.

Change in Residency Status

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

Other Admission Information

New Student Orientation

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

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

Orientation details are provided after the student has been accepted to the University. Call 678-466-5433 for additional information.

Placement Testing

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

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

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

Denial of Admission

A student denied admission or readmission to the University may, upon request, have his or her application reviewed by the Admission or Readmission Appeals Committee if it has not already been reviewed. The committee may recommend the admission of a student on academic probation status if evidence of maturity, motivation, and ability is exhibited.

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

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

Servicemembers Opportunity College (SOC)

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

Academic Renewal

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

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

or university, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first. The Academic Renewal CGPA begins with the first term following re-enrollment.

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

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

Required First Year Experience Program Policy (Proposed)

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

The FYE program is a university-wide requirement for all first-time, full-time freshmen. This requirement must be completed during the first semester of enrollment at Clayton State University. There are three ways to meet the FYE program requirement. The preferred way of satisfying the FYE requirement is to enroll in a major-based learning community. A learning community is a generally set of classes established for a particular major that that includes a University Experience course (CSU 1002). If a learning community for a particular major does not exits, the second option is to enroll in a general education course cluster (a pair of classes taken by the same cohort of students that have an assigned faculty mentor). Students enrolled in a course cluster will be expected to participate in some out-of-the-classroom meetings and/or activities. If neither of these two options is available, students must take a stand-alone University Experience course to fulfill the FYE program requirement.

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

FINANCIAL INFORMATION

General Regulations on Tuition and Fees

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

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

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

Required Tuition and Fees

TUITION

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

Books, Software, and Other Course-Related Costs

Textbooks, software, and other materials or expenses required for courses at Clayton State University are the responsibility of the individual student. Textbooks and other course materials are sold at the University Bookstore and may also be available from off-campus sources. Materials may be ordered online from Clayton State's e-Store, www.ccsuestore.com. The cost of course materials varies with the course of study the student pursues; however, the typical full-time student may expect to spend between $250 and $450 or more each semester for course materials.

Financial Aid and Scholarships

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

Nursing and Dental Hygiene Expenses

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

Auditor Fees

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

Students 62 Or Older (Senior Citizens)
When space is available students 62 years of age or older may attend Clayton State University without payment of fees, except for supplies and laboratory or shop fees.

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

Continuing Education Course Fees
Continuing Education Courses are offered each semester by the Office of Continuing Education. Academic credit is not awarded for Continuing Education courses. Fees and refund policies for these courses are listed in brochures published by that office. The Financial Aid Office does not award financial aid for continuing Education courses.

Refund Policy

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

1. **Refunds for cancellation of registration or reduction in hours prior to the first class day of the semester.** Any student who has registered and paid will receive a full or proportional refund of fees paid (except for those identified above as non-refundable) if the student formally cancels his or her registration or reduces the number of hours taken prior to the first class day of the semester. (There is no refund for reduction of hours if the student remains enrolled in 12 or more hours since tuition caps at 12 hours.)
2. **Refunds for reduction in hours during the official Late Registration period.** If the late registration process results in a reduction of hours, the student's billing for tuition and fees will be adjusted up or down to reflect the hours for which he or she is registered at the end of the Late Registration period, and a refund will be issued if appropriate. If the student's registration remains at 12 or more hours, no refund will be issued since matriculation fees cap at 12 hours. Please remember that certain fees are non-refundable.
3. **After the end of the late registration period, no refunds are issued for reduction in hours if the student remains enrolled in any course.** After this point, refunds are issued only for complete withdrawal in accordance with Official Board of Regents' Policy as follows: "The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in

time that the amount earned equals 60%. Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges."

Death and Military Refunds

A refund of all tuition and fees (except those specifically identified as non-refundable) shall be made in the event of the death of a student at any time during an academic semester. (Contact the Registrar's Office for details.)

Military students are entitled to a full refund of tuition and fees paid for a semester of enrollment in the following cases: (1) students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive orders to active military duty after the first day of classes, and (2) military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location. (Contact the Registrar's Office for details.)

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 $30.00. If a student check used for payment of registration fees is returned, the student will be assessed a late registration fee in addition to the service charge. A stop payment of a check does not constitute a formal withdrawal from the University or cancellation of registration and is considered a returned check. Official transcripts of credit will not be issued for students whose accounts in the Bursar's Office are held to be delinquent. If necessary, legal action will be initiated by the University for the collection of debts. Students who submit bad checks may be required to pay by other methods in the future.

ACADEMIC POLICIES

Basic Undergraduate Student Responsibilities

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

Responsibilities in the Classroom

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

Course Responsibilities

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

Academic Progress

Each student is expected to take an active part in assessing his or her academic progress each semester, and to monitor progress towards completion of graduation requirements. Each student is expected to:
- review academic policies and procedures described in the current Catalog as well as in applicable Departmental Student Handbooks.

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

Interactions with Faculty and Other Students

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

Notebook Computers at Clayton State

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

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

Notebook Computer Policy

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

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

- For students who choose ownership, a list of vendors of notebook computers is provided to all students on the University's Information Technology Project Choice website. Note the "Preferred" vendor status next to some of the vendors' names. Vendors are given preferred status only after training and authorizing the Clayton State help desk (the HUB) to perform in-warranty repairs on notebook computers purchased by Clayton State students. Use of a Clayton State preferred vendor is not required.

2. **Standard Software.** The notebook computer that the student has ready access to must include the Clayton State standard software load plus additional software needed for the student's major program.
   - Clayton State will make the standard software load available to currently enrolled students as part of the $50.00 technology fee. It will be the student's responsibility to bring the notebook computer to the help desk (the HUB) to obtain the software.
   - Additional software necessary for specific courses and/or programs will be available for purchase from the Clayton State Campus Store and/or other vendors.

3. **Internet Access.** Each Clayton State student is required to have ready access to the Internet (World Wide Web) and to use a Clayton State e-mail address.
   - Each student will be responsible for making his or her own arrangement with an Internet Service Provider (ISP). No specific ISP is considered preferred by Clayton State although the University recommends high speed broadband access via DSL or cable modem. Check with your local providers for availability, speeds and pricing. Students are cautioned to pay careful attention to the ISP's reputation for reliability and customer service.
   - Clayton State will provide each student with an e-mail address through the Clayton State electronic post office. The student will be responsible for monitoring this address on a regular basis for assignments and official communications from Clayton State faculty and administrators.

4. **Computer Skills.** Students will be responsible for having or obtaining basic computer skills including e-mail, Web surfing, and word processing. Higher level skills will be expected for many courses.
   - Clayton State will make training opportunities in basic computer skills available to students for no additional cost.
   - Through a variety of means including free workshops, fee-based workshops, for-credit computer courses, and modules in courses, Clayton State will make training opportunities available in the computer skills necessary for the student's chosen program.
   - Clayton State will provide a computer help desk (the HUB). The HUB will assist students with software problems. The HUB will assist with hardware problems only if the machines are under warranty and the HUB is certified by the vendor to service those machines.

Choosing a Degree Program and Major
(Program of Study)

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

Degree Programs Available at Clayton State

Clayton State offers the following types of degree programs and certificates:

1. **Baccalaureate degrees:** Depending on the major of the graduate, the baccalaureate degree will be a Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Business Administration (B.B.A.), Bachelor of Science in Nursing (B.S.N.), Bachelor of Science in Dental Hygiene (B.S.D.H.), Bachelor of Music (B.M, Bachelor of Information Technology (B.I.T.), Bachelor of Science in Information Technology (B.S.I.T.), or a Bachelor of Applied Science (B.A.S.). Baccalaureates take four years of full-time study or longer for part-time enrollment.
2. **Applied Associate degrees:** The Associate of Applied Science (A.A.S.) is a career-focused degree designed to prepare students with the technical and professional skills necessary to immediately enter the world of work in a chosen field. Career associate degrees contain a significant component of general education, but most of the course work is in the occupational field. Clayton State University offers career associate degrees in numerous fields. Career associate degrees usually require two years of full-time attendance. In addition to being prepared for skilled employment positions, graduates with A.A.S. degrees are eligible to pursue the Bachelor of Applied Science (B.A.S.) degree. The A.A.S. in Information Technology (A.A.S.I.T.) is designed to lead directly to the B.I.T.
3. **Academic certificates in career fields**: Academic certificates are awarded for completion of programs of study similar to career associate degrees but normally with fewer courses. Clayton State offers several certificate programs; the courses taken in most certificate programs can later be applied to Associate of Applied Science (A.A.S.) degrees, but there are certain restrictions to which students should pay close attention. All courses in the Certificate in Information Technology (C.I.T.) apply to the A.A.S.I.T.

Master Degree Majors at Clayton State

Master Degree Program
Business Administration (MBA) ....Business
Healthcare Administration (MHA) ....Professional Studies
Liberal Studies (MALS).. Arts and Sciences
Nursing (MSN)...Nursing

Baccalaureate Degree Majors at Clayton State

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

Baccalaureate Degree Program   **Advising School/College**
Accounting (B.B.A.) ....Business
Administrative Management (B.A.S.).....................................Professional Studies
Biology (B.S.)... Arts and Sciences

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

Associate Degrees

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

Applied Associate Degrees and Certificates

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

Pre-Professional Programs

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

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

Pre-Engineering: This program of study is designed for students who intend to transfer to Georgia Tech or another university engineering program; students should check with an Engineering advisor in the Department of Natural Sciences about the latest information on transfer programs.

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

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

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

Pre-Physical Therapy or Pre-Physicians Assistant: Students wishing to prepare to enter a professional school of physical therapy or a physicians assistant program should select the Physical Therapy and Physicians Assistant Program Preparation track of the Biology (B.S.) major and consult a Biology advisor in the Department of Natural Sciences.

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

Declaring and Changing Majors (Programs of Study)

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

A student must submit a Change of Major form online using the DUCK as soon as possible after deciding to make a change. Making the change quickly will help the student to be advised properly and will also prevent delays in the registration process.

Academic Minor Programs

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

Minor Program	Advising School
Chemistry	Arts and Sciences
Communication and Media Studies	Arts and Sciences
English	Arts and Sciences
Finance	Business
History	Arts and Sciences
Mathematics	Info/Math Sciences
Music	Arts and Sciences
Philosophy	Arts and Sciences
Political Science	Arts and Sciences
Women's Studies	Arts and Sciences

Registering for Courses

Schedule of Classes

A Schedule of Classes 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 Clayton State system known as the DUCK (Digital University Campus Kiosk).

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

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

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

University Attendance Policy

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

No Show Policy

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

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

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

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

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

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

Late Registration and Changing Schedules
Each semester the Schedule of Classes specifies a date as the last day to register for classes or to change schedules through the late registration process. After this date, the student's class schedule becomes official and can be changed only by official withdrawal (see below). Students are obligated to pay tuition and fees for all courses registered for as of the end of Late Registration.

Course Overload
Students may schedule up to 18 hours per semester (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 State University for at least two semesters and have achieved an overall *B* average before an overload will be approved although the dean/associate dean may make exceptions in special circumstances.

Cross-Registration in the Atlanta Regional Consortium for Higher Education (ARCHE)
The Atlanta Regional Consortium for Higher Education (ARCHE) is a group of colleges and universities in metropolitan Atlanta. Clayton State students may take courses from member institutions on a cross-registration basis. Cross-registration courses are considered transfer credit. It is usually more advantageous to the student to take a course by cross-registration than by transient status because cross-registration fees are paid to Clayton State rather

than to the institution offering the course. For more information and regulations about how to cross–register, contact the Registrar's Office in the Student Center Building, 770-961-3504.

Auditing Courses

Students may choose to take courses on an audit basis. Courses that are audited are assigned a grade symbol of *V*, and no credit toward graduation is awarded.   To audit courses, students indicate their intention at the time of registration. Requests to change to audit status will not be accepted after the late registration period. All regular fees apply to audited courses. Courses taken on an audit basis will not be used for certification for financial aid, Social Security, or Veterans' Administration benefits. Students may not receive credit for courses in which they were registered as auditors unless they repeat the course for credit.

Online Instruction

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

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

Nature of Online Courses

Online courses are often attractive for students who cannot conveniently attend on-campus courses. Students can take all of their courses online for a given semester, or they can mix online and on-campus sections. It is important to keep in mind, however, that even though online courses offer schedule flexibility, the total time commitment and academic expectation for an online course is the same as it is for a traditional on-campus class. Some courses are offered as "partial online," "web enhanced" or "hybrid" 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 (Clayton State 1010) or Introduction to WebCT (Clayton State

1011) before registering for some online courses or during the first weeks of the semester. Also, students should be aware that taking online classes requires excellent time management skills and good self-discipline.

Course Materials

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

Online Courses with Video Components

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

Getting Started in an Online Course

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

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

The instructor's e-mail address and information about orientation sessions are usually included with the appropriate course listing in the Clayton State Schedule of Classes or on the Online Instruction Website. If students have difficulty contacting their instructor by e-mail, they should call the school that offers the course (Arts & Sciences, (678) 466-4899; Business, (678) 466-4599; Nursing, (678) 466-4999; Information & Mathematical Sciences, (678) 466-4459; Professional Studies, (678) 466-4669).

Withdrawal From Courses

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

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

Official Withdrawal Form Required

A student desiring to withdraw from a specific class, multiple classes, or all classes must submit an official withdrawal form to the Office of the Registrar. The form can be submitted on paper (Registrar's Office, (678) 466-4169) or

online (www.clayton.edu). Students are strongly advised to print the confirmation of an online withdrawal.

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

Withdrawal before Midterm

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

Withdrawal after Midterm

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

Hardship Withdrawal Policies

A student desiring to be considered for a hardship withdrawal must complete the official withdrawal process and submit a Hardship Withdrawal Request Form to the dean of the school of the student's major. The Hardship Request form may be obtained from the Registrar online (www.clayton.edu) or in person (STC-216). Call (678) 466-4169 to obtain a form if in person or online is not feasible.

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

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

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

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

"Hardship" refers to an unexpected event or circumstance beyond the student's control that directly interferes with the student's ability to continue to make satisfactory progress in class(es). This generally includes, but is not

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

Withdrawal From Learning Support Courses

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

Returning University-Owned Equipment

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

Credit Hours

Credit for study at Clayton State University and at all institutions in the University System of Georgia is measured quantitatively in semester hours. One semester credit hour presumes one hour (actually 50 minutes) in class per week plus about two hours (100 minutes) outside of class in study, review, project preparation, and related activities. Most courses are three credit hours, meaning that the class will normally meet 150 minutes per week and that the student should normally plan to spend an additional 300 minutes studying, reviewing, and preparing. A laboratory or activity period of two or three clock hours is normally considered the equivalent of one class hour, since less extensive out-of-class preparation is required.

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

Online courses, including telecourses and Web courses, are also measured by semester hours. Although the delivery method is non-traditional, the general calculation of spending about 150 minutes per week on task per semester credit hour is still a useful rule of thumb.

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

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

Advanced Placement Program of the College Board (AP): In some basic courses, Clayton State accepts an AP grade of 3 for credit. Grades of 4 or 5 are required for some other courses. The current required scores are shown in the table below. Students seeking credit must have their official scores sent directly from AP to the Office of the Registrar. (The University does not accept scores forwarded by high schools.)

Advanced Placement Test Scores
Accepted by Clayton State University

AP Exam	Score	CSU Course Credit Awarded	CSU Credit Hours Awarded
Art History	3, 4, or 5	ART 2301 or 2302	3
Biology	3, 4, or 5	BIOL 1111/111L and BIOL 1112	7
Biology	4	BIOL 1107/1107L	4
Biology	5	BIOL 1107/1107L And BIOL 1108/1108L	8
Chemistry	3	CHEM 1151/1151L	4
Chemistry	4	CHEM 1211/1211L	4
Chemistry	5	CHEM 1211/1211L and CHEM 1212/121L	8
Physics B	3, 4, or 5	PHYS 1111/1111L and PHYS 1112/1112L	8
Physics C Mechanics	4 or 5	PHYS 2211/2211L	4
Physics C E&M	4 or 5	PHYS 2212/2212L	4
Environmental Science	3, 4, or 5	SCI 1901E	3
English Language & Composition	3, 4, or 5	ENGL 1101	3
English Literature & Composition	3, 4, or 5	ENGL 1101	3
US Government and Politics	3, 4, or 5	POLS 1101	3
US History	3 or 4	HIST 2112	3
US History	5	HIST 2111 and HIST 2112	6
European History	3, 4, or 5	HIST 1111 or HIST 1112	3

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

College Level Examination Program (CLEP)

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

Certified Professional Secretaries Examination (CPS)

Clayton State University awards credit for the CPS examination program. Information is available from the College of Professional Studies (TEC-211).

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

- As a Servicemembers Opportunity College (SOC) institution, Clayton State accepts Armed Forces training (including DANTES and USAFI). The University consults the American Council on Education (ACE) *Guide* and considers its credit recommendations. Clayton State University, however, reserves the right to determine the appropriateness

of military training for credit at the University. Students seeking credit for Armed Forces experience and training must supply documentation (including but not necessarily limited to the DD-214) to the Office of the Registrar for evaluation.

- In certain instances, credit by examination is available through validation of previous registered nursing experience and nursing specialty certification. Additional information can be obtained through the School of Nursing (BHS-61).
- Other Clayton State programs may develop validation examinations and procedures in order to grant credit for competencies learned in non-academic courses.

Information about possible credit by examination or experience is available in the appropriate academic school or in the Testing Center (LIB-141). The following regulations apply to credit by examination or experience:

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

Correspondence Credit

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

Transient Credit for Clayton State Students

Currently enrolled Clayton State University students in good standing who wish to attend another institution on a temporary basis to take courses that will count toward their degree at Clayton State may request to do so as transient students with the advance approval of Clayton State and the other institution. Students wishing to take courses on a transient basis must apply to and be accepted by the other institution as a transient student. Prior to enrolling at the other institution, the Clayton State student must complete a Transient Request Form (available from the Office of the Registrar) and obtain approval. The transient request must be approved by the dean of the school offering the major and by the Office of the Registrar. Approval or disapproval is based on the administrator's judgment of the appropriateness to the student's academic program. Ordinarily, transient status is granted for only one semester although exceptions may be approved in special circumstances. Normally, transient status is not granted for *one* part of a science or foreign language course sequence.

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

Credit for Career Courses

Typically, career associate degrees include approximately 35-45 semester credit hours (or equivalent) of career-related courses in addition to general education (Areas A-E). Clayton State will award up to 38 hours of transfer credit for the career courses taken subject to the following considerations:

1. Students whose career associate degrees include *fewer* than 38 hours of program-specific courses will need to make up the difference with additional program-related lower division courses at Clayton State. (A maximum of 38 hours of career courses will be applied to the B.A.S. degree regardless of the number of hours actually taken.)
2. English courses lower than Business English and mathematics courses lower than Applied Technical Math (or equivalent) will *not* count in the 38-hour career core.
3. Sometimes career courses can also count in Areas A-E. Students should be aware that such courses cannot be counted in two places, so if a career course is applied to Areas A-E, then the student may be required to take additional career work to equal 38 semester credit hours. (See item c. In Notes on Areas A-E.)
4. For transfer students, career courses may be entered on the transcripts with a technology course prefix (TECH) rather than as a specific prefix such as OFFC or EMS.
5. Transfer students may be required to provide official course descriptions or other documentation of course content to facilitate determination of equivalency.

Classification of Students

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

Freshman ....0-29 semester credit hours earned

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

Senior classification does not necessarily imply graduation the following spring.

Grading System

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

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

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

The following grade symbols show on the transcript but are not included in the GPA:

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

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

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

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

K — **Credit by Examination/Experience**. Indicates that the student was given credit for the course via a credit by examination or experience program (CLEP, AP, or other proficiency exam).

IP— **In Progress**. This applies only to Learning Support courses. The student is required to repeat the course. A grade of *IP* counts as an attempt for purposes of Learning Support suspension.

NR— **Not Reported**. This symbol indicates a grade was not reported to the Office of the Registrar. It is a temporary grade and will be changed by the Registrar upon certification of actual grade by the appropriate dean or associate dean.

Grade Point Average (GPA)

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

Course	Semester 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 2111	3	D	(1)	03
	16			38

38 ÷ 16 = Grade Point Average of 2.38

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

1. **Regents' Grade Point Average**
   The Regents' Grade Point Average (sometimes called cumulative GPA) is the average of the grades in all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University. Regents' GPA is used to determine whether a student is eligible for academic honors.

2. **Institutional Grade Point Average**
   The Institutional Grade Point Average is the average of the grades in the *most recent attempts* of all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University. Institutional GPA is used to determine the following:
   a. academic standing (good standing, probation, suspension, and dismissal); and
   b. eligibility for graduation.

Course Repeat Policy

A student who has withdrawn (W or WF) or earned a less than satisfactory grade (D, F, or U) a total of three times in a course numbered 1000 or higher at Clayton State will not be allowed to take that course again. *Students must be*

fully aware that this rule may have the effect of preventing them from graduating in a given major if they exhaust their three tries in a required course. A student can repeat a course and earn a satisfactory grade without limit. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward graduation and be included in institutional GPA. This policy provides an opportunity for a student to raise his or her GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower.

The "course repeat policy" applies to courses taken at previous institutions except that a student transferring in to Clayton State will be granted one additional try at Clayton State even if the student had exhausted his or her three tries at the previous institution. Students who have already had two or more tries in a course at Clayton State before this policy went into effect (Fall 2003) will be granted one more try. Transient Restriction – transient or cross-registration permission to attend another school will not be granted to a student if the student has already exhausted two of the three tries.

Grade and Academic Appeals

Students wishing to file an appeal of a grade or other academic action must first attempt to work out the matter informally with the appropriate instructor (if applicable). If that is not satisfactory or if the instructor cannot be contacted, the appealing student must contact the relevant department head or associate dean. The appeal must be initiated as soon as possible. The student must put his or her case in writing and supply documentation unless the matter is resolved informally before an official appeal is filed. Written appeals should be directed to the relevant department head or associate dean with a copy to the dean. The department head/associate dean in consultation with the dean will provide the appellant with a written answer. Students may appeal the school/department-level response by submitting a written statement to the Associate Provost.

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

Academic Standing

Good Standing

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

Academic Probation

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

Academic Suspension

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

Dismissal

Students are dismissed from the university when they have been suspended previously and in any subsequent term their Institutional GPA and term GPA are both below a 2.0. Any student who is dismissed is barred from enrollment at the university. However, after three full calendar years, a dismissed student may petition for readmission. A student seeking readmission following Dismissal must complete a Clayton State University Application for Readmission and a Readmission Appeal form. The appropriate forms and all documentation must be submitted to the Registrar's Office by the published deadlines. It is expected that a student who is applying for readmission following Dismissal will have resolved the problem(s) that led to the Dismissal and be able to provide compelling evidence of the ability to earn a degree at Clayton State University. Such evidence should include college level coursework or degrees completed at other institutions. If readmission is granted, enrollment will be on a restricted basis. Students readmitted following Dismissal will be dismissed permanently if their term and Institutional GPA fall below a 2.00 again. (See also Academic Renewal in this catalog.)

Learning Support Requirements

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

Provisionally Admitted Student Regulations

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

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

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

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

Students who score high enough on the placement examination will be exempted from some or all Learning Support courses; students whose scores indicate the need for pre-college coursework will be required to take the appropriate courses. If READ 0098 or MATH 0097 is required, then they are provisionally admitted and subject to the conditions outlined in the paragraph above. If they are placed into either ENGL 0099 or MATH 0099 or enroll in Math 0099 following the completion of MATH 0097, then the regulations regarding learning support are in effect.

Provisionally admitted students must abide by the terms of the contract provided by the Center for Academic Success. One provision of their admittance is that they will not be permitted to register for more than a total of 13 hours (during the first semester of attendance. Provisionally admitted students are restricted from taking most college level courses (see learning support regulations below). Additional course restrictions may apply. Please note that there is no degree-related college credit associated with any learning support class. Students who are not successful in either MATH 0097 or READ 0098 courses during their first semester will not be permitted to attend Clayton State University until they have completed an Associate's degree from a regionally accredited university.

Learning Support Regulations
The Learning Support Program, coordinated by the Center for Academic Success, offers college preparatory instruction in basic skills areas–written communication, mathematics, and reading. Learning Support courses are *not* applicable to any degree programs offered by the University; however, they do constitute prerequisites that Learning Support students must satisfy before they are fully accepted into degree or certificate programs.
Students who are required to take MATH 0099 or ENGL 0099 are subject to the following regulations:
1. During each semester of enrollment, students must first register for all required Learning Support courses before registering for other courses (if allowed). Students must earn satisfactory grades in the courses and meet the established standards as measured by the COMPASS test. This policy applies to both full- and part-time students.
2. Students who successfully complete (exit) all Learning Support courses can schedule graduation-applicable courses during the next semester of enrollment. Some students may be allowed to schedule some graduation-applicable courses while also taking Learning Support courses.
3. Students who are required to take READ 0098 must exit the reading area before they enroll in any courses in the Core Curriculum (Areas A-

F). Students who are required to take Learning Support math and/or English are restricted from many but not all Core Curriculum courses.

4. Students who are required to take Learning Support courses must complete all required Learning Support content areas (English, mathematics, reading) before they earn 20 semester hours of graduation-applicable credit. Students who have not done so by that point may only enroll in Learning Support courses until they exit Learning Support.

5. Students required to take Learning Support courses may not drop or withdraw from Learning Support courses while also remaining in any course numbered 1000 or higher.

6. After students have passed *all* other requirements for their required Learning Support courses, they must then pass the exit examinations (currently COMPASS) for the required content areas. In other words, a student is not allowed to take the exit examination unless he or she has satisfactorily completed all course work up to that point. *A student who does not pass an exit examination in a content area must repeat the course regardless of the grade earned in other course requirements.*

Learning Support and Provisional Attempts

Students who are required to take Learning Support courses have a limited number of attempts to pass and complete Learning Support courses. An "attempt" in MATH 0099 or ENGL 0099 is any course enrollment that results in a grade other than *W* or *V*. (For purposes of this policy, an *IP* is considered an attempt.) However, an "attempt" for provisionally admitted students in MATH 0097 or READ 0098 includes withdrawals.

Learning Support Probation

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

Learning Support Dismissal

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

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

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

dismissed due to failing or withdrawing from either MATH 0097 or READ 0098 may appeal for readmission to Clayton State University only after having completed an Associate's degree at a regionally accredited college.

Academic Honors

The Honors Program

A limited number of qualified students are admitted to the Clayton State University Honors Program, which offers special sections of classes and other activities.

Deans' List

A student with a semester average of 3.60 or higher with a minimum of nine credit hours who is in good academic standing will be placed on the Deans' List for that semester. Courses must count toward degree (this eliminates Physical Education courses, etc). Courses with a Pass/Fail grade are not eligible for the Dean's List. Students who are taking any course numbered lower than 1000 are ineligible for the Deans' List.

Graduation With Honors

To qualify for graduation with honors, students must meet the following requirements:

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

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

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

Associate Degree	
High Honors	3.75 - 4.00
Honors	3.50 - 3.74

Honors Convocation

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

R.O.T.C.

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

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

GRADUATION REQUIREMENTS

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

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

Associate and Baccalaureate Degrees
Core Curriculum

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

AREA

A. Essential Skills   **9 hours**

    A1. Two Composition Courses
        ENGL 1101   English Composition I
        ENGL 1102   English Composition II

    A2. One Mathematics Course from Among
        MATH 1101   Mathematical Modeling
        MATH 1111   College Algebra
        MATH 1113   Precalculus
        MATH 1241   Survey of Calculus
        MATH 1501   Calculus I

B. Critical Thinking and Communication   **4-5 hours***

    B1. One Critical Thinking Course
        CRIT 1101   Critical Thinking

    B2. One or Two Foreign Language or Communication Courses from Among
        COMM 1001   Presentational Speaking
        COMM 1002   Presentation Applications
        COMM 1110   Spoken Communication
        FREN 1002   Elementary French II

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

SPAN   1002   Elementary Spanish II

C.   Humanities   6 hours

C1. One Literature, Philosophy, or Foreign Language Course from Among

ENGL   2111   World Literature I—Pre-Modern
ENGL   2112   World Literature II—Modern World
ENGL   2121   British Literature I
ENGL   2122   British Literature II
ENGL   2131   American Literature I
ENGL   2132   American Literature II
FREN   2001   Intermediate French I
FREN   2002   Intermediate French II
PHIL   2201   Introduction to World Philosophy
SPAN   2001   Intermediate Spanish I
SPAN   2002   Intermediate Spanish II

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

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

D.   Natural Sciences, Mathematics, and Technology   10-11 hours

D1. One Science Sequence from Among

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

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

MATH 1221   Finite Mathematics
MATH 1231   Introductory Statistics
MATH 1241   Survey of Calculus
MATH 1113   Precalculus
MATH 1501   Calculus I
MATH 2502   Calculus II
CPTG 1111   Introduction to Computing and CPTG
1010   Computing with Spreadsheets
CSCI 1301   Computer Science I
SCI 1901   Selected Topics in Science

E. Social Sciences   **12 hours**

E1. One American Government Course

POLS 1101   American Government

E2. One World History or Social Sciences Course from Among

HIST 1111   Survey of Pre-Modern World History
HIST 1112   Survey of Modern World History
SOSC 2501   Survey of Social Science and Contemporary Issues

E3. One American History Course from Among

HIST 2111   Survey of U.S. History to 1877
HIST 2112   Survey of U.S. History since Reconstruction

E4. One Behavioral Sciences Course from Among

SOCI 1101   Introduction to Sociology
PSYC 1101   Introduction to Psychology

F. Courses Related to the Major Program of Study

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

Bachelor of Applied Science Core Curriculum Regulations

Career associate degrees include 12-21 semester credit hours of general education work that is equivalent to Areas A-E courses in the Core Curriculum of the University System of Georgia. (Some career programs, especially those at University System two-year colleges, contain more than 21 such hours.) Clayton State will accept Areas A-E equivalent hours from transferring students and apply them to the B.A.S. according to University System guidelines even if the courses do not match those in the Clayton State core for native students. A typical B.A.S. student transferring to Clayton State will take 12-21 hours of general education at the associate-degree-granting institution and an additional 21-30 hours at Clayton State. Additionally, transfer of Area A-E is subject to the following conditions:

1. After hours from the career associate degree and other previous college-level work are applied to Areas A-E, B.A.S. students will be expected to complete all remaining elements of Areas A-E in order to total 42 semester credit hours. The 42 hours must include two English composition courses (with a *C* or better in ENGL 1101), Mathematics Modeling (or higher), and a seven-hour science sequence with laboratory. Once a student has been admitted to Clayton State, hours taken to complete the

Core must be in accordance with the Clayton State University Core Curriculum.

2. Courses that are not core-curriculum equivalent (e.g., Citizenship, Business English, and math lower than Mathematical Modeling or College Algebra) will *not* count toward Areas A-E.

3. In some cases, courses transferred are eligible for inclusion either in the career courses for the associate degree or in Areas A-E of the Core Curriculum. When a student is admitted to the B.A.S. program, the courses are applied as is most appropriate to his or her program of study. Students should be aware that a course cannot be counted in two places (e.g., Introduction to General Psychology might be eligible in either Area E or as a career course, but it can be counted in only one place.)

4. Students who do not fulfill the legislative requirement for the study of Georgia and U. S. history and constitution by courses in Area E must meet the requirement by examination or other course work.

5. Transfer students may be required to provide official course descriptions, syllabi, or other documentation of course content to facilitate determination of equivalency.

Upper-Division Major Requirements

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

Total Hours Requirement

The student must have earned the total number of semester credit hours specified for his or her major. The minimum is 60 hours for the associate degree and 120 hours for the baccalaureate degree; some programs require more hours.

Grade Point Average

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

Grade Requirements for Specific Courses

The student must have a grade of *C* or better (or *K*) in ENGL 1101 in order to graduate. In addition, the student must also meet any minimum grade requirements for the student's major including grade requirements embedded in prerequisites. Students whose degree programs include CHEM 1211, CHEM 1212, or CHEM 2411, must achieve grades of *C* or higher in all of these courses.

Upper-level courses (3000 and 4000 level courses) require grades of *C* or higher unless specifically indicated in the requirements of individual degree programs.

Residency Requirement

Residency refers to courses (including online courses) offered by Clayton State University. Transfer courses (including correspondence courses, on-line courses, transient courses, or cross-registration courses) are not considered to be in residence. Credit by examination or experience is not considered to be in residence even if the examination was taken at Clayton State. (In this context, "residence" has nothing to do with a student's residence for fee payment purposes.)

a. **Associate degree**. A minimum of 21 semester credit hours in residency is required. At least 12 of the 21 hours must be in Area F for the A.A. or A.S. or in program requirements other than electives for the A.A.S.

b. **Baccalaureate degree**: A minimum of 30 semester credit hours in residence at Clayton State University. At least 21 of the 30 must be upper division hours counted toward program requirements other than free electives. Individual programs of the University may specify additional residency requirements.

Regents' Courses and Testing

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

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

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

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

Any student who has completed at least 45 hours of credit and has not satisfied course requirements for one or both Regents' courses must enroll in the course(s) during the next semester of attendance and must take the appropriate

course(s) in every semester of enrollment until both courses are passed. The student will not be allowed to register for any course numbered 1000 or higher unless he or she is also enrolled in the appropriate Regents' course(s). A student may not withdraw from a Regents' course while remaining in any course numbered 1000 or higher.

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

Satisfying Regents' Course Requirements

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

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

Students Enrolled in Certificate Programs

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

Students Transferring into Clayton State University

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

Accommodations for students with disabilities and English as a Second Language Students

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

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

General Certificate Requirements

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

1. **Grade Point Average**.　Certificate graduates must have an Institutional Grade Point Average of 2.00 or better in the courses counted toward certificate requirements.　A student must be in good academic standing at the time of graduation.　If ENGL 1101 is counted toward the certificate, the graduate must have earned a grade of *C* or better (or *K*).
2. **Residency**.　At least one-half of the credit hours applied to the certificate must be earned in residence at Clayton State University.　Individual programs may have additional restrictions.　(See the Residency item of the Degree Requirements section for the definition of residency.)
3. **Graduation Ceremony.**　Certificates are not awarded at the University's formal commencement program for degrees.　Certificates are available for pick up in the Registrar's Office six to eight weeks after the end of the semester.　Certificates not picked up will be mailed to the current address on file.

Constitution and History Requirement

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

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

Other Graduation Regulations

Semester System

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

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

Second Degree

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

Licensure Programs

Certain programs are designed to satisfy the present educational requirements that enable students to take licensure examinations. (Current programs at Clayton State University include Nursing, Dental Hygiene, Middle Level Education, and Aviation Maintenance Technology.) It is possible that the licensing board may change requirements prior to a student's completion of his or her course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the University will be able to offer additional courses or, if taken, that such courses will entitle students to take licensure examinations.

Application for Graduation

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

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

Students may be graduated at the end of any semester in which they fulfill the degree requirements of the University. Currently, formal commencement ceremonies are held in May and December each year. Diplomas are available for pick up in the Registrar's Office six to eight weeks after the end of the semester. Diplomas not picked up will be mailed to the current address on file.

COLLEGE OF ARTS AND SCIENCES

ADMINISTRATIVE OFFICERS

John G. Campbell, *Interim Dean*
Vacant, *Associate Dean*

MISSION AND GOALS

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

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

INSTRUCTIONAL ORGANIZATION

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

Department	Degree Program	Degree
Department of Communicative Arts and Integrative Studies	Communication and Media Studies	BA
	Integrative Studies	AA, AS BA, BS
	Theatre	BA
Department of Language and Literature	English (with concentrations in Literature and Writing)	BA
Department of Music	Music	BA
	Music (with concentrations in Composition, Education, and Performance)	BM
Department of Natural Sciences	Biology	BS
	Pre-Engineering	AS
	Pre-Pharmacy	AS
Department of Psychology	Psychology and Human Services	BS
Department of Social Sciences	Criminal Justice	BS
	History	BA
	Political Science	BS
	Sociology	BS
Department of Teacher Education	Middle Level Education	BA

MINORS
Minors are offered in the following disciplines:

Communication and Media Studies
Philosophy
Women's Studies
English
Music
Chemistry
History
Political Science

Department of Communicative Arts and Integrative Studies

ADMINISTRATIVE OFFICERS

Thomas V. Barnett, *Department Head*

FACULTY

Thomas V. Barnett, *English*
Virginia Bonner, *Film and Media Studies*
Wendy A. Burns-Ardolino, *Integrative Studies*
A. Randall Clark, *Journalism*
Phillip DePoy, *Theater*
Alexander W. Hall, *Philosophy*
Ronald L. Jackson, *Philosophy*
Todd Janke, *Philosophy*
David A. Ludley, *Art History*
Mark May, *Communication*
Shondrika Moss-Bouldin, *Communication*
Steven A. Spence, *English and Media Studies*
Keisha E. Tassie, *Communication*
Felicia Rene Stewart, *Communication*
Alan Xie, *Art*

MISSION AND GOALS

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

HONOR SOCIETIES AND CLUBS

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

Associate of Arts/Science in Integrative Studies

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
Humanities..3-9 hours
> Any 1000- or 2000-level courses with the following
> prefixes: ART, CMS, COMM, ENGL, FREN, MUSC, PHIL,
> SPAN, THEA, and WST.

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

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

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

Bachelor of Arts in Communication and Media Studies

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

ADMISSION AND READMISSION REQUIREMENTS

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

1. Have completed 45 semester credit hours;
2. Have completed ENGL 1101, ENGL 1102, COMM 1110, and CMS 2100 with grades of A, B, C, or K;
3. Have achieved a Grade Point Average (GPA) of at least 2.5 in all ENGL, COMM, and CMS classes applied toward Areas A-F, whether completed at CSU or at other institutions;
4. Have completed (or be exempt from) both parts of the Regents' Test (Essay and Reading);
5. Have successfully completed the CMS program-entry writing assessment.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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

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

Communication and Media Studies students will need to pass these assessments. Students who need to repeat CMS 4500 may additionally be required to co-enroll in WLAB 2999 or to enroll in other remedial instruction as appropriate.

BACHELOR OF ARTS IN COMMUNICATION AND MEDIA STUDIES DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... **6 hours**
COMM 1110 Spoken Communication .... 3 hours
CMS 2100 Introduction to Film .... 3 hours

Lower Division Major Electives (Core Curriculum Area F) .... **12 hours**
International Languages .... 0-9 hours
    Competence in a language other than English through the
    intermediate level (e.g., SPAN 2002) is required here or by
    competency assessment (i.e., CLEP).
Communication and Performance Arts and Related Fields .... 0-6 hours
    Select from: THEA 1100, THEA 1880
Art, Art History, or Aesthetics... 3-6 hours
    Select from: ART 1101, ART 1102, ART 1104, ART 1301,
    ART 1302, ART 2301, ART 2302, ART 2001, PHIL 2401
Literature .... 3-6 hours
    Select from: ENGL 2111, ENGL 2112, ENGL 2121, ENGL
    2122, ENGL 2130

Upper Division Major Requirements.. **24 hours**
CMS 3020 Research Methods.. 3 hours
CMS 3101 Media and Culture .... 3 hours
CMS 3200 History of Communication... 3 hours
CMS 3500 Writing and Editing for Mass Media .... 3 hours
CMS 3710 Writing for Digital Media... 3 hours
CMS 4500 Global Contexts in Communication and Media Studies .... 3 hours
COMM 3300 Interpersonal Communication .... 3 hours
PHIL 3301 Ethics in Historical and Contemporary Perspective .... 3 hours

Upper Division Major Electives .... **18-27 hours**
Any 3000-level or higher CMS course;
Any 3000-level or higher COMM course;

In addition, students may apply any of the following courses from other disciplines:
ENGL 3800 Introduction to Creative Writing... 3 hours
ENGL 3900 Professional and Technical Writing....................................... 3 hours
ENGL 4011 Critical Theory.. 3 hours
HUMN 3101 Humanities, the Arts, and Society .... 3 hours
HUMN 3102 International Arts and Culture .... 3 hours
HUMN 4800 Special Topics in Humanities .... 3 hours
THEA 3101 Theater, Cinema, and Society... 3 hours
THEA 3800 Playwriting.. 3 hours

Minor / Guided Electives... **6-15 hours**
CMS majors are encouraged to complete a minor concentration. Students should discuss options with their advisors, and they should then contact the department responsible for administering the minor for details on its requirements.

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

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

Internship Requirements .... **3-12 hours**
CMS 3901 Internship/Practicum in Communication and Media
    Studies .... 3-9 hours
CMS 3902, CMS 3903, CSU 2500, JOUR 3011, or JOUR 3012............. 0-9 hours

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

Other Program-Specific Graduation Requirements

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

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

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

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	SPAN 1002	Elementary Spanish II	3
CMS 2100*	Introduction to Film	3	COMM 1110*	Spoken Communication	3
PSYC 1101	Intro General Psychology		POLS 1101*	American Government	3
Or SOCI 1101	Introduction to Sociology	3	HIST 1111	Pre-Modern World History	3
MATH 1101*	Intro to Math Modeling	3			
Total		*15*	*Total*		*15*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
SPAN 2001	Intermediate Spanish I	3	SPAN 2002	Intermediate Spanish II	3
HIST 2111	US History to 1877		ENGL*	Literature Requirement	3
Or HIST 2112	US Since Reconstruction	3	BIOL 1112	Introductory Biology II	3
ENGL*	Literature Requirement	3	MATH 1231	Introductory Statistics	3

BIOL 1111	Introductory Biology I	3	PHIL 2401	Introduction to Aesthetics	3
BIOL 1111L	Intro to Biology Laboratory	1			
ART 2302	Art of the Modern World	3			
Total		*16*	*Total*		*15*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
CMS 3101*	Media and Culture	3	CMS 3710*	Writing for Digital Media	3
CMS 3500*	Writing and Editing for Mass Media	3	CMS 3200*	History of Communication	3
COMM 3300*	Interpersonal Communication	3	CMS 3901*	Internship/Practicum	3
PHIL 3301	Ethics/Hist./Cntmpry. Pers	3	CMS 3020*	Research Methods	3
	Upper Division Elective	3		Guided Elective	3
Total		*15*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
CMS 3901	Internship/Practicum	2	CMS 4500*	Global Contexts	3
	Upper Division Electives	12		Upper Division Electives	9
	Guided Elective	3		Guided Elective	3
Total		*14*	*Total*		*15*

Minor Program in Communication and Media Studies

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

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

- ENGL 1101 Composition I
- ENGL 1102 Composition II
- CMS 2100 Introduction to Film
- COMM 1110 Spoken Communication

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

COMMUNICATION AND MEDIA STUDIES MINOR PROGRAM REQUIREMENTS

Lower Division Requirements .... **6 hours**
    CMS 2100 Introduction to Film.. 3 hours
    COMM 1110 Spoken Communication.................................... 3 hours

Upper Division Electives.. **12 hours**
    Any 3000-level or higher course with a CMS or COMM prefix, except the internship classes CMS 3901, CMS 3902, or CMS 3903.

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

Bachelor Degrees in Integrative Studies

The Integrative Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student's career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. A bachelor's degree in Integrative Studies can also be designed to prepare students for graduate school in certain disciplines and professions.

ADMISSION AND READMISSION REQUIREMENTS

Before beginning upper-division study in Integrative Studies, applicants must
1. Have completed 45 semester credit hours;
2. Have achieved an overall institutional Grade Point Average (GPA) of at least 2.00;
3. Have completed ENGL 1101 with a grade of A, B, C, or K.

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

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
Humanities.. 3-9 hours
    Any 1000- or 2000-level courses with the following
      prefixes: AFAM, ART, CMS, COMM, ENGL, FREN,
    MUSC, PHIL, SPAN, THEA, and WST.
Social Sciences .... 3-9 hours
    Any 1000- or 2000-level courses with the following
      prefixes: AFAM, ECON, EDUC, HIST, POLS, PSYC,
    SOCI, WST.
Natural Sciences and Mathematics .... 0-6 hours
    Any 1000- or 2000-level MATH courses numbered 1113 or
    higher not already applied to Areas A or D and/or any
    1000- or 2000-level BIOL, CHEM, or PHYS, or other
    science courses not already applied to Area D.
Area Major Courses.. 0-12 hours

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

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

Upper Division Area Major Courses .... **57 hours**
The Integrative Studies Major requires students to complete five upper division (3000-4000 level) courses in a single disciplinary area (psychology, criminal justice, theater, sociology etc.), or related course groupings as approved by the Integrative Studies Coordinator (HLTH/ HCMG/ HFMG; MKTG/MGMT; HIST/POLS etc.) or to complete a CSU minor program (History, English, Women's Studies, Communication & Media Studies, Philosophy, Political Science, Chemistry etc.). Fulfilling the requirements for a minor or completing five upper division (3000-4000 level) courses in a single disciplinary area enables students to claim a concentration or a minor area of expertise as they move toward achieving career and academic goals. Additional courses may be drawn from any field, but must be in the student's advised program of study. No more than 18 lower division hours may be applied to this category.

Total Degree Requirements.. **120 hours**

Other Program-Specific Graduation Requirements

1. A minimum of 42 hours must be completed in upper-division courses.
2. All INTE courses must be taken in residence at Clayton State.
3. A grade of *C* or higher is required in all INTE courses.
4. Up to 9 hours of Cross-Registration in the Atlanta Regional Consortium for Higher Education, study abroad, or distance learning may be counted as in-residence if the courses are approved in advance as part of the student's Integrative Studies program of study.

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

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

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

Or HIST 2112	US Since Reconstruction	3	*Or* HIST 1112	Survey of Modern History	3
Total		***15***	***Total***		***14***

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

JUNIOR YEAR					
First Semester			***Second Semester***		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
	Upper Division Courses	15	INTE 3901*	Practicum/Internship	3
				Upper Division Courses	12
Total		***15***	***Total***		***15***

SENIOR YEAR					
First Semester			***Second Semester***		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
	Upper Division Courses	15		Upper Division Courses	15
Total		***15***	***Total***		***15***

Bachelor of Arts in Theatre

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

Admission and Readmission Requirements
Before beginning upper-division study in Theatre, applicants must
1. Have completed 45 semester credit hours;
2. Have achieved an overall institutional Grade Point Average (GPA) of at least 2.0;
3. Have completed ENGL 1101 and THEA 1101 with a grade of A, B, C, or K.

Bachelor of Arts in Theatre Degree Program Requirements

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

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

Lower Division Core Requirements (Core Curriculum Area F) .... 18 hours
THEA 1100 Introduction to Theatre
THEA 1880 Introduction to Acting
THEA 1990 Play Development
THEA 2900 Directing
THEA 1700 Introduction to Theatre Design
THEA 2100 Stagecraft

Upper Division Required Courses .... 18 hours
THEA 3800 Playwriting.. 3 hours
THEA 3880 Acting Styles .... 3 hours
THEA 4101 Theatre Concepts.. 3 hours
THEA 4511 World Theatre .... 3 hours
THEA 4500 Capstone Project... 3 hours
One of the following:... 3 hours
      THEA 4102 Lighting Design .... 3 hours
      THEA 4103 Set Design .... 3 hours
      THEA 4104 Costume Design .... 3 hours

Internship Requirement .... 3-9 hours
THEA 3901 Practicum/Internship

Upper Division Major Electives .... 12-21 hours
THEA 3101 Theatre, Cinema, and Society... 3 hours
THEA 3900 Directing Project .... 3 hours
THEA 3990 Play Development II .... 3 hours
THEA 4520 African-American Theatre .... 3 hours
THEA 4530 Music Theatre .... 3 hours
THEA 4800 Selected Topics .... 3 hours
THEA 4901 Theatre Collaboration .... 3 hours
Choose one or both not taken above:
      THEA 4102 Lighting Design .... 3 hours
      THEA 4103 Set Design .... 3 hours
      THEA 4104 Costume Design .... 3 hours

Upper Division Major Related Courses .... 9-27 hours
ART 3101 The Visual Arts and Society .... 3 hours
ART 3401 American Art Visions .... 3 hours
CMS 3500 Writing and Editing for Mass Media .... 3 hours
CMS 3502 New Media Design .... 3 hours
CMS 3810 Women and Popular Culture .... 3 hours
CMS 4310 Film Analysis and Criticism .... 3 hours
CMS 4320 Women and Film .... 3 hours
CMS 4410 Digital Video Production .... 3 hours
CMS 4810 Women and the Arts .... 3 hours
ENGL 3101 Literature and Society .... 3 hours
ENGL 3150 Shakespeare.. 3 hours
ENGL 3800 Introduction to Creative Writing .... 3 hours
ENGL 4011 Critical Theory .... 3 hours
ENGL 4210 Renaissance Literature .... 3 hours
ENGL 4220 Restoration and Neoclassical Literature .... 3 hours
ENGL 4250 Modern British Literature.. 3 hours
HIST 4003 Women's History .... 3 hours
HIST 4100 Origins of the Western World .... 3 hours
HIST 4250 History of World Religions .... 3 hours

HUMN 3101 The Humanities, the Arts, and Society .... 3 hours
HUMN 3102 International Arts and Culture .... 3 hours
PHIL 3101 Philosophy and Society .... 3 hours
PHIL 3701 Contemporary Philosophy .... 3 hours
PSYC 3350 Abnormal Psychology .... 3 hours

Guided Electives.. 0-18 hours
     THEA majors may select appropriate electives in consultation
with their advisor. All courses applied to this area must be courses
offered by departments or programs within the College of Arts & Sciences.
While some lower division courses may be used to satisfy requirements in the
upper division, a maximum of 18 lower division hours can be used in the upper
division.

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

Bachelor of Arts in Theatre
Suggested Degree Program Sequence

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

FRESHMAN YEAR					
First Semester			**Second Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	COMM 1001*	Presentational Speaking	1
MATH 1101	Intro to Math Modeling	3	COMM 1002*	Presentation Applications	1
HIST 2111	US History to 1877		POLI 1101*	American Government	3
Or HIST 2112	US Since Reconstruction	3	THEA 1990*	Play Development I	3
THEA 1100*	Intro to Theatre	3	THEA 1880*	Intro to Acting	3
Total		**15**	**Total**		**14**

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

JUNIOR YEAR

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

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

Minor Program in Philosophy

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

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

PHILOSOPHY MINOR PROGRAM REQUIREMENTS

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

Upper Division Courses (Choose at least three from the following): .... **9-12 hours**

PHIL 3200 – Ancient Philosophy .... 3 hours
PHIL 3400 – Medieval Philosophy .... 3 hours
PHIL 3600 - Modern Philosophy .... 3 hours
PHIL 3800 - Contemporary Philosophy .... 3 hours
PHIL 4200 – Philosophy of World Religions .... 3 hours
PHIL 4400 – Philosophy of Culture .... 3 hours
PHIL 4600 – Logic & Philosophy .... 3 hours
PHIL 4900 - Directed Study in Philosophy .... 3 hours

Total Program Requirements .... 18 hours

Minor in Women's Studies

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

To fulfill a minor in WST at CSU, students must complete 18 hours of WST coursework. There are 2 required courses for the WST minor, WST 2500 and WST 3500, and students will take an additional 12 hours WST courses drawn from the list below.

Required Courses for WST Minor .... 6 hours
WST 2500 Introduction to Women's Studies   3 hours
WST 3500 Feminist Theory   3 hours

Upper Division WST Electives... 12 hours
WST/CMS 3020 Research and Methods.. 3 hours
ENGL 3300 Women and Literature .... 3 hours
POLS 3382 Women and Politics .... 3 hours
HLTH 3401 Contemporary Women's Health .... 3 hours
HLTH 3501 Aids Epidemic .... 3 hours
CMS 3810 Women and Popular Culture .... 3 hours
HIST 4003 Women in U.S. History .... 3 hours
PSYC 4110 Psychology of Gender and Sexuality .... 3 hours
CMS 4320 Women and Film.. 3 hours
MGMT 4800 Women in Leadership... 3 hours
WST 4800 Special Topics in Women's Studies.. 3 hours
ENGL 4810 Special Topics in Women and Literature .... 3 hours
CMS 4810 Women and the Arts... 3 hours

Total WST Minor Requirements .... 18 hours

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

Department of Language and Literature

ADMINISTRATIVE OFFICER

Susan M. Hunter, *Department Head*

FACULTY

Brigitte F. Byrd, *English*
Debra F. Durden, *English*
Gregory James Flail, *English*
Jose I. Gonzalez, *Spanish*
Susan C. Henry, *English*
Susan Rashid Horn, *English*
Susan M. Hunter*, English*
Joe Johnson, *French*
Gwendolyn Jones, *English*
Kimberly Thompson Macaure, *English*
Gregory V. McNamara*, English*
Henrietta C. Miller, *English*
Christina M. Parish*, English*
Kathryn J. Pratt, *English*
LaJuan E. Simpson*, English*
Kimberly Thompson, *English*
Ted S. Walkup, *English*
John M. Warwick, *English*

MISSION AND GOALS

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

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the *Cygnet* literary/arts magazine and a number of departmental student award competitions. In addition, the Language and Literature Department houses the Alpha Nu Xi chapter of Sigma Tau Delta, the International English Honor Society.

Bachelor of Arts in English

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

BACHELOR OF ARTS IN ENGLISH DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
International Languages .... 0-9 hours
    Competence in a language other than English through the
    intermediate level (e.g., SPAN 2002) is required, here, in
    Areas B and/or C, or by competency assessment (i.e.,
    CLEP).
World Literature .... 3-6 hours
    Select from: ENGL 2111, ENGL 2112
British Literature Courses .... 3-6 hours
    ENGL 2121, ENGL 2122
American Literature Courses .... 3-6 hours
    ENGL 2131, ENGL 2132
Elective Courses.. 0-3 hours
    Select from: ART 2301, ART 2302, CMS 2100, COMM
    1001, COMM 1002, COMM 1110, ENGL 2111, ENGL
    2112, ENGL 2130, FREN 2001, FREN 2002, FREN 2001,
    FREN 2002, HIST 1111, HIST 1112, HIST 2111, HIST
    2112, JOUR 1011, JOUR 1012, MUSC 2101, MUSC
    2301, PHIL 2201, PHIL 2401, PSYC 1101, SOCI 1101,
    SOSC 2501, SPAN 2001, SPAN 2002, THEA 1100, THEA
    1880, THEA 1990, THEA 2880, THEA 2900

Upper Division English Core Requirements .... **12 hours**
ENGL 3100 Introduction to English Studies .... 3 hours
ENGL 4011 Critical Theory.. 3 hours
ENGL 4700 Senior Thesis.. 3 hours
Any course listed below in the Writing Emphasis that was not
applied in that area .... 3 hours

Upper Division Emphasis Requirements .... **51 hours**
Writing Emphasis: Core Requirements .... 15 hours
    ENGL 3210 Advanced Grammar... 3 hours
    ENGL 3212 Advanced Composition.. 3 hours
    ENGL 3600 Careers in Writing .... 3 hours
    ENGL 3700 Response to Writing .... 3 hours
    ENGL 3800 Introduction to Creative Writing...................................... 3 hours
    ENGL 3900 Professional and Technical Writing................................ 3 hours
    ENGL 3910 Professional Editing .... 3 hours
    ENGL 4000 English Internship (May be repeated) .... 3 hours
    ENGL 4300 Advanced Poetry Writing .... 3 hours
    ENGL 4301 Advanced Prose Writing .... 3 hours
Writing Emphasis: English Electives... 24 hours
    Select from:
    ENGL 3150 Shakespeare.. 3 hours
    ENGL 3200 History of the English Language .... 3 hours
    ENGL 3300 Women and Literature .... 3 hours
    ENGL 3410 African American Literature I .... 3 hours
    ENGL 3420 African American Literature II .... 3 hours
    ENGL 3501 Multicultural Literature .... 3 hours
    ENGL 3620 Postcolonial Literature .... 3 hours
    ENGL 4100 American Federal and Colonial Literature .... 3 hours
    ENGL 4110 American Romanticism.. 3 hours
    ENGL 4120 American Realism and Naturalism................................... 3 hours
    ENGL 4130 Southern Literature .... 3 hours
    ENGL 4140 Modern American Literature .... 3 hours

ENGL 4150 Contemporary American Literature.................................. 3 hours
ENGL 4200 Medieval Literature .... 3 hours
ENGL 4210 Renaissance Literature .... 3 hours
ENGL 4220 Restoration and Neoclassical Literature .... 3 hours
ENGL 4241 Romantic Literature .... 3 hours
ENGL 4242 Victorian Literature... 3 hours
ENGL 4250 Modern British Literature .... 3 hours
ENGL 4610 Modern Poetry .... 3 hours
ENGL 4630 The Short Story .... 3 hours
ENGL 4800 Selected Topics in English
   (may be repeated when topics vary).. 3 hours
ENGL 4810 Special Topics in Women's Literature
   (may be repeated with permission) .... 3 hours
ENGL 4900 Directed Research
   (may be repeated with permission) .... 3 hours
Writing Emphasis: Guided Electives .... 9 hours
   Courses applied to guided electives must be relevant to the student's educational or career goals, must be offered by the College of Arts and Sciences, and must be approved by the student's advisor or by the Head of the Department of Language and Literature. These must be 3000-level or 4000-level courses, prefixes other than ENGL, e.g., HIST or CMS. Lower-division credit may be applied (with courses in a second language being especially encouraged).
Literature Emphasis: Cultural Studies .... 3 hours
   Select from:
   ENGL 3300 Women and Literature .... 3 hours
   ENGL 3410 African American Literature I .... 3 hours
   ENGL 3420 African American Literature II .... 3 hours
   ENGL 3501 Multicultural Literature .... 3 hours
   ENGL 3620 Postcolonial Literature .... 3 hours
Literature Emphasis: British Literature before 1660 .... 3 hours
   Select from:
   ENGL 3150 Shakespeare.. 3 hours
   ENGL 3200 History of the English Language .... 3 hours
   ENGL 4200 Medieval Literature .... 3 hours
   ENGL 4210 Renaissance Literature.. 3 hours
Literature Emphasis: British Literature after 1660 .... 3 hours
   ENGL 4220 Restoration and Neoclassical Literature .... 3 hours
   ENGL 4241 Romantic Literature .... 3 hours
   ENGL 4242 Victorian Literature.. 3 hours
   ENGL 4250 Modern British Literature .... 3 hours
Literature Emphasis: American Literature before1850 .... 3 hours
   ENGL 4100 Federal and Colonial Literature....................................... 3 hours
   ENGL 4110 American Romanticism.. 3 hours
   ENGL 3410 May also be applied here (if not applied to the Cultural Studies)requirement above.)
Literature Emphasis: American Literature after 1850 .... 3 hours
   ENGL 4120 American Realism and Naturalism.................................. 3 hours
   ENGL 4130 Southern Literature .... 3 hours
   ENGL 4140 Modern American Literature .... 3 hours
   ENGL 4150 Contemporary American Literature.................................. 3 hours
   (ENGL 3420 and ENGL 3500 may also be applied here, if not applied to the Cultural Studies requirement above.)

Literature Emphasis: English Electives .... 24 hours
    ENGL 3210 Advanced Grammar .... 3 hours
    ENGL 3212 Advanced Composition.. 3 hours
    ENGL 3600 Careers in Writing .... 3 hours
    ENGL 3700 Response to Writing .... 3 hours
    ENGL 3800 Introduction to Creative Writing...................................... 3 hours
    ENGL 3900 Professional and Technical Writing................................. 3 hours
    ENGL 3910 Professional Editing .... 3 hours
    ENGL 4000 English Internship (may be repeated once) .... 3 hours
    ENGL 4300 Advanced Poetry Writing .... 3 hours
    ENGL 4301 Advanced Prose Writing .... 3 hours
    ENGL 4610 Modern Poetry .... 3 hours
    ENGL 4630 The Short Story... 3 hours
    ENGL 4800 Selected Topics in English
      (may be repeated when topics vary) .... 3 hours
    ENGL 4810 Special Topics in Women's Literature
      (may be repeated with permission) .... 3 hours
    ENGL 4900 Directed Research
      (may be repeated with permission) .... 3 hours
Literature Emphasis: Guided Electives .... 9 hours
    Courses applied to guided electives must be relevant to
    the student's educational or career goals, must be offered
    by the College of Arts and Sciences, and must be
    approved by the student's advisor or by the Head of the
    Department of Language and Literature. These must be
    3000-level or 4000-level courses, and two must have
    prefixes other than ENGL, e.g., HIST or CMS. Lower-
    division credit may be applied (with courses in a second
    language being especially encouraged).
Total Degree Requirements.. **120 hours**

BACHELOR OF ARTS IN ENGLISH - WRITING EMPHASIS SUGGESTED DEGREE PROGRAM SEQUENCE

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

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

SOPHOMORE YEAR	
First Semester	*Second Semester*

Course	Title	Hours	Course	Title	Hours
SPAN 2001	Intermediate Spanish I	3	SPAN 2002	Intermediate Spanish II	3
HIST 2111	US History to 1877		CMS 2100*	Introduction to Film	3
Or HIST 2112	US Since Reconstruction	3	BIOL 1112	Introductory Biology II	3
ENGL 2111	World Literature I	3	ENGL 2121	British Literature I	3
BIOL 1111	Introductory Biology I	3	ENGL 2131	American Literature	3
BIOL 1111L	Intro to Biology Laboratory	1			
MATH 1231	Introductory Statistics	3			
Total		**16**	**Total**		**15**

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

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

Minor Program in English

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

ENGLISH MINOR PROGRAM REQUIREMENTS

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

Upper Division Electives .... **12 hours**
Literature Emphasis .... 9-12 hours
Select from Literature Courses (9 – 12 hours)

ENGL 3150, ENGL 3200, ENGL 3300, ENGL 3410, ENGL
3420, ENGL 3501, ENGL 3620, ENGL 4000, ENGL 4011,
ENGL 4100, ENGL 4110, ENGL 4120, ENGL 4130, ENGL
4140, ENGL 4150, ENGL 4200, ENGL 4210, ENGL 4220,
ENGL 4241, ENGL 4242, ENGL 4250, ENGL 4610, ENGL
4630, ENGL 4800, ENGL 4810

Select from Writing Courses (0 – 3 hours)
ENGL 3210, ENGL 3212, ENGL 3600, ENGL 3700, ENGL
3800, ENGL 3900, ENGL 3910, ENGL 4300, ENGL 4301

Writing Emphasis.. 9-12 hours

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

Select from Literature Courses (0 – 3 hours)
ENGL 3150, ENGL 3200, ENGL 3410, ENGL 3420, ENGL
3501, ENGL 3620, ENGL 4000, ENGL 4011, ENGL 4100,
ENGL 4110, ENGL 4114, ENGL 4120, ENGL 4130, ENGL
4140, ENGL 4150, ENGL 4200, ENGL 4210, ENGL 4220,
ENGL 4241, ENGL 4242, ENGL 4250, ENGL 4610, ENGL
4630, ENGL 4800, ENGL 4810

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

Department of Music

ADMINISTRATIVE OFFICER

Douglas Wheeler, *Department Head*

FACULTY

Shaun M. Amos, *Choral Music*
Christopher A. Arrell, *Composition/Theory*
Sharyn L. Battersby, *Music Education*
Patrick K. Carney, *Music*
Gina L. Harvey, Music
Michiko Otaki, *Piano*
Douglas Wheeler, *Music History/Percussion*
Kurt-Alexander N. Zeller, *Vocal Music, Opera*

MISSION AND GOALS

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

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

HONOR SOCIETIES AND CLUBS

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

ADMISSION AND READMISSION REQUIREMENTS

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

Bachelor of Arts in Music

BACHELOR OF ARTS IN MUSIC DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
MUSC 1001 Introduction to Music Theory or MUSC 1011
     Music Theory I .... 3 hours
MUSC 1012 Music Theory II.. 3 hours
MUSC 1111 Aural Skills I .... 1 hour
MUSC 1112 Aural Skills II .... 1 hour
MUSC 1710 Major Ensemble .... 4 hours
MUSC 2500 Applied Music... 6 hours

Major Area Requirements .... **25 hours**
MUSC 0890 Recital Attendance ....4 semesters (0 hours)
MUSC 2011 Music Theory III.. 3 hours
MUSC 2012 Music Theory IV .... 3 hours
MUSC 2111 Aural Skills III .... 1 hour
MUSC 2112 Aural Skills IV... 1 hour
MUSC 2500 Applied Music... 2 hours
MUSC 2611 Music History I... 3 hours
MUSC 3612 Music History II.. 3 hours
MUSC 3613 Music History III... 3 hours
MUSC 3220 Introduction to Music Technology.. 3 hours
MUSC 3820 Improvisation.. 1 hour
MUSC 3410, 3510, 3530, 3540, 3550, 3560 Ensemble .... 2 hours
MUSC 4990 Music Capstone .... 0 hours

Upper Division Major Electives .... **9 hours**
Select from among:
MUSC 3070 Counterpoint .... 3 hours
MUSC 3080 Scoring and Arranging .... 3 hours
MUSC 3101 History of Jazz... 3 hours
MUSC 3410 Major Ensembles .... 1 hour
MUSC 3430 Conducting... 2 hours
MUSC 3500 Applied Music... 2 hours
MUSC 3510 Chamber Ensembles.. 1 hour
MUSC 3530 Opera Production... 1 hour
MUSC 3540 Musical Theater.. 1 hour
MUSC 3550 Accompanying .... 1 hour
MUSC 3560 Chamber Choir... 1 hour
MUSC 3711-3712 Art Song Literature I-II... 2 hours
MUSC 3750 Choral Literature .... 3 hours
MUSC 3760 Orchestral Literature .... 3 hours
MUSC 3770 Chamber Music Literature.. 3 hours
MUSC 3780 Organ Literature .... 3 hours
MUSC 3790 Guitar Literature .... 3 hours
MUSC 3811 Piano Literature I.. 2 hours
MUSC 3812 Piano Literature II... 2 hours
MUSC 3970 Form and Analysis .... 3 hours
MUSC 4160 Music Business .... 3 hours
MUSC 4700 Vocal Pedagogy... 3 hours
MUSC 4710 Piano Pedagogy... 3 hours

Non-Music Electives.. **9 hours**
Students will select from any non-music courses beyond Areas
A-E with the exception of 1000- and 2000-level PHED, WLAB,
or courses identified in the catalog as career or institutional
credit courses. The following are strongly recommended:
ART 3101 The Visual Arts and Society .... 3 hours
ART 3401 American Art Vision... 3 hours
ENGL 3101 Literature and Society.. 3 hours
ENGL 4011 Literary World .... 3 hours
ENGL 4113 Themes in World Literature.................................... 3 hours
HUMN 3102 International Arts and Culture .... 3 hours
THEA 3101 Theater, Cinema and Society................................. 3 hours

Guided Electives...**17 hours**
In consultation with their academic advisor, students may
choose music or non-music courses for the guided elective
component of the degree, provided that at least 39 total credit
hours are at the 3000-4000 level.

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

Other Program-Specific Graduation Requirements

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

BACHELOR OF ARTS IN MUSIC SUGGESTED DEGREE PROGRAM SEQUENCE

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

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

ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	COMM 1001	Presentational Speaking	1
MATH 1101	Intro to Math Modeling	3	COMM 1002	Presentation Applications	1
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
Total		*17*	*Total*		*13*

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

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

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

Bachelor of Music

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

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

Lower Division Major Core Requirements (Core Curriculum Area F)18 hours
MUSC 1001 Introduction to Music Theory
    or MUSC 1011 Music Theory I.. 3 hours
MUSC 1012 Music Theory II.. 3 hours
MUSC 1111 Aural Skills I .... 1 hour
MUSC 1112 Aural Skills II .... 1 hour
MUSC 1710 Major Ensemble .... 4 hours
MUSC 2011 Music Theory III... 3 hours
MUSC 2012 Music Theory IV .... 3 hours

Music Requirements: .... **5 hours**
MUSC 2111 Aural Skills III .... 1 hour
MUSC 2112 Aural Skills IV .... 1 hour
MUSC 3820 Improvisation.. 1 hour
MUSC 3430 Conducting .... 2 hours

Music History Requirements: .... **9 hours**
MUSC 2611 Music History I.. 3 hours
MUSC 3612 Music History II... 3 hours
MUSC 3613 Music History III.. 3 hours

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

PERFORMANCE CONCENTRATION:

See above for Area A-E and Major Requirements.

Performance Concentration Requirements... **30 hours**
MUSC 0890 Recital Attendance ....6 semesters (0 hours)
MUSC 1710 or MUSC 3410 Major Ensemble.. 4 hours
MUSC 2500 or MUSC 4500 Applied Music .... 16 hours
MUSC 3220 Introduction to Music Technology.. 3 hours
MUSC 3970 Form and Analysis .... 3 hours
MUSC 3890 Junior Recital .... 0 hours
MUSC 4890 Senior Recital... 0 hours
    To be chosen from:
MUSC 3510, 3530, 3540, 3560 Ensemble .... 4 hours

Performance Concentration Electives... **5 hours**
Select from among:
MUSC 2911-2912 Jazz Theory I-II .... 2 hours

MUSC 3070 Counterpoint .... 3 hours
MUSC 3080 Scoring and Arranging .... 3 hours
MUSC 4160 Music Business .... 3 hours
MUSC 4180 Advanced Scoring and Arranging........................... 2 hours
MUSC 4430 Advanced Conducting .... 2 hours

Advanced Performance Requirements... **12 hours**
Select all 12 hours from one of the following areas:
Vocal Performance
    MUSC 1761 Diction I.. 1 hour
    MUSC 2762 Diction II... 1 hour
    MUSC 2763 Diction III.. 1 hour
    MUSC 3711 Art Song Literature I... 2 hours
    MUSC 3712 Art Song Literature II.. 2 hours
    MUSC 4700 Vocal Pedagogy.. 3 hours
    MUSC electives... 2 hours
Piano Performance
    MUSC 2151 Intermediate Piano Skills I .... 1 hour
    MUSC 2152 Intermediate Piano Skills II .... 1 hour
    MUSC 3150 Advanced Piano Skills .... 2 hours
    MUSC 3811 Piano Literature I.. 2 hours
    MUSC 3812 Piano Literature II... 2 hours
    MUSC 4710 Piano Pedagogy... 3 hours
    MUSC Electives .... 1 hour
Organ Performance
    MUSC 2151 Intermediate Piano Skills I .... 1 hour
    MUSC 2152 Intermediate Piano Skills II .... 1 hour
    MUSC 3150 Advanced Piano Skills .... 2 hours
    MUSC 3780 Organ Literature... 3 hours
    MUSC Electives .... 5 hours
Orchestral Instruments, Guitar
    Choose two of the following three courses:
    MUSC 3760 Orchestral Literature .... 3 hours
    MUSC 3770 Chamber Music Literature............................... 3 hours
    MUSC 3790 Guitar Literature .... 3 hours
    MUSC Electives .... 6 hours

Performance Concentration Free Electives .... **3 hours**
May be music or non-music courses with the exception of
1000- and 2000-level PHED, WLAB, or courses identified in
the catalog as career or institutional credit courses.

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

COMPOSITION CONCENTRATION:

See above for Area A-E and Major Requirements.

Composition Concentration Requirements.. **42 hours**
MUSC 0890 Recital Attendance ....6 semesters (0 hours)
MUSC 1601 Composition I .... 1 hour
MUSC 1602 Composition II .... 1 hour
MUSC 1710 or MUSC 3410 Major Ensemble........................... 2 hours
MUSC 2151 Intermediate Piano Skills I..................................... 1 hour

MUSC 2152 Intermediate Piano Skills II.. 1 hour
MUSC 2400 or MUSC 4400 Applied Music .... 6 hours
MUSC 2500 Applied Music.. 4 hours
MUSC 3070 Counterpoint .... 3 hours
MUSC 3080 Scoring and Arranging .... 3 hours
MUSC 3220 Introduction to Music Technology... 3 hours
MUSC 3410, 3510, 3530, 3540, 3550, 3560 Ensemble .... 2 hours
MUSC 3970 Form and Analysis .... 3 hours
MUSC 4180 Advanced Scoring and Arranging... 2 hours
MUSC 4220 Techniques in Electroacoustic Composition.......................... 2 hours
MUSC 4600 Advanced Composition .... 8 hours
MUSC 4890 Senior Recital.. 0 hours

Composition Concentration Electives.. **5 hours**
Select from among:
MUSC 2911-2912 Jazz Theory I-II .... 2 hours
MUSC 3150 Advanced Piano Skills... 2 hours
MUSC 3510 Chamber Ensembles.. 1 hour
MUSC 3530 Opera Production... 1 hour
MUSC 3540 Musical Theater... 1 hour
MUSC 3550 Accompanying .... 1 hour
MUSC 3560 Chamber Choir... 1 hour
MUSC 3711 Art Song Literature I.. 2 hours
MUSC 3712 Art Song Literature II... 2 hours
MUSC 3760 Orchestral Literature .... 3 hours
MUSC 3770 Chamber Music Literature... 3 hours
MUSC 3811 Piano Literature I... 2 hours
MUSC 3812 Piano Literature II.. 2 hours
MUSC 4160 Music Business .... 3 hours
MUSC 4430 Advanced Conducting .... 2 hours

Composition Concentration Free Electives .... **3 hours**
May be music or non-music courses with the exception of
1000- and 2000-level PHED, WLAB, or courses identified in
the catalog as career or institutional credit courses.

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

MUSIC EDUCATION CONCENTRATION:

See above for Area A-E and Major Requirements.

Music Education Concentration Requirements................................. **46 hours**
MUSC 0890 Recital Attendance ....7 semesters (0 hours)
MUSC 2151 Intermediate Piano Skills I.. 1 hour
MUSC 2152 Intermediate Piano Skills II.. 1 hour
MUSC 2400 and 4400 Applied Music.. 7 hours
MUSC 2900 Introduction to Music Education and Technology................... 2 hours
MUSC 3080 Scoring and Arranging .... 3 hours
MUSC 3410 Major Ensemble .... 3 hours
MUSC 3430 Conducting.. 2 hours
MUSC 3910 Elementary Music Methods... 3 hours
MUSC 4430 Advanced Conducting .... 2 hours
MUSC 4930 Student Teaching... 12 hours

EDUC 2110 Investigating Critical & Contemporary Issues in Education .... 3 hours
EDUC 2120 Exploring Socio Cultural Perspectives on Diversity .... 3 hours
EDUC 2120 Exploring Teaching & Learning .... 3 hours

Select one of the following areas:.. 10 hours

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

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

Music Education (Voice/General Music) Total Requirements .... **130 hours**

Other Program-Specific Graduation Requirements

1. MUSC 2301 Introduction to World Music must be taken as an elective if not taken in Area C of the Core Curriculum.
2. All music courses in the major must be completed with a grade of *C* or better.
3. To graduate with a B.M. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance, including senior recital, and must attend performances and forums.
4. Students must pass the Bachelor of Music Qualifying Examination (usually at the end of the sophomore year) in order to enroll in many upper division courses and to continue in the program.
5. Additional information related to the music program is located in the Music Department Student Handbook.

BACHELOR OF MUSIC IN PERFORMANCE SUGGESTED DEGREE PROGRAM SEQUENCE

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

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	Title	Hours	Course	Title	Hours

MUSC 1011	Music Theory I	3	MUSC 1012*	Music Theory II	3
MUSC 1111*	Aural Skills I	1	MUSC 1112*	Aural Skills II	1
MUSC 1151	Class Piano I		MUSC 1152	Class Piano II	
Or MUSC 2151	Inter Piano Skills I	1	*Or* MUSC 2152	Inter Piano Skills II	1
MUSC 1710*	Major Ensemble	1	MUSC 1710*	Major Ensemble	1
MUSC 2500*	Applied Music	2	MUSC 2500*	Applied Music	2
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
MATH 1101	Intro to Math Modeling	3	FREN 1002	Elementary French II	3
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
HIST 2111	US History to 1877	3	MUSC 1761	Diction I (Voice majors)	1
			CRIT 1101*	Critical Thinking	3
Total		**17**	**Total**		**17-18**

SOPHOMORE YEAR

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

JUNIOR YEAR

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

SENIOR YEAR

First Semester	*Second Semester*

Course	Title	Hours	Course	Title	Hours
MUSC 3410*	Major Ensemble	1	MUSC 3410*	Major Ensemble	1
MUSC 4500*	Applied Music	2	MUSC 4500*	Applied Music	2
	Adv Perf Requirements	2		Adv Perf Requirements	4
MUSC 3430*	Conducting	2	MUSC *	Required Ensemble	1
MUSC *	Required Ensemble	1	MUSC 4890*	Senior Recital	0
SCI 1901	Selected Topics in Science	3	MUSC	Major Electives	2
MUSC	Major Electives	3		Free Electives	3
Total		**14**	**Total**		**13**

BACHELOR OF MUSIC IN COMPOSITION SUGGESTED DEGREE PROGRAM SEQUENCE

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

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

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	Title	Hours	Course	Title	Hours
MUSC 1601*	Composition I	1	MUSC 1602*	Composition II	1
MUSC 2011*	Music Theory III	3	MUSC 2012*	Music Theory IV	3
MUSC 2111*	Aural Skills III	1	MUSC 2112*	Aural Skills IV	1
MUSC 1710*	Major Ensemble	1	MUSC 1710*	Major Ensemble	1
MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
MUSC 2301*	Introduction to World Music	3	MUSC 2611*	Music History I	3
PSYC 1101	Intro General Psychology	3	MATH 1101	Intro to Math Modeling	3
HIST 1111	Pre-Modern World History	3	POLS 1101*	American Government	3

Course	Title	Hours	Course	Title	Hours
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
MUSC 2151	Intermediate Piano Skills I	1	MUSC 2152	Intermediate Piano Skills II	1
Total		*17*	*Total*		*17*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 0890	Recital Attendance	0	MUSC 0890	Recital Attendance	0
MUSC 3612*	Music History II	3	MUSC 3613*	Music History III	3
MUSC 3070* or 3080	Counterpoint Scoring and Arranging	3	MUSC 4220* or 4180	Tech Electroacoustic Comp Advanced Scor and Arr.	2
MUSC 3220*	Music Technology	3	MUSC 4400	Applied Music	1
MUSC 4400	Applied Music	1	MUSC 4600*	Advanced Composition	2
MUSC 4600*	Advanced Composition	2	MUSC 3970*	Form and Analysis	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Laboratory	1	MUSC 3410	Major Ensemble	1
MUSC 3410	Major Ensemble	1			
Total		*17*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 3080* or 3070	Scoring and Arranging Counterpoint	3	MUSC 4180* or 4220	Adv Scoring and Arranging Tech Electroacoustic Comp	2
	MUSC Elective	2	MUSC 4400	Applied Music	1
MUSC 4400	Applied Music	1		MUSC Ensemble	1
	MUSC Ensemble	1		MUSC Elective	3
MUSC 3430*	Conducting	2	MUSC 4890*	Senior Recital	0
MUSC 4600*	Advanced Composition	2	MUSC 4600*	Advanced Composition	2
MUSC 3820*	Improvisation	1		Free Electives	3
ENGL 2111	World Literature I	3			
Total		*15*	*Total*		*12*

BACHELOR OF MUSIC IN MUSIC EDUCATION SUGGESTED DEGREE PROGRAM SEQUENCE (Voice/General Music)

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

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 1011	Music Theory I	3	MUSC 1012*	Music Theory II	3
MUSC 1111*	Aural Skills I	1	MUSC 1112*	Aural Skills II	1

MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	MATH 1101	Intro to Math Modeling	3
POLS 1101*	American Government	3	BIOL 1111	Introductory Biology I	3
COMM 1001	Presentational Speaking	1	BIOL 1111L	Intro to Biology Laboratory	1
COMM 1002	Presentation Applications	1	MUSC 0890*	Recital Attendance	0
MUSC 0890*	Recital Attendance	0	MUSC 1710*	Major Ensemble	1
MUSC 1710*	Major Ensemble	1			
Total		*17*	*Total*		*16*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 2011*	Music Theory III	3	MUSC 2012*	Music Theory IV	3
MUSC 2111*	Aural Skills III	1	MUSC 2112*	Aural Skills IV	1
MUSC 1710*	Major Ensemble	1	MUSC 1710*	Major Ensemble	1
MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
EDUC 2110*	Invest Contemp Issues Ed	3	MUSC 2611*	Music History I	3
PSYC 1101	Intro General Psychology	3	MUSC 1761*	Diction I	1
BIOL 1112	Introductory Biology II	3	MUSC 2152*	Inter Piano Skills II	1
MUSC 2151*	Inter Piano Skills I	1	EDUC 2120*	Explor Soc Cul Diversity	2
MUSC 0890*	Recital Attendance	0	EDUC 3030*	Exploring the Excep. Learner	3
MUSC 2900*	Intro to Music Education	2	MUSC 0890*	Recital Attendance	0
Total		*18*	*Total*		*17*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 3612*	Music History II	3	MUSC 3613*	Music History III	3
MUSC 3410*	Major Ensemble	1	MUSC 3410*	Major Ensemble	1
MUSC 3430*	Conducting	2	MUSC 3911	Sec. Gen. Music Methods	1
MUSC 4400*	Applied Music	1	MUSC 4430*	Advanced Conducting	2
MUSC 3910*	Elementary Music Methods	3	MUSC 4400*	Applied Music	1
MATH 1231	Introductory Statistics	3	MUSC 3921*	Str, WW, Brass, Perc Meth	2
MUSC 3080*	Scoring and Arranging	3	MUSC 0890*	Recital Attendance	0
MUSC 0890*	Recital Attendance	0	HIST 1111	Pre-Modern World History	3
MUSC 2762*	Diction II	1	ENGL 2111	World Literature I	3
Total		*17*	*Total*		*16*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 0890*	Recital Attendance	0			

MUSC 3410*	Major Ensemble	1	MUSC 4930*	Student Teaching	12
MUSC 4700*	Vocal Pedagogy	3			
MUSC 4910*	Choral Methods & Lit	2			
MUSC 3820*	Improvisation	1			
MUSC 2301*	Introduction to World Music	3			
HIST 2111	US History to 1877				
Or HIST 2112	US Since Reconstruction	3			
MUSC 4400*	Applied Music	1			
EDUC 2130*	Explor Teach and Learn	3			
Total		*17*	*Total*		*12*

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

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

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 1011*	Music Theory I	3	MUSC 1012*	Music Theory II	3
MUSC 1111*	Aural Skills I	1	MUSC 1112*	Aural Skills II	1
MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	MATH 1101	Intro to Math Modeling	3
POLS 1101*	American Government	3	BIOL 1111	Introductory Biology I	3
COMM 1001	Presentational Speaking	1	BIOL 1111L	Intro to Biology Laboratory	1
COMM 1002	Presentation Applications	1	MUSC 0890*	Recital Attendance	0
MUSC 0890*	Recital Attendance	0	MUSC 1710*	Major Ensemble	1
MUSC 1710*	Major Ensemble	1	MUSC 1310*	Class Voice	1
Total		*17*	*Total*		*17*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 2011*	Music Theory III	3	MUSC 2012*	Music Theory IV	3
MUSC 2111*	Aural Skills III	1	MUSC 2112*	Aural Skills IV	1
MUSC 1710*	Major Ensemble	1	MUSC 1710*	Major Ensemble	1
MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
EDUC 2110*	Invest Contemp Issues Ed	3	MUSC 2611*	Music History I	3
PSYC 1101	Intro General Psychology	3	MUSC 0890*	Recital Attendance	0
BIOL 1112	Introductory Biology II	3	MUSC 2152*	Inter Piano Skills II	1

Course	Title	Hours	Course	Title	Hours
MUSC 2151*	Inter Piano Skills I	1	MATH 1231	Intro Statistics	3
MUSC 0890*	Recital Attendance	0	EDUC 3030*	Exploring the Excep. Learner	3
MUSC 2900*	Intro to Music Education	2			
Total		*18*	*Total*		*16*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MUSC 3612*	Music History II	3	MUSC 3613*	Music History III	3
MUSC 3410*	Major Ensemble	1	MUSC 3410*	Major Ensemble	1
MUSC 3430*	Conducting	2	MUSC 3450*	String Meth and Mat	1
MUSC 4400*	Applied Music	1	MUSC 4430*	Advanced Conducting	2
MUSC 3910*	Elementary Music Methods	3	MUSC 4400*	Applied Music	1
MUSC 3453	Woodwind Methods	2	MUSC 4922	Inst. Met Ele School	1
MUSC 3080*	Scoring and Arranging	3	MUSC 0890*	Recital Attendance	0
MUSC 0890*	Recital Attendance	0	EDUC 2120	Explor Soc Cultural Diversity	3
MUSC 3452*	Percussion Meth and Mat	1	HIST 1111	Pre-Modern World History	3
			ENGL 2111	World Literature I	3
Total		*16*	*Total*		*18*

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

Minor in Music

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

Required Courses: .... 9 hours
MUSC 2011 Music Theory III... 3 hours
MUSC 2111 Aural Skills III .... 1 hour

MUSC 1500 Applied Music... 4 hours
MUSC 0890 Recital Attendance ....4 semesters (0 hours)
MUSC 1151 Class Piano .... 1 hour

   *Introduction to World Music ……….3 hours

Choose one:... **3 hours**
    MUSC 3612 Music History II .... 3 hours
    MUSC 3613 Music History III .... 3 hours

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

                                    TOTAL   **18 hours**

*can be taken in area C2

Additional information:

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

Department of Natural Sciences

ADMINISTRATIVE OFFICER

Michelle A. Furlong, *Department Head*

FACULTY

Harold R. Banke, *Science Education*
Jere A. Boudell, *Biology*
James R. Braun, *Chemistry*
Charmita Burch, *Chemistry*
Stephen C. Burnett, *Biology*
John G. Campbell, *Physics*
Caroline E. Clower, *Chemistry*
Joshua M. Dyer, *Physics*
Michelle A. Furlong, *Biology*
J. Yvette Gardner, *Biology*
Susan F. Hornbuckle, *Chemistry*
Jacqueline A. Jordan, *Biology*
Christopher H. Kodani, *Biology*
Tatiana A. Krivosheev, *Physics*
Paul D. Melvin III, *Biology*
Renee E. McFarlane, *Biology*
Barbara E. Musolf, *Biology*
Francine N. Norflus, *Biology*
Stelline Yvonne Pedoto, *Biology*
Shirley A. Stone, *Chemistry*
Patricia Todebush, *Chemistry*

MISSION AND GOALS

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

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

HONOR SOCIETIES AND CLUBS

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

Bachelor of Science in Biology

The Bachelor of Science (B.S.) degree in Biology has been designed in consultation with Georgia employers to fit present and emerging needs in the State of Georgia. The program features emphasis on areas in Biomedical Applications, preparation for graduate school, Pre-Veterinary Medicine, Forensic Science, Environmental Science, and Physical Therapy and Physicians Assistant Program Preparation.

BACHELOR OF SCIENCE IN BIOLOGY DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
BIOL 1107 Principles of Biology I .... 3 hours
BIOL 1107L Principles of Biology Laboratory I .... 1 hour
BIOL 1108 Principles of Biology II .... 3 hours
BIOL 1108L Principles of Biology Laboratory II .... 1 hour
BIOL 2500 Introductory Plant Biology... 2 hours
CHEM 2411 Organic Chemistry I .... 3 hours
CHEM 2411L Organic Chemistry Laboratory I .... 1 hour
CHEM 2412 Organic Chemistry II .... 3 hours
CHEM 2412L Organic Chemistry Laboratory II .... 1 hour

Upper Division Biology Major Core Requirements............................ **45 hours**
BIOL 3100 Biocomputing.. 3 hours
BIOL 3200 Cell Biology .... 3 hours
BIOL 3222 Internship and/or Cooperative Education or BIOL
    4222 Biology Research Practicum .... 3 hours
BIOL 3250 Introductory Microbiology .... 3 hours
BIOL 3250L Introductory Microbiology Laboratory .... 1 hour
BIOL 3380 Evolution and Population Biology .... 3 hours
BIOL 3500 Ecology... 3 hours
BIOL 3500L Ecology Laboratory …………………………………………….1 hour
BIOL 3650 Comparative Vertebrate Anatomy .... 3 hours
BIOL 3650L Comparative Vertebrate Anatomy Laboratory .... 1 hour
BIOL 4100 Animal Physiology ………………………….. .... 3 hours
BIOL 4201 Genetics .... 3 hours
BIOL 4202L Biotechnology Laboratory... 3 hours
BIOL 4500 Biology Seminar . ... 1 hour
BIOL 4999A or BIOL 4999B Student Evaluation .... 0 hours
CHEM 4202 Biochemistry I... 3 hours
PHYS 1111 Introductory Physics I .... 3 hours
PHYS 1111L Introductory Physics Laboratory I .... 1 hour
PHYS 1112 Introductory Physics II... 3 hours
PHYS 1112L Introductory Physics Laboratory II... 1 hour

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

Biology Emphasis Area Requirements... **15 hours**

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

Biomedical Applications... ≥**15 hours**
Select at least 15 credit hours from the following list.
    BIOL 3222 Internship and/or Cooperative Education[1]......................... 3 hours
    BIOL 3320 Invertebrate Zoology. .... 3 hours
    BIOL 4100L Animal Physiology Laboratory[2] .... 1 hour
    BIOL 4120 Neurobiology .... 3 hours
    BIOL 4160 Vertebrate Endocrinology .... 3 hours
    BIOL 4222 Biology Research Practicum[1] .... 3 hours
    BIOL 4325 Parasitology... 3 hours
    BIOL 4330 Developmental Biology... 3 hours
    BIOL 4420 Histology .... 3 hours
    BIOL 4450 Immunology .... 3 hours
    BIOL 4460 Virology . ... 3 hours
    BIOL 4500 Biology Seminar[1] .... 1 hour
    BIOL 4600 Medical Microbiology... 3 hours
    BIOL 4620 Applied and Environmental Microbiology .... 3 hours
    BIOL 4620L Applied and Environmental Microbiology Laboratory ...... 1 hours
    BIOL 4630 Mycology .... 3 hours
    BIOL 4930 Environmental Toxicology .... 3 hours
    CHEM 4203 Biochemistry II .... 3 hours
    CHEM 4205 Medicinal Chemistry.. 3 hours
    CHEM 4222 Chemistry Research Practicum .... 3 hours
    HSCI 4330 Nutrition . ... 3 hours
    MATH 1501 Calculus I ....4 or 1 hours*
    PHYS 3650 Modern Physics .... 3 hours
    PYSC 3350 Abnormal Psychology[7] .... 3 hours
    PYSC 4120 Physiological Psychology[7] .... 3 hours

    * If MATH 1501 is used in Area A, one hour of credit may be applied here.

Graduate School Preparation.. ≥**15 hours**
Select at least 15 credit hours from the following list. At least 4 hours must be at the 3000 or 4000 level.
    BIOL 3xxx or BIOL 4xxx Any upper level ....varies
    BIOL 4222 Biology Research Practicum[1] .... 3 hours
    BIOL 4500 Biology Seminar[1] .... 1 hour
    CHEM 4110 Environmental Chemistry. .... 3 hours
    CHEM 4203 Biochemistry II[4] ....3 hours**
    CHEM 4204 Forensic Chemistry[4]..3 hours**
    CHEM 4205 Medicinal Chemistry[4]. ....3 hours**
    CHEM 4222 Chemistry Research Praticum[4,5] ....3 hours**
    CSCI 1301 Computer Science I . ... 3 hours
    CSCI 1302 Computer Science II[3] .... 4 hours
    MATH 1501 Calculus I ....4 or 1 hours*
    PHYS 3650 Modern Physics .... 3 hours
    PYSC 4120 Physiological Psychology . ... 3 hours

* If MATH 1501 is used in Area A, one hour of credit may be applied here.

Pre-Veterinary Medicine... ≥**15 hours**
Select at least 15 credit hours from the following list.
    BIOL 3222 Internship and/or Cooperative Education[1]. .... 3 hours
    BIOL 3300 Vertebrate Natural History . ... 3 hours
    BIOL 3320 Invertebrate Zoology. .... 3 hours
    BIOL 3340 Entomology .... 3 hours
    BIOL 3375 Animal Behavior . ... 3 hours
    BIOL 4100L Animal Physiology Laboratory[2] .... 1 hour
    BIOL 4120 Neurobiology .... 3 hours
    BIOL 4160 Vertebrate Endocrinology . ... 3 hours
    BIOL 4222 Biology Research Practicum[1] . ... 3 hours
    BIOL 4325 Parasitology.. 3 hours
    BIOL 4330 Developmental Biology.. 3 hours
    BIOL 4420 Histology .... 3 hours
    BIOL 4450 Immunology .... 3 hours
    BIOL 4460 Virology . ... 3 hours
    BIOL 4500 Biology Seminar[1] .... 1 hour
    BIOL 4600 Medical Microbiology .... 3 hours
    BIOL 4620 Applied and Environmental Microbiology .... 3 hours
    BIOL 4620L Applied and Environmental Microbiology Laboratory ...... 1 hours
    BIOL 4630 Mycology .... 3 hours
    BIOL 4930 Environmental Toxicology .... 3 hours
    CHEM 4203 Biochemistry II .... 3 hours
    CHEM 4205 Medicinal Chemistry... 3 hours
    CHEM 4222 Chemistry Research Praticum[5] . ... 3 hours
    HSCI 4330 Nutrition .... 3 hours
    MATH 1501 Calculus I ....4 or 1 hours*
    PHYS 3650 Modern Physics .... 3 hours

    * If MATH 1501 is used in Area A, one hour of credit may be applied here.

Forensic Science .... ≥**15 hours**
Select at least 15 credit hours from the following list.
    BIOL 3222 Internship and/or Cooperative Education[1]. .... 3 hours
    BIOL 3320 Invertebrate Zoology. .... 3 hours
    BIOL 3340 Entomology .... 3 hours
    BIOL 3375 Animal Behavior . ... 3 hours
    BIOL 3720 Plant Taxonomy .... 3 hours
    BIOL 4100L Animal Physiology Laboratory[2] .... 1 hour
    BIOL 4120 Neurobiology .... 3 hours
    BIOL 4222 Biology Research Practicum[1] . ... 3 hours
    BIOL 4325 Parasitology.. 3 hours
    BIOL 4330 Developmental Biology.. 3 hours
    BIOL 4420 Histology .... 3 hours
    BIOL 4500 Biology Seminar[1] .... 1 hour
    BIOL 4620 Applied and Environmental Microbiology .... 3 hours
    BIOL 4620L Applied and Environmental Microbiology Laboratory ...... 1 hours
    BIOL 4630 Mycology .... 3 hours
    BIOL 4920 Aquatic Biology... 3 hours
    BIOL 4930 Environmental Toxicology .... 3 hours
    CHEM 4110 Environmental Chemistry[4]..3 hours**
    CHEM 4203 Biochemistry II[4] ....3 hours**

CHEM 4204 Forensic Chemistry[4]..3 hours**
CHEM 4205 Medicinal Chemistry[4]. ....3 hours**
CHEM 4222 Chemistry Research Praticum[4,5] . ... 3 hours
CRJU 1150 Introduction to Criminal Justice...................................... 3 hours
CRJU 3100 Criminology[6]... 3 hours
PHYS 3650 Modern Physics .... 3 hours
PSYC 3350 Abnormal Psychology[7]... 3 hours
PSYC 4120 Physiological Psychology[7] .... 3 hours

Environmental Science .... **≥15 hours**
Select at least 15 credit hours from the following list.
BIOL 3222 Internship and/or Cooperative Education[1]......................... 3 hours
BIOL 3300 Vertebrate Natural History . ... 3 hours
BIOL 3320 Invertebrate Zoology. .... 3 hours
BIOL 3340 Entomology .... 3 hours
BIOL 3375 Animal Behavior . ... 3 hours
BIOL 3700 Plant Physiology.. 3 hours
BIOL 3720 Plant Taxonomy .... 3 hours
BIOL 4100L Animal Physiology Laboratory[2] .... 1 hour
BIOL 4160 Vertebrate Endocrinology .... 3 hours
BIOL 4222 Biology Research Practicum[1] .... 3 hours
BIOL 4325 Parasitology.. 3 hours
BIOL 4500 Biology Seminar[1] .... 1 hour
BIOL 4620 Applied and Environmental Microbiology .... 3 hours
BIOL 4620L Applied and Environmental Microbiology Laboratory ...... 1 hours
BIOL 4630 Mycology .... 3 hours
BIOL 4920 Aquatic Biology... 3 hours
BIOL 4930 Environmental Toxicology .... 3 hours
CHEM 4110 Environmental Chemistry . ... 3 hours
CHEM 4203 Biochemistry II .... 3 hours
CHEM 4222 Chemistry Research Practicum .... 3 hours
PHYS 3650 Modern Physics .... 3 hours

Physical Therapy and Physicians Assistant Program Preparation ≥15 hours
Select at least 15 credit hours from the following list.
BIOL 1151 Anatomy and Physiology I[8] .... 3 hours
BIOL 1151L Anatomy and Physiology Laboratory I[8] .... 1 hour
BIOL 1152 Anatomy and Physiology II[8,9]... 3 hours
BIOL 1152L Anatomy and Physiology Laboratory LI[8,9] .... 1 hour
BIOL 3222 Internship and/or Cooperative Education[1]........................ 3 hours
MEDA 1100 Medical Terminology[8,10]. .... 1 hour
HFMG 3101 Kinesiology[9,10] .... 3 hours
HFMG 3102 Exercise Physiology[10,11].. 3 hours
PSYC 2103 Human Development[7, 8,10] .... 3 hours
PSYC 3350 Abnormal Psychology[7] .... 3 hours

Footnotes of Emphasis Areas:
[1]   The biology core requirements involving these courses must be satisfied first before these courses can be applied to this area. No single course can count in both areas (Biology Core and the emphasis area), but can each be taken a maximum of 2 times for credit.
[2]   BIOL 4100, Animal Physiology, is a prerequisite or corequisite for BIOL 4100L.
[3]   CSCI 1301 is a prerequisite for CSCI 1302.
[4]   A maximum of nine (9) credit hours of Chemistry (CHEM) courses may be taken in an emphasis area.
[5]   CHEM 4222 may only be taken one (1) time in an emphasis area.

6 CRJU 1150, Introduction to Criminal Justice is a prerequisite for CRJU 3100, Criminology.

7 PSYC 1101, Introduction to Psychology, must be selected in Area E to meet the prerequisite for PSYC 3350, Abnormal Psychology, and PSYC 4120, Physiological Psychology.

8 These courses are required for entrance into the Emory University, Georgia State University and Medical College of Georgia Physical Therapy programs, and the Emory University and Medical College of Georgia Physicians Assistant programs.

9 These courses require BIOL1151 and BIOL1151L as a prerequisite.

10 These courses are required for entrance into the Physical Therapy program at the Medical College of Georgia.

11 This course requires HFMG 3101 as a prerequisite.

Total Degree Requirements.. **120 hours**

Other Program-Specific Graduation Requirements

1. MATH 1113 Precalculus must be taken to satisfy the area A2 requirement in the Core Curriculum.
2. CHEM 1211, CHEM 1211L, CHEM 1212, CHEM 1212L, and MATH 1231 must be taken to satisfy area D requirements in the Core Curriculum.
3. No more than two grades of D in upper-level courses are allowed.

BACHELOR OF SCIENCE IN BIOLOGY SUGGESTED DEGREE PROGRAM SEQUENCE

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

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
MATH 1113*	Precalculus	3	HIST 2111	Pre-Modern World History	3
BIOL 1107*	Principles of Biology I	3	BIOL 1108*	Principles of Biology II	3
BIOL 1107L*	Principles of Biology Lab I	1	BIOL 1108L*	Principles of Biology Lab II	1
CHEM 1211*	Principles of Chemistry I	3	CHEM 1212*	Principles of Chemistry II	3
CHEM 1211L*	Principles of Chem Lab I	1	CHEM 1211L*	Principles of Chem Lab II	1
POLS 1101*	American Government	3	COMM 1001*	Presentational Speaking	1
Total		*17*	*Total*		*15*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 2132	American Literature II	3	ART 2301	Art of the Pre-Modern World	3
CHEM 2411*	Organic Chemistry I	3	CHEM 2412*	Organic Chemistry II	3
CHEM 2411L*	Organic Chemistry Lab I	1	CHEM 2412L	Organic Chemistry Lab II	1
PSYC 1101	Intro General Psychology	3	MATH 1231*	Introductory Statistics	3

Course	Title	Hours	Course	Title	Hours
CRIT 1101*	Critical Thinking	3	HIST 1111	Themes in World History	3
			BIOL 2500*	Introductory Plant Biology	2
Total		*13*	*Total*		*15*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
PHYS 1111*	Introductory Physics I	3	PHYS 1112*	Introductory Physics II	3
PHYS 1111L*	Introductory Physics Lab I	1	PHYS 1112L*	Introductory Physics Lab II	1
BIOL 3650*	Comparative Vert Anatomy	3	BIOL 3380*	Evolution and Population Biology	3
BIOL 3650L*	Comparative Vert Anat Lab	1	BIOL 3250*	Microbiology	3
BIOL 3200*	Cell Biology	3	BIOL 3250L*	Microbiology Laboratory	1
BIOL 3500*	Ecology	3	CHEM 4202*	Biochemistry I	3
BIOL 3500L*	Ecology Lab	1	BIOL 4201*	Genetics	3
Total		*15*	*Total*		*17*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
BIOL 3100*	Biocomputing	3	BIOL 4222	Biology Research Practicum	3
BIOL 4600	Medical Microbiology	3	BIOL 4100*	Animal Physiology	3
BIOL 4202L*	Biotechnology Lab	3	BIOL 4460	Virology	3
HCSI 4330	Nutrition	3	BIOL 4500*	Biology Seminar	1
PHYS 3650	Modern Physics	3	BIOL 4999A	Student Evaluation	0
			PSYC 3350	Abnormal Psychology	3
Total		*16*	*Total*		*13*

Minor Program in Chemistry

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

CHEMISTRY MINOR PROGRAM REQUIREMENTS

Lower Division Requirement .... **6 hours**
CHEM 2411 Organic Chemistry I .... 3 hours
CHEM 2412 Organic Chemistry II .... 3 hours

Upper Division Electives.. **12 hours**
Select from:
CHEM 3222 Chemistry Internship .... 3 hours
CHEM 4110 Environmental Chemistry .... 3 hours
CHEM 4202 Biochemistry I.. 3 hours
CHEM 4203 Biochemistry II... 3 hours
CHEM 4204 Forensic Chemistry .... 3 hours

CHEM 4205 Medicinal Chemistry.. 3 hours
CHEM 4222 Chemistry Research Practicum.. 3 hours
CHEM 4300 Survey of Physical Chemistry .... 3 hours
CHEM 4301 Inorganic Chemistry .... 3 hours

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

Department of Psychology

ADMINISTRATIVE OFFICER

Donna W. McCarty, Department Head

FACULTY

Eric M. Bridges, *Psychology*
Deborah F. Deckner, *Psychology*
Catherine G. Deering, *Psychology*
Erica J. Gannon, *Psychology*
Brian M. Goldman, *Psychology*
Samuel J. Maddox, *Psychology*
Donna W. McCarty, *Psychology*
Antoinette R. Miller, *Psychology*
Mario V. Norman, *Psychology*
J. Celeste Walley-Jean, *Psychology*

MISSION AND GOALS

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

Bachelor of Science in Psychology and Human Services

The Bachelor of Science (B.S.) degree program in Psychology and Human Services is firmly grounded in the discipline of psychology while also stressing realistic career opportunities in human services fields for graduates. The curriculum design allows students to explore an academic and experiential environment that prepares them for careers in diverse areas of the helping professions. The program also prepares students for graduate work in psychology, counseling, social work, and related fields.

BACHELOR OF SCIENCE IN PSYCHOLOGY AND HUMAN SERVICES DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements
(Core Curriculum Area F) .... **18 hours**
Required Courses .... 12 hours
PSYC 1101 Introduction to General Psychology .... 3 hours
PSYC 2101 Psychology of Adjustment .... 3 hours
PSYC 2103 Introduction to Human Development .... 3 hours
SOCI 2293 Introduction to Marriage & the Family .... 3 hours
Major Options .... 6 hours
> Select from MATH 1231 (if not taken in Area D) or PSYC 2105, HIST 2265, any lower division PHIL, or any foreign language numbered 1001, 1002, 2001, or 2002.

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

Upper Division Major Requirements .... **24 hours**
COMM 3300 Interpersonal Communication .... 3 hours
HMSV 3010 Introduction to Human Services .... 3 hours
HMSV 3501 Organization and Administration
of Human Services Agencies .... 3 hours
PSYC 3110 Applied Psychology .... 3 hours
PSYC 3120 Introduction to Therapeutic Intervention .... 3 hours
PSYC 3130 Social Psychology .... 3 hours
PSYC 3350 Abnormal Psychology .... 3 hours
PSYC 3560 Research Methods in Psychology .... 3 hours

Upper Division Major Electives .... **15-18 hours**
Select from among:
PSYC 2105* Statistics for Psychology .... 3 hours
PSYC 3510 Psychological Testing and Measurement .... 3 hours
PSYC 3520 Theories of Personality .... 3 hours
PSYC 3530 Health Psychology .... 3 hours
PSYC 3540 Introduction to Learning and Behavior .... 3 hours
PSYC 3550 Program Evaluation .... 3 hours
PSYC 4110 The Psychology of Gender and Sexuality .... 3 hours
PSYC 4120 Physiological Psychology .... 3 hours
PSYC 4130 Introduction to Cognitive Psychology .... 3 hours
PSYC 4140 Crisis Intervention .... 3 hours
PSYC 4150 Group Dynamics .... 3 hours
PSYC 4160 Death and Dying .... 3 hours
PSYC 4170 Advanced Theories: Psychoanalytic and Existential . 3 hours
PSYC 4800 Selected Topics in Psychology
    (may repeat with different topics) .... 3 hours
PSYC 4900 Directed Readings in Psychology
    (may repeat with different topics) .... 3 hours
*Must be selected if not taken in Area F or if MATH 1231 has not been taken in another area

Upper Division Related Electives ....9-15 hours
COMM 3320 Communication with Families...................................3 hours
CRJU 1150 Introduction to Criminal Justice ....3 hours
CRJU 3100 Criminology ....3 hours
CRJU 3200 Law Enforcement ....3 hours
CRJU 3510 Juvenile Justice ....3 hours
CRJU 3410 Survey of Criminal Law & Procedures ....3 hours
EDUC 2201 Introduction to Education...3 hours
EDUC 2110 Investigating Critical & Contemporary Issues in Education .3 hours
EDUC 2202 Introduction to Exceptional Children and Youth ....3 hours
EDUC 3030 Exploring the Exceptional Learner.............................3 hours
ENGL 3300 Women and Literature...3 hours
ENGL 3510 Multicultural Literature...3 hours
ENGL 4113 Themes in World Literature..3 hours
ENGL 4114 Adolescent Literature ....3 hours
HCMG 3101 Introduction to Health Systems Management............3 hours
HCMG 3601 Introduction to Mental Health/Case Management .....3 hours
HCMG 3801 Future Trends in Health Care ....3 hours
HCMG 4180 Health in the Corporate Setting ....3 hours
HIST 3140 Themes of Twentieth Century U.S. History ....3 hours
HIST 3220 Latin America History...3 hours
HIST 4001 African-American History..3 hours
HIST 4250 History of World Religions ....3 hours
HMSV 4201 Fund Raising in the Not-for-profit Sector...................3 hours
HLTH 2111/2111L Introduction to the Health Care Environment...3 hours
HLTH 3341 Cultural Diversity in Health and Illness.......................3 hours
HLTH 3401 Contemporary Women's Health ....3 hours
HLTH 3420 Health Education ....3 hours
HLTH 3501 Aids Epidemic...3 hours
HLTH 4330 Nutrition ....3 hours
MATH 1231 Introductory Statistics ....3 hours
PHIL 3101 Philosophy and Society..3 hours
PHIL 3301 Ethics in Historical and Contemporary Perspective......3 hours
SOSC 2501 Survey of Social Sciences ....3 hours
SOCI 3310 Race and Ethnicity ....3 hours

Free Elective ....3 hours
Any course numbered 2000 or higher (except PHED, WLAB, or courses
identified in the catalog as career or institutional credit courses). A
foreign language course numbered 1001 or 1002 may be used.

Internship Requirement...3 hours
Select from:
HMSV 4490 Internship/Practicum in Psychology I ....3 hours
PSYC 4490 Internship/Practicum in Psychology I.........................3 hours

Internship Option ....3 hours
Select from:
HMSV 4500 Internship/Practicum in Psychology II ....3 hours
PSYC 4500 Internship/Practicum in Psychology II.........................3 hours

Students seeking American Humanics, Inc. certification must take the second internship option and should consult the Director of the American Humanics organization for more information.

Total Degree Requirements ....120 hours

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

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

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

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
HIST 2265	Minorities in Am. History	3	SOCI 2501	Survey of Social Sciences	3
PHIL 2201	Intro to World Philosophy	3	SCI 1901G	Sex and Gender	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Lab	1	ART 2302	Art of the Modern World	3
MATH 1231	Introductory Statistics		PSYC 2103*	Intro Human Development	3
Or PSYC 2105	Psychological Statistics	3			
Total		*16*	*Total*		*15*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
PSYC 3110*	Applied Psychology	3	HMSV 3501*	Admin. Human Services	3
	Psychology Elective	3	PSYC 3130*	Social Psychology	3
HMSV 3010*	Intro to Human Services	3	PSYC 3120*	Intro Ther. Intervention	3
COMM 3300*	Interpersonal Comm.	3		Psychology Elective	3
PSYC 3350*	Abnormal Psychology	3		Related Elective	3
Total		*15*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
PSYC 4490*	Internship/Practicum	3	PSYC 3560*	Research Methods Psyc.	3
	Psychology Electives	9	PSYC 4500	Internship/Practicum II	3
	Related Elective	3		Psychology Elective	3
				Related Elective	3
				Free Elective	3
Total		*15*	*Total*		*15*

Department of Social Sciences

ADMINISTRATIVE OFFICER

Eugene A. Hatfield, *Department Head*

FACULTY

Hugh M. Arnold, *Political Science*
Augustine E. Auyk, *Political Science*
Joseph A. Corrado, *Political Science*
Kevin P. Demmitt, *Sociology*
Randall S. Gooden, *History*
Sandra M. Harrison, *Human Services*
Eugene A. Hatfield, *History*
Wendell A. Johnson, *Sociology*
Kathryn W. Kemp, *History*
Marko Maunula, *History*
Victoria Pasley, *History*
R.B. Rosenburg, *History*
Hamin Shabazz, *Criminal Justice*
Adam Tate, *History*
Joseph S. Trachtenberg, *Political Science*
Chris Ward, History
Robert H. Welborn, *History*
Steve T. Wilson, *Criminal Justice*
Karen Beasley Young, *Sociology*

MISSION AND GOALS

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

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

HONOR SOCIETIES AND CLUBS

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

Bachelor of Science in Criminal Justice

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

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... 6 hours
CRJU 1150 Introduction to Criminal Justice .... 3 hours
SOCI 1101 Introduction to Sociology.. 3 hours

Lower Division Core Electives (Core Curriculum Area F).................. 12 hours
Select from among: CSCI 1301, ECON 2105, ECON 2106,
HIST 1111, HIST 1112, HIST 2111, HIST 2112, HIST 2265,
ITFN 1101, ITFN 1501, MATH 1231, POLS 2101, POLS 2301,
POLS 2401, PSYC 2101, PSYC 2103, SOCI 2293, SPAN
1001, SPAN 1002, SPAN 1999, SPAN 2001, SPAN 2002.

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

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

Upper Division Major Electives .... 12-33 hours
Select from among:
CRJU 3110 Race and Crime .... 3 hours
CRJU 3210 Criminal Investigations .... 3 hours
CRJU 3220 Domestic Security .... 3 hours
CRJU 3230 Law Enforcement Administration and Management............... 3 hours
CRJU 3240 Law Enforcement and the Community .... 3 hours
CRJU 3420 Constitutional Law.. 3 hours
CRJU 3343 Principles of Public Administration .... 3 hours
CRJU 4410 Comparative Criminal Justice .... 3 hours
CRJU 4424 Judicial Process .... 3 hours
CRJU 4426 Civil Liberties.. 3 hours
CRJU 4501 Social Research Methods .... 3 hours
CRJU 4510 Cybercrime Law and Investigation .... 3 hours
CRJU 4800 Selected Topics in Criminal Justice....................................... 3 hours

Upper Division Major-Related Courses .... 0-30 hours
Select from among:
HIST 3150 War and Diplomacy 1898 to the Present .... 3 hours
HIST 4002 History of the American South... 3 hours
HIST 4003 Women's History .... 3 hours
HMSV 3010 Introduction to Human Services .... 3 hours

HMSV 3501 Organization and Administration of Human Service
Agencies .... 3 hours
HLTH 3320 Communication with Families.................................... 3 hours
MGMT 3101 Principles of Management .... 3 hours
PHIL 3301 Ethics in Historical and Contemporary Perspective .... 3 hours
POLS 3212 State and Local Government .... 3 hours
POLS 3320 Public Policy... 3 hours
POLS 4454 Politics of the Middle East .... 3 hours
PSYC 3350 Abnormal Psychology .... 3 hours
PSYC 3120 Introduction to Therapeutic Intervention................... 3 hours
PSYC 3130 Social Psychology... 3 hours
PSYC 3540 Introduction to Learning and Behavior .... 3 hours
PSYC 4110 The Psychology of Gender and Sexuality .... 3 hours
PSYC 4140 Crisis Intervention .... 3 hours
SOCI 3310 Race and Ethnicity... 3 hours

Math and Foreign Language Electives ....**0-9 hours**
MATH 1231 Statistics .... 3 hours
SPAN 1002 Elementary Spanish II.. 3 hours
SPAN 2001 Intermediate Spanish I.. 3 hours
SPAN 2002 Intermediate Spanish II .... 3 hours

Internship or Clinical Requirements ....**3-6 hours**
Select from among:
CRJU 4901 Criminal Justice Internship I.................................... 3 hours
CRJU 4902 Criminal Justice Internship II .... 3 hours

Free Elective ....**3 hours**
Excludes PHED activity courses, courses offered for
institutional credit only, and career program courses (unless
specifically approved in advance).

Total Degree Requirements..**120 hours**

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE SUGGESTED DEGREE PROGRAM SEQUENCE

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

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

SOPHOMORE YEAR

First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HIST 2111	US History to 1877	3	PSYC 2101	Psychology of Adjustment	3
PSYC 1101	Intro General Psychology	3	PSYC 2103	Intro to Human Development	3
BIOL 1112	Introductory Biology II	3	HIST 2265	Minorities in Amer History	3
POLS 2101	Intro to Political Science	3	MATH 1231	Introductory Statistics	3
PHIL 2201	Intro to World Philosophy	3	SCI 1901 F	Forensics	3
Total		15	Total		15

JUNIOR YEAR

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

SENIOR YEAR

First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
CRJU 4510	Cybercrime Law	3	SOCI 3310	Race and Ethnicity	3
CRJU 4800	Selected Topics	3	CRJU 3600	Juvenile Justice	3
HMSV 3501	Org Admin Human Service	3	PHIL 3301	Ethics in Historical Perspect	3
SOCI 4501	Social Research Methods	3	CRJU 4901	Criminal Justice Internship	3
Total		12	Total		15

Bachelor of Arts in History

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

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

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

BACHELOR OF ARTS IN HISTORY DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
Foreign Language .... 0-6 hours
    Competence is required in a language other than English,
    through the 2002-level in the language used to fulfill
    College Preparatory Curriculum requirements or through
    the 1002-level in a new language.

Major Options .... 6-9 hours
    Select from among:
    HIST 1111 or 1112 World History... 3 hours
    HIST 2111 or 2112 U. S. History .... 3 hours
    HIST 2265 Minorities in American History .... 3 hours

Lower Division Major Electives .... 3-12 hours
    Select from: ECON 2105, ECON 2106, MATH 1231, PHIL
    2201, POLS 1101, POLS 2101, POLS 2301, POLS 2401,
    PSYC 1101, PSYC 2101, PSYC 2103, SOCI 1101, SOCI
    2293, TECH 1102

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

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

Required Upper Division United States History Core ....**12 Hours**
Select from among:
HIST 3120 The Establishment of the U.S., 1607-1800................................ 3 hours
HIST 3125 The Age of Jefferson and Jackson .... 3 hours
HIST 3130 Sectionalism, Civil War, and Reconstruction 1845-1877 .... 3 hours
HIST 3135 The U.S. in the Gilded Age and Progressive Era 1877-1917 ... 3 hours
HIST 3140 Themes of 20th Century U.S. .... 3 hours
HIST 3150 War and Diplomacy 1898-Present.. 3 hours
HIST 3330 Business and Economic History of the U.S. .... 3 hours
HIST 3420 Family History & Genealogical Resources .... 3 hours
HIST 3501 Selected Topics in U.S. History .... 3 hours
HIST 4001 African-American History.. 3 hours
HIST 4002 History of the American South.. 3 hours
HIST 4003 Women's History .... 3 hours
HIST 4440 Historical Exhibitions & Public Programming............................. 3 hours
HIST 4450 Intro to Historic Preservation .... 3 hours
HIST 4900 Independent Study in History .... variable credit

Required Upper Division World History Core ....**6 Hours**

Select from among:
HIST 3210 The Twentieth Century World .... 3 hours
HIST 3220 Latin American History .... 3 hours
HIST 3225 Caribbean History.. 3 hours
HIST 3230 History of Sub-Sahara Africa .... 3 hours
HIST 3240 History of Middle East and North Africa................................... 3 hours
HIST 3250 East Asian History .... 3 hours
HIST 3260 History of India and South Asia .... 3 hours
HIST 3270 History of Russia .... 3 hours
HIST 3500 Selected Topics in World History... 3 hours
HIST 4100 Origins of the Western World .... 3 hours
HIST 4120 Renaissance and Reformation .... 3 hours
HIST 4130 The Age of European Expansionism and Industrialization .... 3 hours
HIST 4250 History of World Religions .... 3 hours
HIST 4900 Independent Study in History .... variable credit

Upper Division Major Concentration .... **15-21 hours**
History majors must select one of the following concentrations:
Archival Concentration .... 21 hours
     HIST 3030 Archival Internship I... 3 hours
     HIST 3401 Introduction to Archival Theory and Practice..................... 3 hours
     HIST 3410 Introduction to Electronic Records.................................... 3 hours
     HIST 3420 Family History and Genealogical Resources.................... 3 hours
     HIST 4401 Readings in Archival Studies.. 3 hours
     HIST 4902 Archival Internship II.. 3 hours
     Select two additional relevant courses as approved by
     advisor: Courses in Information Technology are
     encouraged.
Public History Concentration .... 12-18 hours
     HIST 3901 Archival Internship I... 3 hours
     HIST 4901 History Internship or HIST 4903 History
       Practicum .... 3 hours
     Take four to six of the following courses:
       HIST 3401 Introduction to Archival Theory and Practice .... 3 hours
       HIST 3410 Introduction to Electronic Records .... 3 hours
       HIST 3420 Family History and Genealogical Resources .... 3 hours
       HIST 4440 Historical Exhibitions & Public Programming .... 3 hours
       HIST 4450 Introduction to Historic Preservation .... 3 hours
       HIST 4900 Independent Study in History .... variable credit
     Take one or two additional related courses as approved by
     the advisor.
General History Concentration .... 15-21 hours
     Choose five to seven courses that are not already taken
     from those listed in the Required Upper Division U.S.
     History Core or the Required Upper Division World History
     Core.

Major Related Electives .... **3-12 hours**
Select from among:
ART 3401 American Art Visions .... 3 hours
CMS 3200 History of Communication.. 3 hours
CMS 3310 Film History.. 3 hours
CMS 3340 National Cinemas .... 3 hours
CMS 3810 Women & Popular Culture .... 3 hours
CRJU 3200 Law Enforcement .... 3 hours

CRJU 3300 Corrections.. 3 hours
CRJU 4426 Civil Liberties... 3 hours
ENGL 2111 World Literature Pre-Modern .... 3 hours
ENGL 2112 World Literature Modern .... 3 hours
ENGL 2121 British Literature I... 3 hours
ENGL 2122 British Literature II.. 3 hours
ENGL 2131 American Literature .... 3 hours
ENGL 2132 American Literature II.. 3 hours
ENGL 3200 History of English Language .... 3 hours
ENGL 3300 Women & Literature.. 3 hours
ENGL 3400 African-American Literature .... 3 hours
ENGL 3501 Multicultural Literature.. 3 hours
ENGL 3620 Post-Colonial Literature .... 3 hours
ENGL 4100 American Colonial & Federal Literature .... 3 hours
ENGL 4110 American Romanticism .... 3 hours
ENGL 4120 American Realism.. 3 hours
ENGL 4130 Southern Literature .... 3 hours
ENGL 4140 Modern American Literature .... 3 hours
ENGL 4200 Medieval Literature .... 3 hours
ENGL 4210 Renaissance Literature .... 3 hours
ENGL 4220 Restoration Literature .... 3 hours
ENGL 4240 Victorian Literature.. 3 hours
ENGL 4250 Modern British Literature.. 3 hours
FREN 3110 French Culture & Civilization I... 3 hours
FREN 3120 French Culture & Civilization II.. 3 hours
FREN 4030 Introduction to French Literature.. 3 hours
FREN 4200 The Francophone World .... 3 hours
HMSV 3010 Introduction to Human Services .... 3 hours
HUMN 3101 The Humanities, Arts, and Society... 3 hours
HUMN 3102 International Arts and Culture .... 3 hours
INTL 2800 Study Abroad .... credit varies
INTL 3800 Study Abroad .... credit varies
MUSC 2611 Music History I.. 3 hours
MUSC 3101 History of Jazz.. 3 hours
MUSC 3612 Music History II... 3 hours
MUSC 3613 Music History III.. 3 hours
PHIL 3101 Philosophy and Society .... 3 hours
PHIL 3301 Ethics in Historical and Contemporary Perspective .... 3 hours
PHIL 3501 Ancient & Medieval Philosophy .... 3 hours
PHIL 3701 Contemporary Philosophy .... 3 hours
POLS 3323 Comparative Politics .... 3 hours
POLS 3360 The US Congress... 3 hours
POLS 3370 The US Presidency .... 3 hours
POLS 3382 Women & Politics.. 3 hours
POLS 4420 Political Philosophy .... 3 hours
POLS 4421 American Political Thought 1620-Present .... 3 hours
POLS 4450 American Foreign Policy .... 3 hours
SOCI 3310 Race and Ethnicity... 3 hours
SOSC 3110 Themes in World Geography.. 3 hours
SOSC 4800 Selected Topics in Social Sciences .... 3 hours
SPAN 4231 Intro to Spanish Literature.. 3 hours
SPAN 4234 Intro to Contemporary Spanish Literature .... 3 hours
SPAN 4334 Contemporary Spanish Culture & Civilization .... 3 hours
THEA 3101 Theater, Cinema, and Society.. 3 hours
THEA 4520 African-American Theatre .... 3 hours

Free Elective .... **3 hours**
Another course from Related Electives list or any course
numbered 2000 or higher (except PHED, WLAB, or courses
identified in the catalog as career or institutional credit
courses).

Internship Requirement .... **3 hours**
Select from among:
HIST 3901 Archival Internship I .... 3 hours
HIST 4901 History Internship... 3 hours
HIST 4902 Archival Internship II .... 3 hours
HIST 4903 History Practicum .... 3 hours

BACHELOR OF ARTS IN HISTORY SUGGESTED DEGREE PROGRAM SEQUENCE

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

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

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

JUNIOR YEAR					
First Semester			**Second Semester**		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
HIST 3001	Historiography	3	HIST 3110	Georgia History	3

HIST 3140	Themes of 20th Century US	3	HIST 3130	Civil War and Reconstruction	3
HIST 3220	Latin American History	3	HIST 3150	War and Diplomacy	3
HIST 3330	Business History	3	HIST 3120	Establishment of the U.S.	3
POLS 2301	Intro to Political Science	3	HIST 4001	African-American History	3
Total		*15*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
HIST 4901	Internship	3	HIST 3010	Introduction to Public History	3
HIST 4850	Senior Seminar	3	HIST 4002	History American South	3
HIST 4003	Women's History	3	HIST 4120	Renaissance and Reform	3
ENGL 4030	Southern Literature	3	SOCI 3310	Race and Ethnicity	3
HIST 4100	Origins of Western World	3	SOSC 3110	Geography	3
Total		*15*	*Total*		*15*

Minor Program in History

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

HISTORY MINOR PROGRAM REQUIREMENTS

Lower Division Requirements .... **6 hours**
Select two courses that are not used to satisfy Core Curriculum Area E: HIST 1111, HIST 1112, HIST 2111, HIST 2112

Upper Division Electives... **12 hours**
Select from (at least 3 hours must be from non-U.S. History courses): HIST 3001, HIST 3010, HIST 3110, HIST 3120, HIST 3125, HIST 3130, HIST 3135, HIST 3140, HIST 3150, HIST 3210, HIST 3220, HIST 3225, HIST 3230, HIST 3240, HIST 3250, HIST 3260, HIST 3270, HIST 3330

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

Bachelor of Science in Political Science

The political science curriculum at Clayton State University includes a basic core of courses essential for all public sector related careers plus specialized coursework in archival studies in conjunction with the State of Georgia Archives and Federal Southeast Regional Archives adjacent to the Clayton State campus. There is a significant and growing need for trained professionals in the non-profit sector, political science, and business equipped to deal with public policy and community services issues in areas such as transportation, health care, the environment, aging, and education. This need is particularly acute for local government and small and moderate-sized business in need of innovative new public initiatives and programs equipping them to respond effectively to the challenges of unprecedented regional growth and economic development. Nowhere in the Atlanta Region is there a greater need for potential employees with this expertise than in the Clayton State University service area. As all of these needs and opportunities require expertise in relevant uses of technology, program graduates of this program will be highly proficient in information technology.

BACHELOR OF SCIENCE IN POLITICAL SCIENCE DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... **3 hours**
Prerequisites for all Political Science Area F courses will include POLS 1101.
HIST 2111 or 2112 Survey of U.S. History .... 3 hours
(History 2111 or 2112 not taken in Area E3 must be taken in Area F.)

Lower Division Major Electives (Core Curriculum Area F) .... **9-12 hours**
Select from among:
HIST 2265 Minorities in American History
MATH 1231 Introductory Statistics
PHIL 2201 Introduction to World Philosophy
POLS 2101 Introduction to Political Science
POLS 2401 Introduction to Global Issues

Lower Division Related Electives (Core Curriculum Area F)............ **3-6 hours**
Select from: ECON 2105, FREN 1001, FREN 1002, FREN 1999, FREN 2001, FREN 2002, HIST 1111, HIST 1112, HIST 2111, 2112, PSYC 1101, PSYC 2101, PSYC 2103, SOCI 1101, SOCI 2293, SOSC 2501, SPAN 1001, SPAN 1002, SPAN 1999, SPAN 2001, SPAN 2002.
(HIST 1111 or 1112 not taken in Area E2 may be taken in Area F2)

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

UPPER DIVISION POLITICAL SCIENCE PROGRAM
Course prerequisites: students must take POLS 1101.

Upper Division Major Requirements... **6 hours**
POLS 4500 Senior Seminar .... 3 hours
SOCI 4501 Social Research Methods .... 3 hours

Upper Division Major Electives .... **30-33 hours**
Select from among:
POLS 3212 State and Local Government .... 3 hours
POLS 3320 Public Policy.. 3 hours
POLS 3323 Comparative Politics .... 3 hours
POLS 3343 Principles of Public Administration .... 3 hours
POLS 3350 International Relations .... 3 hours
POLS 3360 The U.S. Congress... 3 hours
POLS 3370 The Presidency .... 3 hours
POLS 3380 Interest Groups and Political Parties .... 3 hours
POLS 3382 Women and Politics .... 3 hours
POLS 3385 Campaigns and Elections .... 3 hours
POLS 3386 Mass Media & Politics .... 3 hours
POLS 4421 American Political Thought .... 3 hours
POLS 4422 African American Political Thought .... 3 hours
POLS 4424 Judicial Process .... 3 hours
POLS 4425 Constitutional Law.. 3 hours
POLS 4426 Civil Liberties... 3 hours
POLS 4427 Equal Rights in America... 3 hours
POLS 4450 American Foreign Policy .... 3 hours
POLS 4451 Politics of Europe .... 3 hours
POLS 4452 Politics of Asia... 3 hours
POLS 4453 Politics of Africa... 3 hours
POLS 4454 Politics of the Middle East .... 3 hours
POLS 4455 Politics of Latin America... 3 hours
POLS 4800 Selected Topics in Political Science....................................... 3 hours
POLS 4900 Independent Study in Political Science with
        Directed Research and Readings .... 3 hours

Upper Division Related Electives.. **18-21 hours**
Select from among:
CRJU 3200 Law Enforcement .... 3 hours
CRJU 3210 Race and Crime .... 3 hours
CRJU 3230 Law Enforcement Administration and Management............... 3 hours
CRJU 3240 Law Enforcement and the Community. .... 3 hours
CRJU 3300 Corrections... 3 hours
CRJU 3410 Survey of Criminal Law and Procedures .... 3 hours
HIST 3110 Georgia History and Government... 3 hours
HIST 3120 Establishment of the U.S., 1607-1800 .... 3 hours
HIST 3140 Themes of Twentieth Century U.S. History .... 3 hours
HIST 3150 War and Diplomacy 1898-Present.. 3 hours
HIST 3210 The Twentieth Century World... 3 hours
HIST 3220 Latin American History .... 3 hours
HIST 3230 History of Sub Saharan Africa .... 3 hours
HIST 3240 History of the Middle East and North Africa............................ 3 hours
HIST 3250 Modern East Asian History .... 3 hours
HIST 3260 History of India and South Asia .... 3 hours
HIST 4001 African American History .... 3 hours
HIST 4002 History of the American South.. 3 hours
HIST 4003 Women's History .... 3 hours

HIST 4250 History of World Religions .... 3 hours
HMSV 3010 Introduction to Human Services .... 3 hours
PHIL 3301 Ethics in Historical and Contemporary Perspective .... 3 hours
PSYC 3130 Social Psychology.. 3 hours
PSYC 3350 Abnormal Psychology .... 3 hours
PSYC 4110 The Psychology of Gender and Sexuality .... 3 hours
SOCI 3310 Race and Ethnicity... 3 hours

Internship or Clinical Requirements..**3-6 hours**
POLS 4490 Internship/Practicum in Political science (may be repeated)... 3 hours
  Or
POLS 4491 Internship/Practicum in Political Science................................ 6 hours

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

BACHELOR OF SCIENCE IN POLITICAL SCIENCE SUGGESTED DEGREE PROGRAM SEQUENCE

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

FRESHMAN YEAR					
First Semester			**Second Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	SOCI 1101*	Introduction to Sociology	3
COMM 1001	Presentational Speaking	1	BIOL 1111	Introductory Biology I	3
POLS 1101*	American Government	3	BIOL 1111L	Intro to Biology Laboratory	1
MATH 1101	Intro to Math Modeling	3	MUSC 2101	Music Appreciation	3
HIST 2111 or HIST 2112	Survey of U.S. History	3	POLS 2401	Introduction to Global Issues	3
			COMM 1002	Presentation Applications	1
Total		**16**	**Total**		**17**

SOPHOMORE YEAR					
First Semester			**Second Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
HIST 2111	US History to 1877	3	PSYC 2101	Psychology of Adjustment	3
PSYC 1101	Intro General Psychology	3	PSYC 2103	Intro to Human Development	3
BIOL 1112	Introductory Biology II	3	HIST 2265	Minorities in Amer History	3
POLS 2101	Intro to Political Science	3	MATH 1231	Introductory Statistics	3
PHIL 2201	Intro to World Philosophy	3	ECON 2105	Prin of Macroeconomics	3
Total		**15**	**Total**		**15**

JUNIOR YEAR					
First Semester			**Second Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**

HIST 3110	Georgia History/Govt	3	POLS 3320	Public Policy	3
HIST 3210	Twentieth Century World	3	POLS 4424	Judicial Process	3
POLS 4425	Constitutional Law	3	CRJU 1150	Intro to Criminal Justice	3
PSYC 3130	Social Psychology	3	HIST 4003	Women's History	3
SOCI 3310	Race and Ethnicity	3	HMSV 3010	Intro to Human Services	3
Total		*15*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
POLS 4490*	Internship	3	POLS 4421	American Political Thought	3
POLS 4426	Civil Liberties	3	PSYC 4110	Psychology of Gender	3
HIST 4001	African American History	3	PHIL 3301	Ethics in Historical Perspec	3
SOCI 4501*	Social Research Methods	3	POLS 4500*	Senior Seminar	3
POLS 4900	Independent Study	3	POLS 3212	State and Local Government	3
Total		*15*	*Total*		*15*

Minor Program in Political Science

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

POLITICAL SCIENCE MINOR PROGRAM REQUIREMENTS

Lower Division Electives .... **0-6 hours**
    Select from:
    POLS 2101 Introduction to Political Science
    POLS 2401 Introduction to Global Issues

Upper Division Electives... **12-18 hours**
    Select from: POLS 3110, POLS 3212, POLS 3320, POLS
    3323, POLS 3343, POLS 3350, POLS 3360, POLS 3370,
    POLS 3380, POLS 3382, POLS 3385, POLS 4421, POLS
    4422, POLS 4424, POLS 4425, POLS 4426, POLS 4427,
    POLS 4451, POLS 4453, POLS 4454, POLS 4800, POLS
    4900

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

Department of Teacher Education

ADMINISTRATIVE OFFICER

Larnell D. Flannagan, *Department Head & Director of Professional Education Programs*

FACULTY

Larnell D. Flannagan, *Education*
Mary Nix Hollowell, *Education*
David W. Messer, *Education*

MISSION AND GOALS

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

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

The Teacher Education Unit offers a BA in Middle Level Education and a BM in Music Education. The Middle Level Education program is designed to lead to certification for teaching two concentrations among four areas such as mathematics, science, social studies and language arts in grades 4-8. The Music Education program is designed for music education candidates to become certified to teach choral or instrumental music in Pre-kindergarten through grade 12. Refer to the Department of Music section of this catalog for additional information. Faculty members from departments in the College of Arts and Sciences and the Department of Mathematics in the College of Informational and Mathematical Sciences teach the content subject courses. Education faculty members teach on-campus professional studies courses and some partnership field-based teachers collaborate with education faculty for providing field-based experiences and instruction.

HONOR SOCIETIES AND CLUBS

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

ADMISSION AND READMISSION REQUIREMENTS

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

1. Admission to Clayton State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)
2. Completion of at least 45 semester hours of college credit.
3. Grades of *A, B, C*, or *K* in all applicable Area A-F courses.
4. A cumulative Institutional Grade Point Average of 2.50.
5. A Program Grade Point Average of 2.50 based upon all coursework last attempted in Areas A-F.

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

1. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
2. Completion of *all* courses in Areas A-F of the Core Curriculum with grades of *A, B, C*, or *K*.
3. Maintenance of the 2.50 or better Program Grade Point Average as explained above and a 2.5 or better institutional Grade Point Average.
4. Teacher Education Writing Assessment with at least a minimum passing writing profile score. Contact the Department of Teacher Education for information about the writing assessment. (Middle Level Education Candidates)
5. Middle Level Education Candidates who select a teaching concentration in mathematics, must earn a grade of "C" or better in MATH 1113 (precalculus) and MATH 1231 (statistics) before declaring mathematics as a first or second teaching concentration.
6. Music Education Candidates must pass the Bachelor of Music Qualifying Examination with a grade of B or better.
7. Passing both the reading and writing portions of the Regents' Testing Program.
8. Documented experience observing and/or working with children and youth. (This requirement is met by Core Curriculum course requirements at Clayton State University, equivalent transfer course experiences, career exploration activities, or other documented experiences.)
9. Minimum competence in microcomputer applications as required by the Clayton State Notebook Computer Policy (refer to policy in this Clayton State University Catalog).
10. Attendance at a general information session and/or personal interview. (Contact the Department of Teacher Education for specific dates of information sessions.)

11. Completion of the GACE Basic Skills Assessment. The Georgia Professional Standards Commission (GPSC) has adopted the following policy: "Students will be required to pass all sections (reading, writing, and mathematics) of an academic skills test prior to entry into the preparation program for their initial educator certificate as of July 1, 1997." The assessment is GACE Basic Skills Assessment, developed and administered by National Evaluations Systems, Inc. (NES). Contact the Department of Teacher Education for further information. (Note: Testing requirements will be updated in accordance with GPSC regulations.)

12. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10): "The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator." The affidavit form is provided upon formal notification of admission to the B.A. or B.M. program.

13. A one-page essay on why the applicant wants to become a teacher.

14. A background check. (Conducted by Clayton State Public Safety. A $10.00 processing fee is required.)

15. Provide evidence of liability insurance prior to participation in specific field-based or clinical experiences.

APPLICATION PROCEDURES

1. Applicants who meet the criteria explained above should submit a teacher education application form and supporting documentation to the Clayton State University Department of Teacher Education. (Application forms are available from the Department of Teacher Education.)

2. The application deadline for Teacher Education programs is posted in the Department of Teacher Education. (The deadline period is called an admission cycle.)

3. All complete and eligible applications received by the published deadlines will be considered for the available positions in the programs for the appropriate semester. (Complete applications must include *all* required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.)

4. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.

5. Applicants may submit their applications for Fall Semester admission between September 1 and the last Friday in May. Any applications received after the May deadline will be placed on a waiting list in the event a slot in the programs becomes available.

6. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Candidates admitted into the B.A. or B.M. program will be assigned to an advisor in education for the junior and senior years.

7. A maximum of 21 semester hours of upper division transfer credit may be applied to the B.A. in middle level teacher education at Clayton State University. The following courses must be taken at Clayton State University: LART 3010, MATH 3010, SCI 3110, HIST 3110, EDUC 3000, 3001, 3010, 3020, 3350, 4001, 4002, 4710, 4712, and 4720. The Department of Teacher Education will evaluate equivalencies for other courses in the middle level education program. Every effort will be made to accept credit that is reasonably equivalent to Clayton State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

PROGRAM WRITING REQUIREMENTS

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

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

Candidates writing skills will be reassessed in Language Arts (LART3010) during the first semester of enrollment. This course assessment includes multiple writing tasks and will provide candidates with a writing profile with criterion-referenced feedback. If a candidate's writing profile for this course is below the required program writing level of 39 with no area below 5, the candidate will be required to take Writing Skills Laboratory II (WLAB 2999) concurrently with LART 3010. This requirement for additional individualized help in writing will be in effect regardless of the candidate's grade in LART 3010 or other courses. Continuous enrollment in WLAB 2999 is required until the candidate has achieved the designated middle level teacher education program writing profile as stated above. Through writing experiences in other teacher education courses and assistance in the Center for Academic Success, the candidate's writing skills should continue to improve. Obtaining the required profile is a prerequisite for EDUC 4710 (fall semester of senior year internship).

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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

cumulative Program GPA on the last attempt of courses taken to meet program requirements, and a cumulative Institutional GPA of 2.50 rather than a 2.00 Institutional GPA). Due to the sensitive nature of working with children and youth in authentic school settings, the following additional standard applies: *Any faculty member or administrator of the University and/or a cooperating school system may immediately remove a candidate from an on-site setting if, in that person's professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for Teacher Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The department head will issue a written ruling to the candidate with copies to the Dean of Arts and Sciences and the Provost/Vice President for Academic Affairs. Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal policy.*

In order to be placed in the senior year internship, which begins at the end of July or beginning of August, depending on the school year calendars of the six partnership school districts, candidates must have in place the following:

1. A cumulative Program GPA of 2.50 or higher.
2. A cumulative Institutional GPA of 2.50 or higher.
3. Completion of each course in the program sequence with a grade of *C* or higher (or *K*).
4. Successful completion of the program writing profile. (Middle Level Education majors)
5. Endorsement of the junior year by the Professional Education Programs Committee (PEPC).
6. Passage of an updated background check.
7. Renewal of liability insurance coverage.

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

TEACHER CERTIFICATION

In Georgia, to receive certification to teach, individuals must document having met criteria endorsed by the Professional Standards Commission, including successful completion of the GACE Content Assessment(s). Application forms to apply for Georgia certification are available online at www.gapsc.com. It is the applicant's responsibility to request the application and complete the submissions process. The application, a completed recommendation form, and official transcript from all colleges and universities attended may be submitted to the Professional Standards Commission (PSC) in a single package. However, the Department will submit all application packages as a bundle to the PSC.

Bachelor of Arts in Middle Level Education

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

BACHELOR OF ARTS IN MIDDLE LEVEL EDUCATION DEGREE PROGRAM REQUIREMENTS

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

Lower Division Major Requirements
  (Core Curriculum Area F)...**18 hours**
EDUC 2110 Investigating Critical & Contemporary Issues in
    Education...3 hours
EDUC 2120 Exploring Socio-Cultural Perspectives on
    Diversity in Educational Contexts..3 hours
EDUC 2130 Exploring Learning and Teaching...............................3 hours
Courses appropriate to the teaching field ....9 hours
Three courses must be chosen upon consultation with
an advisor to support the first and second area of
teaching concentrations. The following courses are
recommended:
    Language Arts: ENGL 2111, ENGL 2112, ENGL
        2121, ENGL 2122, or ENGL 2130;
    Mathematics: MATH 1221, MATH 1231, MATH
        1241, MATH 1112 and CPTG 1010, or CSCI
        1301;
    Natural Sciences: SCI 1901 (any topic not already
        taken in Area D2) or CHEM 1151/1151L (lab
        hour is excess credit);
    Social Studies: HIST 1111, HIST 1112, HIST 2111,
        HIST 2112

Upper Division Requirements...**15 hours**
EDUC 3000 Teacher Education Seminar I (Fall Semester -
    Institutional Credit Only)...1 hours
EDUC 3001 Teacher Education Curriculum Seminar (Spring
    Semester - Institutional Credit Only) ....1 hour
EDUC 4001 Teacher Education Seminar II (Institutional Credit
    Only ....1 hour

EDUC 4002 Teacher Education Seminar III (Institutional Credit
    Only) ....1 hour
EDUC 3010 Cognitive, Social/Affective and Physical
    Aspects of the Middle Level Learner ....3 hours
EDUC 3020 Instructional Technology for Teachers ....3 hours
EDUC 3030 Exploring the Exceptional Learner............................3 hours
EDUC 3350 Instructional Strategies for Individual and
    Interdisciplinary Teaching...3 hours
LART 3010 Teaching Reading and Writing in the
    Content Areas...3 hours

First Teaching Field Requirements...**15 hours**
Select all 15 hours from one of the following areas:
Language Arts
    ENGL 3100 Introduction to English Studies............................3 hours
    ENGL 3210 Advanced Grammar ....3 hours
    ENGL 4114 Adolescent Literature..3 hours
    LART 3120 Language Arts: Skills and Concepts 3.hours
    ENGL 3000-4000 (Choose any 3000 or 4000 level course
        not previously taken.)...3 hours
Mathematics
    MATH 3010 Number Concepts and Relationships ....3 hours
    MATH 3020 Concepts of Algebra..3 hours
    MATH 3030 Concepts of Geometry ....3 hours
    MATH 4010 Mathematical Problem Solving:
        Advanced Concepts..3 hours
    MATH 4020 Concepts of Discrete Mathematics ....3 hours
Science
    SCI 3110 Physical Science I ....2 hours
    SCI 3110L Physical Science I Laboratory................................1 hour
    SCI 3120 Physical Science II ....3 hours
    SCI 3130 Integrated Science – Life Science...........................3 hours
    SCI 3140 Physical Science III ....3 hours
    BIOL 3500 Ecology..3 hours
Social Studies
    HIST 3110 Georgia History and Government ....3 hours
    HIST 3500 Selected Topics in World History ....3 hours
    HIST 4250 History of World Religions.....................................3 hours
    SOSC 3110 Themes in World Geography ....3 hours
    SOSC 4501 Research Methods in the Social
        Sciences...3 hours

Second Teaching Field Requirements....................................**12 hours**
Select all 12 hours from one of the following areas:
Language Arts
    ENGL 3100 Introduction to English Studies............................3 hours
    ENGL 3210 Advanced Grammar ....3 hours
    ENGL 4114 Adolescent Literature..3 hours
    LART 3120 Language Arts: Skills and Concepts ....3 hours
Mathematics

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

Science

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

Social Studies

HIST 3110 Georgia History and Government .... 3 hours
HIST 3500 Selected Topics in World History .... 3 hours
HIST 4250 History of World Religions.................................... 3 hours
SOSC 3110 Themes in World Geography .... 3 hours

Internship Requirements..**18 hours**
The following courses must be taken in sequence during
the same school calendar year:
EDUC 4710 Middle Level Internship I..................................... 3 hours
EDUC 4712 Middle Level Internship IIA .... 3 hours
EDUC 4720 Middle Level Internship II Grades 4-8.................... 12 hours

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

Other Program-Specific Graduation Requirements

1. Grades of *A, B, C,* or *K* in all courses used to meet program
requirements and a minimum 2.50 Program GPA.
2. Minimum of 55 hours in residence at Clayton State University,
including the following courses: LART 3010, MATH 3010, SCI 3110,
HIST 3010, EDUC 3000, 3001, 3010, 3020, 3224, 3350, 4001, 4002,
4710, 4712, 4720.
3. Submission of a complete teacher work sample portfolio and exit
interview assessment prepared in accordance with published
guidelines to establish that the Unit Outcomes and Candidate
Proficiencies have been met.
4. Participation in examinations, surveys, and any other required
activities administered for purposes of program evaluation and
program exit.

BACHELOR OF ARTS IN MIDDLE LEVEL EDUCATION SUGGESTED DEGREE PROGRAM SEQUENCE

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

education advisor to receive advisement with the Middle Level Education Admission Worksheet for specific courses required for the common core curriculum, and for courses to support teaching concentrations.

FRESHMAN YEAR					
First Semester			**Second Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	SOCI 1101	Introduction to Sociology	3
COMM 1110	Spoken Communication	3	POLS 1101*	American Government	3
EDUC 2110	Invest. Crit. & Contemp. Issues in Education	3	HIST 2111	US History to 1877	
MATH 1101	Intro to Math Modeling	3	Or HIST 2112	US Since Reconstruction	3
			HIST 1111	Pre-Modern World History	3
Total		**15**	**Total**		**15**

SOPHOMORE YEAR					
First Semester			**Second Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ENGL 2111 Or SPAN 2001	World Literature I Intermediate Spanish I	3	MUSC 2101 Or SPAN 2002	Music Appreciation Intermediate Spanish II	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Laboratory	1		1st or 2nd Teaching Field Course	3
MATH 1231	Introductory Statistics	3		2nd Teaching Field Course	3
MATH 1241	Survey of Calculus	3	EDUC 2130*	Exploring Learning and Teaching	3
	1st Teaching Field Course	3			
EDUC 2120*	Exploring Socio-Cultural Persp. on Div. in Educ. Contexts	3			
Total		**16**	**Total**		**15**

JUNIOR YEAR					
First Semester			**Second Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
EDUC 3000*	Teacher Education Sem. I	1	EDUC 3350*	Instructional Strategies	3
EDUC 3010*	Middle Level Learner	3		1st Teaching Field Courses*	6
EDUC 3030*	Exploring the Exceptional Learner	3		2nd Teaching Field Courses*	6
LART 3010*	Teaching Reading and Writing in the Content Areas	3	EDUC 3001*	Teacher Education Curriculum Seminar	1
	1st Teaching Field Course*	3			
	2nd Teaching Field Course*	3			
Total		**16**	**Total**		**16**

SENIOR YEAR

First Semester		Hours	Second Semester		Hours
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
EDUC 4001*	Teacher Ed Seminar II	1	EDUC 4002*	Teacher Ed Seminar III	1
EDUC 4710*	Middle Level Internship I	3	EDUC 4712*	Middle Level Internship IIA	3
	1st Teaching Field Courses	6	EDUC 4720*	Middle Level Internship II	12
	2nd Teaching Field Course	3			
EDUC 3020*	Instructional Technology	3			
Total		**16**	**Total**		**16**

SCHOOL OF BUSINESS

EARNED EXCELLENCE

THE BEST BUSINESS SCHOOLS IN THE WORLD

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

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

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

ADMINISTRATIVE OFFICERS

Jacob M. Chacko, *Dean*
Diane Prince, *Associate Dean*

FACULTY

H. Lari Arjomand, *Economics*
Maria Bullen, *Accounting*
Scott Butterfield, *Accounting*
Michael H. Deis, *Management*
Nikki M. Finlay, *Economics*
Louis F. Jourdan, *Management*
Reza Kheirandish, *Economics*
Gregory S. Kordecki, *Accounting*
Gary L. May, *Management*
John Mascaritolo, *Management*
Lawrence K. Menter, *Business Law*
George H. Messer, Jr., *Management*
George E. Nakos, *Marketing*
C. R. Narayanaswamy*, Finance & Economics*
Adel M. Novin, *Accounting*
Judith S. Ogden, *Business Law & Taxation*
Howard Charles Ralph, Jr., *Management*
Margaret Thompson, *Management*
Michael Tidwell, *Management*
Anita Whiting, *Marketing*

MISSION AND GOALS

The mission of the School of Business is to:

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

Our goals are to:

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

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

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

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

INSTRUCTIONAL ORGANIZATION

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

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

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

HONOR SOCIETIES AND CLUBS

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

ADMISSION AND READMISSION REQUIREMENTS

Students intending to enroll in the B.B.A. program must meet all University admission and academic requirements. In addition, applicants must satisfy the following additional requirements in order to be admitted to the B.B.A. program:
   a. Have an overall Grade Point Average (GPA) of 2.00.
   b. Have earned 45 semester credit hours.
   c. Successfully complete (or be exempt from) both parts of the Regents' Test (Essay and Reading).
   d. Satisfactorily complete the six Area F business courses with grades of *C* or better in all courses.
   e. Satisfactorily complete MATH 1231 with a grade of *C* or better.
   f. Earn a GPA of at least 2.28 in the six Area F business courses and MATH 1231. (Grades of *K* will not be counted in this GPA calculation.)
   g. Satisfactory performance on all subject modules of the School of Business Entrance Examination. Students who have a GPA of 3.0 or higher in the six Area F courses and Math 1231 are exempted from taking the entrance exam.

Students who plan to major in business will be admitted to Clayton State as pre-business majors. Upon meeting the aforementioned requirements, pre-business students are required to apply for admission into a business major in the School of Business. An application form can be obtained on the web at http://business.clayton.edu or from the School of Business Office of Academic and Career Advisement. Students will be notified of acceptance by a formal letter. Transfer students will be required to meet the same criteria as Clayton State students.

Information on the School of Business Entrance Examination can be obtained on the web at *http://business.clayton.edu.* A Student ma attempt the entrance exam up to three times and/or repeat courses that were not

satisfactorily completed and that disqualified him or her from admission subject to the University's course repeat policy. If a student elects to repeat such courses and receives grades that meet the above criteria, the student may reapply for admission to the B.B.A. program.

COLLEGE-SPECIFIC ACADEMIC REQUIREMENTS

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

1. **Mathematics Requirement.** All B.B.A. students must complete MATH 1231, Introductory Statistics, and MATH 1241, Survey of Calculus. Students with appropriate placement scores are encouraged to take MATH 1241 in Area A. Other students should take either of the math courses in Area D and/or the other as a non-business elective. MATH 1231 is prerequisite to BUSA 3101 and MATH 1241 is prerequisite to FINA 3101, which are required B.B.A. courses.
2. **Writing Assessment.** All B.B.A. students are required to pass the official School of Business writing assessment prior to enrollment in MGMT 4750. The official writing assessment is administered in MGMT 3120, Managerial Communication. Transfer students who are granted credit equivalent for MGMT 3120 must take the official writing assessment during the first term of Clayton State enrollment in which they take an upper division business course. (Transfer students must contact the School of Business for information about assessment procedures.)

   Students who fail to pass the official School of Business writing assessment are *required* to enroll in WLAB 2999, Writing Laboratory II. Such students must enroll in WLAB 2999 for their next term of attendance and in each subsequent term until they have passed the official writing assessment by earning a grade of *C* or better in the course. Students who are required to take WLAB 2999 but neglect to do so are subject to having their registration in other courses cancelled.
3. **Residency Requirements.** In addition to general Clayton State baccalaureate residency requirements, the B.B.A. has the following additional restrictions:
   a. At least 30 hours of business courses must be taken at Clayton State. Business courses are defined as any course with the following prefixes:
      - ACCT, FINA, MGMT, MKTG, BUSA (except BUSA 3101), BLAW
   b. ECON 2105, ECON 2106, and BUSA 3101 cannot be counted toward the residency requirement.
   c. At least 21 of the 30 hours of business courses must be upper division.
   d. Of the 21 upper division business hours that must be taken from Clayton State, the following *must* be included:
      - MGMT 4750, Strategic Management;
      - for Accounting majors, at least 12 hours of ACCT prefix numbered higher than ACCT 2102;
      - for Management majors, at least 12 hours of MGMT prefix numbered higher than MGMT 3101;
      - for Marketing majors, at least 12 hours of MKTG prefix numbered higher than MKTG 3101;
      - for General Business majors, at least 12 hours of business courses numbered higher than 3101 (not counting MGMT 4750).

4. **Area F Grades**. Students must earn a grade of *C* or better in all Area F courses and MATH 1231.
5. **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).
6. **Transfer Credit.** The Office of the Registrar normally accepts equivalent or substitutable transfer courses toward graduation at Clayton State; however, the School reserves the right to determine whether credit earned at other institutions can be applied toward graduation. Acceptance of transfer credit by the University does not guarantee that it will be applied toward B.B.A. requirements. In general, credit for courses completed at other institutions must have been taken at the same level as the equivalent course at Clayton State University. If a course similar to an upper division Clayton State course has been taken at the lower-division level, the student may, in some cases, be allowed to validate the credit by passing a proficiency examination in the subject area.
7. **Prerequisites.** Students should pay careful attention to course prerequisites in order to sequence courses appropriately in their programs of work. This is especially important at the sophomore-junior transition and as students near the end of their graduation requirements. All business prerequisites for School of Business courses require that a student earn a grade of *C* or better (or *K*) in the prerequisite business courses before the student may take a course requiring the prerequisite. *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.
8. **Policy on credit by exam in business courses for BBA majors.** For the BBA, grades of *K* (credit by exam such as CLEP) will be accepted only for macroeconomics (ECON 2105), microeconomics (ECON 2106), and Financial Accounting (ACCT 2101). Transfer students will be required to meet the same criteria as Clayton State students. (CLEP credit for other business courses may be allowed in non BBA majors. Contact the appropriate school or college for details.)

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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

Bachelor of Business Administration in Accounting

Consistent with the mission of the School of Business, the mission of the Accounting Program is to provide broad-based undergraduate curriculum leading to professional careers in accounting and related fields. Upon successful

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

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

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING DEGREE PROGRAM REQUIREMENTS

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

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

Upper Division Business Core Requirements .... **21 hours**
BUSA 3101 Business Statistics .... 3 hours
FINA 3101 Corporate Finance.. 3 hours
MGMT 3101 Management Principles and Organizational Behavior .... 3 hours
MGMT 3102 Performance/Quality Management .... 3 hours
MGMT 3120 Managerial Communications .... 3 hours
MKTG 3101 Principles of Marketing .... 3 hours
MKTG 3420 Global Business .... 3 hours

Required Accounting Major Courses .... **18 hours**

ACCT 3110 Managerial Cost Accounting .... 3 hours
ACCT 3250 Income Taxation .... 3 hours
ACCT 3351 Intermediate Financial Accounting I .... 3 hours
ACCT 3352 Intermediate Financial Accounting II .... 3 hours
ACCT 4330 Accounting Information Systems... 3 hours
ACCT 4480 Auditing and Assurance Services .... 3 hours

Accounting Electives .... **12 hours**
Select one or two from among the following:
ACCT 4250 Advanced Income Taxation .... 3 hours
ACCT 4352 Advanced Financial Accounting... 3 hours
ACCT 4440 Governmental and Non-Profit Accounting.............................. 3 hours

Choose ONE from the following if two are not selected above:
ACCT 4110 Advanced Managerial Cost Accounting .... 3 hours

ACCT 4800 Selected Topics in Accounting .... 3 hours
ACCT 4850 Accounting Internship/Cooperative Education .... variable credit
ACCT 4900 Independent Study/Directed Research & Readings ...... variable credit
BLAW 3370 Intermediate Business Law .... 3 hours
FINA 4101 Investments .... 3 hours
FINA 4102 Intermediate Finance .... 3 hours
FINA 4103 Money and Banking: Domestic and International .... 3 hours

Choose two from the following:
ACCT 4250 Advanced Income Taxation .... 3 hours
ACCT 4352 Advanced Financial Accounting .... 3 hours
ACCT 4440 Governmental and Non-Profit Accounting .... 3 hours
ACCT 4110 Advanced Managerial Cost Accounting .... 3 hours
ACCT 4800 Selected Topics in Accounting .... 3 hours
ACCT 4850 Accounting Internship/Cooperative Education .... variable credit
ACCT 4900 Independent Study/Directed Research & Readings ...... variable credit
ACCT 4330 Accounting Information Systems .... 3 hours
ACCT 4440 Governmental and Not-for-Profit Accounting .... 3 hours
ACCT 4480 Auditing and Assurance Services .... 3 hours
ACCT 4800 Selected Topics in Accounting ....
ACCT 4850 Accounting Internship/Cooperative Education .... 3 hours
ACCT 4900 Directed Research and Reading .... variable credit
BLAW 3370 Intermediate Business Law .... 3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility .... 3 hours
BUSA 3800 - Selected Topics in Business .... 3 hours
BUSA 4446 Managerial Economics .... 3 hours
BUSA 4850 Internship/Cooperative Education .... variable credit
BUSA 4900 Directed Research and Readings .... variable credit
FINA 3100 Personal Financial Management .... 3 hours
FINA 4101 Investments .... 3 hours
FINA 4102 Intermediate Finance .... 3 hours
FINA 4103 Money and Banking: Domestic and International .... 3 hours
MGMT 3106 Principles of Supply Chain Management .... 3 hours
MGMT 3520 Negotiation and Dispute Resolution in Business .... 3 hours
MGMT 4101 Human Resource Management .... 3 hours
MGMT 4102 Organizational Behavior .... 3 hours
MGMT 4105 Global Distribution and Air Operations Seminar .... 3 hours
MGMT 4111 Leadership .... 3 hours
MGMT 4302 Case Studies in Performance Quality Management .... 3 hours
MGMT 4311 Entrepreneurship .... 3 hours
MGMT 4320 Creativity and Management of Change .... 3 hours
MGMT 4403 International Management .... 3 hours
MGMT 4510 Labor Law/Relations .... 3 hours
MGMT 4800 Selected Topics in Management .... 3 hours
MKTG 3105 Introduction to Transportation and Logistics .... 3 hours
MKTG 3302 Consumer Behavior .... 3 hours
MKTG 3312 Services Marketing .... 3 hours
MKTG 3520 Negotiation and Dispute Resolution in Business .... 3 hours
MKTG 4104 Marketing Research and Analysis .... 3 hours
MKTG 4105 Global Distribution and Air Operations Seminar .... 3 hours
MKTG 4106 Promotion Strategy .... 3 hours
MKTG 4207 Professional Selling .... 3 hours
MKTG 4420 International Marketing .... 3 hours
MKTG 4510 Retailing .... 3 hours
MKTG 4750 Marketing Management .... 3 hours

MKTG 4800 Selected Topics in Marketing .... 3 hours

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

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

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

Option: Minor in Finance .... **15 hours**

<u>Required Course</u>
FINA 3101 : Corporate Finance .... 3 hours

<u>Elective Courses</u> (Take any four out of the following courses)

FINA 3100 : Personal Finance... 3 hours
FINA 4101: Investment.. 3 hours
FINA 4102 : Intermediate Finance... 3 hours
FINA 4103 : Money and Banking: Domestic and International .... 3 hours
ACCT 3351: Intermediate Financial Accounting .... 3 hours

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

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

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. Students who plan to sit for the CPA exam are advised to
consider the requirement in choosing electives and/or planning for additional
hours to meet the requirement.

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

FRESHMAN YEAR

First Semester			Second Semester		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3	ECON 2105	Prin of Macroeconomics	3
CSU 1022	University Foundations	2	MATH 1231	Intro to Statistics	3
Area B2	Communication	3	Area C2	Fine Arts	3
Area E1	U.S. History	3	POLS 1101	American Government	3
Total		*14*	*Total*		*15*

SOPHOMORE YEAR

First Semester			Second Semester		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
Area D1	Natural Sciences [e]	3	Area E2	Behavior Science	3
Area D1 Lab	Natural Sciences Lab	1	Area E3	Capstone Course	3
ACCT 2101	Prin Financial Accounting	3	Area D1	Natural Science II [e]	3
CRIT 1101	Critical Thinking	3	CPTG 2201	Computer Applications	3
BLAW 2106	Legal Environ of Business	3	ACCT 2102	Prin Managerial Accounting	3
Area C1	Literature, Philosophy, Foreign Lang. 2001, 2002	3	ECON 2106	Prin of Microeconomics	3
Total		*16*	*Total*		*18*

JUNIOR YEAR

First Semester			Second Semester		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
BUSA 3101	Business Statistics	3	ACCT 3352	Int Financial Accounting II	3
MATH 1241	Survey of Calculus	3	MGMT 3102	Perf/Quality Management	3
ACCT 3351	Int Financial Accounting I	3	FINA 3101	Corporate Finance	3
ACCT 3110	Managerial Cost Acct	3	MGMT 3120	Managerial Communications	3
MGMT 3101	Mgmt. Prin. & Org. Beh.	3	MKTG 3101	Principles of Marketing	3
Total		*15*	*Total*		*15*

SENIOR YEAR

First Semester			Second Semester		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ACCT 4330	Intro Accounting Info Sys	3	MGMT 4750	Strategic Management	3
ACCT 3250	Income Taxation	3	MKTG 3420	Global Business	3
BUSA 3700	Bus.Ethics/Corp.Soc. Resp	3	ACCT 4480	Auditing & Assurance Svc.	3
	Non-Business Elective	3		Non-Business Elective	3
	Major Elective [h]	3		Major Elective	3
Total		*15*	*Total*		*15*

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

[b] Take 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.

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

[d] 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.

[e] Take from the following sequences: SCI 1111 and SCI 1112, or BIOL 1111/1111L, and BIOL 1112, or CHEM 1151/1151L, and CHEM 1152, or PHYS 1111/1111L, and PHYS 1112.

[f] Take one from the following list: HIST 1111/1112, SOSC 2501.

[g Take one from the following list: ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, PHIL 2201, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

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

Bachelor of Business Administration in General Business

Consistent with the mission of the School of Business, the mission of the General Business Program is to provide broad-based undergraduate curriculum and allow for customized programs of study in specific business areas that meet 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.

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

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

BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS DEGREE PROGRAM REQUIREMENTS

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

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

Upper Division Business Core Requirements .... **21 hours**
BUSA 3101 Business Statistics .... 3 hours
FINA 3101 Corporate Finance.. 3 hours
MGMT 3101 Management Principles and Organizational Behavior .... 3 hours
MGMT 3102 Performance/Quality Management .... 3 hours
MGMT 3120 Managerial Communications .... 3 hours
MKTG 3101 Principles of Marketing .... 3 hours

MKTG 3420 Global Business .... 3 hours

General Business Major Options .... **30 hours**
Select ten courses from among the following, to include at
least one MGMT course, one MKTG course and one ACCT or
FINA course:
ACCT 3110 Managerial Cost Accounting .... 3 hours
ACCT 3250 Income Taxation .... 3 hours
ACCT 3351 Intermediate Financial Accounting I .... 3 hours
ACCT 3352 Intermediate Financial Accounting II .... 3 hours
ACCT 4110 Advanced Managerial Cost Accounting .... 3 hours
ACCT 4250 Advanced Income Taxation .... 3 hours
ACCT 4330 Accounting Information Systems............................... 3 hours
ACCT 4440 Governmental and Not-for-Profit Accounting .... 3 hours
ACCT 4480 Auditing and Assurance Services .... 3 hours
ACCT 4800 Selected Topics in Accounting...
ACCT 4850 Accounting Internship/Cooperative Education .... 3 hours
ACCT 4900 Directed Research and Reading.................................... variable credit
BUSA 3700 Business Ethics and Corporate Social Responsibility .... 3 hours
BUSA 3800 - Selected Topics in Business .... 3 hours
BUSA 4446 Managerial Economics... 3 hours
BUSA 4850 Internship/Cooperative Education................................ variable credit
BUSA 4900 Directed Research and Readings .... variable credit
FINA 3100 Personal Financial Management .... 3 hours
FINA 4101 Investments .... 3 hours
FINA 4102 Intermediate Finance.. 3 hours
FINA 4103 Money and Banking: Domestic and International .... 3 hours
MGMT 3106 Principles of Supply Chain Management .... 3 hours
MGMT 3520 Negotiation and Dispute Resolution in Business .... 3 hours
MGMT 4101 Human Resource Management .... 3 hours
MGMT 4102 Organizational Behavior .... 3 hours
MGMT 4105 Global Distribution and Air Operations Seminar .... 3 hours
MGMT 4111 Leadership.. 3 hours
MGMT 4302 Case Studies in Performance Quality Management .... 3 hours
MGMT 4311 Entrepreneurship .... 3 hours
MGMT 4320 Creativity and Management of Change .... 3 hours
MGMT 4403 International Management .... 3 hours
MGMT 4510 Labor Law/Relations .... 3 hours
MGMT 4800 Selected Topics in Management............................. 3 hours
MKTG 3105 Introduction to Transportation and Logistics .... 3 hours
MKTG 3302 Consumer Behavior.. 3 hours
MKTG 3312 Services Marketing... 3 hours
MKTG 3520 Negotiation and Dispute Resolution in Business.................... 3 hours
MKTG 4104 Marketing Research and Analysis .... 3 hours
MKTG 4105 Global Distribution and Air Operations Seminar .... 3 hours
MKTG 4106 Promotion Strategy... 3 hours
MKTG 4207 Professional Selling.. 3 hours
MKTG 4420 International Marketing... 3 hours
MKTG 4510 Retailing .... 3 hours
MKTG 4750 Marketing Management.. 3 hours
MKTG 4800 Selected Topics in Marketing .... 3 hours

Option: Concentration in Supply Chain Management.......................... **9 hours**
Select all courses from the following list:
    MGMT 3106 Principles of Supply Chain Management........................ 3 hours

MKTG 3105 Introduction to Transportation and Logistics .... 3 hours
MGMT/MKTG 4105 Global Distribution and Air Operations Seminar.. 3 hours

Option: Minor in Finance .... **15 hours**

<u>Required Course</u>
FINA 3101 Corporate Finance... 3 hours

<u>Elective Courses</u> (Take any four of the following courses)

FINA 3100 Personal Finance... 3 hours
FINA 4101 Investment... 3 hours
FINA 4102 Intermediate Finance.. 3 hours
FINA 4103 Money and Banking: Domestic and International .... 3 hours
ACCT 3351 Intermediate Financial Accounting.. 3 hours

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

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

Total Degree Requirements.. **120 hours**

BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS SUGGESTED DEGREE PROGRAM SEQUENCE

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3	ECON 2105	Prin. of Macroeconomics	3
CSU 1022	University Foundations	2	Area C2	Fine Arts, Philosophy, or For. Language 2001/2002	3
Area B2	Communications	3	MATH 1231	Intro to Statistics	3
Area E1	U.S. History	3	POLS 1101	American Government	3
Total		*14*	*Total*		*15*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ACCT 2101	Prin. Financial Accounting	4	ACCT 2102	Prin. Managerial Accounting	3
Area D1	Natural Science I	3	Area D1	Natural Science II	3

Area D1 Lab	Natural Science I Lab	1	ECON 2106	Microeconomics	3
CRIT 1101	Critical Thinking	3	Area E3	Capstone Course	3
Area C1	Literature, Philosophy, Foreign Lang. 2001/2002	3	Area E2	Behavior Science	3
BLAW 2106	Legal Environment of Bus.	3	CPTG 2201	Computer Applications	3
Total		*16*	*Total*		*18*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
BUSA 3101	Business Statistics	3	FINA 3101	Corporate Finance	3
MKTG 3101	Principles of Marketing	3	MGMT 3102	Perf/Quality Management	3
MGMT 3101	Mgmt. Prin. & Org. Beh.	3		Major Elective [h]	3
MATH 1241	Survey of Calculus	3		Major Elective [h]	3
	Major Elective	3		Major Elective [h]	3
Total		*15*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MGMT 3120	Managerial Comm.	3	MGMT 4750	Strategic Management	3
MKTG 3420	Global Business	3		Major Elective [h]	3
	Major Elective [h]	3		Major Elective	3
	Major Elective [h]	3		Major Elective	3
	Non Business Elective [h]	3		Major Elective	*3*
Total		*15*	*Total*		*15*

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

[c] Take one from the following list: SOCI 1101, PSYC 1101.
[d] 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.
[e] Take from the following sequences: SCI 1111, and SCI 1112, or BIOL 1111/1111L, and BIOL 1112, or CHEM 1151/1151L, and CHEM 1152, or PHYS 1111/1111L, and PHYS 1112.
[f] Take one from the following list: HIST 1111/1112, SOSC 2501.
[g] Take one from the following list: ENGL 2111, ENGL 2112, ENGL 2130, PHIL 2201, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002
[h] Select eight courses from upper level business courses including at least one MGMT course, one MKTG course and one ACCT or ECON or FINA course.

Bachelor of Business Administration in Management

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

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

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

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT DEGREE PROGRAM REQUIREMENTS

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

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

Upper Division Business Core Requirements .... 21 hours
BUSA 3101 Business Statistics .... 3 hours
FINA 3101 Corporate Finance... 3 hours
MGMT 3101 Management Principles and Organizational Behavior .... 3 hours
MGMT 3102 Performance/Quality Management .... 3 hours
MGMT 3120 Managerial Communications .... 3 hours
MKTG 3101 Principles of Marketing .... 3 hours
MKTG 3420 Global Business .... 3 hours

Required Management Major Courses .... 9 hours
MGMT 4101 Human Resource Management... 3 hours
MGMT 4102 Organizational Behavior .... 3 hours
MGMT 4111 Leadership.. 3 hours

Management Electives .... 21 hours
At least nine credit hours must be from courses that have a
MGMT prefix, and at least nine credit hours must be from a
course that does not have a MGMT prefix.
Select from among:
ACCT 3110 Managerial Cost Accounting .... 3 hours
ACCT 3250 Income Taxation .... 3 hours
ACCT 3351 Intermediate Financial Accounting I....................................... 3 hours
ACCT 3352 Intermediate Financial Accounting II...................................... 3 hours
ACCT 4110 Advanced Managerial Cost Accounting .... 3 hours
ACCT 4250 Advanced Income Taxation .... 3 hours
ACCT 4330 Accounting Information Systems.. 3 hours
ACCT 4352 Advanced Financial Accounting... 3 hours
ACCT 4440 Governmental and Non-Profit Accounting.............................. 3 hours

ACCT 4480 Auditing and Assurance Services .... 3 hours
ACCT 4800 Selected Topics in Accounting.. 3 hours
ACCT 4850 Accounting Internship/Cooperative Education .... variable credit
ACCT 4900 Directed Research and Reading.................................. variable credit
BLAW 3370 Intermediate Business Law .... 3 hours
BUSA 3800 Selected Topics in Business .... 3 hours
BUSA 4446 Managerial Economics.. 3 hours
BUSA 4850 Internship/Cooperative Education .... variable credit
BUSA 4900 Directed Research and Readings .... variable credit
FINA 3100 Personal Financial Management .... 3 hours
FINA 4101 Investments .... 3 hours
FINA 4102 Intermediate Finance.. 3 hours
FINA 4103 Money and Banking: Domestic and International .... 3 hours
MGMT 3106 Principles of Supply Chain Management .... 3 hours
MGMT 3520 Negotiation and Dispute Resolution in Business .... 3 hours
MGMT 4105 Global Distribution and Air Operations Seminar .... 3 hours
MGMT 4302 Case Studies in Performance Quality
        Management .... 3 hours
MGMT 4311 Entrepreneurship .... 3 hours
MGMT 4320 Creativity and Management of Change .... 3 hours
MGMT 4403 International Management .... 3 hours
MGMT 4510 Labor Law/Relations .... 3 hours
MGMT 4725 Dean's Senior Honors Seminar .... 3 hours
MGMT 4800 Selected Topics in Management.. 3 hours
MKTG 3302 Consumer Behavior... 3 hours
MKTG 3105 Introduction to Transportation and Logistics........................ 3 hours
MKTG 3312 Services Marketing.. 3 hours
MKTG 3520 Negotiation and Dispute Resolution in Business................... 3 hours
MKTG 4104 Marketing Research and Analysis .... 3 hours
MKTG 4105 Global Distribution and Air Operations Seminar .... 3 hours
MKTG 4106 Promotion Strategy.. 3 hours
MKTG 4207 Professional Selling.. 3 hours
MKTG 4420 International Marketing.. 3 hours
MKTG 4510 Retailing .... 3 hours
MKTG 4750 Marketing Management... 3 hours
MKTG 4800 Selected Topics in Marketing .... 3 hours

Option: Supply Chain Management Concentration............................ **9 hours**
MGMT 3106 Principles of Supply Chain Management .... 3 hours
MKTG 3105 Introduction to Transportation and Logistics........................ 3 hours
MGMT/MKTG 4105 Global Distribution and Air Operations Seminar .... 3 hours

Option: Minor in Finance .... 15 hours

Required Course
FINA 3101 : Corporate Finance ………………………………………………..3 hours

Elective Courses (Take any four of the following courses)

FINA 3100 : Personal Finance .... 3 hours
FINA 4101: Investment... 3 hours
FINA 4102 : Intermediate Finance... 3 hours
FINA 4103 : Money and Banking: Domestic and International .... 3 hours
ACCT 3351: Intermediate Financial Accounting .... 3 hours

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

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

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

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT SUGGESTED DEGREE PROGRAM SEQUENCE

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3	ECON 2105	Prin of Macroeconomics	3
CSU 1022	University Foundations	2	MATH 1231	Intro to Statistics	3
Area B2	Communications	3	Area C2	Fine Arts, Philosophy, Foreign Lang. 2001/2002	3
Area E1	U.S. History	3	POLS 1101	American Government	3
Total		*14*	*Total*		*15*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
Area D1	Natural Science [e]	3	Area D1	Natural Science II	3
Area D1 Lab	Natural Science Lab	1	ACCT 2102	Prin. Managerial Accounting	3
ACCT 2101	Prin Financial Accounting	3	ECON 2106	Prin. Of Microeconomics	3
BLAW 2106	Legal Environ of Business	3	Area E3	Capstone Course	3
CRIT 1101	Critical Thinking	3	Area E2	Behavior Science	3
Area C1	Literature, Philosophy, Foreign Lang. 2001/2002	3	CPTG 2201	Advance Computer Appl.	3
Total		*16*	*Total*		*18*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
BUSA 3101	Business Statistics	3	FINA 3101	Corporate Finance	3
MKTG 3101	Principles of Marketing	3	MGMT 3102	Perf/Quality Management	3
MGMT 3101	Mgmt. Prin. & Org. Beh.	3	MGMT 4101	Human Resource Mgmt	3

MATH 1241	Survey of Calculus	3		Major Elective [h]	3
	Major Elective	3		Major Elective [g]	3
Total		*15*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MGMT 3120	Managerial Comm.	3	MGMT 4750	Strategic Management	3
MGMT 4102	Organizational Behavior	3	MKTG 3420	Global Business	3
MGMT 4111	Leadership	3		Major Elective	3
	Major Elective [h]	3		Major Elective	3
	Non Business Elective [h]	3		Major Elective [h]	3
Total		*15*	*Total*		*15*

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

[b] Take 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

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

[d] 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.

[e] Take from the following sequences: SCI 1111/1111L, and SCI 1112, or BIOL 1111/1111L, and BIOL 1112, or CHEM 1151/1151L, and CHEM 1152, or PHYS 1111/1111L, and PHYS 1112.

[f] Take one from the following list: HIST 1111/1112, SOSC 2501.

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.

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

[h] Choose seven upper level business courses. At least three must have a MGMT prefix, and at least three must not have a MGMT prefix.

Bachelor of Business Administration in Marketing

Consistent with the mission of the School of Business, the mission of the Marketing Program is to provide a broad based general and business education that prepares students for careers in marketing related fields. Upon successful completion of the program, students should obtain the following learning outcomes:

1. A broad based general and business education that prepares students to contribute to their organization, community and society as a whole
2. To provide students with a strong knowledge base, hands on experience and create the mindset required for success in the dynamic field of marketing
3. To provide the student with the option of a specialized education in marketing
4. To provide students with a variety of skills required in the diverse field of marketing

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING DEGREE PROGRAM REQUIREMENTS

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

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

Upper Division Business Core Requirements .... **21 hours**
BUSA 3101 Business Statistics .... 3 hours
FINA 3101 Corporate Finance.. 3 hours
MGMT 3101 Management Principles and Organizational Behavior .... 3 hours
MGMT 3102 Performance/Quality Management .... 3 hours
MGMT 3120 Managerial Communications .... 3 hours
MKTG 3101 Principles of Marketing .... 3 hours
MKTG 3420 Global Business .... 3 hours

Required Marketing Major Courses .... **9 hours**
MKTG 4104 Marketing Research and Analysis .... 3 hours
MKTG 4207 Professional Selling.. 3 hours
MKTG 4750 Marketing Management.. 3 hours

Marketing Electives .... **21 hours**
At least nine credit hours must be from courses that have a
MKTG prefix, and at least nine credit hours must be from a
course that does not have a MKTG prefix.
Select from among:
ACCT 3110 Managerial Cost Accounting .... 3 hours
ACCT 3250 Income Taxation .... 3 hours
ACCT 3351 Intermediate Financial Accounting I....................................... 3 hours
ACCT 3352 Intermediate Financial Accounting II .... 3 hours
ACCT 4110 Advanced Managerial Cost Accounting .... 3 hours
ACCT 4250 Advanced Income Taxation .... 3 hours
ACCT 4330 Accounting Information Systems... 3 hours
ACCT 4352 Advanced Financial Accounting .... 3 hours
ACCT 4440 Governmental and Non-Profit Accounting.............................. 3 hours
ACCT 4480 Auditing and Assurance Services .... 3 hours
ACCT 4800 Selected Topics in Accounting... 3 hours
ACCT 4850 Accounting Internship/Cooperative Education .... variable credit
ACCT 4900 Directed Research and Reading................................... variable credit
BLAW 3370 Intermediate Business Law .... 3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility............ 3 hours
BUSA 3800 Selected Topics in Business .... 3 hours
BUSA 4446 Managerial Economics... 3 hours
BUSA 4850 Internship/Cooperative Education .... variable credit
BUSA 4900 Directed Research and Readings .... variable credit
FINA 3100 Personal Financial Management .... 3 hours
FINA 4101 Investments .... 3 hours
FINA 4102 Intermediate Finance... 3 hours
FINA 4103 Money and Banking: Domestic and International .... 3 hours

MGMT 3106 Principles of Supply Chain Management .... 3 hours
MGMT 3520 Negotiation and Dispute Resolution in Business .... 3 hours
MGMT 4101 Human Resource Management .... 3 hours
MGMT 4102 Organizational Behavior .... 3 hours
MGMT 4105 Global Distribution and Air Operations Seminar .... 3 hours
MGMT 4111 Leadership .... 3 hours
MGMT 4302 Case Studies in Performance Quality
         Management .... 3 hours
MGMT 4311 Entrepreneurship .... 3 hours
MGMT 4320 Creativity and Management of Change .... 3 hours
MGMT 4403 International Management .... 3 hours
MGMT 4510 Labor Law/Relations .... 3 hours
MGMT 4725 Dean's Senior Honors Seminar .... 3 hours
MGMT 4800 Selected Topics in Management.. 3 hours
MKTG 3105 Introduction to Transportation and Logistics......................... 3 hours
MKTG 3302 Consumer Behavior... 3 hours
MKTG 3312 Services Marketing.. 3 hours
MKTG 3520 Negotiation and Dispute Resolution in Business................... 3 hours
MKTG 4105 Global Distribution and Air Operations Seminar .... 3 hours
MKTG 4106 Promotion Strategy.. 3 hours
MKTG 4420 International Marketing.. 3 hours
MKTG 4510 Retailing .... 3 hours
MKTG 4800 Selected Topics in Marketing .... 3 hours

Option: Supply Chain Management Concentration............................. **9 hours**
MGMT 3106 Principles of Supply Chain Management .... 3 hours
MKTG 3105 Introduction to Transportation and Logistics......................... 3 hours
MGMT/MKTG 4105 Global Distribution and Air Operations Seminar .... 3 hours

Option: Minor in Finance .... 15 hours

Required Course
FINA 3101 Corporate Finance ……………………………………………...3 hours

Elective Courses (Take any four of the following courses)

FINA 3100 Personal Finance... 3 hours
FINA 4101 Investment.. 3 hours
FINA 4102 Intermediate Finance.. 3 hours
FINA 4103 Money and Banking: Domestic and International .... 3 hours
ACCT 3351 Intermediate Financial Accounting... 3 hours

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

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

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

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING SUGGESTED DEGREE PROGRAM SEQUENCE

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
MATH 1101	College Algebra	3	ECON 2105	Prin of Macroeconomics	3
CSU 1022	University Foundation	2	MATH 1231	Intro. To Statistics	3
Area B2	Communications	3	Area C2	Fine Arts, Philosophy, Foreign Lang. 2001/2002	3
Area E1	U.S. History	3	POLS 1101	American Government	3
Total		*14*	*Total*		*15*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
Area D1	Natural Science I [e]	3	Area D1	Natural Science II	3
Area D1 Lab	Natural Science Lab	1	ACCT 2102	Prin Managerial Accounting	3
ACCT 2101	Prin. Financial Accounting	3	ECON 2106	Prin of Microeconimcs	3
CRIT 1101	Critical Thinking	3	Area E3	Capstone Course	3
Area C1	Literature, Philosophy, Foreign Lang. 2001/2002	3	Area E2	Behavior Science	3
BLAW 2106	Legal Environment of Bus.	3	CPTG 2201	Computer Applications	3
Total		*16*	*Total*		*18*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
BUSA 3101	Business Statistics	3	FINA 3101	Corporate Finance	3
MKTG 3101	Principles of Marketing	3	MGMT 3102	Perf/Quality Management	3
MGMT 3101	Mgmt. Prin. & Org. Beh.	3	BUSA 3700	Bus.Ethics/Corp. Soc. Resp	3
MATH 1241	Survey of Calculus	3	MKTG 4207	Professional Selling	3
	Major Elective	3		Major Elective [g]	3
Total		*15*	*Total*		*15*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
MKTG 4104	Market Research & Analy.	3	MGMT 4750	Strategic Management	3
MGMT 3120	Managerial Comm.	3	MKTG 4750	Marketing Management	3
MKTG 3420	Global Business	3		Major Elective	3
	Major Elective [g]	3		Major Elective	3

	Non Business Elective [g]	3		Non Business Elective [g]	3
Total		*15*	*Total*		*15*

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

[b] Take 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

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

[d] 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.

[e] Take from the following sequences: SCI 1111/1111L, and SCI 1112, or BIOL 1111/1111L, and BIOL 1112, or CHEM 1151/1151L, and CHEM 1152, or PHYS 1111/1111L, and PHYS 1112.

[f] Take one from the following list: HIST 1111/1112, SOSC 2501.

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.

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

[h] Choose five upper level business courses. At least three must have a MKTG prefix, and at least one must not have a MKTG prefix.

Minor Program in Finance

The finance minor will offer Clayton State University students the opportunity to focus on a specific area of business that offers excellent employment opportunity in the Atlanta area.

FINANCE MINOR PROGRAM REQUIREMENTS .... **15 hours**

Required Courses.. **3 hours**
    FINA 3101   Corporate Finance

Elective Courses (Take any four of the following courses).................... **12 hours**
    FINA 3100 Personal Finance .... 3 hours
    FINA 4101 Investment... 3 hours
    FINA 4102 Intermediate Finance.. 3 hours
    FINA 4103 Money and Banking: Domestic and International .... 3 hours
    ACCT 3351 Intermediate Financial Accounting.................................. 3 hours

Option: Supply Chain Management Concentration..................................... 9 hours
    MGMT 3106 Principles of Supply Chain Management......................... 3 hours
    MKTG 3105 Introduction to Transportation and Logistics .... 3 hours
    MGMT/MKTG 4105 Global Distribution and Air Operations Seminar .. 3 hours

SCHOOL OF NURSING

ADMINISTRATIVE OFFICERS

Lisa Wright Eichelberger, *Dean*
Sue Ellen Odom, *Acting Associate Dean*

FACULTY

Katrina R. Barnes
Joyce Beeks-Cook
Kathleen A. Cannella
Jennell Charles
Lisa W. Eichelberger
Victoria Foster
Betty Glenn
Carol Mackusick
Grace Nteff
Sue Ellen Odom
Lillian Parker
Charlene Romer
Susan J. Sanner
Sharon Janie Shaw
Julia A. Spinolo
Marilyn A. Stroy
Terri Williams Summers
Deonna S. Tanner
Susan A. Walsh
Karen E. Weaver
Isadora E. Weir

MISSION AND GOALS

Consistent with the mission statement of Clayton State University, the School of Nursing is committed to providing comprehensive nursing education and public service to residents of the community, region and the Southern Crescent of Metro Atlanta. The School of Nursing incorporates these five elements in its mission: the utilization of effective communication systems with the application of information technology; the promotion of health and human development of our global community in transition; the provision of high quality educational services for the development of competent, caring, and committed professional nurses; the design and development of a program which incorporates modern health care and educational technology; and the provision of community-based, experiential learning.

It is the faculty's mission to use those resources that will promote lifelong learning and enhance the acquisition of skill in information technology. Mastery of critical thinking skills, nursing therapeutics, theory-based practice, research, and communication is successfully accomplished by integrating theory, clinical practice, and technologically advanced communications.

HONOR SOCIETIES AND CLUBS

Honor societies, clubs, and service organizations are designed to support, augment, and supplement educational and professional development, and students are invited to participate in the Clayton State chapter of the Student

Nurses Association (SNA). In addition, students exhibiting excellent grades, leadership ability, and high professional ethics may be invited to join Sigma Theta Tau International Nursing Honor Society during their senior year.

ADMISSION AND READMISSION REQUIREMENTS

Basic Licensure Track

The basic licensure BSN track (sometimes called the "generic" track) is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet the admission requirements.

The nursing application is in addition to application for admission to Clayton State University. The competitive application process for the basic licensure BSN track includes the following:

1. Application and acceptance to Clayton State University.
2. Completion of a minimum of 45 semester credit hours of the required 60 hours of lower division work with a minimum institutional GPA of 2.50 at the time of application. This completed coursework must include two courses in English composition, CHEM 1151-1152 including labs (or another acceptable science sequence), MATH 1101 or higher, and at least one course in the social sciences. Note: All lower division course work must be completed with a minimum GPA of 2.50 and grades of C (or K or S) or better in all natural and behavioral science and math courses prior to enrollment in any upper division nursing course. Candidates who are not able to complete these requirements should wait to apply to the program.
3. Completion of the separate application to the basic licensure track BSN Program. An application fee is required. Application deadlines are announced by the School of Nursing. All supporting materials, including transcripts and required letters, must be received no later than two weeks after the application deadline. Incomplete applications, including those incomplete due to failure to submit supporting documents, will not be considered.
4. Submission of transcripts for all work completed at any college or university other than Clayton State. (For additional information, consult the "Guidelines for Transfer of Nursing Course Credit" available from the School of Nursing).
5. Successful completion of the Regents' Test for applicants who do not hold a previous baccalaureate degree.
6. Satisfactory completion of the admissions interview.
7. Satisfactory completion of the Nursing Entrance Examination (NET). Full details on this requirement are available on the web or from the program advisor.
8. Evidence of satisfactory overall health status consistent with the performance standards for nursing.
9. The Admission and Progression Committee will also review the application of all basic licensure students applying to re-enter the program.
10. Students who have attended another nursing education program at any time are required to indicate such attendance on their application. Failure to disclose this information may lead to dismissal even after matriculation. If the applicant has attended another nursing program, regardless of dates of attendance, a letter of good standing from the program administrator is required to complete the application process. Students who have been dismissed from another nursing education

program are ineligible for admission to the Clayton State program. Students who have been suspended from another program due to academic or clinical performance will be considered on a case-by-case basis.

11. Applications of students with a one-year break in the completion of their program of study will be reviewed by the Admission and Progression Committee.

12. Applicants should be aware that many clinical placement facilities require criminal background checks and/or drug screenings and will not allow individuals to enter their facilities for clinical practice without a clear outcome. Students may be required to pay for the cost of the criminal background checks and/or drug screenings required by the clinical facilities. Any student who thinks there may be an applicable situation should speak with the Associate Dean of Nursing when admitted to the program.

13. Applicants should also be aware that state examining boards have the right to refuse licensure to any individual. Applicants for the NCLEX-RN exam who have been arrested or convicted of a misdemeanor or felony are required to disclose such violations on the application to take the NCLEX-RN exam. Any student who thinks he or she may have an applicable situation should speak with the Associate Dean of Nursing upon admission to the program or contact the Board of Nursing for further information.

14. Students participating in Clayton State University's Honors Program are guaranteed admission to the BSN program when they meet the minimum admission standards. Candidates under this category must complete the nursing program application process by the deadlines established each year. Guaranteed admission is contingent upon continuing to meet the Honors program eligibility through the time of program admission.

RN-BSN Licensure Track

The RN-BSN track is available for registered with an associate degree or diploma in nursing. Clayton State participates in the Georgia Statewide Articulation Model.

The program is designed to prepare graduates to practice professional nursing in diverse health care settings, including hospitals, homes, clinics, hospice, industry, and community. Progression is possible on a full-time or part-time basis. Flexible schedules are designed to facilitate the educational efforts of the working RN. Core and elective classes are offered during the day and evening. Some classes are offered on weekends. Alternative format and online course options are also available.

The track offers a flexible curriculum that builds upon previously attained knowledge and experience and recognizes the unique educational needs and abilities of the adult learner. Educational experiences are provided to facilitate the registered nurse in expanding the scope of his or her practice in a rapidly changing society and health care delivery system. Nursing coursework includes professional issues, health assessment, interactive communication, leadership and management, research, and electives. In addition, students will complete a 90-hour clinical experience to explore the various roles of the professional nurse. Nursing and general college course offerings promote critical thinking, interpersonal communication, expanded role development, and leadership skills, as well as a sensitive and analytical perception of self, the human condition, and the world.

Admission procedure for the RN-BSN student is as follows:

1. Apply to the university
2. Meet with program advisor.
3. Complete all required core courses
4. Submit the RN-BSN application.

Specific programmatic admission requirements are:
1. Graduation from an accredited state board approved associate degree or diploma program in nursing.
2. Unrestricted current license in Georgia or eligibility for licensure
3. Completion of core requirements, Area F, and Pathophysiology (HLTH 3201)
4. Successful completion of the Regents Test and any other legislative requirements.
5. Overall GPA of 2.5 or greater.
6. Evidence of satisfactory health status, American Heart Association CPR certification, malpractice insurance, health insurance, and immunizations.

RN-BSN Program Specific Progression requirements are:
1. Students may not register for any nursing courses except NURS 3201/3202 and NURS 3110 until they have been formally admitted into the RN-BSN nursing program.
2. RN/ BSN students with a one-year or greater break in the completion of their program of study must request in writing to return to the program. They will also be required to complete the Clayton State readmission application form. The School of Nursing Admission and Progression Committee will review the request.
3. Consistent with university requirements, RN-BSN students must adhere to the laptop policies. Any online course requires students to bring a laptop computer to orientation.

After one year, a student who has been dismissed from Clayton State's nursing program may petition to the Dean of the School of Nursing in writing for readmission. Readmission is not automatic; in fact, readmission is granted only when the student is able to present clear and convincing evidence that the circumstances that led to the dismissal have substantially changed and that the student would have a high likelihood of academic success. The readmission decision will be made by the Dean upon the advice of the program faculty and the Associate Dean and will be communicated to the student in writing. If readmission is granted, the student will be on Program Academic Probation and/or Program Policy Probation, depending on the circumstances that led to dismissal, and will be subject to all program probation policies. If readmission is denied, the student may not petition again for at least three years unless the Dean's written notice includes specific conditions providing for earlier petition. Appeals of the Dean's decision must follow normal University academic appeals, policy, and procedures.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

At certain points in the curriculum, students are required to take nationally standardized examinations in nursing subjects. The test scores and other information are used to help students understand their personal progress and to help the School improve the curriculum. At the end of the program, a final assessment exam is administered, and successful completion is required for graduation.

Basic Licensure students are admitted to the nursing program as a class that normally moves through the curriculum together as a cohort according to the typical full-time progression model. The curriculum is structured with prerequisite and/or co requisite courses that provide foundational knowledge and skills for subsequent courses. Whenever a course is not completed with an acceptable grade, the student falls out of normal progression and loses his or her place in that class. Interruption of progression can occur due to academic or personal reasons as explained below.

Program Academic Probation
1. If a student earns a grade lower than *C* (i.e., *F, D*, or *WF*) in one course with a NURS prefix, or if the GPA falls below 2.0 in a given semester (or half semester), the student will be immediately placed on Program Academic Probation and be prohibited from taking any subsequent NURS course until the course(s) that had previous unacceptable grades are successfully completed.
2. A student whose progression is interrupted through Program Academic Probation has one opportunity to re-take the course(s), earn an acceptable grade, and resume progression in the program. This opportunity is subject to the conditions listed below under Resumption of Progression.
3. Any student who has been placed on program academic probation will remain on probation until graduation.

Interruption of Progression Due to Personal Reasons
A student whose progression in the nursing program is interrupted for personal reasons may resume progression subject to the conditions listed below under Resumption of Progression. This involves students who do not enroll for a semester or those who enroll but receive a grade of *W* (excluding the rare occasions when a *W* results in Program Academic Probation as explained above). In other words, any interruption of progression not resulting from Program Academic Probation, Program Policy Probation, or Program Dismissal is considered a personal reason.

Resumption of Progression
1. Prior to registration the student must notify the Associate Dean of Nursing in writing (or designee) that he or she wishes to resume progression in the nursing program and requests permission to re-take the appropriate course.
2. The course must have space available. Space may be available in the next offering of a course due to attrition, but the availability of space is not guaranteed. Available space is allocated according to the following priority:
   a. Students progressing according to the normal model for their cohort.
   b. Students who interrupted progression for personal reasons not due to probation or dismissal (e.g., students who received a *W* due to illness or other emergency).
   c. Students on Program Probation. (This includes students readmitted upon petition following dismissal.)
3. Students progressing normally are guaranteed space. If there are not enough available seats to accommodate all students in categories 2b and 2c, the Admission and Progression Committee will prioritize students according to its judgment regarding their relative likelihood of success after considering such factors as grades, test scores, clinical performance, and willingness and readiness to undertake remediation activities. All qualified students in category 2b will be accommodated before any in category 2c. If the student's interruption of progression has been for more than one calendar year or if the Admission and Progression Committee otherwise has

reason to believe that the student may not be prepared to re-enter the program, the Committee may require reasonable remediation activities as a condition of re-taking a course and/or of resuming normal progression. If circumstances merit, reasonable remediation activities may include auditing or re-taking courses already passed.

Basic licensure and RN-BSN students reentering the program must be able to demonstrate competency in the nursing courses they have completed if

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

This competency may be demonstrated as follows:

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

Program Probation

Program Probation may result as a consequence of any of the following behaviors:

- Failure to demonstrate clinical competency.
- Plagiarism or cheating.
- Unsafe clinical performance when the student's conduct or health presents a direct threat to self, patients, peers, health care personnel, faculty, or other individuals.
- Falsification of records, written assignments, or misrepresentation of presence at assigned clinical or community activities.
- Unethical or illegal conduct. All students are expected to adhere to the legal, moral, and legislative standards that determine acceptable and unacceptable behavior for nurses. The American Nurses' Association Code for Professional Nurses and Georgia Law Regulating Practice of Registered Nursing are used as standards.

The Program Probation decision is made by the Associate Dean of Nursing upon the advice of appropriate faculty. The Associate Dean will notify a student placed on Program Probation in writing. A student on Program Probation may be permitted to continue in normal progression but may be required by the Associate Dean/Dean to engage in remedial activities related to the nature of the behavior that resulted in probation.

Program Dismissal

A dismissed student will be notified in writing and is barred from taking any course with a NURS prefix. A student will be dismissed from the nursing program in the following cases:

1. **Academic Dismissal:** A student on Program Academic Probation who earns an unacceptable grade in any NURS course will be dismissed from the nursing program.
2. **Nursing Dismissal:**
   a. **Previously on Probation.** A student on Program Probation who engages in another instance of conduct of the nature listed above under the Program Probation heading may be dismissed from the nursing program. Dismissal of this nature will occur upon recommendation of appropriate faculty and the Associate Dean as confirmed by the Dean of the School of Nursing.
   b. **Not Previously on Probation.** A student who engages in behavior of the nature listed above under the Program Probation heading may be immediately dismissed without first being placed on probation if the

Dean of the School of Nursing determines that the circumstances are especially egregious.

Appeal of Dismissal Decision.
1. An appeal of Academic Dismissal is considered a grade appeal and will proceed according to normal University Academic Appeal policy.
2. A student who disputes a Nursing Policy Dismissal decision must file a written appeal with the Dean of Nursing no later than sixty (60) days after receiving written notice of dismissal. An appeal filed after this deadline will not be considered. The quicker that an appeal is filed, the sooner that the Dean can provide a decision. Appeals of the Dean's decision must follow normal University academic appeals policy and procedures.

Bachelor of Science in Nursing

Students holding baccalaureate or higher degrees in areas other than nursing may apply and be admitted to the basic licensure track. Applicants with a baccalaureate degree who are applying to the nursing program must complete all application materials and provide all supporting documents required under the regular competitive admission process. Although holding the baccalaureate or higher degree exempts students from certain requirements, it does not guarantee acceptance into the program.

Students holding a baccalaureate degree are exempt from Areas A-E of the core curriculum and the Regents' testing requirement, (although Area E of the core curriculum is deemed to be satisfied, students under this option are still required to meet the legislative requirements established by the University System of Georgia.) To be eligible for admission to the upper division nursing program, students in the baccalaureate program must have completed area F coursework and Pathophysiology.

BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM REQUIREMENTS - BASIC LICENSURE TRACK

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
BIOL 1151 Human Anatomy and Physiology I.. 3 hours
BIOL 1151L Human Anatomy and Physiology I - Lab .... 1 hour
BIOL 1152 Human Anatomy and Physiology II... 3 hours
BIOL 1152L Human Anatomy and Physiology II - Lab .... 1 hour
BIOL 2250 Microbiology .... 2 hours
BIOL 2250L Microbiology - Lab .... 2 hours
PSYC 2103 Introduction to Human Development...................................... 3 hours
HSCI 2201 Measurement Science (Health Care Statistics),
MATH 1231 (if not used in Area D2) or approved elective .... 3 hours

Required Transition Course .... **3 hours**
This course must be completed prior to enrollment in any
3000-level nursing course.
HLTH 3201 Pathophysiology .... 3 hours

Upper Division Major Requirements... **54 hours**

HSCI 3382 Clinical Pharmacology.. 2 hours
NURS 3382L Seminar in Nursing Pharmacology .... 1 hour
NURS 3110 Interactive Communications .... 3 hours
NURS 3201 Health Assessment.. 2 hours
NURS 3201L Health Assessment - Lab .... 1 hour
NURS 3301 Health Promotion... 3 hours
NURS 3301L Health Promotion Practicum .... 1 hour
NURS 3401 Health Illness Transitions I .... 3 hours
NURS 3401L Health Illness Transitions I Practicum................................... 2 hours
NURS 3501 Psychosocial Transitions .... 3 hours
NURS 3501L Psychosocial Transitions Practicum .... 2 hours
NURS 3601 Developmental Transitions I .... 3 hours
NURS 3601L Developmental Transitions I Practicum .... 2 hours
NURS 4100 Nursing Research.. 3 hours
NURS 4201 Developmental Transitions II .... 3 hours
NURS 4201L Developmental Transitions II Practicum .... 2 hours
NURS 4301 Health Illness Transitions II .... 3 hours
NURS 4301L Health Illness Transitions II Practicum.................................. 2 hours
NURS 4401 Health Illness Transitions III .... 3 hours
NURS 4401L Health Illness Transitions III Practicum................................. 3 hours
NURS 4500 Role Transitions.. 2 hours
NURS 4601 Organizational Transitions.. 4 hours
NURS 4601L Organizational Transitions Practicum .... 1 hour

Major-Specific Electives .... **6 hours**
Choose any two upper division electives with NURS, HCMG,
HFMG or HSCI prefixes.

Free Elective .... **3 hours**
Any upper division courses except PHED, NURS, or courses
identified in the catalog as career or institutional credit courses.

Total Degree Requirements.. **126 hours**

**BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM
REQUIREMENTS - RN-BSN TRACK**

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
BIOL 1151 Human Anatomy and Physiology I.. 3 hours
BIOL 1151L Human Anatomy and Physiology I - Lab .... 1 hour
BIOL 1152 Human Anatomy and Physiology II... 3 hours
BIOL 1152L Human Anatomy and Physiology II - Lab .... 1 hour
BIOL 2250 Microbiology .... 2 hours
BIOL 2250L Microbiology - Lab .... 2 hours
PSYC 2103 Introduction to Human Development....................................... 3 hours
HSCI 2201 Measurement Science, Health Care Statistics,
or approved elective .... 3 hours

Required Transition Course .... **3 hours**
This course must be completed prior to enrollment in any
3000-level nursing course.

HLTH 3201 Pathophysiology .... 3 hours

Lower Division Career Block... **31 hours**
Upon successful completion of NURS 3101, R.N.'s will receive
31 semester hours of block credit.

Upper Division Major Requirements................................... **23 hours**
NURS 3101 Professional Issues .... 3 hours
NURS 3110 Interactive Communications .... 3 hours
NURS 3201 Health Assessment.. 2 hours
NURS 3202 Health Assessment Practicum for R.N.'s .... 1 hour
NURS 4100 Nursing Research... 3 hours
NURS 4603 Organizational Transitions.. 4 hours
NURS 4604 Advanced Organizational Transitions for R.N.'s .... 4 hours

Major-Specific Electives .... **6 hours**
Choose any two upper division electives with NURS, HCMG,
HFMG or HSCI prefixes.

Free Elective .... **3 hours**
Select any upper division courses except PHED, NURS, or
courses identified in the catalog as career or institutional credit
courses.

Internship or Clinical Requirement...................................... **3 hours**
NURS 4503 Clinical Practicum for R.N.'s .... 3 hours

Total Degree Requirements.. **126 hours**

Other Bachelor of Science in Nursing Program Graduation Requirements

1. No grade lower than *C* will be counted toward graduation in Area F or for upper division courses.
2. Students must take a minimum of 30 semester hours at Clayton State University with no fewer than 25 hours being taken in upper division nursing courses. Block credit and credit by examination do not satisfy this requirement.
3. Registration for clinical/practicum courses requires that all students
   - maintain CPR certification,
   - carry malpractice insurance and health insurance (evidence of current coverage is required),
   - receive physical examinations and immunizations as required by the department, and
   - maintain current Georgia RN licensure if in the RN-BSN track.
4. Time Limitation of Nursing Courses Policy.
   Students are expected to progress in the nursing major in a timely fashion. All required upper division nursing courses must be completed within five years of matriculation into the clinical nursing courses. To determine the status of academic credit taken greater than five years ago, the Admissions and Progressions Committee must evaluate the course.
5. RN-BSN students are required to finish all coursework within 5 years. Any extension must be approved by the Dean upon the recommendation of the Associate Dean.
6. Basic Licensure Track students must pass a departmentally determined exit examination in order to graduate (RN Assessment).

Double Bachelor Degrees in Nursing and Health Care Management

Students who wish to enhance their employability by being qualified as both nurses and health care managers may wish to pursue the dual degree option according to the following requirements:

1. Complete all requirements for the B.S.N.
2. Complete the following courses from the Area F for Health Care Management:
   a. ACCT 2101
   b. ITFN 1101
   c. ECON 2105
   d. HSCI 2111 & 2111L.
3. Complete the following courses: HCMG 3101, HCMG 3401, HCMG 3501, HCMG 4560, MKTG 3101, HLTH 3520, and HCMG 4901 or HCMG 4500. Other appropriate courses may be determined by the Dean in order to equal a minimum of 21 hours of Health Care Management requirements taken in residency at Clayton State and not used to meet BSN requirements.

COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES

ADMINISTRATIVE OFFICERS

Anthony Giovannitti, *Interim Dean*

MISSION AND GOALS

The College of Information and Mathematical Sciences (CIMS) develops courses and programs in information technology, computing and mathematical sciences to serve the diversity of students at Clayton State University. Recognizing that CIMS supports evolving disciplines and fosters change, the College applies technologies inherent to the information and mathematical sciences to both enhance student learning and prepare students to participate fully as citizens of the 21st century.

The goals of the College of Information and Mathematical Sciences are:

- Provide an academic process based on truth and integrity, promoting ethical behavior among students and faculty.
- Provide a nurturing and stimulating environment for students, promoting academic opportunities, innovative instructional environments, student engagement and community involvement.
- Provide a nurturing and stimulating environment for faculty, promoting faculty development opportunities that include instructional improvement, professional activities, research, and experience.
- Develop curricula, programs and environments that promote life-long learning.
- Assess curricula, programs and courses regularly and use the data as feedback for change.
- Foster considered evolution of programs and courses to pace the growth of economic and educational opportunities in our growing community.
- Actively seek internal and external resources to support faculty development, college programs, and activities.
- Provide a system to support the missions, goals and programs of the schools and departments of the College.

INSTRUCTIONAL ORGANIZATION

The College of Information and Mathematical Sciences is composed of two academic departments offering the degree programs listed below:

Department	Degree Program	Degree
Department of Information Technology	Information Technology	BIT
		AASIT
	Online Information Technology (WebBSIT)	BSIT
Department of Mathematics	Mathematics	BS

The Mathematics Department also offers a minor in Mathematics and supporting courses for Teacher Education, Information Technology, and the general core.

Department of Information Technology

ADMINISTRATIVE OFFICER

Shakil Akhtar, *Department Head*

FACULTY

Shakil Akhtar, *Information Technology*
Larry D. Booth, *Information Technology*
Jeffrey W. Chastine, *Information Technology*
Byron Anthony Jeff, *Information Technology*
Cherie Long, *Information Technology*
Robert G. Marcus, *Information Technology*
Jean-Jacques Medastin, *Information Technology*
Jon A. Preston, *Information Technology*
Junfeng Qu, *Information Technology*
Muhammad A. Rahman, *Information Technology*

MISSION AND GOALS

The Department of Information Technology administers the following programs:
- Associate of Applied Science in Information Technology (A.A.S.I.T.)
- Bachelor of Information Technology (B.I.T.)
- Bachelor of Science in Information Technology (Georgia WebBSIT)

The objective of the A.A.S.I.T. and B.I.T. in Information Technology is to prepare graduates to enter the rapidly expanding Information Technology job market. Based on experience and personal expectations, students can comfortably enter employment after completing the associate or baccalaureate levels.

The online Georgia Bachelor of Science in Information Technology degree program (Georgia WebBSIT) is offered collaboratively by five University System of Georgia (USG) institutions: Armstrong Atlantic State University; Clayton State University; Georgia Southern University; Macon State College, and Southern Polytechnic State University. The program is offered primarily at a distance via USG's centrally supported course management system WebCT Vista. Possible exceptions to fully online delivery would be a minimum number of proctored experiences (such as labs or exams) related to the nature of the course and by approval of the Georgia WebBSIT Executive Director.

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the IT Club, the IEEE and ACM Student Memberships.

ADMISSION AND READMISSION REQUIREMENTS

There are no formal admission procedures for entry into the A.A.S.I.T. or B.I.T. However, each of the following courses must be passed with a grade of *C*

or better and all are prerequisite to the remaining courses listed as Required Foundations Courses: ENGL 1101, MATH 1101, CRIT 1101, and ITFN 1101.

Students must be admitted as pre-Georgia WebBSIT students before taking any courses in the BSIT Area F other than Introduction to Information Technology. For pre-Georgia WebBSIT admission, students must complete and earn a C or better in the following courses: ENGL 1101, an Area A mathematics course other than Introductory Statistics, and Introduction to Information Technology.

Associate of Applied of Science in Information Technology

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A – E).. 21 hours
    CRIT 1101 Critical Thinking (Area B1) .... 3 hours
    ENGL 1101 English Composition I (Area A1)...................................... 3 hours
    ENGL 1102 English Composition II (Area A1)..................................... 3 hours
    HIST 2111 or 2112 (Area E3).. 3 hours
    MATH 1101 Mathematical Modeling (Area A2)*................................. 3 hours
    MATH 1221 Finite Mathematics (Area D2).. 3 hours
    POLS 1101 American Government (Area E1)...................................... 3 hours
Lower Division Major Requirements.. 34 hours
    ITFN 1101 Foundations of Information Technology .... 3 hours
    ITFN 1303 Foundations of Programming, C# ** .... 3 hours
    ITFN 2313 Intermediate Programming, C#**....................................... 3 hours
    ITFN 2411 Intermediate Webmaster .... 3 hours
    CPTG 2201 Advanced Computer Applications.................................... 3 hours
      MATH 1231 Introductory Statistics; or
      MATH 2020 Introductory Discrete Mathematics; or
      MATH 2502 Calculus II; or
      WBIT 2300 Discrete Mathematics for IT .... 3 hours
    ITFN 1201 Foundations of Database Design   .... 3 hours
    ITFN 1401 Foundations of Webmaster .... 3 hours
    ITFN 1501 Foundations of Networking and Security .... 3 hours
    ITFN 2001 Professional Development Seminar .... 1 hour
    ITFN 2123 Foundations of Project Management .... 3 hours
    COMM 1110 Spoken Communication .... 3 hours
IT Options, choose one from among .... **3 hours**
    ITFN 2211 Intermediate Database Design
    ITFN 2511 Intermediate Networking and Security
Internship or Clinical Requirements .... 2 hours
    ITFN 2012 Information Technology Internship .... 2 hours
Total Degree Requirements .... 60 hours

*   Depending on math placement score, may take one of the following:
     MATH 1111, Math 1241, Math 1113, or Math 1501
**   May choose CSCI 1301, 1302 in place of ITFN 1303, 2313

Bachelor of Information Technology

Change is the only constant in the IT industry. The IT curriculum is designed to keep pace with that change. New courses may be added as some become obsolete and are discontinued. The outcomes listed below are generic Information Technology and University outcomes that subsume agreed upon content-specific outcomes found in each course syllabus. These outcomes guide the ongoing development of the IT curriculum.

- At all levels, students should exhibit communication, reasoning, critical thinking and problem solving skills.
- During the first year of the program, students are expected to obtain a developing level of mastery; to demonstrate an emerging level of knowledge and skills in the IT field. Students should show potential to perform independently. Students should be aware of the skills required for success in the IT field and should have refined job search skills.
- At the A.A.S.I.T. level, students are expected to obtain a mature level of mastery; to demonstrate a refined level of comprehension. Students should be able to apply appropriate IT skills and perform both independently and as a team member.
- At the B.I.T. level, students are expected to obtain a proficient level of mastery; to demonstrate a superior level of knowledge and understanding. Students should be able to integrate and apply IT skills across multiple areas both independently and as a team member.

BACHELOR OF INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A – E) .... **42 hours**
   CRIT 1101 Critical Thinking (Area B1)... 3 hours
   ENGL 1101 English Composition I (Area A1) .... 3 hours
   ENGL 1102 English Composition II (Area A1) .... 3 hours
   HIST 2111 or 2112 (Area E3) .... 3 hours
   MATH 1101 Mathematical Modeling (Area A2)* .... 3 hours
   MATH 1221 Finite Mathematics (Area D2) .... 3 hours
   POLS 1101 American Government (Area E1) .... 3 hours
   COMM 1110 Spoken Communication (Area B2)**.................................. 2 hours
   Area C1 (Literature, Philosophy, or Foreign Language)......................... 3 hours
   Area C2 (Fine Arts, or Intermediate Foreign Language) .... 3 hours
   Area D1 (Science Sequence).. 7 hours
   SOCI 1101 or PSYC 1101 (Area E 4).. 3 hours
   SOSC 2501 or HIST 1111 or HIST 1112 (Area E2) .... 3 hours
Lower Division Major Requirements (Core Curriculum Area F)........ 18 hours
   ITFN 1101 Foundations of Information Technology .... 3 hours
   ITFN 1303 Foundations of Programming, C# *** .... 3 hours
   ITFN 2313 Intermediate Programming, C#   *** .... 3 hours
   ITFN 2411 Intermediate Webmaster.. 3 hours
   CPTG 2201 Advanced Computer Applications .... 3 hours
   MATH 1231 Introductory Statistics; or
     MATH 2020 Introductory Discrete Mathematics; or
     MATH 2502 Calculus II; or
     WBIT 2300 Discrete Mathematics for IT.. 3 hours
Lower Division Major Requirements (IT Foundations)....................... 19 hours
   ITFN 1201 Foundations of Database Design .... 3 hours
   ITFN 1401 Foundations of Webmaster .... 3 hours

ITFN 1501 Foundations of Networking and Security .... 3 hours
ITFN 2001 Professional Development Seminar .... 1 hour
ITFN 2012 Lower Division Capstone in Information Technology ****...... 2 hours
ITFN 2123 Foundations of Project Management .... 3 hours
COMM 1110 Spoken Communication**.. 1 hour
ITFN 2211 Intermediate Database Design; or
   ITFN 2511 Intermediate Networking and Security............................. 3 hours
Upper Division Major Requirements... **15 hours**
ITFN 3112 Systems Analysis and Design.. 3 hours
ITFN 3314 Testing & Quality Assurance in Software Development........ 3 hours
ITFN 3134 Secure Systems Development .... 3 hours
ITFN 3601 Operating Systems.. 3 hours
ENGL 3900 Professional and Technical Writing; or
   ENGL 3901 Writing for Digital Media.. 3 hours
Major Concentration... **9 hours**
Select 9 hours from one of the following areas:
E-Commerce emphasis
ITDB 4201 Advanced Database Modeling .... 3 hours
ITMM 3413 Infrastructure for E-Commerce .... 3 hours
ITMM 3423 Security for E-Commerce .... 3 hours
Database Administration emphasis
ITDB 4201 Advanced Database Modeling .... 3 hours
ITDB 4202 Database Applications .... 3 hours
ITDB 4203 Database Administration and Architecture .... 3 hours
Information Technology and Security emphasis
ITNW 4501 Network Planning and Design .... 3 hours
ITNW 4502 Secure Networks and Communications Protocols............... 3 hours
ITNW 4511 Business Continuity Planning and Disaster Recovery .... 3 hours
Software Development emphasis
ITSD 4301 Algorithms I .... 3 hours
ITSD 4303 Human Computer Interaction .... 3 hours
ITSD 4312 Algorithms II .... 3 hours
Upper Division Information Technology Electives .... **6 hours**
Upper Division Free Electives .... **6 hours**
Internship or Clinical Requirements .... **5 hours**
ITFN 4003 Portfolio Development and Presentation .... 2 hours
ITFN 4014 Internship Cooperative .... 3 hours
Total Degree Requirements.. **120 hours**

*   Depending on math placement score, may take one of the following:
    MATH 1111, Math 1241, Math 1113, or Math 1501

**   Two hours of COMM 1110 count in Area B2, one hour counts as part of the
    required IT Foundation.

***   May choose CSCI 1301, 1302 in place of ITFN 1303, 2313

**** May substitute ITFN 2211 or ITFN 2511 if not already taken, or ITFN 1601.
    A substitution will result in one excess credit.

Other Program-Specific Graduation Requirements

ITFN 2123 and ITFN 2012 must be taken in residence at Clayton State. Also, Information Technology students must earn a grade of *C* or better (or K) in the following courses:
1. All courses with a prefix beginning with IT (e.g., ITFN)
2. ENGL 1101 & 1102; COMM 1110; CPTG 1010; CRIT 1101
3. Any MATH course counted toward A.A.S.I.T., B.I.T.
4. All upper division courses (3,000–4,000) counted toward graduation.

INFORMATION TECHNOLOGY SUGGESTED DEGREE PROGRAM SEQUENCES

In the sequence below, only courses marked with an asterisk (*) are program requirements. Other courses are recommended selections from categories within the program requirements. The AASIT program requirements are covered in the freshman year - sophomore year program sequence and the B.I.T. requirements are covered by the freshman year - senior year program sequence.

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
COMM 1110*	Spoken Communication	3	ITFN 2001*	Prof Development Seminar	1
MATH 1101	Intro to Math Modeling	3	MATH 1221	Finite Mathematics	3
CRIT 1101*	Critical Thinking	3	ITFN 1201*	Foundations of Database	3
ITFN 1101*	Foundations Info Tech	3	ITFN 1401*	Foundations of Webmaster	3
			ITFN 1501*	Foundations of Networking/Security	3
Total		*15*	*Total*		*16*

SOPHOMORE YEAR					
First Semester			*Second Semester*		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ITFN 2411*	Intermediate Webmaster	3	ITFN 2211	Intermediate Database	3
ITFN 1303	Foundations of Programming	3	ITFN 2313	Intermediate Programming	3
CPTG 2201*	Computing Applications	3	ITFN 2123*	Found Project Management	3
MATH 2020	Discrete Mathematics	3	ITFN 2012	Lower Div. Capstone in I.T.	3
POLS 1101*	American Government	3	HIST 2111	US History to 1877	3
Total		*15*	*Total*		*14*

JUNIOR YEAR					
First Semester			*Second Semester*		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ITFN 3601*	Operating Systems	3	ITFN 3134*	Secure Systems Dev.	3
ITFN 3112*	Systems Analysis	3	ITFN 3314*	Testing & Quality Assurance	3

ENGL 3900	Technical Writing	3	ITFN 4003*	Portfolio Development	2
ENGL 2111	World Literature I	3	MUSC 2101	Music Appreciation	3
PHYS 1111	Introductory Physics I	3	PHYS 1112	Introductory Physics II	3
PHYS 1111L	Introductory Physics Lab I	1			
Total		*16*	*Total*		*14*

SENIOR YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
	Major Concentration	6		Major Concentration	3
	Upper Div. IT Elective	3		Upper Div. IT Elective	3
			ITFN 4014*	Internship	3
	Free Elective	3		Free Elective	3
PSYC 1101	Intro General Psychology	3	HIST 1112	Survey of Modern History	3
Total		*15*	*Total*		*15*

Bachelor of Science in Information Technology

The Georgia WebBSIT program has two primary purposes. The first purpose is to produce IT graduates with the knowledge, skills, and abilities to meet the needs of Georgia employers. IT graduates use computer software and hardware tools and applications to develop, support, and manage the technology infrastructure within organizations. The program objectives are as follows.

Graduates of the Georgia WebBSIT will be able to:
1. Use and apply current IT discipline-related concepts and practices.
2. Identify and analyze organizational and individual problems or opportunities in the IT realm and define requirements for addressing them when an IT solution is appropriate.
3. Design and develop effective, IT-based solutions and integrate them into the user environment.
4. Create and implement effective project plans.
5. Identify and investigate current and emerging technologies and assess their applicability to address individual and organizational needs.
6. Analyze the impact of technology on individuals, organizations, and society.
7. Collaborate in teams to accomplish common goals.
8. Communicate effectively and efficiently.
9. Recognize the qualities necessary to succeed in a professional environment.

These objectives are in keeping with emerging program and curricular standards for IT education, as well as with the goals and objectives of the traditional BSIT programs of the collaborating institutions.

The second purpose of the program relates to access. Georgia WebBSIT will provide access to a BSIT education for Georgia citizens who would otherwise be unable to pursue such training within the State. These include, for example, people who interrupted their educations to take jobs as soon as they had enough skills to work in IT and who would now like to complete their degrees; other

working undergraduates with particular imperatives for "any time/any place" learning; stay-at-home parents who wish to upgrade their skills; and separating military personnel who would like to retrain and remain in Georgia.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E).. **42 hours**
All Bachelor of Science in Information Technology Core Curriculum requirements are shown in the suggested degree program.

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
MATH 1231 Introductory Statistics .... 3 hours
WBIT 1100 Introduction to Information Technology.................................. 3 hours
WBIT 1310 Programming and Problem Solving I .... 3 hours
WBIT 2300 Discrete Math for Information Technology .... 3 hours
WBIT 2311 Programming and Problem Solving II .... 3 hours
WBIT 2000 The Enterprise and Information Technology............................ 3 hours

Upper Division Major Requirements.. **42 hours**
WBIT 3010 Technical Communication .... 3 hours
WBIT 3110 Systems Analysis and Design .... 3 hours
WBIT 3111 Information Technology Project Management .... 3 hours
WBIT 3200 Database Design, Development and Deployment .... 3 hours
WBIT 3400 Introduction to Digital Media .... 3 hours
WBIT 3410 Web Application Development .... 3 hours
WBIT 3500 Architecture and Operating Systems .... 3 hours
WBIT 3510 Data Communications and Networking................................... 3 hours
WBIT 3600 Introduction to E-Commerce .... 3 hours
WBIT 4020 Professional Practices and Ethics.. 3 hours
WBIT 4030 Senior Project & Portfolio.. 3 hours
WBIT 4112 Systems Acquisition, Integration and Implementation .... 3 hours
WBIT 4120 Human Computer Interaction... 3 hours
WBIT 4520 Information Assurance & Security... 3 hours

Major Concentration.. **9 hours**
Select all 9 hours from the following area:
    WBIT 4601 Customer Relationship Management .... 3 hours
    WBIT 4602 IT Strategy, Design, & Development .... 3 hours
    WBIT 4610 IT Policy and Law .... 3 hours

Free Electives .... **9 hours**

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

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY SUGGESTED DEGREE PROGRAM SEQUENCE

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3

Course	Title	Hours	Course	Title	Hours
COMM 1001	Presentational Speaking	1	COMM 1002	Presentation Applications	1
MATH 1111	College Algebra	3	MATH 1113	Precalculus	3
CRIT 1101*	Critical Thinking	3	HIST 1112	Survey of Modern History	3
POLS 1101*	American Government	3	PSYC 1101	Intro General Psychology	3
WBIT 1100*	Intro Info Technology	3			
Total		**16**	**Total**		**13**

SOPHOMORE YEAR

First Semester			Second Semester		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
WBIT 2300*	Discrete Math for Info Tech	3	WBIT 2000*	Enterprise & Info Technology	3
WBIT 1310*	Program/Problem-Solving I	3	WBIT 2311*	Program/Problem-Solving II	3
BIOL 1111	Introductory Biology I	3	MATH 1231	Introductory Statistics	3
BIOL 1111L	Introductory Biology Lab I	1	BIOL 1112	Introductory Biology II	3
ENGL 2130	American Literature	3	MUSC 2101	Music Appreciation	3
HIST 2111	US History to 1877	3			
Total		**16**	**Total**		**15**

JUNIOR YEAR

First Semester			Second Semester		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
WBIT 3500*	Architecture & Oper Sys	3	WBIT 3510*	Data Communication	3
WBIT 3410*	Web Application Develop	3	WBIT 3600*	Intro to E-Commerce	3
WBIT 3110*	System Analysis & Design	3	WBIT 3111*	Project Management	3
WBIT 3400*	Introduction to Digital Media	3	WBIT 3200*	Database Design & Devel	3
WBIT 3010*	Technical Communication	3		Free Elective	3
Total		**15**	**Total**		**15**

SENIOR YEAR

First Semester			Second Semester		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
WBIT 4520*	Information Assurance & Security	3	WBIT 4602*	IT Strategy, Design & Development	3
WBIT 4020*	Professional Practices	3	WBIT 4610*	IT Policy & Law	3
WBIT 4120*	Human Computer Interact	3	WBIT 4112*	Systems Acquisition	3
WBIT 4601*	Customer Rel Mgmt	3	WBIT 4030*	Senior Project	3
	Free Elective	3		Free Elective	3
Total		**15**	**Total**		**15**

Department of Mathematics

ADMINISTRATIVE OFFICER

Nathan A. Borchelt, *Interim Department Head*

FACULTY

Catherine C. Aust, *Mathematics*
Christian Barrientos, *Mathematics*
Nathan A. Borchelt, *Mathematics*
Joshua William Buckner, *Mathematics*
Keith H. Driscoll, *Mathematics*
Kimberly D. Gardner, *Mathematics*
Anthony Giovannitti, *Mathematics*
Weihu Hong, *Mathematics*
Mary H. Hudachek-Buswell, *Mathematics*
Annita W. Hunt, *Mathematics*
Catherine A. Matos, *Mathematics*
Billie Mays, *Mathematics*
Leslie Meadows, *Mathematics*
Linda E. Nash, *Mathematics*
Kelli Nipper, *Mathematics*
Virginia Suty, *Mathematics*
Jeremy M. Underwood, *Mathematics*
David B. Williams, *Mathematics*

MISSION AND GOALS

The Department of Mathematics offers instruction in mathematics and computing and is responsible for the following programs and courses:

- Bachelor of Science Degree program in Mathematics.
- Minor in Mathematics.
- Upper division service courses that support Information Technology and Teacher Education baccalaureate programs.
- Area F courses for the Associate of Science and Associate of Arts degrees in the transfer programs for Computer Science and Mathematics, respectively.
- Lower division courses that meet requirements in Areas A, B, and D of the Core Curriculum and that may serve other programs in Area F or as general electives.

Bachelor of Science in Mathematics

The program of study for the B.S. in Mathematics is designed to prepare the graduate for a career in a field that employees professionals with mathematical and/or computer science competence. At the same time, it has leeway for the student to add courses that will prepare him/her to pursue a graduate degree in either mathematics or computer science.

BACHELOR OF SCIENCE IN MATHEMATICS DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E).. **42 hours**
All Mathematics Core Curriculum requirements are shown in
the suggested degree program.
Lower Division Major Requirements (Core Curriculum Area F)... **12-15 hours**
CSCI 1301 Computer Science I.. 3 hours
MATH 1501 Calculus I... 1 hour
MATH 2140 Introductory Linear Algebra .... 3 hours
MATH 2502 Calculus II... 1-4 hours
MATH 2503 Calculus III... 4 hours

Lower Division Emphasis Options (Core Curriculum Area F).......... **3-6 hours**
Select a minimum of number of hours for a total of 18 hours in Area F:
    CHEM 1211 and CHEM 1211L, CHEM 1212 and CHEM
    1211L, CSCI 1302, MATH 1231, MATH 2020, PHYS 2211
    and PHYS 2211L, PHYS 2212 and PHYS 2212L

Upper Division Major Requirements.. **18 hours**
MATH 3005 Transition to Higher Mathematics .... 3 hours
MATH 3110 Survey of Algebra .... 3 hours
MATH 3303 Ordinary Differential Equations.. 3 hours
MATH 3520 Introduction to Analysis .... 3 hours
MATH 4990 Senior Seminar... 3 hours

One of:
MATH 4350 Graph Theory .... 3 hours
MATH 4360 Combinatorics.. 3 hours

Upper Division Math Electives .... **9 hours**
Select at least two courses from the list below:
    MATH 3220 Applied Statistics .... 3 hours
    MATH 4303 Partial Differential Equations .... 3 hours
    MATH 4130 Applied Algebra .... 3 hours
    MATH 4320 Numerical Methods .... 3 hours
    MATH 4231 Modern Geometry .... 3 hours
    MATH 4350 Graph Theory*... 3 hours
    MATH 4360 Combinatorics* .... 3 hours

Select one course from the list above or MATH 3303 Applied
Mathematical Modeling or MATH 4800 Special Topics .... 3 hours

*If not used as an Upper Division Major Requirement.

Electives.. **33 hours**
At least 12 hours must be 3000 or above to complete the
graduation requirement for upper division credits. Courses that
will not be counted toward the degree are MATH 1101, MATH
1111, MATH 1112, MATH 1241, MATH 3010, MATH 3010S,
MATH 3020, MATH 3020S, MATH 3030, MATH 4010 and
MATH 4020.

Other Requirements: The student must also complete one of the following:
    1. 12 hours of upper division Computer Science
        Courses.

2. Complete a second science sequence for science majors and one 2000 level or above science course, excluding BIOL 2250 and BIOL 2250L
3. Select three courses at or above the 2000-level from ECON, FINA, and/or MKTG.
4. An approved minor other than Mathematics.

Total Degree Requirements.. **120 hours**

BACHELOR OF SCIENCE IN MATHEMATICS SUGGESTED DEGREE PROGRAM SEQUENCE

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

FRESHMAN YEAR

First Semester			Second Semester		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
MATH 1113*	Pre-Calculus	3	MATH 1501*	Calculus I	4
CSCI 1301*	Computer Science I	3	CSCI 1302	Computer Science II	3
PSYC 1101	Intro General Psychology	3	HIST 2111	US History to 1877	3
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
POLS 1101	American Government	3	COMM 1001	Presentational Speaking	1
Total		**15**	**Total**		**14**

SOPHOMORE YEAR

First Semester			Second Semester		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
MATH 2502*	Calculus II	4	MATH 2503*	Calculus III	4
MATH 2140*	Introduction to Linear Algebra	3	MATH 3005*	Trans to Adv Mathematics	3
HIST 1112	Survey of Modern History	3	CHEM 1212	Principles of Chemistry II	3
CHEM 1211	Principles of Chemistry I	3	CHEM 1212L	Principles of Chem. II Lab	1
CHEM 1211L	Principles of Chem I Lab	1	CMS 2100	Introduction to Film	3
CRIT 1101*	Critical Thinking	3			
Total		**17**	**Total**		**14**

JUNIOR YEAR

First Semester			Second Semester		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
MATH 3303	Applied Math Modeling	3	MATH 4350	Graph Theory	3
MATH 3303*	Ord Differential Equations	3	MATH 4303	Partial Differential Equations	3
MATH 1231	Intro to Statistics	3	MATH 3110	Survey of Algebra	3
ECON 2105	Prin. of Macroeconomics	3	PHYS 2212	Principles of Physics II	3
PHYS 2211	Principles of Physics I	3	PHYS 2212L	Principles of Physics II Lab	1
PHYS 2211L	Principles of Physics I Lab	1	ECON 2106	Prin. of Microeconomics	3

Total		16	Total		16

<table>
<tr><td colspan="6" align="center">SENIOR YEAR</td></tr>
<tr><td colspan="3" align="center">First Semester</td><td colspan="3" align="center">Second Semester</td></tr>
<tr><td>Course</td><td>Title</td><td>Hours</td><td>Course</td><td>Title</td><td>Hours</td></tr>
<tr><td>MATH 4130</td><td>Applied Algebra</td><td>3</td><td>MATH 4320</td><td>Numerical Methods</td><td>3</td></tr>
<tr><td>MATH 3220</td><td>Applied Statistics</td><td>3</td><td>MATH 3520*</td><td>Intro to Analysis</td><td>3</td></tr>
<tr><td>MKTG 3100</td><td>Personal Marketing</td><td>3</td><td>FINA 3100</td><td>Personal Financial Mgmt</td><td>3</td></tr>
<tr><td>CHEM 2411</td><td>Organic Chemistry</td><td>3</td><td>PHIL 2201</td><td>Intro to World Philosophy</td><td>3</td></tr>
<tr><td>CHEM 2411L</td><td>Organic Chemistry Lab</td><td>1</td><td>MATH 4990*</td><td>Senior Seminar</td><td>3</td></tr>
<tr><td>Total</td><td></td><td>13</td><td>Total</td><td></td><td>15</td></tr>
</table>

Minor Program in Mathematics

The objective of the minor is to more fully prepare students for careers in business, computer science and information technology, the science fields, the government, etc. that require a deeper appreciation and a more sophisticated understanding of mathematics than normally found in their major.

MATHEMATICS MINOR PROGRAM REQUIREMENTS

If MATH 1501 is taken in Area D .... **17 hours**
    MATH 1501 Calculus I..................................... 1 hour carry over from Area D
    MATH 2140 Introduction to Linear Algebra .... 3 hours
    MATH 2502 Calculus II.. 4 hours
    Approved 3000 or above level courses labeled MATH........................ 9 hours

If MATH 1501 is taken in Area A.. **17-18 hours**
    MATH 1501 Calculus I.................................... 1 hour carry over from Area A
    MATH 2140 Introduction to Linear Algebra .... 3 hours
    MATH 2502 Calculus II.................................. 1 hour carry over from Area D
    Approved course in MATH or CSCI... 3-4 hours
    Approved 3000 or above level courses labeled MATH........................ 9 hours

Approved Courses for Minor
    MATH 1231 Introduction to Statistics .... 3 hours
    MATH 2020 Introduction to Discrete Mathematics .... 3 hours
    MATH 2503 Calculus III.. 4 hours
    CSCI 1301 Computer Science I .... 3 hours
    CSCI 1302 Computer Science II .... 3 hours
    Any MATH course 3000 or above excluding MATH 3010, MATH 3010S, MATH 3020, MATH 3020S, MATH 3030, MATH 3902, MATH 4010, and MATH 4020.

Total Program Requirements .... **17-18 hours**

COLLEGE OF PROFESSIONAL STUDIES

ADMINISTRATIVE OFFICERS

Benita H. Moore, *Acting Dean*

MISSION AND GOALS

The mission of the College of Professional Studies at Clayton State University is to prepare students for entry- and mid-level management positions in a variety of programs: administrative management, computer networking, dental hygiene, health care management, health and fitness management, marketing and merchandising, medical assisting, office, paralegal, and technology management. In addition, the Health Care Administration Master of Science Program expands the College of Professional Studies mission to prepare professionals from both health and non-health related areas to lead health service organizations.

College of Professional Studies programs are in three different departments: Administrative and Technology Management, Health Care Management, and Dental Hygiene. Programs in the Administrative and Technology Management and Health Care Management departments are designed to meet the needs of working adults and provide a variety of delivery modes, including in-class, 100 percent online, and partial online classes. The Dental Hygiene program is a clinic-based program offered during the day with students in cohort groups.

INSTRUCTIONAL ORGANIZATION

The College of Professional Studies is composed of three academic departments offering the degree programs listed below:

Department	Degree Program	Degree
Department of Administrative & Technology Management	Administrative Management	BAS
	Technology Management	BAS
	* Computer Networking Concentration	
	* Supervision Concentration	
	Computer Networking Technology	AAS/CERT
	Marketing and Merchandising	AAS/CERT
	Office Administration	AAS/CERT
	Paralegal Studies	AAS/CERT
Department of Dental Hygiene	Dental Hygiene	BSDH
	BSDH Completion Track	
Department of Health Care Management	Health Care Management	BS
	Health and Fitness Management	BS
	Medical Office Administration	AAS/CERT

ACCREDITATION STATUS

The Bachelor of Science in Dental Hygiene (BSDH) program is accredited by the American Dental Association Commission on Dental Accreditation. Upon completion of the BSDH, the graduate is eligible to take regional and national licensing examinations to become a registered dental hygienist.

The Health Care Management Program is certified by the Association of University Programs in Health Administration. For information contact AUPHA, 2000 14th Street North, Suite 780, Arlington, VA 22204.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL 727-210-2350, (727)210-2350."

Department of Administrative & Technology Management

FACULTY

Renee I. Ahmann, *Office Administration*
Fred W. Atkinson, *Computer Networking*
Joan W. Bass, *Office Administration*
Helen L. Brackett, *Office Administration*
John S. Burningham, *Computer Networking*
Christie H. Burton, *Administrative and Technology Management*
Russell A. Casey, *Administrative and Technology Management*
Matthew S. Cornick, *Paralegal Studies*
Sheryne M. King, *Paralegal Studies*
Mara A. Mooney, *Paralegal Studies*
Benita H. Moore, *Business Education*
Laveda M. Pullens, *Office Administration*
Ian N. Toppin, *Computer Networking*
Zi Wan, *Marketing and Merchandising*

MISSION AND GOALS

The mission of the Department of Administrative and Technology Management is to prepare students, especially non-traditional students, for entry- and mid-level management positions in a variety of administrative and technology management areas. In addition, the mission is to provide applicable, quality career and technical education in the following disciplines: administrative management, computer networking, marketing and merchandising, office administration, paralegal and technology management.

The Department of Administrative and Technology Management offers the following certificates, associate, and baccalaureate degrees:

- Certificate and Associate of Applied Science Degrees in Computer Networking, Marketing and Merchandising, Office Administration, and Paralegal. The associate degrees in these disciplines lead to one of the Bachelor of Applied Science degrees listed below.
- Bachelor of Applied Science Degrees in Administrative Management and Technology Management with concentrations in Supervision and Computer Networking.

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are Delta Epsilon Chi and the Medical Assisting Club.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Students entering a B.A.S. major will take benchmark assessments to determine their readiness for upper division work in writing and other areas. Depending on the results of these assessments, students may be recommended or required to undertake work to improve their performance.

ADMISSION AND READMISSION REQUIREMENTS

Students who wish to pursue a **Bachelor of Applied Science** with a major in Technology Management or Administrative Management must be admitted to Clayton State University, and to the BAS Program. Admission requirements for the B.A.S. programs are provided at http://cps.clayton.edu/tech/BASProgram/default.htm.

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.

The following admissions, placement, and graduation considerations apply to **certificate** programs offered by the College of Professional Studies. Students who graduate with a certificate from Clayton State should have basic skills in reading and math. Learning Support and other preparatory requirements for certificate students may vary from one certificate to another because of program content and requirements.

The following admissions, placement, and graduation considerations apply to all certificate programs offered by the College of Professional Studies:

1. Certificate students must exempt or exit all Learning Support requirements.

The following admissions, placement, and graduation considerations apply to all **A.A.S.** programs offered by the College of Professional Studies:

1. A.A.S. students must exempt or exit all Learning Support requirements.
2. Learning Support courses should be completed in first two semesters of enrollment.
3. A.A.S. students must pass the Regents' Test and satisfy the legislative requirements.
4. Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. career courses) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.
5. Although career associate degrees are designed primarily for immediate job entry and most students do not go on for baccalaureate degrees, all Clayton State A.A.S. degrees may be used toward a Clayton State Bachelor of Applied Science degree.

Advisement

The College of Professional Studies has professional advisors to assist current and potential students with career and academic advising.

Bachelor of Applied Science in Administrative Management

The Bachelor of Applied Science in Administrative Management provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of office settings and other business and corporate environments. Like all B.A.S. programs, the Administrative Management major builds upon the technical education acquired through an associate degree in a career field. For the Administrative Management major, the associate degree or career courses should be in an office- or business-related field, such as office administration, secretarial studies, merchandising, paralegal studies, or business data processing.

BACHELOR OF APPLIED SCIENCE IN ADMINISTRATIVE MANAGEMENT DEGREE PROGRAM REQUIREMENTS

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

Lower Division Career Courses .... **38 hours**
Program specific courses are taken as part of the career associate degree at Clayton State University or another institution.

Upper Division Major Requirements.. **34 hours**
ENGL 3900 Professional and Technical Writing
   or COMM 3300 Interpersonal Communications...................................... 3 hours
MGMT 3101 Principles of Management .... 3 hours
MKTG 3101 Principles of Marketing .... 3 hours
OFFC 3810 The Role of the Executive Assistant .... 3 hours
TECH 3101 Supervision for the Workplace .... 3 hours
TECH 3104 Ethics for Administrative and Technology Managers .... 3 hours
TECH 3111 Applied Economics*... 3 hours
TECH 3112 Applied Accounting ** .... 3 hours
TECH 3115 Legal Issues for Administrative & Technology Managers .... 3 hours
TECH 4101 Human Resources for Administrative and
      Technology Managers.. 3 hours
TECH 4111 Leadership for Administrative & Technology Managers.......... 3 hours
TECH 4850 Capstone Seminar for Administrative &
      Technology Managers... 1 hour

Related Electives.. **3 hours**
Select one course from among:
FINA 3100 Personal Financial Management .... 3 hours
MGMT 4311 Entrepreneurship .... 3 hours
MKTG 3105 Introduction to Transportation and Logistics.......................... 3 hours
MKTG 3302 Customer Behavior.. 3 hours
MKTG 3312 Services Marketing.. 3 hours
MKTG 4510 Retailing .... 3 hours
OFFC 4098 Internship .... 3 hours
OFFC 4800 Selected Topics in Technology Management .... 3 hours

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

* Students with credit for ECON 2105-2106 may exempt this course and take an additional
   upper division related elective.
** Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course
   and take an additional upper division related elective.

Total Degree Requirements.. **120 hours**

Other Program-Specific Graduation Requirements

1. Student must have minimum overall GPA (as defined by Banner) of 2.2 at
   time of application.
2. Student must pass Writing Assessment prior to admission into BAS program
   (writing assessment will be given in the Testing Center and a process similar
   to other programs that have writing assessment administered prior to

admission to the program will be followed). Dates will be listed on the BAS Application Process Website.

3. Student must complete Regents Test prior to being admitted to BAS program.
4. Student must complete Legislative Requirements prior to being admitted to BAS program.
5. Student must complete all Area A courses (ENGL 1101, ENGL 1102, MATH 1101/1111) prior to being admitted to BAS program
6. The student must satisfy one of the two career course requirements prior to being admitted to BAS program:
   a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited Commission on Colleges college or university OR
   b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited Commission on Colleges college or university with a grade of C or higher and 21 of these 38 must be in one professional/technical area. The student must not have been enrolled in any certificate or career associate degree program within the last two academic years prior to applying for the BAS program. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.

Bachelor of Applied Science in Technology Management

The Bachelor of Applied Science in Technology Management, with concentrations in Computer Networking and Supervision, provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of plant, shop, and industrial settings. Like all B.A.S. programs, the Technology Management major builds upon the technical education acquired through an associate degree in a career field. For the Technology Management Supervision concentration, the associate degree or career courses should be in a technical or production field, such as electronics, drafting, or aviation maintenance. For the Technology Management Computer Networking concentration, the associate degree or career courses should be in the Computer Networking field.

BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT DEGREE PROGRAM REQUIREMENTS

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

Lower Division Career Courses .... **38 hours**
Program specific courses are taken as part of the career associate degree at Clayton State University or another institution.

Upper Division Major Requirements.. **16 hours**
ENGL 3900 Professional and Technical Writing
  or COMM 3300 Interpersonal Communications....................................... 3 hours
MGMT 3101 Principles of Management .... 3 hours
TECH 3104 Ethics for Administrative and Technology Managers .... 3 hours
TECH 3111 Applied Economics*.. 3 hours
TECH 3113 Survey of Statistical Methods in Technology .... 3 hours
TECH 4850 Capstone Seminar for Administrative & Technology
      Managers .... 1 hour

Choose one of the following concentrations:

Supervision Concentration
Take all of the following courses: .... **18 hours**
TECH 3101 Supervision for the Workplace .... 3 hours
TECH 3102 Quality Issues in Technology .... 3 hours
TECH 3112 Applied Accounting ** .... 3 hours
TECH 3115 Legal Issues for Administrative & Technology Managers .... 3 hours
TECH 4101 Human Resources for Administrative & Technology
   Managers .... 3 hours
TECH 4111 Leadership for Administrative & Technology Managers .... 3 hours

Choose one from the following courses .... **3 hours**
Select one course from among:
FINA 3100 Personal Financial Management .... 3 hours
MGMT 4311 Entrepreneurship .... 3 hours
MKTG 3101 Principles of Marketing .... 3 hours
MKTG 3105 Introduction to Transportation and Logistics.......................... 3 hours
MKTG 3302 Consumer Behavior.. 3 hours
MKTG 3312 Services Marketing... 3 hours
MKTG 4510 Retailing .... 3 hours
TECH 4098 Internship .... 3 hours
TECH 4800 Selected Topics in Technology Management .... 3 hours

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

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

Computer Networking Concentration
Take all of the following courses: .... **12 hours**
CNET 3210 Advanced Routing.. 3 hours
CNET 3220 Multi-Layer Switching.. 3 hours
CNET 4110 IP Telephony.. 3 hours
CNET 4210 Network Security and Firewalls.. 3 hours

Choose three from the following courses .... **9 hours**
Select one course from among:
CNET 3230 Converged Wide Area Networks... 3 hours
CNET 4240 Optimizing Converged Networks.. 3 hours
CNET 4310 Advanced Server Technology .... 3 hours
CNET 4800 Selected Topics in Computer Networking .... 3 hours
TECH 4111 Leadership for Administrative & Technology Managers .... 3 hours
TECH 4098 Internship .... 3 hours
TECH 4800 Selected Topics in Technology Management .... 3 hours

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

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

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective.
** Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division related elective.

Total Degree Requirements.. **120 hours**

Other Program-Specific Graduation Requirements

1. Student must have minimum overall GPA (as defined by Banner) of 2.2 at time of application.
2. Student must pass Writing Assessment prior to admission into BAS program (writing assessment will be given in the Testing Center and a process similar to other programs that have writing assessment administered prior to admission to the program will be followed). Dates will be listed on the BAS Application Process Website.
3. Student must complete Regents Test prior to being admitted to BAS program.
4. Student must complete Legislative Requirements prior to being admitted to BAS program.
5. Student must complete all Area A courses (ENGL 1101, ENGL 1102, MATH 1101/1111) prior to being admitted to BAS program
6. The student must satisfy one of the two career course requirements prior to being admitted to BAS program:
   a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited Commission on Colleges college or university OR
   b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited Commission on Colleges college or university with a grade of C or higher and 21 of these 38 must be in one professional/technical area. The student must not have been enrolled in any certificate or career associate degree program within the last two academic years prior to applying for the BAS program. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.

Certificates and Associate of Applied Science in Computer Networking

The Computer Networking program offers two certificates that lead to the associate degree (A.A.S.). Computer Networking is about computers communicating with each other, from sending e-mail across the hall or downloading a file from halfway across the world. Students in this program will learn how to implement and manage Local Area Networks (LANs) and Wide Area Networks (WANs), troubleshoot and repair hardware and software problems, install and configure switches and routers, and administer both Windows and Linux systems. The program prepares students for certification in the following areas: Network+, A+, Cisco CCNA, Microsoft MCSA, and Linux.

Students must earn a grade of C or higher in all CNET and other career courses to meet program requirements. In addition, before attempting a course that has any prerequisite courses, students must first complete all prerequisites for that course with a grade of C or higher.

Students in the Computer Networking certificate program must exit from or exempt MATH 0097 and READ 0099 before attempting any CNET courses. Until

MATH 0099 has been completed or exempted, these students cannot enroll in any CNET courses without also being enrolled in MATH 0099. A student may attempt MATH 0099 concurrently with CNET courses for only one term. If a grade of C or higher is not earned in that attempt, the student must then complete MATH 0099 before enrolling in any further CNET courses. Students cannot withdraw from any learning support class and remain enrolled in any CNET courses.

CERTIFICATE IN COMPUTER NETWORK ADMINISTRATOR PROGRAM REQUIREMENTS

Lower Division Requirements .... **24 hours**
ENGL 1101 English Composition I .... 3 hours
MATH 1101 Mathematical Modeling.. 3 hours
CNET 1101 Introduction to Microcomputer Repair .... 3 hours
CNET 1105 Introduction to Networking .... 3 hours
CNET 1120 Introduction to Internetworking.. 3 hours
CNET 2220 Switching and Intermediate Routing .... 3 hours
CNET 1109 Microsoft Windows I.. 3 hours
CNET 1110 Microsoft Windows II... 3 hours

Total Program Requirements .... **24 hours**

CERTIFICATE IN COMPUTER NETWORK TECHNICIAN PROGRAM REQUIREMENTS

Lower Division Requirements .... **51 hours**
CRIT 1101 Critical Thinking Across the Curriculum.................................... 3 hours
ENGL 1101 English Composition I .... 3 hours
ENGL 1102 English Composition II .... 3 hours
MATH 1101 Mathematical Modeling.. 3 hours
POLS 1101 American Government .... 3 hours
CNET 1101 Introduction to Microcomputer Repair .... 3 hours
CNET 1105 Introduction to Networking .... 3 hours
CNET 1109 Microsoft Windows I.. 3 hours
CNET 1110 Microsoft Windows II... 3 hours
CNET 1120 Introduction to Internetworking.. 3 hours
CNET 2109 Microsoft Windows III.. 3 hours
CNET 2110 Microsoft Windows IV .... 3 hours
CNET 2220 Switching and Intermediate Routing .... 3 hours
CNET 2221 WAN Technologies .... 3 hours
CNET 2225 Fundamentals of Wireless LANs.. 3 hours
CNET 2230 Introduction to Linux... 3 hours
CNET 2330 Linux Installation and Administration...................................... 3 hours

Total Program Requirements .... **51 hours**

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

Core Curriculum .... **22 hours**
CRIT 1101 Critical Thinking across the Curriculum .... 3 hours
ENGL 1101 English Composition I .... 3 hours
ENGL 1102 English Composition II .... 3 hours

HIST 2111 Survey of U.S. History to 1877 or HIST 2112
    Survey of U.S. History since Reconstruction .... 3 hours
MATH 1101 Mathematical Modeling or higher 1000-level
    MATH course .... 3 hours
POLS 1101 American Government .... 3 hours
Core Curriculum Area D1 .... 4 hours
Select one of the following science sequences:
    Biology
        BIOL 1111 Introductory Biology I .... 3 hours
        BIOL 1111L Introductory Laboratory I .... 1 hour
    Chemistry
        CHEM 1151 Survey of Chemistry I .... 3 hours
        CHEM 1151L Survey of Chemistry Laboratory I .... 1 hour
    Physics
        PHYS 1111 Introductory Physics I .... 3 hours
        PHYS 1111L Introductory Physics Laboratory I .... 1 hour

Lower Division Major Requirements.. **39 hours**
CNET 1101 Introduction to Microcomputer Repair .... 3 hours
CNET 1105 Introduction to Networking .... 3 hours
CNET 1120 Introduction to Internetworking... 3 hours
CNET 1109 Microsoft Windows I... 3 hours
CNET 1110 Microsoft Windows II.. 3 hours
CNET 2109 Microsoft Windows III... 3 hours
CNET 2110 Microsoft Windows IV .... 3 hours
CNET 2220 Switching and Intermediate Routing .... 3 hours
CNET 2221 WAN Technologies .... 3 hours
CNET 2223 Computer Networking Capstone .... 3 hours
CNET 2225 Fundamentals of Wireless LANs.. 3 hours
CNET 2230 Introduction to Linux.. 3 hours
CNET 2330 Linux Installation and Administration...................................... 3 hours

Total Degree Requirements... **61 hours**

Certificate and Associate of Applied Science in Marketing and Merchandising

Two programs, a certificate program and an A.A.S. program, are offered in the Marketing Merchandising area. The Certificate Program and the Associate Program in Marketing and Merchandising Technology provide exciting career opportunities to people with above average communications, problem-solving, and social skills, including teamwork. Certificate and Associate 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 and Associate programs is a combination of courses that emphasize practical application of marketing, management, and supervisory skills necessary for successful job performance.

Except for Core Curriculum courses in Area A-E, courses taken for the Marketing and Merchandising Technology program will *not* count toward a B.B.A. The Marketing and Merchandising curriculum can apply toward the Bachelor of Applied Science [B.A.S.] degree as part of the career courses.

Students must earn a grade of C or higher in all MKMC, FSMD, OFFC, SUPR, and other career courses to meet program requirements. In addition, before attempting a course that has any prerequisite courses, students must first complete all prerequisites for that course with a grade of C or higher.

CERTIFICATE IN MARKETING AND MERCHANDISING PROGRAM REQUIREMENTS

Lower Division Requirements .... 24 hours
MKMC 1120 Applied Selling .... 3 hours
MKMC 2201 Applied Entrepreneurship .... 3 hours
MKMC 2222 Occupational Internship and/or Cooperative
    Educational Experience .... 3 hours
MKMC 2281 Applied Marketing Practices .... 3 hours
OFFC 1100 Business English .... 3 hours
OFFC 1101 Introduction to Office Computing .... 3 hours
SUPR 1101 Interpersonal Employer Relations .... 3 hours
SUPR 2251 Applied Supervision Practices .... 3 hours

Lower Division Track Options .... 12 hours
Select courses and options from one of the following tracks:
Applied General Marketing and Merchandising Track
    MKMC 1140 Applied Advertising Practice .... 3 hours
    MKMC 2261 Applied Marketing on the Internet .... 3 hours
    MKMC 2271 Visual Merchandising .... 3 hours
    SUPR 1103 Applied Leadership and Teamwork or SUPR
        1104 Human Resources for Supervisors or SUPR
        1107 Training and Performance Evaluation for
        Supervisors .... 3 hours
Fashion Merchandising Track
    FSMD 1101 Fashion Fundamentals .... 3 hours
    FSMD 2226 Fashion Promotion and Coordination .... 3 hours
    FSMD 2250 Textiles and Non-Textiles .... 3 hours
    MKMC 2271 Visual Merchandising .... 3 hours

Total Program Requirements .... 36 hours

ASSOCIATE OF APPLIED SCIENCE IN MARKETING AND MERCHANDISING DEGREE PROGRAM REQUIREMENTS

Core Curriculum .... 19 hours
COMM 1001 Presentational Speaking .... 1 hour
CRIT 1101 Critical Thinking across the Curriculum .... 3 hours
ENGL 1101 English Composition I .... 3 hours
HIST 2111 Survey of U.S. History to 1877 or HIST 2112
    Survey of U.S. History since Reconstruction .... 3 hours
MATH 1101 Mathematical Modeling or higher 1000-level
    MATH course .... 3 hours
POLS 1101 American Government .... 3 hours
One course from Area C of the Core Curriculum .... 3 hours

Lower Division Major Requirements .... 24 hours
MKMC 1120 Applied Selling .... 3 hours
MKMC 2201 Applied Entrepreneurship .... 3 hours

MKMC 2222 Occupational Internship and/or Cooperative
Educational Experience... 3 hours
MKMC 2281 Applied Marketing Practices .... 3 hours
OFFC 1100 Business English.. 3 hours
OFFC 1101 Introduction to Office Computing... 3 hours
SUPR 1101 Interpersonal Employer Relations.. 3 hours
SUPR 2251 Applied Supervision Principles .... 3 hours

Lower Division Track Options... **12 hours**
Select courses and options from one of the following tracks:
Applied General Marketing and Merchandising Track
    MKMC 1140 Applied Advertising Practice .... 3 hours
    MKMC 2261 Applied Marketing on the Internet.................................. 3 hours
    MKMC 2271 Visual Merchandising .... 3 hours
    SUPR 1103 Applied Leadership and Teamwork or SUPR
        1104 Human Resources for Supervisors or SUPR
        1107 Training and Performance Evaluation for
        Supervisors .... 3 hours
Fashion Merchandising Track
    FSMD 1101 Fashion Fundamentals... 3 hours
    FSMD 2226 Fashion Promotion and Coordination .... 3 hours
    FSMD 2250 Textiles and Non-Textiles.. 3 hours
    MKMC 2271 Visual Merchandising .... 3 hours

Directed Electives... **9 hours**
Select three appropriate elective courses (or a total of 9
semester credit hours) from the College of Professional
Studies. (Be sure you have the appropriate prerequisites.)
Students may choose to take courses listed in the two program
options above.

Total Degree Requirements.. **64 hours**

Certificates and Associate of Applied Science in Office-Related Programs

Two certificates and an A.A.S. program are offered in the Office-Related Fields: Office Assistant Certificate, Office Technology Certificate, and Office Administration A.A.S. The A.A.S. in Office Administration can lead to the Bachelor of Applied Science in Administrative Management.

The Office Assistant Certificate is a credit program for students who need intensive short-term preparation for office employment. Credit earned in the program can also be applied to the Office Technology certificate program and the Office Administration degree program.

The Office Technology Certificate is a credit program that offers the following five tracks and prepares students for office employment using the latest techniques and computer technology.

- Accounting Office Track (bookkeeper, accounting technician)
- Computer Office Track (computer office applications of software)
- General Office Track (secretary, receptionist, office clerk)
- Legal Office Track (legal administrative assistant/secretary)
- Medical Office Track (medical receptionist, insurance/billing specialist, secretary)

The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field.

The Office Administration associate degree program prepares students for office careers as administrative professionals. The program of study emphasizes communication, interpersonal skills, and computer skills that will enhance students' employment and advancement opportunities in office-related fields. The program prepares students for positions as administrative professionals or office managers in a variety of business settings. Courses in the Office Assistant and Office Technology certificate programs count toward the A.A.S. degree program.

Students must earn a grade of C or better in all OFFC courses to meet program requirements. In addition, before attempting a course that has any prerequisite courses, students must first complete all prerequisites for that course with a grade of C or better.

CERTIFICATE IN OFFICE ASSISTANT PROGRAM REQUIREMENTS

Lower Division Requirements .... **24 hours**
OFFC 1100 Business English.. 3 hours
OFFC 1101 Introduction to Office Computing... 3 hours
OFFC 1111* Word Processing I .... 3 hours
OFFC 1112* Word Processing II .... 3 hours
OFFC 2205 Business Communication .... 3 hours
OFFC 2207 Administrative Procedures
　Or MEDA 1125 Medical Administrative Procedures .... 3 hours
OFFC 2209* Spreadsheet I .... 3 hours
OFFC 2222 Occupational Internship or OFFC 2212 Office
　　Simulation/Transcription .... 3 hours

Total Program Requirements **24hours**

CERTIFICATE IN OFFICE TECHNOLOGY PROGRAM REQUIREMENTS

Lower Division Requirements .... **12 hours**
OFFC 1100 Business English.. 3 hours
OFFC 1101 Introduction to Office Computing... 3 hours
OFFC 1111* Word Processing I .... 3 hours
OFFC 2207 Administrative Procedures
　or MEDA 1125 Medical Administrative Procedures .... 3 hours

Lower Division Track Options .... **24 hours**
Select courses and options from one of the following tracks:
Accounting Office Track
　Required Courses
　　　OFFC 2202 Business Math .... 3 hours
　　　OFFC 2209* Spreadsheet I for the Office .... 3 hours
　　　OFFC 2210* Spreadsheet II for the Office .... 3 hours
　　　OFFC 2214* Database for the Office .... 3 hours
　　　OFFC 2222 Occupational Internship .... 3 hours
　　　OFFC 2250 Office Accounting I .... 3 hours
　　　OFFC 2251 Office Accounting II .... 3 hours
　　　OFFC 2252 Office Accounting III .... 3 hours

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* These courses should prepare students for the Microsoft Office Specialist (MOS) certification exams.

Computer Office Track
>   Required Courses
>>   OFFC 1112* Word Processing II .... 3 hours
>>   OFFC 2206* Presentation Software .... 3 hours
>>   OFFC 2209* Spreadsheet I for the Office .... 3 hours
>>   OFFC 2210* Spreadsheet II for the Office .... 3 hours
>>   OFFC 2213* Desktop Publishing .... 3 hours
>>   OFFC 2214* Database for the Office .... 3 hours
>>   OFFC 2215* Integrated Software .... 3 hours
>>   OFFC 2212* Office Simulation/Transcription or OFFC
>>   2222 Occupational Internship .... 3 hours

General Office Track
>   Required Courses
>>   OFFC 1112* Word Processing II .... 3 hours
>>   OFFC 2205 Business Communication .... 3 hours
>>   OFFC 2209* Spreadsheet I for the Office .... 3 hours
>>   OFFC 2214* Database for the Office .... 3 hours
>>   OFFC 2212* Office Simulation/Transcription or OFFC
>>   2222 Occupational Internship .... 3 hours
>   Elective Courses (Choose 3 courses) .... 9 hours
>>   Any OFFC (1000-2000 level office related) courses

Legal Office Track
>   Required Courses
>>   OFFC 1112 Word Processing II .... 3 hours
>>   OFFC 2101 Legal Terminology and Procedures .... 3 hours
>>   OFFC 2112 Legal Document Processing .... 3 hours
>>   OFFC 2205 Business Communication .... 3 hours
>>   OFFC 2206* Presentation Software .... 3 hours
>>   OFFC 2209* Spreadsheet I for the Office .... 3 hours
>>   OFFC 2250 Office Accounting I .... 3 hours
>>   OFFC 2212* Office Simulation/Transcription or OFFC
>>   2222 Occupational Internship .... 3 hours

Medical Office Track
>   Required Courses
>>   MEDA 1100 Medical Terminology .... 1 hour
>>   MEDA 1101 Law and Ethics for the Medical Office .... 2 hours
>>   MEDA 1102 Body Structure & Function .... 3 hours
>>   MEDA 1120 Medical Coding I .... 3 hours
>>   MEDA 1140 Diseases of the Human Body .... 3 hours
>>   MEDA 2208 Medical Billing .... 3 hours
>>   OFFC 2212* Office Simulation/Transcription or OFFC
>>   2222 Occupational Internship .... 3 hours
>   Elective Courses
>>   Any OFFC (1000-2000 level office related) or MEDA
>>   (medical office) courses .... 6 hours

Total Program Requirements .... **36 hours**

**ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION DEGREE
PROGRAM REQUIREMENTS**

Core Curriculum .... **19 hours**
COMM 1001 Presentational Speaking .... 1 hour
CRIT 1101 Critical Thinking across the Curriculum .... 3 hours
ENGL 1101 English Composition I .... 3 hours

HIST 2111 Survey of U.S. History to 1877 or HIST 2112
    Survey of U.S. History since Reconstruction .... 3 hours
MATH 1101 Mathematical Modeling or higher 1000-level
    MATH course .... 3 hours
POLS 1101 American Government .... 3 hours
One course from Area C of the Core Curriculum...................................... 3 hours

Lower Division Requirements .... **24 hours**
OFFC 1100 Business English.. 3 hours
OFFC 1101 Introduction to Office Computing... 3 hours
OFFC 1111* Word Processing I .... 3 hours
OFFC 1112* Word Processing II .... 3 hours
OFFC 2205 Business Communication .... 3 hours
OFFC 2209* Spreadsheet I for the Office................................... 3 hours
OFFC 2214* Database for the Office... 3 hours
OFFC 2250 Office Accounting I... 3 hours

Lower Division Options .... **6 hours**
    One course from each of the following pairs:
        OFFC 2207 Administrative Procedures or MEDA
           1125 Medical Administrative Procedures,
        OFFC 2222 Occupational Internship or OFFC 2212
           Office Simulation/Transcription
Elective Courses (Choose six courses) .... **18 hours**
    Choose from among:
    MEDA 1100 Medical Terminology .... 1 hours
    MEDA 1101 Law & Ethics for the Medical Office................................. 2 hours
    MEDA 1102 Body Structure & Function .... 3 hours
    MEDA 1120 Medical Coding I .... 3 hours
    MEDA 1125 Medical Administrative Procedures .... 3 hours
    MEDA 1140 Diseases of the Human Body.. 3 hours
    MEDA 2208 Medical Billing .... 3 hours
    MEDA 2220 Medical Coding II .... 3 hours
    MEDA 2221 Medical Coding III .... 3 hours
    OFFC 1114 Project Management... 3 hours
    OFFC 2101 Legal Terminology and Procedures .... 3 hours
    OFFC 2112 Legal Document Processing... 3 hours
    OFFC 2202 Business Math .... 3 hours
    OFFC 2206* Presentation Software .... 3 hours
    OFFC 2210* Spreadsheet II for the Office.. 3 hours
    OFFC 2213* Desktop Publishing... 3 hours
    OFFC 2215* Integrated Software .... 3 hours
    OFFC 2251 Office Accounting II... 3 hours
    OFFC 2252 Office Accounting III.. 3 hours

Total Degree Requirements... **67 hours**

Certificate and Associate of Applied Science in Paralegal Studies

    The purpose of the Paralegal Studies Program is to provide students with the skills necessary to perform specifically delegated substantive legal work

under the supervision of an attorney. Paralegals and other non-lawyers are prohibited from practicing law.

The program consists of an associate degree (A.A.S.) and a certificate. The associate degree is designed mainly for students who have not attended college before or those who have a limited amount of previous college credit. The certificate program is designed for students who already hold a degree (associate or bachelors) or who already have two years of college. All of the paralegal courses in the certificate program are included in the associate degree.

Students admitted to the paralegal certificate program must have earned at least 60 semester hours of college-level work from a regionally accredited college or university. The 60 hours must include at least 18 semester hours general education credit.

CERTIFICATE IN PARALEGAL STUDIES PROGRAM REQUIREMENTS

Lower Division Requirements .... **24 hours**
PARA 1101 Introduction to Law and Ethics .... 3 hours
PARA 1103 Civil Litigation... 3 hours
PARA 1105 Legal Research and Writing.. 3 hours
PARA 1107 Criminal Litigation .... 3 hours
PARA 1109 Business Organizations .... 3 hours
PARA 1111 Computers in the Law... 3 hours
PARA 1113 Real Estate .... 3 hours
PARA 1225 Family Law.. 3 hours

Lower Division Electives .... **6 hours**
Select two courses from among:
PARA 1221 Bankruptcy/Debtor-Creditor Relations .... 3 hours
PARA 1223 Wills, Trusts and Probate Law .... 3 hours
PARA 1227 Health Care Law .... 3 hours
PARA 1229 Intellectual Property Law.. 3 hours
PARA 1231 Administrative Law.. 3 hours
PARA 1233 Employment Law .... 3 hours
PARA 1235 Law Office Skills... 3 hours
PARA 2103 Advanced Civil Litigation.. 3 hours
PARA 2105 Advanced Legal Research and Writing................................... 3 hours
PARA 2222 Occupational Internship .... 3 hours

Total Program Requirements .... **30 hours**

ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES DEGREE PROGRAM REQUIREMENTS

Core Curriculum .... **22 hours**
COMM 1001 Presentational Speaking .... 1 hour
CRIT 1101 Critical Thinking across the Curriculum .... 3 hours
ENGL 1101 English Composition I .... 3 hours
ENGL 1102 English Composition II .... 3 hours
HIST 2111 Survey of U.S. History to 1877 or HIST 2112
    Survey of U.S. History since Reconstruction .... 3 hours
MATH 1101 Mathematical Modeling or higher 1000-level
    MATH course .... 3 hours
POLS 1101 American Government .... 3 hours
One course from Area C of the Core Curriculum.. 3 hours

Lower Division Major Requirements.. 27 hours
PARA 1101 Introduction to Law and Ethics .... 3 hours
PARA 1103 Civil Litigation.. 3 hours
PARA 1105 Legal Research and Writing... 3 hours
PARA 1107 Criminal Litigation .... 3 hours
PARA 1109 Business Organizations .... 3 hours
PARA 1111 Computers in the Law.. 3 hours
PARA 1113 Real Estate .... 3 hours
PARA 1225 Family Law.. 3 hours
PARA 1235 Law Office Skills... 3 hours

Lower Division Electives .... 12 hours
Select four courses from among:
PARA 1221 Bankruptcy/Debtor-Creditor Relations .... 3 hours
PARA 1223 Wills, Trusts and Probate Law .... 3 hours
PARA 1227 Health Care Law .... 3 hours
PARA 1229 Intellectual Property Law.. 3 hours
PARA 1231 Administrative Law.. 3 hours
PARA 1233 Employment Law .... 3 hours
PARA 2103 Advanced Civil Litigation.. 3 hours
PARA 2105 Advanced Legal Research and Writing................................... 3 hours
PARA 2222 Occupational Internship .... 3 hours

Total Degree Requirements... 61 hours

Department of Dental Hygiene

ADMINISTRATIVE OFFICER

Susan I. Duley, *Department Head*

FACULTY

W. Gail Barnes, *Dental Hygiene*
Susan I. Duley, *Dental Hygiene*
Donna Solovan-Gleason, *Dental Hygiene*
Ximena Zornosa *Dental Hygiene*

MISSION AND GOALS

The mission of the Department of Dental Hygiene is to provide career relevant education in the discipline of dental hygiene and to support the lifelong learning goals of individuals aspiring to careers in the dental field. The Department of Dental Hygiene offers the following options in baccalaureate degrees:

- Basic licensure track leading to a Bachelor of Science in Dental Hygiene (BSDH) with a curriculum that leads to eligibility for licensure as a Registered Dental Hygienist.
- RDH completion track leading to a Bachelor of Science in Dental Hygiene (RDH-BSDH) with a curriculum designed for the working Registered Dental Hygienist to expand their career opportunities.
- Both tracks have the option of Double Bachelor Degrees in Dental Hygiene and Health Care Management.

HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the Student American Dental Hygienists Association (SADHA) and Sigma Phi Alpha, the dental hygiene honorary society.

Bachelor of Science in Dental Hygiene

The dental hygienist is a vital member of the dental team. Education and licensure qualify the dental hygienists to offer a wide variety of services. Hygienists work with patients to identify their individual health needs, provide a variety of services that help people maintain their oral health, and work with the dentist to ensure that treatment needs are met. Professional services of the dental hygienist vary from state to state according to that state's dental practice act. These professional services could include, but are not necessarily limited to, the following: dental prophylaxis (professional scaling and selective polishing of teeth); dental health education for the individual or group; preparation of diagnostic aids (i.e., medical and dental histories and x-rays); and performance of other preventive services (i.e., diet counseling, fluoride and sealant application).

The BSDH program expands the clinically based outcomes, characteristic of associate level training, into a more broad-based foundation for future career growth. Associate degree dental hygienists have very restricted options for

career advancement beyond clinical dental hygiene. Graduates of the baccalaureate program are qualified to seek employment as clinicians, office managers, public health hygienists, researchers, and marketers.

Hygienists with the bachelor's degree can work in health maintenance organizations (HMO) or long-term care facilities; on military bases or in school systems; for dental supply companies; for research centers; in veterinary dentistry facilities; for government agencies; or in other countries. Dental hygienists must have multiple and complex abilities to provide comprehensive dental hygiene care in current and emerging settings. The BSDH degree provides students the opportunity to pursue graduate studies.

ADMISSION AND READMISSION REQUIREMENTS

Basic Licensure Track

The basic licensure BSDH track (sometimes called the "generic" track) is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet the admission requirements. The curriculum consists of eight semesters of full-time study, including two years of study in general education, which precede admission to upper division dental hygiene coursework.

Acceptance to the University **does not** imply acceptance into the dental hygiene program. Enrollment is limited based on space available in clinical facilities. Admission is competitive with selections based on academic qualifications and professional potential.

The dental hygiene application is in addition to application for admission to Clayton State University. The competitive application process for the basic licensure BSDH track includes the following:

1. Application and acceptance to Clayton State University (this includes submission of supporting documentation). Upon admission to CSU students should declare their major as **pre-dental hygiene**. Transfer students must provide the University with updated transcripts between time of acceptance and enrollment at Clayton State.

2. Completion of a minimum of 45 semester credit hours of the required 60 hours of lower division coursework with grades of C (or K or S) or better and minimum institutional GPA of 2.50 at the time of application. Candidates who are not able to complete these requirements should wait to apply to the program. (Note: meeting the minimum eligibility requirements does not guarantee program acceptance; the admission committee selects the most qualified applicants for the available space. Acceptance is contingent upon maintaining the admission standards).

3. Completion of the separate application to the basic licensure track BSDH program. Application deadlines are announced by the department. (All supporting materials must be received by application deadline, including transcripts and required letter of dental office observation. Incomplete applications, including those incomplete due to failure to submit supporting documents, will not be considered.)

4. Successful completion of the Regents' Test for applicants who do not hold a previous baccalaureate degree.

5. Satisfactory completion of the admissions interview and writing assessment.

6. Evidence of satisfactory overall health status consistent with the performance standards for dental hygiene.

7. Evidence of satisfactory eye-exam; reasonable accommodation may be made on an individual basis.

8. Applicants who have attended another dental hygiene education program at any time are required to indicate such attendance on their application. Failure to disclose this information may lead to dismissal even after matriculation. If the applicant has attended another dental hygiene program, regardless of dates of attendance, a letter of good standing from the program administrator is required to complete the application process. Students who have been suspended from another program due to academic or clinical performance will be considered on a case-by-case basis.
9. The admission committee will also review the application of all basic licensure students applying to re-enter the program.
10. Applicants should be aware that many clinical placement facilities require criminal background checks and/or drug screenings and will not allow individuals to enter their facilities for clinical practice without a clear outcome. Students may be required to pay for the cost of the criminal background checks and/or drug screenings required by the clinical facilities. Any student who thinks there may be an applicable situation should speak with the Department Head when admitted to the program.
11. Applicants should also be aware that state, regional and national examining boards have the right to refuse licensure to any individual. Applicants who have been arrested or convicted of a misdemeanor or felony are required to disclose such violations on the application to take these professional exams. Any student who thinks he or she may have an applicable situation should speak with the Department Head upon admission to the program or contact the Board of Dentistry for further information.

RDH-BSDH Licensure Track

The RDH-BSDH track is available for registered dental hygienists who are graduates of associate degree dental hygiene programs. Clayton State participates in the Georgia Statewide Articulation Model.

The program examines the broader perspective of the health care environment, and by providing opportunities for more advanced practice, it prepares graduates for the increasingly important role that dental hygienists play in the dental professions today. Progression through the track is possible on a full-time or part-time basis. Flexible schedules are designed to facilitate the educational efforts of the working RDH. Core and elective classes are offered during the day and evening. Some classes are offered on weekends. Alternative format and online course options are also available.

The track offers a flexible curriculum that builds upon previously attained knowledge and experience and recognizes the unique educational needs and abilities of the adult learner. Educational experiences are provided to facilitate the registered dental hygienist in expanding the scope of his or her practice in a rapidly changing society and health care delivery system.

Integrated coursework includes advanced dental hygiene concepts in theory and application. This major prepares registered dental hygienists for advanced practice and for supervisory, administrative, or managerial positions in dental facilities.   This program also provides opportunities to develop the skills necessary for graduates to market dental services and products to dental professionals and the general public.

Admission procedure for the RDH-BSDH track is as follows:
1. Apply to the university.
2. Met with departmental program advisor.
3. Complete all required core courses.

4. Submit the RDH-BSDH application.

Specific programmatic admission requirements are:
1. Graduation from a state board approved associate degree program in dental hygiene.
2. Unrestricted current license in Georgia
3. Completion of all lower division core requirements including Area F.
4. Successful completion of the Regents Test or any other legislative requirements.
5. Overall GPA of 2.5 or greater.
6. Evidence of satisfactory health status, AHA CPR certification, malpractice insurance, health insurance, and immunizations.

RDH-BSDH program specific progression requirements are:
1. Students may not register for any upper division coursework until they have been formally admitted into the RDH-BSDH dental hygiene program.
2. RDH-BSDH students with a one-year or greater break in the completion of their program of study must request in writing to return to the program. They will also be required to complete the CSU short application form. The admission committee will review the request.
3. Consistent with university requirements, RDH-BSDH students must adhere to the laptop policies. Any online course requires students to bring a laptop computer to orientation.

Students suspended from the Department of Dental Hygiene programs for the first time may apply for readmission effective for the following year. Readmitted students will be placed on program probation. Readmission is not automatic. The readmission decision is based on demonstrated likelihood of future success and availability of clinical space. Students whose non-Dental Hygiene Institutional GPA has fallen below 2.50 will not be considered for readmission. In addition, a condition of readmission may be the auditing of specified previously taken courses. If a student leaves the program for any reason and is subsequently readmitted, all provisions of the catalog current for the class year during which the student is being readmitted will apply. Students, who have a cumulative record of two suspensions from any dental hygiene program, including the Clayton State University program, are not eligible for readmission.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Basic licensure students are admitted to the dental hygiene program as a class that normally moves through the curriculum together as a cohort according to the typical full-time progression model. The curriculum is structured with prerequisite and/or co requisite courses that provide foundational knowledge and skills for subsequent courses. Whenever a course is not completed with an acceptable grade, the student falls out of normal progression and loses his or her place in that class. Interruption of progression can occur due to academic or personal reasons as explained below.

In addition to meeting normal University progression standards, a BSDH student must maintain a program GPA of 2.50 or better in dental hygiene courses as well as maintain an institutional GPA of 2.50. Failure to comply with either of these requirements will result in the student being placed on program probation. If a student fails to raise either the grade point average in dental hygiene courses or the institutional GPA to a 2.50 by the end of the probationary semester, he or she will be suspended from the program.

Due to the sequential nature of the BSDH program, a student earning a grade of *D* or *F* in any upper division program requirement will be immediately dismissed from the program.

Program Probation

Program probation may result as a consequence any of the following behaviors:

- Failure to demonstrate clinical competency.
- Plagiarism or cheating.
- Unsafe clinical performance when the student's conduct or health presents a direct threat to self, patients, peers, health care personnel, faculty, or other individuals.
- Falsification of records, written assignments, or misrepresentation of presence at assigned clinical or community activities.
- Unethical or illegal conduct. All students are expected to adhere to the legal, moral, and legislative standards that determine acceptable and unacceptable behavior for registered dental hygienists.

The program probation decision is made by the Department Head for Dental Hygiene upon consultation with appropriate faculty. The Department Head will notify a student placed on program probation in writing. A student on program probation may be permitted to continue in normal progression but may be required by the Department Head/Dean to engage in remedial activities related to the nature of the behavior that resulted in probation.

Program Dismissal

A dismissed student will be notified in writing and is barred from taking any course with a DHYG prefix. A student will be dismissed from the dental hygiene program in the following cases:

3. **Academic Dismissal:** A student on program academic probation who earns an unacceptable grade in any upper division course will be dismissed from the dental hygiene program.
4. **Dental Hygiene Dismissal:**
   c. **Previously on Probation.** A student on program probation who engages in another instance of conduct of the nature listed above under the program probation heading may be dismissed from the dental hygiene program. Dismissal of this nature will occur upon recommendation of appropriate faculty and the Department Head as confirmed by the Dean of the College of Professional Studies.
   d. **Not Previously on Probation.** A student who engages in behavior of the nature listed above under the program probation heading may be immediately dismissed without first being placed on probation if the Department Head, as confirmed by the Dean of the College of Professional Studies, determines that the circumstances are especially egregious.

Appeal of Dismissal Decision

1. An appeal of academic dismissal is considered a grade appeal and will proceed according to normal University academic appeal policy.
2. A student who disputes a dental hygiene policy dismissal decision must file a written appeal with the Dean of the College of Professional Studies no later than sixty (60) days after receiving written notice of dismissal. An appeal filed after this deadline will not be considered. The quicker that an appeal is filed, the sooner that the Dean can provide a decision. Appeals of the Dean's decision must follow normal University academic appeals policy and procedures.

Bachelor of Science in Dental Hygiene

Students holding baccalaureate or higher degrees in areas other than dental hygiene may apply and be admitted to the BSDH basic licensure track. Applicants with a baccalaureate degree who are applying to the dental hygiene program must complete all application materials and provide all supporting documents required under the regular competitive admission process. Although holding the baccalaureate or higher degree exempts students from certain requirements, it does not guarantee acceptance into the program.

Students holding a baccalaureate degree are exempt from Areas A-E of the core curriculum and the Regents' testing requirement. (Although Area E of the core curriculum is deemed to be satisfied, students under this option are still required to meet the legislative requirements established by the University System of Georgia.) To be eligible for admission to the upper division dental hygiene program, students in the baccalaureate program must have completed area F coursework.

BACHELOR OF SCIENCE IN DENTAL HYGIENE DEGREE PROGRAM REQUIREMENTS – BASIC LICENSURE TRACK

Core Curriculum (Areas A - E).. **42 hours**
All Dental Hygiene Core Curriculum requirements are shown in
the suggested degree program. NOTE: ADA Accreditation
Standards requirements for chemistry, psychology and social
sciences/sociology must be completed in core curriculum.

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
BIOL 1151 Human Anatomy and Physiology I... 3 hours
BIOL 1151L Human Anatomy and Physiology I - Laboratory .... 1 hour
BIOL 1152 Human Anatomy and Physiology II.. 3 hours
BIOL 1152L Human Anatomy and Physiology II - Laboratory .... 1 hour
BIOL 2250 Microbiology .... 3 hours
BIOL 2250L Microbiology - Laboratory .... 1 hour
HSCI 2111 Introduction to the Health Care Environment .... 2 hours
HSCI 2111L Introduction to the Health Care Environment - Lab .... 1 hour
HSCI 2201 Measurement Science (Health Care Statistics)
or approved elective .... 3 hours

Related Field Requirements .... **8 hours**
HLTH 3110 Interactive Communication.. 3 hours
HLTH 4330 Nutrition .... 3 hours
HSCI 3382 Clinical Pharmacology... 2 hours

Upper Division Major Requirements... **46 hours**
DHYG 3100 Introduction to the Dental Hygiene Profession .... 3 hours
DHYG 3100C Introduction to Clinical Dental Hygiene .... 2 hours
DHYG 3110L Dental Anatomy Laboratory.. 1 hour
DHYG 3120 Dental Radiology.. 2 hours
DHYG 3120L Dental Radiology Laboratory.. 1 hour
DHYG 3200 Transitional Dental Hygiene .... 2 hours
DHYG 3200C Transitional Clinical Dental Hygiene .... 3 hours
DHYG 3210 Integrative Dental Anatomy and Histology .... 2 hours
DHYG 3230 Dental Materials .... 2 hours

DHYG 3230L Dental Materials Laboratory .... 1 hour
DHYG 3240 Introduction to Periodontics.. 2 hours
DHYG 3382L Seminar in Dental Hygiene Pharmacology............................ 1 hour
DHYG 4300 Advanced Dental Hygiene I.. 2 hours
DHYG 4300C Advanced Clinical Dental Hygiene I.................................... 4 hours
DHYG 4310 Dental Pathology.. 3 hours
DHYG 4320 Advanced Periodontics... 3 hours
DHYG 4400 Advanced Dental Hygiene II... 2 hours
DHYG 4400C Advanced Clinical Dental Hygiene II................................... 4 hours
DHYG 4410 Community Dental Health .... 3 hours
DHYG 4420 Management/Marketing in Dental Environment .... 3 hours

Electives.. **6 hours**
Any two upper division courses except PHED or courses
identified in the catalog as career or institutional credit courses.
Recommended courses include 3000 or 4000 lever HFMG,
HCMG, HSCI. Also available is DHYG 3300.

**BACHELOR OF SCIENCE IN DENTAL HYGIENE DEGREE PROGRAM
REQUIREMENTS - RDH-BSDH COMPLETION TRACK**

Core Curriculum (Areas A - E).. **42 hours**
All Dental Hygiene Core Curriculum requirements are shown in
the suggested degree program. NOTE: ADA Accreditation
Standards requirements for chemistry, psychology and social
sciences/sociology must be completed in core curriculum.

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
BIOL 1151 Human Anatomy and Physiology I.. 3 hours
BIOL 1151L Human Anatomy and Physiology I – Laboratory .... 1 hour
BIOL 1152 Human Anatomy and Physiology II... 3 hours
BIOL 1152L Human Anatomy and Physiology II – Laboratory .... 1 hour
BIOL 2250 Microbiology .... 3 hours
BIOL 2250L Microbiology – Laboratory .... 1 hour
HSCI 2111 Introduction to the Health Care Environment .... 2 hours
HSCI 2111L Introduction to the Health Care Environment – Lab .... 1 hour
HSCI 2201 Measurement Science (Health Care Statistics)
    or approved elective .... 3 hours

Lower Division Career Block... **30 hours**
R.D.H.'s receive 30 semester hours of block credit for program
specific coursework taken as part of an associate degree in
dental hygiene completed at an institution accredited by the
Commission on Dental Accreditation.

Upper Division Major Requirements... **24 hours**
HCMG 4901 Applied Research .... 3 hours
HLTH 3110 Interactive Communication... 3 hours
HSCI 3420 Health Education.. 3 hours
HSCI 3520 Legal Issues in Health Care .... 3 hours
DHYG 4301 Educational Strategies and Internship................................... 3 hours
DHYG 4320 Advanced Periodontics... 3 hours
DHYG 4420 Management/Marketing in Dental Environments.................... 3 hours
DHYG 4900 Independent Study in Dental Hygiene .... 3 hours

Electives... **6 hours**
Any two upper division courses except PHED or courses
identified in the catalog as career or institutional credit
courses. Recommended courses include 3000 or 4000 lever
HFMG, HCMG, HSCI.

Total Degree Requirements.. **120 hours**

Other Program-Specific Graduation Requirements
In order to graduate, all students must have a 2.50 overall Institutional Grade
Point Average and an overall 2.50 grade point average in courses applied to their
major program. Graduates of the B.S.D.H. Program must be at least 18 years
old in order to be licensed by the State of Georgia as practicing dental hygienists.
Although Clayton State University graduates have performed exceptionally well
on licensing examinations, successful completion of the program does not insure
passing state, regional, and national board examinations.

**Other Bachelor of Science in Dental Hygiene Program Graduation
Requirements**

1. No grade lower than *C* will be counted toward graduation in lower or upper
    division courses.
2. Students must take a minimum of 30 semester hours at Clayton State
    University with no fewer than 25 hours being taken in upper division dental
    hygiene courses. Block credit and credit by examination do not satisfy this
    requirement.
3. Registration for clinical/practicum courses requires that all students
    *   maintain CPR certification,
    *   carry malpractice insurance and health insurance (evidence of current
        coverage is required),
    *   receive physical examinations and immunizations as required by the
        department, and
    *   maintain current Georgia RDH licensure if in the RDH-BSDH track.
4. Time Limitation of Dental Hygiene Courses Policy
    Students are expected to progress in the dental hygiene major in a timely
    fashion. All required upper division dental hygiene courses must be
    completed within five years of matriculation into the clinical dental hygiene
    courses. To determine the status of academic credit taken greater than five
    years ago, the admissions committee must evaluate the course.
5. RDH-BSDH students are required to finish all coursework within seven
    years. Any extension must be approved by the Dean upon the
    recommendation of the Department Head.

**BACHELOR OF SCIENCE IN DENTAL HYGIENE SUGGESTED DEGREE
PROGRAM SEQUENCE**

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

FRESHMAN YEAR					
First Semester			*Second Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*

ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
COMM 1001	Presentational Speaking	1	COMM 1002	Presentation Applications	1
Area A2	Refer to Core Curriculum options (MATH 1101 recommended)	3	CRIT 1101*	Critical Thinking	3
Area D1	Refer to Core Curriculum for options (CHEM 1151, 1151L, 1152 Sequence recommended)	3	Area D2	Refer to Core Curriculum for options (CHEM 1151, 1151L, 1152 Sequence recommended)	3
Area D1	Refer to Core Curriculum for options (CHEM 1151, 1151L, 1152 Sequence recommended)	1	Area D2	Refer to Core Curriculum for options (MATH1231 recommended)	3
POLS 1101*	American Government	3	Area E3	HIST 2111 US History to 1877 or HIST 2112 US Since Reconstruction	3
Total		**14**	**Total**		**16**

	SOPHOMORE YEAR				
	First Semester			*Second Semester*	
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
Area C1	Refer to Core Curriculum for options	3	SOSC 2501*	Survey of Social Sciences	3
PSYC 1101*	Intro General Psychology	3	BIOL 2250*	Microbiology	2
Area F	Statistics HSCI2201 or approved elective if MATH 1231 applied in area D2	3	BIOL 2250L*	Microbiology Lab	2
HSCI 2111*	Health Care Environ	2	Area C2	Refer to Core Curriculum for options	3
HSCI 2111L*	Health Care Environ Lab	1	BIOL 1152*	Anatomy Physiology II	3
BIOL 1151*	Anatomy Physiology I	3	BIOL 1152L*	Anatomy Physiology II Lab	1
BIOL 1151L*	Anatomy Physiology I Lab	1			
Total		**16**	**Total**		**14**

	JUNIOR YEAR				
	First Semester			*Second Semester*	
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
DHYG 3100*	Dental Hygiene Profession	3	DHYG 3200*	Trans Dental Hygiene	2
DHYG 3100C	Clinical Dental Hygiene	2	DHYG 3200C	Trans Clin Dental Hygiene	3
DHYG 3110L*	Dental Anatomy Laboratory	1	DHYG 3230*	Dental Materials	2
DHYG 3120*	Dental Radiology	2	DHYG 3230L	Dental Materials Laboratory	1
DHYG 3120L*	Dental Radiol Laboratory	1	DHYG 3240*	Intro to Periodontics	2
DHYG 3210*	Integrative Dental Anatomy	2	DHYG 3382L	Seminar Dental Hygiene	1
HLTH 3110*	Interact Communications	3	HSCI 3382*	Clinical Pharmacology	2
				Free Upper Division Elective	3
Total		**14**	**Total**		**16**

* summer
DHYG 3300
(elective)

	SENIOR YEAR

First Semester		Hours	Second Semester		Hours
Course	Title		Course	Title	
DHYG 4300*	Adv Dental Hygiene I	2	DHYG 4400*	Adv Dental Hygiene II	2
DHYG 4300C	Adv Clin Dental Hygiene I	4	DHYG 4400C	Adv Clin Dental Hygiene II	4
DHYG 4310*	Dental Pathology	3	DHYG 4410*	Community Dental Health	3
DHYG 4320*	Advanced Periodontics	3	DHYG 4420*	Mgmt Dental Environment	3
HLTH 4330*	Nutrition	3		Free Upper Division Elective	3
Total		15	Total		15

* A student may elect to attend the summer dental hygiene clinical course, DHYG 3300. The student may use the three credit DHYG 3300 course as an upper division elective.

Double Bachelor Degrees in Dental Hygiene and Health Care Management

Students who wish to enhance their employability by being qualified as both dental hygienists and health care managers may wish to pursue the dual degree option according to the following requirements:

1. Complete all requirements for the B.S.D.H.
2. Complete the following courses from the Area F for Health Care Management: ACCT 2101, ITFN 11001101, and ECON 2105.
3. Complete the following courses: HCMG 3101, HCMG 3401, HCMG 3501, HCMG 4560, MKTG 3101, HLTH 3520, and HCMG 4901 or HCMG 4500. Other appropriate courses may be determined by the Dean in order to equal a minimum of 21 hours of Health Care Management requirements taken in residency at Clayton State and not used to meet B.S.D.H. requirements.

Department of Health Care Management

ADMINISTRATIVE OFFICER

Peter G. Fitzpatrick, *Department Head*

FACULTY

Debra J. Cody, *Health Care Management*
Martha Costello, *Medical Assisting*
Peter G. Fitzpatrick, *Health Care Management*
Ronald M. Fuqua, *Health Care Management*
Deborah M. Gritzmacher, *Health Care Management*
Don M. Leibert, *Health Care Management*
Matthew Parrott, *Health and Fitness Management*
Russell Porter, *Health Care Management*
Melanie Poudevigne, *Health and Fitness Management*
Manning J. Sabatier, *Health and Fitness Management*
LaTanya J. Young, *Medical Assisting*

MISSION AND GOALS

The mission of the Department of Health Care Management is to prepare students, especially non-traditional minority students for entry and mid-level management positions in a variety of health service organizations. This mission of the Program is consistent with the University's mission of meeting the needs of the community. The community is typically identified as the Southern Crescent area that consists of South Fulton, South DeKalb, Clayton, Fayette and Henry Counties. These counties serve the general area of South Atlanta and the contiguous localities. Located within the Southern Crescent are a great number and variety of health care delivery systems that are growing and expanding as the population of this part of Georgia keeps increasing. The need to educate and provide managers for these institutions also is increasing and, thus serves as impetus for us to complete our mission.

The Department of Health Care Management offers two baccalaureate degree programs:

- Bachelor of Science Degree with a major in Health Care Management with a curriculum that prepares students for a variety of entry and mid-level management positions in health services organizations.
- Bachelor of Science Degree with a major in Health and Fitness Management with a curriculum that prepares students for a variety of entry and mid-level management positions within the broad field of health and fitness. An interdisciplinary approach involving several areas in Health & Fitness is used in addressing health care issues prevalent in today's society and in building the intellectual and practical framework necessary to become successful in corporate fitness, personal training, health education/promotion, and other areas of health and fitness services. Students wishing to pursue graduate education in the fields of Exercise Science or Business will find this undergraduate degree forms a solid foundation upon which to build. Graduates may find employment in the following: Adult Fitness Centers; Corporate Wellness; YMCA and other community settings; Fitness Coaching; Personal Training; Entrepreneurial options as Health and Fitness Consultant. Graduates

from this specialty track will be eligible to sit for national certification exams, including those offered by the American College of Sports Medicine and National Strength and Conditioning Association.

- In addition, the Department participates with the Departments of Nursing and Dental Hygiene in offering double major degree programs in Health Care Management and Nursing and Dental Hygiene respectively. These programs provide the curricula for students who wish to enhance their employability by being qualified as both nurses or dental hygienists and health care managers.

Bachelor of Science in Health Care Management

The Health Care Management program prepares students for a variety of entry and mid-level management positions in health services organizations, such as benefits offices, insurance companies, home health agencies, PPOs, HMOs, doctors' offices, group practices, hospices, hospitals, nursing homes, extended care facilities, ambulatory care centers, governmental health agencies, and other health care delivery organizations.

ADMISSION AND READMISSION REQUIREMENTS

Students intending to enroll in the Health Care Management program must meet all University admission and academic requirements. The following additional requirements also apply and must be met prior to enrollment in any business or health sciences courses numbered 3000 or above:

1. **Completion of Program Application Form.** Students must declare a Health Care Management major and complete a program application form. The application for program admission must be completed prior to enrollment in upper division program requirements. A minimum 2.00 institutional GPA is required prior to enrollment in any 3000-level course.
2. **Completion of Lower Division Requirements.**
   a. Students may be admitted to the Health Care Management program and allowed to take selected 3000-level courses upon completion of at least 45 semester credit hours applicable to Areas A-F, including ENGL 1101, ENGL 1102, MATH 1101 or higher, ACCT 2102, and ECON 2105. (The selected courses are HLTH 3110 and HLTH 3520.)
   b. Health Care Management students must complete all Area A-F requirements (with no grade lower than *C* in Area F) prior to enrollment in any 3000-level Health Sciences or Business courses other than those listed above.

A suspended student may apply for readmission to the Health Care Management Program immediately following his or her first semester of suspension. For a subsequent suspension, a student may apply for readmission following three semesters of suspension.

Suspended students seeking readmission must submit an Application for Readmission to the appropriate program. The department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student's prospects for academic success following the period of suspension.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Program-specific regulations for the Health Care Management program are as follows: Students must achieve a grade of *C* or better in all upper division course work including required courses and program electives. Students must repeat any required course in which a grade of *C* or better is not achieved. Any student who fails to meet this performance level will be placed on program probation. A student must earn a grade of *C* or better in all courses while on program probation. Failure to achieve this performance level will result in suspension from the program. Readmission following suspension must be approved by the Dean of the College of Professional Studies.

BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT DEGREE PROGRAM REQUIREMENTS

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

Lower Division Core Requirements (Core Curriculum Area F) .... **18 hours**
    ACCT 2101 Principles of Accounting .... 3 hours
    ACCT 2102 Principles of Accounting II or ECON 2106
        Principles of Microeconomics... 3 hours
    ECON 2105 Principles of Macroeconomics I...................................... 3 hours
    HSCI 2111 Introduction to the Health Care Environment .... 2 hours
    HSCI 2111L Health Care Environment - Lab.. 1 hour
    ITFN 1101 Foundations of Information Technology .... 3 hours
    HSCI 2201 Measurement Sciences or MATH 1231
        Introduction to Statistics .... 3 hours
Upper Division Major Requirements.. **39 hours**
    HLTH 3110 Interactive Communication... 3 hours
    HCMG 3101 Introduction to Health Systems Management .... 3 hours
    HCMG 3320 Healthcare Economics.. 3 hours
    HCMG 3340 Healthcare Information Technology................................ 3 hours
    HCMG 3401 Applied Human Resource Management in Health
        Care Delivery .... 3 hours
    HCMG 3501 Health Care Systems TQM.. 3 hours
    HCMG 3701 Introduction to Epidemiology .... 3 hours
    HCMG 3901 Marketing in Healthcare……………………………………3 hours
    HCMG 4110 Administration of Managed Care .... 3 hours
    HCMG 4401 Introduction to Primary/Long Term Care .... 3 hours
    HCMG 4560 Health Care Finance.. 3 hours
    HLTH 3520 Legal Issues in Health Care .... 3 hours
    HLTH 3550 Ethical Issues in Health Care .... 3 hours

Upper Division Specialty Courses .... **9 hours**
    HCMG 3601 Introduction to Mental Health/Case
        Management .... 3 hours
    HCMG 3801 Future Trends in Health Care .... 3 hours
    HCMG 4180 Health in Corporate Setting .... 3 hours
    HCMG 4201 Healthcare Consulting .... 3 hours
    HCMG 4220 International Healthcare .... 3 hours
    HCMG 4310 Public Health Administration... 3 hours
    HCMG 4565 Financial Management of Primary/Long-term
        Care .... 3 hours

HLTH 3012 Alternative and Complementary Approaches
    to Wellness: Therapies for Healthy Lifestyle .... 3 hours
HLTH 3320 Communications with Families.. 3 hours
HLTH 3341 Cultural Diversity .... 3 hours
HLTH 3401 Contemporary Women's Health .... 3 hours
HLTH 3420 Health Education... 3 hours
HLTH 3501 The AIDS Epidemic... 3 hours
HLTH 4153 Gerontology.. 3 hours
MGMT 4311 Entrepreneurship .... 3 hours
MKTG 4207 Professional Selling.. 3 hours

Internship or Clinical Requirements .... **12 hours**
HCMG 4901 Applied Research .... 3 hours
HCMG 4500 Health Care Policy.. 3 hours
HCMG 4970 Health Care Management Internship/Practicum .... 3 hours
HCMG 4999 Capstone in Health Care Management .... 3 hours

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

Other Program-Specific Graduation Requirements

1. Students must complete assessments in writing and other areas as required and must fulfill any remediation requirements that may be specified according to assessment results.
2. Grades of *D* will not count toward graduation for Area F or for any upper division requirements.
3. In order to receive the B.S. degree, a student must complete a minimum of 30 hours in residency at Clayton State. Of these, at least 24 hours must be upper division courses within the program, including the 12 -hour Research-Policy-Internship/Practicum-Capstone sequence, HCMG 4901-4500-4970-4999.
4. All courses in the Health Care Management core must be completed prior to enrollment in the Research-Policy-Internship/Practicum sequence, HCMG 4901-4500-4970.
5. Students must have a 2.00 institutional GPA to enroll in HCMG 4970. No exceptions are permitted.
6. Students are required to assemble an acceptable professional portfolio based on the program outcomes. This document will be submitted during the last semester of the student's program of study. Students who are double majors (B.S.N./H.C.M.G. or B.S.D.H/H.C.M.G.) need to contact the Health Care Management faculty for instructions pertaining to their requirements.
7. No more than 27 credit hours of business courses can be used to satisfy graduation requirements. Business courses are defined as any course with the following prefixes: ACCT, BUSA, FINA, MGMT, and MKTG.

Bachelor of Science in
Health and Fitness Management

    The Health and Fitness Management major provides students with a solid foundation concerning the management and clinical sides of preventative health care. Students will be prepared for entry and mid-level management positions in

organizations providing health and fitness services, such as within Commercial Fitness Centers, YMCA, Corporate Fitness/Wellness Centers, University Wellness/Adult Fitness Centers, Hospitals/Clinicals with specialties in Cardiac and/or Pulmonary Rehabilitation, Municipal/City Recreation/Family Centers, Activity Centers for Older Adults, Community Centers and Worksite Health Promotion Programs. Graduates may also pursue employment as salespersons, administrators, and managers of all types of fitness/wellness facilities. Additional opportunities exist for those who aspire to become entrepreneurs in the field and pursue health and fitness coaching/consulting.

The main objectives of the proposed degree program are to:
- provide content/discipline foundation for careers in health and fitness management within corporate wellness centers, hospital-based fitness facilities, traditional health clubs, resorts, and others;
- enhance students' abilities to acquire and synthesize health and fitness information in a critical, scientific, and effective manner through detailed, intensive analysis and evaluation of texts and other research materials;
- provide students with relevant strategies of health promotion, illness/injury prevention, and illness/injury rehabilitation to maximize healthy outcomes of individuals, families and communities in a multicultural society;
- develop students' critical thinking and research skills to levels of excellence expected of bachelor's prepared health and fitness professionals;
- prepare students for national certification exams in the field of health and fitness; and
- enhance the preparation of students for graduate study (exercise physiology, exercise science, management, business administration, gerontology and other related fields).

The Health and Fitness Management major will include foundation courses such as anatomy and physiology I and II, survey of health and fitness professions, first aid and CPR, and introduction to the health care environment. This major will also provide students with a solid base in business and management principles by requiring courses in accounting, economics, marketing, finance, legal, ethical issues in health care, and applied human resource management in health care delivery. The program features courses specific to the heath and fitness arena including, kinesiology, exercise physiology, personal health and wellness, prevention, care and rehabilitation of injuries, nutrition, principles of fitness across populations, pharmacology, exercise testing and prescription. Finally, the program will involve capstone courses to insure the students are able to synthesize all of their undergraduate coursework into meaningful application of their acquired knowledge, skills, and abilities. These courses include health and fitness management, a capstone course, and an internship.

Curriculum Overview

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

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

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

Freshman - Sophomore Years

Areas A - E: General Education Core Curriculum (43 hours)
    The Health and Fitness Management major will utilize the standard general education Core Curriculum for students.

Lower Division Program Core .... **18 hours**
ACCT 2101 Principles of Accounting I... 3 hours
BIOL 1151/L Human Anatomy and Physiology I.. 4 hours
BIOL 1152/L Human Anatomy and Physiology II....................................... 4 hours
ECON 2105 Principles of Economics .... 3 hours
HFMG 1101 Survey of Health and Fitness Professions .... 1 hour
HFMG 2110 First Aid and CPR .... 3 hours

Program Core Requirements... **30 hours**
HSCI 2111 Introduction to Health Care Environment .... 2 hours
HSCI 2111L Introduction to Health Care Environment Lab .... 1 hour
HLTH 3110 Interactive Communications .... 3 hours
HCMG 3401 Applied Human Resource Management in Health
    Care Delivery... 3 hours
HFMG 3101 Kinesiology.. 3 hours
HFMG 3102 Exercise Physiology .... 3 hours
HFMG 3110 Personal Health and Wellness .... 3 hours
HFMG 3121 Injury Prevention & Rehabilitation .... 3 hours
HFMG 3130 Principles of Fitness across Populations................................ 3 hours
HFMG 3140 Exercise Testing and Prescription.. 3 hours
HLTH 3520 Legal Issues in Health Care .... 3 hours

Upper Division Requirements .... **21 hours**
HCMG 3901 Marketing in Health Care .... 3 hours
HCMG 4180 Health in the Corporate Setting .... 3 hours
HCMG 4560 Health Care Finance... 3 hours
HLTH 3341 Cultural Diversity in Health and Illness .... 3 hours
HLTH 3382 Pharmacology .... 2 hours
HFMG 3382L Health & Fitness Pharmacology Seminar............................. 1 hour
HLTH 3550 Ethical Issues in Health Care .... 3 hours
HLTH 4330 Nutrition... 3 hours

Program Capstones .... **9 hours**
HFMG 4110 Health and Fitness Management .... 3 hours
HFMG 4970 Internship/Practicum .... 3 hours
HFMG 4999 Capstone Course .... 3 hours

Sample Program of Study -- Junior/Senior Years

FRESHMAN YEAR = 32-33 hours					
Fall Semester			**Spring Semester**		
Course	**Title**	**Hours**	**Course**	**Title**	**Hours**
ENGL 1101	English Composition (C or higher)	3	ENGL 1102	English Composition II	3

Area A2	MATH 1101, 111, 1113, 1231, 1241, 1501	3	Area D2	MATH 1113, 1221, 1231*, 1241, 1501, 2502, CSCI 1301, SCI 1901	3
Area B2	COMM 1110, COMM 1002/1002; SPAN 1002/1999, FREN 1002/1999	3	HFMG 1101	Survey of Health & Fitness Professions	1
POLS 1101	American Government	3	CRIT 1101	Critical Thinking Across the Curriculum	3
Area D1	BIOL 1107, 1111, CHEM 1151, PHYS 1111, 2111 or SCI 1111	3	Area E3	HIST 2111 or 2112	3
Area D1	BIOL 1107L, 1111L, CHEM 1151L, PHYS 1111L, 2111L, or SCI 1111L	1	Area D1	BIOL 1108, 1112, CHEM 1152, PHYS 1112, 2212, or SCI 1112	3
			Area D1	BIOL 1108L, 1112L, or PHYS 1111L, 2212L	1
Total		*16*	*Total*		*17*

SOPHOMORE YEAR = 32 hours						
Fall Semester			*Spring Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
Area C1	ENGL 2111, 2112, 2131, 2132, 2121, 2122, PHIL 2201, 2301 or Foreign Language	3	Area C2	HUMN 2102, ART 2301, 2302, THEA 1100, MUSC 2301, 2101, PHIL 2401, CMS 2100, or Foreign Language	3
Area F	BIOL 1151 Anatomy & Physiology I	3	Area E2	HIST 1111/1112, SOSC 2501	3
Area F	BIOL 1151L Anatomy & Physiology I Lab	1	Area F	BIOL 1152 Anatomy & Physiology II	3
ACCT 2101	Principles of Accounting	3	Area F	BIOL 1152L Anatomy & Physiology II Lab	1
HFMG 2110	First Aid & CPR	2	ECON 2105	Principles of Economics I	3
Area E4	PSYC 1101 or SOCI 1101	3	HSCI 2111	Intro to Health Care Environment	2
			HSCI 2111L	Intro to Health Care Environment Lab	1
Total		*15*	*Total*		*16*

JUNIOR YEAR = 36 hours						
Fall Semester			*Spring Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
HFMG 3101	Kinesiology	3	HFMG 3102	Exercise Physiology	3
HFMG 3110	Personal Health & Wellness	3	HFMG 3121	Injury Prevention & Rehab	3
HLTH 3110	Interactive Communication	3	HLTH 3382 & HFMG 3382L	Clinical Pharmacology & Lab	3
HCMG 3901	Marketing in Health Care	3	HSCI 3520	Legal Issues in Health Care	3
HLTH 3341	Cultural Diversity in Health & Illness	3	HSCI 3550	Ethical Issues in Health Care	3
HCMG 4180	Health in the Corporate Setting	3	HCMG 3401	Applied HR for Health Care Delivery	3
Total		*18*	*Total*		*18*

SENIOR YEAR = 24 hours						
Fall Semester			*Spring Semester*		
Course	*Title*	*Hours*	*Course*	*Title*	*Hours*
HCMG 4560	Health Care Finance	3	HLTH 4330	Nutrition	3
HFMG 3130	Principles of Fitness (across populations)	3	HFMG 4999	Health & Fitness Management Capstone	3

HFMG 3140	Exercise Testing & Prescription		3	HFMG 4970	Health & Fitness Internship/Practicum		3
HFMG 4110	Health & Fitness Management		3				
Total			*12*	*Total*			*9*

*Recommended.

Minor in Health & Fitness Management

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

Minor Requirements

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

Upper Division Program Requirements.. **9 hours**
(Nine upper division credit hours required, courses that were used to satisfy the Health Management Program requirements may not be used.)
    HFMG 3101 Kinesiology... 3 hours
    HFMG 3130 Principles of Fitness... 3 hours
Select one course from the tracks below.. 3 hours
    Exercise Science Track:
    HFMG 3102 Physiology of Exercise.. 3 hours
    Public Health Track:
    HFMG 3110 Personal Health & Wellness.. 3 hours
    Fitness Management Track:
    HFMG 4110 Health & Fitness Management.. 3 hours

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

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

Certificate and Associate of Applied Science in Medical Office Administration

The Clayton State University Medical Assisting Programs at Morrow, Georgia are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 35 East Wacker Drive St. 1970, Chicago Il 60601-2208, 312-553-9355, on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Two programs, a certificate program and an A.A.S. program, are offered in the Medical Assisting area. The Medical Assisting Certificate Program prepares students for employment as medical assistants who help physicians with both clinical and administrative tasks. Students in this program may choose one of two tracks: the Medical Assisting Track or the Medical Coding Track. Typical clinical duties include assisting with physical examinations and performing routine laboratory tests. Administrative duties include maintaining medical records, coding from medical records, filing, billing, and other clerical tasks. Employment opportunities for program graduates are available in physicians' offices, hospitals, and other health care facilities.

The Medical Office Administration Associate of Applied Science degree program includes two tracks: Medical Assisting or Medical Coding. Typical administration duties include supervising personnel, composing written communications, and developing and maintaining filing and financial systems. Typical clinical duties include assisting with physical examinations and performing routine laboratory tests. The Medical Coding track provides advanced training and practice in billing and coding procedures. Employment opportunities for program graduates are available in physician's offices, hospitals, and other health care facilities.

Students must earn a grade of C or higher in all MEDA, OFFC, and other career courses to meet program requirements. In addition, before attempting a course that has any prerequisite courses, students must first complete all prerequisites for that course with a grade of C or higher.

CERTIFICATE IN MEDICAL ASSISTING PROGRAM REQUIREMENTS

Lower Division Requirements .... **30 hours**
MEDA 1100 Medical Terminology .... 1 hour
MEDA 1101 Law and Ethics for the Medical Office .... 2 hours
MEDA 1102 Body Structure & Function .... 3 hours
MEDA 1120 Medical Coding I... 3 hours
MEDA 1125 Medical Administrative Procedures .... 3 hours
MEDA 1140 Diseases of the Human Body.. 3 hours
MEDA 1145 Human Psychology for the Medical Office............................. 3 hours
MEDA 1150 Pharmacology in the Medical Office .... 3 hours
MEDA 2208 Medical Billing .... 3 hours
OFFC 1100 Business English... 3 hours
OFFC 1111 Word Processing I.. 3 hours

Lower Division Track Options... **11-12 hours**
Select courses and options from one of the following tracks:
General Medical Assisting Track
    MEDA 1110 Medical Assisting Procedures .... 3 hours
    MEDA 1130 Laboratory Procedures.. 3 hours

MEDA 2222 Occupational Internship and/or Cooperative
Educational Experience.. 6 hours
Medical Coding Track
OFFC 1101 Introduction to Office Computing .... 3 hours
MEDA 2220 Medical Coding II .... 2 hours
MEDA 2221 Medical Coding III .... 3 hours
MEDA 2223 Medical Coding Externship .... 3 hours

Total Program Requirements .... **41-42 hours**

**ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE ADMINISTRATION
DEGREE PROGRAM REQUIREMENTS**

Core Curriculum .... **19 hours**
COMM 1001 Presentational Speaking .... 1 hour
CRIT 1101 Critical Thinking across the Curriculum .... 3 hours
ENGL 1101 English Composition I .... 3 hours
HIST 2111 Survey of U.S. History to 1877 or HIST 2112
Survey of U.S. History since Reconstruction .... 3 hours
MATH 1101 Mathematical Modeling or higher 1000-level
MATH course .... 3 hours
POLS 1101 American Government .... 3 hours
One course from Area C of the Core Curriculum....................................... 3 hours

Lower Division Major Requirements.. **41 hours**
MEDA 1100 Medical Terminology .... 1 hour
MEDA 1101 Law and Ethics for the Medical Office .... 2 hours
MEDA 1102 Body Structure & Function .... 3 hours
MEDA 1110 Medical Assisting Procedures .... 3 hours
MEDA 1120 Medical Coding I... 3 hours
MEDA 1125 Medical Administrative Procedures .... 3 hours
MEDA 1130 Laboratory Procedures... 3 hours
MEDA 1140 Diseases of the Human Body .... 3 hours
MEDA 1145 Human Psychology for the Medical Office............................. 3 hours
MEDA 1150 Pharmacology in the Medical Office .... 3 hours
MEDA 2208 Medical Billing .... 3 hours
MEDA 2220 Medical Coding II... 2 hours
OFFC 1100 Business English.. 3 hours
OFFC 1111 Word Processing I... 3 hours
OFFC 2250 Office Accounting I... 3 hours

Lower Division Track Options... **12 hours**
Select courses and options from one of the following tracks:
Medical Assisting Track
MEDA 2222 Medical Assisting Externship.. 6 hours
OFFC 1101 Introduction to Office Computing .... 3 hours
OFFC 2205 Business Communications .... 3 hours
Medical Coding Track
MEDA 2221 Medical Coding III .... 3 hours
MEDA 2223 Medical Coding Externship .... 3 hours
OFFC 1101 Introduction to Office Computing .... 3 hours
OFFC or MEDA elective.. 3 hours

Total Degree Requirements... **72 hours**

SCHOOL OF GRADUATE STUDIES

Dr. Thomas A. Eaves, Associate Provost and Dean

Administration
Elizabeth Taylor, M.S.
Assistant to the Dean

GRADUATE EDUCATION

At Clayton State University, the mission of graduate education is to stimulate, encourage and support efforts that build national distinction and that are characterized by innovation and by increasing contribution to the social, cultural, economic, health and technological development needs of Georgia and the nation. The University is committed to excellence, innovation and collaboration in research and in the preparation of professionals for the highest levels of practice.

Goals for Graduate Education
- To ensure that all graduate students are educated by faculty who are at the forefront of teaching and research in their disciplines.
- To prepare students for leadership in a global society.
- To prepare students to communicate and apply knowledge in ways useful to society.
- To educate students to venture beyond existing boundaries of knowledge.
- To offer programs which are sensitive and responsive to the cultural diversity of the state and of the nation.
- To ensure that institutions will cooperate at all levels to ensure the quality of graduate education.
- To ensure that qualified students will have access to graduate education.
- To identify pre-college and undergraduate students with high academic potential and encourage them to pursue graduate study.

Role of the Graduate School at Clayton State University
- Articulate a vision of excellence
- Provide for quality control in graduate education
- Maintain equitable standards across disciplines
- Define what graduate education is and is not
- Bring an institution-wide perspective to post-baccalaureate education
- Provide an interdisciplinary perspective
- Enhance the intellectual community of scholars among graduate students and faculty
- Serve as an advocate for graduate education
- Emphasize the importance of adequately training future college and university teachers
- Develop ways for graduate education to contribute to an enhance undergraduate education
- Support graduate student services
- Serve as an advocate for issues and constituencies critical to the success of graduate programs

Graduate Degree Programs
- Master of Arts in Liberal Studies
- Master of Business Administration
- Master of Health Administration
- Master of Science in Nursing

General Policies

Clayton State University encourages applications for admission from qualified students regardless of gender, culture, race, religion, ethnic background, national origin, age, or disability. Admission of students to Clayton State University is within the jurisdiction of the University. Preference for admission to any term will be given to those applicants whose credentials indicate the greatest promise of academic success in their chosen program of study.

An application for admission may be obtained from the School of Graduate Studies, Clayton State University at the following url http://graduate.clayton.edu/forms/GraduateAdmissionApplication.pdf.

An application should not be submitted earlier than one year prior to the term for which admission is desired. School of Graduate Studies reserves the right to return all applications received after the published deadline for a particular term or after any enrollment limit or program limit is reached.

Admission is for a specific term. If the student is unable to enroll for the term indicated in the letter of admission, the School of Graduate Studies should be informed immediately, as admission is not automatically deferred to a future term.

Offers of admission to the University are often contingent upon the subsequent receipt of official college or university transcripts indicating satisfactory performance and verification of baccalaureate and master's degrees. Failure to submit such documents before the end of the second week of classes of the initial academic term will result in the loss of registration privileges for any subsequent term until the delinquent documents have been received.

An application or residency statement submitted by or on behalf of a student that contains false, fraudulent, or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of Clayton State University credit and related degrees.

Every student must complete in its entirety the student health history form provided by the Office of Admissions when admission is granted. The form must be forwarded to the Clayton State University Student Health Center prior to registration. Clayton State University reserves the right to cancel the admission or readmission of any applicant whose health record indicates the existence of a condition which may be harmful to members of the University community.

Application Information

The School of Graduate Studies at Clayton State University welcomes your application for graduate study. The information in this packet includes instructions and all materials needed to complete an application for admission to graduate study at Clayton State University. These materials include:
- general information,
- application forms, and
- supplemental information for international applicants.

Individual departments often have additional requirements, which are not provided herein. You must contact the department to which you are applying for

information about special requirements, supplemental materials and departmental deadlines. Most of your questions concerning the admissions process will be answered if you read this information carefully.

Basic Requirements

Persons seeking admission to the Clayton State University Graduate Studies must hold a baccalaureate degree from an institution accredited by an appropriate regional accrediting association or its international equivalent prior to the expected semester of matriculation.

Applicants are responsible for submitting all application materials required by the University and department by the application deadline. These items are described in this publication and include, but are not limited to, the following:

- application for admission,
- application-processing fee,
- transcripts,
- entrance test scores,
- letters of recommendation,
- certification of finances forms (international applicants), and
- any supplemental material required by the department.

Application materials required by the Graduate School should be submitted in one envelope to the Office of Graduate Admissions. Applicants must be admitted to the Graduate School before they are eligible to register. Official acceptance is conveyed to the applicant in a formal letter issued by the Office of Graduate Admissions. Admission is granted for a specific semester and is validated by registration for that semester.

An applicant wishing to defer an application to a future semester should first consult with the academic department. An applicant may submit a one-time deferment request to Graduate Admissions in the School of Graduate Studies, as long as the request occurs prior to the start of the original semester of matriculation. After the original semester of matriculation has begun, the applicant must submit a new application and application fee to defer an application to a future semester. Deferred applications are referred to the department for reconsideration and a new admissions recommendation.

Admission to a Degree Program

Admission to Graduate Studies is separate from admissions to a graduate degree program. Applicants for particular degree programs must also complete admission requirements for that program in addition to the admissions to Graduate Studies.

An applicant may have no more than two applications for graduate degree programs current at any given time. An applicant who adds a second application for a new program or changes the current application to a new program is responsible for ensuring that all supplemental requirements and materials of the new academic department, including letters of recommendation, are sent to the new department.

Academic departments may refuse admission to applicants whose files are incomplete after the beginning of the semester of expected matriculation and when the applicants have not requested deferrals to future semesters.
The application and supporting documents become the property of the University and cannot be returned or forwarded elsewhere.

Communication

To expedite application processing and provide timely information, Graduate Admissions will communicate with applicants primarily by email, unless email correspondence is not possible. Notification of admissions decisions will be by official letter from the Graduate School.

Applicants are encouraged to provide a web-based email address that will remain valid regardless of changes made in the internet provider services. Email addresses that are provided by applicants will be used only for the purpose of carrying out admissions business.

Important: Email accounts need to have adequate memory; and message filters need to be set appropriately to be sure that messages are not filtered from your mailbox before you can view them. Applicants should check email messages frequently.

International Applicants Only

Certification of Finances, Financial Statement, and Visa Information Form (International Applicants)

Certification of finances must be completed before the Certificate of Eligibility (Form I-20 or DS-2019) is issued. The University is required by immigration authorities to verify the financial resources of each applicant prior to issuing the Form I-20 or DS-2019; therefore, it is important that the applicant knows the costs of attending the University and has the necessary support funds for the entire period of enrollment. The Certification of Financial Responsibility form must be completed, signed by the sponsor, and verified by the sponsor's bank or financial institution. The total amount of funds available to the student must be listed for each year and must equal the total estimate of institutional costs and living expenses. All questions on the Certification of Financial Responsibility form must be accurately answered to avoid unnecessary delay in processing. The Financial Statement and Visa Information Form must also be completed, signed, and returned to the School of Graduate Studies.

Required Documents

Applicants for graduate admission must submit the following:

Application for Admission

The completed application for admission and a nonrefundable $50.00 (U.S. currency) processing fee payable to Clayton State University should be submitted to the Office Graduate Studies by the appropriate deadline specified below. Only checks drawn on U.S. banks and money orders that can be cashed at U.S. banks are acceptable. An application will not be processed without the application fee, and there are no provisions to waive or postpone this fee. The final deadlines for applications and supporting documents for graduate applicants with United States citizenship or permanent resident status are:

Desired Term	Application and Document Deadline
Fall	July 1
Spring	November 1
Summer	March 1

The final deadlines for applications and supporting documents for international graduate students are:

Desired Term	Application and Document Deadline
Fall	May 1
Spring	September 1
Summer	February 1

College Transcripts

Two (2) official transcripts from each college and university attended must be submitted to the School of Graduate Studies. Transcripts are considered official when they are sent directly from a college or university to the School of Graduate Studies and contain an official seal and/or signature. Transcripts bearing the statement "issued to student" or transcripts submitted by the applicant are not considered official. Original documents or signed, officially certified photocopies of original documents may be submitted by the student only when institutions outside the United States will not send academic records to other institutions. The verifying signature should be that of an officer of the institution attended. All academic records that are not in English must be accompanied by certified English translations.

Test Scores

Official test scores on either the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) are required of all applicants. The GRE and GMAT scores are only considered official when sent directly to the School of Graduate Studies from their respective testing service. Examinee copies are not considered official. Detailed information on the GRE may be obtained from the Educational Testing Service at www.ets.org and information on the GMAT may be obtained from the Graduate Management Admissions Council at www.mba.com . Clayton State University's institution code for the GRE is 5145. Clayton State University's institution code for the GMAT is BD3-SV-70.

If you are taking the GRE computer based exam it will take approximately three weeks after your test date for the scores to reach our institution. If you are an international applicant taking a paper-based exam it will take approximately four weeks for your score report to reach our institution. The GRE paper based exam is not offered in the United States.

If you are taking the GMAT computer based exam it will take approximately five weeks after your test date for the scores to reach our institution. GMAT does not offer a paper based exam.

Please make sure to take into consideration the deadline of the semester to which you are applying when you schedule your test date. You will need to allot ample time for the scores to reach us. The School of Graduate Studies at Clayton State University is not responsible for delays that might occur in the processing or mailing of test scores.

International applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). TOEFL scores are considered official only when they are sent directly to the School of Graduate Studies from the Educational Testing Service. Examinee copies are not considered official. Detailed information on the TOEFL may be obtained from the Educational Testing Service at www.ets.org . Clayton State University's institution code for the TOEFL is 5145.

If you are taking the TOEFL paper based exam it will take approximately six weeks after your test date for the scores to reach our institution. If you are taking the TOEFL internet based exam it will take approximately five weeks after your test date for the score to reach our institution.

Test Preparation Courses for the GRE and the GMAT are available through the Continuing Education division at Clayton State University. Information on these courses are available on-line at http://conted.clayton.edu/ . Other GMAT Test-Prep courses can be found at http://business.clayton.edu/MBA/appinfo.htm.

Certificate of Immunization

All applicants must submit a certificate of immunization form. Failure to submit your immunization form will prevent you from registering for classes.

Financial Affidavit

All international students must submit an international student financial affidavit (included in the Graduate Application).

Departmental Requirements

Some departments have additional requirements such as auditions, portfolios, letters of recommendation, departmental applications, personal interviews, and diagnostic testing. Applicants should contact the department directly regarding any special requirements.

Tuition and Fees

Fees are established by the University System of Georgia and are subject to change for Fall 2008. Citizens of Georgia who are 63 years or older may attend Clayton State University on a space-available basis without payment of tuition or 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.

Tuition and Fees

For tuition and fees go to http://adminservices.clayton.edu/registrar/fees.htm#GraduateTuitionSchedule

Financial Aid

Graduate students' financial aid information go to http://adminservices.clayton.edu/financialaid/graduate.htm.

Contact Information

School of Graduate Studies
215 University Center
2000 Clayton State Boulevard
Morrow, GA 30260-0285
(678) 466-4100
graduate@clayton.edu

Master of Arts in Liberal Studies

Dr. Thomas V. Barnett, Director

Graduate Faculty
Christopher Arrell, *Assistant Professor of Music*
Thomas Barnett, *Professor and Chair of Integrative Studies*
John Campbell, *Professor of Physics*
Alexander Hall, *Assistant Professor of Philosophy*
Larnell Flannagan, *Professor of Education*
Eugene Hatfield, *Professor of History*
Susan Henry, *Assistant Professor of English*
Susan Hunter, *Professor and Chair of English*
Gwendolyn Jones, *Associate Professor of English*
Donna McCarty, *Professor and Chair of Psychology*
Gregory McNamara, *Assistant Professor of English*
LaJuan Simpson, *Assistant Professor of English*
Adam Tate, *Assistant Professor of History*
Douglas Wheeler, *Professor of Music*

Mission and Goals

The Master of Arts in Liberal Studies degree (MALS) is an interdisciplinary, evening program designed for a wide spectrum of individuals: recent college graduates, professionals in the public and private sectors, current and prospective teachers, lawyers, state workers, non-profit arts administrators and private business owners.

Through a challenging, structured liberal arts curriculum, this degree offers graduate students various opportunities:

- to grow in their awareness of cultural tendencies;
- to cultivate their analytical and communication skills to reach their full potential;
- to develop and expand a commitment to others;
- to attain a liberal studies perspective on contemporary problems and opportunities;
- to broaden their general knowledge and satisfy their intellectual curiosity;
- to strengthen their capacity to think critically and creatively;
- to gain insights into the relationships between disciplines, ideas, and historical developments; and
- to prepare for advanced work at the doctoral level.

General Requirements for Admission

To be considered for MALS admission, applicants must submit an application for admission to Graduate Studies at CSU and the following credentials to the Office of Graduate Studies:

- A baccalaureate degree from an accredited college or university with a minimum 3.0 grade point average on a 4.0 scale.
- A minimum total General Test of the Graduate Record Examination (GRE) score of 950 (verbal and quantitative) is required with a minimum score of 500 verbal; a minimum score of 3.5 in analytic writing is required. The GRE requirement is waived for applicants who have

earned an advanced degree. The GRE code assignment for Clayton State University is 5145.

A MALS application and the following items should be submitted to the MALS Graduate Director:

- A statement of purpose for seeking a Master of Arts in Liberal Studies degree. This brief autobiographical essay, no more than 2 typewritten pages single spaced, should describe the applicant's pertinent personal and professional experience and education, as well as his or her interests and goals in pursuing the MALS degree.
- Three letters of recommendation which comment on the potential for success in an academic program.
- International applicants.

Provisional Admission: A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission, if space in the program is available, of up to one semester under conditions specified at the time of admission by the Admissions' Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

Transfer Credit

Graduate work taken at other Commission of Colleges (COC) regionally accredited institutions must be evaluated and approved by the director of the Master of Arts in Liberal Studies in order to satisfy degree requirements at Clayton State University. Such transfer credit:

- cannot be for courses over five years old and must satisfy the six-year time limit rule to count toward degree credit
- cannot exceed 9 semester hours
- cannot reduce residency requirements

No grade below B may be accepted. Transfer grades are not used in calculating semester, summer term or cumulative grade-point averages.

A student with transfer credit is required to do the capstone thesis option.

Satisfactory Academic Progress Requirements

To remain a student in good standing, degree candidates must maintain a B (3.0) average and must take at least one class per academic year in which the candidate is enrolled. Full-time enrollment for graduate students is 9 semester hours. Graduate students in good standing may enroll for 12 semester hours in any semester with the approval of the MALS Director. Students admitted on a provisional basis are limited to 6 semester credit hours during their provisional semester. Failure to maintain at least a 3.0 grade point average during the provisional semester will result in dismissal.

Master of Arts in Liberal Studies Degree Program Requirements

Each student will complete 36 semester hours of MLA course work with a minimum grade point average of 3.0. At least 27 of these credits must be taken at Clayton State University. In their first semester, students will take the required Introduction to Graduate Studies course (3 hrs.). Also, in this and subsequent semesters, additional foundational seminars (9 hrs.) will provide all students with a selected background in Art, Literature, Music, Philosophy, and

Political/Historical Thought. Each student will also select an academic area of focus or concentration (18 hrs.). Students may select from one of four areas in this degree program: Liberal Arts, English, History, or Music. Students have two options (6 hrs.) in completing the program: The Capstone Thesis Option or The Capstone Non-Thesis Option.

Summary Degree Requirements:
- 36 graduate credits, including:
    - 3 credits in Introduction to Graduate Studies
    - 9 credits in interdisciplinary foundational seminars
    - 18 credits in an area of concentration
    - 6 credits in final thesis or non-thesis option

The Foundational Seminars (12 hrs.): MALS 5000 Introduction to Graduate Studies (3-0-3) Choose 3 of the following courses:				
ART 5000 Great Works in Art History (3-0-3)	**ENGL 5000** Great Books (3-0-3)	**MUSC 5000** Great Works in Musical History (3-0-3)	**PHIL 5000** Classics of Philosophy (3-0-3)	**POLS 5000** Great Political Thinkers (3-0-3)
The Academic Concentration				
Liberal Arts (18 hrs.) A. Choose 3 to 6 of the following courses: • **ART 5201** Modern and Contemporary Visual Arts in the US (3-0-3) • **CMS 5310** Contemporary Cinema Studies (3-0-3) • **CMS 5610** Digital Culture (3-0-3) • **MALS 5800** Selected Topics in Liberal Studies (3-0-3) • **IDST 5201** The Science in Science Fiction (3-0-3) • **IDST 5202** Contemporary Irish Fiction, Film, History, and Politics (3-0-3)	**English (18 hrs.)** • **English 5100** Literary Theory (3-0-3) And choose 5 of the following courses: • **ENGL 5150** Studies in Shakespeare (3-0-3) • **ENGL 5120** Studies in Nineteenth Century American Literature and Culture (3-0-3) • **ENGL 5130** Studies in Southern Literature (3-0-3) • **ENGL 5140** Studies in Twentieth Century American Literature and Culture (3-0-3) • **ENGL 5210** Studies in Renaissance	**History (18 hrs.)** Choose 6 of the following courses: • **HIST 5050** Historical Methods and American Historiography (3-0-3) • **HIST 5100** African-American History (3-0-3) • **HIST 5200** History of the American South (3-0-3) • **HIST 5500** Twentieth Century World	**Music (18 hrs.)** Choose 6 of the following courses: • **MUSC 5100** Survey of Renaissance and Baroque Music (3-0-3) • **MUSC 5200** Survey of Classic and Romantic Music (3-0-3) • **MUSC 5300** Survey of Twentieth Century Music (3-0-3) • **MUSC 5400** Form and Analysis (3-0-3)		

- **PHIL 5201** Philosophy in the US (3-0-3)
- **PSYC 5201** Psychoanalysis and Society (3-0-3)
- **SOCI 5201** Religion & the Family in America (3-0-3)
- **THEA 5201** Contemporary US Theater (3-0-3)

B. Choose 0-3 courses from any of the four areas of concentration.

Literature (3-0-3)
- **ENGL 5250** Studies in Nineteenth Century British Literature and Culture (3-0-3)
- **ENGL 5260** Studies in Twentieth Century and Twenty-First Century British Literature (3-0-3)
- **ENGL 5300** Literature by American Women (3-0-3)
- **ENGL 5350** Studies in Gender and Sexuality in American Literature and Culture (3-0-3)
- **ENGL 5400** Studies in African American Literature and Culture (3-0-3)
- **ENGL 5410** The African American Novel (3-0-3)
- **ENGL 5450** Race and Ethnicity in American Literature and Culture (3-0-3)
- **ENGL 5620** Postcolonial Theory and Literature (3-0-3)
- **ENGL 5710** Contemporary American Poetry (3-0-3)
- **ENGL 5720** Contemporary American Fiction (3-0-3)
- **ENGL 5800** Selected Topics

History (3-0-3)
- **HIST 5400** Twentieth Century US History (3-0-3)
- **HIST 5500** Twentieth Century World History (3-0-3)
- **HIST 5600** The Atlantic World (3-0-3)
- **HIST 5700** American Military History (3-0-3)
- **HIST 5800** Modern American Popular Culture (3-0-3)
- **HIST 5900** American Environmental History (3-0-3)

- **MUSC 5500** Eighteenth Century Harmony and Form (3-0-3)
- **MUSC 5600** Nineteenth and Twentieth Century Harmony and Form (3-0-3)
- **MUSC 5700** Advanced School Music Methods (3-0-3)
- **MUSC 5800** Applied Music (2-0-2)
- **MUSC 5900** Major Ensemble (1-0-1)

	in Literature and Culture (3-0-3)		

The Capstone Experience Candidates for the MA in Liberal Studies have two options in order to satisfy the final requirement for the degree:

Non-Thesis (6) The "Non-Thesis" option is available to candidates in all four tracks. Candidates who choose this option must take two additional courses from any of the discipline-specific areas of concentration and must also complete and pass a comprehensive exam.	**Thesis (6)** Candidates in any one of the four areas of concentration may choose to write a thesis.

Master of Business Administration

Dr. Michael H. Deis, Director

ADMINISTRATIVE OFFICERS
Thomas Eaves, Associate Provost and Dean of Graduate Studies
Jacob M. Chacko, Dean of the School of Business

GRADUATE FACULTY
H. Lari Arjomand, *Professor of Economics*
Scott Butterfield, *Associate Professor of Accounting*
Michael H. Deis, *Associate Professor of Management*
Nikki Finlay, *Assistant Professor of Economics*
Louis F. Jourdan, *Associate Professor of Management*
Gary L. May, *Associate Professor of Management*
George H. Messer, Jr., *Associate Professor of Management*
George E. Nakos, *Professor of Marketing*
C.R. Narayaswamy, *Associate Professor of Finance & Economics*
Michael Tidwell, *Associate Professor of Management*
Anita Whiting, *Assistant Professor of Marketing*

GOALS
The Clayton State Master of Business Administration (MBA) is designed for working professionals who are seeking to move their careers to the next level and beyond. It is a a fast-track program that will take 20 months to complete and is designed for busy executives whose time is already at a premium. The expectation is that classes will meet every other weekend, including during the summer, and that there will be a five-day mini-mester course.   On-line components will be used to utilize students' ability to use technology and to help students use their time effectively.

The MBA program will be offered in a lock-step, cohort format to build stronger relationships among students so as to increase communication and the sharing of experiences. The curriculum will be rigorous and is designed to:

- Prepare graduates to operate successfully and lead organizations in a business
  environment that is global and rapidly changing,
- Prepare students for professional management careers by increasing their communication skills, broadening their appreciation of diverse cultures,
  improving their decision making, and reinforcing their ability to apply knowledge and skills in problem solving,
- Produce graduates who will develop a better understanding of the importance of ethical business behavior and corporate social responsibility, and
- Enable graduates to gain an insight into an area that is increasing in importance for almost every business – supply chain management.

All students enrolled in the program are required to take eleven graduate core courses of 3 semester credit hours each for a total of 33 credit hours.   In addition, students with a non-business undergraduate degree may be required to take between 1 – 4 semester hours in foundation courses to prepare them for the core courses.   MBA curriculum and course content will evolve based on feedback from assessment and input from businesses in southern metropolitan Atlanta.

Outcomes for the MBA program are as follows:

- graduates will demonstrate knowledge of logistics, accounting, marketing, economics, organizational behavior, finance, production, international and managerial issues and strategy
- graduates will posses an appreciation for and an understanding of the application logistics/supply chain management functions in organizations
- graduates will demonstrate leadership ability and team building skills
- graduates will be able to manage successfully in a rapidly changing global business environment
- graduates will be able to identify and manage ethical issues and multicultural diversity
- graduates will demonstrate appropriate oral and written communication skills
- graduates will demonstrate the ability to evaluate the business environment, then choose and utilize the quantitative or decision making technique that is appropriate for the given situation

The 11 course curriculum is designed to challenge students and to open minds to new ways of thinking about business issues. Courses will include lectures, case discussions, current business issues, and team projects. Students will take two courses a semester, including summer.

GENERAL REQUIREMENTS FOR ADMISSION

Admission into the program will be based on several factors to ensure a talented and diverse student body. These factors will include:

- Completed application for admission to the School of Graduate Studies
- Completed application for admission to the MBA program
- GPA from a completed undergraduate degree from an accredited college/university
- Score on the Graduate Management Admission Test (GMAT)
- Work experience

Provisional Admission: A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission, if space in the program is available, of up to one semester under conditions specified at the time of admission by the Admissions' Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

DEGREE PROGRAM REQUIREMENTS

The 11 core courses of 3 hours each in the required curriculum will include:

Course	Title	Semester Hours
ACCT 6100	Accounting for Managerial Decision Making	3 hours
FINA 6100	Finance	3 hours
ECON 6100	Managerial Economics	3 hours
BUSA 6100	Decision Making under Uncertainty	3 hours
BUSA 6101	International Business and Global Logistics	3 hours
MGMT 6100	Communication and Leadership	3 hours
MGMT 6101	Management of Change and Innovation	3 hours
MGMT 6102	Operations and Supply Chain Management	3 hours
MGMT 6103	Field Problems in Logistics Systems	3 hours

MKTG 6100	Marketing Strategy		3 hours
MGMT6104	Strategic Management		3 hours
		Total	33 hours

| BUSA 6102 | Research Project | 3 hours |
| | May be substituted for another course with permission of the MBA Director | |

Foundation Courses: For students who did not major in business, the Clayton State MBA program will offer foundation courses that will give the skills needed – in less than one semester. The foundation courses will be offered in a streamlined, self-paced format. The four foundation courses are:

Course	Title	Semester Hours
ACCT 5000	Foundations of Accounting	1 hour
FINA 5000	Foundations of Finance	1hour
STAT 5000	Foundations of Statistics	1hour
BUSA 5000	Foundations of Quantitative Methods	1 hour

SUGGESTED ACADEMIC DEGREE PLAN

   Students will take two courses a semester (including summer and a five-day May-mester course).

First Semester

Course	Course	Hours
Communication and Leadership*	MGMT 6100	3.0
Management of Change & Innovation	MGMT 6101	3.0
Marketing Strategy	MKTG 6100	3.0

* Five day mini-mester course

Second Semester

Course	Course	Hours
Managerial Economics	ECON 6100	3.0
Decision Making Under Uncertainty	BUSA 6100	3.0
Communication and Leadership	MGMT 6100	3.0

Third Semester

Course	Course	Hours
Accounting for Managerial Decision Making	ACCT 6100	3.0
International Business and Global Logistics	BUSA 6101	3.0

Fourth Semester

Course	Course	Hours
Finance	FINA 6100	3.0
Operations and Supply Chain Management	MGMT 6102	3.0

Fifth Semester

Course	Course	Hours
Field Problems in Logistics Systems	MGMT 6103	3.0
Strategic Management	MGMT 6104	3.0

ACADEMIC POLICIES

Progress: It is expected that a student will need no more than 20 months to complete the lock-step MBA degree. Any student who exceeds the 20 month time limit for completing the degree will not be part of his or her cohort.

Students accepted into a program who do not attend classes for over one year must apply for readmission into the degree program at both the School of Graduate Studies and the School of Business Administration level and begin a new planned program of study. Course credit over five years old will not be accepted in the program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. To remain a student in good standing, degree candidates must have at least a B in all courses taken.

Clayton State University Notebook Computer Policy: It is the policy of Clayton State University 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. For hardware and software specifications and additional details, go to the University's ITP-Choice website.

Residency Requirement: To receive a Master of Business Administration graduate degree from Clayton State University, a student must complete all 33 semester hours of the program requirements at Clayton State University. All of these 33 hours must be completed after the student has been admitted to the degree program. Transfer of graduate credit is generally not accepted.

Withdrawals: Withdrawals are subject to approval by the Director of the MBA program. Students who simply stop attending classes without officially withdrawing will be assigned failing grades. Any student who desires to withdraw from the University will contact the Program Director. Following an exit interview, the student will be issued a copy of the withdrawal form and the Program Director will process the paperwork with the necessary University offices.

Enforced Withdrawal from the University. A student who fails to comply with the stated regulations concerning provisional admission may be required to withdraw after University review. This action will be posted to the permanent record and a statement retained in the academic file.

Course Load: Six semester hours will be required of all MBA students in the spring, summer, and fall semesters. In addition, there will be one five-day three semester-hour mini-mester course that will usually be given at the beginning of a cohort.

Change of Schedule. A student's schedule may be changed subject only to the approval of the MBA Program Director. (Note: University policy is stated below. The MBA program is a cohort program.) The procedure is as follows:
1. The student obtains a drop/add request form from the respective school to add a course, drop a course, or to add and drop.
2. After the appropriate signatures have been obtained, the student makes the change using regular CSU student guidelines for adds and drops.

Official Drop Date. No drop is official until the form is submitted to the Office of the Registrar. The date of submission to the Office of the Registrar is the official drop date for grade determination. An F will result if a student ceases

to attend class without completely processing a course drop or withdrawal from Clayton State University.

Instructor Drop. An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to being dropped from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Grading System and Progression Requirements

Letter Grades

Grades of A, B, C, D, F, I, W, and WF are recorded for graduate courses. Students will receive credit for grades of A, B, and C only.   A degree-seeking fully admitted graduate student who has less than a 3.0 semester grade point average for three consecutive semesters will be dismissed.   Provisionally admitted students who have less than a 3.0 semester grade point average for the first semester will be dismissed. A provisional student who meets a 3.0 semester grade point average or higher in the first semester is advanced to full admission thereafter and, unless other requirements are stated, must meet the respective progression requirements. The MBA Program Director and the MBA Steering Committee has the option of dismissing a student at any time due to failure to maintain a B average or failure to meet other standards. Students must have a B average (3.0) for graduation.

Grade Reports

Grades are posted on the students DUCK by the respective faculty at the end of each semester.

Removal of an I Grade

Graduate students enrolled in graduate courses have a one semester (long semester) limitation after the I grade for removing an incomplete grade. Failure to remove the I grade within the stipulated timeframe incurs an automatic F grade for the original I grade.

Satisfactory Academic Progress

In addition to the general guidelines above for progression in program, minimum standards include qualitative requirements (semester and/or cumulative grade point averages) and quantitative requirements (maximum time frame for completion of degree AND hours attempted versus hours completed). The MBA Program Director assesses satisfactory progress requirements at the end of each academic year, which includes summer semesters. *Satisfactory progress requirements are monitored for ALL enrollment periods, including those for which financial aid was not received.*

Failure to Meet Satisfactory Progress

Should a student fail to meet the above standards at the end of an academic year, he/she will be placed on probation and must meet a 3.0 grade point average while on probation. If a student does not meet satisfactory progress and is placed on probation status, there may be consequences with financial aid and the student must seek advice from the financial aide office.

Other Elements

Withdrawals, class drops and grades of "incomplete" are considered non-completed hours when determining satisfactory progress. Repeated courses, non-credit developmental coursework and transfer hours are deducted from the maximum hour limits and progression standards.

Repeated Courses and Automatic Dismissal

Any grade of C or lower is considered a failing grade and requires a repeat unless it contributes to an automatic dismissal as indicated directly below. A cumulative 3.0 GPA average must be maintained. If not, there is automatic probation for one term. In addition, no more than two C's are permitted in the program. Graduate students can not repeat a course and count just the higher grade towards the cumulative GPA. All grades count toward the GPA.

Master of Health Administration

Dr. Russell Porter, Director

Graduate Faculty
Russell Casey*, Associate Professor of Technical Studies*
Peter Fitzpatrick*, Professor and Chair of Health Care Management*
Melanie Poudevigne*, Assistant Professor of Health and Fitness Management*
Russell Porter*, Associate Professor of Health Care Management*
Scott Stegall*, Associate Professor of Health Care Management*

Vision, Mission and Goals

MHA Vision

To be a premier high value provider of health administration education at the regional, state and national level to all types of clinical and non-clinical individuals.

MHA Mission

The MHA program will provide students with tools for successful careers and personal growth through:

- The use of both on-campus and off-campus media to enhance their skills, knowledge and abilities in health administration at a reasonable expense
- Instruction of theoretical and conceptual frameworks for programmatic solutions in actual practice settings,
- Instruction in the domains and competencies required by the Commission on Accreditation of Healthcare Management Education (CAHME)
- Preparation for leadership in private, public, profit or non-profit health service organizations
- Community based residencies that add value to patients' care (required or optional depending on individual experience), and
- A unique professional based thesis that is focused on improving care or resource use in healthcare

MHA Goals

Programmatic goals include obtaining a selection of both diverse student and faculty educational and experiential backgrounds to foster increased interdisciplinary understanding of health care. Because a health administrator supports those who provide care, it is incumbent to include both clinicians and non-clinicians in the student body to refine their analytical, verbal and quantitative skills for resolving complex health care issues. Individuals learn both cognitive and affective educational domains at the highest levels.

MHA Objectives

The MHA has four primary objectives. They are to prepare students:
1. For positions of increased responsibility within healthcare,
2. For further career choices beyond the entry level,
3. With clinical, business or other backgrounds, who want to expand their careers into health administration, and
4. To improve the quality of care and resource use in health organizations

Additional MHA educational objectives include, but are not limited to:

1. Development of independent thinking in a complex world,
2. Benchmark skills in health ethics for a global environment
3. Development of superior health administration skills,
4. Development of strong health economics/financial skills,
5. Promotion of managed health care demonstration sites,
6. Promotion of pragmatic application from residency (or thesis) experiences,
7. Exposure to current health care systems analysis and forecasting

General Admission Requirements for the MHA Program

Students must present their undergraduate GPA and either their GRE or GMAT scores. Students meeting both the GPA and graduate entrance examination must still be deemed appropriate by the MHA admissions committee for entrance to the MHA program (i.e., meeting both the GPA and exam requirements does not guarantee MHA admissions).

Full Admission (Unconditional Admission):

GPA	AND	1. GRE &	Analytical Writing	OR	2. GMAT
3.0 +		950+	3.5+		% Equivalency to GRE

Provisional Admission (Conditional Admission):

Individuals who do not meet the full admission requirements may petition for a provisional admission based on their GPA, GRE or GMAT, and Analytical Writing scores. On a case by case basis, individuals may be admitted under a provisional admission and follow the provisional admission progression requirements.

MHA Academic Policies

All students admitted to the MHA program will receive an MHA Graduate Handbook that specifies in detail the information below

Clayton State University Notebook Computer Policy

It is the policy of Clayton State University 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. For hardware and software specifications and additional details, go to http://itpchoice.clayton.edu/.

Progress

It is expected that a student will need no more than seven years to complete the MHA degree. Any student who exceeds the seven-year time limit for completing a degree must apply for admission to the degree program as a new student and begin a new planned program of study. Course credit over seven years old will not be accepted in the new program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. To remain a student in good standing, degree candidates must maintain a B (3.0) average and must take a minimum of four classes per academic year in which the candidate is enrolled (including summer courses). Full-time enrollment for graduate students is 9 semester hours. Graduate students in good standing may enroll for 12 semester hours in any semester with the approval of the MHA Program Director

Students admitted on a provisional basis are limited to 6 semester credit hours during their provisional semester. Failure to maintain at least a 3.0 grade point average during the provisional semester will result in dismissal.

Advising

In order to keep students on track for completing the degree, the MHA Program Director will be the initial student advisor. Each student will be assigned a faculty advisor by the second semester of study. The student will be required to meet with his or her advisor before registering for courses each semester.

Residency Requirement

To receive a graduate degree from Clayton State University, a student must complete at least 27 semester hours of program requirements at Clayton State University. All of these 27 hours must be completed after the student has been admitted to the degree program.

Transfer Credit

Graduate work taken at other AUPHA regionally accredited institutions must be evaluated and approved by the MHA Program Director in order to satisfy degree requirements at Clayton State University. Such transfer credit:

- cannot be for courses over seven years old (within the seven year time limit rule to count toward degree credit)
- cannot exceed 9 semester hours total transfer
- cannot reduce residency or thesis requirements
- cannot be a grade below B. Transfer grades are not used in calculating semester, summer term or cumulative grade-point averages.

A student with transfer credit is required to do the thesis, and residency (if residency is required).

Deferral

Students who are admitted to the program may defer their admission for one semester (not counting summer sessions).

Non-Degree Students

Graduate students who are not MHA students may be permitted to enroll in MHA courses on a case by case basis.

Withdrawal

Students may withdraw from one or more courses any time before the last three weeks of the semester. To withdraw they should complete an official withdrawal form in the Office of the Registrar. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented. Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the university System refund policy.

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 (http://adminservices.clayton.edu/registrar/) or in person.

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

- experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised,
- been passing the course at the time that the emergency or other hardship arose,
- acted responsibly by notifying his or her instructors or other University officials about the hardship situation as soon as possible after it arose, and
- 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.

Satisfactory Academic Progress Requirements

To remain a student in good standing, degree candidates must maintain a B (3.0) average and must take at least one class per academic year in which the candidate is enrolled. Full-time enrollment for graduate students is 9 semester hours. Students admitted on a provisional basis are limited to 6 or 9 semester credit hours during their provisional semester. Failure to maintain at least a 3.0 grade point average during the provisional semester will result in dismissal.

MHA Degree Program Requirements

MHA Foundation Core: 12 Credits (All Required)
MHA Advanced Core: 9-12 Credits (HCMG 5700 may be waived)
MHA Electives: 12-15 Credits (Including Potential Residency Requirements)

Thesis: 3 Credits (Required)
Total: 39-45 Credits (Depending on Residency and Previous Courses)

MHA Foundation Core (All Required)		
Course Number	**Course Name**	**Course Hours**
HCMG	Health Systems Administration	3
HCMG	Healthcare Ethics	3
HCMG	Human Resource Management in Healthcare	3
HCMG	Organizational Behavior in Healthcare	3
	Total	**12 semester**
MHA Advanced Core (All Required Unless Noted)		
Course Number	**Course Name**	**Course Hours**
HCMG	Health Economics and Financial Management	3
HCMG	Healthcare Marketing	3
HCMG	Research Statistics and Methods in Healthcare	3
HCMG	Healthcare Law	3
	Total	**9-12 semester**
MHA Electives, Residency, and Thesis		
Course Number	**Course Name**	**Course Hours**
HCMG	Information Management in Healthcare	3
HCMG	Strategic Planning in Healthcare Organizations	3
HCMG	International Healthcare Issues	3
HCMG	Managerial Epidemiology	3
HCMG	Public Health Organization and Practice	3
HCMG	Healthcare Policy	3
HCMG	Long Term Care Administration	3
HCMG	Health Administration Practicum Residency	3
HCMG	Thesis in Health Administration	3

MHA Thesis and Comprehensive Examination

Thesis (May be Conducted in Conjunction with the Comprehensive Examination)

Purpose of the Thesis: The thesis is the final research paper in the MHA Program. It offers the opportunity to (1) access and critically review current and relevant literature regarding a specific research question through, (2) the lens of a theoretical framework, (3) to design and complete a research project at the master's level, and (4) determine how the findings from the study will improve health organization practice. The master's thesis does not have to be independent or original research, but should be the new application of ideas. The thesis and the related defense (Oral Thesis Examination that is NOT the Comprehensive Examination) offer the opportunity to demonstrate the ability to write about and communicate orally the work done in the MHA. The thesis must be article ready, but it is not required to be accepted for publication.

For specific requirements on the thesis, students will refer to the MHA Graduate Handbook (provided upon admission to the MHA).

Comprehensive Examination (May be Conducted in Conjunction with the Thesis

Purpose of the Comprehensive Examination: The comprehensive examination is a means of demonstrating the degree of knowledge, skills and abilities from the culmination of cognitive and affective education provided in the MHA. It is a four hour examination conducted during one period that covers all of the foundation, advanced and respective elective courses pertaining to the respective individual candidate for the MHA degree. All students must pass the comprehensive examination within TWO tries. Failure to pass the comprehensive examination indicates failure in the MHA program. No credit is provided for the comprehensive examination.

For specific requirements on the comprehensive examination, students will refer to the MHA Graduate Handbook (provided upon admission to the MHA).

Contact Information
Clayton State University
Master of Health Administration
School of Health Sciences
2000 Clayton State Boulevard
Morrow, GA 30260-0285
(678) 466-4959
(678) 466-4999 (fax)
Email Inquires: russellporter@clayton.edu

Master of Science in Nursing

Dr. Susan Sanner, Director

Graduate Faculty

Kathleen Cannella, *Associate Professor of Nursing*
Betty Glenn, *Assistant Professor of Nursing*
Lisa Eichelberger, *Professor and Dean of Nursing*
Sue Odom, *Associate Professor of Nursing*
Susan Sanner, *Associate Professor of Nursing*
Jennell Charles, *Associate Professor of Nursing*
Charlene Romer, *Associate Professor of Nursing*

Overview

The curriculum of the MSN is designed to prepare professional registered nurses for APN roles as culturally competent educators and leaders. All students enrolled in the program will be required to take seven graduate core courses consisting of 20 semester credit hours. Additionally, students are required to select a concentration of either nursing education or nursing leadership. Each of these concentrations will consist of 16-18 credit hours. Included in these hours is a variable credit (3-5 hours) thesis or project.

The nursing education concentration will focus on preparing nurses to facilitate learning in various environments through the application of knowledge in instructional design, curriculum development, technology utilization, and evaluation of learning. The leadership concentration will focus on developing nursing leaders who are able to influence, design, manage, transform, and evaluate the evolution of nursing services and care delivery.

The degree offers graduates the opportunities to:

1. Implement advanced practice roles as leaders and educators within the nursing profession and the health care system utilizing human caring as the foundation for nursing practice
2. Develop and nurture collaborative and interdependent relationships by communicating with other health care professionals.
3. Analyze personal and organizational decision making utilizing an understanding of how ethics and values influence health care delivery.
4. Utilize nursing research for the promotion of high quality nursing education, health care, and evidence based practice.
5. Demonstrate critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
6. Demonstrate cultural competence that reflects sensitivity to human diversity in a dynamic academic and health care environment.
7. Develop comprehensive, holistic plans of care that address health promotion and disease prevention needs of diverse populations.
8. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective health care, and the advancement of nursing practice.

Application Information

Application Deadlines

Applications received after July 1 will be considered for the Spring Semester. Completed applications should be submitted by November 1 for Spring (January) Semester, and March 1 for Summer Term.

Application Materials

Application for admission includes the following items:

- Completed application for admission to Graduate Studies at Clayton State with a non-refundable $50 application fee. Go to http://graduate.clayton.edu/forms/GraduateAdmissionApplication.pdf.
- Completed application for admission to the Master of Science in Nursing with a non-refundable $25 application fee.
- A baccalaureate degree from an accredited college or university with a minimum 3.0 grade point average on a 4.0 scale.
- A minimum total General Test of the Graduate Record Examination (GRE) score of 950 (verbal and quantitative) is required with a minimum score of 500 verbal; a minimum score of 3.5 in analytic writing is required. The GRE requirement is waived for applicants who have earned an advanced degree. The GRE code assignment for Clayton State University is 5145. Go to http://www.ets.org/gre/.
- A statement of purpose for seeking a Master of Science in Nursing degree. This brief autobiographical essay, no more than 2 typewritten pages single spaced, should describe the applicant's pertinent personal and professional experience and education, as well as his or her interests and goals in pursuing the MSN degree.
- Three letters of recommendation which comment on the potential for success in an academic program. The form is available at http://nursing.clayton.edu/MSN/forms/MSNLetterofRecommendation.pd.
- An interview on campus by members of the area of academic concentration.
- International applicants whose native language is not English must have earned a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer based TOEFL test. The TOEFL may be waived for any applicant who has graduated from a college or university in the United States accredited in a manner accepted by Clayton State University or who is a U.S. citizen.

Provisional Admission: A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission, if space in the program is available, of up to one semester under conditions specified at the time of admission by the Admissions' Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

How to Apply

Complete applications for admission into the Clayton State University Master of Science in Nursing Program include the following:

1. Completed Clayton State University Graduate Studies application form and a $50 application fee. The fee is non-refundable and may not be applied to any other university fees. The application may be found at: http://graduate.clayton.edu/forms/GraduateAdmissionApplication.pdf.
2. **Official transcripts** of all undergraduate and graduate work previously undertaken. Two copies of each official transcript containing the university seal must be mailed directly from all institutions where undergraduate and graduate work was previously undertaken. Admission to the MSN program requires the baccalaureate degree from an accredited college or university with a minimum 3.0 grade point average on a 4.0 scale. Applicants for the English, History, or Music

areas of concentration should have a baccalaureate degree in those disciplines.

3. **Official Scores from the Graduate Record Exam.** Official scores should be mailed directly from the Educational Testing Service (ETS). The GRE code assignment for Clayton State University is 5145. A minimum total score of 950 (verbal and quantitative) with a minimum of 500 verbal score and a minimum 3.5 (analytic writing) on the General Test of the Graduate Record Examination (GRE) are required. The GRE requirement is waived for applicants who have earned an advanced degree. GRE results should have been within the past 5 years.

4. **TOEFL scores for international applicants** whose native language is not English. International applicants whose native language is not English must have earned a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer based TOEFL test. The TOEFL may be waived for any applicant who has graduated from a college or university in the United States accredited in a manner accepted by Clayton State University or who is a U.S. citizen.

The above items (1-4) should be mailed to:
Dr. Thomas Eaves, Associate Provost
Clayton State University
Graduate Studies Office
215 University Center
2000 Clayton State Boulevard
Morrow, GA 30260-0285

5. Completed MSN application and a $25 nonrefundable application fee in the form of a money order made payable to Clayton State University School of Nursing-MSN. The form may be found at http://nursing.clayton.edu/MSN/forms/MSNApplication.pdf

6. Three letters of recommendation which comment on the potential for success in an academic program must accompany the application. Letters should be placed in sealed envelopes and contain the signature of the person writing the recommendation across the seal. For a printable copy of the form to go to: http://nursing.clayton.edu/MSN/forms/MSNLetterofRecommendation.doc

7. A **statement of purpose** for seeking a Master of Science in Nursing degree. This brief autobiographical essay, no more than 2 typewritten pages single spaced, should describe the applicant's pertinent personal and professional experience and education, as well as his or her interests and goals in pursuing the MSN degree.

8. Bachelors of Science in Nursing required and a current unrestricted RN Georgia license.

To complete the application process, applicants who are accepted to Graduate Studies at Clayton State University and who qualify for admission to the Master of Science in Nursing, will be asked for an **interview on campus** with faculty in the area of concentration.

The above items (5-7) should be mailed to:
Dr. Susan Sanner
Clayton State University
Master of Science in Nursing
School of Nursing
2000 Clayton State Boulevard
Morrow, GA 30260-0285

Course Details

Core		
Course Number	**Course Name**	**Course Hours**
NURS 5100	Theory & Role Transitions for Graduate Nursing Practice	2
NURS 5200	Research for Evidence-Based Nursing Practice	3
NURS 5400	Advanced Pharmacology	2
NURS 5410	Advanced Pathophysiology	2
NURS 5420	Advanced Health Assessment	2
NURS 5600	Health Care Policy	2
NURS 6000	Transitions to Health Promotion & Illness Prevention	2
NURS 6010	Advanced Practice Nursing Seminar	1
NURS 6020	Societal Transitions Seminar	2
NURS 6030	Ethical Issues for the Advanced Practice Nurse	2
	Total	**20 semester hours**

Leadership		
Course Number	**Course Name**	**Course Hours**
HCMG 5300	Human Resources Management in Health Care	3
HCMG 5500	Health Care Financial Management	3
NURS 6100	Principles of Leadership & Management within Health Care Organizations	2
NURS 6200	Analysis of System Performance	2
NURS	Transitioning into the Leadership Role	3

6300		
NURS 6999	[Focused Project/Thesis in Nursing](#)	3-5
	Total	**16-18 semester hours**

Education		
Course Number	**Course Name**	**Course Hours**
NURS 6110	[Principles of Education in Nursing](#)	2
NURS 6220	[Effective Teaching/Learning Strategies](#)	2
NURS 6330	[Evaluation of Learning](#)	3
NURS 6440	[Curriculum Development](#)	3
NURS 6550	[Transitioning into the Nurse Educator Role](#)	3
NURS 6999	[Focused Project/Thesis in Nursing](#)	3-5
	Total	**16-18 semester hours**

Degree Progression

MSN PROGRESSION FOR FULL TIME STUDENTS			
FALL 2007	**SPRING 2008**	**FALL 2008**	**SPRING 2009**
NURS 5100 (2) Theory NURS 5200 (3) Research NURS 5410 (2) Advanced Pathophysiology NURS 5600 (3) Healthcare Policy	NURS 6000 (2) Transitions to Health Promotion & Illness Prevention NURS 5420 (2) Advanced Health Assessment NURS 6030 (2) Legal & Ethical Issues for the Advanced Practice Nurse	NURS 6010 (3) Advance Nursing Practice Seminar NURS 5400 (1) Advanced Pharmacology NURS 6220 (2) Effective Teaching/Learning Strategies NURS 6440 (3) Curriculum Development	NURS 6999 (3-5) Project/Research NURS 6330 (3) Evaluation of Learning NURS 6550 (3) Transition to Educator Role Or NURS 6300 (3) Transition into Leadership Role HCMG 5500 (3)

			Health Care Financial Management
	NURS 6020 (2) Societal Transitions NURS 6110 (2) Principles of Education in Nursing Or NURS 6100 (2) Principles of Leadership & Management within Health Care Organizations	Or NURS 6200 (2) Analysis of System Performance HCMG 5300 (3) Human Resource Management in Health Care	
9 hours	**9 hours**	**9 hours**	**9-11 hours**

Courses

Core
NURS 5100	Theory for Graduate Nursing Practice	2 hours
NURS 5200	Research for Evidence-Based Nursing Practice	3 hours
NURS 5400	Advanced Pharmacology	2 hours
NURS 5410	Advanced Pathophysiology	2 hours
NURS 5420	Advanced Health Assessment	2 hours
NURS 5600	Health Care Policy	2 hours
NURS 6000	Transitions to Health Promotion and Illness Prevention	2 hours
NURS 6010	Advanced Practice Nursing Seminar	1 hour
NURS 6020	Societal Transitions Seminar	2 hours
NURS 6030	Ethical Issues for the Advanced Practice Nurse	2 hours

Leadership
HCMG 5300	Human Resource Management in Health Care	3 hours
HCMG 5500	Health Care Financial Management	3 hours
NURS 6100	Principles of Leadership & Management within Health Care Organizations	2 hours
NURS 6200	Analysis of System Performance	2 hours
NURS 6300	Transitioning into the Leadership Role	3 hours
NURS 6999	Focused Project/Thesis in Nursing	3-5 variable hours

Education
NURS 6110	Principles of Education in Nursing	2 hours
NURS 6220	Effective Teaching/Learning Strategies	2 hours
NURS 6330	Evaluation of Learning	3 hours
NURS 6440	Curriculum Development	3 hours
NURS 6550	Transitioning into the Nurse Educator Role	3 hours
NURS 6999	Focused Project/Thesis in Nursing	3-5 variable hours

Thesis

Focused Project/Thesis in Nursing (3-5 hours)
The main focus of this course will be a faculty-guided thesis or project. This project/thesis will have a strong research component and will be a summative work. Students who do not complete the project/thesis in one semester may repeat for additional credits.

Tuition and Fees

Fees are established by the University System of Georgia and are subject to change for Fall 2006. Citizens of Georgia who are 63 years or older may attend Clayton State University on a space-available basis without payment of tuition or 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.

Tuition and Fees

Tuition and Fees Information

Financial Aid

Graduate students' financial aid information.

Academic Policies

Clayton State University Notebook Computer Policy

It is the policy of Clayton State University 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. For hardware and software specifications and additional details, go to the University's ITP-Choice website.

Progress

It is expected that a student will need no more than six years to complete the MSN degree. Any student who exceeds the six-year time limit for completing a degree must apply for admission to the degree program as a new student and begin a new planned program of study. Course credit over six years old will not be accepted in the new program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. To remain a student in good standing, degree candidates must maintain a B (3.0) average and must take a minimum of four classes per academic year in which the candidate is enrolled. Full-time enrollment for graduate students is 9 semester hours. Graduate students in good standing may enroll for 12 semester hours in any semester with the approval of the MSN Director.

Students admitted on a provisional basis are limited to 6 semester credit hours during their provisional semester. Failure to maintain at least a 3.0 grade point average during the provisional semester will result in dismissal.

Advising

In order to keep students on track for completing the degree, the MLS program director will assign each student who enters the program an advisor. The student will be required to meet with his or her advisor before registering for courses each semester.

Residency Requirement

To receive a graduate degree from Clayton State University, a student must complete at least 27 semester hours of program requirements at Clayton State University. All of these 27 hours must be completed after the student has been admitted to the degree program.

Transfer Credit

Graduate work taken at other Commission of Colleges (COC) regionally accredited institutions must be evaluated and approved by the director of the Master of Science in Nursing in order to satisfy degree requirements at Clayton State University. Such transfer credit:

- cannot be for courses over five years old and must satisfy the six-year time limit rule to count toward degree credit
- cannot exceed 9 semester hours
- cannot reduce residency requirements

No grade below B may be accepted. Transfer grades are not used in calculating semester, summer term or cumulative grade-point averages.
A student with transfer credit is required to do the capstone thesis option.

Deferral

Students who are admitted to the program may defer their admission for one semester.

Non-Degree Students

Only students classified as MSN degree students are permitted to enroll in MSN courses.

Withdrawal

Students may withdraw from one or more courses any time before the last three weeks of the semester. To withdraw they should complete an official withdrawal form in the Office of the Registrar. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented. Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the university System refund policy. Students may withdraw from one or more courses any time before the last three weeks of the semester. To withdraw they should complete an official withdrawal form in the Office of the Registrar. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented. Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the university System refund policy.

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 (http://www.clayton.edu) or in person.

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

- experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised,
- been passing the course at the time that the emergency or other hardship arose,
- acted responsibly by notifying his or her instructors or other University officials about the hardship situation as soon as possible after it arose, and
- 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.

Contact Information

Clayton State University
Master of Science in Nursing
School of Nursing
2000 Clayton State Boulevard
Morrow, GA 30260-0285
(678) 466-4959
(678) 466-4999 (fax)

Inquiries: msn@clayton.edu

Dr. Susan Sanner, email: mailto:susansanner@clayton.edu
Acting Director, Master of Science in Nursing

UNDERGRADAUTE COURSE DESCRIPTIONS

All academic courses approved for offering by Clayton State University as of press time for this catalog (Spring 2007) 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).

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 designee may waive a prerequisite.

Corequisite: This means that a student must take both corequisite courses in the same semester. However, if a student makes an acceptable grade in one but not both of the corequisite courses, the student only has to retake the course not satisfactorily completed.

Prerequisite or Corequisite. This means that the student may take the course(s) listed as "prerequisite or corequisite" either before or at the same time as the related courses.

Absolute Corequisite. This means that both "absolute corequisite" courses must be taken at the same time even if one part has previously been satisfactorily completed.

Junior or Senior Standing. To enroll in courses limited by class standing, the student must have completed the requisite number of hours (numbered 1000 or higher) prior to enrolling in the course. Junior standing = 60 hours; Senior standing = 90 hours.

Other restrictions. Some courses will have restrictions in addition to course prerequisites. They may include, but are not limited to, Learning Support, major, program admission, faculty or dean permission, etc. The student must abide by these restrictions.

Recommendations. Some course descriptions contain recommendations. These are not binding on the student, but they do reflect the faculty's advice about wise choices under usual circumstances.

Course Hours. The digits following each course refer to the weekly lecture (didactic) hours, weekly laboratory (practicum, clinical, intern) hours*, and a total semester credit hours respectively. For example, a course listed as 2-3-3 would involve two hours per week of lecture and three hours per week in lab and would carry three hours of credit for the semester. Although online courses do not require actual presence in class (except on a limited basis), students should expect to spend an equivalent amount of time on task. See the Academic Information chapter for additional information on credit hours.

Course Numbers. In general, courses are numbered to reflect the stage at which they are most likely to be taken: 1000 (freshmen), 2000 (sophomore), 3000 (junior), and 4000 (senior). However, presuming that all prerequisites and restrictions have been met, any student may take courses at any level. Upper

division courses cannot be used in Areas A-F of the Core Curriculum. (Courses numbered lower than 1000 are remedial in nature and do not count toward graduation, grade point, or hours accumulation.)

Career Courses. The courses in some headings are identified as "career" courses. These courses do not normally count toward a baccalaureate degree (including as electives) except when they are included in the career block of a B.A.S. degree. Any exceptions to this rule must be approved in advance by the dean of the school/college of the student's major. (Note: Courses in Information Technology [e.g., ITFN and ITSK] are not career courses for purposes of this policy.)

Institutional Credit. Courses identified as "institutional credit only" do not count in the semester hours needed for graduation. Passing such courses may, however, sometimes be a requirement for graduation. Normally such courses do not transfer to other institutions, but the final decision on transferability rests with the receiving institution.

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): MATH 1101 or MATH 1111 or higher based upon Math placement scores.

ACCT 2102 - Principles of Managerial Accounting (3-0-3)
Introductions to the concepts, techniques, and procedures pertaining to the preparation, analysis, and interpretation of accounting information for use by managers for planning, control, and other business decisions with emphasis on product costing, cost analysis, cost volume profit analysis, budgeting, standard costing, performance measurement relevant cost for non-routine decisions, and analysis of financial statements.
Prerequisite(s): ACCT 2101 (C), MATH 1101 or MATH 1111 or higher based upon Math placement scores.

ACCT 3110 - Managerial Cost Accounting (3-0-3)
Cost accounting principles and techniques applied to job order and process types of industry, planning and control of the elements of production costs, and preparation of internal cost reports for management in manufacturing and other environments. Continues standard costing concepts and variance analysis applied in the principles of managerial accounting course, ACT 2102. Use of cost information for business policy implementation and management purposes is stresses, as well as current cost topics.
Prerequisite(s): ACCT 2102 (B) and admission to the School of Business.

ACCT 3250 - 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 2101 (C) or ACCT 2102 (C) and admission to the School of Business.

ACCT 3351 - Intermediate Financial Accounting I (3-0-3)
An in-depth analysis of recording, reporting, and disclosure issues for external analysis in the contemporary firm. Accounting theory and current professional standards are stressed. Content emphasis on assets and liabilities with corresponding income determination.
Prerequisite(s): ACCT 2101 (B) and admission to the School of Business.

ACCT 3352 - Intermediate Financial Accounting II (3-0-3)
A continuation of ACCT 3351 with emphasis on the measurement and reporting of equity and net assets and the interdependencies of change effects on income determination. Accounting changes and adjustments and the related impact of professional pronouncements and information transparency is stressed. Selected topics in governmental, non-profit, and international accounting are introduced.
Prerequisite(s): ACCT 3351 (C).

ACCT 4110 - Advanced Managerial Cost Accounting (3-0-3)
A continuation of ACCT 3110 (Managerial Cost Accounting) with emphasis on the advanced and emerging issues pertaining to the nature, objectivism and procedures of cost analysis and control; theories of cost allocation; and uses of accounting information for decision making.
Prerequisite(s): ACCT 3110 (C).

ACCT 4250 - Advanced Income Taxation (3-0-3)
An advanced study of taxation for individuals and business entities. This course focuses on advanced concepts of tax laws and regulations, including the impact of taxation. Tax strategies and implications for individual and business decision-making and financial planning are analyzed. Tax research methodologies are explored. Professional ethics involving tax practice are emphasized.
Prerequisite(s): ACCT 3250 (C).

ACCT 4330 - Accounting Information Systems (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): Admission to the School of Business., ACCT 3351 (C), ACCT 3110 (C).

ACCT 4352 - Advanced Financial Accounting (3-0-3)
A continuation of ACT 4352 with emphasis on financial reporting topics encountered in current practice. The theory of the firm is explored relative to investing and financing accountability and other issues of business combinations and divestiture. Special purpose and variable interest entities and their related reporting and disclosure impact are stressed. Practice applications with integrated financial, managerial, and income tax accounting cases may be include. Prerequisite(s): ACCT 3352 (C).

ACCT 4440 - Governmental and Non-Profit Accounting (3-0-3)
This course covers financial and managerial accounting and reporting for Federal, State and local governments and non-governmental non-profit organizations such as hospitals and universities. Accounting information systems concepts and auditing of these organizations are also included.
Prerequisite(s): ACCT 3351 (C).

ACCT 4480 - Auditing and 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): 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 and permission of instructor.

African American Studies (AFAM)

AFAM 2010 - Introduction to African American Studies (3-0-3)
A course that introduces the field of African America Studies by focusing of social sciences, historical studies, literary studies, religious studies, and the arts, both music and visual art.

AFAM 3100 - Harlem Renaissance (3-0-3)
This course will explore the history, literature, music and art of the Harlem Renaissance.
Prerequisite: AFAM 2010.

Art (ART)

ART 1101 - Drawing I (3-0-3)
As the first course in drawing, drawing I provides a systematic study in the basic concepts skills in drawing, through traditional approaches to contemporary visual languages. By working from direct observation, students will demonstrate through in-class exercises and formal assignments an understanding of the basic skills and concepts.

ART 1102 - Drawing II (3-0-3)
A continuing study of the planar relationships between objects, with anatomy and improvement of drawing skills being the primary focus. The emphasis will be on wet drawing media.

ART 1104 - 2-D Design/Color Theory (3-0-3)
This course develops students' understanding of the various organizations in designing for the 2-D surface. Basic elements of design, such as line, shape, value, texture, color contrast and color composition, as well as principles of design, such as unity and variety, balance, repetition, rhythm, movement and emphasis.

ART 1301 - 3-D Design (3-0-3)
This course is dedicated to the study of design in the three dimensions–space and volume. Students work with a variety of media to learn how to manipulate, construct and analyze 3-D forms and space.
Prerequisite: Drawing I.

ART 2001 - Painting Studio I (3-0-3)
This course is an introduction to painting and focuses on basic skill in oil, watercolor, and acrylic. Students learn various painting techniques and study color theory and design as they apply to painting.

Prerequisite(s): ART 1101.

ART 2301 - Art of the Pre-Modern World (3-0-3)
A survey of world art from prehistoric times through approximately 1600, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

ART 2302 - Art of the Modern World (3-0-3)
A Survey of world art from approximately 1600 through the present day, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

ART 3101 - The Visual Arts & Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship between works in the visual arts and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.
Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 3401 - American Art Visions (3-0-3)
A Survey of American Art from the foundation of American identity within the New World - Colonial era, through the multiple trends and identities of Modern America.
Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

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 with a grade of C or higher and BIOL 1107L.
Corequisite(s): BIOL 1108L.

BIOL 1108L - Principles of Biology Laboratory II (0-3-1)
Laboratory accompanying BIOL 1108.
Corequisite(s): BIOL 1108.

BIOL 1111 - Introductory Biology I (3-0-3)
The biology sequence covers basic and biological chemistry, cellular organization and function, cell division, bioenergetics, and organ system physiology as well as Mendelian genetics, basic statistics, developmental biology, molecular genetics, biotechnology, ecology, and evolution.
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.
> Prerequisite(s): CHEM 1511 with a grade of C or higher, or CHEM 1211 with a grade of C or higher, or BIOL 1111 with a grade of C or higher, or BIOL 1107 with a grade of C or higher.
> Corequisite(s): BIOL 1151L.

BIOL 1151L - Human Anatomy and Physiology Laboratory I (0-2-1)
> Laboratory accompanying BIOL 1151.
> Corequisite(s): BIOL 1151.

BIOL 1152 - Human Anatomy and Physiology II (3-0-3)
> A continuation of BIOL 1151 which typically includes study of control systems of the body, maintenance systems and continuity.
> Prerequisite(s): BIOL 1151 with a grade of C or higher and BIOL 1151L.
> Corequisite(s): BIOL 1152L.

BIOL 1152L - Human Anatomy and Physiology Laboratory II (0-2-1)
> Laboratory accompanying BIOL 1152.
> Prerequisite(s): BIOL 1151 and BIOL 1151L
> Corequisite(s): BIOL 1152.

BIOL 2250 - Microbiology for the Health Sciences (3-0-3)
> A study of the morphology, growth, modes of transmission and relationship to diseases of pathogenic micro-organisms. This course is useful to students enrolled in programs in the health sciences.
> Prerequisite(s): BIOL 1151 with a grade of C or higher and BIOL 1151L.
> Corequisite(s): BIOL 2250L.

BIOL 2250L - Microbiology for the Health Sciences Laboratory (0-3-1)
> Laboratory accompanying BIOL 2250.
> Corequisite(s): BIOL 2250.

BIOL 2500 - Introductory Plant Biology (2-0-2)
> Survey of the plant kingdom with greatest emphasis on structure and function of angiosperms.
> Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L.

BIOL 3100 - Biocomputing (3-0-3)
> The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. A student may not receive credit for both BIOL 3100 and CHEM 3100.
> Prerequisite(s): BIOL 3250, 3250L, 4201; MATH 1231.

BIOL 3200 - Cell Biology (3-0-3)
> An exploration of life's basic unit. Students will examine the cell from both structural and functional viewpoints. The fundamentals of cellular chemistry, life cycles, and regulation will be discussed. Seminal experiments in cell biology will be examined, and current studies in primary research journals will be addressed. Students will gain an

understanding of how contemporary methods of laboratory experimentation are being used to unravel the mysteries of life's irreducible unit.
Prerequisite(s): BIOL 1108 with a grade of C or higher, BIOL 1108L, CHEM 2412/2412L.

BIOL 3222 - 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 with a grade of C or higher, BIOL 1108L, MATH 1231, Junior Standing, Departmental approval is required.

BIOL 3250 - Introductory Microbiology (3-0-3)
Single celled organisms have always been the most populous form of life. This course explores the complex lives of these simple organisms. Students will examine biochemical, genetic and pathological aspects of microbiology. Industrial, ecological, and cultural aspects of human microbiology will be addressed.
Prerequisites: BIOL 1108 with a grade of C or higher, BIOL 1108L, CHEM 2412/2412L.
Corequisite(s): BIOL 3250L.

BIOL 3250L - Introductory Microbiology Lab (0-3-1)
Laboratory experiences which address topics including, sterile technique, microscopy, identification of microorganisms, microbial metabolism, and microbial genetics.
Corequisite(s): BIOL 3250.

BIOL 3300 - Vertebrate Natural History (3-0-3)
The behavior, ecology, and evolution of vertebrate animals.
Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L.

BIOL 3320 - Invertebrate Zoology (3-0-3)
Invertebrate Zoology includes the study of the different phyla of invertebrates; their anatomy and physiology and evolutionary relationships. Invertebrate behavior and their interactions within different ecosystems will be examined.
Prerequisites: BIOL 1108 with a grade of C or higher, and BIOL 1108L.

BIOL 3340 - Entomology (3-0-3)
This course will cover insect taxonomy, morphology, and physiology with a focus on those insects most commonly found in our environment. It will also explore how insect morphology and physiological systems function in producing and shaping such insect behavior as navigation, reproduction, feeding, oviposition, defense, learning, and sociality.
Prerequisite: BIOL 1108 with a grade of C or higher, and BIOL 1108L.

BIOL 3375 - Animal Behavior (3-0-3)
This course will focus on observations of animal behaviors and introductory analysis of their adaptive value and evolution. This course will also include a comparative study of mechanisms, ontogeny, function, and evolution of behavior in its ecological and social contexts.
Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L.

BIOL 3380 - Evolution and Population Biology (3-0-3)
Principles of evolutionary biology including discussions of natural selection, adaptation, population genetics, speciation, and phylogeny reconstruction. The applications of evolutionary biology to areas such as conservation biology, medicine, and agricultural are discussed.
Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L.

BIOL 3500 - Ecology (3-0-3)
The environment is made of both living and non-living components. This course examines the relationships between these various components in the biosphere. Students will learn how complex natural cycles and chains can be perturbed by small disturbances, and conversely, how life adapts to these changes.

Prerequisite(s): BIOL 1108 with a grade of C or higher, BIOL 1108L or 1112; MATH 1231.

BIOL 3500L - Ecology Laboratory (0-3-1)
Laboratory to accompany BIOL 3500, Ecology.
Prerequisite(s): BIOL 1108 with a grade of C or higher, BIOL 1108L, MATH 1231.
Prerequisite(s) or Corequisite(s): BIOL 3500.

BIOL 3650 - Comparative Vertebrate Anatomy (3-0-3)
A experiment-based study of selected vertebrate phyla with emphasis on gross anatomy, microscopic anatomy and phylogeny.
Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L or 1112.
Corequisite(s): BIOL 3650L.

BIOL 3650L - Comparative Vertebrate Anatomy Laboratory (0-3-1)
Laboratory accompanying BIOL 3650.
Corequisite(s): BIOL 3650.

BIOL 3720 - Plant Taxonomy (2-2-3)
Plant Taxonomy will explore the relationships between major plant families, the naming and classification of plants, plant identification procedures, and the relevance of plant taxonomy to other fields of science. The plants of Georgia will be a focus of this course.
Prerequisite: BIOL 2500

BIOL 4100 - Animal Physiology (3-0-3)
This course will examine animal physiology from four different perspectives. It will examine the mechanism that underlies different functions, the evolutionary origins of particular functions, how different animals perform similar functions, and how the environment an animal lives in impacts how they carry out particular functions. This course will explore physiology in a wide range of both invertebrate and vertebrate animals with a focus on food and energy, integrating systems, muscular systems, oxygen and carbon dioxide physiology, and water and salt physiology. The course will include modules that will explore in depth animal models that integrate physiology presented in the course. Prerequisite(s): BIOL 3650 and 3650L.

BIOL 4100L - Animal Physiology Laboratory (0-3-1)
This laboratory course is complementary to the Animal Physiology lecture course, and allows students to perform lab exercises that reinforce basic and fundamental principles of physiology that are discussed in lecture. Course modules will include exercises that examine cell physiology, muscle physiology, cardiovascular physiology, respiratory system, and nervous system.
Prerequisite(s) or Corequisite(s): BIOL 4100

BIOL 4120 - Neurobiology (3-0-3)
This class is an in-depth discussion of the biology of the nervous system. Topics include neuronal structure and function, communication at the synapse (electrical and action potentials), membrane receptors and intra- and intercellular signaling systems, gene regulation, gross organization of the brain and spinal cord, the processing of sensory information and development of the nervous system.
Prerequisite: BIOL 3200.

BIOL 4160 - Vertebrate Endocrinology (3-0-3)
Endocrinology is the study of hormones and their pervasive effects on physiology. Vertebrate Endocrinology will cover the major vertebrate endocrine systems, and the effects of different hormones on cellular and organismal levels of physiology. This course includes lectures, classroom discussion of research papers, and student participation. A major emphasis is placed on student participation.
Prerequisite(s): BIOL 3200 and 4100.

BIOL 4201 - Genetics (3-0-3)

A study of Mendelian principles, molecular genetics and population genetics. The cellular and molecular mechanisms of inheritance, gene expression and influences on evolution are included.
Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L.

BIOL 4202L - Biotechnology Laboratory (0-6-3)
An experiment-based course in which students use DNA technology to explore topics such as DNA fingerprinting, cloning, DNA amplification, genetic therapies, sex determination, inheritance and paternity, and human genetic disease.
Prerequisite(s): BIOL 3250/3250L and BIOL 4201.

BIOL 4222 - Biology Research Practicum (3-0-3)
Research experience for students in Biology. Practicum assignments must be approved by the student's major advisor and the Center for Experiential Learning. Course may be repeated for credit.
Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L, MATH 1231.

BIOL 4325 - Parasitology (3-0-3)
A study of the basic principles of parasitism and the morphology, taxonomy, and life cycles of important parasites of humans and other vertebrates.
Prerequisites: BIOL 3650 and BIOL 3650L.

BIOL 4330 - Developmental Biology (3-0-3)
This class will study cell differentiation and development using the tools of molecular genetics and cell biology. Some selected topics to be investigated are gametogenesis, fertilization, cell and tissue interactions and normal embryonic development.
Prerequisite: BIOL 3200.

BIOL 4420 - Histology (3-0-3)
This course will cover the microscopic structure of mammalian tissues and organs. Students will be taught how to recognize, using a light microscope, various tissues and organs. Emphasis will be placed on the relationship between the structure and functions of various tissues. The first part of the course will introduce basic histological procedures. This will include tissue and slide preparation. This is a junior or senior level intensive microanatomy course.
Prerequisite: BIOL 4100.

BIOL 4450 - Immunology (3-0-3)
This course will include a comprehensive overview of the immune system and its functions within the context of cell to cell interaction and communication.
Prerequisite(s): BIOL 3200 or BIOL 3250/3250L.

BIOL 4460 - Virology (3-0-3)
This course will focus on animal viruses and will discuss basic concepts in virology including viral taxonomy, structure, entry/exit, replication, quantitation, genetics, pathogenesis, and virus-host interaction. This course will use a textbook and the primary literature as course materials.
Prerequisite(s): BIOL 3200 and BIOL 4201.

BIOL 4500 - Biology Seminar (0-2-1)
Experts from industry, government and academe address current topics in Biology. Students enrolled in the seminar prepare for the talks by performing electronic literature searches and submitting questions for the speakers. This course gives students the opportunity to meet with and question experts in the field. Examinations and projects are based on seminar topics.
Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L, MATH 1231.

BIOL 4600 - Medical Microbiology(3-0-3)
This course will cover the principles of microbial virulence. It will include the identification of virulence factors, genetic regulation of virulence, and the complex interactions between bacterial, viral and fungal pathogens and their hosts.

Prerequisite(s): BIOL 3250/3250L.

BIOL 4620 - Applied and Environmental Microbiology (3-0-3)
This course is designed to expose students to the importance of microorganisms in industrial processes and in the environment. The course will also focus on the applications of microorganisms to solve environmental problems and public health aspects of environmental microbiology.
Prerequisites: BIOL 3250 and BIOL 3250L
Co-requisite: BIOL 4620L

BIOL 4620L - Applied and Environmental Microbiology Laboratory (0-3-1)
Laboratory exercises focus on microbial growth, interactions between microorganism, microbial community analysis, impacts of environmental factors on microbial communities and use in industrial applications such as food production and sewage treatment.
Prerequisites: BIOL 3250 and BIOL 3250L
Co-requisite: BIOL 4620

BIOL 4630 - Mycology (3-0-3)
The focus of this course is the taxonomy, structure, and function of the members of the Kingdom Fungi.
Prerequisites: BIOL3250 and BIOL3250L

BIOL 4920 - Aquatic Ecology (2-2-3)
Relationships between organisms and their environment within freshwater streams, rivers, ponds, lakes, and wetlands.
Prerequisites: BIOL 2500 and BIOL 3500

BIOL 4930 - Environmental Toxicology (3-0-3)
This course will establish the scientific principles underlying the toxic actions of various substances and will introduce the various challenges within the field of toxicology. The chemical nature of injurious substances, their uptake and metabolism by non-target organisms, and their mode of toxic action will be studied in addition to the methods used in safety evaluations and risk assessment.
Prerequisites: BIOL 3200

BIOL 4999A - Senior Evaluation (0-0-0)
The purposes of this class are to assess the biology degree program and to assist students in seeking employment or further schooling. Students are required to attend three class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the biology degree program. Students will take a two-hour standardized subject test in biology to assess their knowledge in biology. Students will also participate in an individually scheduled senior exit interview. A fee is required to pay for the standardized exam. Current fee is $26.
Prerequisites: Graduating senior, BIOL 3200, BIOL 3250, BIOL 3250L, BIOL 3380, BIOL 3500, BIOL 3500L, BIOL 3650, BIOL 3650L, BIOL 4100, BIOL 4201, CHEM 4202, Departmental Approval.

BIOL 4999B - Senior Evaluation (0-0-0)
The purposes of this class are to assess the biology degree program and to assist students in seeking employment or further schooling. Students are required to attend two class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the biology degree program. Students will also participate in an individually scheduled senior exit interview.
Prerequisite: Graduating senior, Departmental Approval.

Business (BUSA)

BUSA 3101 - Business Statistics (3-0-3)
Application of statistical techniques to business problems. Includes descriptive statistics, business forecasting, statistical inference, and regression. Computer software used in this course.
Prerequisite(s): Admission to the School of Business, MATH 1231 (C).

BUSA 3700 - Business Ethics and Corporate Social Responsibility (3-0-3)
This case study course requires students to analyze a variety of complex business situations and to form and justify plausible decision alternatives that reflect ethical concepts, concern for multiple stakeholder groups, and a range of decision-making criteria, processes, and outcomes.
Prerequisite(s): Admission to the School of Business and MGMT 3101 (C).

BUSA 3800 - Selected Topics in Business (3-0-3)
An examination of selected topics pertinent to the field of business. May be repeated when topics vary.
Prerequisite(s): ENGL 1101 (C), CRIT 1101, POLS 1101.

BUSA 4446 - Managerial Economics (3-0-3)
Microeconomic topics applicable to understanding and analyzing firm behavior; optimization, demand, estimation, production, and cost theory. Application to business problems.
Prerequisite(s): ECON 2105 (C) and ECON 2106(C) or TECH 3111 (C) or BUSA 3111 (C) BSUR 3111 (C).

BUSA 4850 - Internship/Cooperative Education (Variable Credit)
Individually designed learning program involving field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning. May be repeated for credit.
Prerequisite(s): Admission to the School of Business.

BUSA 4900 - Independent Study/Directed Research and Readings (Variable Credit)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.
Prerequisite(s): Admission to the School of Business.

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): BLAW 2106 (C), or BUSA 2106 (C).

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 and 1151L.
Corequisite(s) for selected Health Science majors only: CHEM 1152L.

CHEM 1152L - Survey of Chemistry Laboratory II (0-2-1)
Laboratory accompanying CHEM 1152 for selected Health Science majors only.
Corequisite(s): CHEM 1152.

CHEM 1211 - Principles of Chemistry I (3-0-3)
First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.
Prerequisite: High School Chemistry or CHEM 1151 and CHEM 1151L.
Prerequisite or corequisite: MATH 1113.
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 3100 - Biocomputing (3-0-3)
The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. A student may not receive credit for both BIOL 3100 and CHEM 3100.
Prerequisite(s): BIOL 3250, 3250L, 4201; MATH 1231.

CHEM 3222 - Chemistry Internship (3-0-3)
Internship program for selected students who perform supervised scientific work in conjunction with faculty and professionals here at CSU, other research institutions or other appropriate sites.
Prerequisites: CHEM 1212 and CHEM 1212L.

CHEM 4110 - Environmental Chemistry (3-0-3)
A study of the chemistry of our environment. Topics typically include air and water pollution, pharmaceuticals, plastics, bioenergetics, thermodynamics of life, and nuclear power.
Prerequisite(s): CHEM 2412 and CHEM 2412L.

CHEM 4202 – Biochemistry I (3-0-3)
A study of the chemistry of biological systems. Topics typically include proteins, enzymes, carbohydrates, lipids and metabolism pathways.
Prerequisite: CHEM 2412 and 2412L.

CHEM 4203 – Biochemistry II (3-0-3)
A continuation of Biochemistry I. An extended study of metabolic pathways involving carbohydrates, lipids, amino acids, and nucleotides. Nucleic acids and hormonal regulation will also be addressed.
Prerequisite: CHEM 4202 with a grade of C or higher.

CHEM 4204 - Forensic Chemistry (3-0-3)
The study of the chemistry, biology, and laboratory techniques used in forensic chemistry. Topics typically include the legal aspects of physical evidence collection and analysis, statistical analysis of data, drug analysis, forensic toxicology, explosives and arson residue analysis, glass analysis, fiber and paper analysis, paint and ink analysis, and gunpowder residue analysis. Various laboratory instruments and procedures will also be covered including mass spectrometry, infrared spectroscopy, UV-VIS spectroscopy, Raman spectroscopy, atomic absorption, immunoassay, chromatography, microspectrophotometry, and microscopy (light, polarized light, comparison, stereoscopic, scanning electron).
Prerequisite(s): BIOL 1108/1108L, and CHEM 2412/2412L.

CHEM 4205 - Medicinal Chemistry (3-0-3)
A study of medicinal chemistry and the underlying principles of organic chemistry. Topics will include drug delivery, anesthetics, structure/function relationships, receptor theory, neurotransmitters, synthesis of various tranquilizer classes, synthesis of antidepressants, enzyme inhibition, antibiotics, and non-steroidal anti-inflammatory drugs (NSAIDs.)
Prerequisite(s): CHEM 2412 with a grade of C or higher.

CHEM 4222 - Chemistry Research Practicum (3-0-3)

Research experience for students in Chemistry. Practicum assignments must be approved by the student's major advisor and the Chemistry faculty. Course may be repeated for credit.
Prerequisite: CHEM 2412 and CHEM 2412L

CHEM 4300 - Survey of Physical Chemistry (3-0-3)
A study of elementary physical chemistry introducing general concepts such as quantum chemistry (particle in a box, harmonic oscillator, atomic structure, chemical bonding and spectroscopy), thermodynamics (ideal and real gases, chemical equilibria), and chemical kinetics (rates of reactions and transport properties of materials.) This is a non-calculus based physical chemistry course.
Prerequisite(s): CHEM 2412 with a grade of C or higher; CHEM 2412L; PHYS 1112, with a grade of C or higher.

CHEM 4301 - Inorganic Chemistry (3-0-3)
A study of inorganic chemistry. Topics typically include atomic structure, ionic bonding, lattice energy, valence bond theory, molecular orbital theory, coordination chemistry, nomenclature, reaction mechanisms, and an introduction to group theory.
Prerequisite(s): CHEM 4300 with a grade of C or higher

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).

Communication (COMM)

COMM 1001 - Presentational Speaking (1-0-1)
A course of instruction in the essentials of effective informative public speaking. The goal of the course is to help students develop credibility as speakers by gaining basic competence in the preparation and delivery of spoken reports or other informative presentations. (Not open to students enrolled in or with credit for COMM 1110.)

COMM 1002 - Presentation Applications (1-0-1)
A course providing instruction and practice in the use of a variety of audio-visual media, including electronic media, often employed to enhance speaking presentations in a variety of situations. (Not open to students enrolled in or with credit for COMM 1110.)
Prerequisite(s): COMM 1001.

COMM 1110 - Spoken Communication (Public Speaking) (3-0-3)
A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the Clayton State Communication Outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language. Attention to group and inter-personal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations. (Not open to students with credit for COMM 1001 and COMM 1002 without permission of the Department of Communicative Arts and Integrative Studies.)

COMM 3010 - Research Design and Analysis (3-0-3)
This course familiarizes CMS majors with social science research. Specifically, the course introduces students to theory formation, research methodology, data measurement and data analysis.

Prerequisite(s): ENGL 1102 (C); COMM 1110 (C); CMS 2100 (C)

COMM 3100 - Professional Speaking (3-0-3)
An advanced study and application of principles of effective spoken communication skills in a variety of business and other professional settings, focusing on persuasive public speaking and group dynamics. As part of the communication process, listening competence is included as a skill of professional speaking, in the contexts of both large audiences and collaborative work teams. The strategic uses of multimedia presentational aids will also be emphasized.
Prerequisite(s): COMM 1110 (C) or permission of the Department of Communicative Arts and Integrative Studies; ENGL 1102 (C).

COMM 3300 - Interpersonal Communication (3-0-3)
This course is designed to help students develop effective interpersonal communication skills. Students can expect to learn the theories and concepts of interpersonal communication, and then apply them to "real world" situations. It is expected that students will develop proficiencies in dyadic interactions and their analysis. In other words, students should be able to evaluate and moderate their own behavior, and assess the skills of others. In this way, students develop skills and a critical mindset that can be applied when they venture into the workplace. Recommended completion of Area C and E.3.
Prerequisite(s): ENGL 1102.

COMM 4100 - Organizational Communication (3-0-3)
Organizational Communication introduces students to theories of management and communication. Students apply their knowledge of theory to real-world phenomena utilizing a case-study approach. This combination of theory and application develops knowledge and skills necessary for success in corporate communication environments.
Prerequisite(s): COMM 3100(C) and ENGL 3900 (C).

COMM 4510 - Intercultural Communication (3-0-3)
Intercultural Communication is a course dedicated to theories and practices of communicating across cultures. The students will learn how other cultures deal with conflict, context, and communication.
Prerequisite(s): COMM 1110(C).

Communication and Media Studies (CMS)

CMS 2010 - Introduction to Media Studies (3-0-3)
This course offers an overview of the cultural, social, political, and economic impact of mediated communication. Topics include the nature and function of media, core media institutions, and media in transition. Students will analyze media critically, including the contemporary mediascape, and develop a historical perspective on major media forms.
Prerequisite(s): ENGL1102 (C).

CMS 2100 - Introduction to Film (3-2-3)
A humanities-based approach to cinema as an art form, this course introduces the basic elements of motion-picture form: camerawork, editing, narrative, sound, and mise-en-scène. The course also locates contemporary filmmaking within historical and international contexts. Attendance is required for weekly out-of-class screenings. Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.

CMS 3020 - Research Methods (3-0-3)
This course provides CMS majors with the necessary skills to conduct independent, primary, interdisciplinary research in Media Studies and Cultural Studies. Students learn a variety of humanistic and social-scientific methodologies, which may include some or all of the following: in-depth interviewing, focus groups, archival research,

content analysis, semiotics and textual analysis. Students choose an appropriate media topic to study through a variety of research modes and methods over the length of the semester. Prerequisites ENGL 1102 (C), CMS 2100 (C), COMM 1110 (C).

CMS 3101 - Media and Culture (3-0-3)
An introduction to humanities-based approaches to the study of media and culture. Theories of textual and visual signification are introduced, including the contributions of discursive contexts and audience expectations. The class considers questions of teast, quality, and cultural identity, particularly as applied to contemporary and emerging technologies.
Prerequisite(s): CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).

CMS 3200 - History of Communication (3-0-3)
A chronological survey of major types and media of human communication, from pre-history through the present day, focusing upon the interrelationships between communication media and their larger social and cultural contexts. The history of communication leading to English-language media is the main focus, but comparisons and contrasts with other world communication systems will also be explored.
Prerequisite(s): CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).
Recommended: Completion of Areas C and E.3.

CMS 3310 - Film History (3-2-3)
A study of both artistic and technological developments in American and international cinema, with emphasis on significant film movements and filmmakers. Key films will be examined in depth. Attendance is required for weekly out-of-class screenings.
Prerequisites ENGL 1102 (C), CMS 2100 (C).

CMS 3340 - National Cinemas (3-2-3)
This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian, French, Mexican, Canadian, African, New Zealand, etc.). May be repeated when topics vary. Attendance is required for weekly out-of-class screenings.
Prerequisites: ENGL 1102 (C); CMS 2100 (C).

CMS 3500 - Writing and Editing for Mass Media (3-0-3)
A course in writing and editing for mass audiences, including print, broadcast, and Internet journalism. Emphasis on news gathering, public affairs reporting, and practical applications of journalistic techniques and genres.
Prerequisite(s): CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).

CMS 3710 - Writing for Digital Media: Theory and Practice (3-0-3)
An advanced writing course that examines dispersed computer networks as new media forms. The course surveys the aesthetic, historical, and theoretical contexts that shape communication using digital media. It also offers hands-on experience in the development of hypertext and multimedia documents.
Prerequisites ENGL 1102 (C).

CMS 3720 - New Media Design (3-0-3)
A studio course that focuses on aesthetic and communicative applications of graphic, streaming, and interactive digital media. Class projects will result in a portfolio of work integrating sound, typography, photo illustration, and moving images.
Prerequisite(s): CMS 2100 (C); ENGL 3901 (C).

CMS 3810 - Women and Popular Culture (3-0-3)
This course explores how women are represented in American popular culture, and how popular culture shapes our common sense notions regarding women, men, and our gender-specific roles in society. We will consider what types of images we see and hear in various forms of popular culture, including Hollywood movies, fashion magazines, television, advertising, music and popular health. We will then question

how we learn to respond to and interpret these messages. Throughout our course we will study how pop cultural texts work to create meanings and how we can become critical consumers of those messages.
Prerequisite(s): CMS 2100 (C); ENGL 1102 (C).

CMS 3901 - Internship/Practicum in Communication and Media Studies (0-10-3)
This course is the principal experiential learning component of the Communication and Media Studies degree program. The placement site will be in a professional communication, performance, or other media environment—either on- or off-campus, as appropriate—related to the career interests or goals of the individual student. Students must coordinate their placements both with their desired internship/practicum sites and with the Clayton State Office of Experiential Learning. Placement opportunities outside the U.S. are encouraged. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course is repeatable for credit.
Prerequisite: CMS majors only and CMS program permission.

CMS 3902 - Internship: Teaching and Instruction (0-10-3)
This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in teaching, training, and/or tutoring related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course may be repeated for credit.
Prerequisite: CMS majors only and CMS program permission.

CMS 3903 - Advanced Media Production (0-10-3)
This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in advanced media production related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course may be repeated for credit.
Prerequisite: CMS majors only and CMS program permission.

CMS 4310 - Film Analysis and Criticism (3-2-3)
This course continues the humanities-based approach to cinema begun in CMS 2100, now in a writing-intensive format. Through weekly writing assignments, students master the analysis of motion-picture form, including camerawork, editing, narrative, sound, and mise-en-scène. The course also considers multiple approaches to film theory and criticism within historical and international contexts. Attendance is required for weekly out-of-class screenings.
Prerequisite(s): ENGL 1102 (C); CMS 2100 (C).

CMS 4320 - Women and Film (3-2-3)
This course explores the role of women in cinema as on-screen representations, as spectators, and as filmmakers. We will study selected films and readings particularly in light of women's gender, class, race, and sexuality.
Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

CMS 4330 - Film Genres (3-2-3)
An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them. Attendance is required for weekly out-of-class screenings. May be repeated when topics vary.
Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

CMS 4410 - Digital Video Production (3-0-3)
An introduction to the three phases of digital video creation: pre-production, production, and post-production. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours.
Prerequisite(s): CMS 2100 (C).

CMS 4450 - Digital Video Post Production (3-0-3)
Through lectures, demonstrations, and hands-on exercises, students master the basic terminology, principles, and skills of digital post production, with an emphasis on nonlinear video editing. Fundamentals of visual storytelling—including continuity, pacing, and dramatic structure—are emphasized.
Prerequisite(s): CMS 2100 (C).

CMS 4500 - Global Contexts in Communication and Media Studies (3-0-3)
A study of communication and media in selected non-Western cultures. In addition, the course examines the roles played by media in the processes of cultural and economic globalization. A capstone course, it includes exit assessment of writing and speaking skills for the baccalaureate degree program in Communication and Media Studies (but is open to upper division students from other majors with CMS program permission).
Prerequisites: CMS 3101 (C), and [CMS 3020 (C), or COMM 3010 (C)].

CMS 4560 - Public Relations Principles and Practices (3-0-3)
A study of public relations theories and practices with emphasis on the various ways in which public relations and promotional messages are delivered to various audiences.
Prerequisites: CMS 3500 (C)

CMS 4800 - Selected Topics in Communication and Media Studies (3-0-3)
Seminar in Communication and Media Studies topics. May be repeated when topics vary.

CMS 4810 - Women and the Arts (3-0-3)
In this course, we will explore the role of women as artists, spectators, and representations in the visual, literary, and performing arts. Our primary category of analysis in Women & the Arts is gender, the socially constructed and historically variable understanding of what it means to be a woman or man, but we will further consider how this category interacts with race, class, and sexuality in the arts. Likewise, a central idea in our class is that knowledge and images conveyed through artistic texts are not neutral; rather, the arts socialize and discipline us even as they entertain and enlighten us.
Prerequisites: ART 2302; ENGL 1102 (C).

CMS 4900 - Directed Research in Communication and Media Studies (3-0-3)
Independent study in Communication and Media Studies (credit varies)
Prerequisite: CMS program permission.

Computer Networking (CNET)

CNET 1101 - Introduction to Microcomputer Repair (3-0-3)
An overview of the hardware of modern microcomputers, including motherboards, CPUs, I/O devices, peripherals, memory and storage devices. Maintenance, upgrading, and installation of hardware and software are covered. Electrical safety and correct work techniques are stressed. The course emphasizes concepts covered on the CompTIA A+ Core Hardware exam. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

CNET 1105 - Introduction to Networking (3-0-3)
This course provides an overview of computer networking. Topics include the standards, protocols, and topologies on which leading network systems are based. Ethernet and Token-ring LAN standards will be addressed in detail. Network troubleshooting, security, and analysis will also be introduced. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

CNET 1109 - Microsoft Windows I (3-0-3)
This is an introductory course in basic installation, configuration, and administration of a Microsoft Windows Professional system. Topics covered include setting up and managing user accounts, installing and configuring network protocols, securing resources with NTFS permissions, administering shared folders, and network printing. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CNET 1105 (C).

CNET 1110 - Microsoft Windows II (3-0-3)
This is an introductory course in basic installation, configuration, and administration of a Microsoft Windows Server system. Topics covered include configuring the server environment, active directory and account management, configuring and managing resource access, network printing, and data storage. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite or Corequisite: CNET 1109 (C).

CNET 1120 - Introduction to Internetworking (3-0-3)
This course covers network devices, routed and routing protocols, TCP/IP fundamentals, IP addressing and subnetting, and WAN concepts. Students will receive hands-on practice configuring switches and routers. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CNET 1105 (C).

CNET 2109 - Microsoft Windows III (3-0-3)
Students will learn to install, configure, and administer a Microsoft Network. The course will include practice in configuring the server environment, administering and troubleshooting network resources, optimizing system performance, and implementing security features. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): MATH 1101, CNET 1110 (C).

CNET 2110 - Microsoft Windows IV (3-0-3)
Students will use current Microsoft server technology to create and manage user, group, and computer accounts, and to manage file and share permissions, hardware devices, disk storage, software and print services. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite or Corequisite: CNET 2109 (C).

CNET 2220 - Switching and Intermediate Routing (3-0-3)
This course provides in-depth instruction in LAN switching, the spanning tree protocol, VLANs and trunking, distance-vector concepts, and link-state concepts. Students will use switches and routers to configure the spanning tree protocol, VTP, RIP, IGRP, EIGRP, and OSPF. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite or Corequisite: CNET 1120 (C).

CNET 2221 - WAN Technologies (3-0-3)
In this hands-on course, students will learn a number of important technologies related to routers and will learn to configure routers to support those technologies. Topics include route summarization, VLSM, classless routing, NAT, ICMP, PPP, ISDN, frame relay, and network security. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): MATH 1101, CNET 2220 (C).

CNET 2222 - Occupational Internship (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an

individualized training program. Requires program approval. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

CNET 2223 - Computer Networking Capstone (3-0-3)
This course will integrate principles, theories, and methods learned in previous courses. Students creatively analyze, synthesize, and evaluate learned knowledge in a project having a professional focus and communicate the results of the project effectively at a professional entry level. This course prepares the student to pass the Cisco Certified Network Associate (CCNA) examination. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite or Corequisite: CNET 2221 (C).

CNET 2225 - Fundamentals of Wireless LANs (2-2-3)
An introductory course that focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of the technologies, security, and design best practices. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CNET 2220 (C).

CNET 2230 - Introduction to Linux (3-0-3)
This course provides a basic background in the Linux operating system. Linux, a UNIX-compatible operating system for personal computers, is used to cover topics such as basic system operation and access, file system organization, file management and manipulation, shell scripts, and system maintenance and security. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisites: CNET 1105 (C).

CNET 2330 - Linux Installation and Administration (3-0-3)
This course provides the student with the essentials of installing, configuring, maintaining, administering, and troubleshooting the Linux Operating System. It also provides preparation for Exams 1 and 2 of the SAIR/GNU Linux Certification Administration Exams and the Linux Professional Institute Exams. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite or Corequisite: CNET 2230 (C).

CNET 2500 – Introduction to Routing & Switching (3-0-3)
This course provides students with the fundamentals of computer networking with an emphasis on basic routing and switching required for passing the Cisco CCNA certification exam, including HDLC, PPP, 802.3, 802.11, TCP/IP, VLSM, CIDR, OSI Model, RIP, IGRP, EIGRP, Single Area OSPF, DNS, DHCP, CDP, ARP, Frame Relay, ISDN, Bridging, STP, VLANs, and ACLs. This is a condensed course designed for students who have a background in computer technology and need to prepare for the entry level Cisco CCNA certification exam. Students will be required to pass the Cisco certification exams required for the CCNA certification as part of the course requirements.

CNET 2333 - Selected Topics/ Problems - Tech (Varies from 1 to 3 credit hours)
A study of selected topics or problems under the guidance and supervision of a faculty member. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): Requires approval of faculty member or advisor.

CNET 3210 - Advanced Routing (2-2-3)
Students will learn how to implement enterprise class WANs with emphasis on utilizing OSPF, IS-IS, BGP, and policy-based routing. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): Cisco CCNA Certification or permission of the instructor is required.

CNET 3220 - Multi-Layer Switching (2-2-3)
Students will explore many of the switching algorithms and strategies that are used to forward packets through multi-layer networks. Cisco CCNA Certification or instructor approval required. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies degree program.
Prerequisite(s): CNET 3210 (C).

CNET 3230 - Converged Wide Area Networks (2-2-3)
Students will learn how to implement remote access networks, including VPNs, Frame Relay, and Broadband technology. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CNET 3210 (C) and CNET 3220 (C).

CNET 4110 - IP Technology (2-2-3)
This course will prepare the student to implement an IP Telephone solution. Topics covered will include the Public Switched Telephone Network (PSTN), Voice over IP (VoIP), Call Management, and Quality of Service (QoS) issues in both a wired and wireless infrastructure. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CNET 3220 (C).

CNET 4210 - Network Security/Firewalls (2-2-3)
This course provides students with the fundamentals of design and implementation of a secure network infrastructure. The focus will be on designing, configuring, and testing router and firewall security. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CNET 3210 (C) and CNET 3220 (C).

CNET 4240 - Optimizing Converged Networks (2-2-3)
Students will explore troubleshooting of enterprise class networks and will focus on optimizing converged networks for IP Telephony and Quality of Service (QoS). A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CNET 3210 (C), CNET 3220 (C) CNET 3230 (C), and CNET 4110 (C).

CNET 4310 - Advanced Server Technology (2-2-3)
This course provides students with an introduction to Server Virtualization, Storage Area Networks (SANs), and Load Balancing. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies degree program.
Prerequisite(s): Course requires Microsoft MCSA Certification or permission of instructor.

CNET 4800 - Selected Topics in CNET (3-0-3)
An exploration of selected topics and problems in the computer networking area under the guidance and supervision of a faculty member. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies degree program.
Prerequisite(s): Permission of Dean or Department Head required.

Computer Science (CSCI)

CSCI 1301 - Computer Science I (3-0-3)
The course includes an overview of computers and programming: problem-solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one-and two-dimensional);

procedural abstraction and software design; modular programming (including subprograms or the equivalent). A high level programming language will be used.
Prerequisite(s): MATH 1101 or higher (or equivalent placement score).

CSCI 1302 - Computer Science II (3-0-3)
The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). A high level programming language will be used.
Prerequisite(s): CSCI 1301.

CSCI 3303- Computer Organization and Architecture (3-0-3)
This course introduces students to the organization and architecture of computer systems, beginning with the standard von Neumann model and then moving forward to more recent architectural concepts. Topics include digital logic, data representation, assembly language, multiprocessor systems, and contemporary architectures.
Prerequisite: A grade of C or better in CSCI 1302

CSCI 3503 - Operating Systems (3-0-3)
This course is a conceptual and hands-on study of operating systems. Major areas discussed include; operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and mini/mainframe systems. Also covered; files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution.
Prerequisite: A grade of C or better in CSCI 3303.
Prerequisite or Co-requisite: MATH 3420.

CSCI 4450 - Databases (3-0-3)
This is an advanced course in database modeling drawing distinctions between data modeling, process modeling and implementation. Topics include Entity-Relationship Modeling, Semantic-Object Modeling, Relational Algebra, Normalization and Relational Database Modeling, Object Databases and Object Modeling. Additional topics include SQL, PL/SQL, procedures functions, packages and triggers.
Prerequisite: A grade of C or better in CSCI 3503.

CSCI 4550 - Algorithm Design and Analysis (3-0-3)
This is an advanced course in the specification and development of complex data structures. Programming projects address the cross-platform nature required of today's business solutions, with emphasis on the graphical user interface and development of custom controls. Object oriented design and programming will be stressed. Project teams will manage a software development project using a variety of tools and techniques.
Prerequisite: A grade of C or better in CSCI 3503.

CSCI 4898 - Special Topics in Computer Science (Variable Credit)
Topics of interest in Computer Science not covered in listed courses.
Prerequisite: Permission of instructor and department.

Computing (CPTG)

CPTG 1010 - Computing with Spreadsheets (0-2-1)
This course is an introduction to computing and computer programming using spreadsheets. The course emphasizes the use of the computer as a tool for analysis and problem solving. Included are methods for organizing and interpreting information in various formats.
Prerequisite(s): MATH 1101 or higher (or equivalent placement score).

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

This course is an introduction to concepts of computer programming. A programming language (such as Visual BASIC) will be used to design and implement algorithms to solve problems.
Prerequisite(s): MATH 1101 or higher (or equivalent placement score).

CPTG 2201 - Advanced Computer Applications (3-0-3)
This course provides detailed coverage of common computer software applications used in business and industry. It assumes that the student is conversant with basic computer skills and builds on that base. Emphasis is on the application of advanced features of electronic spreadsheets, word-processing and presentation graphics; the fundamentals of database systems; use of the Internet for research.
Prerequisite(s): Math 1101 (C)

Critical Thinking (CRIT)

CRIT 1101 - Critical Thinking (3-0-3)
A course focusing on skills essential to effective critical thinking in both academic and general use. The study of important common components (issue, method, evidence, conclusion) provides a basis for the construction, analysis, and evaluation of arguments in a variety of contexts. The course also addresses fundamental elements of informal logic (e.g., induction, deduction, fallacy-avoidance) and of elementary formal logic (e.g., tests for validity) as they inform good reasoning in any context, from everyday decision-making to academic argumentation. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

Criminal Justice (CRJU)

CRJU 1150 - Introduction to Criminal Justice (3-0-3)
An overview of the criminal justice system, its history, philosophical background, constitutional
limitations, and the processes for achieving its goals. Also included are contemporary trends in the system on the local and national levels.

CRJU 3100 - Criminology (3-0-3)
A study of the nature and scope of crime and delinquency with an emphasis on criminological theories and research. The course will introduce students to sociological and psychological explanations for criminal behavior and will allow students to use basic research methods to test theories and measure the incidence of crime in the United States and in other countries.
Prerequisite(s): CRJU 1150.

CRJU 3110 - Race and Crime (3-0-3)
This course examines how the issues of crime and justice are played out in the context of a diverse society. The course will consider three major issues; 1) how the law affects and has affected different groups in American society; 2) the differential involvement in crime and the criminal justice system across groups; and 3) the differential responses of the justice system to various groups.

CRJU 3200 - Law Enforcement (3-0-3)
A study of the philosophy and history of law enforcement at the federal, state, county, and city levels. Also included is an introduction to contemporary police organizations and methods of operation.
Prerequisite: CRJU 1150

CRJU 3210 - Criminal Investigations (3-0-3)
A study of the organization and functions of investigative agencies and basic considerations in the investigation of crime. Topics covered include: the collection and

preservation of physical evidence, elements of legal proof in the submission of evidence, sources of information, interview and interrogation techniques, uses of forensic sciences, and case and trial preparation.
Prerequisite: CRJU 1150

CRJU 3220 - Domestic Security (3-0-3)
This course addresses issues related to domestic terrorism and violent extremist criminal activity, including detection and investigation, early interdiction and prevention, and readiness.
Prerequisite: CRJU 1150

CRJU 3230 - Law Enforcement Administration (3-0-3)
This course examines the theories of motivation, leadership, and organization in the police context. Police administrative and management functions are studied emphasizing personnel management and organizational change.
Prerequisite: CRJU 1150

CRJU 3240 - Law Enforcement and the Community (3-0-3)
This course examines the relationship between law enforcement agents and the community they serve. Topics include regular and meaningful police involvement in the community, quality of life conditions, problem solving and coordination with community service organizations, and policing in a culturally diverse society.
Prerequisite: CRJU 1150.

CRJU 3300 - Corrections (3-0-3)
A study of the history, structure, and functions of corrections, and the legal and philosophical basis for the punishment of criminal offenders. Study will include the role of corrections as one of the three major components of the criminal justice system.
Prerequisite: CRJU 1150

CRJU 3343 - Principles of Public Administration (3-0-3)
Public Administration examines the methods and procedures of governmental administration and the control of public bureaucracies in democratic societies.
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

CRJU 3410 - Survey of Criminal Law and Procedures (3-0-3)
An overview criminal law and of the fundamental elements of criminal procedures including methods and rules of police investigation and arrest, adjudication, sentencing, and appellate review by higher courts.
Prerequisite(s): CRJU 1150

CRJU 3420 - Constitutional Law (3-0-3)
A study of the application, interpretation, and enforcement of relevant constitutional law and related Supreme Court decisions to careers in public service.
Prerequisite(s): CRJU 1150

CRJU 3510 - Basic Data Recovery and Analysis (3-0-3)
This course covers the collection and analysis of evidence from computer hardware. Topics covered in this course include evidence identification and extraction, hardware and software needed to do a seizure, how to recover erased files, how to overcome encryption, and technology related legal issues.
Prerequisite(s): CRJU 1150, and ITFN 1101, and ITFN 1501, and CSCI 1301 or ITFN 1301 or ITFN 1302 or ITFN 1301

CRJU 3600 - Juvenile Justice (3-0-3)
This course provides students with an in-depth view of the juvenile justice system in the United States focusing on crime patterns, police-juvenile relations, juvenile courts, and corrections practices

CRJU 4200 - Criminal Justice Ethics (3-0-3)
This course examines the ethical considerations facing the criminal justice practitioner.

Topics include determining moral behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, policy and management issues.
Prerequisite(s): CRJU 1150.

CRJU 4410 - Comparative Criminal Justice (3-0-3)
This course examines the criminal justice systems of six model nations. Topics include the discussion of legal families, political order, democracy, rule of law, crime control model, due process and organizational systems theory of foreign criminal justice systems.
Prerequisite(s): CRJU 1150 (C).

CRJU 4424 - Judicial Process (3-0-3)
Judicial Process examines courts and judges as agents in the political system; focus is on the judicial decision-making process, with attention to psychological and other variables in that process. Relation of judicial process to legislative, administrative and electoral processes emphasized.
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

CRJU 4426 - Civil Liberties (3-0-3)
Civil Liberties is an intensive study of the rights of Americans as guaranteed by the Constitution. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical and political context of the cases studied.
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

CRJU 4501 - Research Methods in the Social Sciences (3-0-3)
Provides students with the basic research and analytical skills for the comparative study and evaluation of social issues and human behavior. An option for all middle level teacher education students with a major or minor concentration in social studies. An elective option for all students in baccalaureate programs.

CRJU 4510 - Cybercrime Law and Investigation (3-0-3)
This course explores advanced technical and legal issues for those who are proficient with the fundamentals of computer-based evidence. Topics include: large hard drives, new operating systems, advanced imaging, alternate media, transient data, Internet issues, and testimony.
Prerequisite: CRJU 1150

CRJU 4520 - Economic Crime Law and Investigation (3-0-3)
This course is designed to prepare students with the skills necessary to detect, investigate, and prevent white collar crime. Included is an analysis of the legal issues related to fraud and other economic crimes, and the organization of evidence in preparation of presenting a case for prosecution.
Prerequisite: CRJU 1150 and TECH 3112 and TECH 3115

CRJU 4800 - Selected Topics in Criminal Justice (3-0-3)
An exploration of contemporary topics and issues in the field of criminal justice. This course may be repeated for credit when the topic varies.
Prerequisite: CRJU 1150

CRJU 4901 - Criminal Justice Internship I (0-V-3)
A structured off-sight experience in a supervised setting combined with scholarly research on a topic related to the internship experience.
Prerequisite: Junior or Senior standing and approval of instructor.

CRJU 4902 - Criminal Justice Internship II (0-V-3)
A structured off-sight experience in a supervised setting combined with scholarly research on a topic related to the internship experience.
Prerequisite: Junior or Senior standing and approval of instructor.

Dental Hygiene (DHYG)

DHYG 3100 - Introduction to the Dental Hygiene Profession (3-0-3)
> An introduction to the profession of dental hygiene including topics such as health history, medical disease, and vital signs. The introduction to clinical practice focuses on techniques needed for sterilization/disinfection procedures, patient/operator positioning, oral prophylaxis procedures including the removal of hard and soft deposits, patient education, and treatment planning. The dental hygiene portfolio will be introduced and implemented in this course. A dental hygiene writing assessment will be administered and referrals recommended if student need is demonstrated.
> Prerequisite(s): B.S.D.H. Admission.
> Corequisite(s): DHYG 3100C.

DHYG 3100C - Introduction to Clinical Dental Hygiene (0-6-2)
> Utilizing the knowledge obtained in the DHYG3100 course, this clinical course will orient students to instruments, procedures and materials used in the practice of dental hygiene. Clinical practice on student partners will emphasize the comprehensive study of oral prophylaxis procedures, including the removal of hard and soft deposits, patient education, treatment planning and infection control.
> Prerequisite(s): B.S.D.H. Admission.
> Corequisite(s): DHYG 3100.

DHYG 3110L - Dental Anatomy Laboratory (0-2-1)
> A laboratory study of hard tissues of the head and oral cavity with an emphasis on applications to dental hygiene practice. This course consists of a detailed study of the anatomy of the human dentition and the bones of the skull in the laboratory setting. Students will also draw and carve selected teeth.
> Prerequisite(s): B.S.D.H. Admission.

DHYG 3120 - Dental Radiology (2-0-2)
> A comprehensive study of the principles of ionizing radiation and application of radiographic theory in dental hygiene practice. Radiation hygiene for operator and patient safety is emphasized. A radiation safety examination must be successfully completed in order to receive a grade for this course.
> Prerequisite(s): B.S.D.H. Admission.
> Corequisite(s): DHYG 3120L

DHYG 3120L - Dental Radiology Laboratory (0-2-1)
> The techniques of exposing, processing, and mounting dental radiographs in a clinical setting will be presented and practiced using manikins then clinical patients. Radiographic anatomic landmarks are presented and studied for interpretation along with radiographic evidence of pathology. Radiation hygiene for operator and patient safety is emphasized.
> Corequisite(s): DHYG 3120.

DHYG 3200 - Transitional Dental Hygiene (2-0-2)
> A continuation of DHYG 3100. Emphasized for discussion are oral prophylaxis techniques, the handling of medical and dental emergencies, local anesthesia techniques, the care and maintenance of dental instruments, equipment, supplies and dental records. Methods and materials used in individual patient education for a variety of age groups will be presented. Clinical lectures are designed to enhance student's clinical practice of dental hygiene through discussion of experiences encountered in clinic. The dental hygiene portfolio will continue to be developed in this course.
> Prerequisite(s): DHYG 3100.
> Corequisite(s): DHYG 3200C.

DHYG 3200C - Transitional Clinical Dental (0-8-3)
> Clinical practice is utilized in this course to emphasize the refinement of skills in the performance of dental prophylaxis, application of preventive agents, and oral

examination as an introduction to treatment planning. Students will begin using a computer generated recall and appointment system in this course. This course provides clinical application of the dental hygiene problem-solving model. During clinical practice, students will gain experience in patient management, appointment planning, assessment, planning, implementation and evaluation of dental hygiene care.
Prerequisite(s): DHYG 3100C.
Corequisite(s): DHYG 3200.

DHYG 3210 - Integrative Dental Anatomy and Histology (2-0-2)
A developmental and anatomical study of the soft tissues of the head, neck and oral cavity. This course provides a study of embryonic growth and development of these structures, tissue histology, soft tissue anatomy and the relationship of these structures to the body's major organ systems. Emphasis is given throughout to those areas of particular interest to the dental hygienist.
Prerequisite: BSDH Admission
Corequisite: DHYG 3110L

DHYG 3230 - Dental Materials (2-0-2)
Students are introduced to the basic principles of dental materials science. This includes the physical, chemical, biological, and mechanical properties of dental materials commonly used in the dental office and dental laboratory. Emphasis is placed on why particular materials and techniques are used rather than to stress only specific techniques of manipulating the materials.
Prerequisite(s): B.S.D.H. Admission.

DHYG 3230L - Dental Materials Laboratory (0-2-1)
Selected dental materials are manipulated to enhance the student's application of the principles of dental materials science. Emphasis is placed on why particular materials and techniques are used, and on how dental materials can be safely handled. The primary goal of the course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment.
Corequisite(s): DHYG 3230.

DHYG 3240 - Introduction to Periodontics (2-0-2)
This course is a survey of periodontics providing an overview in identification, treatment and prevention of periodontal disease as it relates primarily to the dental hygienist. Emphasis is placed on departures from normal periodontal architecture; the etiologies associated with these abnormalities and indicated dental hygiene treatment.
Prerequisite(s): B.S.D.H. Admission.

DHYG 3300C - Clinical Dental Hygiene (0-2-1)
Clinical practice is utilized in this course to emphasize the refinement of skill in the performance of dental, application of preventive agents, and oral examination as an introduction to treatment planning. Assessment is provided through daily clinical evaluations. The student will demonstrate critical thinking with the interpretation of accumulated information concerning the treatment of individual patients. This course provides clinical application of the dental hygiene program-solving model. During clinical practice, students will gain experience in-patient management, appointment planning, assessment planning, implementation and evaluation for dent hygiene care.
Prerequisites: DHYG 3200C or licensed R.D.H.

DHYG 3382L - Seminar in Dental Hygiene Pharmacology (0-2-1)
The seminar will examine the use of pharmaceutical agents in the dental office. Students will identify important considerations in the health maintenance and management of patients with special emphasis on commonly prescribed oral health products.
Prerequisite(s) or Corequisite(s): HSCI 3382 - Clinical Pharmacology

DHYG 4300 - Advanced Dental Hygiene I (2-0-2)

A continuation of DHYG 3200. Principles are introduced in advanced procedures including but not limited to sonic and ultrasonic instrumentation, root planning, gingival curettage, care of dental implants, abrasive polishing devices, phase microscope, oral irrigation and advanced home care techniques. The research poster will be introduced and implemented and the student will continue to develop their dental hygiene portfolio.
Prerequisite(s): DHYG 3200.
Corequisite(s): DHYG 4300C.

DHYG 4300C - Advanced Clinical Dental Hygiene I (0-12-4)
Emphasis is placed on improving skills in dental prophylaxis, instrument sharpening, radiographic technique and dental health treatment planning coordinated with appropriate chair-side dental health instruction. Advanced procedures introduced in DHYG 4300 are practiced and clinical experiences enhanced through participation in externships.
Prerequisite(s): DHYG 3200C.
Corequisite(s): DHYG 4300.

DHYG 4301 - Educational Strategies and Internship (2-3-3)
The principles of clinical and didactic educational strategies will be introduced. Development of objectives, course content, presentation methods and evaluation of content related to dental hygiene students will be expected for course completion. The internship includes didactic and clinical/laboratory instruction for dental hygiene students.
Prerequisite(s): R.D.H. licensure in Georgia.

DHYG 4310 - Dental Pathology (3-0-3)
The student is introduced to the principles of general pathology, oral pathology, and oral medicine related to the etiology, progression, recognition, and treatment of numerous pathological conditions. Course content focuses on pathology of oral structures, oral manifestations of systemic diseases and pathologic identification of infectious diseases. Emphasis is placed on the importance of early recognition by the dental hygienist of abnormal oral conditions
Prerequisite(s): B.S.D.H. Admission.

DHYG 4320 - Advanced Periodontics (3-0-3)
The current American Academy of Periodontics classification system for periodontal diseases and conditions will be explored in detail and advanced treatment modalities for the periodontally involved patient will be examined. B.S.D.H. students will participate in the evaluation, management, and treatment of the periodontally involved patient within the dental hygiene clinic setting. B.A.S.D.H. students will participate in a directed field experience that will concentrate on the dental hygiene diagnosis and treatment of advanced periodontal diseases and conditions.
Prerequisite(s): B.S.D.H. Admission or R.D.H. licensure in Georgia.

DHYG 4400 - Advanced Dental Hygiene II (2-0-2)
A continuation of DHYG 4300. Principles are introduced in advanced procedures including but not limited to application of pit and fissure sealants, 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 State University during the last semester of enrollment in the program.
Prerequisite(s): R.D.H. licensure in Georgia.

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.
Prerequisite(s): MATH 1101 or MATH 1111 or higher based upon Math placement scores.

ECON 2106 - Principles of Microeconomics (3-0-3)
Application of microeconomics principles to economic problems; the theory of production, market structures, income distribution, government regulation and business, labor organization, and international trade.
Prerequisite(s): MATH 1101 or MATH 1111 or higher based upon Math placement scores.

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 2110 - Investigating Critical and Contemporary Issue sin Education (3-0-3)
This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the contemporary contexts. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

EDUC 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 3001 - Teacher Education Curriculum Seminar (1-0-1)
Junior year seminar to meet specific requirements as related to EDUC 3350 field-based course. This seminar will address topics of discussion in preparation for and follow-up from field-based lectures and observations made in middle school buildings. It is required of all middle level education students, and must be taken with EDUC 3350 – Instructional Strategies for Individual and Interdisciplinary teaching.
Absolute Corequisite(s): EDUC 3350.
Concurrent Prerequisite(s): EDUC 3000 or EDUC 3010.

EDUC 3010 - Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (3-0-3)
This site-based course is an exploration into the cognitive, social, affective, and physical aspects of the middle level learner. Varied teaching techniques will be used and discussed, with a particular emphasis on verifying concepts learned in class through experiences with middle level learners in individual and group settings. Taught on-site at middle schools. Required of all middle level teacher education majors.
Absolute Corequisite(s): EDUC 3000.

EDUC 3020 - Instructional Technology for Teachers (2-2-3)
A basic instructional technology course for teaching how to integrate technology in the curriculum. The course introduces concepts, skills and strategies for using technology in the teaching and learning process. This course is required of all middle level teacher education majors.

EDUC 3030 - Exploring the Exceptional Learner (2-2-3)
A survey of the basic characteristics and educational needs of children and youth who require special or exceptional education services in school. The course covers techniques that help the classroom teacher identify and refer students who may need special services. This course will assist pre-/in-service teachers apply their knowledge of each exceptionality by adapting their teaching techniques to meet the needs of special students. Emphasis will focus on recognizing attributes of emotional, intellectual, physical and social aspects of exceptional learners. School-site and/or special needs agency observations are required. (This course is designed to meet the requirements of Georgia House Bill 671).

EDUC 3224 - Teaching in a Cross Cultural Society (2-1-3)
This course is designed to provide teacher education majors with the knowledge, skills, and dispositions to teach diverse learners in a cross-cultural environment. Individuals will learn to appreciate and value multicultural characteristics for delivering instruction to pupils of various backgrounds and conditions. Students will examine a variety of strategies and resources for teaching culturally diverse learners. Students will be expected to observe cross-cultural differences as a field experience. Admission to the teacher education program required.
Corequisite(s): EDUC 3010 (C) and EDUC 3350 (C).

EDUC 3350 - Instructional Strategies for Individual and Interdisciplinary Teaching (3-0-3)

This site-based course provides students the opportunity to understand the unique characteristics of the middle school as well as the instructional strategies that teachers in the middle school use to meet the diverse needs of the young adolescent student. Instruction will focus on the organizational structure of the middle school, role of support personnel, instructional strategies, motivation and discipline, effective elements of instruction, and evaluation. Students will work with the development of thematic units which utilize current curricular models and instructional strategies to support an academic team approach to teaching the middle level learner. Taught on site at middle schools. Required of all middle level teacher education majors.
Prerequisite(s): EDUC 3010.
Corequisite(s): EDUC 3000.

EDUC 4001 - Teacher Education Seminar II (1-0-1)
Senior seminar to meet specific requirements of the teacher education program and related experiences in the fall semester internship course. The course is the fall semester seminar portion of the full academic year internship. It is designed to amalgamate and assimilate interns' field-experiences with theory, investigation, and understanding of best practices for teaching middle-level learners. Special seminar topics for dialogue and discourse will focus on support services for special needs students, classroom management strategies, teaching and learning for diverse learners and effective instruction. Required of all middle-level teacher education majors. Must be taken first semester of senior year. Admission to the teacher education program is required. Institutional credit only. Senior standing.
Prerequisite(s): EDUC 3000 (C), EDUC 3010 (C), EDUC 3350 (C), and EDUC 4710 (C),

EDUC 4002 - Teacher Education Seminar III (1-0-1)
This course is the senior seminar for the Spring Semester portion of a full academic year internship (August-May). It addresses topics dealing with methods, materials, and skills appropriate for teaching all learners. This seminar occurs concurrently with the Middle Level Internship II. The design of this course augments the classroom experience of interns through action research studies, projects, and seminar topics, which includes university faculty as well as school-based teachers, administrators and resource persons. This seminar allows interns opportunities to discuss various teaching experiences, issues and concerns while student teaching. Special topics will address learning strategies for instructing diverse and special needs pupils. Admission to the teacher education program required. Senior standing.
Prerequisite(s): EDUC 4001 (C), EDUC 4710 (C), EDUC 4712 (C), and EDUC 4720 (C).

EDUC 4710 - Middle Level Internship I (1-0-1)
This course is the Fall Semester portion of the academic year long internship that introduces interns to the middle school, its support services and school community agencies. Students must participate in preplanning and the first week of classes. They maintain weekly contact (minimum of nine hours) with their assigned school and attend a weekly campus seminar (EDUC 4001). The mentor teachers and interns implement a co-teaching model that allows the interns to observe, practice, assess, and reflect best teaching practices. Interns focus attention on the diversity of pupils, special needs of learners, and individual learning styles as well as how learning is influenced. Admission to the teacher education program is required.
Prerequisite(s): EDUC 3000 (C), EDUC 3010 (C), EDUC 3350 (C).
Corequisite(s): EDUC 4001 (C).

EDUC 4712 - Middle Level Internship II-A (Grades 4-8): Arts and Sciences Observation Component (0-9-3)
This course is part of the Spring Semester portion of a full academic year internship (mid August to mid-May). Internship II is a full-time teaching assignment in grades 4-8 in the student's major (mathematics, science, social students, and/or language arts). Arts and Sciences content-area faculty observe and assess this component of the internship.
Prerequisite(s): EDUC 4710.
Absolute Corequisite(s): EDUC 4720.

EDUC 4720 - Middle Level Internship II (1-0-1)
> This Spring Semester course is a continuation of the yearlong Middle Level Internship. The internship is a full-time (in-field, content specific), sixteen-week, directed classroom experience (grades 4 - 8). It is a period of guided teaching during which the intern teacher, under the direction of a mentor teacher, takes increasing responsibility for learners and engages in many of the activities, that constitute the range of a teacher's assigned duties. Emphasis will be placed on working with diverse and special needs learners within the regular classroom. Interns will observe teachers and pupils in elementary and high schools when appropriate. Additionally, interns must attend an on-campus seminar (one afternoon per week) taught by CSU faculty members and/or resource persons. Admission to the teacher education program required. Senior standing.
> Prerequisite(s): EDUC 4001 (C), EDUC 4710 (C).
> Corequisite(s): EDUC 4002 (C), EDUC 4712 (C).

English (ENGL)

ENGL 1101 - English Composition I (3-0-3)
> A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. [Notes: (1) Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course. (2) A grade of C or better (or K) is required in ENGL 1101 prior to enrollment in ENGL 1102. Grades of D in ENGL 1101 will not count toward graduation in any degree program.]

ENGL 1102 - English Composition II (3-0-3)
> A literature based composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research skills.
> Prerequisite(s): ENGL 1101(C).

ENGL 2111 - World Literature I - Pre-Modern (3-0-3)
> A survey of important works of world literature from ancient times through the mid-seventeenth century viewed in both historical and contemporary perspective. (Works are read in translation where necessary.) Critical thinking and communication skills are emphasized.
> Prerequisite(s): ENGL 1102 (C).

ENGL 2112 - World Literature II - Modern (3-0-3)
> A survey of important works of world literature from the mid-seventeenth century to the present viewed in both historical and contemporary perspective. (Works are read in translation where necessary.) Critical thinking and communication skills are emphasized.
> Prerequisite(s): ENGL 1102 (C).

ENGL 2121 –British Literature I (3-0-3)
> A survey of important works of British Literature from the Old English period through the neoclassical age. This includes English literature from its roots in Anglo-Saxon through its development in Great Britain and its global development outside the United States through approximately 1800.
> Prerequisite(s): ENGL 1102 (C).

ENGL 2122 -British Literature II (3-0-3)
> A survey of important works of British Literature from the Romantic Era to the present. This includes the global development of English literature outside the United States from approximately 1800 to the present.
> Prerequisite(s): ENGL 1102 (C).

ENGL 2131 - American Literature I (3-0-3)
Major works of American Literature from the late 16th century through the mid-19th century, including those outside the traditional canon.
Prerequisite(s): ENGL 1102 (C).

ENGL 2132 - American Literature II (3-0-3)
Major works of American Literature from the mid-19th century to the present, including those outside the traditional canon.
Prerequisite(s): ENGL 1102 (C).

ENGL 2200 - Literary London
A genre, author, and topic-based survey of British literature taught in the context of study abroad in London, England, this course features a survey of cultural experiences based in British literary history, including but not limited to museums visits, tours of historic sites, and attendance at theater performances. Required readings will incorporate poetry, prose, and drama and may be drawn from the Anglo-Saxon period to the present, including Old English works in translation, Middle English works in the original, and a broad selection of works in modern English. Reading lists will vary from year to year. Meets area C1 requirement. Enrollment with permission of instructor and grade of C or higher in ENGL 1102. Offered in Maymester. Major reading and writing assignments will be completed in the United States and submitted before travel begins. Three credit hours.
Prerequisites: ENGL 1102 (C).

ENGL 3100 - Introduction to English Studies (3-0-3)
The skills and knowledge necessary for successful pursuit of a degree in English: close reading, critical writing, acquaintance with current theoretical issues, familiarity with bibliographic and electronic resources, and career opportunities. Required of all English majors.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3140 - Introduction to Visual Rhetoric (3-0-3)
This writing course will be balanced with theory and be influenced by a strong service learning component. Small groups of students, under the guidance of the instructor, will work directly with a local or regional nonprofit organization, using their writing skills and rhetorical strategies to address a real need in the community.
Prerequisite(s): ENGL 1102 (C).

ENGL 3150 - Shakespeare (3-0-3)
A survey of Shakespeare's dramatic works with primary emphasis on the major comedies and tragedies and some attention to the histories, problem plays, and romances.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3200 - History of the English Language (3-0-3)
An introductory survey of the history of the English language, from pre-Anglo-Saxon times, through Old, Middle, and early Modern English, and into English as a contemporary global language. Attention to historical changes in sound, structure, syntax, and social contexts.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3210 - Advanced Grammar (3-0-3)
A course surveying the history, theory, structure, and teaching and learning practices in English grammar. The course is required of all language arts majors and minors in the Clayton State Teacher Education program, but is open to students from other majors.
Corequisite(s) : ENGL 1102 (C).

ENGL 3212 - Advanced Composition (3-0-3)

Exploration of more advanced forms and concepts in the development of writing for academic audiences. Emphasizes the various conventions of discourse situations, invention, revision, editorial skills, and document design for individual writing and for the teaching of writing. Also includes a study of grammatical structures that promote syntactic growth and diversity of style.
Prerequisite(s): ENGL 1102 (C).

ENGL 3300 - Women and Literature (3-0-3)
Texts by women and/or works that treat issues of gender and sexuality. Primary texts are supplemented by additional readings designed to enhance students' abilities to think and writer critically about women writers and motifs of gender and sexuality. May be repeated when topics vary.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3410 - African American Literature I (3-0-3)
A course focusing on the major movements, issues, or themes in the study of African American Literature from 1750-1877.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3420 - African American Literature II (3-0-3)
A course focusing on the major movements, issues, or themes in the study of African American Literature from 1877-present.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3501 - Multicultural Literature (3-0-3)
Primary focus on texts by members of one or more traditionally marginalized cultural groups within the United States and with attention to historical and theoretical aspects. Topics may vary from semester to semester.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3600 - Careers in Writing (3-0-3)
An introduction to issues and practices relevant to careers in professional writing with an emphasis on understanding contexts, genres, and technologies and producing documents for a variety of professional writing communities and workplaces.
Prerequisite(s): ENGL 1102 (C).

ENGL 3620 - Postcolonial Literature (3-0-3)
An introduction to postcolonial literatures in English. The course may include literature from Africa, the Caribbean, and Asia.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 3650 - Writing for Non-Profits (3-0-3)
This writing course will be balanced with theory and be influenced by a strong service learning component. Small groups of students, under the guidance of the instructor, will work directly with a local or regional nonprofit organization, using their writing skills and rhetorical strategies to address a real need in the community.
Prerequisite(s): ENGL 1102 (C).

ENGL 3700 - Response to Writing (3-0-3)
Introductory study in imaginative writing emphasizing both selected readings in poetry, fiction, and creative nonfiction and student writing in these genres.
Prerequisite(s): ENGL 1102 (C).

ENGL 3800 - Introduction to Creative Writing (3-0-3)
An introduction to one-on-one writing instruction, classroom-based writing consultancy, and the theories that guide these practices. Students will write many

kinds of documents, including essays about tutoring and consulting, and they will have applied what they have learned in peer review situations.
Prerequisite(s): ENGL 1101 (B) and ENGL 1102 (B).

ENGL 3900 - Professional and Technical Writing (3-0-3)
An advanced study and application of principles for effective professional and technical writing. Topics to include audience and context analysis, ethical communication, and writing for international readers. Students put these concepts into practice by writing and designing several professional and technical documents for both specialist and non-specialist readers. While open to students from all majors, the course includes entry assessment of writing skills for the baccalaureate degree program in Communication and Media Studies.
Prerequisite(s): ENGL 1102 (C).

ENGL 3910 - Professional Editing (3-0-3)
This course focuses on editing documents from a variety of genres and authors. The course includes proofreading, copyediting, formatting, and recognizing and correcting grammar, punctuation, and mechanics in written documents.
Prerequisite(s): ENGL 1102 (C).

ENGL 4000 - English Internship (3-0-3)
This course is the principal experiential learning opportunity for the English major, and is normally taken no earlier than the junior year. The environment appropriate for an English major, either on or off campus, and should be related to the student's career interests. Course is repeatable for credit (only with permission).
Prerequisite(s): ENGL 3100 (C).

ENGL 4011 - Critical Theory (3-0-3)
A study of different theoretical approaches to the interpretation of texts and other cultural objects. These theories are then applied to selected works drawn from literature, the mass media, and the fine arts.
Prerequisite(s): ENGL 3100 (C).

ENGL 4100 - American Colonial and Federal Literature (3-0-3)
Major works of American literature from 1588 to 1820, including captivity narratives and writings that explore the early development of America as a nation.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4110 - American Romanticism (3-0-3)
Major works of American literature from 1820-1860, including Emerson and Thoreau, as well as writers outside the traditional canon.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4114 - Adolescent Literature (3-0-3)
A thematic study of literature for adolescent and young adult audiences. This study will analyze a broad representation of materials, including those which focus on a variety of ethnic groups, cultural experiences, and historical periods. This course is required for all middle level teacher education students with a major concentration in language arts.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4120 - American Realism & Naturalism (3-0-3)
Major works of American literature from 1860 to 1914 including Twain as well as writers outside the traditional canon.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4130 - Southern Literature (3-0-3)

Major works of Southern American literature from the Romantic period to postmodern writings, including Faulkner and writings outside the traditional canon.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4140 - Modern American Literature (3-0-3)
American poetry, prose, drama, and nonfiction from 1900 to the present. Topics vary from semester to semester.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4150 - Contemporary American Literature (3-0-3)
A survey of contemporary American Literature during the period of 1945 to the present.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4200 - Medieval Literature (3-0-3)
Major works of literature from medieval and early Renaissance England, including Chaucer and Shakespeare. Some works will be read in Modern English translation.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4210 - Renaissance Literature (3-0-3)
Major works of British poetry, prose, and drama from the late 15th century through the mid-16th century, including Shakespeare and Milton.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4220 – Restoration and Neoclassical Literature (3-0-3)
British poetry, prose, and drama from the late Renaissance and 18th century, including Milton.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4241 - Romantic Literature (3-0-3)
A survey of British literature written during the period extending from 1780-1830, with emphasis on the six traditional Romantic poets and on rediscovered authors of the Romantic Period.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4242 - Victorian Literature (3-0-3)
A survey of British literature written during the period extending from 1830 through 1900, with emphasis on traditional Victorian poets and prose writers and on rediscovered authors.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4250 - Modern British Literature (3-0-3)
Major works of British poetry, prose, and drama from 1900 to the present.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4300 - Advanced Poetry Writing (3-0-3)
Advanced instruction in poetry.
Prerequisite(s): ENGL 3100 (C) and ENGL 3800 (C).

ENGL 4301 - Advanced Prose Writing (3-0-3)
Advanced instruction in writing prose. Students may work on novels in progress, short fiction, and creative nonfiction.
Prerequisite(s): ENGL 3100 (C) and ENGL 3800 (C).

ENGL 4610 - Modern Poetry (3-0-3)
Selected poetry from the latter 19th century through the present, including works written in English and in English translation from other world poetic traditions.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4630 - The Short Story (3-0-3)
A selective survey of the short story in English from its origins to the present day.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4700 - Senior Thesis (3-0-3)
The preparation of an extended research paper/project based on original work or on work previously completed for another English course. Original projects may be tied to an internship experience directed through the Office of Experiential Learning. Supervised by a member of the full-time faculty, the project is presented to the Department in both oral and written form during the final year of study. The thesis is required of all senior English majors.
Prerequisites: ENGL 3100 (C) and ENGL 4011 (C).

ENGL 4800 - Selected Topics in English (3-0-3)
Selected topics in English language-based literary study. May be repeated when topics vary.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4810 - Topics in Women and Literature (3-0-3)
Advanced study of topics in women and literature, along with applicable feminist theories. May be repeated when the topics vary.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

ENGL 4900 - Directed Research (3-0-3)
Individual study, reading, or other research project(s) under the supervision of a faculty director.
Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

Experiential Learning (EXLA, EXLI, EXLP)

EXLA 2950/2960/2970/2980 - Alternating Cooperative Education (0-V-0)
Student participates in full-time work experience related to his or her field of study one semester and enrolls as a full-time student during alternating semester. Minimum of two semesters of work experience. A student maintains full-time status during the semesters of employment.

EXLI 2950/2960/2970/2980 - Internship (0-V-0)
A one semester, non-credit work or volunteer experience related to the student's field of study. The number of work hours is determined by the student's individual academic needs and the agency's needs. This course number is not used if student is enrolled in an internship for course credit. EXLI cannot be included in determining full-time status.

EXLP 2950/2960/2970/2980 - Parallel Cooperative Education (0-V-0)
A guided, multi-semester work plan directly related to the student's field of study. Student must work a minimum of fifteen hours per week while continuing course work. A student maintains full-time status by being enrolled in a minimum of ten semester hours while working in a parallel co-op position.

Fashion Merchandising (FSMD)

FSMD 1101 - Fashion Fundamentals (3-0-3)
This course is an introduction to the fashion industry. Topics include fashion industry terminology; history of fashion, costume, and silhouettes; environmental influence on fashion styles, merchandising, and consumer demand; fashion cycles, fashion forecasting; secondary markets, wholesale fashion markets, and organization of fashion stores. Fieldwork in the fashion industry is a component of the course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

FSMD 2226 - Fashion Promotion & Coordination (3-0-3)
This course presents the many aspects and responsibilities of fashion and promotion and coordination. Topics include fashion trend research; planned advertising and publicity; special promotions; fashion shows and events; public relations in fashion; gathering market information; fashion industry guidelines for successful employment and advancement in the fashion industry. Preparation of a fashion-merchandising plan is a major component of the course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

FSMD 2250 - Textiles and Non-Textiles (3-0-3)
This course emphasizes the development and use of textile and non-textile products and their markets. The course includes the following topics: textile market place; legislation; generic and trademark names; importance of textile information to retail personnel; textile history; natural and manmade fibers; yarn designing and information; home textiles and accessories and fashion accessories. Fieldwork in the fashion industry is a component of the course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Finance (FINA)

FINA 3100 - Personal Financial Management (3-0-3)
This course is designed to give a student the knowledge and framework for developing a personal financial plan suitable for different stages of life. It will also give business students a basic understanding of the complexities that must be addressed by management on behalf of employees within the work environment. The course addresses topics such as insurance, investments, loans, and retirement planning. It is also open to all majors.
Prerequisite(s): Junior Standing.

FINA 3101 - Corporate Finance (3-0-3)
An introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds, and capital structure strategies of the non-financial corporation.
Prerequisite(s): Admission to the School of Business, MATH 1241 or MATH 1113 or MATH 1501.

FINA 4101 - Investments (3-0-3)
The principles of investment in stocks, bonds and other markets, including the study of portfolio management.
Prerequisite(s): FINA 3101 (C).

FINA 4102 - Intermediate Finance (3-0-3)
This is a continuation of FINA 3101. A study of long-term financing and capital structure decisions, and short term financial planning and working capital

management. Additional topics include cost of capital, capital budgeting, mergers and acquisitions and international finance.
Prerequisite(s): FINA 3101 (C).

FINA 4103 - Money and Banking: Domestic and International (3-0-3)
An introductory study of the types and functions of money and financial intermediaries, money creation and control, monetary and fiscal policy, international finance, and the effects of these upon domestic incomes, employment, prices, and interest rates.
Prerequisite(s): FINA 3101 (C).

FINA 4800 - Selected topics in Finance (3-0-3)
This course will involve a detailed examination of selected topics in finance. The course may be repeated when new topics are addressed.
Prerequisite(s): FINA 3101 (C).

French (FREN)

FREN 1001 - Elementary French I (3-0-3)
Introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. Open to native speakers of French only by permission of the Department of Language and Literature.

FREN 1002 - Elementary French II (3-0-3)
Continued listening, speaking, reading, and writing French with further study of the culture of French-speaking regions. Open to native speakers of French only by permission of the Department of Language and Literature.
Prerequisite(s): FREN 1001 or two years of high school French.

FREN 2001 - Intermediate French I (3-0-3)
Grammar review and continued development of the student's reading, conversation and composition skills, with readings from Francophone literary sources. Open to native speakers of French only by permission of the Department of Language and Literature.
Prerequisite(s): FREN 1002 or FREN 1999.

FREN 2002 - Intermediate French II (3-0-3)
Grammar review and continued development of the student's reading, conversation, and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of French only by permission of the Department of Language and Literature.
Prerequisite(s): FREN 2001.

FREN 3000 - French Grammar and Composition (3-0-3)
This course will improve the student's command of the French language through an advanced study of grammar, syntax, and vocabulary via the consideration of a variety of texts and styles, with refinement of writing skills through the composition of multiple drafts of essays ranging in subject and length from a descriptive paragraph to a literary research paper. Conducted in French.
Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

FREN 3101 - French Conversation (3-0-3)
This course will refine and develop students' oral and comprehension skills. Acquiring a more precise vocabulary ranging from the colloquial to the most refined of discourses, students will be able to recognize and use words and expressions in the proper register for a variety of situations. Conducted in French.
Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

FREN 3110 - French Culture and Civilization I (3-0-3)

This course will introduce students to the historical, sociological, philosophical, literary, and artistic developments of France from the Revolution to modern times. Conducted in French.
Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

FREN 3120 - French Culture and Civilization II (3-0-3)
This course will introduce students to the historical, sociological, philosophical, literary, and artistic developments of France from the Revolution to modern times. Conducted in French.
Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

FREN 4030 - Introduction to French and Francophone Literature (3-0-3)
This course will introduce students to selected, thematic readings of French and Francophone texts in their social, historical, and linguistic context, with an emphasis in teaching students to read critically and develop their analytical writing ability. Conducted in French.
Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

FREN 4200 - The Francophone World (3-0-3)
Within a framework concerning the historical and conceptual aspects of "la Francophonie," students will study the cultures and literatures of countries or regions where French is used either as an official language or is the language of a significant segment of the population. In the second part of the semester, the course will concentrate on one specific area (for instance, the Caribbean, or West Africa, or Quebec, etc., on a rotating basis). Conducted in French.
Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

FREN 3999-4999 - Study-Abroad (up to 9 hours).
An intensive study of French language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad.
Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

Health Care Management (HCMG)

HCMG 3101 - Introduction to Health Systems Management (3-0-3)
This course is designed to introduce the student to the application of principles of management to health systems organizations. Field-based experience will allow the student to apply principles of organizational theory and behavioral aspects of management across a variety of health care settings. All parts of the Regents' must be successfully completed prior to enrolling in the course.
Prerequisite(s): HSCI 2111 or HCMG 3112, or permission of instructor.

HCMG 3112 - Introduction to Allied Health Administration (2-0-2)
This course will introduce the student to the complex health care environment. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals, ambulatory care settings, and the regulatory and professional bodies supporting practices. *Note: Students with HSCI 2111 credit are ineligible to take this course. This course will not count toward a B.S. in Health Care Management.
Corequisite(s): HSCI 3112L.

HCMG 3112L - Introduction to Allied Health Administration Practicum (0-2-1)

This course provides field-based practical experience to introduce students to the complex health care environment.

HCMG 3112A - Introduction to Allied Health Administration Assessment (0-2-1)
This course is required for students holding career associate degrees who are entering the B.A.S. programs in Allied Health Administration and Dental Hygiene Practice and Administration. The course will assess the professional skills and knowledge of students to prepare for bringing into the B.A.S. program. (Not open to students in non-B.A.S. majors.)

HCMG 3320 - Healthcare Economics (3-0-3)
This course provides students an overview of the economic influences and underpinnings of the healthcare delivery system. It looks at the importance of economics in health care decisions, both demand and supply-side factors, and how public policy influences the economy of healthcare.
Prerequisite(s): HSCI 2111 (C) or HCMG 3112 (C).

HCMG 3340 - Healthcare Information Technology (3-0-3)
This course is designed to provide a broad understanding needed by healthcare managers of the critical role information technologies and systems play in healthcare organizations. The focus is on the underlying technologies including hardware, applications, the Internet, and E-Health; planning and project management and the future of information technology in healthcare management.
Prerequisite(s): HCMG 3101 (C) or HCMG 3112 (C).

HCMG 3401 - Applied Human Resource Management in Health Care Delivery (3-0-3)
This course provides students with the basic skills and applications of human resource management in the health care delivery field. Students will study the basics of recruitment, selection, training, retention, motivation, and conflict resolution. Legal and ethical issues in health care as well as timely topics and problems in today's health care environment will be focused.
Prerequisite(s): HSCI 2111 or HCMG 3112.

HCMG 3501 - Health Care Systems TQM (3-0-3)
This course is designed to apply principles of total quality management to health care organizations.
Prerequisite(s): HCMG 3101.

HCMG 3601 - Introduction to Mental Health/Case Management (3-0-3)
This course will provide students with the opportunity to examine the current mental health system including historical perspectives, medical advances, and populations in need of mental health services and/or case management. A model for mental health care management is introduced.
Prerequisite(s): Junior Standing.

HCMG 3701 - Introduction to Epidemiology (3-0-3)
This course provides the beginning public health or health care professional with an introduction to the science of Epidemiology. The course will explore the use of Epidemiology in general health care as well as in public health. It will focus on the development of Epidemiology, concepts and elements of infectious and chronic disease, measure and study design for epidemiological research. Students will gain knowledge about developing preventative programs and addressing ongoing health concerns overall using epidemiological data. All students taking this course should have a proficiency in PowerPoint, Microsoft Word, and access to e-mail for communication purposes during the course. Other skills needed are research, ability to work in a group setting, decision making skills, writing and presentation skills.
Prerequisite(s): MATH 1231 or HSCI 2201, recommend HCMG 3101 or permission of faculty.

HCMG 3801 - Future Trends in Health Care (3-0-3)
This course provides a forum for the exploration of trends in society and the work place as they relate to health care costs, access, and delivery of services. Students

will discuss past, present, and possible future health care delivery systems based on current practices.
Prerequisite(s): HCMG 3101.

HCMG 3901 - Marketing in Health Care (3-0-3)
This course is designed to give the HCMG student an overview of basic marketing principles and then apply them to the health care field. Analysis of the diversity of the health care consumer's definition of care is highlighted along with the need to distinguish between individual patients versus corporate America as a customer.
Prerequisite(s): HSCI 2111 (C), HCMG 3101 (C), HCMG 3501 (C).

HCMG 4110 - Administration of Managed Care (3-0-3)
Advanced study of methods of designing, changing, managing and evaluating managed care organizations.
Prerequisite(s): HCMG 3101.

HCMG 4180 - Health in Corporate Setting (3-0-3)
This course explores the issues of health and safety in the workplace. Emphasis is placed on prevention of work-related disease or illness and promotion of wellness. Concepts related to employee assessment and retention, environmental health hazards, prevention of occupational disease, wellness programs, insurance issues, ergonomics, and government standards are presented.
Prerequisite(s): Junior Standing.

HCMG 4201 - Health Care Consulting (3-0-3)
The course introduces students to the opportunities that may be available as a health care consultant. Class focus will center on skills, demeanor, and other areas that contribute to a successful consultant.
Prerequisite or Corequisite(s): HCMG 3101.

HCMG 4220 - International Health Systems (3-0-3)
This course is designed to investigate the basic principles and fundamentals of international health care systems including, but not limited to, Canada, Great Britain, Germany, and Japan. Emphasis will be placed on historical, social, political, and structural factors, differences in financing and delivery mechanisms, expenditures, providers, types of services, comparisons with United States impact of technology, research and quality assessment. Additionally, issues of cost, utilization, and access will be examined in light of current market conditions, future trends, and health care policy in each country.
Prerequisite(s): Junior Standing.

HCMG 4310 - Public Health Administration (3-0-3)
This course provides the student with an introduction to public health administration, an understanding of how public health programs are initiated and administered at the federal and state levels. The objectives of the course will be achieved through lecture, guest speakers, student projects, Internet, and final exams.
Prerequisite(s): HCMG 4401.

HCMG 4401 - Introduction to Primary/Long Term Care (3-0-3)
This course is designed to help the health care management student appreciate the difference in the scope of services provided in ambulatory/primary care sites as compared to the types of health care services often available in long-term care entities.
Prerequisite or corequisite: HCMG 3101.

HCMG 4500 - Health Care Policy (3-0-3)
This is a senior level required course for all health care management students. The course will consist of in-depth study of four major health care policy areas of the U.S. Healthcare system.
Prerequisite(s): Senior Standing.

HCMG 4560 - Health Care Finance (3-0-3)

Provides opportunity to examine factors affecting the financing of health care. Current systems of financing health care are discussed. Budgetary concepts, financial management, cost accounting and management under rate control and competition presented and analyzed. Differences between goods and service industries are analyzed.

HCMG 4565 - Financial Management of Primary/Long-term Care Organizations (3-0-3)
This is a follow-up course to the introduction for Primary Care/Long-Term Care or primary care facility.
Prerequisite(s): Junior standing.

HCMG 4901 - Applied Research (2-3-3)
Applied Research provides the novice researcher with skills in identifying appropriate research studies, understanding the development of a research proposal and the basic concepts of research in the health care setting.
Prerequisite(s): MATH 1231 or HSCI 2201 and senior standing.

HCMG 4970 - Health Care Management Internship/Practicum (0-15-3)
Individually designed learning program involving field experiences in a health care setting. Program of study and student supervision must be approved by the Dean/Program Director. (Practice hours may vary according to student experience in field.)
Prerequisite(s): HCMG 4901.

HCMG 4999 - Capstone in Health Care Management (3-0-3)
This s a capstone course for the Health Care Management Program. The course will synthesize and summarize the materials of the Program coursework. Discussions will also be conducted on the state of the field today and projections for the future. This course is taken the last semester before graduation.
Prerequisite(s): HCGM 4500, HCMG 4901 and senior standing.

Health Fitness Management (HFMG)

HFMG 1001 - Aerobics (0-2-1)
This course is designed to increase the knowledge, understanding, and values of aerobic activity. This course is composed of a nonstop series of routines, which emphasize continuous, vigorous movements. Also included will be flexibility and body toning exercises performed to music. The class will include a variety of aerobic styles.

HFMG 1003 - Introduction to Basketball (0-2-1)
This course will concentrate on beginning basketball skills development including, shooting, passing, dribbling, rebounding, and defending; court play will be included. Additionally, basketball history, rules and etiquette will be covered. Students must purchase a whistle for use during officiating sessions and furnish appropriate attire, including smooth-soled, non-marking athletic shoes.

HFMG 1006 - Fit For Life: Jogging (0-2-1)
This course is designed to increase student's knowledge and understanding regarding the value of properly performed cardiorespiratory conditioning exercises, primarily running for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program. Students will participate in a running program to enhance aerobic fitness.

HFMG 1009 - Beginning Golf & Tennis (0-2-1)
The course is structured for the beginning golf and tennis student. Golf will introduce skills for the short game to include pitching, chipping, putting, rules, scoring, and etiquette. Course play will be included. Clubs will be provided if necessary. The tennis portion of the course will emphasize the forehand, backhand, serve, rules, scoring, and etiquette. Students furnish appropriate attire and smooth-soled tennis shoes. Students must provide a tennis racquets. Additional fees may be required.

HFMG 1010 - Fit For Life: Walking (0-2-1)
This course is designed to increase student's knowledge and understanding regarding the value of properly performed cardiorespiratory conditioning exercises, primarily walking for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program. Students will participate in a walking program to enhance aerobic fitness.

HFMG 1011 - Free Weight Training for Fitness (0-2-1)
This course is structured for the beginning free weight lifting student. It is designed to increase the knowledge, understanding, and values of properly performed free weight training exercises. A variety of exercises will be performed with the emphasis on technique and safety. Students furnish appropriate attire and properly soled athletic shoes.

HFMG 1013 - Beginning Volleyball & Badminton (0-2-1)
Beginning volleyball will concentrate on skill development of the pass and the serve, dynamics of the game, general rules and physical preparation. Beginning badminton will include the basic shots, service, footwork, singles and doubles strategy, and rules of the game.

HFMG 1050 - Fit For Life: Physical Conditioning (0-2-2)
Supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength, and endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. Students will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. It is recommended that the student obtain a physical examination from a licensed medical professional and have his or her medical history reviewed by a designated staff member prior to participating in this course. An orientation to the course is required during the first week of class. (Not recommended to students with previous credit for any quarter system PHED 202 class.)

HFMG 1101 - Survey of Health and Fitness Professions (1-0-1)
An introduction to professional career opportunities available in the fields of health and fitness.

HFMG 2110 - First Aid and CPR (2-2-3)
This course is designed to teach the student basic first aid and emergency management procedures and skills for a variety of injuries and sudden illnesses. The course contains both a lecture and practical component. Certification in first aid and CPR will be awarded upon the satisfactory completion of the written and practical course requirements.

HFMG 3101 - Kinesiology (2-2-3)
A study of human movement. Topics will include but are not limited to structural anatomy, biomechanics and qualitative movement analysis. The biomechanical etiology of various injuries will be studied.
Prerequisite or Corequisite: Anatomy/Physiology - BIOL 1151, BIOL 1151L or permission of instructor.

HFMG 3102 - Physiology of Exercise (3-0-3)
A study of the physiological responses of the human body to exercise. Topics will include but are not limited to the neuromuscular, cardiovascular, respiratory, metabolic, hormonal, and thermal responses and adaptations to exercise.
Prerequisite or Corequisite: Anatomy/Physiology - BIOL 1151, BIOL 1151L or permission of instructor.

HFMG 3110 - Personal Health and Wellness (3-0-3)
An introduction to a variety of topics concerning health and wellness. Topics will include but are not limited to wellness and lifestyle management, basic principles of physical fitness, nutrition, weight management, stress management, sexually transmitted diseases, substance use and abuse and chronic diseases.

HFMG 3121 – Injury Prevention and Rehabilitation (2-2-3)
This course is designed to provide a fundamental understanding of the most common musculoskeletal injuries of the   spine and extremities. Broad-based methods of rehabilitation for these regions will also be taught. The course contains both a lecture and lab component.
Prerequisite(s): HFMG 2110, HFMG 3101 or permission of instructor.

HFMG 3130 - Principles of Fitness (across populations) (2-2-3)
A study of the role of physical activity on health and the design of conditioning programs across populations from the very young to the elderly; from the able bodied to the physically challenged.
Prerequisite(s): HFMG 3101, or permission of instructor.

HFMG 3140 - Exercise Testing & Prescription (2-2-3)
A variety of health & fitness assessment principles and techniques are covered with a focus on both measurement expertise and safe and effective exercise prescription.
Prerequisite(s): HFMG 3101, HFMG 3102, HFMG 3130 or permission of instructor.

HFMG 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 or Absolute Corequisite: HSCI 3382 - Clinical Pharmacology.

HFMG 4110 - Health and Fitness Management (3-0-3)
The study of the management and operation of programs and facilities in the health and fitness field. The topics will include but are not limited to the organization, planning, design, equipment, and staff of health fitness facilities. Management theories and operational models for health fitness programs will also be covered.
Prerequisite(s): HFMG 3130, HFMG 3140 or permission of instructor.

HFMG 4970 - Health and Fitness Management Internship/Practicum (0-15-3)
Individually designed learning program involving field experiences in a fitness or health/wellness-type setting. Program of study and student supervision must be approved by the Program Coordinator.
Prerequisite(s): senior status.

HFMG 4999 - Capstone Course (3-0-3)
This is the capstone course for the Health and Fitness Management Program. The course will synthesize and summarize the materials of the Program coursework and the internship. Discussions will also be conducted on the state of the field today and projections for the future.
Prerequisite(s): Senior status.

Health Sciences (HSCI) and Health (HLTH)

HSCI 2111 - Introduction to Health Care Environment (2-0-2)
Designed to introduce the student to the complex health care environment through field-based observational experiences and seminar experiences. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals, ambulatory care settings, long term care settings, and the regulatory and professional bodies supporting practice.
Prerequisite(s): All first-year courses in Areas A & B of the Core.
Corequisite(s): HSCI 2111L.

HSCI 2111L - Introduction to Health Care Environment Lab (0-2-1)
This course provides field-based experiential learning to support the concepts introduced in HSCI 2111.

Corequisite(s): HSCI 2111.

HSCI 2201 - Measurement Science (Health Care Statistics) (3-0-3)
This course is designed to introduce students to the theory, application and use of computer based statistics. Applications may include the use of a standard database that will assist students in the process of developing computer skills using a statistical software package (Statdisk). Methods of descriptive statistics and probability are emphasized including describing, exploring, and comparing data. Inferential statistics relative to population parameters and hypotheses testing are also explored.

HLTH 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.

HLTH 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.

HLTH 3201 - Pathophysiology (3-0-3)
This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan. The first part of the course emphasizes the basic concepts of pathophysiology: cellular level of response, fluid and electrolytes, acid-base balance, and immune response. The second part of the course focuses on the application of the basic concepts to body systems and disease processes. The course builds on previous principles from anatomy, physiology, and chemistry.
Prerequisite(s): BIOL 1151, BIOL 1151L CHEM 1151, CHEM 1151L
Prerequisite or corequisite(s): BIOL 1152, BIOL 1152L

HLTH 3320/COMM3320 - Communications with Families (3-0-3)
This course focuses on developing skills for interacting with families in human service systems such as health care settings, schools, and private nonprofit organizations. The course is designed to introduce students to interdisciplinary assessment and intervention with children, parents, and family members across the life span. Emphasis will be placed on communicating with culturally diverse populations, dysfunctional families, and those experiencing stressful events.
Prerequisite(s): Junior Standing

HLTH 3341 - Cultural Diversity in Health and Illness (3-0-3)
Introduces cross-cultural health assessment and interventions, which increase the cultural sensitivity of health care providers. The diversity of health/illness belief systems and behaviors cross-culturally is presented as well as biological variations and patterns of adaptation to specific environments. Several international health system models are analyzed. Cultural diversity within the United States is emphasized.
Prerequisite(s): Junior Standing.

HLTH 3382/HLTH 3382L - Clinical Pharmacology (2-0-2)
This course provides students with an in-depth and comprehensive knowledge and understanding of pharmacotherapy as it relates to clinical application in = health professions. The course will highlight major drug classifications with emphasis on the general therapeutic rationale for drug therapy, mechanisms of action, pharmacokinetic concepts, and pharmacodynamic principles.
Absolute Corequisite(s): NURS 3382L or DHYG 3382L; Junior Standing.

HLTH 3401 - Contemporary Women's Health (3-0-3)
The promotion and maintenance of women's health is stressed. Historical influences as well as social, political, religious and cultural factors which impact the contemporary women's health are included. Gynecologic health needs and sexuality from menarche to menopause are discussed. Discussion of women's roles in complex societies. Individuals become more aware of self and the needs of women as consumers and providers in the health care delivery system.
Prerequisite(s): Junior Standing.

HLTH 3420 - Health Education (3-0-3)
Focuses on the concept of health education in meeting the learning needs of health care providers and health care consumers 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.

HLTH 3501 - The AIDS Epidemic (3-0-3)
This survey course is designed to provide an overview of the AIDS epidemic, including specific at-risk populations, changes in the patterns of occurrence, signs and symptoms, classification of disease, recognition of the course of the disease, and strategies for prevention.
Prerequisite(s): Junior Standing.

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.

HLTH 4153 - Gerontology (3-0-3)
Presents a holistic approach to the study of the elderly and their environments. A positive perspective about the aging process is a goal of the course. Research and theory components from a variety of disciplines are included to promote caring for the elderly in a variety of settings, primarily community-based. Client advocacy for the elderly is stressed.
Prerequisite(s): Junior standing or permission of the instructor.

HLTH 4330 - Nutrition (3-0-3)
This course introduces the student to the fundamental concepts of nutrition, the nutrients, and how the body uses the nutrients. This course includes a study of the

impact of nutritional choices on various populations and age groups of individuals and an individualized dietary analysis.
Prerequisite(s): Junior standing or permission of instructor

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.

HLTH 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.

History (HIST)

HIST 1111 - Survey of pre- Modern World History (3-0-3)
A survey of world history from the earliest civilizations to the voyages of discovery of the sixteenth century. Social, intellectual, and political history will be emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

HIST 1112 - Survey of Modern World History (3-0-3)
A survey of world history from the early sixteenth century to the present, emphasizing social, intellectual, and political topics. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

HIST 2111 - Survey of United States History to 1877 (3-0-3)
The history of the U. S. and the lands that would become the U. S. from the colonial period through Reconstruction. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

HIST 2112 - Survey of United States History since Reconstruction (3-0-3)
A survey of United States history from the post-Civil War period to the present. The course focuses on the political, social, and cultural development of the modern United States with particular emphasis on the twentieth century. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

HIST 2265 - Minorities in American History (3-0-3)
A survey of the history of minorities in America. Attention is given to the concepts of ethnicity, race, culture, and minority status, and emphasis is placed on African-Americans as the largest minority in the region.
Prerequisite(s): HIST 2111 or HIST 2112.

HIST 3001 - Historiography and Historical Methods (3-0-3)
This course will examine the perspectives of significant historical schools and analyze the contributions made by major historians. Methodological investigation will include the following topics: selection, verification, organization, interpretation, and presentation. Students will be required to complete a research project.

Prerequisite(s): HIST 2111 (C) and HIST 2112 (C) and HIST 1111 (C) and HIST 1112 (C).

HIST 3010 - Introduction to Public History (3-0-3)

An introduction to the various facets of public history including archives. This course will emphasize the importance of the preservation and use of historical documents, artifacts, and sites. The examination of public history will include reference to organizations, museums, historical sites, advocacy groups, and public policy development. Non history majors including students considering majoring in history are encouraged to take this course.

Prerequisite(s): Completion of Area E history courses, i.e. [HIST 2111 (C) or HIST 2112 (C)] and [HIST 1111 (C) or HIST 1112 (C)].

HIST 3110 - Georgia History and Government (3-1-3)

Georgia History and Government provides students with the basic analytical and conceptual skills for studying history and government on the state and local level. The course examines the social, political, and institutional history of Georgia to prepare students to analyze similar developments on the local, regional, and national level. A field-based project, appropriate for both teacher education majors and others, is incorporated into the course. Includes a laboratory/ practicum component. Required for all middle level teacher education students and for all history majors. Fall course is reserved for all middle level teacher education students with social science majors and course offered Spring is for history and other majors.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

HIST 3120 - The Establishment of the U. S., 1607 - 1800 (3-0-3)

Cultural, social, economic, and political development of Anglo-America through the War for Independence, the formation of state and national constitutions and governments, the Federalist years, and the "Revolution of 1800."

Prerequisite(s): HIST 2111 (C).

HIST 3125 - The Age of Jefferson and Jackson (3-0-3)

The history of the U.S. from the Early Republic through 1845. Major themes include territorial expansion, the market revolution, the rise of social reform movements, constitutional developments, the first and second party systems, and the growth of sectional tensions.

Prerequisite(s): HIST 2111 (C).

HIST 3130 - Sectionalism, Civil War, and Reconstruction, 1845-1877 (3-0-3)

The origins of the American Civil War, its course, and subsequent efforts at reconciling North and South. Emphasis on the political, economic, social, and cultural background to the war, its military aspects, its impact on American society, and the struggle over the war's meaning.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

HIST 3135 - The U.S. in the Gilded Age and Progressive Era, 1877-1917 (3-0-3)

This course provides students with a deepened understanding of the emergence of the United States as a modern, industrial nation with an increasingly important role in world affairs. It will explore the political, social, economic, and technological changes associated with this process.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

HIST 3140 - Themes of Twentieth Century United States History (3-0-3)

A study of domestic developments in the United States during the Twentieth Century with emphasis on major cultural, social, economic, and political reform movements.

Prerequisite(s): HIST 2112 (C).

HIST 3150 - War and Diplomacy 1898 - Present (3-0-3)

An historical overview of the programs and policies of U.S. foreign policy from America's rise to the status of Great Power before World War II to its global pre-eminence thereafter. Topics include colonialism, American involvement in World War

I, interwar diplomacy, conflicts leading to World War II and the Cold War, Korea, Vietnam, and Desert Storm.
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

HIST 3210 - The Twentieth Century World (3-0-3)
An examination of the political, social, and cultural developments of the twentieth century, with emphasis on the era of the world wars and the Cold War, and the end of colonialism.
Prerequisite(s): HIST 1112 (C).

HIST 3220 - Latin American History - (3-0-3)
The history of Latin America from before the European arrival, through the era of colonialism and independence, to twentieth century national movements.
Prerequisite(s): HIST 1112 (C).

HIST 3225 - Caribbean History - (3-0-3)
Survey of the history of the Caribbean, from pre-Columbian cultures to the present. The course will emphasize slavery and emancipation, the rise of nationalist movements, independence, and the post-colonial states. In addition, this course will link the shared experiences of the Caribbean with the American South.
Prerequisites: HIST 1112 or HIST 2112 (C).

HIST 3230 - History of Sub Sahara Africa (3-0-3)
The history of Africa south of the Sahara from the first century C.E. to the present, with emphasis on the rise of empires in west and southern Africa, the influence of Islam, the impact of European imperialism, and the independence movements of the twentieth century.
Prerequisite(s): HIST 1112 (C).

HIST 3240 - History of the Middle East and North Africa (3-0-3)
The history of the region from the end of the Roman empire to the present, with emphasis on the rise of Islam, the rise and decline of the Islamic empires, the era of European control, and the twentieth century independence movements.
Prerequisite(s): HIST 1112 (C).

HIST 3250 - East Asian History (3-0-3)
This course serves as an introduction to the major political, social, and cultural traditions of East Asia from circa 2000 B.C.E. to the present. It focuses on the creation of the distinct Chinese, Japanese, and Korean cultural identities and the emergence of a comprehensive East Asian civilization.
Prerequisites: HIST 1112 (c).

HIST 3260 - History of India and South Asia (3-0-3)
The history of India and South Asia from the Indus Valley civilization (2000 B.C.E.) through the twentieth century, with special attention given to the dominant role of Indian religion and culture in the development of the region.
Prerequisite(s): HIST 1112 (C).

HIST 3270 - History of Russia (3-0-3)
A survey from the mythic founding Kievan Rus in A.D. 862 to the post-Soviet present. Broad political, social, cultural, and religious topics will be stressed. Detailed themes include the impact of the Mongol invasion, serfdom, the Romanov Dynasty of 1613-1917, the Bolshevik Revolution of 1917, the Stalin years, World War II, the Gorbachev era, and the fall of the Soviet Union.
Prerequisite(s): HIST 1112 (C).

HIST 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).

HIST 3901 - Archival Internship I (0-V-3)
The student will acquire hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The internship placement and duties must be approved by the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. This course is required for completion of the archival concentration.
Prerequisite(s): HIST 3401 (C).

HIST 4001 - African-American History (3-0-3)
The African Americans, from their cultural roots in West Africa to the changing economic, political, social status over time to the present. Special emphasis placed on the civil rights movement, Black nationalism, and Black leadership. Prerequisite(s): HIST 2265 (C) or [HIST 2111 (C) and HIST 2112 (C)]

HIST 4002 - History of the American South (3-0-3)
A synthesis of the economic, social, political, and cultural developments that shaped the history of southern states, from the Colonial period to the creation of the modern South.
Prerequisite(s): [HIST 2111 (C) and HIST 2112 (C)].

HIST 4003 - Women's History (3-0-3)
The role of women in the social, economic, and political development of the United States. Contributions of women and the historical significance of their attitudes in the liberal reform eras in American history.

Prerequisite(s): [HIST 2111 (C) and HIST 2112 (C)].

HIST 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 1111 or HIST 1112.

HIST 4401 - Readings in Archival Studies (3-0-3)
The course will provide students with core knowledge in specialized archival topics through selected readings and research. Students will concentrate in four of the following subject areas: administration, appraisal and acquisition, arrangement and description, electronic records, preservation and conservation, records and information management, reference and access, and the history and nature of the archival profession.
Prerequisite(s): HIST 3401.

HIST 4440 - Historical Exhibitions and Public Programming (3-0-3)
A survey of the methods and purposes of interpreting history to the general public through museums, displays, exhibitions, pamphlets, documentaries, web sites, and all methods other than traditional historical publishing mediums (i.e. books and articles). Emphasis will be placed on interpretation of items of material culture.
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)] and [HIST 1111 (C) or HIST 1112 (C)].

HIST 4850 - Senior Seminar in History (3-0-3)

This course is open only to history majors in their senior year (i.e. 90+ hours in the program). The seminar will emphasize readings and discussion concerning historical topics of broad significance. Students will complete a project requiring historical research, analysis, and interpretation.
Prerequisite(s): Senior standing and HIST 3000 (C) and HIST 3010 (C) and HIST 3110 (C).

HIST 4900 - Independent Study in History with Directed Research and Readings. (variable credit)
Special study arranged in consultation with a faculty member and approved by the department head. May be repeated for a maximum of six semester hours.
Prerequisite(s): Junior standing.

HIST 4901 - History Internship (3-0-3)
An approved historical field experience and carried out by the students in an appropriate institution, agency, or business. Requires the approval of the history experiential learning coordinator, the Office of Experiential Learning, and the placement site.
Prerequisite(s): HIST 3000 (C) and HIST 3010 (C).

HIST 4902 - Archival Internship II (0-V-3)
The student will acquire additional hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The HIST 4030 internship must involve either a different archival function or a more advanced application of the same function that was used for the HIST 3030 internship. The internship placement and duties must be approved by the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. This course is required for completion of the archival concentration.
Prerequisite(s): HIST 3401 (B).

HIST 4903 - History Practicum (0-V-3)
The practicum will constitute an independent (individual or small group) project in historical methodology, research, and analysis. The student will prepare and submit a significant historical paper and/or project. Requires the approval of the history experiential learning coordinator and the department head.
Prerequisite(s): HIST 3000 (C) and HIST 3010 (C).

Humanities (HUMN)

HUMN 3101 - The Humanities, the Arts, and Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Principal focus on English-speaking cultures. Critical thinking and communication skills are emphasized. (Not open to students with credit for HUMN 2101.)
Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

HUMN 3102 - International Arts and Culture (3-0-3)
A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Principal focus on non-English-speaking cultures outside the United States. Critical thinking and communication skills are emphasized.
Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

HUMN 4800 - Selected Topics in Humanities (3-0-3)
Seminar in Humanities topics. May be repeated when topics vary.

HUMN 4900 - Independent Study in Humanities (3-0-3)
Independent study in humanities (credit varies).
Prerequisite(s): Permission of the department of Language and Literature.

Human Services (HMSV)

HMSV 3010 - Introduction to Human Services (3-0-3)
An analysis of the social needs addressed by human service agencies and an overview of the historical background, development, purposes, career patterns, ethics, and organization of such agencies with emphasis on the not-for-profit sector. It is recommended but not required that SOSC 2501, PSYC 2103 be taken before HMSV 3010.
Prerequisite(s): PSYC 1101 or SOCI 1101.

HMSV 3230 - Human Services in Multicultural Context (3-0-3)
Exploration of how cultural diversity within the U.S. and around the world influences the structure and delivery of human services. Emphasis will be on larger organizations such as CARE, Girl Scouts, World Vision, and Amnesty International.
Prerequisite(s): HMSV 3010.

HMSV 3300: Community-Based Development (3-0-3)
Study of factors influencing the socioeconomic and interpersonal health of neighborhoods and larger communities. Using a case studies approach, topics include group/organizational initiatives, internal versus external change agents, leadership issues, and advocacy.
Prerequisite(s): HMSV 3010.

HMSV 3501 - Organization and Administration of Human Service Agencies (3-0-3)
A comprehensive analysis of the role and function of a human service agency management professional. Topics include skills and techniques in the areas of planning, staffing, budgeting, volunteer coordination, risk management, community relations, and advisory or governing board interaction.

HMSV 4201 - Fund Raising in the Not-for-Profit Sector (3-0-3)
A survey of techniques and issues in marketing and fund raising. Topics include designing print-based promotional materials, creating organizational websites, sources of philanthropic gifts, motivations for giving, preparing the case for support, setting targets, and establishing fund raising budgets, and administering campaigns.
Prerequisite(s): HMSV 3501.

HMSV 4490 - Internship/Practicum in Human Services (0-V-3)
A directed and supervised internship or practicum. Requires permission of course instructor.

HMSV 4500 - Senior Seminar and Internship/Practicum in Human Services II (1-V-3)
In this capstone experience students will carry out a major project in an internship/practicum setting, prepare a written report on the project describing how it reflects the outcomes of the program, and share the results with fellow seminar members.

Information Technology: Database Administration (ITDB)

ITDB 4201 - Advanced Database Modeling (3-0-3)
An advanced course in database modeling drawing distinctions between data modeling, process modeling and implementation. Topics include Structured Query

Language (SQL), Entity-Relationship modeling, relational algebra, normalization and relational database modeling, integrity constraints, and database security. Student teams design a database to integrate concepts learned.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

ITDB 4202 - Database Applications (3-0-3)
An advanced course in update processing and database applications. Topics include serializability, locking, levels of isolation, transaction recovery, checkpoints and media recovery, system catalogs, views, procedural constraints, and security. Additional topics include object databases, SQL, procedures, functions, and triggers. Student teams implement a database to integrate concepts learned.
Prerequisite(s): ITDB 4201 (C).

ITDB 4203 - Database Administration and Architecture (3-0-3)
An advanced course in database architecture and database administration with emphasis on concepts and applications of database processing, multi-tier and client-server architectures, distributed and parallel database systems, and database maintenance.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and ITFN 2211 (C).

ITDB 4204 - Special Topics in Database (3-0-3)
This course addresses new and developing topics, which shape the discipline. Topics include data mining, text mining, information retrieval, biodata, XMLDB, and database ontologies.
Prerequisite(s): ITDB 4203 (C).

Information Technology: Foundations (ITFN)

ITFN 1101 - Foundations of Information Technology (3-0-3)
As an introductory course in information technology, topics include foundations in hardware, software, data, and procedures. Students are introduced to structured programming techniques, systems development, database design and networking. Aspects of appropriate business ethics are discussed. Interpersonal skills and team building emphasized.
Prerequisite(s): Exit or Exemption from Learning Support Reading, English, and Math.

ITFN 1112 - Foundations of Systems Analysis (3-0-3)
Survey of established and evolving methods of information system design and implementation. A project based class which demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies contrasted with object oriented analysis and prototyping.
Prerequisite(s):[WBIT 1100 (C) or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1201 - Foundations of Database Design (3-0-3)
This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content.
Prerequisite(s): [WBIT 1100 (C) or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1301 - Foundations of Programming, Visual Basic (3-0-3)
An introductory object-oriented programming course using Visual Basic. The course contains a practicum and a best practices didactic. The practicum focuses on the

hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.
Prerequisite(s):[WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1302 - Foundations of Programming, Java (3-0-3)
An introductory object-oriented programming course using Java. The course contains a practicum and a best practices didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.
Prerequisite(s):[WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1303 - Foundations of Programming, C# (3-0-3)
An introductory object-oriented programming course using C# The course contains a practicum and a best practices didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.
Prerequisite(s):[WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1401 - Foundations of Webmaster (3-0-3)
This course will focus on the hands-on business of writing HTML code, knowledge of basic control structures, language syntax, and file structures. Students will learn to plan and design web sites for target audiences. Students will learn techniques for client interfacing, project development, and web page mock-up. A best practices didactic will focus on hypertext design and navigation, application interface, copyright and ownership issues, ethics, and privacy, licensing and trademark issues.
Prerequisite(s): [WBIT 1100 (C) or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1501 - Foundations of Networking and Security (3-0-3)
Introduction to terminology and applications of data communication and networking as essential elements of computer and business information systems. Students will understand basic network configurations, network architecture and security models. Through extensive industry research, students gain familiarity with concepts of data communication infrastructure, industry trends, hardware, software, media, transmission equipment, wireless and satellite communication. Includes an emphasis on LAN segmentation.
Prerequisite(s):[WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1601 - Introduction to UNIX (3-0-3)
An overview of current versions of the UNIX operating system reinforced with examples and exercises performed on a UNIX system. Introductory elements of shell programming and system administration will be covered.
Prerequisite(s):[WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 2001 - Professional Development Seminar (1-0-1)
Develop professional skills necessary to function competently in the business world of information technology: resume writing, electronic resumes, cover letters, interviewing techniques, job research, business ethics and an overview of professional organizations. Begin construction of a digital portfolio to be maintained by the student and reviewed by faculty as a degree requirement for the Associates in IT.

Prerequisite(s):[WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 2012 – Lower Division Capstone in Information Technology (0-V-2)
A capstone course to focus and apply information technology skills. Students may apply for internships with local businesses or may conduct a special project in information technology supervised by information technology professionals or faculty. Hours may vary, but generally range between 15-30 hours per week, for a minimum of 150 hours per semester. Employers and/or IT professionals coordinate with the University to evaluate student performance. Students must articulate clear goals and objectives and document their progress. Application must be made to the IT Department for approval. Application may also be required to the Office of Experiential Learning. Applications are due four weeks before start of semester.
Prerequisite(s): ITFN 1201 (C), ITFN 1401 (C), ITFN 1501 (C), ITFN 2001 (C), and [CSCI 1301 (C), or ITFN 1303 (C), or WBIT 1310 (C)], and
[ITFN 2211 (C), or ITFN 2411 (C), or ITFN 2511 (C)].
Prerequisite or corequisite: ITFN 2123 (C).

ITFN 2123 - Foundations of Project Management (3-0-3)
An introduction to information technology systems development with a focus on project management techniques and tools including resource and personnel management and allocation, product testing, scheduling, and project management software.
Prerequisite(s): [WBIT 1100 (C) or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C), COMM 1110 (C), and CPTG 2201 (C).
Prerequisite or corequisite: ENGL 1102.

ITFN 2211 - Intermediate Database Design (3-0-3)
This course continues the study of relational databases adding these additional topics: Relational algebra, set-theoretic operations, and relational operations. Database application design and development is covered including control mechanisms, forms, reports and menus as well as accessing databases via the Internet. Student teams build an integrated database application using high-level tools.
Prerequisite(s): ITFN 1201 (C), ITFN 1303 (C).

ITFN 2311 - Intermediate Programming, Visual Basic (3-0-3)
As an intermediate class in object-oriented programming using Visual Basic, students will gain understanding of the nature of object-oriented programming via objects, classes and methods. Students will learn to use more advanced techniques of programming and the application of appropriate data structures. Discussion includes, development of graphical user interfaces, advanced coding techniques, error handling, and the implementation of database access and manipulation.
Prerequisite(s): ITFN 1301(C).

ITFN 2312 - Intermediate Programming, Java (3-0-3)
As an intermediate class in object-oriented programming using Java, students will gain understanding of the nature of object-oriented programming via objects, classes and methods. Students will learn to use more advanced techniques of programming and the application of appropriate data structures. Discussion includes, development of graphical user interfaces, advanced coding techniques, error handling, and the implementation of database access and manipulation.
Prerequisite(s): ITFN 1301 (C) or WBIT 1310 (C).

ITFN 2313 - Intermediate Programming, C# (3-0-3)
As an intermediate class in object-oriented programming using C#, students will gain understanding of the nature of object-oriented programming via objects, classes and methods. Students will learn to use more advanced techniques of programming and the application of appropriate data structures. Discussion includes, development of graphical user interfaces, advanced coding techniques, error handling, and the implementation of database access and manipulation.
Prerequisite(s): ITFN 1303(C).

ITFN 2314 Programming Language Concepts (3-0-3)
     This course surveys the history of programming languages and discusses various language paradigms and their influence on modern programming. Students will study the language/platform decisions associated with software development projects. Topics include: functional vs procedural languages, logic-based languages, scripting languages, interpreted vs compiled vs byte-code based languages, security and performance issues.
     Prerequisite(s): ITFN 1301 (C) or ITFN 1302 (C) or ITFN 1303 (C) or WBIT 1310 (C).

ITFN 2411 - Intermediate Webmaster (3-0-3)
     An intermediate course in web page production. Topics include the application of graphics, sound, video, and animation in the creation of interactive multimedia web sites. Students will gain familiarity with a variety of browsers and plug-ins and will focus on the skill of analyzing leading edge software tools. Students will examine graphic and image formats and processing using leading edge software tools.
     Prerequisite(s):ITFN 1401 (C).

ITFN 2422 - Advanced Webmaster (3-0-3)
     An advanced course in web page and site production including the development of back-end applications for web sites, data capture using forms, site searching and indexing.
     Prerequisite(s): ITFN 1501 (C), ITSK 1701 (C), and ITFN 2411 (C).

ITFN 2511 - Intermediate Networking and Security (2-2-3)
     An intermediate course in terminology, concepts and applications of data communications technology including network topologies, network devices, standards and protocol analysis.   The course will emphasize network LAN and WAN concepts with data network components: wireless concepts, data security and threat analysis, access control, security models, TCP/IP, OSI model, data communications hardware, software, facilities, and media.
     Prerequisite(s): ITFN 1501(C).

ITFN 2601 - Foundations of Operating Systems (3-0-3)
     A conceptual and hands-on study of operating systems. Major areas discussed include operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and mini/mainframe systems. Also covered are files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution. Elements of operating system resource security including process, memory, filesystem, and device peripherals, will be studied.
     Prerequisite(s): ITFN 1112 (C).
     Prerequisite or corequisite: ITFN 1301 (C), or ITFN 1302 (C), or CSCI 1301 (C) or ITFN 1303 (C) or WBIT 1310 (C) .

ITFN 2611 - Intermediate UNIX (3-0-3)
     An in-depth view of current and future mainstream features of the UNIX operating system. Shell programming techniques are covered with examples and hands-on exercises using Bourne, C SHELL and Korn command processors. Project management tools and other UNIX facilities as well as additional system administration tools will be discussed.
     Prerequisite(s): ITFN 1601 (C).

ITFN 2700 - Applied Research and/or Instruction in Information Technology (variable credit & may be repeated)
     A supervised research and/or instructional experience in Information Technology. Offered at the lower division.
     Prerequisite(s): Invitation by the IT Department.

ITFN 2800 - Selected Topics in Information Technology (variable credit & may be repeated)
     A special course, offered at the lower division, designed to explore a specific area in Information Technology.

Prerequisite(s): Application to IT Department for permission and formal acceptance after application

ITFN 2900 - Independent Study in Information Technology (variable credit & may be repeated)
A supervised course of study, offered at the lower division, guided by faculty mentor and/or expert from the field.
Prerequisite(s): Application to IT Department for permission, formal acceptance and written contract for course completion.

ITFN 3012 - Information Technology Entrepreneur (2-2-3)
This course covers the set-up and operation of a small business enterprise in the information technology field. Emphasis is placed on production of a business plan including market research and financial analysis. Formal approval by the department head is required. A limited number of students will be accepted.
Prerequisite(s): Application to IT Department for permission and formal acceptance after application.

ITFN 3112 - Systems Analysis and Design(3-0-3)
This course provides an in-depth study of established and evolving methods of information system design and implementation. As a project based class, it demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies are contrasted with object oriented analysis and prototyping.
Prerequisite(s): ITFN 2123 (C) and [CSCI 1301 (C), or ITFN 1303 (C), or WBIT 1310 (C)].

ITFN 3134 - Secure Systems Development (3-0-3)
A high-level course in systems development which delineates the cross-functional role of the systems analyst when advancing fundamental change through information systems development. This course will focus on the Security Systems Development Life Cycle methodology: tools and techniques for designing and implementing secure systems.
Prerequisite(s): ITFN 3112(C).

ITFN 3314 - Testing and Quality Assurance in Software Development (3-0-3)
A high-level class in testing and quality assurance emphasizing the planned development of software and the nature of test development and implementation. Topics include test strategies, test planning, functionality testing, stability testing and debugging techniques. Lab fee required.
Prerequisite(s): [CSCI 1302 (C), or WBIT 2311 (C), or ITFN 2313 (C)] and ITFN 3112 (C).

ITFN 3601 - Operating Systems (3-0-3)
A conceptual and hands-on study of operating systems. Major areas discussed include operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and mini/mainframe systems. Also covered are files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution. Elements of operating system resource security including process, memory, file systems, and device peripherals, will be studied.
Prerequisite(s): [CSCI 1302 (C), or WBIT 2311 (C), or ITFN 2313 (C)]
and [MATH 1231 (C), or MATH 2020 (C), or MATH 2502 (C), or WBIT 2300 (C)].

ITFN 4003 - Portfolio Development and Presentation (2-0-2)
This capstone course for B.I.T. majors includes a study of ethics in the information technology arena. Students must complete a digital portfolio representing skills acquired and projects completed.
Prerequisite(s): ITFN 3112 (C).

ITFN 4014 - Internship Cooperative (0-V-V)

All students will complete this capstone course in cooperation with local industry. Working with business partners, students will develop meaningful projects, which integrate and apply knowledge in an actual work environment. Work hours and credit vary. 3 credits: 14-20 hours per week, for a minimum of 200 hours per semester; 6 credits: 25-40 hours per week, for a minimum of 400 hours per semester. Application must be made to Office of Experiential Learning and is subject to IT Department approval. Credits in excess of 3 may be counted toward free electives, not IT electives. Application due four weeks before start of semester.
Prerequisite(s): ITFN 4003 (C), substantial senior-level course work, and permission.

ITFN 4700 - Applied Research and/or Instruction in Information Technology (variable credit & may be repeated)
A supervised research and/or instructional experience in Information Technology.
Prerequisite(s): Invitation by the IT Department. Senior standing recommended.

ITFN 4800 - Selected Topics in Information Technology (variable credit & may be repeated)
A special course designed to explore a specific area in Information Technology.
Prerequisite(s): Application to IT Department for permission and formal acceptance after application. Senior standing recommended.

ITFN 4900 - Independent Study in Information Technology (variable credit & may be repeated)
A supervised course of study guided by faculty mentor and/or expert-from-the-field.
Prerequisite(s): Application to IT Department for permission, formal acceptance and written contract for course completion. Senior standing recommended.

Information Technology: Information Design and Production (ITMM)

ITMM 3413 - Infrastructure for E-Commerce (3-0-3)
This course concentrates on the infrastructure necessary to develop e-commerce websites. Topic includes e-commerce business models, network architectures and security, and e-commerce architectures. The relationship between web clients, web/commerce servers and back-end systems will be covered as well as the design elements of storefront implementation. Also discussed: tuning and load balancing, server management tools, and secure electronic transactions. Students will evaluate a variety of vendor solutions.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

ITMM 3423 - Security for E-Commerce (3-0-3)
This course addresses network and web-based security issues in general: network intruders (hackers), security policies and procedures, firewall, encryption, authentication and access control, and viruses. In addition, security issues unique to e-commerce systems are covered: electronic payments, secure transactions, secure sockets layer, digital signatures and auditing.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

ITMM 4404 - Multimedia Production and Development (3-0-3)
A course on acquisition, development, and production of media elements such as graphics, animation, audio, video, virtual space, and simulations. Students will integrate content with functional design criteria and organize the major and minor components of a multimedia production project.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (C)].

ITMM 4405 - Legal Implications of E-Commerce (3-0-3)
This course will focus on the legal implications of conducting business over the Internet, including current understanding of Internet contracts, copyright, trademark

and patent law. Further, this course will examine cutting-edge cases relating to e-commerce and emerging ethical issues and trends. Open to non-majors by Permission.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (C)].

Information Technology: Network Planning, Design and Management (ITNW)

ITNW 4501 - Network Planning and Design (3-0-3)
High-level approach to network planning and design with emphasis on designing a network infrastructure with high availability, scalability, affordability, security, and manageability. Course begins with a review of networking/security concepts. Topics include designing models for addressing and naming, developing network security and network management strategies, gathering, interpreting, and evaluating customer requirements; defining the scope of work and analyzing resource and technology constraints and system interdependencies; analyzing facilities bandwidth requirements and capacity planning; researching product and vendor architecture and equipment specifications and limitations; finally, preparing an overall integration plan for new processes, protocols and equipment.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (C)].

ITNW 4502 - Secure Networks and Communications Protocols (3-0-3)
A high-level study of network operating systems, security and communications protocols. Security concepts covered will include email security, IP security, web security, network management security, wireless security and system security. Other topics include the TCP/IP protocols suite, communications architecture, OSI protocol stack, flow control, switching, data compression and the application program-network interface.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411, and ITFN 2511 (C).

ITNW 4511 Business Continuity Planning & Disaster Recovery (3-0-3)
An advanced course on the development, implementation, management and administration of Business Continuity and Contingency Planning (BCCP). Students will evaluate the potential impact of a variety of disaster scenarios, learn to conduct system audits and risk assessments, develop recovery plans to protect the security and integrity of data and information. Additional topics include: developing base line for defining disaster levels and designing recovery time objective (RTO).
Prerequisite(s): ITNW 4501

ITNW 4512 Information Technology Security Case Studies (3-0-3)
This capstone course will focus on several comprehensive security related projects drawn from recent studies of industry concerns. 5 - 7 case studies will be presented for consideration. Students will develop and implement enterprise security policies considering such issues as authentication, hacking, malicious code, wireless & instant messaging, firewalls, routers, switches and intrusion detection and prevention. Also included: special topics drawn from current literature, guest speakers, public policy and ethics in IT.
Prerequisite(s): ITNW 4501 and ITNW 4502

Information Technology: Software Development (ITSD)

ITSD 4301 - Algorithms I (3-0-3)

A first course in the design and analysis of algorithms, including asymptotic notation, sorting and finite automaton; students will study static, dynamic and recursive data structures, and will understand concepts from a theoretical and practical standpoint.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (C)].

ITSD 4303 - Human-Computer Interaction (3-0-3)
Fundamentals of human-machine interfaces, both cognitive and physical. Learning styles and effects of short-term memory on cognition and reaction will affect hardware and software development. Students will design a prototype interface.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

ITSD 4304 - Advanced Client-Server Software Development (3-0-3)
An advanced course in the development of internet-aware applications and concepts, with emphasis on client-server architecture, protocols and web-based applications.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

ITSD 4305 - Special Topics in Software Development (3-0-3)
This course addresses new developments in the field, bleeding edge topics, which may not yet be mainstream, yet are deserving of attention as forces, which shape the discipline.
Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

ITSD 4312 - Algorithms II (3-0-3)
An advanced course in the design and analysis of algorithms with an emphasis on dynamic data structures, including red-black trees, B trees, min-max trees and static board evaluation. Graph theory will be studied, including minimum spanning trees, single-source shortest path, as well as advanced topics such as NP-completeness and approximation algorithms.
Prerequisite(s): ITSD 4301(C).

Information Technology Skills (ITSK)

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.

Integrative Studies (INTE)

INTE 3901 - Integrative Studies Practicum/Internship (0-10-3)
This course is the principal "experiential learning" component of the Integrative Studies program. The placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace. Students will be encouraged to seek experiential opportunities outside the USA. Requires program approval. Course is repeatable for credit.
Prerequisite(s): Admission to the Integrative Studies Program

International Studies (INTL)

INTL 2800 - Study Abroad (credit varies)
Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the lower division level. May be repeated for credit when topics vary.
Prerequisite(s): Approval by Clayton State International Coordinator and dean of the school of the student's major.

INTL 3800 - Study Abroad (credit varies)
Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the upper division level. May be repeated for credit when topics vary.
Prerequisite(s): Approval by Clayton State International Coordinator and dean of the school of the student's major.

INTL 3900 - Special Topics in International Studies (credit varies)
Seminar or individual directed study of a special topic of international significance. The special topics do not necessarily entail travel outside the United States. May be repeated for credit when topics vary.
Prerequisite(s): Approval by the dean of the school of the student's major.

Internet (INET)

INET 1150 - Web Languages (3-0-3)
An introduction to the fundamental languages of the World Wide Web (WWW). Students will learn to work with the basic markup languages to create hyperlinks, formatted text, tables, graphics, image maps, and forms.
Prerequisites: CNET 1103, CNET 1105.

INET 1250 - Web Programming (3-0-3)
An introduction to the programming on the World Wide Web. The fundamentals of programming, including variables, data types, input/output statements, control structures and functions will be covered. Students will learn to work with objects, properties, and events using a scripting language.
Prerequisites: INET 1150.

INET 2160 - Internet Technologies (3-0-3)
An introduction to the different technologies that comprise the Internet. Topics include addressing and routing, programming on the Internet, databases and web hosting, Internet clients, web servers, and Internet security.
Prerequisite(s): CNET 1105.

INET 2165 - Web Server Support (2-2-3)
This course introduces the student to web server configuration and maintenance. Installation of web server software as well as configuration and optimization of http, ftp, and secure internet connections will be explored. Current technology will be used to explain and demonstrate the principles covered in class.
Prerequisite(s): CNET 1109, INET 2160.

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 College of Arts and Sciences.

JOUR 1012 - Mass Communication Practicum (0-V-1)
Supervised practical experience with University multimedia systems. May be repeated for credit, not to exceed four semester credit hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the College of Arts and Sciences.

JOUR 3011 - Journalism Workshop (0-V-1)
A workshop for upper division students who participate in the production of student publications or other campus print-oriented media. May be repeated for credit, not to exceed four semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the College of Arts and Sciences.

JOUR 3012 - Mass Communication Workshop (0-V-1)
A workshop for upper division students who participate in the production of student or other campus multi-media publications (emphasizing non-print media). May be repeated for credit, not to exceed four semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the College of Arts and 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

ENGL 0099 - English Skills (3-0-3)
A course concerned with developing and enhancing writing skills including composing, editing, and proofreading. Students will write paragraphs and short essays. Course instruction will focus on grammar, usage, punctuation, and construction of clear, logical statements. Students will be expected to create and correct written communications using the laptop computer. (Learning Support exit-level course.)

MATH 0099 - Intermediate Algebra (3-0-3)
This is a second course in elementary algebra including the following topics: properties of the real numbers system, linear inequalities, algebraic solutions of linear systems, rational expressions and equations, roots and radicals, factoring, quadratic equations, graphing of linear and non-linear equations, and functions. This course

emphasizes conceptual understanding and problem solving as well as computational skills.
Prerequisite(s): MATH 0097 (or equivalent mathematics placement score.)

READ 0099 - Reading Skills (3-0-3)
A course concerned with developing and enhancing critical reading skills. Students will work on improvement of comprehension, vocabulary, and reading efficiency. Students required to take READ 0099 must exit the course before taking any courses in the Core Curriculum (Areas A-F). (Learning Support exit-level course.)

Management (MGMT)

MGMT 3101- Management Principles and Organizational Behavior (3-0-3)
This course is designed to introduce the basic principles and concepts of management and their influence on the behavior in organizations. It covers such topics as what managers and organizations do, managing people, managing behavior between people, leadership practices, and managing change. Through a focus on skill development, students are taught how to be effective performers, either as an employee or a manager, or on teams within organizations. Through the information that is covered students will learn how to work with managers and will prepare them for the time when they are likely to assume managerial and leadership responsibilities. This course provides coverage of topics essential to understanding management functions and their link to employee and organizational success.
Prerequisite(s): ACCT 2101 (C), or ECON 2105 (C), or ECON 2106 (C), or TECH 3111 (C), or BUSA 3111 (C), or BSUR 3111 (C), or HCMG 3112 (C) or HSCI 2111 (C) or ITFN 2123 (C).

MGMT 3102 - Performance/Quality Management (3-0-3)
This course includes the history of the development of operations management and total quality management (TQM). Selected topics of both operations and TQM such as work simplification, team building, statistical process control, Deming's 14 points for managing productivity, work measurement, and others are included in this course.
Prerequisite(s): Admission to the School of Business, MGMT 3101 (C), and BUSA 3101 (C).

MGMT 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 (C).

MGMT 3520 – Negotiation and Dispute Resolution in Business (3-0-3)
This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined.

MGMT 4101 - Human Resource Management (3-0-3)

The principles and practices of personnel management, including the responsibilities of personnel departments such as recruiting, placing, training and evaluating personnel, and meeting legal requirements. This course will not count toward a College of Professional Studies B.A.S degree.
Prerequisite(s): MGMT 3101 (C) or HCMG 3101 (C).

MGMT 4102 - Organizational Behavior (3-0-3)
Study of the behavioral aspects related to the management of individuals and groups within an organization.
Prerequisite(s): MGMT 3101(C) or HCMG 3101 (C).

MGMT 4105: Global Distribution and Air Operations Seminar
Global distribution and air cargo operations are studied primarily by experiential learning. Students learn import/export basics and spend significant time in a work environment with freight forwarders, customs house brokers, and/or air cargo operations firms. Prerequisite(s): MKTG 3105 (C), MGMT 3106 (C).

MGMT 4111 - Leadership (3-0-3)
A study of the theories of leadership including the effect of leadership styles on organizational structure, change, and effectiveness.
Prerequisite(s): Admission to the School of Business, MGMT 3101 (C).

MGMT 4302 – Case Studies in Performance Quality Management (3-0-3)
Building on MGMT 3102, this course begins with an analysis of recent industrial applications of TQM and related readings from the current literature. A team project will require students to develop a plan for using TQM concepts to improve quality and productivity in their own work domain.
Prerequisite(s): MGMT 3102 (C).

MGMT 4311 - Entrepreneurship (3-0-3)
The operation of a small business enterprise; the essentials of entrepreneurship, comprehensive business planning including market research and analysis, selecting and leading employees, and financial analysis.
Prerequisite(s): MGMT 3101 (C) or HCMG 3101(C).

MGMT 4320 - Creativity and Management of Change (3-0-3)
An introduction to methods and strategies used for improving individual and group creativity and for managing planned change in organization. Effective planned change will be studied along with techniques involved in implementing change.
Prerequisite(s): MGMT 3101 (C).

MGMT 4403 - International Management (3-0-3)
Survey course introducing students to the considerations involved in the international flow of people, information, funds and goods and services for commercial purposes. The course focuses on business strategies facing organizations engaged in business in other countries.
Prerequisite(s) or Corequisite(s): MKTG 3420 (C).

MGMT 4510 - Labor Law/Regulations (3-0-3)
A course designed to acquaint both employees and employers with legal issues that arise in the scope of employment. Selected issues may include drug testing, right to work, contract negotiations, grievance procedures, arbitration, and sexual harassment.
Prerequisite(s): BLAW 2106 (C) or BUSA 2106 (C) or BLAW 3370 (C).

MGMT 4725 - Dean's Senior Seminar in Business (3-0-3)
A case-based course that provides an in-depth examination of comprehensive business problems in organizations.
Prerequisite(s): Admission to the School of Business, Senior Standing, FINA 3101 (C), MKTG 3101 (C), MGMT 3101 (C), BUSA 3700 (C), BUSA 3101 (C), MGMT 3120 (C), Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (C).

MGMT 4750 - Strategic Management (3-0-3)

A capstone course to integrate the knowledge and skills gained in a student's program of study. It provides an opportunity for students to propose the creation of a profit center consistent with the firm's strategy and core competency(ies). To be taken during last two semesters before graduation; last semester is strongly preferred.
Prerequisite(s): Admission to the School of Business, Senior Standing, FINA 3101 (C), MKTG 3101 (C), MGMT 3101 (C), BUSA 3700 (C), BUSA 3101 (C), MGMT 3120 (C), Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (C).

MGMT 4800 - Selected Topics in Management (3-0-3)
A detailed examination of selected topics in management may be repeated when topics vary.
Prerequisite(s): Admission to the School of Business, MGMT 3101 (C).

Marketing (MKTG)

MKTG 3100 - Personal Marketing (3-0-3)
An introduction to the concept of marketing and its relevance to individuals in various career tracks. Particular emphasis is placed on the application of the marketing concept in professional career initiation and on the development and delivery of marketing presentations. The course also includes an overview of business etiquette and the development of a comprehensive self-marketing plan.

MKTG 3101 - Principles of Marketing (3-0-3)
An introduction to the activities involving the exchange of goods, services, and ideas for the satisfaction of human wants. The role that the marketing function plays in the determination of policies and strategies relating to product, price, channels of distribution, and promotion is extensively examined.
Prerequisite(s): [ACCT 2101 (C), or ECON 2105 (C), or ECON 2106 (C), or TECH 3111 (C), or BUSA 3111 (C), or BSUR 3111 (C), or HCMG 3112 (C) or HSCI 2111 (C).

MKTG 3302 - Consumer Behavior (3-0-3)
An analysis of the psychological, social, and economic influences which affect attitude formation and decision-making processes of consumers. An overview of the research methods used in determining characteristics of buyers is included. Students are strongly recommended to take PSYC 1101 prior to enrolling in MKTG 3302.
Prerequisite(s): MKTG 3101 (C).

MKTG 3105: Introduction to Transportation and Logistics
The goal of this course is for students to understand the basic modes of transportation, the economic fundamentals underlying each and some of the ways in which today's supply chain manager can use them to achieve improved efficiencies and cost effectiveness. Prerequisite(s): MKTG 3101 (C), MGMT 3101 (C).

MKTG 3312 - Services Marketing (3-0-3)
This course focuses on developing marketing strategies for service industries, which is different than tangible products marketing. Strategies are also discussed for not-for-profit groups like membership organizations, trade associate, labor unions, professional and cultural organizations, social and religious agencies, institutions, and governmental organizations.
Prerequisite(s): MKTG 3101 (C).

MKTG 3420 - Global Business (3-0-3)
This course discusses the various dimensions of the international business environment. The cultural, legal, political, and economic institutions with which international firms come into contact are extensively examined. In addition, the course addresses how the functional areas of business, finance, accounting, production, human resources management, marketing, and technology management, have to adapt to the international environment.
Prerequisite(s): Admission to the School of Business.
Prerequisite(s) or Corequisite(s): MKTG 3101 (C), MGMT 3101 (C).

MKTG 3520 – Negotiation and Dispute Resolution in Business (3-0-3)
This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined.

MKTG 4104 - Marketing Research and Analysis (3-0-3)
This course focuses on the use of research methods in marketing decision-making, including developing and evaluating marketing strategies. Topics include the gathering and use of marketing information from primary and secondary sources, and quantitative and qualitative research methodologies, including sampling techniques and basic statistical analysis. Students will formulate a research design for a marketing problem; collect, code, clean, analyze and evaluate data; and write and present a final report, including specific marketing recommendations. This course requires extensive use of the computer for word processing and statistical analysis.
Prerequisite(s) or Corequisite(s): BUSA 3101 (C) or TECH 3113 (C).
Prerequisite(s): MKTG 3101 (C).

MKTG 4105: Global Distribution and Air Operations Seminar
Global distribution and air cargo operations are studied primarily by experiential learning. Students learn import/export basics and spend significant time in a work environment with freight forwarders, customs house brokers, and/or air cargo operations firms. Prerequisite(s): MKTG 3105 (C), MGMT 3106 (C).

MKTG 4106 - Promotion Strategy (3-0-3)
This course focuses on the promotion component of the marketing mix. The focus is customer-based marketing communications to utilize synchronized, multi-channel marketing communications to consistently reach every market segment with a single, unified relationship-building message across all elements of the marketing mix.
Prerequisite(s): MKTG 3101 (C).

MKTG 4207 - Professional Selling (3-0-3)
This course examines the role of personal selling within the marketing mix, including the principles of selling products and services, building of sales organizations, sales training and practical sales techniques, evaluation of sales force effectiveness, and professional, ethical, and legal aspects of selling.
Prerequisite(s): MKTG 3101 (C). Admission to the School of Business.

MKTG 4420 - International Marketing (3-0-3)
The study of marketing and international business from a broad conceptual viewpoint, incorporating the marketing concept into the framework of the world market place. The student is assumed to have a fundamental understanding of marketing principles. Emphasis is placed on export management and implementation of international marketing plans.
Prerequisite(s) or Corequisite(s): MKTG 3420 (C).

MKTG 4510 - Retailing (3-0-3)
A study of the basic concepts and practices associated with a modern, successful retail establishment. Emphasis is focused on store location, merchandising, promotion, and overall coordination and control.
Prerequisite(s): MKTG 3101 (C).

MKTG 4750 - Marketing Management (3-0-3)
This capstone course is intended to integrate basic principles throughout the overall marketing mix resulting in effective management of marketing functions in profit or not-for-profit organizations. Focus is on analytical skills including the impact of internal and external environments on decision-making for each element of the marketing mix, and on the application of pertinent marketing principles to develop a marketing strategy and marketing plan. Case studies and/or computer simulation are utilized.

This course must be taken at Clayton State University during the last two semesters of enrollment; last semester is strongly recommended.
Prerequisite(s): MKTG 3101 (C), at least two of the following upper level Marketing courses: (MKTG 3302 (C), MKTG 3312 (C), MKTG 4104 (C), MKTG 4106 (C), MKTG 4207 (C), MKTG 4420 (C), MKTG 4510 (C), MKTG 4800 (C)), Admission to the School of Business.

MKTG 4800 - Selected Topics in Marketing (3-0-3)
A detailed examination of selected topics pertinent to the field of marketing. May be repeated when topics vary.
Prerequisite(s): MKTG 3101 (C).

Marketing & Merchandising (MKMC)

MKMC 1120 - Applied Selling (3-0-3)
This course examines selling as a career, sales psychology, sales techniques, product analysis, product information, business letters, time management, telemarketing and customer service. A sale representative simulation, a sales management meeting, business letters, and a telemarketing simulation are utilized. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

MKMC 1140 - Applied Advertising Practice (3-0-3)
This course is a study of advertising purposes and procedures, covering primarily the point of view of the advertising account manager. Topics covered include copy preparation, advertising layout, and media analysis. Preparation of advertising campaign and/or sales promotion plan is a major component of the course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

MKMC 2201 - Applied Entrepreneurship (3-0-3)
This course is an introduction to the major concepts involved in planning and operating a small business. This course includes choosing, starting, organizing, and small business planning, raising capital, and maintaining financial records. Law, insurance, marketing, and personnel are also covered. Simulation of a new business and the creation of a business plan are major components of this course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

MKMC 2222 - Occupational Internship and/or Cooperation Education
Experience (1-10-3)
Students secure employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. Interns complete weekly reports and a project related to the specific career interest. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours. Requires program approval. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

MKMC 2261 - Applied Marketing on the Internet (3-0-3)
This course examines the different methods and techniques that organizations use to market products and services on the internet. The course will look at how design, color, layout, ease of use and other aspects of a web page impact internet marketing. Customer appeal and customer attraction to products and services being marketing on the web will also be included in this course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

MKMC 2271 - Visual Merchandising (3-0-3)

Enrollees in this course study visual merchandising, trade exhibits and the total image of visual presentation of merchandise. This is a hands-on course hosted in cooperation with the retail community. The production of a visual merchandising portfolio is a major component of the course. Students create visuals for local retailers, a trade exhibit, and/or a point-of-purchase display. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

MKMC 2281 - Applied Marketing Practices (3-0-3)
This course is a study of marketing principles and activities relating to the flow of goods and services to consumers. This course emphasizes the societal marketing concept and the creation of customer satisfaction. Development and presentation of a marketing research project is a major component of this course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Mathematics (MATH)

MATH 0099 - Intermediate Algebra (3-0-3)
See the Learning Support course listings.

MATH 1101 - Introduction to Mathematical Modeling (3-0-3)
This is an introduction to mathematical modeling using graphical, numerical, symbolic and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results. This course in applied college algebra will involve an applications-driven study of functions; linear, quadratic, polynomial, exponential, logarithmic and piecewise-defined models; inverse functions; composition of functions; systems of equations. (Students who take this course in preparation for MATH 1113 should also take MATH 1112 concurrently with MATH 1101.)
Prerequisite(s): MATH 0099 or high school Algebra II and a suitable mathematics placement score.

MATH 1111 - College Algebra (3-0-3)
This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. (Students who take this course in preparation for MATH 1113 should also take MATH 1112 concurrently with MATH 1111.)
Prerequisite(s): MATH 0099 or high school Algebra II and a suitable mathematics placement score.

MATH 1112 - Trigonometry (2-0-2)
This course is 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): A grade of C or better in MATH 1101or MATH 1111 or equivalent mathematics placement scores, and grade of C or better MATH 1112 or successful completion of a high school course in trigonometry.

MATH 1221 - Finite Mathematics (3-0-3)
This course is a mathematical preparation for the understanding of various quantitative methods in modern management, information technology and social sciences. Topics include: sets, logic and circuits, basic combinatorics including permutations and combinations, probability and probability distributions, systems of linear equations, matrix theory, and linear programming using a geometric approach. Additional topics that may be included are elementary statistical distributions, Markov chains, and game theory.
Prerequisite(s): A grade of C or better in MATH 1101 or MATH 1111 or equivalent mathematics placement scores.

MATH 1231 - Introductory Statistics (3-0-3)
This course is based on college-level algebra/mathematical modeling and will involve study of basic descriptive and inferential statistics. Topics include probability, random variables, probability functions, measures of central tendency and variation, sampling, and statistical estimation and prediction.
Prerequisite(s): A grade of C or better in MATH 1101 or MATH 1111 or equivalent mathematics placement scores.

MATH 1241 - Survey of Calculus (3-0-3)
This course is a non-rigorous study of differential and integral calculus of functions of one variable with decision applications for business and social sciences. Not open to students with credit for Calculus I (MATH 1501).
Prerequisite(s): A grade of C or better in MATH 1101 or MATH 1111 or equivalent mathematics placement scores.

MATH 1501 - Calculus I (4-0-4)
This course is a study of algebraic, trigonometric, logarithmic, and exponential functions including limits, continuity, the derivative, and differentiation, the definite integral, and applications.
Prerequisite(s): A grade of C or better in MATH 1113 (or equivalent mathematics placement score).

MATH 2020 - Introductory Discrete Mathematics (3-0-3)
This course is a study of the concepts of finite mathematical structures. Topics include set theory, logic, proof techniques, functions and relations, graphs, trees, and combinatorics.
Prerequisite(s): A grade of C or better in MATH 1113, MATH 1221, or MATH 1501.

MATH 2140 - Introductory Linear Algebra (3-0-3)
This course is an introduction to matrix algebra including determinants, vector spaces, linear transformations, and eigenvectors.
Prerequisite(s): A grade of C or better in MATH 1501.

MATH 2502 - Calculus II (4-0-4)
This course is a study of algebraic and transcendental functions with an emphasis on integral calculus and sequences and series. Other topics from single variable calculus include parametric equations and polar coordinates. Applications focus on functions which model real-world situations.
Prerequisite(s): A grade of C or better in MATH 1501.

MATH 2503 - Calculus III (4-0-4)
This course is a study of three-dimensional analytic geometry, the calculus of vector-valued functions and multivariable calculus. Topics include vector-valued functions, their derivatives, integrals, and applications; limits, continuity, partial derivatives, and extrema of multivariable functions; multiple and line integrals.

Prerequisite(s): A grade of C or better in MATH 2502.

MATH 3003 - Applied Mathematical Modeling (3-0-3)
This course is an introduction to the creation and use of mathematical models. Mathematical techniques will be developed and applied to real systems in areas including chemistry, biology, physics and economics. Students will be expected to make written and oral presentations in a professional manner. This course will emphasize the creation and testing of models and discussions of errors and forecasting. Students will work on projects singly and as part of a group.
Prerequisite: A grade of C or better in MATH 1501 or permission of the department.

MATH 3005 - A Transition to Advanced Mathematics (3-0-3)
This course is designed to prepare the student for advanced courses in mathematics. Topics include logic, set theory, properties of integers and mathematical induction, relations, and functions.
Prerequisite(s): A grade of C or better in MATH 2502 and MATH 2140.

MATH 3010 - Number Concepts and Relationships (3-1-3)
This course is a study of the real number system, its historical development, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and descriptive statistics. Includes a laboratory/practicum component through which pedagogical issues such as multiculturalism are addressed.
Prerequisite(s): Admission to Middle Level Teacher Education Program.

MATH 3010S - Number Concepts and Relationships (3-0-3)
This course is a study of the real number system, its historical development, and comparison to other numeration systems, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and elementary set and number theory. This course is only open to in-service Georgia teachers.

MATH 3020 - Concepts of Algebra (3-1-3)
This course is a study of functions designed to reinforce knowledge of the algebraic skills and processes taught at the middle grades level and to extend this knowledge to more advanced topics. The course includes probability functions, polynomial functions, rational functions, exponential and logarithmic functions, and trigonometric functions. Other topics discussed are the fundamental theorem of algebra, polar coordinates, trigonometric forms of complex numbers, conic sections in rectangular and polar form, and the binomial theorem. Includes a laboratory/practicum component. Open to qualified students without credit for MATH 3010 by permission of the Head of the Mathematics Department.
Prerequisite(s): MATH 3010.

MATH 3020S - Concepts of Algebra (3-0-3)
This course is a study of algebra and functions designed to reinforce knowledge of the algebraic skills and processes taught at the middle grades level and to extend this knowledge to more advanced topics. The course includes a review of basic algebra; equations and inequalities in one variable with applications; functions and graphs with special attention to linear, quadratic, polynomial, and exponential functions; operations on functions and inverse function; and systems of equations and inequalities in two variables. This course is open only to in-service Georgia teachers.

MATH 3030 - Concepts of Geometry (3-1-3)
An exploratory approach to the study of plane, solid, analytic, transformational, spherical, and fractal geometry. Specific topics include symmetries of plane figures through rotations, reflections, and translations; construction of plane and solid figures (polygons and polyhedra); perimeter, area, surface area, and volume; triangle properties, including similarity and congruence theorems; Pythagorean Theorem; comparison of Euclidean and spherical geometry; locus of points; fractals; van Hiele levels of geometric understanding; informal and formal proof. Computer software will be used extensively. Includes a laboratory/practicum component. Required for all

middle level teacher education students with a major concentration in mathematics. It is recommended that a high school level geometry course be taken prior to MATH 3010; students who have not had high school geometry should contact the Department of Mathematics for advice on remediation well in advance of registration for this course. Open to qualified students without credit for MATH 3010 by permission of the Head of the Mathematics Department.
Prerequisite(s): MATH 3010.

MATH 3110 - Survey of Algebra (3-0-3)
This course is a survey of group, ring, and field theory. Topics include algebraic structures on the integers, the real numbers, and the complex numbers; modular arithmetic; the Euclidean Algorithm; group and ring homomorphisms and isomorphisms; and field extensions with applications to constructions.
Prerequisite: A grade of C or better in MATH 3005.

MATH 3220 - Applied Statistics (3-0-3)
This course is an introduction to multiple regression, analysis of variance, and other selected inference methods. Topics will be selected from chi-square tests, non-parametric statistical methods, analysis of variance using simple experimental designs, and multiple regression methods, including model checking, analysis of residuals, and model building. Throughout the course, real data and computer software will be utilized.
Prerequisite A grade of C or better in MATH 1231 or PSYC 2105 and a grade of C or better in MATH 1241 or MATH 1501 or CHEM 2412 or BUSA 3101.

MATH 3303 - Ordinary Differential Equations (3-0-3)
This course provides an introduction to methods for solving ordinary differential equations. Course material will include modeling and methods of solution for linear and nonlinear first order equations, modeling and methods of solution for second and higher order linear equations and series solutions around ordinary points. Further topics (e.g. series solutions around regular singular points, Laplace transform methods and introductory methods for solving systems of ordinary differential equations) may be added at the instructor's discretion.
Prerequisites: A grade of C or better in MATH 2502 and or a grade of C or better or concurrent enrollment in MATH 2140.

MATH 3520 – Introduction to Analysis (3-0-3)
This is a rigorous introduction to analysis of functions on Euclidean space. Topics include limits, continuity, sequences, series, differentiation, integration, and sequences and series of functions.
Prerequisites: A grade of C or better in MATH 2503, MATH 3005.

MATH 3902 - Mathematical Applications for Information Technology (3-0-3)
An applications-driven study of various topics needed in the field of information technology. Specific topics include probability and statistics, the predicate calculus, and selected concepts from discrete mathematics.
Prerequisite(s): Grade of C or better in MATH 1221.

MATH 4010 - Mathematical Problem Solving: Advanced Concepts (3-0-3)
This course is a study of extended and refined methods of mathematical problem solving. These methods will allow the use of problem-solving approaches to investigate and understand mathematical content, to apply integrated mathematical problem-solving strategies to solve problems from within and without mathematics, and to apply the processes of mathematical modeling to real-world problem situations. Problems to be solved will arise from a variety of areas including the course content of MATH 3010 and MATH 3020.
Prerequisite(s): MATH 3020.

MATH 4020 - Concepts of Discrete Mathematics (3-0-3)
This course is a study of mathematical topics characterized by discrete processes. The study focuses on combinatorics, the theory of graphs and trees, matrix

representations, and iterative algorithms. Recursive thinking and inductive processes are emphasized through a variety of applications involving discrete mathematical models. Deductive proof is introduced through topics from logic, set theory, and graph theory; some relevant topics from the history of mathematics are explored.
Prerequisite(s): MATH 3030.
Prerequisite(s) or corequisite(s): MATH 4010.

MATH 4130 - Applied Algebra (3-0-3)
This course begins an investigation of how the theory of abstract algebra is applied to solve non-theoretical problems. Topics are selected from applications in exact computing, error correcting codes, block designs, crystallography, integer programming, cryptography and combinatorics. Students will work both singly and in groups on projects from the chosen topics.
Prerequisite: A grade of C or better in MATH 3110 (C).

MATH 4231 - Modern Geometry (3-0-3)
This course begins a study of Euclidean and non-Euclidean geometries. Topics will be explored through historical perspectives, formal geometric proofs, technology-based investigations, and modern applications.
Prerequisite: A grade of C or better in MATH 3005 (C).

MATH 4303 - Partial Differential Equations (3-0-3)
This course investigates classical methods used in partial differential equations. Topics include data propagating along characteristics, classification of systems of the first order equation, the method of transforms and separation of variables, and typical applications of the wave and heat equations.
Prerequisites: A grade of C or better in MATH 2503 and MATH 3303.

MATH 4320 - Numerical Methods (3-0-3)
This course is an introduction to numerical techniques used in applied mathematics. Main topics will be chosen from various modules, including, but not limited to: direct and iterative methods for solutions of linear systems; numerical differentiation and integration; interpolation and splines; initial value and boundary value problems for ordinary differential equations; least squares problems; Monte Carlo methods; initial and boundary value problems for partial differential equations.
Prerequisites: A grade of C or better in MATH 3005, MATH 3303, and CSCI 1301.

MATH 4350 - Graph Theory (3-0-3)
This course is a study of the fundamental concepts of graphs, trees, connectivity, Eulerian and Hamiltonian graphs, planar graphs, graph colorings, network flows, matching theory and applications.
Prerequisites: MATH 3005 or both (MATH 2020 and MATH 2140) with a minimum grade of C or better.

MATH 4360 - Combinatorics (3-0-3)
This course is a study of combinatorial problem solving techniques. Topics are selected from counting principles, generating functions, recurrence relations, principle of inclusion and exclusion, pigeon-hole principle, Polya theory, combinatorial designs, matroids, and latin squares.
Prerequisites: MATH 3005 or both (MATH 2020 and MATH 2140) with a minimum grade of C or better.

MATH 4800 - Special Topics in Mathematics (Variable Credit)
Topics of interest in mathematics not covered in listed courses.
Prerequisite: Permission of instructor and department.

MATH 4990 - Senior Seminar: Project or Internship (1-V-3)
Students will prepare presentations on a topic chosen in consultation with a faculty mentor or reports on their internships. At the end of the term, each student will present a final presentation and paper that summarizes the student's project or internship. Students will be expected to make these written and oral presentations in a professional manner.

Medical Assisting (MEDA)

MEDA 1100 - Medical Terminology (1-0-1)
Introduction to medical terminology. The student will learn suffixes, prefixes, root words, and basic principles of medical word building which can be applied to develop an extensive medical vocabulary. Credit by exam is available prior to enrolling in this course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): MEDA 1100 and MEDA 1102.

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. Credit by exam is available prior to enrolling in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): 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. Credit by exam is available prior to enrolling in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): MEDA 1100 and MEDA 1102.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): MEDA 1110.
Corequisite(s): MEDA 1125, MEDA 1130, MEDA 1140.

MEDA 2208 - Medical Billing (3-0-3)
Administrative procedures used in the medical office, including computerized medical management software. Includes office management, appointments, medical records filing, insurance claims, billing, and financial records. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1111 or successful completion of credit by exam.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Music (MUSC)

MUSC 0890 - Recital Attendance
Monitors student attendance at recitals.
Prerequisite(s): Music major.

MUSC 1001 - Introduction to Music Theory (1-4-3)
Introduction to the elements of musical notation, including reading in G, F, and C clefs; extensive work with rudiments of rhythmic notation in both simple and compound meters. Triads, seventh chords, elements of voice leading. Offered each Fall.

MUSC 1011 - Music Theory I (3-0-3)
Music notation; major and minor scales and key signatures; intervals. Rhythmic notation in simple and compound meters. Triads and seventh chords; elements of voice leading. Offered each Fall. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. University-wide Outcomes: develops skills in critical thinking. Entry-level assessment of critical thinking skills in the major.

MUSC 1012 - Music Theory II (3-0-3)
Harmonic progression; writing with first and second inversion triads; non-harmonic tones, cadences, phrases, and periods; uses of diatonic seventh chords. Binary and Ternary forms. Offered each Spring. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1011 or 1001.

MUSC 1111 - Aural Skills I (0-2-1)
Studies in interval recognition, triad and seventh chord recognition of basic elements of rhythm. Sight-singing, exercises in rhythmic, melodic, and harmonic dictation. Usually taken concurrently with MUSC 1011. Offered each Fall. Major program outcomes: develops in the student the ability to read at sight with fluency. University-wide outcomes: develops skills in critical thinking.

MUSC 1112 - Aural Skills II (0-2-1)
Continued work in sight-singing, dictation; elementary work in improvisation. Usually taken concurrently with MUSC 1012. Offered each Spring. Major program outcomes: develops in the students the ability to read at sight with fluency. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1111.

MUSC 1151 - Class Piano I (0-2-1)
For students entering with deficiencies in keyboard ability. Does not apply toward the major. Offered each Fall.

MUSC 1152 - Class Piano II (0-2-1)
>   Does not apply toward the major. Offered each Spring.
>   Prerequisite(s): MUSC 1151.

MUSC 1310 - Class Voice (0-2-1)
>   Group instruction in vocal performance. May be used as elective credit. Offered each
>   Fall. Major program outcomes: develops in the student the ability to read at sight with
>   fluency. University-wide outcomes: oral communication, critical thinking.

MUSC 1330 - Class Guitar (0-2-1)
>   Group instruction in guitar. May be used as elective credit. Offered each Spring.
>   Major program outcomes: develops in the student the ability to read at sight with
>   fluency. University-wide outcomes: oral communication, critical thinking.

MUSC 1500 - Applied Music Secondary (0-1-1)
>   Private secondary lessons in voice, piano and other instruments. May be repeated for
>   credit. Offered each semester. Major program outcomes: develops in the student the
>   ability to read at sight with fluency.   University-wide outcomes: oral communication,
>   critical thinking.
>   Corequisite(s): MUSC 1710 or 3410.

MUSC 1601 - Composition I (0-2-1)
>   Beginning work in musical composition in a class setting. Inquiry into sound resources
>   and elements of music. Composition of small forms for solo instruments. Offered
>   each Fall. Major program outcomes: develops skills in composition. University-wide
>   outcomes: develops skills in critical thinking.

MUSC 1602 - Composition II (0-2-1)
>   Composition of small forms for small ensemble and chorus. Offered each Spring.
>   Major program outcomes: develops skills in composition. University-wide outcomes:
>   develops skills in critical thinking.
>   Prerequisite(s): MUSC 1601.

MUSC 1710 - Major Ensemble-Choir (0-3/5-1)
MUSC 1710 - Major Ensemble-Wind Ensemble (0-3/5-1)
MUSC 1710 - Major Ensemble-Jazz Band (0-3/5-1)
MUSC 1710 - Major Ensemble-Orchestra (0-3/5-1)
>   May be repeated for credit. Offered each semester.
>   Major program outcomes: provides opportunity for student to demonstrate the ability to
>   perform in ensembles that are varied both in size and nature.   University-wide
>   outcomes: develops skills in non-verbal communication and in critical thinking.

MUSC 1761 - Diction I (0-2-1)
>   Introduction to elementary phonetics and International Phonetic Alphabet (IPA)
>   and application of IPA to practical work in the pronunciation of Ecclesiastical
>   Latin and Italian. Offered each Spring. Major program outcomes: assists vocal
>   performance and music education majors in later study of a cross-section of music
>   from the complete repertoire of their performance medium. University-wide outcomes:
>   develops skills in critical thinking.

MUSC 2011 - Music Theory III (3-0-3)
>   Secondary functions; modulation. Modal mixture, Neapolitan sixths, altered
>   dominants. Fugue, variation, and rondo forms.   Offered each Fall. Major program
>   outcomes: helps students to develop an understanding of the common elements and
>   organizational patterns of music and their interaction; assists students in developing
>   skills in composition. University-wide outcomes: develops skills in critical thinking.
>   Prerequisite(s): MUSC 1012.

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.] Does not apply toward the major.

MUSC 2111 - Aural Skills III (0-2-1)
Advanced work in sight-singing, rhythmic, harmonic, and melodic dictation. Usually taken concurrently with MUSC 2011. Offered each Fall. Major program outcomes: develops in the student the ability to read at sight with fluency, in addition to elementary work in improvisation. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1112.

MUSC 2112 - Aural Skills IV (0-2-1)
Usually taken concurrently with MUSC 2012. Offered each Spring. Major program outcomes: develops in the student the ability to read at sight with fluency, in addition to elementary work in improvisation. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2111.

MUSC 2151 - Intermediate Piano Skills I (0-2-1)
Intermediate piano skills for students needing additional applied piano skills and including those with a piano concentration. Develops skills in sight-reading, score-reading, accompanying, harmonization, transposition and basic keyboard harmony. Offered every fall semester. Open to music majors only.
Prerequisite(s): MUSC 1152 with a grade of C or above, or completion of the piano proficiency exam.

MUSC 2152 - Intermediate Piano Skills II (0-2-1)
Intermediate piano skills for students needing additional applied piano skills and including those with a piano concentration. Develops skills in sight-reading, score reading, accompanying, harmonization, transposition and basic keyboard harmony. Offered every spring semester.
Prerequisite(s): MUSC 2151 with a grade of C or above. Open to Music majors only

MUSC 2301 - Introduction to World Music (3-0-3)
A study of selected non-western music cultures, past and present, introducing a variety of musical concepts and styles from around the world, reflecting the inter-relationships between musical styles and the cultures in which they are created and interpreted. Critical Thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

MUSC 2400 - Applied Music-Composition Majors (0-1-1)
Study in music performance in the student's major performance area. Offered each semester. Major program outcomes; develops competence in major performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes; oral communication, critical thinking. May be repeated for credit. Open only to music majors or by approval of the department head.
Corequisite(s): MUSC 1710.

MUSC 2500 - Applied Music-Performance Majors (0-1-2)

Study in music performance in the student's major area. Offered each semester. Major program outcomes: develops competence in major performance area. Students are expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes: oral communication, critical thinking. May be repeated for credit. Open to music majors only (or by approval of the department head).
Corequisite(s): MUSC 1710 or 3410.

MUSC 2600 - Composition III (0-1-2)
Individual lessons in composition. Compositional work in small forms for one to four instruments. May be repeated for credit. Music majors.
Prerequisite(s): MUSC 1012 (C), MUSC 1602 (C).

MUSC 2611 - Music History I (3-0-3)
Survey of Western music from antiquity through the Baroque period. Offered each Spring. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts. University-wide outcomes: this course provides entry-level assessment in written communication skills in the major.
Prerequisite(s): MUSC 1012.

MUSC 2762 - Diction II (0-2-1)
Practical work in pronunciation of German, English, and the Austro-German dialect of Latin, using the International Phonetic Alphabet. Offered each Fall. Major program outcomes: assists vocal performance and music education majors in later study of a cross-section of music from the complete repertory of their performance medium. University-wide outcomes: develops skills in critical thinking.
Pre-requisite: MUSC 1761

MUSC 2763 - Diction III (0-2-1)
Practical work in pronunciation of French, using the International Phonetic Alphabet. Offered each Spring. Major program outcomes: assists vocal performance majors in later study of a cross-section of music from the complete repertoire of their performance medium. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1761.

MUSC 2900 - Introduction to Music Education and Technology (1-2-2)
Designed to introduce students to real-life music education through structured observation of and interaction with local music educators. Students will also become familiar with technology, professional journals, and other resources specific to music education.
Prerequisites: MUSC 1012

MUSC 2911 - Jazz Theory I (2-0-2)
Examines theoretical principles and nomenclature associated with jazz. Emphasis spelling, naming and aural recognition of chords, scales, and harmonic progressions; principles of substitute scales and chords; harmonic and melodic analysis. Includes some composition. Offered Fall, alternate years. Major program outcomes: develops an understanding of organizational patterns of music and their interaction; develops skills in composition and improvisation. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1112.

MUSC 2912 - Jazz Theory II (2-0-2)
Continues MUSC 2911; advanced work with 9th, 13th chords, whole-tone, diminished, and augmented scales. Offered Spring, alternate years. Major program outcomes: develops an understanding of organizational patterns of music and their interaction; develops skills in composition and improvisation. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2911.

MUSC 3070 - Counterpoint (3-0-3)
　　Introduction to modal and tonal counterpoint, with some introduction to later styles. Offered Fall, alternate years. Major program outcomes: requires student to develop an understanding of the common elements and organizational patterns of music and their interaction; requires student to develop skills in composition. University-wide outcomes: develops skills in critical thinking.
　　Prerequisite(s): MUSC 2012.

MUSC 3080 - Scoring and Arranging (3-0-3)
　　A study of ranges and characteristics of instruments and voices, in the context of historical development of styles. Basic practical concepts in arranging, including writing and performance of projects. Offered Fall, alternate years. Major program outcomes: requires students to develop skills in arranging, as a part of their work in composition. Enables students to place music in historical and stylistic context. University-wide outcomes: develops skills in critical thinking.
　　Prerequisite(s): MUSC 2012.

MUSC 3101 - History of Jazz (3-0-3)
　　An in-depth, analytical investigation of jazz music and its cultural significance in 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.

MUSC 3430 - Conducting (1-2-2)
　　The basic principles of conducting and score-reading. Offered each Fall. Major program outcomes: requires students to acquire skills in conducting; develops the ability to read music at sight with fluency. University-wide outcomes: develops skills in oral communication and critical thinking.
　　Prerequisite(s): MUSC 2012.

MUSC 3450 - String Methods and Materials (0-3-2)

Methods and materials of playing and teaching woodwind instruments. Evaluation of methods and materials. Music majors only.
Prerequisite(s): MUSC 2012 (C).

MUSC 3451 - Brass Methods and Materials (0-3-2)
Methods and materials of playing and teaching brass instruments. Evaluation of methods and materials. Music majors only.
Prerequisite(s): MUSC 2012 (C).

MUSC 3452 - Percussion Methods and Materials (0-2-1)
Methods and materials of playing and teaching percussion instruments. Evaluation of methods and materials. Music majors only.
Prerequisite(s): MUSC 2012 (C).

MUSC 3453 - Woodwind Methods and Materials (0-3-2)
Learning to play an instrument from the string family. Learning teaching methods and materials. Observation in the public schools.
Prerequisite(s): MUSC 2012 (C).

MUSC 3500 - Applied Music (0-1-2)
Study in music performance in principle performance area for B.A. students. Offered each semester. May be repeated for credit. Major program outcomes: develops competence in principle performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes: oral communication, critical thinking.
Prerequisite(s): Four semesters of MUSC 2500.
Corequisite(s): MUSC 3410, MUSC 3510, MUSC 3530, MUSC 3540, MUSC 3550, or MUSC 3560

MUSC 3510 - Chamber Ensembles (0-3-1)
Performance in small chamber ensembles appropriate to student's major performance area. Offered each semester. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking. May be repeated for credit.

MUSC 3530 - Opera Production (0-3-1)
Performance in staged operatic production. Successful completion of Baccalaureate Candidacy exam, or permission of instructor required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3540 - Musical Theater (0-3-1)
Performance in staged Musical Theater production. Successful completion of Baccalaureate Candidacy exam, or permission of instructor required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3550 - Accompanying (0-2-1)
Offered each semester. Development of technical and musical skills necessary to accompany vocalists and instrumentalists Successful completion of Baccalaureate Candidacy exam, or permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance

area.   Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3560 - Chamber Choir (0-3-1)
Performance in small vocal ensembles of music from all periods. Successful completion of Baccalaureate Candidacy exam, or permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. University-wide outcomes: develops skills in non-verbal communication and critical thinking.

MUSC 3612 - Music History II (3-0-3)
Survey of music history from the pre-classic era through the Classic and Romantic periods. Offered each Fall. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic context. University-wide outcomes: develops skills in oral communication, critical thinking. Prerequisite(s): MUSC 2011.

MUSC 3613 - Music History III (3-0-3)
A survey of music history from Scriabin, Debussy, and Ives to Carter, Tippett, Gubaidulina, and Reich. Analytic work using set theory; introduction to different types of twelve-tone technique. Offered each Spring. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. University-wide outcomes: this is the capstone course for oral and written communication.
Prerequisite(s): MUSC 2011.

MUSC 3711 - Art Song Literature I (2-0-2)
A study of the secular song in France and Germany, from the early forms of the Middle Ages to the present. Offered Fall, alternate years. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication. Prerequisite(s): MUSC 1012.

MUSC 3712 - Art Song Literature II (2-0-2)
A study of the evolution of the secular song in the United States, Great Britain, and Eastern Europe. Offered Spring, alternate years. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication. Prerequisite(s): MUSC 1012.

MUSC 3750 - Choral Literature (3-0-3)
Historical survey of music for multiple voices from the late Middle Ages through the 20th century. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication. Prerequisite(s): MUSC 1012.

MUSC 3760 - Orchestral Literature (3-0-3)
A survey of orchestral literature from the late Baroque through the 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. Offered Fall, alternate years. Major program outcomes: students will be expected to develop an understanding of musical forms and processes in their historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012.

MUSC 3812 - Piano Literature II (2-0-2)
Survey of standard piano literature from the Romantic era through the contemporary works. Emphasizes style analysis, performance-practice problems, and editions. Offered Spring, alternate years. Major program outcomes: students will be expected to develop an understanding of musical forms and processes in their historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012.

MUSC 3820 - Improvisation (0-2-1)
Practical work in 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 3910 - Elementary Music Methods (3-0-3)
Principles and techniques for teaching music to children K through 8. Includes musical development of the young child, program goals and content, methods, and assessment strategies.
Prerequisite: MUSC 2900 (C).

MUSC 3911 – Secondary General Music Methods (1-0-1)
Principals and techniques for teaching music to students in primarily nonperformance courses, grades 6-12. Includes musical development of the adolescent students, program goals and content, methods, and assessment strategies in addition to a brief overview of the methods and materials of instrumental music education for the vocal/general student.
Prerequisite: MUSC 2900 (C) and MUSC 3910 (C).

MUSC 3920 - Secondary Music Methods (3-0-3)
Designed to provide the future choral music educator with the rehearsal skills necessary to be successful in the high school classroom. In addition students learn teaching, management, and administration skills appropriate to a high school choral program.
Prerequisite: MUSC 2900 (C).

MUSC 3921 - Strings, Woodwinds, Brass, and Percussion Methods and Materials (0-3-2)
Learning to play an instrument from each of the families of orchestral instruments. Learning teaching methods and materials. Observation in the public schools.
Prerequisite: MUSC 2012

MUSC 3970 - Form and Analysis (3-0-3)
Introduction to standard musical forms, including sectional forms, fugue and canon, sonata and sonatina forms, hybrid forms such as first-movement concerto form, sonata-rondo, etc. Offered each Spring. Major program outcomes: student must demonstrate an understanding of the common elements and organizational patterns of music, and demonstrate the ability to employ this in aural, visual, and verbal analyses. University-wide outcomes: written communication, critical thinking.
Prerequisite(s): MUSC 2012.

MUSC 4160 - Music Business (3-0-3)
An introduction to the practical skills necessary to become a successful professional musician. Major program outcomes: develops the ability to plan and manage various aspects of a career in music, and enables the student to acquire an understanding of the basic inter-relationships and interdependencies among the various musical professions and activities that constitute the musical enterprise.   University-wide outcomes: develops critical thinking and communication skills.
Prerequisite(s): MUSC 1012.

MUSC 4180 - Advanced Scoring & Arranging (2-0-2)
Advanced study of scoring for instruments and voices, with a focus on arranging for college ensembles. Offered Spring, alternate years. Major program outcomes: requires students to develop skills in arranging, as a part of their work in composition. Enables students to place music in historical and stylistic contexts. University-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 3080.

MUSC 4220 Techniques in Electroacoustic Composition (1-2-2)
This course introduces current directions in technology in relation to the production of sound and music composition. Topics addressed include acoustics, algorithmic and computer-assisted composition, digital sampling and sequencing, interactive electronics, MIDI, signal processing, and production. Open to non-music majors by permission of the instructor. Offered Spring, alternate years.
Prerequisite(s): MUSC 3220 with a grade of C or above

MUSC 4400 - Applied Music-Composition Majors (0-1-1)
Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

MUSC 4430 - Advanced Conducting (2-0-2)
Advanced study in conducting, rehearsal techniques, and score reading. Offered each Spring. Major program outcomes: requires students to acquire skills in conducting, and demonstrate the ability to read at sight with fluency. University-wide outcomes: critical thinking.

Prerequisite(s): MUSC 3430.

MUSC 4500 - Applied Music-Performance Majors (0-1-2)
Successful completion of Bachelor of Music Qualifying Exam is required. May be repeated for credit. Study in music performance in the student's major performance area. Offered each semester. Major program outcomes: develops competence in major performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-wide outcomes: oral communication, critical thinking.
Corequisite(s): MUSC 1710 or 3410.
Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

MUSC 4600 - Advanced Composition (0-1-2)
Successful completion of Bachelor of Music Qualifying Exam is required. May be repeated for credit. Introductory work in composing music for larger ensembles; preparation for Senior recital. Major program outcomes: develops skills in critical thinking.
Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

MUSC 4700 - Vocal Pedagogy (3-0-3)
A study of the human voice, its registers, classification of voices, method of practicing, analysis, style, and selection of literature. Work in vocal pedagogy lab. Major program outcomes: students acquire the technical skills requisite for artistic self-expression, and develop techniques for teaching those skills; students have the opportunity to become familiar with the capabilities of technology as they relate to teaching. University-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012.

MUSC 4710 - Piano Pedagogy (3-0-3)
A study of current trends and methods used in teaching private and group piano lessons. Special emphasis on technical problems and appropriate literature. Major program outcomes: students acquire the technical skills requisite for artistic self-expression, and develop techniques for teaching those skills. University-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012.

MUSC 4890 - Senior Recital
Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty have approved the student's senior recital.
Prerequisite(s): MUSC 3890.

MUSC 4910 - Choral Methods and Literature (2-0-2)
Designed to provide students with in-depth knowledge of choral techniques and literature. Students will study practical conducting strategies while acquiring the knowledge of choral repertoire suitable to public school settings.
Prerequisite(s): MUSC 2900 (C), MUSC 3430 (C).

MUSC 4922 - Instrumental Methods and Materials for Educ. (1-0-1)
Methods and materials of teaching instrumental music. Evaluation of methods and materials.
Prerequisite(s): MUSC 2012 (C).

MUSC 4923 - Instrumental Educ: Methods (2-0-2)
Methods and Materials of teaching elementary instrumental music. Evaluation and implementation of methods and materials.
Prerequisite(s): MUSC 2012 (C) and MUSC 3910 (C).

MUSC 4930 - Student Teaching (0-40-12)
Full- time supervised teaching of music in school settings. To be taken during the student's final semester of the program.
Prerequisite(s): MUSC 4920 (C).

MUSC 4990 - Music Capstone
    Offered each semester. Note: this is not a "course" as such, but a transcript marker
    indicating that a committee of faculty has approved the student's Music Capstone
    requirement. Normally taken in the student's last semester of study. Departmental
    approval required.

Nursing (NURS)

NURS 3101 - Professional Issues (3-0-3)
    This course is designed to enhance the registered nurse's perception of the role of the
    professional practitioner in meeting the health needs of society. Selected theories,
    issues, and trends in nursing will be analyzed. Historical, societal, political, ethical,
    and legal factors impacting the profession will be explored. Modular seminar
    topics include a wide range of current selected topics driven by the current
    professional and social environment. (For RN-BSN students only.)
    Prerequisite(s): BSN Admission.

NURS 3110 - Interactive Communication (3-0-3)
    This course focuses on ways to improve interpersonal skills in work settings. Students
    learn a specific set of communication techniques, identify their own strengths and
    weaknesses, and strive to improve their interpersonal effectiveness. Content includes
    assertiveness, active listening, giving and taking criticism, group dynamics, crisis
    intervention, and conflict resolution.
    Prerequisite(s): Junior standing.

NURS 3201 - Health Assessment (2-0-2)
    This course provides the learner with the knowledge necessary to perform a health
    assessment on adults and use critical thinking skills to identify risk factors for actual or
    potential alterations in health. Emphasis will be placed on interviewing skills in taking
    a health history and differentiating between normal and abnormal physical findings
    when conducting a head-to-toe physical examination.
    Prerequisite(s): BSN Admission or permission of Instructor
    Corequisite(s): NURS 3202 or NURS 3201L.

NURS 3201L- Health Assessment Lab (0-3-1)
    This course provides the learner with the opportunity to develop the skills and
    knowledge to perform a systematic health assessment/physical examination on adults
    from diverse cultural backgrounds. The lab time is structured to allow students to
    develop skill competency through observation and hands on practice.
    Prerequisite(s): BSN Admission or permission of Instructor
    Absolute Corequisite(s): NURS 3201.

NURS 3202 - Health Assessment Practicum for R.N.'s (0-2-1)
    Provides the learner with the opportunity to develop the skills necessary to perform a
    systematic health assessment/physical examination on adults from diverse cultural
    backgrounds. Lab time is structured to facilitate skill development in individuals with
    nursing experience.
    Prerequisite(s): RN Licensure or permission of Instructor.
    Absolute Corequisite(s): NURS 3201.

NURS 3301 - Health Promotions (3-0-3)
    This course is designed to introduce the student to roles and issues for the
    professional nurse. Concepts highlighted in this course are theoretical perspectives on
    health-illness, developmental, situational, and role transitions in the nursing
    profession. In addition, the course emphasizes the nurse's role in promoting individual
    and family health across the lifespan.
    Prerequisite(s): BSN Admission.
    Absolute Corequisite(s): NURS 3301L.

NURS 3301L - Health Promotions Practicum (0-3-1)
This course is designed to allow the student to focus on the application of the theoretical concepts related to the role of the professional nurse in promoting individual and family health across the lifespan. Activities are designed to allow students to participate in interdisciplinary collaboration, application of teaching and learning principles, and to develop beginning skills in nursing therapeutics as related to health promotion.
Prerequisite(s): BSN Admission.
Absolute Corequisite(s): NURS 3301.

NURS 3382L - Clinical Pharmacology Seminar (0-3-1)
This seminar will examine clinical application of pharmaceutical agents as they relate to clients experiencing acute and chronic health conditions. Students will identify important considerations in the health maintenance and management of clients across the life span as recipients of pharmacotherapy.
Absolute Corequsite(s): HSCI 3382

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 (or concurrent).
Absolute Corequisite(s): NURS 3401.

NURS 3501 - Psychosocial Transitions (3-0-3)
This course focuses on theory and practice considerations for clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on understanding clients' perceptions, within the context of their current mental status, biological factors, risk factors and cultural background, in order to design appropriate professional nursing interventions.
Prerequisite(s): NURS 3401.
Absolute Corequisite(s): NURS 3501L.

NURS 3501L - Psychosocial Transitions Practicum (0-6-2)
This course focuses on clinical application of theory and research related to clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on the development of communication skills, critical thinking, and interdisciplinary collaboration to facilitate healthy adaptation to psychosocial stressors and recovery from mental health problems. A variety of acute care and community health care settings will be used.
Prerequisite(s): NURS 3401L.
Absolute Corequisite(s): NURS 3501.

NURS 3601 - Developmental Transitions I (3-0-3)
This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for childbearing individuals and families. Concepts highlighted in this course include sexuality and reproduction. Course content examines developmental, situational, and health-illness transitions experienced by childbearing individuals and families.

Prerequisite(s): NURS 3401.
Absolute Corequisite(s): NURS 3601L.

NURS 3601L - Developmental Transitions I Practicum (0-6-2)
Within the context of the concepts learned in NURS 3601 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and family in the childbearing years. A variety of acute care and community health care settings will be used.
Prerequisite(s): NURS 3401L.
Absolute Corequisite(s): NURS 3601.

NURS 4100 - Nursing Research (3-0-3)
This course emphasizes the critical review and evaluation of research articles and application of research findings to practice. Specific aspects of the research process are discussed from both a quantitative and qualitative approach, as a foundation to being an informed consumer of research. Building a scientific basis for practicing nursing is studied as a method for improving the quality of nursing practice. For basic licensure students, completion of all 3000-level NURS courses is recommended prior to taking this course.
Prerequisite(s): MATH 1231 or HSCI 2201.
Corequisite(s): NURS 3101

NURS 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 included to promote caring for the elderly in a variety of settings, primarily community-based. Client advocacy for the elderly stressed. Prerequisite: 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 the basic licensure major only and is to be taken during the student's senior year. Role concepts, transitions from student to professional, health care issues and trends are explored. Students are required to submit a satisfactory portfolio and pass an end –of- program competency examination as a requirement of course completion.
Prerequisite(s): NURS 4201; NURS 4301.
Prerequisite/Corequisite: NURS 4401; NURS 4601.

NURS 4503 - RN Practicum (0-6-3)
This clinical practicum course requires RN students to accomplish individual learning objectives negotiated with their faculty facilitators and designated preceptor at the onset of the course. Individual objectives allow students to achieve course outcomes. The practicum will enable the RN to expand their clinical expertise, broaden their exposure to different specialty areas and apply theory learned throughout the BSN curriculum to meet the needs of clients. The practicum will also enable the RN student to implement the professional roles of a BSN registered nurse in the areas of leadership/management, education and community practice.
Prerequisite: NURS 3101
Prerequisite or Corequisite: NURS 4603.

NURS 4601 - Organizational Transitions (4-0-4)
This course is designed to examine leadership and management theory as they apply to groups and aggregate populations in various health care settings. The student, as a manager, focuses on the role of the nurse in wellness promotion, epidemiology, international health, environmental issues, and the effect of nursing within health care systems. Competencies previously acquired are extended to include principles of management and leadership and their application to groups in transition.
Prerequisite or Corequisite(s): NURS 3110, NURS 4100, NURS 4301, NURS 4301L, NURS 4201, NURS4201L.

NURS 4601L - Organizational Transitions Practicum (0-3-1)
This course is designed to allow students to apply leadership and management principles with groups and aggregate populations in various health care settings. Learning experiences focus on synthesizing concepts acquired in NURS 4601 and prerequisite courses such as communication, critical thinking, teaching/learning, and

nursing process while validating competencies expected of a beginning professional nurse.
Absolute Corequisite(s): NURS 4601.

NURS 4603 - Organizational Transitions for R.N.s (4-0-4)
This course is designed to examine leadership and management theory as they apply to groups and aggregate populations in various health care settings. The student, as a manager, focuses on the role of the nurse in wellness promotion, epidemiology, international health, environmental issues, and the effect of nursing within health care systems. Competencies previously acquired are extended to include principles of management and leadership and their application to groups in transition.
Prerequisite(s): NURS 3101, NURS 3110, NURS 4100, RN Licensure.

NURS 4604 - Advanced Organizational Transitions for R.N.s (4-0-4)
This course is designed as a synthesis experience for the returning RN student that allows more in-depth exploration of advanced management and community concepts. Concepts addressed in this course include assessment of a community, case management, disease state management, resource allocation, quality improvement, and future trends in health care. Students are required to submit a satisfactory portfolio as a requirement of course completion.
Prerequisite(s): NURS 4603.

NURS 4800 - Directed Study Practicum in Nursing (0-9-3)
This is a directed readings course with a faculty mentor.

NURS 4801 - Perioperative Nursing
This course provides the student with an in-depth look at the practice of Perioperative nursing. Didactic and clinical experiences are provided in area hospitals with students functioning in all aspects of intraoperative nursing including scrubbing, circulating, and recovering surgical patients.
Prerequisite: Junior Nursing Status.

NURS 4950 - Independent Study [variable (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 [in nursing]. The content focuses on information technology used to enhance client care through minimum data set, research, education and administration of health care facilities.

Office (OFFC)

OFFC 1100 - Business English (3-0-3)
Intensive review of grammar, punctuation, spelling, capitalization, numbers, and abbreviations in all business communication situations, including writing and speaking. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): Students required to exit from or exempt READ 0099 and ENGL 0099.

OFFC 1101 - Introduction to Office Computing (2-2-3)
Basic computer skills using Windows operating system software, including managing Windows files and folders. Introduction to e-mail and the Internet. Overview of word processing, spreadsheet, database, and presentation software. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C

or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

OFFC 1111 - Word Processing I (2-2-3)
Introductory course for students who have had little or no keyboarding/word processing or who key less than 30 words per minute. Emphasis on developing speed and accuracy by using correct keyboarding techniques. Basics of document formatting and production are introduced. Microsoft Word software will be used. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

OFFC 1112 - Word Processing II (3-0-3)
Continues development of speed and accuracy in keyboarding as well as document formatting/processing using Microsoft Word software. Types of documents produced include letters, memorandums, reports, tables, and other business documents. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1111 or successful completion of credit by exam.

OFFC 1114 - Project Management (3-0-3)
Hands on computer applications covering Microsoft Project. Emphasis is on timelines, budgets, and effective and efficient time management. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1101 or successful completion of credit by exam.

OFFC 2101 - Legal Terminology and Procedures (3-0-3)
This course focuses on providing students with knowledge of basic legal terms. Students will develop the ability to recognize and use legal terms in context. Students will also learn the basic structure of the legal system and the procedures used in a typical law office. This course is not open to paralegal majors and does not count in the paralegal program. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1100 and OFFC 1111 or successful completion of credit by exam.

OFFC 2112 - Legal Document Processing (3-0-3)
Emphasis on mastery of software and document processing skills using Word software. Production of legal documents in appropriate formats and introduction to transcription of legal documents. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1111 or successful completion of credit by exam.

OFFC 2202 - Business Math (3-0-3)
Knowledge & application of business mathematics, including topics such as trade and cash discounts, bank reconciliation, payroll & payroll taxes, present value, markups, principal and interest, annuities, installment buying, sales tax, insurance, and stocks and bonds. Development of skill in operating electronic calculators, with special emphasis on using touch method for ten-key pad. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program. Prereq(s): Students required to exit from or exempt MATH 0099.

OFFC 2205 - Business Communication (3-0-3)
Knowledge and application of principles of oral, written, and nonverbal communication in business situations. Letter, memo, and report writing: planning, organizing, outlining, writing, and speaking. A grade of C or higher is required for this course to

count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1100 or successful completion of credit by exam or ENGL 1101. Corequisite(s): OFFC 1111 or successful completion of credit by exam.

OFFC 2206 - Presentation Software (3-0-3)
This course will teach presentation (PowerPoint) software to prepare students for MOS certification. Emphasis will be on presentational speaking. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s) or Corequisite(s): OFFC 1101 or successful completion of credit by exam.

OFFC 2207 - Administrative Procedures (3-0-3)
Illustrates administrative procedures typical of a business office. Topics covered include document/file management, telecommunications, meeting and travel arrangements, mail responsibilities, and professional development. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1111 or successful completion of credit by exam.

OFFC 2209 - Spreadsheet I for the Office (2-2-3)
Hands-on computer applications of beginning and intermediate spreadsheet topics using Microsoft Excel. Emphasis is on using basic functions, applying formatting, writing formulas, creating charts and links. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s) or corequisite(s): OFFC 1101 or successful completion of credit by exam.

OFFC 2210 - Spreadsheet II for the Office (3-0-3)
Hands-on computer applications of advanced spreadsheet topics using Microsoft Excel. Topics covered are advanced functions, including auditing, tracking, scenarios, and other advanced formulas. Emphasis is on troubleshooting spreadsheets and using critical thinking skills. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 2209 or successful completion of credit by exam.

OFFC 2212 - Office Simulation/Transcription (3-0-3)
Students work in simulated office producing work based on employability standards. Emphasis on production of business documents, work flow, setting priorities, and work ethics. Machine transcription skills are developed with emphasis on mastery of word processing functions, productivity, and excellence in document processing. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1100 and OFFC 1112 or successful completion of credit by exam

OFFC 2213 - Desktop Publishing (3-0-3)
Desktop publishing functions in which students design and produce complex documents using Microsoft Word software. Documents include reports, newsletters, brochures, flyers, and forms. Emphasis on development of speed and accuracy in keyboarding. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1112 or successful completion of credit by exam.

OFFC 2214 - Database for the Office (2-2-3)

Hands-on computer applications of database topics using Microsoft Access. Emphasis is on using the software to organize, store, maintain, retrieve, and sort information so a business can find and use that information effectively. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s) or corequisite(s): OFFC 1101 or successful completion of credit by exam.

OFFC 2215 - Integrated Software (3-0-3)
Hands-on computer applications covering integration of windows-based database, spreadsheet, word processing, and presentation software. Emphasis on problem-solving skills and office production situations. Critical thinking skills also emphasized. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 1112, 2209, and 2214 or successful completion of credit by exam.

OFFC 2222 - Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. This course will incorporate instruction for work ethics traits. A minimum of 150 hours of work experience is required in an individualized training program. Usually taken during advanced stages of program. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): Employment and program advisor approval. At least 12 hours of coursework in office courses must be completed before enrollment in OFFC 2222, with a GPA of 2.5 or higher in major coursework and overall GPA of 2.0 or higher.

OFFC 2250 - Office Accounting I (3-0-3)
Introduction of the basic accounting cycle with emphasis on accounting procedures for a sole proprietorship. Topics include journalizing, posting, adjustments, end-of-period worksheet, preparation of financial statements, closing entries, cash control, and payroll. Computer applications introduced. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

OFFC 2251 - Office Accounting II (3-0-3)
Continuation of the accounting cycle with emphasis on accounting procedures for a merchandising business. Topics include subsidiary records; special journals; voucher system; and specialized accounting procedures for accounts receivable, notes and interest, merchandise inventory, and long-term assets. Computer applications continued. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 2250.

OFFC 2252 - Office Accounting III (3-0-3)
Advanced accounting procedures with emphasis on accounting for transactions typical of partnerships and corporations. Topics include partnerships, capital stock, corporate earnings, bonds, cash flow, analysis of financial statements, departmental accounting, and manufacturing accounting. Computer applications continued. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): OFFC 2251.

OFFC 2333 - Selected Topics and Problems (1-4-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): Permission of program advisor.

OFFC 3810 - The Role of the Executive Assistant (3-0-3)
This course addresses the special responsibilities of the executive assistant. In addition to stressing advanced technical skills, the course covers such important issues as confidentiality, sensitivity to corporate/institutional culture, protocol, schedule management, and public relations. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

OFFC 4098 - Internship (1-10-3)
Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Administrative Management is required. Advisor approval required. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): MGMT 3101 and TECH 3104 or MGMT 3101 and OFFC 3110.

OFFC 4800 - Selected Topics in Administrative Management (Varies from 1-3 credit hours)
A study of selected topics/problems to student needs under the guidance and supervision of an advisor. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Paralegal Studies (PARA)

PARA 1101 - Introduction to Law and Ethics (3-0-3)
This course provides an overview of the legal system, the role of paralegals within the system, and law office procedures. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts, and ethical issues confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques. Must exit from or be exempt from Learning Support Reading and English. Students who do not achieve a grade of C or higher (or K) in PARA 1101 must re-take PARA 1101 and achieve a grade of C or higher before a student may continue taking other PARA classes.

PARA 1103 - Civil Litigation (3-0-3)
This course focuses on drafting skills and the procedural rules and statutes governing state and federal civil courts. It is designed to take the student through all facets of a case: the initial client interview, the initiation of a case (or alternative dispute remedies), preparation of pleadings and discovery, motion practice, drafting of settlement and trial documents, and the appellate process.
Prerequisite(s): PARA 1101.

PARA 1105 - Legal Research and Writing (3-0-3)
This course focuses on federal and state legal research utilizing law library books, on-line databases, the Internet, and CD-ROMs. Students will learn citation skills and draft memoranda based on case law and statutes. This course will require extensive out-of-class library time.
Prerequisite(s): PARA 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 1111 - Computers in the Law (3-0-3)
This course introduces students to computer basics, hardware, and software. Students gain practical experience working with software applications, such as litigation support, spreadsheets, word processing, and databases.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, PARA 1109

PARA 1113 - Real Estate Law (3-0-3)
This course focuses on the buyer-seller relationship, title examinations and title insurance, document preparation, and filing procedures. Students prepare a closing statement and draft other documents needed to prepare for a real estate closing.
Prerequisite(s): PARA 1101.

PARA 1221 - Bankruptcy/Debtor-Creditor Relations (3-0-3)
This course teaches students to learn about the documents filed in bankruptcy court by attorneys representing debtors and creditors in Chapter 7, 11 and 13 cases. In addition, the course will discuss collection remedies on judgments obtained in civil court by secured and unsecured creditors.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, 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 and PARA 1103.

PARA 1225 - Family Law (3-0-3)
This course focuses on marriage, annulment, antenuptial agreements, divorce, and adoption. Students prepare all of the documentation necessary to file a divorce.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1227 - Health Care Law (3-0-3)
This course teaches students the legal issues involved in the health care industry. Students review and analyze contracts prepared by paralegals and attorneys for hospitals, doctors and Health Maintenance Organizations.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1229 - Intellectual Property Law (3-0-3)
This course takes a practice-oriented approach to the fields of patent, trademark, and copyright litigation and prosecution.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1231 - Administrative Law (3-0-3)
This course discusses how attorneys and paralegals interact before administrative agencies. The course includes a discussion of statutory law and administrative rules, in areas such as environmental and Social Security law.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1233 - Employment Law (3-0-3)
This course teaches federal and state employment law, discrimination and disability statutes, and practical issues and resolutions of these issues before administrative agencies.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 1235 - Law Office Skills (3-0-3)
This on-line course will involve the student in practical problem solving and hands-on scenarios that occur in the law office, such as ethical issues, document preparation, legal software, and court filing procedures.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 2103 - Advanced Civil Litigation (3-0-3)
This course will allow students to further develop the basic litigation skills acquired in PARA 1103. This course will allow a student to participate hands-on on the preparation necessary for trial. The course will also emphasize complex litigation and the role of the paralegal in managing the flow of information and documentation typically found in such cases.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

PARA 2105 - Advanced Legal Research (3-0-3)
This hands-on course will allow students to use the skills acquired in PARA 1105 to prepare and review more sophisticated and complex legal documents. Students will gain additional expertise in electronic legal research. This course will require extensive out-of-class library and research time.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, PARA 1109, and six (6) hours of ENGL.

PARA 2222 - Occupational Internship (1-10-3)
A minimum of 150 hours of on-the-job paralegal or other substantive law-related training in an approved work situation. Students work an average of 10-15 hours each week.
Prerequisite(s): Completion of at least 75% of all Paralegal career courses and program approval.

Philosophy (PHIL)

PHIL 2201 - Introduction to World Philosophy (3-0-3)
An introduction to philosophy through the study of representative texts of major philosophers from Plato to the present, from East and West. Topics addressed include personal identity, the nature of knowledge, the existence of God, happiness, the nature of the external world, the relation of language to the world, meaning, and truth. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]
Prerequisite(s): ENGL 1101(C) required; ENGL 1102 recommended.

PHIL 2401 - Introduction to Aesthetics (3-0-3)
An introduction to the philosophical questions "What do you mean?" and "How do you know?" in the realm of aesthetics, most particularly in the arts. Through readings and discussions of representative philosophical texts and with close attention to aesthetic objects themselves, questions such as the following will be examined: What is artistic expression? What do works of art mean? Is there a general definition of art? What makes a work of art good? Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

PHIL 2601 - Ethics in Historical and Contemporary Perspective (3-0-3)
A course which will examine the central questions of moral philosophy through the reading and discussion of representative texts of major philosophers. It will also examine the application of moral reasoning to contemporary ethical issues and problems in fields such as communications, medicine, business, and the environment. Topics addressed include the meaning of "good" and "bad," right conduct, happiness and well-being, moral character, and justice. Critical thinking and communication skills are emphasized.
Prerequisite(s): ENGL 1102 (C).

PHIL 3200 - Ancient Philosophy (3-0-3)
The course studies philosophical literature of the eighth century B.C.E. throughout the third century C.E., including Pre-Socratic thought, Epicureanism, Stoicism, and Skepticism, with special emphasis on Socrates, Plato, and Aristotle. Completion of CRIT 1101 and Area C recommended.

Prerequisite(s): ENGL 1102 (C).

PHIL 3400 - Medieval Philosophy (3-0-3)
The course studies philosophical literature of the third through fourteenth centuries B.C.E., including Porphyry, Boethius, Augustine, Anselm of Canterbury, Peter Abelard, Thomas Aquinas, Henry of Ghent, John Duns Scotus, William of Ockham, and John Buridan. Completion of CRIT 1101 and Area C recommended.
Prerequisite(s): ENGL 1102 (C).

PHIL 3600 - Modern Philosophy (3-0-3)
The course studies philosophical literature of the 16th throughout the 18th centuries, through careful examination of, and critical engagement with, such figures as Hobbes, Descartes, Pascal, Locke, Leibniz, Spinoza, Berkeley, Hume and Kant. Recommend completion of Area C and CRIT 1101.
Prerequisite(s): ENGL 1102 (C).

PHIL 3800 - Contemporary Philosophy (3-0-3)
An examination of works of major thinkers of the 20th century. Philosophers to be studied include Martin Heidegger, Jean-Paul Sartre, and Simone De Beauvoir, from Germany and France, and C.S. Peirce and John Dewey, from the U.S.
Prerequisite(s): ENGL 1102 (C).

PHIL 4200 - Philosophy of Religion (3-0-3)
This course studies world literature on the philosophy of religion. Topics include proofs of God's existence, science and religion, the problem of evil, reason and religion experience, religious pluralism, free will, and life after death. Completion of CRIT 1101 and Area C recommended.
Prerequisite(s): ENGL 1102 (C).

PHIL 4400 - Philosophy of Culture (3-0-3)
A topical or thematic approach to the study of the networks of relationship between philosophical ideas and the social structures in which those ideas arise and are interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.
Prerequisite(s): ENGL 1102 (C).

PHIL 4600 - Logic and Philosophy (3-0-3)
The course studies propositional and predicate logic against a backdrop of literature on the philosophy of logic. Recommend completion of Area C.
Prerequisite(s): ENGL 1102 (C) and CRIT 1101.

PHIL 4900 - Directed Study in Philosophy (3-0-3)
The student, with the advice and permission of the directing professor, selects the topic and submits a prospectus for department approval before the semester in which the course is to be taken. Prerequisite(s): Departmental Approval.

Physics (PHYS)

PHYS 1111 - Introductory Physics I (3-0-3)
An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary algebra and trigonometry will be used.
Prerequisite(s): MATH 1113 or higher.
Corequisite(s): PHYS 1111L.

PHYS 1111L - Introductory Physics Laboratory I (0-2-1)
Laboratory accompanying PHYS 1111.
Corequisite(s): PHYS 1111.

PHYS 1112 - Introductory Physics II (3-0-3)
An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary algebra and trigonometry will be used.
Prerequisite(s): PHYS 1111/1111L.
Corequisite(s) for selected Life Science majors only: PHYS 1112L.

PHYS 1112L - Introductory Physics Laboratory II (0-2-1)
Laboratory accompanying PHYS 1112. This laboratory is required only for students majoring in the following disciplines: agriculture, applied biology, and physical therapy. Pre-medical students following an applied biology track, and pre-veterinary students are also required to take this laboratory course.
Corequisite(s): PHYS 1112.

PHYS 2211 - Principles of Physics I (3-0-3)
An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary calculus will be used.
Corequisite(s): PHYS 2211L.
Prerequisite or corequisite: MATH 2502.

PHYS 2211L - Principles of Physics Laboratory I (0-3-1)
Laboratory accompanying PHYS 2211.
Corequisite(s): PHYS 2111.

PHYS 2212 - Principles of Physics II (3-0-3)
An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary calculus will be used.
Prerequisite(s): PHYS 2211/2211L.
Corequisite(s): PHYS 2212L.

PHYS 2212L - Principles of Physics Laboratory II (0-3-1)
Laboratory accompanying PHYS 2212.
Corequisite(s): PHYS 2212.

PHYS 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 2101 - Introduction to Political Science (3-0-3)
An introduction to concepts and methods appropriate to the understanding and analysis of individual and group political behavior and political systems. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

Prerequisite(s): POLS 1101.

POLS 2401 - Introduction to Global Issues (3-0-3)
An examination of current global issues. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]
Prerequisite(s): POLS 1101.

POLS 3212 - State and Local Government (3-0-3)
State and Local Government provides an in depth study of the political process and administrative procedures used in American state and local governments to address social, economic, and political issues. Comparative analysis of relevant factors across the states are incorporated into the course.
Prerequisite(s): POLS 1101.

POLS 3320 - Public Policy (3-0-3)
Public Policy provides an analysis of selected public policy issues and the interplay of organizations and politics in the policymaking process.
Prerequisite(s): POLS 1101.

POLS 3323 - Comparative Politics (3-0-3)
Comparative Politics is an introduction to the comparative approaches for the study of politics, focusing on patterns of development and change in contemporary political systems.
Prerequisite(s): POLS 1101.

POLS 3343 - Principles of Public Administration (3-0-3)
Public Administration examines the methods and procedures of governmental administration and the control of public bureaucracies in democratic societies.
Prerequisite(s): POLS 1101.

POLS 3350 - International Relations (3-0-3)
International Relations examines the international order, conflict and war, determinants of foreign policy, global actors and the dynamics of political interaction between nation-states.
Prerequisite(s): POLS 1101.

POLS 3360 - The U.S. Congress (3-0-3)
The U.S. Congress and the Legislative Process presents an in-depth treatment of the origins, development, operation of the U.S. Senate and House of Representatives.
Prerequisite(s): POLS 1101.

POLS 3370 - The U.S. Presidency (3-0-3)
The U.S. Presidency examines the historical development of the presidency, the constitutional powers, the personalities, the roles and the relationship with other governmental entities.
Prerequisite(s): POLS 1101.

POLS 3380 - Interest Groups and Political Parties (3-0-3)
Interest Groups and Political Parties examines the nature, structure and functions of interest groups and political parties in differing national cultural contexts with particular attention to electoral activity and their role in the policy making process.
Prerequisite(s): POLS 1101.

POLS 3382 - Women and Politics (3-0-3)
Women and Politics examines the social status and political activities of women in America and other societies, exploring the causes, methods, and results of political involvement by women.
Prerequisite(s): POLS 1101.

POLS 3385 - Campaigns and Elections (3-0-3)
Campaigns and Elections provides an in-depth look at the process of selecting governmental leaders in the United States. Includes a segment on foreign elections.
Prerequisite(s): POLS 1101.

POLS 3386 - Mass Media and Politics (3-0-3)
Mass Media and Politics examines the role of the mass media in society. Emphasis is placed on the media's role in the social, legal and political processes in the United States, as well as other democratic and non-democratic countries.
Prerequisite(s): POLS 1101.

POLS 4420 - Political Philosophy (3-0-3)
Political Philosophy is a survey of the political thought of such great thinkers as Machiavelli, Hobbes, Locke, Rousseau, Burke, Hume, Hegel, Mill and Marx emphasizing the aspects of their thought most relevant to the development of Western political institutions.
Prerequisite(s): POLS 1101.

POLS 4421 - American Political Thought 1620 to the Present (3-0-3)
American Political Thought 1620 to the Present concentrates on the development and explication of American political ideas and eras from the colonial era to the present.
Prerequisite(s): POLS 1101.

POLS 4422 - African American Political Thought (3-0-3)
African American Political Thought examines major African American Political thinkers and activists. Historical and contemporary thinkers will be included.
Prerequisite(s): POLS 1101.

POLS 4424 - Judicial Process (3-0-3)
Judicial Process examines courts and judges as agents in the political system; focus is on the judicial decision-making process, with attention to psychological and other variables in that process. Relation of judicial process to legislative, administrative and electoral processes emphasized.
Prerequisite(s): POLS 1101.

POLS 4425 - Constitutional Law (3-0-3)
Constitutional Law is the study of the constitutional divisions of power among the branches of the national government and between the national and state governments, and the application and interpretation of constitutional protections by the American courts.
Prerequisite(s): POLS 1101.

POLS 4426 - Civil Liberties (3-0-3)
Civil Liberties is an intensive study of the rights of Americans as guaranteed by the Constitution. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical and political context of the cases studied.
Prerequisite(s): POLS 1101.

POLS 4427 - Equal Rights in America (3-0-3)
Equal Rights in America provides an in-depth investigation into the major accomplishments and shortfalls of the Civil Rights Movement from 1954-1968. It will also cover current equality issues that arose from and after this movement. These would include: gender, sexual orientation, immigration and economic inequalities.
Prerequisite(s): POLS 1101

POLS 4450 - American Foreign Policy (3-0-3)
American Foreign Policy explores the conduct, substantive policy issues and problems associated with American foreign policy. The contemporary aspects and problems evolving out of and confronted by American foreign policy.
Prerequisite(s): POLS 1101.

POLS 4451 - Politics of Europe (3-0-3)
Politics of Europe is designed to acquaint students with political institutions and processes of individual European nations and regional organizations including NATO and the European Union in the post-Soviet era. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.
Prerequisite(s): POLS 1101.

POLS 4452 - Politics of Asia (3-0-3)
Politics of Asia examines contemporary sociopolitical and economic characteristics needed to understand the many countries of Asia . In addition, a "country profile" approach will also be used. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.
Prerequisite(s): POLS 1101.

POLS 4453 - Politics of Africa (3-0-3)
Politics of the Africa examines contemporary sociopolitical and economic characteristics needed to understand the many countries of Africa. In addition, a "country profile" approach will also be used. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.
Prerequisite(s): POLS 1101.

POLS 4454 - Politics of the Middle East (3-0-3)
Politics of the Middle East examines contemporary sociopolitical and economic characteristics needed to understand regional culture in the many countries of the Middle East/North Africa. The role of Islam, the Gulf War, the quest for development, the Palestine issue, and democracy versus authoritarianism are themes that will be covered in the course. In addition, a "country profile" approach will also be used. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.
Prerequisite(s): POLS 1101.

POLS 4455 - Politics of Latin America (3-0-3)
Politics of Latin America is designed to acquaint students with political institutions and processes of nations in the region. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.
Prerequisite(s): POLS 1101.

POLS 4490 - Internship/Practicum in Political Science (3-0-3) may be repeated
Internship/Practicum will constitute an independent (individual or small group) political science project applying social sciences methodology, research and analysis to actual political environments. The student will prepare and submit a significant political science paper and or project. Requires the approval of the Political Science program coordinator, the Office of Experiential Learning and the department head.
Prerequisite(s): POLS 1101.

POLS 4491 - Internship/Practicum (3-0-3) may not be repeated
Internship/Practicum in Political Science will constitute an independent (individual or small group) political science project applying social sciences methodology, research and analysis to actual political environments. The student will prepare and submit a significant political science paper and or project. Requires the approval of the Office of Experiential Learning and the Social Sciences Department Head.

Prerequisite(s): POLS 1101.

POLS 4500 - Senior Seminar in Political Science (3-0-3)
Senior Seminar is open only to political science majors in their senior year (i.e. 90+ hours in the program). The seminar will emphasize readings and discussion concerning historical topics of broad significance. Students will complete a project requiring the application of social sciences research analysis and interpretation.
Prerequisite(s): POLS 1101.

POLS 4800 - Selected Topics in Political Science (3-0-3)
Selected Topics in Government course will present significant topics in political science not covered by other courses in the curriculum.
Prerequisite(s): POLS 1101.

POLS 4900 - Independent Study in Political Science with Directed Research and Readings (3-0-3)
Independent Study in Political Science may be arranged in consultation with a faculty member and approved by the department head. May be repeated for a maximum of six semester hours.
Prerequisite(s): POLS 1101.

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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]
Prerequisite(s): PSYC 1101.

PSYC 2103 - Introduction to Human Development (3-0-3)
An introductory, non-laboratory-based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]
Prerequisite(s): PSYC 1101.

PSYC 2105-Statistics for Psychology (3-0-3)
This course is designed to introduce students to basic statistical methods for the design and analysis of research in psychology. Subject areas include: measurement; organizing and displaying data (e.g. graphs and tables), descriptive statistics (e.g. mean, median, mode, variance, standard deviation), elementary probability, correlation and regression, hypothesis testing, sources of error, power, effect size, and an introduction to analysis of variance and factorial designs.
Prerequisite(s): PSYC 1101, MATH 1101, MATH 1111 or equivalent.

PSYC 3110 - Applied Psychology (3-0-3)
An overview of the application of psychology to practical problems in areas such as mental and physical health, business and industry, and education. Will emphasize application of computer technology as currently used in psychology-based careers.
Prerequisite(s): PSYC 1101 and PSYC 2103.

PSYC 3120 - Introduction to Therapeutic Intervention (3-0-3)
    An exploration into the strategies used in therapeutic situations. Approaches from a variety of perspectives such as psychodynamic, cognitive, behavioral, and humanistic will be examined and applied using a variety of strategies including modeling and role playing. Issues related to functioning effectively as a helping professional will also be explored.
    Prerequisite(s): PSYC 1101.

PSYC 3130 - Social Psychology (3-0-3)
    A survey of the major theories and research findings regarding social influences on human behavior. Areas explored will include attitudes, prejudice, gender roles, altruism, conformity, obedience, attraction, and aggression.
    Prerequisite(s): PSYC 1101.

PSYC 3350 - Abnormal Psychology (3-0-3)
    A study of the scientific and cultural bases of various conceptions of undesirable behavior. Applications of principles derived from basic research will be emphasized.
    Prerequisite(s): PSYC 1101.

PSYC 3510 - Psychological Testing and Measurement (2-2-3)
    An overview of psychological evaluation with emphasis on uses of personality, ability, and achievement tests including basic descriptive statistics, item development, and critical issues in the field of testing.
    Prerequisite(s): PSYC 1101 and MATH 1231 or PSYC 2105.

PSYC 3520 - Theories of Personality (3-0-3)
    An introduction to the major theories of personality, including the psychoanalytic, humanistic, and trait approaches.
    Prerequisite(s): PSYC 1101 and PSYC 2103.

PSYC 3530 - Health Psychology (3-0-3)
    An examination of the psychological factors affecting wellness, including emotional, cognitive, social, and behavioral aspects. Biopsychological mechanisms underlying illness and methods for improving health will be included.
    Prerequisite(s): PSYC 1101.

PSYC 3540 - Introduction to Learning and Behavior (3-0-3)
    An introductory examination of the major theories of learning with an emphasis on the application of these theories to the modification of complex human behavior. Ethical issues associated with the use of behavior change strategies will be a focus.
    Prerequisite(s): PSYC 1101.

PSYC 3550-Introduction to Program Evaluation (3-0-3)
    This course provides students with an overview of the purpose, functions, key concepts, applications, and theories of the interdisciplinary field of program evaluation. Students are provided the opportunity to design a competent evaluation for a community agency, while being aware of the potential tradeoffs between rigor and pragmatic considerations. The selection, use, and interpretation of appropriate statistics will be examined, as well as a consideration of ethical concerns in evaluation practice.
    Prerequisite(s): PSYC 1101 and MATH 1231 or PSYC 2105 and HMSV 3010.

PSYC 3560-Research Methods in Psychology (3-0-3)
    This course provides students with an introduction to research design and methods in psychology. Topics include learning to review the primary literature; developing a research idea and the development, execution, and interpretation of findings from common research designs; basic analysis of research results; and the basics of an effective written presentation of project and results. Upon completion of this course, students will have a solid foundation in the methods used to study psychological functioning.

Prerequisite(s): PSYC 1101, PSYC 2103, and MATH 1231 OR PSYC 2105.

PSYC 4110 - The Psychology of Gender and Sexuality (3-0-3)
A study of the social construct of "gender" and its impact on individuals and societies; its interactions with biological aspects and determinants of sex; its variations across cultures; and various aspects of human sexual behavior, including their relationship to conceptualizations of gender.
Prerequisite(s): PSYC 1101 and PSYC 2103.

PSYC 4120 - Physiological Psychology (3-0-3)
An introduction to the complex interrelationships between biological and mental processes with a particular emphasis on the impact of physiology (e.g., nervous and endocrine systems) on behavior. It is recommended that students complete at least one college-level biology course prior to taking this course.
Prerequisite(s): PSYC 1101 and BIOL 1111 or 1107.

PSYC 4130 - Introduction to Cognitive Psychology (3-0-3)
An examination of the major theories and research findings in areas of human cognition such as information processing and problem-solving.
Prerequisite(s): PSYC 1101.

PSYC 4140 - Crisis Intervention (3-0-3)
This course is designed to provide a theoretical and applied foundation for working with people in crisis. Students will examine the dynamics of various situational and developmental crises, consider family and cultural influences on coping, and explore methods for intervening in crisis situations.
Prerequisite(s): PSYC 1101.

PSYC 4150-Group Dynamics (3-0-3)
This course is designed to prepare students for work in mental health settings with task-oriented, psycho-educational, and support groups. The course is designed to prepare students for internships and entry-level positions in mental health and human services settings requiring them to co-facilitate and lead groups.
Prerequisite(s): PSYC 1101 and PSYC 2103.

PSYC 4160-Death and Dying (3-0-3)
This course is a senior-level seminar providing students with an examination of the psychological foundations and correlates of attitudes toward death, death anxiety and grief; cross-cultural perspectives; death education; stages of children's' awareness; coping with grief and fears; legal issues surrounding death; and attitudes towards the afterlife. The course maintains a focus on death and dying issues in the dynamic context of life and living.
Prerequisite(s): PSYC 1101 and PSYC 2103.

PSYC 4170-Advanced Theories: Psychoanalytic and Existential (3-0-3)
This course provides students with a thorough examination of two important theories that have been influential both in understanding personality development and in the practice of psychotherapy: psychoanalytic and existential theories. Both theories will be studied in depth and the student will read primary sources for some of the major theorists, including Freud and Yalom.
Prerequisite(s): PSYC 1101, PSYC 2103, and *either* PSYC 3120 *or* PSYC 3520.

PSYC 4490 - Internship/Practicum in Psychology (0-V-3)
A directed and supervised internship or practicum. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site, and prepare a log and presentation for fellow internship students. Requires permission of program coordinator and Director of Experiential Learning.
Prerequisite(s): PSYC 1101, PSYC 3110, and senior status.

PSYC 4500 - Senior Seminar and Internship/Practicum in Psychology II (0-V-3)
An optional second internship or practicum experience. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours

(minimum) on-site, produce a project for the site, and prepare a log and presentation for their fellow internship students.
Prerequisite(s): PSYC 1101, PSYC 3110, PSYC 4490 or HMSV 4490, and senior status.

PSYC 4800 - Selected Topics in Psychology (3-0-3)
An exploration of various topics and issues in the fields of psychology and human services. May be repeated for credit when topic varies.
Prerequisite(s): PSYC 1101.

PSYC 4900 - Directed Readings in Psychology (3-0-3)
An in-depth examination of an area of student interest outside the usual focus of the psychology curriculum closely directed by a faculty member.
Prerequisite(s): PSYC 1101 and approval of department head.

Reading (READ)

READ 0099 - Reading Skills (3-0-3)
See the Learning Support course listings.

Regents' Essay Skills (RGTE)

RGTE 0199 - Regents' Essay Skills (3-0-3)
A course designed to prepare students to demonstrate reasonable standards of performance in writing comprehension that all graduates of Clayton State University should exhibit. The course is designed to ensure that all graduates of Clayton State University possess certain minimum essay writing skills. Students write practice essays and work on individualized assignments designed to address specific writing problems.

Regents' Reading Skills (RGTR)

RGTR 0198 - Regents' Reading Skills (3-0-3)
A course designed to prepare students to demonstrate reasonable standards of performance in reading comprehension that all graduates of Clayton State University should exhibit. Students work on improving their comprehension of material drawn from a variety of subject areas with various modes of discourse.

Science (SCI)

SCI 1111 - Integrated Science I (3-0-3)
Integrated Science I provides an introduction to the scientific method and its application to historic experiments. This course includes instruction in the scientific method, the Earth's place in the Universe, the elementary nature of matter, fluids, the laws of thermodynamics, and electricity and magnetism.
Prerequisite(s): Exemption or exit from MATH 0099.
Corequisite(s): SCI 1111L.

SCI 1111L - Integrated Science Laboratory (0-2-1)
Laboratory accompanying SCI 1111.
Corequisite(s): SCI 1111.

SCI 1112 - Integrated Science II (3-0-3)

Integrated Science II applies the physical science topics introduced in Integrated Science I to life and environmental sciences. This course includes instruction in matter and energy resources, population dynamics, global problems, pollution, economics and the environment, and basic ecology.
Prerequisite(s): SCI 1111/1111L.

SCI 1901 - Selected Topics in Science (3-0-3)
A group of courses which examines a variety of topics in science disciplines presented at an introductory level. Descriptions of individual courses within the group are provided below.

SCI 1901A - Selected Topics in Science-Astronomy (3-0-3)
Provides an introduction to the Earth's place in the Universe. Topics include the origin of the Solar System, planets inside and outside of the Solar System, the life and death of stars, and the Big Bang. Students will also study the tools of astronomy and how they have shaped its progress. Topics will be covered from a historical as well as a contemporary point of view.

SCI 1901B - Selected Topics in Science-Plants and Society (3-0-3)
Emphasizes plants in everyday life. Topics include the basic structure and function of plants, identification of common plants, plant ecology, economic botany, backyard botany, medical plants and poisonous plants.

SCI 1901C - Selected Topics in Science-Extraordinary Chemistry (3-0-3)
Presents chemical science in a way that reflects both the excitement and concerns with the rapidly changing uses and needs of chemicals in the world. Topics include everyday chemicals to which we are exposed, the food we eat, ozone pollution, mind-altering drugs, batteries, and 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 - Physical Science I (2-0-2)
A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching physical science in the middle grades. The topics addressed include: energy and heat; science, society, and technology; machines and force; and matter. *This course is open only to Middle Level Teacher Education Students.*
Prerequisite(s): Completion of Area D of the Core Curriculum.
Corequisite(s): SCI 3110L.

SCI 3110L - Physical Science Laboratory (0-2-1)
Laboratory accompanying SCI 3110. Laboratory includes both physical science and pedagogy.
Corequisite(s): SCI 3110.

SCI 3110S - Physical Science (3-0-3)
An activity-based course that incorporates methods, content, central themes, and technology for teaching physical science in the middle grades. Topics addressed include chemistry, kinematics, dynamics, gravity, heat, wave motion, optics, and electricity and magnetism. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.

SCI 3120 - Physical Science II (3-1-3)
A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching optics, atomic physics, nuclear physics, inorganic chemistry, and organic chemistry in the middle grades. Includes laboratory. *This course is open only to Middle Level Teacher Education students.*
Prerequisite(s): SCI 3110 and 3110L.

SCI 3120S - Earth Science (3-0-3)
An activity-based course that incorporates methods, content, central themes, and technology for teaching earth science in the middle grades. Topics addressed include hydrology, meteorology, atomic theory, geology, solar system and stellar astronomy, cosmology, and the space program. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.

SCI 3140 - Physical Science III (3-0-3)
This course will examine Earth science and space science concepts encountered in the middle-grades curriculum. Topics will include Earth materials, geological structures and dynamics, hydrology, meteorology, planetary and stellar astronomy, and space exploration. *This course is open only to Middle Level Teacher Education students.*
Prerequisite(s): SCI 3120.

SCI 3222 - 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. This is a required course for all middle level teacher education students with a major or minor concentration in social studies. An elective option for all students in baccalaureate programs.

SOSC 4800 - Selected Topics in Social Sciences (3-0-3)
Seminar in contemporary social issues. May be repeated for credit when topics vary.

SOSC 4900 - Independent Study (3-0-3)
Independent study in social sciences (credit varies).
Prerequisite(s): Permission of Social Sciences Department Head.

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 3320 - Social Inequality and Stratification (3-0-3)
This course investigates the nature of inequality and stratification, including its forms, causes, and consequences. Literature will be examined from a number of perspectives, including economic inequality, racial inequality, sex and gender inequality, status inequality, and the inequality connected with social movements. A number of field research components are included to aid in the study of structural inequality from an experiential basis.
Prerequisite(s): SOCI 1101.

SOCI 3610 - Juvenile Delinquency (3-0-3)
This course will examine the most current theories on the causes and correlates of juvenile delinquency. The course will examine important individual, sociological, and developmental views of delinquency. Emphasis will be placed on the current research studies and policy issues concerning the field of juvenile delinquency.
Prerequisite(s): SOCI 1101.

SOCI 3310 - Race and Ethnicity (3-0-3)

Provides students with the basic conceptual and analytical skills for studying the nature and implications of racial and cultural diversity. Racial/ethnic groups selected from around the globe are examined in terms of their histories and cultures. The complexity of functioning in the multicultural society of the contemporary United States is explored, and cultural concepts are applied to key social issues associated with diversity.
Prerequisite(s): SOSC 2501.

Spanish (SPAN)

SPAN 1001 - Elementary Spanish I (3-0-3)
Introduction to listening, speaking, reading and writing in Spanish and to the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Language and Literature.

SPAN 1002 - Elementary Spanish II (3-0-3)
Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Language and Literature.
Prerequisite(s): SPAN 1001 or two years of high school Spanish.

SPAN 2001 - Intermediate Spanish I (3-0-3)
Grammar review and continued development of the student's reading, conversation, and composition skills with readings from literary sources in Spanish. Open to native speakers of Spanish only by permission of the Department of Language and Literature.
Prerequisite(s): SPAN 1002 or SPAN 1999 or permission of the Department of Language and Literature.

SPAN 2002 - Intermediate Spanish II (3-0-3)
Grammar review and continued development of the student's reading, conversation and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of Spanish only by permission of the Department of Language and Literature.
Prerequisite(s): SPAN 2001 or permission of the Department of Language and Literature.

SPAN 3131 - Advanced Grammar & Composition (3-0-3)
This course will improve the student's command of the Spanish language through an advanced study of grammar, syntax, and vocabulary via the consideration of a variety of texts and styles, with refinement of writing skills through the composition of multiple drafts of essays ranging in subject and length from a descriptive paragraph to a literary research paper. Conducted in Spanish.
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 3529 - Spanish for Medical Professionals (3-0-3)
This course is designed to provide a working knowledge of Spanish for personnel in the healthcare industry by reviewing basic Spanish grammatical structures, emphasizing medical terminology (semi-technical vocabulary and idiomatic expressions used by patients and doctors), and anatomy. The acquisition and comprehension of medical terminology will enable students to communicate with patients and co-workers at a basic level. Conducted in Spanish.
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 3530 - Spanish for Business Professionals (3-0-3)
This course is an introduction to the vocabulary and business practices of the Hispanic world. This course is designed to give students a solid foundation in the cultural

concepts that inform the business world in Spanish-speaking societies. Conducted in Spanish.
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4231 - Introduction to Spanish-American Literature (3-0-3)
The course will introduce students to significant trends in Spanish American literature from colonial times to the present and will acquaint students with the major social, historical, and literary influences on the development of that literature, with an emphasis on teaching students to read critically and develop their analytical writing ability. Conducted in Spanish.
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4234 - Introduction to Contemporary Spanish Literature (3-0-3)
This course will introduce students to selected, thematic readings of the literature of Spain from the 17th century and afterwards, in its social, historical, and linguistic context, with an emphasis in teaching students to read critically and develop their analytical writing ability. Conducted in Spanish.
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4334 - Contemporary Spanish Culture & Civilization (3-0-3)
This course will study the development and construction of Spanish culture and civilization from pre-Roman times to the present, focusing on history, geography, art, literature, and other cultural manifestations. Conducted in Spanish.
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 4335 - Latin American Culture & Civilization (3-0-3)
This course will introduce students to the diverse cultures of Spanish America from their inception in the Conquista to the present in a study of the political, social and artistic components that contributed to the unique cultural development of Spanish America. Conducted in Spanish
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

SPAN 3999-4999 Study-Abroad (up to 9 hours).
An intensive study of Spanish language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad.
Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

Supervision (SUPR)

SUPR 1101 - Interpersonal Employee Relations (3-0-3)
This is an applied course which provides a general knowledge of the human relations aspects of the workplace environment. Topics include establishing effective employee relations, human values and attitudes, organizational communications, conflict resolution, approaches to employee counseling and disciplinary techniques, common causes of disciplinary problems, and shaping positive behavior. Role-play simulations and case studies will be utilized in this course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

SUPR 1103 - Applied Leadership & Teamwork (3-0-3)
This is an applied course which familiarizes the student with the method of sound leadership and teamwork. Topics include basic leadership principles and how to use

them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision-making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility. The case study method and leadership inventories are utilized in this course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

SUPR 1104 - Human Resources Supervisors (3-0-3)
This is an applied course which acquaints the student with the authority, responsibility, functions, and problems of the personnel administrator. Topics include the relationship between the personnel administrator and the line manager, analysis and development of job descriptions, interview of prospective employees, diagnosis of organizational health from the personnel perspective, and guidelines which dictate personnel actions. Participation in mock employee meetings, employee interviews, and preparation of sample job descriptions are components of the course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

SUPR 1107 - Training and Performance Evaluation for Supervisors (3-0-3)
This is an applied course which shows the student how to recognize when training is needed, and how to properly use the performance evaluation system. Topics include training techniques for maximum effectiveness, the role of the supervisor in the training process, steps in training how to successfully use the performance evaluation. Development of a training module and the preparation and completion of a performance evaluation are components of the course. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

SUPR 2222 - Occupational Internship (1-10-3)
Students secure employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. Interns complete weekly reports and a project related to the specific career interest. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours. Requires program approval. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

SUPR 2251 - Applied Supervision Practices (3-0-3)
This applied course develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis is placed for personnel management, the basic supervisory skills and techniques, and the special challenges and demands of supervising employees. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Technology (TECH)

TECH 1102 - Impact of Technology (3-0-3)
This course traces the development of technology from the beginning of time to the present and beyond. The students will develop the analytical and problem-solving skills to be able to envision the past with or without a certain technological happening. They will also be able to make sound predictions about the future with the knowledge and skills acquired. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

TECH 2333 - Special Topics/Problems in Technology (varies from 1-3 credit hours)
A study of selected topics or problems under the guidance and supervision of a faculty member. Requires approval of dean or department head. This course can be

repeated for credit. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

TECH 3101 - Supervision for the Workplace (3-0-3)
Supervision has become a complex undertaking because of a growing body of law relating to employee rights, safety, and health; a national trend toward more conflict and tolerance in the work place; the persistent problems associated with substance abuse; and the demands from the public for ethical business practices. This survey course will provide knowledge and skills needed for managers, team leaders, coaches, and administrators to be successful supervisors. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

TECH 3102 - Quality Issues in Technology (3-0-3)
This course provides a background of production and performance quality management for technology managers. Selected topics of production, operation and quality management, team building, work simplification, statistical control, work measurement, and others are included in this course. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: TECH 3113 (C)

TECH 3104 - Ethics for Administrative and Technology Managers (3-0-3)
This course will use case studies in which ethical decisions were made. Each case will be examined from the point of view of each stakeholder (ex. consumers, employees, and members of society). Ethical conduct will be defined and discussed so that students will be conscious of the complexities of the concept of ethics, the consequences of making decisions, and the importance of ethics in business and society. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: CRIT 1101 (C) and MGMT 3101 (C).

TECH 3111 - Applied Economics (3-0-3)
This course is a study of commerce and economics and their impact on society, technology, and business. This course will cover basic commerce and economics terminology and concepts important to managers. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: Math 1101 or higher; Junior Status (This course will also serve as a prerequisite for Mgmt 3101)

TECH 3112 - Applied Accounting (3-0-3)
This course is a survey of basic financial and managerial accounting for skilled workers and technicians moving into managerial roles. It covers theory, concepts, terminology, and generally accepted accounting principles. Emphasis is on preparing and interpreting accounting information for business decisions. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: Junior Status

TECH 3113 - Survey of Statistical Methods in Technology (3-0-3)
This is an investigation of management decision making and the role that research plays in this process. This course uses a hands-on computer approach to teach the values of data in technology and managerial decisions. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: MATH 1101 or higher.

TECH 3115 - Legal Issues for Administrative and Technology Managers (3-0-3)
Managers are called on daily to make decisions that have legal implications. Some of the topics that this survey course will cover are basic legal concepts, legal implications of contracts, ethics, partnerships, corporations, employment law, legal rights and liabilities in the business environment. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: Junior Status

TECH 3900 Professional Organizational Communications (3-0-3)
Includes oral, written, and interpersonal communications and the impact of each in a professional environment. Students will also learn strategies of managing conflicts in organizations by using effective communication techniques. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): ENGL 1102 and OFFC 2205.

TECH 4098 - Internship (1-10-3)
Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Technology Management is required. Requires advisor approval. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): MGMT 3101 and TECH 3104 or MGMT 3101 and TECH 3110.

TECH 4101 - Human Resources for Administrative and Technology Managers (3-0-3)
This course covers principles and practices of human resource management. This course contains topics such as recruiting, hiring, evaluating, training and developing employees with legal implications for each of these areas. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: MGMT 3101 (C).

TECH 4111 - Leadership for Administrative and Technology Managers (3-0-3)
This course will study leadership styles and the impact of these styles in organizations. Some of the topics will include leadership in a changing environment, qualities of successful leadership styles, developing an appropriate leadership style, and others. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite: MGMT 3101 (C).

TECH 4800 - Selected Topics in Technology Management (Varies 1-3 credit hours)
A study of selected topics/problems under the guidance and supervision of a faculty member. Requires approval of dean or department head. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

TECH 4850 - Seminar in Administration and Technology Management (1-0-1)
This is a "capstone" course designed to be taken in a student's senior year. Relevant topics in today's workforce will be examined for their impact on Administrative and Technology Mgmt. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.
Prerequisite(s): CRIT 1101 (C) and MGMT 3101 (C).

Theater (THEA)

THEA 1100 - Introduction to Theatre (3-0-3):
Taking a historical approach, this introductory course in Theatre will develop in the student a basic understanding of the world of Theatre. The student will develop a

respect for the artists involved in the process of Theatre, a greater understanding of the position of Theatre in the world and in the student's life. (Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.)

THEA 1700 - Introduction to Theatre Design (3-0-3)
A study of the history of design in theatre. Emphasis will be placed on the theatre design process from inception to performance and the application of the principles and elements of design.

THEA 1880 - Introduction to Acting (3-0-3)
An introduction to basic acting techniques. The course includes an exercise regimen as well as skill development in stage combat, mime, voice production, and role preparation.

THEA 1990 - Play development (3-0-3*)
A practical application in the creation and development of a theatrical production from inception to completed presentation.

THEA 2100 - Stagecraft (3-0-3)
Practical work in theatre crafts, including carpentry, properties, costumes, scene painting, and sound. Special emphasis on safety and risk management will be included with each area.

THEA 2900 - Directing (3-0-3)
A foundational study of the principles of directing contemporary theatre with an emphasis on current trends in theatrical production.

THEA 3101 - Theatre, Cinema, and Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship between the dramatic arts (including both live performance and film) and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives.
Prerequisite: THEA 1100

THEA 3800 - Play writing (3-0-3)
A study in the basic mechanics of writing theatrical work with an emphasis on plot and dialog. (The student will be required to purchase play writing software for the laptop and will be instructed in its use.)
Prerequisite: THEA 1100

THEA 3880 - Acting Styles (3-0-3)
A study advanced acting with an emphasis on creating characters and understanding performance beyond a basic study in Theatrical Realism.
Prerequisite: THEA 1880

THEA 3900 - Directing Project (3-0-3)
A concentrated exploration of the principles and practices of directing contemporary theatre with an emphasis in directing a project for presentation.
Prerequisite: THEA 2900

THEA 3901- Practicum/Internship (3-0-3)
A practical internship with a professional theatre company in the Atlanta area one of three areas: artistic, technical, or management.
Prerequisite: Admission to the Theatre Program

THEA 3990 - Play Development II (3-0-3)
Advanced application in the creation and development of a theatrical production from inception to completed presentation.
Prerequisite: THEA 1990

THEA 4101 - Theatre Concepts (3-0-3)

A directed discussion class concerned with the collaborative overview of the professional Theatre with an emphasis on experience in Equity Theatres.
Prerequisite: Junior Standing and THEA 1100

THEA 4102 - Lighting Design (3-0-3)
A study of design principles and practices, history of design, and practical applications in lighting.
Prerequisite: THEA 1700 and THEA 2100

THEA 4103 - Set Design (3-0-3)
A study of principles and practices, history, and practical applications in set design.
Prerequisite: THEA 1700 and THEA 2100

THEA 4104 - Costume Design (3-0-3)
A study principles and practices, history, and practical applications in costume design.
Prerequisite: THEA 1700

THEA 4511 - World Theatre (3-0-3)
A study of nonwestern Theatre styles and concepts as they relate to contemporary American Theatre.
Prerequisite: Junior Standing and THEA 1100

THEA 4520 - African-American Theatre (3-0-3)
A study of the history and contributions of African-Americans to American theatre.
Prerequisite: Junior Standing and THEA 1100

THEA 4530 - Music Theatre (3-0-3)
A study of New Music Theatre forms including but not limited to the American Musical.
Prerequisite: Junior Standing and THEA 1100

THEA 4500 - Capstone project (3-0-3)
A theatre major's final Theatre project, particular to the major's interest in either acting, directing, play writing, or design; presented in the Theatre for the general public.
Prerequisite: Admission to the Theatre Program and THEA 1100

THEA 4800 - Selected Topics (3-0-3)
A seminar in Theatre topics. May be repeated when topics vary.
Prerequisite: Junior Standing and THEA 1100

THEA 4901 - Theatre Collaboration (3-0-3)
A class in creating new work for the theatre in collaboration with a professional Equity Theatre.
Prerequisite: Admission to the Theatre Program and THEA 1100

University Foundation (CSU)

CSU 1000 - First Year Student Seminar: Success in Clayton State (1-0-1)
The seminar is an integrated experience which is designed to enhance learning. Clayton State 1000 is designed for students who are in their first semester at Clayton State University. (Open to students with up to 30 hours.) As a result of completing assignments and actively participating in all class activities, students will improve skills needed for academic success, including study skills, time management, note-taking, active listening, test taking, and knowing how to access and use campus resources. Students will develop an academic plan and determine or reinforce an academic major. Emphasis will be placed on understanding policies and procedures. Attention will be given to increasing student awareness of an appreciation for cultural diversity, visual and performing arts, and challenging points of view. Students will be encouraged to increase their involvement in campus life through leadership activities, membership in clubs and organizations, and service on campus committees. (Not

normally appropriate for students who have taken CSOR 0098.) (Institutional credit only; counts in GPA.)

CSU 1022 - University Foundations (2-0-2)
University Foundations helps new students make a successful transition to Clayton State University and prepares them to meet the challenges of higher level learning and the demands of their chosen field. The course connects students and faculty who share a common interest by building a community of learners committed to achieving excellence. University Foundations refines academic goals, encourages a greater sense of personal responsibility, creates intentional learners, and provides the information and support that students need to earn a college degree. This discussion-based seminar helps students to learn how to improve their basic skills in areas such as written communication, oral communication and critical thinking. (Institutional credit only; counts in GPA)

CSU 2500 - Essentials of Peer Tutoring (1-2-2)
A training program and practicum in one-on-one tutoring of students taking remedial and college-level courses. Readings, workshops, video instruction, and systematic supervision will address goal-setting, active listening, study skills, effective communication, and critical thinking, with the goal of helping tutored students become independent learners. Course follows guidelines set by the International Tutor Certification Program established by the College Reading and Learning Association. Enrollment is contingent on recommendation of faculty member and approval of referring department. Students must have at least an A or B average in the subject they wish to tutor.

WebBSIT (WBIT)

WBIT 1100 - Introduction to Information Technology (3-0-3)
This course is an introductory course in information technology. Topics include foundations in hardware, software, data and an overview of the use of information technology in organizations. Topics include structured programming techniques, systems development, database design and networking, with an emphasis on appropriate business ethics, interpersonal skills and team building.
Prerequisites: none.

WBIT 1310 - Programming and Problem Solving I (3-0-3)
This course helps students to develop basic problem-solving skills using the Java programming language. Students are introduced to fundamentals of Java programming language with emphasis on primitive data types, control structures, methods, arrays, classes, objects, abstraction, inheritance and polymorphism. Students learn basic techniques of good programming style, design, coding, debugging, and documentation. Students are able to create programs to solve basic practical problems.
Prerequisites: C or better in an Area A mathematics course and in WBIT 1100.

WBIT 2000 - The Enterprise and Information Technology (3-0-3)
This course will look at the structure and management of an information technology infrastructure. From the management aspect the course will touch on principles and practices of managing both people and technology to support an organization. The course will emphasize how to make an information technology infrastructure effective, efficient, and productive. The management of hardware, software, data, networks and other supporting IT functions will be studied.
Prerequisite(s): WBIT 1100.

WBIT 2300 - Discrete Math for Information Technology (3-0-3)
Discrete (as opposed to continuous) mathematics is of direct importance to the fields of Computer Science and Information Technology. This branch of mathematics includes studying areas such as set theory, logic, relations, graph theory, and analysis

of algorithms. This course is intended to provide students with an understanding of these areas and their use in the fields of Computer Science and Information Technology.
Prerequisite(s): MATH 1113, MATH 1241, MATH 1221, or equivalent.

WBIT 2311 - Programming and Problem Solving II (3-0-3)
The emphasis of this course is on advanced programming techniques in Java including GUI's, software reuse through component libraries, recursion, event-driven programming, database processing, file processing, and exception handling. Students are able to create event-driven, graphical programs or text-based programs solving practical problems incorporating databases and external files.
Prerequisite(s): WBIT 1310, WBIT 2300.

WBIT 3010 - Technical Communication (3-0-3)
This course covers workplace communication at the intermediate level. Topics include audience analysis, research proposal and report writing, document and visual design, editing and presentation design.
Prerequisite(s): ENGL 1102.

WBIT 3110 - Systems Analysis and Design (3-0-3)
This course introduces the fundamental principles of the design and analysis of IT applications. In this course, students will learn to apply the tools and techniques commonly used by systems analysts to build and document IT applications. Classical and structured tools for describing data flow, data structure, process flow, file design, input and output design, and program specification will be studied, as will object-oriented techniques.
Prerequisites: WBIT 1310 Programming and Problem Solving I, WBIT 2000 The Enterprise and IT.

WBIT 3111 - Information Technology Project Management (3-0-3)
Project management techniques and tools as applied to information systems projects including resource and personnel management and allocation, product testing, scheduling, and project management software. Students will study examples of both successful and unsuccessful projects and apply lessons learned to a class project.
Prerequisite(s): WBIT 3110, WBIT 3010, MATH 1231.

WBIT 3200 - Database Design, Development and Deployment (3-0-3)
An advanced course in database design, development and deployment. Course emphasizes database design drawing distinctions between data modeling and process modeling using various modeling techniques including Entity-Relationship Modeling, Object Modeling and Data Flow Diagramming; database development using the relational model, normalization, and SQL; database deployment including control mechanisms, forms, reports, menus and web interfaces. Additional topics include procedures, functions, packages and triggers. Students will design, create and process a database to demonstrate competency in the course content.
Prerequisite(s): WBIT 2311.

WBIT 3400 - Introduction to Digital Media (3-0-3)
This course covers the basic design principles and tools for creating and editing digital media elements. Examples of these elements include graphics, animation, audio, video, virtual space and simulation.
Prerequisites: WBIT 1100 Introduction to Information Technology

WBIT 3410 - Web Applications Development (3-0-3)
The course provides a survey of techniques and tools for developing basic web pages for delivery of text and graphic information; focus on page markup languages, client-side scripting, page design principles, page layout techniques, markup language syntax, and page styling methods.
Prerequisite(s): WBIT 1310.

WBIT 3500 - Architecture and Operating Systems (3-0-3)

This course introduces students to the architectures of computer systems and the operating systems that run on them. It explores and gives experience with some common computer designs and operating systems. Topics include basic computer architecture, instruction set architecture, memory, memory management, processes, and file systems.
Prerequisite(s): WBIT 1310.

WBIT 3510 - Data Communications and Networking (3-0-3)
This course covers computer network and communications concepts, principles, components, and practices; coverage of common networking standards, topologies, architectures, and protocols; design and operational issues surrounding network planning, configuration, monitoring, troubleshooting, and management.
Prerequisite: WBIT 3500 Architecture and Operating Systems.

WBIT 3600 - Introduction to E-Commerce (3-0-3)
The emphasis of this course is on basic principles and practices of E-business and E-commerce. Topics include infrastructures and applications of Ecommerce, E-Tailing, E-Marketing, advertisement, B2B, B2C, C2C, E-Government, M-Commerce, E-Learning, electronic payment systems, security, and legal issues. Students also learn to build simple dynamic Ecommerce sites using server-side scripting.
Prerequisite(s): WBIT 3110, WBIT 3410.

WBIT 4020 - Professional Practices and Ethics (3-0-3)
This course covers historical, social, economic and legal considerations of information technology. It includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the internet and various laws that affect an information technology infrastructure.
Prerequisite(s): Senior standing

WBIT 4030 - Senior Project & Portfolio (3-0-3)
A capstone course for BSIT majors that includes completion of a digital portfolio, an electronic resume representing skills acquired and projects completed. The portfolio will be introduced in an earlier course and students will be expected to add to the portfolio selected assignments during their last few semesters. Faculty will include Portfolio comments and students will be expected to record reflections on accomplishments. Finally, in cooperation with the IT industry, students will be expected to secure an internship and document internship hours, objectives and supervisor evaluations in the Portfolio.
Prerequisite(s): Senior Standing.

WBIT 4112 - Systems Acquisition, Integration and Implementation (3-0-3)
Most IT applications used by organizations are configured from components that have been purchased from third-party vendors. This includes both hardware components and, increasingly, software components. In this course, students will study the component acquisition process, and methods and techniques for integrating these components into an existing IT infrastructure.
Prerequisite(s): WBIT 4520, WBIT 3200, WBIT 3110.

WBIT 4120 - Human-Computer Interaction (3-0-3)
The emphasis of this course is on fundamentals of human-machine interfaces, both cognitive and physical. Learning styles and effects of short-term memory on cognition and reaction will affect hardware and software development. Students will design a prototype interface.
Prerequisites: WBIT 2311 Programming & Problem Solving II, WBIT 3400 Introduction to Digital Media

WBIT 4520 - Information Assurance and Security (3-0-3)
This course is an introduction to information assurance and security in computing. Topics include computer, network (distributed) system and cyber security, digital assets protection, data backup and disaster recovery, encryption, cryptography, computer virus, firewalls, terrorism and cyber crimes, legal, ethical and professional

issues, risk management, information security design, implementation and maintenance. Prerequisite: WBIT 3500 Architecture and Operating Systems
Pre or Co-requisite: WBIT 3510 Data Communication and Networking.

WBIT 4601 - Customer Relationship Management (3-0-3)
The use of IT applications has allowed many organizations to collect large amounts of data on their clients and to apply such data to improve the relationships with their customers. In this course, students will study customer relationship management systems, including the reasons for their emergence, the functionalities that they provide and the issues one would have to face to successfully introduce a Customer Relationship Management System into an organization.
Prerequisite(s): WBIT 3600, WBIT 3200.

WBIT 4602 - IT Strategy, Design and Development (3-0-3)
Students will gain an understanding of the complexities of IT systems development and will demonstrate effective strategies commonly used by IT professionals. The course will include surveys of security issues, Internet technologies, web development software, e-commerce models, purchase and payment systems, interfaces with business systems, legal issues, international issues, and marketing and promotion of information technology systems. Students will develop prototypical systems.
Prerequisites: WBIT 3600 Introduction to E-commerce, WBIT 3200 Database Design and Development, WBIT 3111 IT Project Management, WBIT 4120 Human-Computer Interaction.

WBIT 4610 - IT Policy and Law
This course will focus on the legal implications of conducting business in the information technology age. Topics will include current understanding of Internet contracts, copyright, trademark and patent law. Further, this course will examine cutting-edge cases relating to security, e-commerce, and emerging ethical issues and trends. Prerequisite(s): WBIT 3600 Introduction to E-Commerce.

Writing Lab (WLAB)

WLAB 1999 - Writing Skills Laboratory I (1-0-1)
A structured and graded laboratory administered by the Department of Language and Literature and designed to enhance writing skills needed in the disciplines and other contexts. Enrollment is restricted to students referred by the Department of Language and Literature. (Institutional credit only; does not count toward a degree.)

WLAB 2999 - Writing Skills Laboratory II (1-0-1)
A structured and graded laboratory administered by the Department of Language and Literature and designed to enhance writing skills in major disciplines. Any student whose official major field writing assessment profile fails to meet the established standard must enroll in WLAB 2999 each subsequent term until the student has earned a grade of C or better in the course. Students required to take WLAB 2999 who do not register for it are subject to having their registration for other courses cancelled. This course is open only to students who are referred by the school/college of their major. (Institutional credit only; does not count toward a degree.)

Women's Studies (WST)

WST 2500 - Introduction to Women's Studies (3-0-3)
In this course we will examine women and gender from an interdisciplinary perspective, borrowing from Humanities and Social Science fields such as English, psychology, philosophy, art history, sociology, film studies, women's health, and cultural studies. At the same time, we will consider the ways that gender roles vary across time and in different cultural contexts, paying particular attention to analysis of interrelated gender, race, sexuality, and class oppressions.

Prerequisite(s): CRIT 1101 (C) and ENGL 1102 (C).

WST 3500 - Feminist Theory (3-0-3)
This course is designed to provide students with an overview of western and non-western feminist thinkers from a variety of disciplines. Students will be trained to use theory as a tool of analysis. Through the lens of interdisciplinary feminist theory students will critically examine and explore global, social, and cultural issues.
Prerequisite(s): WST 2500 (C) or PHIL 2201 (C) or PHIL 2401 (C).

WST 4800 - Special Topics in Women's Studies (3-0-3)
This course will be conducted as a revolving- topics seminar that may be repeated when topics vary. Topics will address relevant themes in Women's Studies; for example, possible themes might include major historical and/or cultural movements, women's work, women's creative works, representations of women, or women in cross- cultural perspectives, as facilitated by the direction and expertise of the instructor.
Prerequisite(s): WST 2500 (C).

GRADUATE COURSE DESCRIPTIONS

Accounting (ACCT)

ACCT 5000 Foundations of Accounting (1 credit hour)
The Accounting Interactive® CD-ROM is a four- to six-hour interactive program on six steps of the accounting process and financial statements. It includes examples of three types of companies (a service company, a retailer, and a manufacturer). It's divided into sections that allows student to pick the topics for review. Some of the topics covered include: Transaction Types, Setting Up Accounts, Recording and Summarizing Transactions, Preparing Reports (Balance Sheets, Income Statements, Statement of Cash Flows), Analyzing Reports (Net Ratio, Quick Ratio, and Return on Investment, Return on Equity, Current Ratio, Activity Ratios). Students will be required to validate their understanding of the concepts/topics. Prerequisite: Permission of the MBA Director

ACCT 6100 Accounting for Managerial Decision Making (3 credit hours)
This course emphasizes the use of accounting information to enhance the decision-making skills of managers. Concepts include an overview of the management accounting function within the organization, cost management and cost accumulation systems, planning and control systems, use of historical data in forecasting costs, and the use of accounting information in management decision-making. In addition, students will learn to read, understand and analyze Financial Statements (including Consolidated Financial Statements). Case readings will enhance students' critical thinking, problem solving, communication skills, and awareness of unethical financial reporting cases.

Art (ART)

ART 5000—Great Works in Art History (3-0-3)
A survey of the high points of art history which examines aesthetic, historical, cultural, psychological, and other issues relating to art history, from various critical perspectives. The course will examine great works of art, ranging from the highlights of ancient Egypt and Mesopotamia, to the classical era, on to the Renaissance, and beyond to more modern masterpieces.

ART 5201—Visual Arts in the US from 1940 to the Present (3-0-3)
Survey of contemporary art in the United States from 1940 to the present and an examination of aesthetic, historical, cultural, psychological, and other issues relating to art history, from various critical perspectives.

Business (BUSA)

BUSA 5000 Foundations of Quantitative Methods (1 credit hour)
The Statistics Interactive® CD-ROM is a 10- to 12-hour interactive program on introduction to statistical concepts and how to apply them to business problems. It's divided into sections that allows student to pick the topics for review. Some of the topics covered include: Data Relations, Laws of Exponents, Linear, Nonlinear, and Multivariate Functions, Compound Interest, Break-Even Analysis, and Calculus. Students will be required to validate their understanding of the concepts/topics. Prerequisite: Permission of the MBA Director.

BUSA 6100 Decision Making under Uncertainty (3 credit hours)
Quantitative and statistical methods are examined as analytical tools for understanding and solving business problems, and for supporting business decision

making. Extensive use of both applied business scenarios to illustrate concepts, and computer software for data analysis. The successful student will finish this course with an ability to effectively evaluate and act upon quantitative and statistical reports and data relating to applications in business. In addition, the successful student will have the tools to make decisions under uncertainty.

BUSA 6101 International Business and Global Logistics (3 credit hours)
The course is divided into two parts. The first part provides an intensive study of the changing economic, political, cultural and ethical environment in which organizations compete, both traditionally and digitally. The second part of the course provides an overview of the concepts and substance of trade, transportation, and logistics. This deals with management of physical, documentation, and information flows within supply chains, including purchasing, distribution, inter-modal transportation, and regulations.

BUSA 6102 Research Project (3 credit hours)
A research project may be substituted in lieu of one of the core courses, with the exception of the Seminar and Strategic Management course. Permission of the MBA Director and the advising faculty is required.

Communication and Media Studies (CMS)

CMS 5310—Contemporary Cinema Studies (3-0-3)
Advanced study in film with particular emphasis on cultural and historical movements after 1945, which can be taught as a revolving topics course. Important movements may range from Classical Hollywood to contemporary Independent production. Socio-cultural issues will be studied in conjunction with a variety of historical, critical, and theoretical writings about cinema. A basic knowledge of film technique and history is essential for students taking this course, and a weekly out-of-class film screening is mandatory.

CMS 5610—Digital Culture (3-0-3)
Through close readings of important old and new media works, this course investigates the impact of digitization on contemporary culture. Among the new media forms considered are net. art, interactive communities, games, and virtual environments.

Economics (ECON)

ECON 6100 Managerial Economics (3 credit hours)
Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision-making under uncertainty. Students taking this course are expected to have had a good understanding of Principles of Microeconomics.

English (ENGL)

ENGL 5000—Great Books (3-0-3)
A course exploring the concept of "Great Books," including the history and definition of the concepts both of "book" and of "greatness." Many texts (fiction and nonfiction, as well as poetic) will be read closely in probing these definitions. The texts will range globally, from the earliest examples of writing (including pre-literate, oral traditions) through the present. Texts will be read in English translation where necessary. Both canonic writers (e.g., Homer, Mary Shelley) and writers outside conventional definitions of the canon will be considered.

ENGL 5100—Literary Theory (3-0-3)
This course surveys different schools and trends in literary criticism of the 20th century, including Russian Formalism, New Criticism, Structuralism, Deconstruction, Reader-Response criticism, Psychoanalytic Theory, Marxist criticism, New Historicism, Feminist literary criticism, Cultural Studies, and Postcolonial Studies.

ENGL 5150--Studies in Shakespeare (3-0-3)
This graduate-level survey of Shakespeare's dramatic works before and after 1600 will emphasize the major comedies and tragedies and will usually offer attention to the histories, problem plays, and romances. Course content will include some attention to research methods and critical theory in the context of Shakespeare studies.

ENGL 5120--Studies in Nineteenth Century American Literature and Culture (3-0-3)
An expansive course focusing on the major movements, issues, or themes in the study of nineteenth century American literature and culture. Topics may include the American Renaissance and Romanticism; Realism; Naturalism; evolving literary genres; African American fiction, non-fiction, and poetry; race and gender; and/or in-depth studies of selected writers.

ENGL 5130--Studies in Southern Literature (3-0-3)
This course examines the major issues and themes in the study of Southern American literature. Topics will include the history of Southern culture, slave narratives, Civil War autobiography and memoir, the Southern Renaissance and its beginnings and influence, the "New South," and comparative studies of gender and race.

ENGL 5140--Studies in Twentieth Century American Literature and Culture (3-0-3)
An expansive course focusing on the major movements, issues, or themes in the study of twentieth century American literature. Topics may include Modernism, Post-modernism, the Harlem Renaissance, Depression-era literature, the Southern Renaissance, American fiction since 1945, poetry, and/or major authors.

ENGL 5210--Studies in Renaissance Literature (3-0-3)
A graduate-level survey of early modern English literature and literary culture, ca. 1500-1700. Typical areas of emphasis will include significant literary movements within the era, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

ENGL 5250--Studies in Nineteenth Century British Literature and Culture (3-0-3)
A graduate-level survey of nineteenth century British literature and literary culture, ca. 1780-1900. Typical areas of emphasis will include significant literary movements within the era, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

ENGL 5260--Studies in Twentieth Century and Twenty-First Century British Literature (3-0-3)
A graduate-level course focusing on the major movements, issues, or themes in the study of British fiction from the 20th and 21st centuries. Topics may include but are not limited to modernism, postmodernism, war literature, literature between the wars, minor literary movements (such as Angry Young Men, The Movement, Poets of the Apocalypse), and/or major authors.

ENGL 5300--Literature by American Women (3-0-3)
A study of traditions in American women's writing. The course may cover a wide range of texts for focus on a single theme, genre, period, literary movement, or cultural tradition.

ENGL 5350--Studies in Gender and Sexuality in American Literature and Culture (3-0-3)
A variable topics course, focusing on one or more of the major issues, movements, forms, or themes in the study of gender and sexuality in American literature and

culture. Topics may include masculinity and femininity in literature, feminism and womanism, and traditions of gay self-representations.

ENGL 5400--Studies in African American Literature and Culture (3-0-3)
A course focusing on the major movements, issues, or themes in the study of African American literature and culture from the 18th, 19th, 20th and 21st centuries. Topics may include but are not limited to modernism, postmodernism, African American womanism, Africana womanism, and other literary movements such as The Harlem Renaissance, The Black Arts Movement, The New Black Aesthetic, and/or major authors.

ENGL 5410--The African American Novel (3-0-3)
A course focusing on the major movements, issues, or themes in the study of the African American Novel from the 19th, 20th and 21st centuries. Topics may include but are not limited to modernism, postmodernism, slave narrative, neo-slave narrative, the blues novel, and other literary movements such as The Harlem Renaissance, The Black Arts Movement, The New Black Aesthetic, and/or major authors.

ENGL 5450--Race and Ethnicity in American Literature and Culture (3-0-3)
This course examines the major issues, and themes in the study of race and ethnicity in American literature and culture. Topics will include African American literature, post-war Jewish fiction, Native American literature, whiteness studies, Chicano-Latino literature, Asian American literature, literature and racism, double consciousness, migration narratives, and comparative studies of racial and ethnic experience.

ENGL 5620--Postcolonial Theory and Literature (3-0-3)
A graduate-level study of postcolonial literary theory and literature. Texts written in English from a variety of formerly colonized regions will be studied; including, but not limited to, Africa, the Caribbean, South and Southeast Asia, Ireland, Australia and New Zealand. The focus will be on such topics as imperialism, race, gender, ethnicity, nation, language, and representation.

ENGL 5710--Contemporary American Poetry (3-0-3)
This course examines post-1960 American poetry and focuses on the poets who represent major developments in traditional and non-traditional poetics along with a consideration of the styles, trends, and influences that inform contemporary American poetry.

ENGL 5720--Contemporary American Fiction (3-0-3)
This course examines the major movements, issues and themes in the study of contemporary American fiction. Topics may include Postmodernism; individual identity; race, class, and gender; dualism and pluralism; magic realism, and/or major authors.

ENGL 5800--Selected Topics in Literature and Culture (3-0-3)
A graduate-level seminar on special topics important to professional, postgraduate liberal studies. Typical areas of emphasis will include significant literary movements within a particular era of American, British or postcolonial cultures, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

FINA (FINA)

FINA 5000 Foundations of Finance (1 credit hour)
The Finance Interactive® CD-ROM is a six- to eight-hour interactive program on introduction to finance concepts and how to apply them to business problems. It includes examples on evaluating investment projects, preparing financial forecasts, and required rates of return. It's divided into sections that allows student to pick the topics for review. Some of the topics covered include: Time Value of Money (discounting, internal rates of return), Measuring Value and Risk, Sensitivity Analysis,

Cost of Debt and Equity, and Interest Rate Parity. Students will be required to validate their understanding of the concepts/topics.
Prerequisite: Permission of the MBA Director.

FINA 6100 Finance (3 credit hours)
This course will apply tools, techniques and theories of finance to actual business and investment decisions with consideration to ethical issues. Students will apply tools and techniques to analyze a company's financial position relative to the industry, apply time value of money concepts to business cash flows, evaluate the acceptability of a short-term and long-term financial decision, and understand the relationship between capital structure, risk, and the cost of capital. A variety of pedagogical vehicles will be used including problem solving, case studies, lectures, and projects.

Health Care Management (HCMG)

HCMG 5100 - Health Systems Administration (3 credits)
This course will provide administrative concepts and theories within United States health care systems. The history and evolution of the systems will be discussed and the current state of health care delivery will be analyzed. The political, legal, and financial issues that impact health care will be considered. The course will discuss and assess the different types of health care providers and their roles in the systems.

HCMG 5200 - Healthcare Ethics (3 credits)
This course will present to students the broad range of ethical domains and issues that arise in health care delivery. Issues pertaining to institutions, practitioners, and patients will be studied within the following domains: decision ethics, professional ethics, clinical ethics, business ethics, organizational ethics and social ethics. Students will be required to critically evaluate regulations, laws, and practices that influence health care delivery.

HCMG 5300 - Human Resource Management in Healthcare (3 credits)
The emphasis in this course will be on the understanding of the vital nature of human resources in health care delivery. This course will focus not only on recruitment, selection, and training issues, but also on how human resource management needs to be integrated into the strategic planning of the organization. Legal, ethical, and labor issues will be discussed, as well as the use of motivation and power.

HCMG 5400 - Organizational Behavior in Healthcare (3 credits)
The current trends in health care organizations and organizational development will be discussed and analyzed in this course. This discussion will consider the dramatic changes that have occurred in health care delivery over the last century. Particular attention will be given to health care marketing, the relationships between providers and organizations, health care outcomes, and quality.

HCMG 5500 - Health Economics & Financial Management (3 credits)
This course will examine the economic and financial issues that are unique to organizations in health care delivery. It will include looking at the rules, regulations, policies, and procedures that affect the economic and financial management of health care. In addition, reimbursement issues will be discussed, as will the current and future considerations of paying for health care.

HCMG 5600 - Healthcare Marketing (3 credits)
The crucial issues of marketing in health care will be examined and discussed. The course will emphasize to whom and how health care should be marketed. Consumer behavior, market research, target marketing, and marketing to primary payers will be analyzed.

HCMG 5700 - Research Statistics and Methods in Health Care (3 credits)
This course will explore the theory, application, interpretation and use of statistical information in health care management and health services research. Students will

also master the application of statistical data in the management of health care organizations, (e.g., financial data, patient statistical data and utilization information). Descriptive, correlation and multiple regression methods will be presented and used in multiple project

HCMG 5800 - Healthcare Law (3 credits)
This course emphasizes the past, current and potential future law issues in health care. An emphasis is placed on organizational and business law pertaining to healthcare delivery as well as social law and the framework of both civil and criminal courts.

HCMG 6100 - Information Management in Healthcare (3 credits)
This course will provide an understanding of the different information systems designed to improve health care delivery and their use in the management of health care organizations. Students will examine the current status of information systems within health care and also explore possible advanced uses of informational systems to monitor patient outcomes, financial stability and marketing information.

HCMG 6200 - Strategic Planning in Health Care Organizations
This course will provide a discussion of the philosophy, models, and methods of how to effect strategic planning in health care delivery institutions. Additionally, the course will consider how strategic planning impacts on marketing and management decisions.

HCMG 6300 - International Health Care Issues (3 credits)
This course will compare health care systems in different countries and focus on differences and similarities. Attention will be given to systems that appear to work and how the tenets of these systems may be incorporated into the U.S. health care system

HCMG 6500 - Managerial Epidemiology (3 credits)
The factors, determinants of health status and collection of pertinent data will be considered within a management framework. The student will examine how epidemiological data can be used to determine the impact of illness on populations, to develop programs or interventions to reduce prevalence of illness and to predict populations' health outcomes.

HCMG 6600 - Public Health Organizations and Practice (3 credits)
This course will discuss the important interaction between public health and health care delivery. It will also consider expanding the role of public health to make health care delivery more holistic. It will also deal with the history, purpose, and strengths of the public health care system.

HCMG 6700 - Healthcare Policy (3 credits)
This course will consider current topics in health care policy. Additionally, it will deal with policy and management issues and their evolutions and implications to both domestic and international health care delivery systems.

HCMG 6800 - Long Term Care Administration (3 credits)
This course emphasizes the unique administration issues in long term care facilities. Students will explore the different milieus for both physically and cognitively impaired residents and the impact upon costs and reimbursement (e.g., RUGS). An emphasis will be placed on practicing for the NHA (NAB) licensure exam and preparation for Administrator in Training (AIT) program requirements.

HCMG 7000 - Health Administration Practicum Residency (3 credits)
This course provides a residency experience in health care administration for students who require this exposure. Students will be given a structured health management program in an existing healthcare delivery system. Students may enroll in two subsequent semesters or full time in one semester for six credits.

HCMG 7100 - Thesis in Health Administration (3 credits)
The main focus of this course will be a faculty-guided project. This project will have a strong research component that is either qualitative or quantitative in nature and will

be a summative paper. (Required of all MHA Students). Students who do not complete the thesis in one semester may repeat for additional credits.

History (HIST)

HIST 5050—Historical Methods and American Historiography (3-0-3)
An introduction to the basic skills, problems, materials and methods employed by professional historians for research and writing, and a systematic examination of the divergent interpretations, controversies and major schools of American historical inquiry.

HIST 5100—African-American History (3-0-3)
An examination of the formation of African-American cultural identity from the early national period to the present, with emphasis on major formative events: slavery, the early development of cultural institutions, the reconstruction of life after slavery, northern migration during the world wars, the civil rights and black power movements of the 1950's and 1960's, and urbanization and class structure in the 1980's and 1990's.

HIST 5200—History of the American South (3-0-3)
An in-depth look at the special contributions of the South to the evolution of the United States, and an analysis of the major themes of Southern History in the eighteenth, nineteenth, and twentieth centuries. Emphasis will be placed on understanding the role of ideas and values in the making of Southern history.

HIST 5300—Women's History in America (3-0-3)
An exploration of the roles of women in the social, economic, and political development of the United States. The course will cover such topics as the images and ideals of womanhood, nineteenth-century feminism, the Victorian woman, female sexuality, women at work, women at war, the suffrage movement, and the new feminism.

HIST 5400—Twentieth Century US History (3-0-3)
An in-depth examination of recent US history from before the First World War through the Clinton presidency. Concentrating on the growth of the US as a major economic and political power, special attention will be devoted to the impact of industrialization, urbanization, immigration, reform movements, mass culture, domestic economic fluctuations, governmental expansion, and military involvements during the twentieth century, as well as the political and cultural responses of Americans during this time of enormous change.

HIST 5500—Twentieth Century World History (3-0-3)
An intensive investigation of the political, social and cultural developments of the twentieth century world. Topics to be discussed include the birth of the twentieth century, the emergence of global industrialization and imperialism, the worldwide depression, the first and second World Wars, the end of the European world order, the Cold War, postcolonial Africa and Asia, the demise of European communism, and the arrival of globalization.

HIST 5600—The Atlantic World (3-0-3)
An examination of the histories, cultures and connections between peoples living around the Atlantic Ocean, specifically in Africa and the Caribbean, from the 15th century to the present. The course will pay particular attention to the destruction and reconfiguration of indigenous societies, the era of slavery and the slave trade, the links forged between the Caribbean and Africa through the Pan-African movement, as well as colonization and independence and the successes and failures of the post colonial state.

HIST 5700—American Military History (3-0-3)

A study of the American military art from the earliest days of frontier offensives to present-day global concerns. Focuses on the creation of American military institutions, the genesis of policy-making and maintenance of civilian control over that process, the inter-relationship between foreign and military policy, the conduct of war, and the influence of American society upon the armed forces as social institutions.

HIST 5800—Modern American Popular Culture (3-0-3)
An exploration of several institutional aspects of the vast, pervasive, complex, and fascinating phenomenon of American popular culture in the 20th century, in particular the rise of mass entertainment as a form of communication and community formation. Course readings will introduce students to the cultural history of comics, feature films, music, literature, radio, television and sports as commodities and as expressions of identity in a diverse nation.

HIST 5900—American Environmental History (3-0-3)
An introduction to the environmental history of North America, from colonial times to the present. Explores the complex and ever-changing interrelationship over time between human society and the natural environment, the differing perceptions of nature held by people and how those ideas and human activities regarding nature combined in ways that reshaped the American landscape.

HIST 6950—Selected Topics in History (3-0-3)
A graduate seminar on a special topic in history. The course can be offered as a regular term seminar course or as an independent study. Topics will usually focus on American History. The course may be repeated fro credit when topics vary.

Interdisciplinary Studies (IDST)

IDST 5201--The Science in Science Fiction (3-0-3)
An examination of the scientific principles underlying representative works of science fiction. Science fiction will also be examined as a literary genre. This multidisciplinary course will be taught by faculty in science, English, and media studies.

IDST 5202—Contemporary Irish Fiction, Film, History, and Politics (3-0-3)
Examination of the interrelationships between contemporary Irish fiction, film, history, and politics with part of the course being held in conjunction with the Theater Gael Repertory Company at the 14th Street Playhouse.

Liberal Studies (MALS)

MALS 5000—Introduction to Graduate Studies (3-0-3)
Required of all students. Emphasis on library research, using libraries from all over the Atlanta area, internet research, and archival research. This course takes students from a variety of undergraduate disciplines and trains them to conduct research in the selected areas of the graduate program.

MALS 5800 - Selected Topics in Liberal Studies (3-0-3)
A graduate-level seminar on special topics related to Liberal Studies. May be repeated for credit when topics vary.

Management (MGMT)

MGMT 6100 Communication and Leadership (3 credit hours)
This course is designed to enhance essential communication skills for managers. The course emphasizes interpersonal, organizational, and public communication processes in the context of leadership, persuasion, motivation and ethics.

MGMT 6101 Management of Change and Innovation (3 credit hours)
This course focuses on strategies for renewing organizations. Aspects of change, including repositioning, the impact of power and influence, operations, human elements and organizational behavior issues will be examined. The role of leadership in the process, including managing resistance to change, is emphasized. In this course, you will acquire frameworks and techniques that will allow you to create an ongoing capacity for change at the individual, work team, and organizational levels.

MGMT 6102 Operations and Supply Chain Management (3 credit hours)
The goals of this course are to develop the common principles of supply-chain management techniques and demonstrate how these ideas have transformed the operating processes of industries in the past decade. The techniques must find new ways to collaborate across organizational boundaries to create new value for the end-customer of the supply-chain. Asset productivity strategies are studied by investigating both inbound materials management/production processes and outbound physical distribution procedures. Case studies will demonstrate the importance of ethical approaches to supply chain innovation in areas such as real-time supply chain visibility, e-commerce, and collaborative planning, forecasting and replenishment.

MGMT 6103 Field Problems in Logistics Systems (3 credit hours)
This course gives students a supervised opportunity to apply problem-solving skills from earlier courses to real world business problems in the logistics arena. Students will work together in small teams to define, research, analyze, and formulate solutions to actual problems from area logistics enterprises. Prerequisite: BUSA 6101 & MGMT 6102

MGMT 6104 Strategic Management (3 credit hours)
This is a capstone course designed to apply and integrate concepts and analytical tools that students have studied in MBA course work. This course adopts a general management perspective to analyze complex business situations, identify critical issues, and develop effective solutions. Consideration is given to ethical dimensions of strategic decision making. The emphasis throughout is on developing strategic thinking skills and understanding the fundamentals for achieving competitive advantage in a dynamic global environment.
Prerequisites: This capstone seminar must be taken during the final semester of the MBA program.

Marketing (MKTG)

MKTG 6100 Marketing Strategy (3 credit hours)
A high-level course focusing on the central strategic role that marketing plays in the success of a company. The case method will be used extensively and ethical implications in marketing decision will be explored.

Music (MUSC)

MUSC 5000—Great Works in Music History (3-0-3)
A study of monumental works of music from the Medieval period through the present day. Works are chosen for their historical significance related to innovation in the art of music, to interest musically and artistically, and to significance of posterity. The course will begin with a study of the elements of music, formal procedures, terminology, and music history time-line so that all students (regardless of background) will have a solid foundation of understanding upon which to build.

MUSC 5100—Survey of Renaissance and Baroque Music (3-0-3)
Survey of Western music from the Renaissance and Baroque periods. This will include secular and sacred music and include various vocal and instrumental genres. 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 music studied in historical, cultural, and stylistic contexts.

MUSC 5200—Survey of Classic and Romantic Music (3-0-3)
A survey of the Classic and Romantic periods of music. This course will emphasize the classic forms including the modern "sonata" with its related single movement forms and its application to multi-movement forms and various performing ensembles. Also included is the Romantic expansion of the forms and movement away from tonality. 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 music studied in historical, cultural, and stylistic contexts.

MUSC 5300—Survey of Twentieth Century Music (3-0-3)
A survey of the major developments in twentieth century music as well as the more important composers. New compositional techniques and new subject matter will be examined. Included will be the important trends and schools as well as the important composers and compositions. Major program outcomes: student will be expected to develop an understanding of new developments in music and to place music studied in the appropriate stylistic context.

MUSC 5400—Form and Analysis (3-0-3)
Study of various tonal and non-tonal musical forms including sectional, contrapuntal and process forms. Major program outcomes: student will demonstrate a broad understanding of the common elements and organizational patterns of music through aural, visual, and verbal analyses.

MUSC 5500—Eighteenth Century Harmony and Form (3-0-3)
Study of late Baroque and Classical harmony including contrapuntal and sectional forms with special emphasis on similarities and differences between the two periods. Major program outcomes: student will demonstrate an understanding of the compositional techniques and formal organization of the Baroque and Classical periods through aural, visual, and verbal analyses.

MUSC 5600—Nineteenth and Twentieth Century Harmony and Form (3-0-3)
Study of nineteenth and twentieth century harmony and form. Emphasis on formal structure, the growth of chromatic harmony, and the emancipation of dissonance. Major program outcomes: student will demonstrate an understanding of common nineteenth and twentieth century approaches to form and the gradual movement away from tonality through aural, visual, and verbal analyses.

MUSC 5700—Advanced School Music Methods (3-0-3)
Methods and materials used by music teachers in grades K-12. Emphasis on teaching methods used in the public schools today. Special problems related to student needs.

MUSC 5800—Applied Music (2-0-2)
Individual instruction in the student's primary area of performance. Student is expected to perform music from a cross section of the repertory of the particular performing medium, and develop skills requisite for artistic self-expression at the graduate level.

MUSC 5900—Major Ensemble (1-0-1)
Performance in a large vocal or instrumental ensemble depending on the student's major performance area. Student may be expected to perform a leadership role in the ensemble. Student may be expected to rehearse and/or conduct the ensemble.

Nursing (NURS)

NURS 5100 - Theory for Graduate Nursing Practice (2-0-2)

This course prepares nurses to transition into new roles and advanced nursing practice by exploring a wide range of theories from nursing and other sciences. Students will understand the role of knowledge development in advancing a discipline. Students will critique, analyze, and evaluate selected theories and incorporate these theories into their advanced nursing practice roles. Prerequisite(s): Admission to Graduate Nursing Program or Senior Standing in BSN Program with 3.00 GPA

NURS 5200 - Research for Evidence-Based Nursing Practice (3-0-3)
This course builds upon undergraduate statistics and research courses and will focus on the relationship between nursing theory, research, and practice for evidence-based practice. This course will focus on issues such as the identification of practice and system problems, evaluation of research studies and systematic reviews, development and implementation of evidence-based practice guidelines, use of evidence-based practice to improve outcomes for individuals and groups of patients as well as health care systems, and differentiation of evidence-based and value-based approaches to practice. Students are expected to integrate an evidence-based approach into their practice.
Prerequisite(s): Admission to Graduate Nursing Program or Senior Standing in BSN Program with 3.00 GPA

NURS 5400 - Advanced Pharmacology (1-3-2)
This course includes principles of pharmacokinetics, pharmacodynamics, drug metabolism and transport, assessment of drug effects, drug therapy in special populations, and contemporary drug development as a foundation for the use of medications in the clinical management of diseases. Major classes of drugs will be discussed in terms of actions; therapeutic and other effects; adverse, allergic and idiosyncratic reactions; indications and contraindications. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy in a variety of settings with individuals across the life span.
Prerequisite(s): Admission to Graduate Nursing Program or Senior Standing in BSN Program with 3.00 GPA

NURS 5410 - Advanced Pathophysiology (1-3-2)
This course focuses on developing an advanced knowledge base of pathophysiology of the human body and the impact of this knowledge base on evidence based practice. It will prepare advanced practice nurses to understand the mechanism underlying the disease process, its clinical manifestations, and rational therapies. Appropriate screening and diagnostic testing methods will also be included. Emphasis will be placed on important pathophysiological concepts needed to support the goals of *Healthy People 2010* to improve clients' quality of life and reduce health disparities.
Prerequisite(s): Admission to Graduate Nursing Program or Senior Standing in BSN Program with 3.00 GPA

NURS 5420 - Advanced Health Assessment (1-3-2)
This course will build upon health assessment skills developed in the professional nurse's basic educational program. The theoretical and clinical basis for assessment in advanced nursing practice will be developed. The process whereby the advanced practitioner utilizes comprehensive physical, psychosocial, and cultural assessment across the lifespan to gather specific data relevant to common health problems is demonstrated. Faculty and preceptors facilitate laboratory and clinical experiences, which focus on assessment of clients and presentation of findings in a variety of settings. Emphasis will be placed on important assessment concepts needed to support the goals of *Healthy People 2010* to improve clients' quality of life and reduce health disparities.
Prerequisite(s): Admission to Graduate Nursing Program or Senior Standing in BSN Program with 3.00 GPA

NURS 5600 - Health Care Policy (2-0-2)
The political process related to health care policy and nurses' role in affecting policy decisions will be a major focus of this course. Access, cost and quality of health care will be examined along with major issues related to concepts of health policy, nursing

advocacy and the policy process. Legislative and regulatory issues, health care financing, managed care and coverage of the uninsured will be emphasized. Students will apply their knowledge of these topics to in-depth analysis of an issue related to their practice specialty.
Prerequisite: Admission to Graduate Nursing Program or Senior Standing in BSN Program with 3.00 GPA

NURS 6000 - Transitions to Health Promotion and Illness Prevention (2-0-2)
This course presents an array of clinical interventions that influence the goal of achieving health at the primary, secondary, or tertiary levels of health care. Key concepts include healthy lifestyles, self-care, holisms, nursing therapeutics, caring, critical thinking, and risk reduction.
Prerequisite (s): NURS 5100; NURS 5200

NURS 6010 - Advanced Practice Nursing Seminar (0-3-1)
Advanced practice nursing, with an in-depth examination of its definition and core competencies, is explored in this course. Different advanced practice nursing roles and critical elements involved in managing advanced practice nursing environments are analyzed. Ways of developing and integrating core competencies into advanced practice nursing roles are discussed.
Prerequisite (s): NURS 5100; NURS 5200

NURS 6020 - Societal Transitions Seminar (1-3-2)
This course explores the special needs of the changing segments of society. It also examines emerging ethical, social, political, cultural, and legal issues related to provision of health care for diverse groups. Using an epidemiological approach, students complete a community assessment of a vulnerable population and develop a culturally relevant plan of care.
Prerequisite(s): Admission to Graduate Nursing Program

NURS 6030 - Ethical Issues for the Advanced Practice Nurse (2-0-2)
This course provides a foundation for the professional practice of advanced nursing within an ethical context. The historical development of an ethical code for the nursing profession and its evolution is explored. Ethical principles underlying major U.S. health care policy, including the national health agenda, *Healthy People 2010*, will be examined. The ethical dilemmas that currently exist within the global health care environment of the 21st century are analyzed for their impact on the profession of nursing and on the health and well being of individuals and populations.
Prerequisite(s): Admission to Graduate Nursing Program

NURS 6100 - Principles of Leadership & Management within Health Care Organizations (2-0-2)
Transitioning from novice to expert in the role of a nursing leader is explored in this course. Content includes theoretical foundations of effective leadership which will enable the student to function effectively in a leadership role in various settings. The management of human, fiscal and physical health care resources will be emphasized.
Pre or Co requisite (s): NURS 5100; NURS 5200

NURS 6110 - Principles of Education in Nursing (2-0-2)
This course focuses on the theoretical foundations of teaching, learning innovations, and the multifaceted role of a nurse educator in multiple settings. Expectations of a leader in nursing education are explored.
Pre or Co requisite (s): NURS 5100; NURS 5200

NURS 6200 - Analysis of System Performance (2-0-2)
This course is designed to develop an understanding of the interactions between regulatory controls and quality control within variety health care delivery systems. Issues such as performance evaluations of organizations and individual employees will be addressed.
Pre or Co requisite (s): NURS 5100; NURS 5200; NURS 6100

NURS 6220 - Effective Teaching/Learning Strategies (2-0-2)

This course is an overview of a variety of learning and instructional strategies to assist in the implementation of teaching plans. General principles and methodologies related to learning and instruction are integrated into face-to-face and technology enhanced techniques.
Prerequisite (s): NURS 6110

NURS 6300 - Transitioning into the Leadership Role (0-12-3)
This clinically based course operationalizes the theoretical principles and norms studied in previous courses. The student will have the opportunity to apply the concepts of leadership within a selected specialty area.
Prerequisite (s): NURS 5400; NURS 6000; NURS 6020

NURS 6330 - Evaluation of Learning (3-0-3)
This course will provide methods of assessing learning outcomes for individuals and groups in academic and clinical settings. Emphasis is placed on theoretical reflections and empirical methods used to evaluate educational programs, institutions, personnel, and students
Prerequisite (s): NURS 6110

NURS 6440 - Curriculum Development (3-0-3)
This course examines the principles, philosophies, and theories used in curriculum development. Graduate students will define, design, and analyze a selected curriculum model.
Prerequisite (s): NURS 6110

NURS 6550 Transitioning into the Nurse Educator Role (0-12-3)
This clinically based course provides the opportunity for students to operationalize the theoretical principles and concepts studied in previous courses. Students will have the opportunity to assume the role of educator within a selected specialty area.
Prerequisite (s): NURS 5300; NURS 5400; NURS 5500; NURS 6220; NURS 6330; NURS 6440

NURS 6999 - Focused Project/Thesis in Nursing (3-5 variable hours)
The main focus of this course will be a faculty-guided thesis or project. This project/thesis will have a strong research component and will be a summative work. Students who do not complete the project/thesis in one semester may repeat for additional credits.
Pre or Co requisite (s): NURS 6300 or NURS 6550

Philosophy (PHIL)

PHIL 5000—Classics of Philosophy (3-0-3)
An examination of the original documents, the classic primary texts, in the history of philosophy in Western Culture. Primary source readings--including Socrates, Plato, Aristotle, Descartes, Hume, and Kant--will be supplemented by a history-of-philosophy text that will place these works in historical and philosophical context.

PHIL 5201—Philosophy in the US (3-0-3)
A study of the American philosophical tradition of pragmatism as a unique and original contribution to Western philosophy. The focus of the course is on the thought of four classical American philosophers: Peirce, James, Santayana, and Dewey. It will also consider the intersection of pragmatism with analytic and linguistic philosophy. Finally, the course will examine the origin of pragmatism in American intellectual history, keeping in mind social and cultural influences, and will look ahead to the influence and relevance of pragmatism for present-day culture.

Political Science (POLS)

POLS 5000—Great Political Thinkers (3-0-3)   Emphasis on major ancient, medieval, Renaissance, Enlightenment, modern, and postmodern political philosophers, including Plato, Aristotle, Cicero, Aquinas, Machiavelli, Descartes, Hobbes, Locke, Rousseau, Hume, Burke, Kant, Mill, Marx and their modern philosophical legacy. Examination of the original documents, placed in contemporary historical and political perspective. Discussion will focus on political philosophy's impact on the development of Western political ideology and institutions.

Psychology (PSYC)

PSYC 5201—Psychoanalysis and Society (3-0-3)
This course will examine psychoanalytic theory and its impact on modern culture, religion, art, and literature. Freud's original writings along with those of other psychoanalytic theorists, such as Jung, will be explored along with a sampling of other writings and artistic works that exemplify the psychoanalytic influence.

Sociology (SOCI)

SOCI 5201—Religion and the Family in America (3-0-3)
An examination of the historical trends and current status of the institutions of family and religion and how they continue to play a vital role in the United States. Focused attention is given to how religion influences the family and how the family, in turn, has an impact on religious teachings and programs. Religion and family have undergone dramatic changes during the twentieth century as individuals sought personal freedom through new forms of religious expression. This course identifies those changes and explores their significance.

Statistics (STAT)

STAT 5000 Foundations of Statistics (1 credit hour)
The Quantitative Skills Interactive® CD-ROM is a 16- to 20-hour interactive program on the overview of fundamental analytical techniques and how they apply in business. It includes examples on contribution margin, portfolio analysis, and sales volume mix. It's divided into sections that allows student to pick the topics for review. Some of the topics covered include: Measures of Central Tendency and Variation, Chi Square testing, Regression Analysis, Probability Distributions, and Sampling. Students will be required to validate their understanding of the concepts/topics.
Prerequisite: Permission of the MBA Director.

Theater (THEA)

THEA 5201—Contemporary US Theater (3-0-3)
An exploration of the immediate state of theatre in the early 21st Century with an emphasis on World Theatre concepts as they apply to American Theatre, new works, and discussion of the future of live performance.

UNIVERSITY SYSTEM OF GEORGIA

Thirty-five public colleges and universities of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

Fifteen two-year colleges offer the first two years of studies leading to bachelor degrees and professional degrees, as well as one- and two-year career programs designed to prepare students for immediate employment. Career programs are available in fields such as accounting, computer science, agricultural equipment technology, electronics, drafting, dental hygiene, nursing, secretarial studies, and over fifty other fields.

The 13 state colleges and universities offer bachelor degrees and, in many cases, some graduate degrees. Degree programs include hundreds of fields of interest including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music.

Some of these institutions also offer many of the two-year career programs offered by 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 35 colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges and universities are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged residents of Georgia for attending college, exclusive of living expenses, are low by most standards.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia.

The thirty-five institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State

Senate. Regular terms of Board members are seven years.

Members of the Board of Regents

			Current Term
Hugh A. Carter, Jr.	Atlanta	State-at-Large	2000-2009
William H. Cleveland	Atlanta	State-at-Large	2001-2009
Michael J. Coles	Kennesaw	Sixth District	2001-2008
Robert F. Hatcher	Macon	Eighth District	2006-2013
Julie Ewing Hunt	Tifton	Second District	1997-2011
Felton Jenkins	Madison	State-at-Large	2006-2013
W. Mansfield Jennings, Jr.	Hawkinsville	First District	2006-2013
James R. Jolly	Dalton	Tenth District	2001-2008
Donald M. Leebern, Jr.	Atlanta	State-at-Large	1998-2012
Elridge McMillan	Atlanta	Fifth District	2003-2010
Patrick S. Pittard	Atlanta	Ninth District	2003-2008
Doreen Stiles Poitevint	Bainbridge	State-at-Large	2004-2011
Willis J. Potts	Rome	Eleventh District	2006-2013
Wanda Yancey Rodwell	Stone Mountain	Fourth District	2005-2012
J. Timothy Shelnut	Augusta	Tenth District	2000-2007
Benjamin J. Tarbutton	Sandersville	Third District	2006-2013
Richard L. Tucker	Lawrenceville	Seventh District	2005-2012
Allan Vigil	Morrow	Thirteenth District	2003-2010

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 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

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

Gainesville State College
PO Box 1358
Gainesville, GA 30503
(770) 718-3641

Georgia Gwinett College
1000 University Lane
Lawrenceville, GA 30043
(678) 407-5016

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

Bainbridge College
PO Box 990
2500 E. Shotwell St.
Bainbridge, GA 39818-0990
(229) 248-2504

Coastal Georgia Community College
3700 Altma Avenue
Brunswick, GA 31520-3644
(912) 246-7253

Darton College
2400 Gillionville Road
Albany, Georgia 31707
(912) 430-6705—GIST 341-6705

East Georgia College
131 College Circle
Swainsboro, Georgia 30401
(912) 237-7831—GIST 333-4200

Georgia Highlands College
PO Box 1864
Rome, GA 30162-1864
(800) 332-2406

Georgia Perimeter College
3251 Panthersville Road
Decatur, Georgia 30024
(404) 244-2364—GIST 275-2364

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

INDEPENDENT RESEARCH UNIT

Skidaway Institute of Oceanography
10 Ocean Science Circle
Savannah, GA   31411
Phone: (912) 598-2400

UNIVERSITY PERSONNEL

Administrative Offices and Staff

PRESIDENT'S OFFICE
> Thomas K. Harden, President

ACADEMIC AFFAIRS
> Sharon E. Hoffman, Vice President and Provost
> Thomas Eaves, Associate Provost
> Mark May, Dean of Retention and Student Success
> Narem Reddy, Director of Institutional Research and Planning
> Robert H. Welborn, Director of International Studies
> Adam Tate, Director of the Honors Program
> Kevin Demmitt, Assistant VP of Academic Outreach
> Mannie Hall, Director of Academic Outreach
> Virginia Bass, Director of Adult Degree Completion Program

> COLLEGE OF ARTS AND SCIENCES
> John Campbell, Dean
> Vacant, Associate Dean

> SCHOOL OF BUSINESS
> Jacob M. Chacko, Dean
> Diane Prince, Associate Dean

> SCHOOL OF NURSING
> Lisa Wright Eichelberger, Dean
> Sue Odom, Associate Dean

> COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES
> Anthony Giovannitti, Dean

> COLLEGE OF PROFESSIONAL STUDIES
> Rodger Bates, Dean
> Benita Moore, Associate Dean

> SCHOOL OF GRADUATE STUDIES
> Thomas Eaves, Graduate Dean

> ENROLLMENT SERVICES
> Vacant, Assistant Vice President
> Rebecca Gmeiner, Registrar
> Patricia Barton, Director of Financial Aid
> Scott Burke, Director of Admissions and Recruitment

> CENTER FOR ACADEMIC SUCCESS
> Mark F. Daddona, Director

> CENTER FOR INSTRUCTIONAL DEVELOPMENT
> Vacant, Director

> LIBRARY
> Gordon Baker, Director

ATHLETICS
H. Mason Barfield, Executive Director

CAMPUS LIFE
Brian Haynes, Vice President
Elaine Manglitz, Assistant Vice President
Jeff Jacobs, Director of Judicial Affairs
Angelyn Hayes, Director of Career Services
Thomas Parker, Director of Counseling
Nicole Palazzo, Director of Disability Services

INFORMATION TECHNOLOGY AND SERVICES
John Bryan, Executive Director

OPERATIONS, PLANNING, AND BUDGETING
David Heflin, Vice President

SPIVEY HALL
Sam Dixon, Executive Director

EXTERNAL RELATIONS
Gid Rowell, Director of Alumni Relations
Reda Rowell, Director of Development
John Shiffert, Director of University Relations

Corps of Instruction --
Faculty with Academic Rank and Librarians

Renee I. Ahmann, Assistant Professor of Office Administration
B.A., State University of New York, 1972; M.B.A., California State University, San Bernardino, 1982.

Shakil Akhtar, Professor and Head of Information Technology
B.S., University of Peshawar, 1980;M.S., University of Petroleum and Minerals, 1982; Ph.D., Wayne State University, 1986.

Fred W. Atkinson, Instructor of Technical Studies
A.S., Stratford University, 2001; A.S., Midlands Technical College, 1976; B.S., National-Louis University, 1994; M.S., The Johns Hopkins University, 1997.

Shaun M. Amos, Associate Professor of Music
B.A., David Lipscomb College, 1988; M.M., University of Alabama, 1991; D.M.A., University of Alabama, 1994.

H. Lari Arjomand, Professor of Business
B.S., National University of Iran, 1966; M.S., Southern Illinois University, 1971; Ph.D., The University of Oklahoma, 1980.

Hugh M. Arnold, Associate Professor of Political Science
A.B., University of Georgia, 1968; M.A., Georgia State University, 1975; Ph.D., University of Nebraska, 1980.

Christopher A. Arrell, Assistant Professor of Music
 B.M., University of Oregon, 1995; M.M., University of Texas at Austin, 1998; D.M.A., Cornell University, 2002.

Catherine C. Aust, Professor of Mathematics
 B.S., University of Georgia, 1968; Ph.D., Emory University, 1973.

Augustine E. Auyk, Assistant Professor of Political Science
 B.B.A., Georgia College and State University, 1990; M.P.A., Georgia College and State University, 1991; Ph.D., Clark Atlanta University, 2000.

Gordon Baker, Director of Library Services and Librarian
 B.S., Valdosta State University, 1975; M.L.S., Atlanta University, 1978; Ed.D., Nova Southeastern University, 1997.

Harold R. Banke, Lecturer of Science Education
 B.A., University of Georgia, 1971; M.Ed., Georgia State University, 1980.

Katrina R. Barnes, Assistant Professor of Nursing
 B.S.N., Emory University, 1972; M.S., Georgia State University, 1979.

Thomas V. Barnett, Director of Master of Liberal Studies, Head of the Department of Communicative Arts, Integrative Studies, and Professor of English
 B.A., University of North Carolina, 1968; M.A., University of Georgia, 1971; Ph.D., Georgia State University, 1982.

Christian Barrientos, Assistant Professor of Mathematics
 Licentiate in Mathematics, Catholic University of Valparaiso, Chile, 1990; M.Sc. University of Puerto Rico, 1997; Doctor of 3rd Cycle, Polytechnic University of Catalonia, Spain, 2004.

Joan W. Bass, Assistant Professor of Office Administration
 B.S.Ed., University of Georgia, 1974; M.Ed., Georgia State University, 1979.

Sharyn L. Battersby, Assistant Professor of Music
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