



2009-2010 Academic Catalog



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Mission Statement

As a unit of the University System of Georgia, Macon State College is building a new model in higher education - a focused baccalaureate institution whose resources are dedicated to the advancement of a defined region. The college prepares students to succeed in a technology-rich, information-driven global economy while developing important life and citizenship skills through a solid foundation in the liberal arts.

Affordable and accessible, its professionally oriented degree programs are concentrated in selected disciplines that lead to rewarding careers and enhance the economic and cultural vitality of Central Georgia.

With a main campus in Macon, a site in Warner Robins, and a center on Robins Air Force Base, the college offers baccalaureate degrees in areas linked directly to important regional needs in business, communications, information technology, nursing, teacher preparation, public service, health services administration, and health information management.

In addition to its baccalaureate offerings, the college serves as a gateway to the University System of Georgia through associate degree programs representing the first two years of college work and learning support coursework that allows underprepared students to develop their academic potential.

Macon State College is strongly committed to quality education and student success through excellence and innovation in teaching. A highly flexible and dynamic institution, it actively recruits faculty, staff, and administrators with the experience and talent to sustain a supportive and productive learning environment for a diverse student population. Scholarly pursuits are encouraged with emphasis on applied research related to regional issues, the college's core disciplines, and institutional effectiveness. Student life is enriched through cultural, social, and recreational programs, as well as opportunities for leadership in student government and participation in extracurricular organizations. The special needs of a commuting population are recognized in the design and delivery of counseling, testing, career planning, and placement services.

Economic outreach and community engagement are accomplished through an extensive program of continuing and professional education. The college's Institute for Business and Information Management serves as its primary economic development resource for Central Georgia. The institute responds to the unique and complex educational needs of Robins Air Force Base and its associated aerospace firms.

Accreditation

Macon State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, 404-679-4501) to award baccalaureate and associate degrees.

The Health Information Management Program is accredited by the Commission on Accreditation of Allied Health Education Programs.

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs.

The Nursing Programs are accredited by the National League for Nursing Accreditation Commission (3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000) and approved by the Georgia Board of Nursing.

The Respiratory Therapy Program is accredited by the Commission on Accreditation of Allied Health Programs and the Joint Review Committee for Respiratory Therapy Education.

The School of Education and authorized degree programs are accredited through the Georgia Professional Standards Commission and the National Council for Accreditation of Teacher Education.

Affirmative Action Statement

Macon State College is an Affirmative Action/Equal Educational and Employment Opportunity institution. Factors of race, national origin, color, sex, age, religion, or disability are not considered in the admission or treatment of students or in employment, in accordance with Federal and State laws and regulations. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

Academic Rights and Responsibilities

Macon State College, a unit of the University System of Georgia, endorses the American Council on Education's Statement on Academic Rights and Responsibilities, which reiterates the campus community's role in intellectual pluralism and academic freedom.

Editorial Note: All information contained in this 2009-2010 catalog is current as of 8/11/09. Although every effort has been made to assure the accuracy of all information, students and others who use this catalog should consult with an advisor for recent additions, deletions, or changes.

General Information

History of Macon State College

In October 1965, the Board of Regents adopted a resolution to establish a new unit of the University System of Georgia in the Macon area. This action recognized the growing population of Central Georgia and the need for a public institution of higher education.

Since Regents' policy requires that funds for site acquisition, development, and construction of buildings be derived from local sources, Bibb County civic and governmental leaders initiated a campaign to support the proposed institution. In May 1966, the voters in a county-wide election approved the issuance of \$4,500,000 in bonds to fund the new college. When the funds were secured, 167 acres of wooded land were selected in West Macon, a contract transferred authority to the Board of Regents for further development, and construction began. When it opened in fall 1968, Macon Junior College became the twenty-fifth institution in the University System of Georgia. Its charter class was 1,110 students.

In June 1987, the Board of Regents approved a name change to Macon College. The Regents expanded the mission of the College in 1996 to include technological and professional programs at the baccalaureate level, and the next year the institution was officially renamed Macon State College. The charter baccalaureate class graduated in May 1999 with degrees in Information Technology, Health Information Management, and Health Services Administration. Since that time programs in Business & Information Technology, Communications & Information Technology, and Public Service with a major in Human Services have been added. In April 2002, the Board of Regents approved the Bachelor of Science degree in Nursing, a "completion" degree program designed for registered nurses who want to complete a baccalaureate program.

Since 2002, Macon State's bachelor's degree programs have continued to grow and are concentrated in selected disciplines that enhance the economic and cultural vitality of Central Georgia. With 17 Bachelor of Science or Bachelor of Arts programs that offer 29 majors, Macon State has something to offer all qualified students looking for a rewarding College experience. Additionally, we also offer two-year associate degrees, as well as some certificate programs that may be completed in one or two semesters.

Macon State College now serves several roles. It offers four-year programs, and it serves as a point of access for students entering the University System of Georgia. The College also prepares students for licensing in health professions which include Nursing, Respiratory Therapy, and Health Information Technology.

Macon Campus Facilities

The **Administration Building** houses the Offices of the President of the College, the Vice President for Academic Affairs, the Vice President for Fiscal Affairs, the Chief Information Officer, the Development and Alumni Affairs Office, and the Business Office.

The **Wellness Center/Gym** houses the Macon State College Fitness Center, the Macon State College Health Clinic, and the gymnasium.

The **Learning Support Building** houses the Division of Learning Support, the Counseling Center, classrooms, and a multi-purpose 227-seat auditorium with connections for 146 computers. The Counseling Center and Disability Services are located on the first floor in room 110.

The **Macon State College Library Building** houses the Macon State College Library, computerized classrooms, and the Academic Resource Center, which provides tutoring for MSC students and maintains computers for student use.

The **Humanities/Social Sciences Building** houses the Dean of the School of Arts and Sciences and the Department of History and Political Science on the upper level as well as the Arts Complex. The Department of Humanities is located on the lower level as are the 224-seat Theatre and the Box Office. There are also classrooms located on both floors.

The **Student Life Center** is a two-story, 75,400-square foot facility located in the center of the Macon campus. The Center houses offices related to student life: the Academic Advising Center, Admissions/Enrollment Services, Career Services, Financial Aid, Registrar, Minority Advising Program/Student Support Services, Student Government, Student Media Center, Office of Student Life, Office of Student Affairs, the Academic Testing office and lab, and Veterans' Certification Office. Also located in the Student Life Center are the Bookstore, Cafeteria, conference rooms, cyber cafe, game room, and a spacious lobby. The School of Education is temporarily located on the upper level.

The three-story **Charles H. Jones Building** houses the School of Nursing and Health Sciences, the Department of Natural Sciences and Engineering, and the Department of Mathematics and Computer Science. It features state-of-the-art instructional space and modern labs for nursing and other health sciences, biology, chemistry, physics, and mathematics. The entire building is wired for computer-assisted learning and distance education.

The **Professional Sciences Building** houses the School of Business and the School of Information Technology. The structure also hosts the high-tech conference center as well as academic classrooms, computer classrooms, faculty/staff offices, Continuing Education offices, and the Office of the Vice President for External Affairs.

Houston County Facilities

The Robins Resident Center

This facility is located in Building 905 on the Robins Air Force Base in Warner Robins. Macon State College provides programs and courses for civilian and military employees.

Warner Robins Campus

This 72-acre campus is located on the east end of Watson Boulevard in the city of Warner Robins and is just one-half mile from Robins Air Force Base. Oak Hall, a \$5 million new construction project, was completed in the summer of 2009 and will be operational for the fall semester. Oak Hall is the newest addition to the Warner Robins campus and provides ultra-modern classrooms, an expanded bookstore, an updated Academic Resource Center, and more faculty offices. This building joins the Academic Services building that was added and Thomas Hall that was renovated in 2003. The College offers courses and programs at the Warner Robins Campus that lead to associate and baccalaureate degrees.

Services for Students

Numerous services are available to assist Macon State College students in becoming academically successful. There are also numerous opportunities for participation in College-sponsored programs and activities that are culturally, professionally, and personally enriching.

The **Academic Advising Center**, located on the second floor of the Student Life Center, offers academic advice to new students, students with Learning Support requirements, and students who have not declared a major. Students may make appointment with an advisor by calling (478) 471-2792.

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The **Academic Resource Center**, located on the lower level of the Library Building on the Macon Campus and the Academic Services Building on the Warner Robins Campus, offers peer tutoring and computer-based tutorials which enhance classroom instruction. Laptop computers are also available for check-out by Macon State College students.

The **Bookstore** is on the lower level of the Student Life Center and sells textbooks, supplementary classroom material, MSC souvenirs, clothing, snacks, and beverages.

The **Cafeteria** is located on the lower level of the Student Life Center. Private dining facilities for campus groups are also available and may be reserved through the Continuing Education Office.

Career Services, located on the second floor of the Student Life Center, assists students in making career decisions and serves as the student employment office. Services include computer-assisted career assessments, career workshops and resource materials, job search strategies, and information about on-campus and off-campus employment and graduate school opportunities. Career Services may be contacted at (478) 471-2714 or at www.maconstate.edu/careercenter/.

The **Counseling Center** offers individual and group counseling for students who may be experiencing anxiety or stress while adjusting to college. All counseling services are provided on a voluntary, confidential basis. Students seeking personal counseling must be enrolled for four or more hours and must be currently attending class at the time counseling is sought. Students requiring or requesting long-term or intensive therapy will be referred to off-campus providers and support groups as appropriate. Services are free to currently enrolled students at Macon State College. Each semester the Center sponsors seminars and programs during the student activity hour on topics related to personal growth and development. Topics for these programs have included increasing self-esteem, managing stress, communication skills, career issues, life planning, improving academic effectiveness, and maintaining healthy relationships. For more information, visit the Web site at: <http://www.maconstate.edu/counseling/>. The Counseling Center is located in the Learning Support 110 and can be reached at (478) 471-2985, TDD (478) 471-5798.

Disability Services of the Counseling Center coordinates and provides a variety of services for students with documented physical and learning disabilities. Our aim is to ensure that students with disabilities have equal access to all academic and student programs offered at Macon State College. Services may include:

- Access and orientation to campus
- Adaptations for exams such as extended time
- Assistance in obtaining textbooks and course materials in alternate format (large print, alternative testing, access to electronic texts, etc.)
- Assistive technology in coordination with the Macon State College Library
- Disability Student Handbook available to students upon registration with the Disability Services
- Coordination of academic accommodations with Macon State College faculty For more information, visit the Web site at: <http://www.maconstate.edu/counseling/>. Disability Services is part of the Counseling Center, located in the Learning Support Building, Room 110, and can be reached at (478) 471-2985, or TDD (478) 471-5798.

Enrollment Services includes the Office of Admissions, the Office of Financial Aid, and the Office of the Registrar. The Admissions Office and the Financial Aid Office work cooperatively to admit students to Macon State College and to help them secure financial aid. The Registrar's Office maintains student records and coordinates registration. More specific information about Enrollment Services may be found in the Admissions and Student Finances sections of this catalog or by calling (478) 471-2031 or 1- 800-272-7619 or by visiting www.maconstate.edu/.

The **Macon State College Library** provides access to an extensive collection of resources and services. It houses more than 97,000 books, 57,000 e-books, a varied collection of both print and electronic journals, and a variety of media items. It is also a participant in GALILEO, Georgia's statewide virtual library, which provides access to thousands of full-text magazines, journals, newspapers, encyclopedias, and electronic books. More information about the Library is available by calling (478) 471-2709 or by visiting the Library's website at www.maconstate.edu/library/.

Student Email Accounts are provided free of charge to all students. These email accounts serve as an official means of communication. Students are responsible for information disseminated via the student accounts.

The Student Handbook provides information about important student resources and policies, such as the Drug-Free Campus Policy and the Student Code of Conduct. The Handbook is available at www.maconstate.edu/studentlife/docs/studenthandbook.pdf.

The Student Life Program serves the needs of a diverse student body by providing quality programs designed to offer students opportunities to interact with faculty, staff, and other students outside the classroom setting, to provide students the opportunities to broaden their social, cultural and leaderships experiences while in college, and to help students become aware of and involved

in community concerns. Additional information is available by visiting the Office of Student Life in the Student Life Center, (SLC-113), by calling (478) 471-2710, or by visiting the Student Life website at <http://www.maconstate.edu/studentlife/>.

Student Support Services improves the retention and graduation rate of low-income, first-generation students. The program provides supportive services and workshops in basic skills in reading, writing, and mathematics. Participants receive tutoring, personal and financial aid counseling, and academic advising. To be eligible for the Student Support Services Program, students must be enrolled in the College, must come from a low-income family, qualify as a first-generation college student, or have a learning disability. Additional information is available by calling (478) 471- 5356.

Veterans' Affairs

Macon State College is approved for the educational training of veterans and other eligible persons as follows:

1. Pre-approved veterans with service-connected disabilities.
2. Students with VA educational eligibility under the Montgomery/ GI Bill (Active Duty and Selected Reserve), the Post-9/11 Veterans Education Assistance Act of 2008 (New GI Bill), and the Reserve Educational Assistance Act (REAP).
3. Certain eligible spouses and dependents of veterans who are totally and permanently disabled as a result of military service, those who died while in the military, or those whose death resulted from a military-connected disability.

Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admission as outlined in this catalog; moreover, students who are certified to receive VA educational benefits will be governed by the same academic policies, rules, and regulations as stated in the *Macon State College Catalog* and in the *Macon State College Student Handbook*.

The Veterans' Certification Office provides the following services:

1. Certifying persons for the receipt of VA educational benefits.
2. Monitoring registration and withdrawal and academic progress with reporting as required to the Veterans' Administration.

Students who attend the College under the Montgomery GI Bill, REAP, and the New GI Bill are required to pay College tuition and fees as regular students since VA benefits are paid directly to recipients according to law. Students are certified according to VA rules separately for each term or mini-term as full time, 3/4 time, etc., depending on the length of the term and the hours taken. The telephone number is (478) 757-2681.

Wellness Program

The **Wellness Center** houses a fitness center, health clinic, intramural and outdoor recreation programs, and a swimming pool. It is connected to the gymnasium. The fitness center offers group fitness classes, cardiovascular equipment, strength training equipment, body fat analysis, and incentive programs. The intramural and outdoor recreation program offers various sports leagues, tournaments, free play, and trips such as hiking and kayaking. The Wellness Center front desk is the place to sign up for the fitness center, to go on a trip, or register for intramural sports. To join the fitness center students must complete a registration form, sign a liability waiver, and participate in a brief facility orientation. No appointment is needed. Walk-ins are always welcome. A valid Macon State College ID is required to utilize Wellness Center facilities and activities. Additional information is available by visiting the Wellness Center front desk on the Macon Campus, by calling (478) 757-3620, or by visiting the Well Program website at <http://www.maconstate.edu/wellness/>.

Special Programs and Services

Continuing Education services provide the public with personal enrichment workshops and short-term courses for which continuing education credits may be awarded. Through this service, the College also provides facilities and administrative services which enable statewide organizations and other units of the University System of Georgia to host seminars and meetings.

Educational Technology Training Center

The Educational Technology Center, working with the College's Division of Information Technology, provides quality training for educators and technology personnel in the school systems. The Center assists teachers as they implement newly acquired technology in the classrooms.

The Institute for Information Management

The Institute for Information Management reflects part of the core mission of Macon State College by providing professional education and serving as an economic development resource for Central Georgia. It coordinates specialized instruction for the region with a focus on the courses, software, and certification opportunities that will help business and industry maintain a competitive edge in the new economy. As part of MSC's Division of Information Technology, the Institute is helping to create and maintain a pool of skilled, knowledgeable workers who are college educated and technologically proficient.

Macon State College Alumni Council

The overall purpose of the Macon State College Alumni Council is to select and promote activities designed to strengthen and enrich the educational and co-curricular programs of Macon State College so that the College may make a maximum contribution to the economic, social, cultural, and spiritual life of the region. Membership is open to all alumni of the College. Additional information on the Alumni Council is available in the Office of Development and Alumni Affairs, located on the second floor of the Administration Building, or by calling (478) 471-2732.

Macon State College Foundation

The Foundation was established in 1970 to assist the college in achieving the highest quality possible in all of its programs through sponsorship of student scholarships, encouragement of faculty development, and support of other related activities.

The current Macon State College Foundation's Board of Trustees is comprised of community leaders from diverse backgrounds whose primary mission is to generate financial support for the College. The funds these volunteers secure go toward faculty/staff development, needed equipment and materials, endowed chairs, special projects, and scholarships.

Admissions

How to Apply to Macon State College

- File an application with the Macon State College Admissions Office. Prospective students may file in person, by mail, or on-line at www.maconstate.edu.
- Have official transcripts and/or test scores sent directly to the Admissions Office. Information regarding necessary documents will be forwarded to students when the admissions application is received.
- Pay the application fee.
- Submit a completed immunization form.

Students interested in attending Macon State College should contact the Office of Admissions. Admissions representatives are available from 8 a.m. to 6 p.m. Monday through Thursday and from 8 a.m. to 4:30 p.m. on Friday to provide general information, applications, catalogs, and specific information about College programs and admissions procedures. Campus tours are provided weekly and may be scheduled by calling the Admissions Office at (478) 471-2800 or toll free 1-800-272-7619. Students and their parents are encouraged to visit the campus. Information also may be obtained by visiting the web site at www.maconstate.edu.

Application Materials

Applicants seeking admission to the College should file an official application with the Office of Admissions. Application materials may be requested by mail, by telephone, or by visiting the office. An on-line application is available at www.maconstate.edu. The mailing address for the Office of Admissions is 100 College Station Drive, Macon, Georgia 31206-5145. The telephone number is (478) 471-2800 or toll free 1-800-272-7619.

Official Documents Required

It is the responsibility of the applicant to furnish official documents to the Office of Admissions. Documents delivered by the applicants themselves (such as student-issued transcripts or letters, grade reports, diplomas, or graduation lists) are not official. Official documents must be issued and mailed directly by the Registrar of the previous institution(s). These documents become a part of the applicant's Macon State College record and will not be returned. Application files are reviewed for eligibility only after all required documentation has been received.

Admission Procedures

Admission to Macon State College requires the Office of Admissions to know as much as possible about the academic ability and conduct of its applicants. Acceptance is based on previous academic performance, test scores, conduct, and, when appropriate, results of personal interviews and other information deemed necessary to determine the applicant's general fitness for admission to an institution of higher learning. Only after such information is obtained is the College able to make an admissions decision in the best interest of both the applicant and the College. Macon State College reserves the right to refuse admission to an applicant based on the results of such appraisal. The admission procedures outlined below should be followed in order to furnish the Office of Admissions with a complete set of relevant information. Applicants desiring an appeal of an admissions decision must do so in writing. The written request for appeal should be sent to the Director of Admissions.

Prospective students should:

1. Complete the application and return it along with the non-refundable application fee to the Office of Admissions, Macon State College, 100 College Station Drive, Macon, Georgia 31206-5145. Applications may also be completed on-line by visiting the Macon State College web site at www.maconstate.edu.
2. Have an official transcript mailed by the high school directly to the Office of Admissions **if entering directly from high school.**
3. Have an official transcript of GED test scores mailed by the State Department of Education directly to the Office of Admissions **if entering on the basis of a GED "High School Equivalency Diploma."**

4. Have an official transcript from each college attended mailed by the respective registrar's offices directly to the Office of Admissions at Macon State College **if entering as a transfer student.**
5. Have test scores sent directly to the Office of Admissions **if requested by the Admissions Office.**
6. Submit a Certificate of Immunization. A medical examination is not required of applicants for admission to Macon State College. However, all new students must submit a Certificate of Immunization prior to attending classes. The Office of Admissions will provide applicants with the required Immunization form.
7. Complete Orientation. Orientation is mandatory for all new and transfer students attending Macon State College. Orientation is designed to provide essential information about academic programs and requirements, students organizations and activities, and the wide range of campus resources, both academic and non-academic, available to students. Most of all, orientation is intended to help new students connect with the campus community and to be well prepared for success. Students may elect to attend a traditional face-to-face orientation session or participate in an online orientation. Students may visit www.maconstate.edu/orientation/new_transfer.aspx to learn more about the in-person orientation schedule and sign up online for the session they wish to attend, or they may visit orientation.maconstate.edu/login.aspx to complete the online version of orientation. While students will be able to register and attend classes the first semester of enrollment without participating in orientation, they will not be allowed to register for second semester classes unless they have completed the orientation requirement.

Admissions Deadlines

Applicants are encouraged to apply as early as possible for the term in which they plan to enroll. For a student to be considered an on-time applicant, all admissions materials must be properly executed and submitted to the Office of Admissions at least four weeks prior to the beginning of the semester for which admission is sought. Evaluations of transfer credit are mailed to applicants prior to the first day of class as long as the admissions file was complete by the application deadline. Otherwise, evaluations of transfer credit will be mailed to students during the first semester of enrollment.

Admission with Incomplete Documents

In exceptional cases, certain applicants may be admitted on the basis of incomplete or unofficial supporting documents. In such circumstances, the admission decision is provisional and is contingent upon receipt of final and official documents. If the final and official documents are not received by the date specified in the provisional admission, or if the final documents indicate the student is ineligible for admission, the applicant's admission may be canceled and all fees which have been paid are forfeited.

Admission of Dual Enrollment Students

Macon State College, in cooperation with area high schools, offers Joint Enrollment and Early Admission programs for students who are at least sixteen years of age and who are classified as juniors or seniors in high school. These programs are designed to encourage academically superior high school students to begin college-level work at Macon State College while completing requirements for high school graduation.

It is left to the discretion of the high school as to whether credit earned in these programs will be accepted toward fulfillment of its graduation requirements. Therefore, it is very important that students consult their principals and/or counselors to determine the college courses in which to enroll to satisfy high school graduation requirements. **The principal or counselor making the recommendation must submit written course recommendations to the Office of Admissions together with the student's high school transcript and Scholastic Aptitude Test or the ACT Assessment Program scores.** For students planning to enroll during the summer term immediately following completion of their junior year, a transcript showing work completed through the first semester or second quarter of their junior year should be submitted. A supplementary transcript showing the last semester or quarter's work should be submitted at the end of the term.

Students considering applying for either of these programs should take the SAT or ACT as early as possible. Applications will be considered on an individual basis, and a personal interview may be required. Applicants may obtain application materials and additional information from their high school counselor or from the Office of Admissions at Macon State College.

Admission through the ACCEL Program

The ACCEL Program enables qualified Georgia high school juniors and seniors to receive tuition funding for approved college courses taken through Georgia colleges. ACCEL funding is administered by the Georgia Student Finance Commission. Additional information about the ACCEL program may be found at www.gsfc.org or by contacting the Office of Admissions.

Admission as a Joint Enrollment Student

This program is for high school juniors or seniors who wish to enter the College on a part-time basis and earn college credit while completing high school graduation requirements. Applicants for admission to this program must:

1. Submit a completed application for admission for joint enrollment (including approved course recommendations).
2. Have an overall "B" average (3.00 based on a 4.00 scale or a numerical average of 80 or higher) in a college preparatory curriculum.
3. Have a combined verbal and mathematical SAT score of 1010 or above with a minimum verbal score of 530 or an ACT minimum English score of 23 and a composite score of 22.
4. Have completed the University System of Georgia College Preparatory Curriculum (CPC) requirements with the exception of the final unit of high school English and/or social studies or enroll in Macon State College courses which meet the CPC requirements until those requirements are satisfied.
5. Be recommended by their high school principal.
6. Have the written consent of a parent or guardian (if the student is a minor).
7. Exempt all Learning Support requirements.

Admission as an Early Admissions Student

This program is designed for qualified students who, based on the combined judgments of high school and college officials, have demonstrated a level of social and academic maturity which would enable them to pursue a **full-time** college course of study following completion of their junior year of high school. Students are not normally permitted to enter this program after having begun their senior year of high school.

Applicants for admission to this program must:

1. Submit a completed application for early admission (including approved course recommendations).
2. Have a "B" average (3.00 based on a 4.00 scale or a numerical average of 80 or higher) in a college preparatory curriculum.
3. Have a combined verbal and mathematical score of 1100 or above on the SAT with a minimum verbal score of 530 or an ACT minimum English score of 23 and a composite score of 24.
4. Have completed the University System of Georgia College Preparatory Curriculum requirements with the exception of the final unit of high school English and/or social studies.
5. Be recommended by their high school principal.
6. Have the written consent of a parent or guardian (if the student is a minor).
7. Exempt all Learning Support requirements.

Admission as a Beginning Freshman

All applicants must have a high school diploma or a General Educational Development Diploma (GED). The high school diploma must be issued from a high school accredited by a regional accrediting association, the Georgia Accrediting Commission, the Georgia Private School Accrediting Commission, the Accrediting Commission for Independent Study, or from a public school regulated by a school system and state department of education. Applicants who have a High School Certificate (also called a Certificate of Performance) or a Special Education Diploma are not considered to be high school graduates.

GED applicants must be at least 18 years old or the GED applicant's class must have graduated from high school. There are no exceptions to the requirement that a beginning freshman have either a high school diploma or the GED.

Minimum High School Grade Point Average

Beginning freshmen applicants are required to meet the minimum high school grade point averages (HSGPA) as follows:

Applicants who have completed the **College Preparatory Curriculum (CPC)** in high school **must have a 2.00 HSGPA** (on a 4.00 scale). The HSGPA is calculated using only grades earned in the 16 academic units of the CPC.

Applicants who have completed the **Technology/Career Preparatory Curriculum (TC)** in high school **must have a 2.20 HSGPA** (on a 4.00 scale). The HSGPA for TC applicants is calculated using only grades earned in the 13 academic units of the TC.

College Preparatory Curriculum Requirements

All applicants for programs leading to the baccalaureate degree who graduated from high school less than five years before the term they plan to enroll are required to complete the high school College Preparatory Curriculum (CPC) as specified by the University System of Georgia.

- **4 Carnegie Units of Mathematics:** Algebra I and II, geometry, and a higher level math unit.
- **4 Carnegie Units of English:** Literature (American and world), grammar and usage, and advanced composition skills.
- **3 Carnegie Units of Social Science:** U.S. history, world history, and at least one-half unit each of U.S. government and economics.
- **3 Carnegie Units of Science:** Two lab courses from life sciences and physical science.
- **2 Carnegie Units of the same Foreign Language:** Emphasizing speaking, listening, reading, and writing.
- **16 total Carnegie Units**

Students admitted with CPC deficiencies will be required to satisfy these deficiencies in accordance with the following criteria:

English

Students graduating from high school with fewer than the four required units of English will be required to take the COMPASS placement examination in English and Reading. Based upon the score, individual students may (1) exempt Learning Support English and/or Reading or (2) be placed in Learning Support English (ENGL 0099) and/or Reading (READ 0099) as the COMPASS placement examination results indicate.*

*Acceptable scores on SAT II exams also may be used to satisfy CPC requirements. Additional information regarding SAT II exams may be obtained from the Office of Admissions.

Mathematics

Students graduating from high school with fewer than the required units of mathematics will be required to take the COMPASS Exam in Mathematics. Based upon the score, individual students may (1) exempt Learning Support Mathematics or (2) be placed in Learning Support Mathematics at the appropriate level, either MATH 0097 or MATH 0099. However, MATH 0099 must be completed to satisfy the CPC requirement.*

Science

Students graduating from high school with fewer than three units of science will be required to take BIOL 1001K or PHSC 1011K and earn at least a "C" in the course.*

Social Sciences

Students graduating from high school with fewer than three units of social science will be required to take HIST 1111 or 1112 and earn at least a "C" in the course.*

Foreign Language

Students graduating from high school with fewer than two units of the same foreign language will be required to complete either FREN 1001 or SPAN 1001 and earn at least a "C" in the course.*

*Acceptable scores on SAT II exams also may be used to satisfy CPC requirements. Additional information regarding SAT II exams may be obtained from the Office of Admissions.

College Preparatory Curriculum Deficiencies

CPC General Regulations

The following provisions apply to CPC deficiencies in science, social science, and foreign language requirements. These additional required courses may represent three or four semester hours each of academic credit coursework which will not count toward a student's degree program. Students must earn at least a "C" in each of these courses. Entering freshmen must take these courses by the time they have earned 30 semester hours of credit. Transfer students must take these courses immediately upon entering or as soon as possible thereafter.

College Preparatory Curriculum requirements apply to students in career programs moving into programs that lead to baccalaureate degrees and to students transferring into Macon State College unless those students have completed at least thirty semester hours of transferable Core Curriculum credits with a minimum of a 2.00 average.

If students move from a career program into a transfer program or into a baccalaureate program, and if those students have fewer than thirty semester hours with a minimum GPA of 2.00, they will be screened for CPC requirements. Students in this situation who have CPC requirements must then satisfy those requirements.

CPC Enforcement

All students with outstanding College Preparatory Curriculum (CPC) deficiencies will have a "CPC Hold" placed on their registrations the first semester of enrollment. They will be advised in the Academic Advising Center during their first term of enrollment and will be permitted to register provided they enroll in the required CPC course(s). Unless there is an unfulfilled Learning Support requirement, a student with a declared major who has any "CPC Holds" after the first term of enrollment will be advised in the academic division in which the student's major is housed. Students with Learning Support requirements who have "CPC Holds" will continue to be advised in the Academic Advising Center. The "CPC Hold" will be removed when all CPC requirements have been met.

Should students move from a curriculum requiring the CPC to one not requiring the CPC and back to one requiring the CPC, they must immediately satisfy any outstanding College Preparatory deficiencies.

Beginning Freshman Placement Policy

Beginning freshman applicants whose SAT verbal score is 470 or below or whose ACT English score is 20 or below are required to take the COMPASS in English and Reading. A COMPASS score of 78 on the Reading Test is required to **exempt reading remediation**, and a COMPASS score of 70 on the English Test is required to **exempt writing remediation**.

Beginning freshman applicants whose SAT mathematics score is 430 or below or whose ACT mathematics score is 18 or below are required to take the COMPASS in Mathematics. A COMPASS score of 39 on the Algebra COMPASS is required to **exempt math remediation**. Applicants with a CPC deficiency in English or math are also required to take the COMPASS or CPE regardless of SAT or ACT scores.

College Algebra Placement Test

All students whose SAT mathematics score is between 430 and 550, exclusive, or whose ACT mathematics score is between 18 and 24, exclusive, are required to take the College Algebra Placement Test before registering for college algebra (MATH 1111). Any of these students scoring less than 12 on the College Algebra Placement Test must enroll in MATH 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) as the entry level math course.

Students who take the COMPASS placement examination in Mathematics who are placed in Learning Support courses must take the College Algebra Placement Test after satisfying all Learning Support requirements. Student who exempt Learning Support mathematics on the basis of the COMPASS placement examination score must then take the College Algebra Placement Test, commonly referred to as the Departmental Math Test (DMT), in order to determine placement into the correct mathematics course. All students required to take the College Algebra Placement Test are bound by the results if placement in MATH 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) is indicated.

Admission as an Adult Student

Applicants who have not attended high school within the previous five years and who have earned fewer than 30 transferable semester hours of college credit and who have either graduated from an accredited high school or have earned a General Education Development (GED) "High School Equivalency Diploma" may be admitted without taking the SAT or ACT. They are required, however, to take the University System of Georgia Collegiate Placement Examination prior to enrollment and to complete any Learning Support requirements as indicated.

Admission as a Transfer Student

1. Transfer applicants who have earned fewer than 30 semester hours of transferable credit must comply with both freshman and transfer admission requirements.
2. Transfer applicants must present a cumulative grade-point average of 1.80 or above (based on a 4.00 scale) on all work attempted and must be in "good standing" at the last institution attended in order to be admitted in "good standing."
3. Transfer applicants whose cumulative grade-point averages are below 1.80 may be considered for admission on academic probation.
4. Transfer applicants whose academic status was probation, exclusion, or dismissal when last enrolled at any institution will, if admitted, be placed on academic probation.
5. Transfer applicants who have more than 30 transferable semester hours and who have been excluded from a collegiate institution may not be considered for regular admission unless they are academically eligible to return to the college they last attended.
6. Transfer applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions.

Evaluations of transfer credit are mailed to applicants prior to the first class day as long as the admissions file was complete by the application deadline. Otherwise, evaluations of transfer credit will be mailed to students during the first semester of enrollment.

Transfer of Credit Policies

1. Credit earned in collegiate institutions accredited by the appropriate regional accrediting association may be transferred at full value provided the course content is comparable to that of a course offered by Macon State College or, for non-comparable courses, those that satisfy the guidelines of the University System of Georgia.
2. Only 36 semester hours of academic credit and 2 semester hours of physical education activity credit may be applied by transfer toward an Associate Degree.
3. At least a "C" in freshman composition is required for transfer credit in English 1101.
4. The total number of combined hours earned through correspondence, extension, and military experiences shall not exceed 15 semester hours.
5. **No credit** is awarded for the College Level Examination Program (CLEP) "General Examinations."
6. Veterans with twelve months or more activity military service may file a copy of their DD-214 or an official CCAF transcript with the Office of the Registrar to request **a waiver of the required two semester hours of physical education credit.**
7. Transfer credit from colleges and universities outside the United States will be examined by the Office of Enrollment Services and the appropriate Division Chair. Information regarding appropriate credential evaluation services may be obtained by contacting the Office of Enrollment Services at (478) 471-2031.
8. Credit earned during a period of suspension or exclusion from a college or university will not be accepted for transfer to Macon State College.
9. A maximum of 11 semester hours of nursing credit with grades of "C" or higher may be accepted by transfer from another college. A validation examination will ordinarily be required.

Admission of Former Students

Students who have attended Macon State College within two calendar years and who have not attended any other institution in the interim are not required to reapply. Formerly enrolled students who have attended other institutions since their enrollment at Macon State College must file an application for re-admission with the Office of the Registrar and must furnish official transcripts from each institution attended since last attending Macon State College. Former students who have not attended

Macon State College within the last two years or who were dismissed academically or suspended under the Learning Support Exclusion policy must file an application for re-admission with the Office of the Registrar.

Admission for Auditing Purposes Only

Applicants who wish to register as auditors shall not be required to take the SAT or ACT but must meet all other requirements and must pay the regular fees for enrollment.

Admission as a Non-Degree Major

Applicants who have not previously attended a college and who wish to pursue courses for personal enrichment or advancement must satisfy regular admissions requirements prior to enrollment. Non-degree majors must satisfy all developmental prerequisites before enrolling in a course and may earn a maximum of 15 semester hours (including institutional credit). Subsequently to enter a degree program, students must fulfill all relevant beginning freshman requirements.

Special Student Admission

Applicants who have a baccalaureate or higher degree from an accredited institution of higher education and who do not wish to pursue another degree may enroll as Special Students. Individuals in this category are required to submit an official transcript showing evidence of degree completion. Applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions. An applicant with a degree who wishes to complete a program at Macon State College will be classified as a transfer student and must meet the requirements set forth in the catalog.

Transient Student Admission

Applicants who have attended another college or university and seek temporary admission to Macon State College must submit a letter from the registrar of the institution in which they are regularly enrolled which recommends admission as a transient student. Applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions. Transient students who wish to continue in attendance beyond a temporary period must meet the requirements outlined for transfer students. Transient students may not take the Regents' Test at Macon State College without written authorization from the last institution attended. Transient students are expected to abide by the MSC student code of conduct.

International Student Admission

Macon State College values the contributions international students make to our campus community. International students provide the College with a diverse population through which differences in race, ethnicity, religious conviction, and cultural background may be celebrated.

Because additional processing time is required, international students should submit the admissions application and all supporting documents at least sixty days prior to the desired semester of enrollment. Foreign educational credentials must include English translations.

In addition to satisfying the regular requirements for admission as freshmen or transfer students, international applicants must provide evidence of adequate financial support to meet educational and personal expenses. Macon State College has no residence halls; therefore international students must make their own arrangements for living accommodations and transportation. International students must provide evidence of adequate immunization and have health insurance coverage that meets minimum University System of Georgia standards. Additional information regarding mandatory student health insurance coverage may be found at www.studentinsurance.com. Macon State College determines admissibility of international applicants only after **all** required admissions documents have been received. The certificate of eligibility (Form I-20) cannot be forwarded to an international student until after an offer of acceptance has been extended by the College.

International students without previous records at colleges or universities within the United States must meet the requirements outlined in this catalog for admission as beginning freshmen. International students who have attended colleges or universities within the United States must meet the requirements outlined for admission as transfer students.

All applicants (including permanent resident aliens) whose first language is not English and whose language of instruction throughout secondary school was not in English must take the Test of English as a Foreign Language (TOEFL) and must attain a

total minimum score of 550 (paper-based test), 213 (computer-based test), or 79 (Internet-based test). Information regarding the TOEFL exam may be found at www.toefl.com.

Once admitted into the College, international students (with F-1 visas) are required to **register** for and **complete** a full-time course load (at least 12 semester hours) each academic term, with the exception of summer. International students must be registered for at least 12 semester hours no later than the first day of class for regular session courses during the fall and spring semesters. Macon State College is required to report international students who drop below full-time status or who do not remain in "good academic standing" to the U.S. Citizenship and Immigration Services. Such students are considered "out of status" and their F-1 status will therefore be terminated. **It is the responsibility of the international student to fully understand and comply with all U.S. immigration laws governing their visa status.**

International students are required to pay non-resident tuition fees. International students who have completed a minimum of 15 academic semester hours at MSC with a cumulative grade point average of at least 2.80 may request to be considered for a non-resident fee waiver. Because the number of international fee waivers is limited, meeting the minimum criteria for consideration does not guarantee award of the waiver. Additional information regarding application for a non-resident fee waiver may be obtained from the Office of Enrollment Services. An international student who violates any aspect of their F-1 visa status will not be considered for a non-resident fee waiver. The College reserves the right to rescind fee waivers for international students with F-1 status violations.

All new international students must report to the Office of Admissions within the first two weeks of class and must provide the office with their passport, I-20, and I-94 records. Photocopies of these documents will be placed in the student's admission file and the originals will be returned to the student.

Senior Citizen Admission

Eligible persons (62 years of age or older) may audit or enroll in a course for resident credit on a space available basis without payment of fees except for application fees, supply fees, laboratory fees, and applied music fees. Applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions. To be eligible for admission and enrollment as a senior citizen, persons must:

1. Meet all requirements for admission as an auditor, beginning freshman, transfer student, or re-entering student as outlined elsewhere in this catalog.
2. Be a legal resident of the State of Georgia.
3. Be 62 years of age or older at the time of registration. (A birth certificate or other comparable written documentation of age must be submitted with the application for admission.)

Admission of Students with Disabilities

It is the policy of Macon State College to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No student with a disability who is qualified to enter Macon State College will be denied admission or be subject to discrimination in the application of admission standards.

Students with disabilities have the responsibility of contacting Disability Services to schedule an interview for assessment of their needs prior to their first semester of enrollment at Macon State College. To qualify for services, students must verify disability by providing current documentation from a qualified health professional. Subsequently, these students have the responsibility of 1) submitting a class schedule each semester to Disability Services, 2) identifying themselves and their needs to each professor at the first week of class each semester, and 3) notifying Disability Services as soon as possible should any problems arise concerning their academic program.

A handbook describing the services for students with disabilities will be provided when the student registers with Disability Services. Disability Services is part of the Counseling Center. It is located in Learning Support 110. More information is available by calling (478) 471-2985 or TDD (478) 471-5798, or by visiting the website at <http://www.maconstate.edu/counseling>.

Notification of Acceptance

On-time applicants to the College are notified by letter as to the conditions of acceptance. When applicants are provisionally admitted with unofficial or incomplete document(s), official document(s) will be required before the admission is final. If this information has not been received by the date of registration, applicants may register only on a provisional basis. If the required

documentation is not received by the established deadline of the provisional admission, students may be required to withdraw from the College and forfeit all fees.

Advising

Continuing MSC students may make appointments with faculty advisors throughout the term. Students unsure of their advising division should contact the Registrar's Office. Continuing students may also self-select courses appropriate to their programs of study and proceed to register. After working out an appropriate schedule (either with an advisor or through self-selection), continuing students have the following registration options; Students may register online at www.maconstate.edu, register in the Registrar's Office, register at the Warner Robins Campus or the Robins Resident Center, have their advisors register them during the advising session, or contact the Academic Advising Center.

Students should understand that they will receive a grade in each class recorded on their Class Schedule. Students who do not attend those specific classes and sections will receive a grade of "F" in each class not attended unless they officially drop the class. Once classes begin, courses may be officially dropped only in the Office of the Registrar, the Night Office, the Robins Resident Center Office, or the Warner Robins Campus Office. Students without registration HOLDS (i.e., Learning Support) may drop courses online through their BannerWeb accounts.

Student Finances

What Students Should Know About Tuition and Fees

GENERAL INFORMATION

All tuition and fees are due by the deadlines published in the "Schedule of Classes" for each academic semester. Payment deadlines are also listed on the College's website at Macon State College: Tuition & Fees. Registration is not complete until all tuition and fees have been paid. All tuition and fees and other charges are subject to change at the end of any semester. See Macon State College: Explanation of Fees on the College's website for current tuition and fee amounts.

Payments may be made at the following locations:

- Macon Campus
 - Payment Center, located in the Student Life Building
 - Business Office, located in the Administration Building
- Warner Robins Campus
 - Administrative Services Building
- Robins Resident Center
- Macon State College Website

The following forms of payment are accepted:

- **Cash**
- **Check** (payable to Macon State College in US currency and drawn on a financial institution located in the United States) *Note: The College reserves the right to determine the acceptability of all checks.*
- **Credit Card** (VISA, MasterCard, Discover, American Express)
- **Student Financial Assistance** (federal and/or state aid, scholarship, third party contract)

A student attending classes who has not completed registration with the Business Office through payment of fees will be held liable for the fees due plus any service fees assessed, applicable collection costs, court costs, and legal fees associated with collection efforts. A "hold" will be placed on the record of any student who has a financial obligation to the College and will remain on the student's record until the obligation is settled. This "hold" prevents a student from registering for additional classes, from graduating, and from obtaining grades and transcripts.

Persons who have credit card payments or checks returned by a bank for any reason must promptly settle that obligation with the College, along with a \$20 returned item fee that is assessed. Failure to do so will be considered nonpayment of fees. The College reserves the right to void a student's registration for nonpayment of fees at any time during the academic term. The College also reserves the right to place students on "cash only" status for writing checks that are not honored by a bank.

It is the responsibility of all Macon State College students to be informed of, and to observe all regulations and procedures regarding the payment of fees and the entitlement of refunds. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that he/she was not informed of the regulation by an advisor or other authority. Verbal misinformation is not grounds for waiver of a regulation. All questions concerning fees and refunds should be directed to the Business Office.

TUITION

Macon State College has four tuition rates:

- **Guaranteed Tuition Plan (Fiscal Year 2007 Freshman Cohort)** This tuition rate applies to those students who entered the College Fall 2006, Spring 2007, or Summer 2007. This rate will be held constant through Summer 2011.

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- **Guaranteed Tuition Plan (Fiscal Year 2008 Freshman Cohort)** This tuition rate applies to those students entering the College Fall 2007, Spring 2008, or Summer 2008. This rate will be held constant through Summer 2012.
- **Guaranteed Tuition Plan (Fiscal Year 2009 Freshman Cohort)** This tuition rate applies to those students entering the College Fall 2008 and Spring 2009. This rate will be held constant through Summer 2013.
- **Continuing (Non-fixed)** This rate applies to students who entered Macon State College or any University System of Georgia College for the first time prior to Fall 2006 and for those students entering the College Summer 2009, Fall 2009, Spring 2010, and Summer 2010.

These rates apply to tuition only. Fees such as the Technology Fee or the Student Activity Fees are subject to increase from year to year.

The new rates are automatically calculated on students' schedule bills and are listed on the College's website at Macon State College: Explanation of Fees. More information on the Guaranteed Tuition Plan can be found on the website. Questions may be directed to one of the cashiers in the Payment Center (located in the Student Life Center on the Macon campus) or at the Business Office of the Warner Robins Center. Questions may also be directed to the Business Office at 478-471-2705.

FEES

In addition to tuition, Macon State imposes the following fees:

- **Orientation Fee** All beginning and transfer students pay an orientation fee. This fee covers the cost of orientation, either online or in person, and is nonrefundable.
- **Student Activities Fee** All students enrolled in four or more semester hours are assessed a Student Activities Fee. Students enrolled in three semester hours or less are not required to pay this fee. The Student Activities Fee is \$44.00 per semester. This fee is used to support extra- and co-curricular life at Macon State, including all of the Student Life programs, events, organizations, services, and facilities. These programs, events, organizations, services, and facilities are student-centered with students as the primary participants or beneficiaries. All aspects of the expenditure of Student Activities Fees through the Office of Student Life are available to students regardless of race, national origin, color, sex, age, religion, or disability. The Student Affairs Committee, which is composed of 50 percent faculty/staff and 50 percent students, recommends an annual expenditure budget to the President of the College.
- **Technology Fee** All students enrolled at Macon State College are assessed a technology fee each semester. This fee is used to support technology improvements and/or upgrades on campus.
- **Late Registration Fee** Students will be assessed a fee for registering on or after the first day of class of each semester.
- **Applied Music Fee** Students enrolled in applied music courses at Macon State College are assessed an applied music fee each semester. This fee is nonrefundable.
- **Student Health Insurance** Students enrolled in nursing or respiratory therapy programs, some HIMT, HIMA, and HLSA courses, or international students holding F or J visas at Macon State College are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. More information can be found on the College's website at http://www.maconstate.edu/studentlife/student_health_insurance.aspx.
- **Liability Insurance** Students enrolled in programs requiring clinical time, such as nursing or respiratory therapy, are required to have professional liability insurance. This fee is nonrefundable.
- **Other Nursing and Respiratory Therapy Student Fees** Various other testing fees will be required in the School of Nursing and Health Sciences. These fees are nonrefundable.

Current fee amounts are listed on the College's website at Macon State College: Explanation of Fees.

ADDITIONAL COSTS OF ATTENDANCE

Students may incur additional costs of attendance while attending Macon State College. These costs include, but are not limited to, the following:

- **Textbooks and Supplies**
Textbooks and school supplies are available in the Macon State College Bookstore in the Student Life Center and on the Warner Robins campus. The costs of books and supplies will vary with the courses selected by the student. A fair estimate is from \$150 to \$400 each semester.
- **Nursing Uniforms and Instruments**
Nursing students are required to purchase uniforms and instruments at a cost of approximately \$300 per year.

REFUND POLICY (NON-FINANCIAL AID)

A full refund will be given to students who officially withdraw prior to the first day of the semester. The refund amount for students completely withdrawing from the College after the first day of the semester will be based on a pro rata percentage determined by dividing the total number of calendar days in the semester the student has completed by the total number of calendar days in the semester. The total number of calendar days in the semester will include weekends. Scheduled breaks of five or more days and days that a student was on an approved leave of absence are excluded. No refunds will be issued once a student has completed 60% or more of a semester. However, a refund of all nonresident fees, matriculation fees, and other mandatory fees will be made in the event of the death of a student at any time during the academic session.

NO refunds will be made for the following:

- Withdrawal after 60% of the semester is completed
- Failure to withdraw officially
- Suspension or forced withdrawal for disciplinary reasons
- Reduction in hours after the "drop/add" period ends
- Late registration fee payments
- Applied music fee payments

The "stop payment" of a check does not constitute an official withdrawal from Macon State College. The student will be held liable for all charges unless the date of official withdrawal from the College is within the refund period, in which case the student will be liable for the portion of their tuition and fees that are not refundable, plus the returned check fee and any applicable collection costs, including court and legal fees associated with collection.

DELIVERY OF REFUNDS

Macon State College utilizes the HigherOne debit card to deliver refunds of tuition, fees, scholarships and financial aid remaining balances to students. Every student will receive an "Easy Refund" MasterCard from HigherOne in the mail. This card is a debit card, not a credit card, and can be used anywhere debit cards are accepted. More information about the HigherOne Easy Refund card can be found on the College's website at Macon State College: Higher One Refund Card. All students should activate their cards even if they do not expect to receive a refund.

Balances of financial aid remaining on students' accounts will continue to be released 14 days after the first day of class.

Classification for Tuition Purposes

Description of Terms Used in the Policy

1. Dependent Student – an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian.
2. Emancipated – a minor who, under certain circumstances, may be treated by the law as an adult. A student reaching the age of 18 shall not qualify for consideration of reclassification by virtue of having become emancipated unless he or she can demonstrate financial independence and domicile independent of his or her parents.
3. Independent Student – an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian and whose parent or guardian has ceased to provide support and rights to that individuals' care, custody, and earnings. The other terms used in the Tuition Classification Policy can be found in the Glossary of Terms for Classification of Students for Tuition Purposes.

United States Citizens

A. Independent Students

1. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as in-state for tuition purposes.

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No student shall gain or acquire in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.

2. If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to the State of Georgia within 12 months of the relocation, such student shall be entitled to retain his or her in-state tuition classification.

B. Dependent Students

1. A dependent student shall be classified as in-state for tuition purposes if such dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and (a) the student has graduated from a Georgia high school; or (b) the parent claimed the student as a dependent on the parent's most recent federal or state income tax return.

2. A dependent student shall be classified as in-state for tuition purposes if such student's United States court appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that such appointment was not made to avoid payment of out-of-state tuition and the U.S. court appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.

3. If the parent or United States court appointed legal guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of the State of Georgia after having established and maintained domicile in the State of Georgia, such student may retain his or her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in this state, regardless of the domicile of such student's parent or United States court appointed legal guardian.

Noncitizen Students

A noncitizen student shall not be classified as in-state for tuition purposes unless the student is legally in this state and there is evidence to warrant consideration of in-state classification as determined by the Board of Regents. Lawful permanent residents, refugees, asylees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification.

International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile shall not be eligible for in-state classification.

Macon State College may waive out-of-state tuition for:

A. Academic Common Market (Waiver A). Students selected to participate in a program offered through the Academic Common Market.

B. International and Superior Out-of-State Students (Waiver B). International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.

C. University System Employees and Dependents (Waiver C). Full-time employees of the University System, their spouses, and their dependent children.

D. Full-Time School Employees (Waiver E). Full-time employees in the public schools of Georgia or Technical College System of Georgia (BR Minutes, October 2008), their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43)(BR Minutes, October 2008).

E. Career Consular Officials (Waiver F). Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.

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- F. Military Personnel (Waiver G). Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, February 2004).
- G. Georgia National Guard and U.S. Military Reservists (Waiver J). Active members of the Georgia National Guard, stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children (BR Minutes, October 2008).
- H. Students enrolled in University System institutions as part of Competitive Economic Development Projects (Waiver K). Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
- I. Students in Georgia-Based Corporations (Waiver L). Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- J. Students in ICAPP Advantage programs (Waiver N). Any student participating in an ICAPP Advantage program.
- K. International and Domestic Exchange Programs (Waiver O). Any student who enrolls in a University System institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to University System students (BR Minutes, October 2008).
- L. Economic Advantage (Waiver P). As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or U.S. court appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. For U.S. citizens or U.S. legal permanent residents, this waiver will expire 12 months from the date the waiver was granted (BR Minutes, October 2008).
- As of the first day of classes for the term, an economic advantage waiver may be granted to an independent non-citizen possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Independent non-citizen students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia (BR Minutes, October 2008).
- A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or U.S. court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Non-citizen students currently receiving a waiver who are dependents of a parent, spouse, or U.S. court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or U.S. court appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia. (BR Minutes, October 2008.)
- M. Recently Separated Military Service Personnel (Waiver Q). Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one year (BR Minutes, October 2008).
- N. Nonresident Student (Waiver R). As of the first day of classes for the term, a nonresident student can be considered for this waiver under the following conditions:

Dependent Student. If the parent, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term. Under Georgia code legal guardianship must be established prior to the student's 18th birthday (BR Minutes, October 2008).

Independent Student. If the student can provide clear and legal evidence showing relations to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled (BR Minutes, October 2008).

If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent, spouse or U.S. courtappointed legal guardian (BR Minutes, June 2006).

O. Vocational Rehabilitation Waiver (Waiver S). Students enrolled in a University System of Georgia institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BR Minutes, October 2008).

Out-of-State Student Classification Change

Students are responsible for registering under the proper classification for tuition purposes. If they believe the initial determination of their classification as an out-of-state student is in error or if they have established legal residence in the state since the semester of their first enrollment, they may apply for classification as an in-state student. The residency petition may be obtained in the Office of the Registrar or the Office of Admissions. The petition must be filed no later than 30 days before the first day of class for the semester for the semester begins in order for the reclassification to take place. This affidavit, when completed, should include documentation such as a statement of voter registration, a copy of the most recent income tax withholding statement, a certified copy of the most recent Georgia Income Tax Return, and copies of any other documents which might substantiate the claim that they have been legal residents of Georgia for twelve months or more prior to the date of registration. These documents might include their selective service registration, a hunting or fishing license, an insurance policy, Last Will and Testament, indication of a Georgia checking or savings account and/or safety deposit box, and certification of membership in professional, business, civic, or other organization in Georgia.

The Registrar or Associate Vice President for Enrollment Services will review petitions for classification as an in-state student and will notify students of action taken. If the petition is granted, reclassification **will not** be retroactive to prior semesters.

Appeal of Classification as an Out-of-State Student

Students who wish to appeal a residency decision may request a review of the petition by the College within twenty days. This request must be in the form of a written statement listing in detail the grounds on which they challenge their classification and must include any documentation not already submitted. Any residency decision may be finally appealed in writing to the Vice President for Institutional Advancement.

Scholarships at Macon State College

More than 60 scholarships are available to students who have been accepted to Macon State College or who currently are enrolled.

The scholarships, which are available through Macon State College and the Macon State College Foundation, are awarded on a competitive basis.

Generally, recipients are selected on the basis of academic achievement and financial need.

Scholarship applications may be picked up in the Office of Development, Office of Admissions, Office of Financial Aid, and the Academic Division Offices. Scholarship applications should be completed and returned to the Office of Development, Suite 217, in the Administration Building. Applications list the criteria for each scholarship.

More information on scholarships is available in the Office of Development at (478) 471-2732.

Office of Student Financial Aid

The Office of Student Financial Aid is located in the Student Life Building on the second floor in Room 204. To contact the Financial Aid Office, call (478) 471-2717, email fainfo@mail.maconstate.edu, or write:

Macon State College
Office of Student Financial Aid
100 College State Drive
Macon, Georgia 31206

Office hours are 8:00 a.m. - 6:00 p.m. Monday through Thursday and 8:00 a.m. - 4:30 p.m. Friday.

Important Facts About Financial Aid

- Financial Aid provides assistance to students who, without such aid, would be unable to attend Macon State College. It is the intention of the College to help as many students as possible by providing assistance with grants, scholarships, student employment, and loans.
- Macon State College uses the Free Application for Federal Student Aid (FAFSA) results to determine the level of financial need. Students may pick up the FAFSA from the Financial Aid Office or complete the online FAFSA at www.FAFSA.ed.gov.
- Students must also complete other forms or applications as required by the MSC Office of Student Financial Aid.
- Students wishing to apply for the Georgia HOPE Scholarship/Grant only will need to complete the GSFAPPS form at www.GAcollege411.org and the applicable MSC HOPE Scholarship or HOPE Grant application.
- Financial Aid eligibility is reestablished each year beginning with the Fall semester; therefore, students must re-apply annually. FAFSA applications are available each year beginning in January. Applicants who apply early generally experience fewer delays in processing. First consideration will be given to students whose applications are received by the April 15 priority deadline. Any financial aid applications received after the April 15 deadline will be considered on a first-come, first-served basis.
- The Financial Aid Office uses the student's permanent home address that is on record with the Registrar's Office or the student's Macon State College email address for all correspondence.
- Students who pre-register for classes should note the payment deadline provided with their registration materials.

Financial Aid

Macon State College is pleased to announce participation in the U.S. Department of Education's Quality Assurance Program. The mission of the Quality Assurance Program is to ensure that student financial aid is administered accurately and expediently and with integrity. While participation in the Q.A. program is voluntary, it represents the College's commitment to providing the best service possible to financial aid applicants.

As a Quality Assurance college, Macon State College must gather specific information from financial aid applicants (as required by the U.S. Department of Education). To accomplish this, a random sample of financial aid applicants is selected annually for verification purposes. If selected for verification, students may be required to submit additional documentation to the Financial Aid Office. Once verified, students are notified of any informational discrepancies noted, and awards are recalculated, if necessary. **Because students may be randomly selected for the verification process, it is important that the FAFSA be completed accurately.**

Verification of Application Information

If a student's application is selected for verification by the U.S. Department of Education or the Quality Assurance Program, that student will be asked to verify, at a minimum, the following: adjusted gross income, federal income taxes paid, untaxed income, household size, number of family members in college, and independent status.

Students selected for verification will be asked to submit to the Office of Financial Aid a signed copy of their federal tax return, W2 form(s), and their parents' and/ or spouse's return and W2 form(s), if applicable. The verification process must be completed within 45 days.

Financial Aid Program Descriptions

Grants

Federal Pell:* This grant is available to undergraduate U. S. citizens and eligible non-citizens who demonstrate financial need as determined by the results of the FAFSA applications. The amount of a Federal Pell Grant depends on the student's cost of attendance, expected family contribution, enrollment status (full or part-time), and whether the student will attend for a full academic year or less.

* All financial aid applicants are encouraged to apply for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (SEOG): This grant is awarded to undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients.

Academic Competitiveness Grant (ACG) -For undergraduates receiving Pell Grants who are U.S. citizens enrolled full-time in their first or second academic year of study. First academic year undergraduate students must have graduated from high school after January 1, 2006. Second academic year undergraduate students must have graduated from high school after January 1, 2005, and have at least a 3.0 GPA for the first academic year for their eligible program. Students also must have completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit toward a bachelor's degree.

National Science and Mathematics Access to Retain Talent Grants(National SMART Grant)- This grant is for Pell eligible undergraduate students who are enrolled full time in the third or fourth academic year of an eligible four-year degree program. Student must be pursuing an eligible major in physical, life, or computer sciences, engineering, technology, mathematics, or a critical-need foreign language. Students must also have a cumulative GPA of at least 3.00.

NOTE: MSC will be able to determine which of their Pell Grant students are eligible for an ACG or National SMART Grant. There is no need for the student to provide any information beyond what was submitted with the FAFSA.

Leveraging Education Assistance Partnership (LEAP): This grant provides educational grant assistance to residents of Georgia who demonstrate substantial financial need to attend eligible postsecondary institutions in Georgia.

Georgia HOPE (Helping Outstanding Pupils Educationally) Scholarship: The HOPE Scholarship program is Georgia's unique scholarship program that awards an undergraduate student's hard work with financial assistance. This program is fully funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission.

HOPE Scholarship qualifications for **entering freshmen** are:

- Be a U.S. citizen or national of the U.S. or have evidence from Immigration and Naturalization Service (INS) of eligible permanent resident alien status.
- Be a Georgia resident as defined by HOPE regulations.
- Be a 1993 or later Georgia high school graduate.
- Have a "B" average as defined by the HOPE program regulations.
- Be enrolled as a degree-seeking student.

HOPE Scholarship qualifications for sophomores, juniors, and seniors are:

- Meet the above residency and citizenship requirements.
- Establish a cumulative grade point average of at least 3.00 at the completion of the 30th, 60th, and 90th **attempted** semester hours.
- Hold a cumulative GPA of at least 3.00 at the end of the Spring term.

All students must:

- Be in compliance with Selective Service registration requirements.
- Not be in default or owe a refund on a student financial aid program.
- Maintain financial aid Satisfactory Academic Progress (SAP) as defined by Macon State College.

Changes to HOPE Eligibility Requirements Effective May 2007:

HOPE Scholars from 1993 - 2006 who did not begin receiving the HOPE Scholarship until after May 1, 2007, must meet the new HOPE requirements. The high school academic requirements for the HOPE scholarship will be a true "B average" of a **3.0 cumulative GPA on a 4.0 scale**, rather than an 80 numeric average, for all core curriculum courses in the college preparatory curriculum. For additional information on the HOPE Scholarship Program eligibility requirements, please visit the Web site at www.GAcollege411.org.

Award Amounts:

The HOPE Scholarship award amount covers tuition, HOPE - approved mandatory fees, and a book allowance of up to \$300 an academic year. *Effective Fall 2004, the amount HOPE will pay for mandatory fees (activity and technology fee) is capped at the amount paid at each institution for the 2003-2004 award year. HOPE will not pay the difference for any increases to fees.*

Eligibility Checkpoints:

The HOPE program established certain eligibility checkpoints. At these checkpoints a student must have a 3.0 cumulative GPA to remain eligible for the HOPE Scholarship.

HOPE Scholarship Attempted - Hours Checkpoint

- "Attempted Hours" means all college degree-level quarter or semester hours, after high school graduation, for which a postsecondary student was enrolled (e.g. learning support courses, repeat courses, all transfer work, withdrawals, etc.).
- All HOPE Scholarship recipients must have a cumulative 3.0 GPA at the 30, 60, 90 semester hours checkpoints to remain eligible for the HOPE.
- HOPE Scholarship eligibility can be lost, gained, or regained at these checkpoints.

HOPE Scholarship Spring - Hours Checkpoint

- Effective Summer term 2004.
- All HOPE Scholarship recipients must have a cumulative 3.0 GPA at the end of **each and every** spring term, **regardless of whether the student is enrolled for spring term.**
- HOPE Scholarship eligibility can be lost at the spring checkpoint.
- HOPE Scholarship eligibility cannot be gained or regained at a spring checkpoint. A student can regain the HOPE Scholarship only at a future attempted-hours checkpoint.

Scholarship Award Limits

A student becomes ineligible for the HOPE Scholarship once the student has:

- Received payment from any combination of HOPE Scholarship, HOPE Grant, and Accel Program funds totaling 127 semester hours of credit; or
- Attempted 127 semester hours of college degree credit, regardless of whether HOPE funds were received while attempting the hours; or
- Earned a baccalaureate (four-year) college degree, regardless of whether HOPE funds were received while earning the degree.

Georgia HOPE Grant: Georgia residents attending Macon State College to earn a **certificate** are eligible for HOPE assistance regardless of high school graduation or grade point average. This grant covers only courses specified in the college catalog for the students' intended majors. These funds cover tuition and mandatory fees. Recipients receive a book allowance of up to \$150 per semester. Recipients must maintain financial aid SAP as defined by Macon State College.

Georgia HOPE GED: A one-time \$500 HOPE voucher is available for Georgia GED recipients. Recipients must maintain financial aid SAP as defined by Macon State College. More information is available in the Office of Financial Aid.

PROMISE Teacher Scholarship: The PROMISE Teacher Scholarship assists students seeking their first undergraduate degree in education OR students seeking a second undergraduate degree in education if their first undergraduate degree was not in

education. Students must have a 3.0 cumulative GPA for all course work and be classified as either a junior or senior in an approved education program. The scholarship provides \$3,000 per academic year. Generally, it takes an additional two years to complete a second bachelor's degree, but it may vary depending upon the institution's program requirements.

NOTE: For more information about Georgia HOPE programs, refer to www.GACollege411.org.

Loans

Federal Stafford (Subsidized) Student Loans: Long-term, deferred-payment student loans are available to qualified students through agreements with banks, credit unions, savings and loan associations, and other lenders. Interest on these loans is paid by the federal government during the period in which the recipients are enrolled at least half-time and during any grace period or deferment. After this period, students begin repayment of the loan.

Federal Stafford (Unsubsidized) Loans: The unsubsidized Federal Stafford Loan Program was created for students who do not qualify, in whole or in part, for subsidized Federal Stafford Loans. The terms of unsubsidized loans are the same as the terms of the subsidized Federal Stafford Loans, except as described below:

Interest Payment: The federal government does not pay the interest on student's behalf. Students must pay all interest that accrues on unsubsidized loans during the time of enrollment in school, during the grace period, and during any periods of deferment or repayment. There are two ways students may pay the required interest:

- a. Make monthly or quarterly payments to the lender, OR
- b. Reach an agreement with the lender to add interest to the principal of the loan, but no more frequently than quarterly; this is called capitalization. If students do not make interest payments as scheduled while in school, in grace period, or during a period of authorized deferment, the lender may automatically capitalize the interest every three months. During other periods, students must pay this interest to the lender, unless the lender agrees to grant forbearance, as explained in the promissory note.

Federal Parent Loans for Undergraduate Students (PLUS) Loans: The federal government sponsors PLUS loans for families needing additional loan assistance. If a parent borrows on behalf of a dependent undergraduate student, the student must also meet general eligibility requirements. The maximum PLUS loan amount that a parent can borrow is the student's cost of attendance minus any other financial aid the student receives.

Service Cancelable Student Loans: Legal residents of Georgia who are majoring in health career fields are eligible to apply for Service Cancelable Student Loans. Borrowers receiving degrees in health career fields approved by the State Scholarship Commission may elect to cancel all or a portion of their loan by practicing in Commission-approved locations within the State of Georgia. Graduates may cancel an academic year's loan or its equivalent by practicing in an approved field for one calendar year. Repayment policies regarding loan cancellations are subject to change at the discretion of the State Scholarship Commission.

Employment

Federal Work Study Program: This program is designed to provide students with an opportunity to pay part of their educational expenses by working at a part-time job. To be employed under this program, students must enroll for at least a half-time course load, show evidence of financial need each semester, and maintain good academic standing while employed under this program. Preference will be given to students with exceptional financial need.

Student Assistant Program: This program, sponsored entirely by Macon State College, employs students on a part-time basis on campus. Although it is not entirely disregarded, financial need is not a major determinant. Students must be enrolled for at least six hours to be employed as a student assistant.

Under the Federal Work Study and Student Assistance programs, students are given the opportunity to work approximately 15 to 19.5 hours per week depending on the award. These funds must be earned. Students must arrange their employment schedule with their assigned supervisors.

Vocational Rehabilitation

Students who have fees paid by the Georgia Department of Human Resources, Division of Vocational Rehabilitation, must request the Office of the Registrar to send copies of their grades to the Vocational Rehabilitation Office each semester. The College Business Office must be in receipt of written authorization from the Vocational Rehabilitation Office prior to students' registration each semester.

Financial Aid Policies Governing the Administration of Awards:

1. Applicants must be accepted for admissions to MSC before financial aid funds can be awarded.
2. Applicants for financial aid must be enrolled at the College before financial aid funds can be applied to institutional charges.
3. Financial aid is awarded on the basis of full-time enrollment. For financial aid purposes, students enrolled in 12 or more semester hours are classified as full-time; students enrolled in 9-11 semester hours are classified as enrolled three-quarter time; students enrolled in 6-8 semester hours are classified as enrolled half-time; students enrolled in 1-5 semester hours are classified as enrolled less than half-time. Awards will be adjusted for less than full-time status.
4. Federal Student Loan recipients must enroll and maintain an enrollment of at least six (6) or more semester hours.
5. Payment of Awards: Eligible financial aid awards are released to the student's MSC account each semester after registering. Students may use these funds to pay institutional charges, i.e. tuition, fees, and book charges. Student financial aid funds which remain after all College obligations have been satisfied are disbursed through Higher One by means chosen by the student, initially two weeks after the first day of class and every Friday thereafter.
6. Payment of Awards: Eligible financial aid awards are released to the student's MSC account each semester after registering. Students may use these funds to pay institutional charges, i.e. tuition, fees, and book charges. Student financial aid funds which remain after all College obligations have been satisfied are disbursed through Higher One by means chosen by the student, initially two weeks after the first day of class and every Friday thereafter.
7. Payment of Awards: Eligible financial aid awards are released to the student's MSC account each semester after registering. Students may use these funds to pay institutional charges, i.e. tuition, fees, and book charges. Student financial aid funds which remain after all College obligations have been satisfied are disbursed through Higher One by means chosen by the student, initially two weeks after the first day of class and every Friday thereafter.
8. Federal Financial Aid regulations require students to begin attendance to be eligible. Therefore, students reported as "no shows" will have their aid adjusted accordingly.
9. Ordinarily, financial assistance is awarded for two semesters of the regular academic year. Summer semester will be treated separately from the regular academic year. **Students interested in attending summer semester will need to complete the Macon State College Summer Semester Financial Aid Application.**
10. Students given an award for the regular academic year who fail to enroll fall semester will automatically have all aid cancelled for the remainder of that year unless they notify the Financial Aid Office concerning spring semester enrollment.
11. Students in default on Federal or State Loan monies or who have outstanding financial commitments to any Federal or State Grant or Scholarship program will not be considered for any financial aid program at Macon State College.
12. Students enrolled as transient students at Macon State College are **not** eligible for student financial aid. These students should check with their home institution for availability of aid.

Refund/Repayment Policy for Financial Aid Recipients

When financial aid recipients withdraw during a semester, the amount of federal assistance that students have earned up to that point is determined by a formula specified by the Department of Education. If students were disbursed less assistance than the amount earned up to the point of withdrawal, they are eligible to receive the additional funds. If students received more assistance than earned, then they and the institution will share in returning excess funds to the appropriate federal agency. A percentage of book charges must also be returned, which will cause debt to Macon State College. To avoid these charges, students should contact the Bookstore to see if the books can be returned for credit.

The amount of assistance earned is determined on a pro-rata basis. That is, if students completed 30 percent of the period of enrollment, they have earned 30 percent of the assistance originally scheduled. Once students complete more than 60 percent of the enrollment period, all assistance originally scheduled has been earned.

If students received excess funds based on this formula, the College must return a portion of the excess equal to the lesser of:

- The institutional charges multiplied by the unearned percentage of student funds, or
- The entire amount of the excess funds.

If the College is not required to return all of the excess funds, students must return the remaining amount. Any loan funds that students must return must be repaid by the students (or their parents for a PLUS loan) in accordance with the terms of the promissory note.

If students are responsible for returning grant funds, they do not have to return the full amount. Financial Aid policy provides that students may retain 50 percent of the grant amount calculated for return. Any amount students are required to return, however, is considered to be a grant overpayment. Arrangements to repay these funds must be made with the College within 45 days.

Example A:

Student A received the following financial aid:

Unsubsidized Stafford Loan	\$1,186.31
Subsidized Stafford Loan	\$1,272.64
Federal Pell Grant	\$2,025.00
Total	\$4,493.95
Institutional Charges	\$ 846.00
Student's Refund Check	\$3,647.95

Student A withdraws from school after completing 20.8% (# of days completed/total # days) of the semester. Federal law states that this student has "earned" 20.8% of federal aid disbursed.

100% of aid disbursed	\$4,493.95
20.8% earned aid	\$ 932.66
79.2% unearned aid	\$3,551.29

The institution is required to return 20.8% of institutional charges (\$846), which is \$670.00. This amount will be returned to the Unsubsidized Stafford loan program.

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The student will be responsible for the remaining balance.

Unearned amount	\$3,551.29
Institutional Share	\$ 670.00
Student Share	\$2,881.00

The remaining \$516.31 unsubsidized loan and the \$1,272.64 subsidized Stafford loan will be returned in accordance with the terms of the promissory note. The remaining amount of \$1,092.05 funds are Pell Grant funds, and in accordance with federal regulations, 50% of the original award (\$2,025) is protected. Therefore the student is responsible for \$80.05, which the student would need to make arrangement with MSC to repay to the Pell Grant program within 45 days.

In addition to federal aid, student also received HOPE as follows:

HOPE funds received	\$881.00
Actual Charges for tuition & fees	\$ 212.66 (after refund policy)
Amount of HOPE to be returned	\$668.34

Since all or part of the student's Title IV aid was disbursed directly to the student, the school must bill the student for the \$668.34 HOPE to be returned. A hold will be put on the student's record to prevent the student from receiving any additional scholarship or grant from the State until the refund is paid. The book allowance is not part of the refund calculation.

Example B:

Students who fail to receive a passing grade in at least one course are considered to have "unofficially withdrawn" and are subject to return of Title IV calculations.

Financial Aid Received:

Unsubsidized Stafford Loan	\$1,980.00
Subsidized Stafford Loan	\$1,732.50
Pell Grant	\$ 800.00
Total	\$4,512.50
Institutional Charges	\$1,732.25
Student's Refund Check	\$2,780.25

Student B did not receive any passing grades for the spring semester. Since the College has no record to determine when the student stopped attending, the College must perform the Return to Title IV calculations using the midpoint of the semester (50%).

100% of aid disbursed	\$4,512.50
50% earned aid	\$2,256.25
50% unearned aid	\$2,256.25

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The institution is required to return 50% of the institutional charges. However, since all of the aid has been given to the student and since the student did not officially withdraw, no refund of tuition and fees is given by the school; therefore, the amount (*) the institution has to return will become a debt to MSC by the student as follows:

Unearned amount	\$2,256.25
Institutional Share	\$ 866.12 *
Student Share	\$1,390.13

Since the \$1,390.13 student share is subsidized and unsubsidized Stafford loan funds, Student B will pay these funds back in accordance with promissory note.

Satisfactory Academic Progress Policy

Students Receiving Financial Assistance

The U.S. Department of Education mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. **This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not.** In order to remain eligible for student financial aid at Macon State College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward the completion of their program of study. The standards are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under the generally funded Title IV programs, including Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Work-Study, Georgia HOPE Scholarship and Grant, and Federal Family Educational Loan Programs (Subsidized, Unsubsidized, PLUS). **The financial aid satisfactory academic policy should not be confused with Probation or Good Standing as defined by academic regulations.**

Components

The Macon State College definition of satisfactory academic progress for receiving financial aid includes the following components:

I. Qualitative Standards

Macon State College uses the 4.0 grade point average and numerical code:

4.0 = A, 3.0 = B, 2.0 = C, 1.0 = D, 0.0 = F, 0.0 = WF.

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Students are expected to maintain the following overall institutional grade point average (GPA) based on the number of semester hours attempted:

Semester Hours Earned (Exclusive of Developmental Studies; Inclusive of Transfer Work)	Required Institutional Average on Macon State College Hours Attempted (No Transfer Grades Included)
0-29	1.50
30-59	1.80
60-89	1.90
90-Over	2.00

Students who are required by the institution to enroll in Learning Support courses are allowed 30 semester hours to exit learning support. Students who have not met the criteria for completion will be placed on financial aid suspension regardless of their total hours attempted and cumulative average. Learning Support courses are not counted in the quantitative process.

II. Quantitative Process

Students must show measurable progress toward earning a degree by successfully completing 67% (see example below) of the hours for which they enroll each academic year. Grades of A,B,C,or D count as the successful completion of a course. The grades of F, W, WF, I, K, or V do not count as the successful completion of a course.

67% Calculation Example		
Fall Semester	12 Hours Enrolled	
Spring Semester	+ 12 Hours Enrolled	
	= 24 Hours Enrolled	x 67% = 16
Minimum number of earned hours required to maintain Satisfactory Academic Progress (rounded down to the nearest whole number)		

III. Maximum Time-Frame

In addition to previously stated standards, student financial aid is available for up to 150% (see example below) of the number of hours required to complete a cooperative, certificate, associate, or bachelor's degree program.

150% Time Frame Example
Cooperative Degree 21 total hours required X 150% = 31 attempted hours of eligibility
Certificate 30 total hours required X 150% = 45 attempted hours of eligibility
Associate Degree 64 total hours required X 150% = 96 attempted hours of eligibility
Bachelor's Degree 124 total hours required X 150% = 186 attempted hours of eligibility

The purpose of student financial aid is to assist students in earning a degree. Students who have earned enough hours to complete degree requirements may no longer be eligible for student financial aid.

Students who change majors or degree programs may reach eligibility limits before obtaining a degree. Students who decide to change majors or degree programs should do so early so as not to jeopardize eligibility for student financial aid.

IV. Transfer Students

Transfer students will be required to complete 67% of the attempted hours for which they enroll and have the required cumulative GPA for their grade level. Transfer hours accepted for credit toward a degree from Macon State College will be counted for purposes of the maximum time frame.

Financial Aid Suspension

A student will be automatically placed on financial aid suspension in the event that the student fails to meet the qualitative standards or quantitative process requirements. A student in this category may receive financial aid for the **summer semester**, but by the end of that semester, that student must have completed both the aggregate number of semester hours required and attain the overall institutional GPA required to establish satisfactory academic progress. If the student does not make up the deficiencies, the student is considered to be making unsatisfactory academic progress and is placed on financial aid suspension for the **fall semester**. **Financial Aid Suspension means the termination of all financial aid until the student has returned to a satisfactory academic progress standing.**

A student who does not meet the maximum time frame requirement will, without warning , become ineligible for financial aid.

Appeals Process

Student financial aid recipients who have lost eligibility for aid may appeal in writing to the Office of Student Financial Aid if there are extenuating circumstances. The appeal must specifically address:

- a. Reasons why the minimum requirements were not met, and
- b. Reasons why the student's aid should not be terminated.

The Financial Aid Appeals Committee will review the appeal to determine whether the suspension/termination will be lifted. Written notification of the Committee's action will be provided, along with any special conditions which must be met in the event the suspension/termination is lifted. Decisions of the Committee may be appealed in writing to the Director of Enrollment Management.

Academic Requirements

Knowledge of Catalog

It is the responsibility of all Macon State College students to read, understand, and observe the rules and regulations of the College as published in the Catalog and in other official announcements. The College reserves the right to change at any time any regulations and requirements as necessitated by the College or by the University System of Georgia.

Academic Information

Academic Advising

- New students are assigned to the academic divisions or to the Academic Advising Center for advising. The Admissions Office will notify new and transfer students where they should be advised. Students should make an appointment for an advising session to discuss programs of study, selection of courses, academic plans, and other topics related to academic achievement.
- Although advisors are available, students are responsible for knowing and fulfilling all graduation requirements.

Academic Credit

Academic credit is the number of hours which students earn by taking courses. These hours count toward the students' graduation requirements. Learning Support courses do not have academic credit. While courses taken to fulfill College Preparatory Curriculum (CPC) deficiencies are considered as academic credit for GPA and Academic Standing calculations, these are hours of course-work beyond the requirements for the program in which the student is enrolled and not considered as satisfying curriculum requirements.

Academic Recognitions

- **President's List:** A student who earns an institutional grade point average of 3.80 or above on an academic load of at least nine semester hours in any one semester will be placed on the President's List for the following semester provided the student has a cumulative institutional academic grade point average of 3.00 or higher and no outstanding "I" grades for the semester. No student with an institutional average (including Learning Support grades) of less than 3.50 for the semester will be eligible.
- **Dean's List:** A student who earns an institutional grade point average of 3.50 or above on an academic load of at least nine semester hours in any one semester will be placed on the Dean's List for the following semester provided the student has a cumulative institutional academic grade point average of 2.50 or higher and no outstanding "I" grades for the semester. No student with an institutional average (including Learning Support grades) of less than 3.30 for the semester will be eligible.
- **President's Scholar:** Students who complete the associate or baccalaureate degree program provided they have a cumulative institutional academic grade point average of 3.80 or above will be designated President's Scholars and will graduate with high honors.
- **Dean's Scholar:** Students who complete the associate or baccalaureate degree program with a cumulative institutional academic grade point average of 3.50 or above will be designated Dean's Scholars and will graduate with honors.
- **Graduation with Honors:** Scholastic recognition at graduation will be given to all baccalaureate students who complete at least 60 semester hours of course work at Macon State College and who earn a cumulative institutional GPA of at least 3.50. Credit by examination, credit by validation, CLEP credit, AP credit, and courses specifically excluded by College policy cannot be used to meet the hours requirement for graduation with honors.
- **Honors Program Graduate:** Students who complete the Honors Program will receive a certificate. All graduating students who have completed the Honors Program at the associate or baccalaureate degree level at Macon State College and who also have a cumulative institutional GPA of at least 3.50 will be designated an "Honors Program Graduate" and accorded the privilege of wearing an Honors Program medallion at the graduation ceremony. The designation "Honors Program Graduate" will be placed on the permanent academic record.

Academic Record

The academic records of students are maintained in the Registrar's Office. The records include a chronological listing of all courses taken and the cumulative GPA.

Academic Renewal Policy

The Academic Renewal policy allows University System of Georgia degree seeking students who have experienced academic difficulty at an institution to have one opportunity to make a fresh start at that same institution after an absence of five calendar years from any postsecondary institution. Students can be granted Academic Renewal only once. A student who has been suspended/dismissed from a System institution and has attended one or more System institutions during the period of suspension/dismissal will not be eligible for academic renewal.

All previously attempted coursework remains on the student's official transcript. The Board of Regents' cumulative grade point average, CGPA, that includes all credit courses taken, excluding Learning Support courses, and an Academic Renewal Grade Point Average (AR-GPA) must be shown on each Academic Renewal student's academic record.

Students must apply for Academic Renewal in the Office of the Registrar. Academic Renewal will be granted upon application by the student if the student is eligible.

An Academic Renewal Grade Point Average (AR-GPA) is begun when the student resumes taking coursework following the five-year period of absence once Academic Renewal has been granted. Macon State College will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate CGPA. (The Academic Renewal GPA will replace the institutional GPA for those students who are granted Academic Renewal.)

The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation. At least 50% of work toward a degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at graduation.

Academic credit for previously completed coursework, including transfer course work, will be retained only for courses in which an A, B, C, or K grade has been earned. Credit for D grades will be forfeited. Retained grades are not calculated in the Academic Renewal GPA but are counted in the Academic Renewal Hours Earned. Further, all remaining courses for the current degree objective must be completed at the Academic Renewal institution, i.e., no transient credit will be accepted.

To earn an **associate degree**, students must fulfill Macon State College's residency requirement of 20 semester hours. To earn a **baccalaureate degree**, students must fulfill Macon State College's residency requirement of 30 semester hours, including 21 hours in upper division courses in the major area. The retained hours earned prior to Academic Renewal (i.e., A, B, C grades) will not apply toward the residency requirement.

Any scholastic suspensions that occurred in the past will remain recorded on the student's academic record.

If a student does not request Academic Renewal status at the time of reenrollment after a five-year or greater period of absence from any postsecondary institution, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first.

A student who has not been suspended/dismissed from a system institution but who has been absent from that institution five years or more and who has attended a school other than that institution may choose only one of the following options:

1. A student may return to the same institution subject to all relevant transfer and re-entry policies. No renewal GPA is calculated and transfer credit will be granted for applicable courses taken during the absence.
2. A student may apply for Academic Renewal. If Academic Renewal status is approved, no transfer credit will be granted for coursework completed during the absence.

The Academic Renewal GPA begins with the first term following reenrollment.

Reentry into any program is not automatic.

The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.

Once granted Academic Renewal, students must complete twelve semester hours of academic courses for an associate degree (in the specific program's core curriculum) at Macon State College with a 2.00 or higher GPA before being considered for admission to a specific allied health program.

Academic Standing

- **Grade Point Average**
Students are expected to make reasonable academic progress; therefore, students must maintain a required cumulative institutional Grade Point Average of 2.00 or higher.
- **Academic Probation**
When a student fails to maintain a sufficient Grade Point Average, the student's status changes from Good Standing to Academic Probation. Students who do not bring their cumulative institutional GPA up to a 2.00 or higher, will be continued on Probation if the institutional GPA for that semester (Term GPA) is 2.00 or higher. Students will receive notification of their Academic Probation through their Macon State College e-mail account and through their academic record available through BannerWeb.
- **Academic Dismissal**
A student who fails to maintain the required 2.00 cumulative institutional Grade Point Average after having been placed on Academic Probation, and does not achieve an institutional GPA of 2.00 or higher for that semester (Term GPA), will be dismissed from the College. The first dismissal is for one term; the subsequent dismissal is for one year. Students will receive notification of their dismissal through their Macon State College e-mail account, their academic record available on BannerWeb, and by letter from the Office of the Registrar.

Add/Drop

Students are allowed to add or drop a class during the published add/drop period. Students without HOLDS may add or drop a class online through their Banner Web account. Otherwise they should see their advisor to make a change or submit a Change of Schedule (Add/Drop Form) in person or by fax to the Registrar's Office on the Macon Campus or the administrative offices at the Warner Robins Campus or the Robins Resident Center. Learning Support students may adjust their schedules only through the Advising Center.

- Students with holds cannot add or drop a class online.
- Students in Learning Support must maintain enrollment in at least one Learning Support class unless they are withdrawing from the College.
- If students drop a class during the add/drop period, no entry of the course is made on the student's record.
- If students drop a class after the add/drop period has ended or on or before mid-term, the course is entered on the student's academic record with a grade of W (withdrawal without penalty).
- If students drop classes after mid-term, a grade of WF (withdrawal with penalty) is assigned. A grade of WF is computed the same as an F in the Grade Point Average.
- Students will not be allowed to drop classes during the last two weeks of class.
- The official date a class is dropped is the date on which students properly execute the drop procedure online (only if the student has no HOLDS) or in the Office of the Registrar, the main office at the Warner Robins Campus, or the main office at the Robins Resident Center.
- Students who have a College Preparatory Curriculum (CPC) requirement are not permitted to drop a CPC required class if they have exceeded 30 earned hours unless they are withdrawing from all classes for all sessions during the semester.

Advising Policy

In compliance with University System of Georgia policy, all Macon State College students are required to see their advisors in either the fall semester or the spring semester. The advising requirement is intended to ensure that students meet with their academic advisors at least once during a two-semester period to discuss majors, class selection, graduation requirements, general academic planning, and/or other matters related to academic success. Advising sessions offer opportunities for students to learn about institutional guidelines, academic resources, and future educational plans such as graduate and professional schools.

The advising requirement will be listed in the "Unsatisfied" section of the student's academic history record until the student meets with an advisor who, at that time, will update the academic record to show that the student has satisfied the requirement. An "advising hold" will be placed on a student's academic history preventing online registering and this hold remains in place until the student meets with an advisor. The advising hold will be placed automatically on the academic history records for all entering Macon State students, new and transfer. The advising hold will reappear within the next two semesters to ensure that the student continues to meet with an advisor as required by the system policy.

Entering students are advised in the Office of Academic Advising on the second floor of the Student Life Center . Continuing students who have not declared their majors and students with Learning Support requirements continue to be advised in Academic Advising. Students may make online appointments to see an advisor in the Office of Academic Advising or call the Office at 478-471-2792.

Continuing students with declared majors are advised through their specific academic departments and/or schools. If you have declared a major and wish to contact your academic advisor, you may do so by e-mailing your advisor or by calling the department or school where your major is housed. Contact information is available on the Macon State College homepage at <http://www.maconstate.edu/>.

Attendance Policy

The classroom experience is a vital part of college education. Interaction with instructors and other students is an important element of the learning process. Students are expected to attend all class sessions. Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course at the discretion of the instructor. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week may be penalized at the discretion of the instructor. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized.

Faculty will include information about absences and penalties in their syllabi at the beginning of every semester. Faculty are expected to maintain an attendance record for all their classes.

Auditing

Students may register for and attend a class without being responsible for the work required in the course. No credit is given, but tuition must be paid. Students who audit a course may not subsequently register for credit in that course nor apply for credit by examination during another term. A grade of V appears on the transcript.

Certificate Programs

Admission Requirements for Certificate Programs

In order to be considered for admission to certificate programs offered by Macon State College through the Institute for Business and Information Management, applicants must:

1. be admitted to Macon State College
2. be in "good academic standing" with the College
3. have satisfied Learning Support requirements in English, mathematics, and reading (unless exempted)
4. meet any additional requirements established for entry into specific certificate programs
5. submit an application form to the Institute for Business and Information Management.

Students transferring to Macon State College from other institutions must meet all criteria for admission to certificate programs as outlined above and are subject to the College's transfer credit policies.

Certificate Requirements

- **Restriction**
Except where noted, students who have fulfilled the requirements for a degree may not apply major area credits used for the degree toward fulfillment of certificate requirements.

- **Application for Award of a Certificate**
Students should file an application for a certificate in the Office of the Registrar at least one semester before they expect to complete certificate requirements. An application fee must be paid in the Business Office before filing the application in the Office of the Registrar. Students who do not complete their requirements for the certificate must file a new application for certificate if they expect to complete certificate requirements during a subsequent semester.
- **Choice of Catalog**
Effective Fall 2007, a student must 1) meet graduation requirements using the catalog in effect at the time the student entered Macon State College, provided the catalog is not more than five years old as of the semester the student plans to graduate, OR 2) meet graduation requirements using the catalog in effect during the semester the student plans to graduate.
- **Residence Hour Requirement**
Applicants for certificates requiring 30 semester hours must be residents at Macon State College for at least two semesters and earn the last 18 semester hours of work applicable to the certificate at this College. Applicants for certificates requiring 15 semester hours of work must complete the last 9 semester hours of work applicable to the certificate at this College. Credit earned via examination cannot be applied to, or included in, the required number of residence hours.
- **Quality Point Requirements**
Students must earn a cumulative grade point average of at least 2.00 on all courses used to meet graduation requirements and a minimum cumulative GPA of 2.00.
- **Credit Allowances for Certificate-Seeking Students**
 1. Students enrolled in a certificate program requiring completion of 30 semester hours may apply up to 12 hours of other undergraduate or graduate coursework toward meeting certificate requirements as long as the restriction above applies. That is, students may not use major area credits to fulfill certificate requirements.
 2. Students in 30-hour certificate programs who choose to earn credit by examination may earn up to 12 hours of credit through passing CLEP or departmental examinations in areas where such examinations exist.
 3. Students in certificate programs requiring completion of 15 semester hours may apply for up to 6 hours of other undergraduate or graduate coursework toward meeting certificate requirements as long as the restriction above applies. That is, students may not use major area credits to fulfill certificate requirements.
 4. Students in certificate programs requiring completion of 15 semester hours may choose to earn up to 6 semester hours of credit by examination through passing CLEP or departmental examinations in areas where such examinations exist.

Students transferring to Macon State College from other schools must meet all criteria for admission to certificate programs as outlined above and are subject to stated transfer credit policies.

Computer and Network Usage Policy

General Usage Policy

1. Authorized users may use College computing facilities and resources, including transmission over the College network, for scholarly purposes, for official College business, and for personal purposes so long as such use –
 - a. does not violate any law or College policy,
 - b. does not involve significant use of College resources, direct costs, or substantial interference with the performance of College duties, work, or data communications networks,
 - c. does not result in commercial gain or private profit, and
 - d. is consistent with the campus network policy.
2. Users may not allow any other person to use their password or to share their account. This does not include individuals authorized by the College to perform system and computer maintenance. It is the user's responsibility to protect their account from unauthorized use by following security procedures established by the Office of Technology Resources (OTR).
3. Any attempt by any person or group to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account, or use a false account or e-mail address.

4. Transferring copyrighted materials to or from any system or via the College network without express consent of the owner may be a violation of Federal Law and/or State Law.
5. It is forbidden to use electronic mail or other network communications facilities to harass, offend, or annoy other users, including impeding their computing systems, software, or data.
6. Each user of College resources is encouraged to report violations of College policies to College unit representatives on duty, appropriate faculty or staff, or OTR personnel. The main OTR telephone number is (478) 471-2720.
7. The use of the College's technology by students or visitors is governed by the Student Code of Conduct. Violation will result in disciplinary action.

Cooperative Education Program

In order to promote, encourage, and improve the education of students in cooperation with industry, business, and government agencies, Macon State College offers qualified students the opportunity to participate in the Cooperative Education Program. Cooperative education is an academic program in which students alternate periods of full-time study with periods of full-time employment. The program offers work that is related to the student's academic major or career interests, thus greatly enhancing the student's employment prospects after graduation from MSC. **The prospective employer and Internship/Co-op Coordinator must approve the student co-op prior to registration for the program.**

Further information is available at the Career Center in SLC-230, by calling (478) 471-2714, or by visiting the website at www.maconstate.edu/careercenter/.

Core Curriculum

This is an established set of courses that all students in the University System of Georgia pursue during their first two years. More information about the core curriculum is available in this catalog in the Transfer Program.

Corequisite

This is a course which must be taken at the same time as another course.

Course Load Status

To graduate in two years with an associate degree or in four years with a baccalaureate degree:

- Students must carry an average class load of fifteen to seventeen semester hours.
- Students carrying twelve or more semester hours are considered full-time.
- A load in excess of seventeen hours must be approved by the students' advisors and department chairs.
- A load of twenty or more semester hours also must be approved by the Office of Academic Affairs.

Course Numbering

0000-0999 Learning Support courses
1000-1999 Freshman level courses
2000-2999 Sophomore level courses
3000-3999 Junior level courses
4000-4999 Senior level courses

Credit by Examination

Advanced Placement Program of the College Entrance Examination Board

Students may apply for Advanced Placement Program credit only after being accepted and enrolled by Macon State College.

- When Advanced Placement Program credit is awarded, a grade of K will be recorded on the permanent academic record.
- No more than 40 semester hours of credit may be earned by examination (inclusive of CLEP and departmental exams).
- Credit will be awarded for scores of 3, 4, or 5 on tests of Advanced Placement Programs comparable to college courses.

Advanced Placement Examination	Score	Equivalency	Credit Hours
Art/History of Art	3-4-5	ARTH 2145	3
Art/Studio (Drawing or General Portfolio)	3-4-5	ARTS 1341	3
	4-5	ARTS 1342	3
Biology	3	BIOL 2107K	4
	4-5	BIOL 2107K-2108K	8
Calculus AB	3-4-5	MATH 1251	3
Calculus BC	3-4-5	MATH 1251	3
	3-4-5	MATH 1252	3
Chemistry	3-4-5	CHEM 1211L	4
	4-5	CHEM 1212L	4
Computer Science A	3-4-5	CPSC 1301	3
Computer Science AB	3-4-5	CPSC 1301	3
Economics/Macroeconomics	3-4-5	ECON 2105	3
Economics/Microeconomics	3-4-5	ECON 2106	3
English/Language and Composition	3-4-5	ENGL 1101	3
English/Literature and Composition	3-4-5	ENGL 1101	3
	4-5	ENGL 1102	3
Environmental Science	3-4-5	SCIE 2154	3
French Language	3-4-5	FREN 1001	3

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		FREN 1002	3
French Literature	3-4-5	FREN 2001	3
	4-5	FREN 2002	3
German Language	3-4-5	Humanities Elective	3
Government and Politics/Comparative	3-4-5	POLS 2301	3
Government and Politics/U.S.*	3-4-5	POLS 1101*	3
History/European	3-4-5	Social Sciences Elective	3
History/U.S.*	3-4-5	HIST 2111*	3
	4-5	HIST 2112*	3
History/World	3-4-5	HIST 1111	3
	4-5	HIST 1112	3
Human Geography	3-4-5	Social Sciences Elective	3
Latin/Literature	3-4-5	Humanities Elective	3
Latin/Virgil	3-4-5	Humanities Elective	3
Music Theory	3-4-5	MUSI 1211	2
	3-4-5	MUSI 1212	2
Physics B	3-4-5	PHYS 1111L	4
	4-5	PHYS 1112L	4
Physics C (Mechanics)	3-4-5	PHYS 1111L	4
	4-5	PHYS 1112L	4
Physics C (Elect. & Magn.)	3-4-5	PHYS 1111L	4
	4-5	PHYS 1112L	4
Psychology	3-4-5	PSYC 1101	3
Spanish Language	3-4-5	SPAN 1102	3
Spanish Literature	3-4-5	SPAN 2001	3

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	4-5	SPAN 2002	3
Statistics	3-4-5	MATH 1200	3

* In addition, an exam is required to satisfy state legislative requirements.

Advanced Standing by Examination

1. Students may apply for advanced credit examination only after being accepted and enrolled by Macon State College.
2. A grade of "K" (denoting credit by examination) for credit granted by individual examination will be recorded on the student's academic record after the student has enrolled.
3. No more than 40 semester hours of credit may be earned by examination (including CLEP, AP, DANTES, and departmental credit exams).
4. Credit by examination may not be received for a course in which the student has previously enrolled.
5. An advanced credit examination, CLEP, DANTES, or departmental may not be retaken in order to earn credit.

College Level Examination Program (CLEP) "Subject Examination" and the courses for which they are the equivalent are listed below.

MSC Course	Credit Hours	CLEP Tests	Scores
Accounting 2101, 2102	6	Financial Accounting	50
Biology 1001K, 1002K	8	Biology	50
Chemistry 1211K, 1212K	8	General Chemistry	50
Economics 2105	3	Prin. of Macroeconomics	50
Economics 2106	3	Prin. of Microeconomics	50
English 1101*	3	English Composition*	50
English 2131, 2132	6	American Literature	50
French 1001, 1002	6	College French, Level I	50
French 2001, 2002	6	College French, Level II	62
History 1111, 1112	6	Western Civilization	50
History 2111**	3	History of the U.S. I**	50
History 2112**	3	History of the U.S. II**	50
Math 1111	3	College Algebra	50
Math 1113	3	Precalculus	50

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Math 1251	4	Calculus	50
Political Science 1101**	3	American Government**	50
Psychology 1101	3	General Psychology	50
Psychology 2103	3	Human Gro. & Develop	50
Sociology 1101	3	Intro to Sociology	50
Spanish 1001, 1002	6	College Spanish, Level I	50
Spanish 2001, 2002	6	College Spanish, Level II	63

* Before taking this CLEP or DANTES examination, students must contact the Chair of the Humanities Department.

** In addition, an exam is required to satisfy state legislative requirements.

DANTES "Subject Examinations" and the courses for which they are the equivalent are listed below.

MSC Course	Credit Hours	DSST	Scores
Education 2403	3	Foundations of Education	46
Psychology 2103	3	Lifespan Developmental Psych.	46
Anthropology 1102	3	General Chemistry	47
Criminal Justice 1100	3	Intro to Law Enforcement	45
Communications 1110*	3	Principles of Public Speaking	47
Finance 3131	3	Principles of Finance	46
Accounting 2101	3	Principles of Financial Acct.	49
Business 4135	3	Business Law II	52
Business 2201	3	Introduction to Computing	45
Economics 999U	3	Money and Banking	48
Mathematics 1111	3	Fundamentals of College Algebra	47
Mathematics 1200	3	Principles of Statistics	48

* Before taking this CLEP or DANTES examination, students must contact the Chair of the Humanities Department.

Students must register for the CLEP and DANTES examinations with the Academic Testing Center in the Student Life Center. Fees for the examinations are the responsibility of the student. Students desiring credit for a CLEP Examination not listed in the catalog may petition the Office of Academic Affairs.

Courses for which there are no CLEP examinations may be exempted by departmental credit examinations when examinations approved by the Chair or Dean and the Vice President for Academic Affairs are available. Interested students should apply to the appropriate Chair or Dean to see if there is an approved examination. Students must pay a fee to the Business Office, where they will get a receipt and a "Credit Examination Notice" card stamped as paid. The stamped card must be presented to the Chair or Dean before the test. If students pass a departmental exam, their cards will be signed by the Chair or Dean and submitted to the Office of the Registrar. If students fail a departmental exam, the Chair or Dean will file their cards to indicate that those students are ineligible to take a second exam on the same subject.

International Baccalaureate (IB) Credit Policies

Macon State College recognizes and awards academic credit to International Baccalaureate (IB) **Diploma holders** in accordance with the following credit schema. Both Higher level course assessments and Standard level course assessments are considered for academic credit in cases where the student has been awarded the IB diploma.

Semester Credit Awarded for IB Diploma Holders

<u>Assessment Score</u>	<u>Standard Level Course</u>	<u>Higher Level Course</u>
4	No Credit	3-4 semester hours*
5	0-4 semester hours*	3-8 semester hours*
6-7	3-8 semester hours*	3-12 semester hours*

*Variable credit hour allowances are provided to account for labs and for the depth of material covered in the individual subject area.

The maximum number of credit hours that may be awarded for IB course assessments is 24 semester hours.

Higher level IB coursework and assessment scores will be considered for academic credit for both IB diploma completers and for IB students awarded a certificate of completion in a particular subject area.

Standard level IB coursework and assessment scores will not be considered for college credit unless the student holds an IB Diploma.

For additional information regarding specific IB course equivalencies, please contact the Registrar's Office at 478-471-2853.

Early Registration

A period of registration prior to regular registration which is available to currently enrolled and re-admitted former students.

Elective

These courses are related to the curriculum in a major program or count as general credit toward a degree.

Full-Time Status

The enrollment status of students who are taking twelve or more credit hours in a semester.

Grades

- **Grade Appeals**

- **Grade Appeal Policy**

In reviewing appeals relating to the receipt of grades, the process will be concerned entirely with alleged violations of institutional policy or procedure rather than with content or with matters of the instructor's judgment.

When a student believes that an instructor has not followed proper procedure in the classroom (e.g.: failure to follow stated grading policy or other procedures and objectives as outlined in the syllabus) and if the student wishes to appeal, the student should adhere to the following procedure:

1. The student will discuss the matter with the course instructor within ten working days of the receipt of the grade. (If the student is unable to contact the instructor, the student should seek the aid of the chair of the appropriate department or dean of the School if there is no department chair.) The student will provide the instructor with a written statement that expresses the concern in very specific terms within ten working days of the discussion with the instructor. The instructor will respond in writing to the student within ten working days. A copy of this communication will also be forwarded to the chair or dean with a copy of the student's original written inquiry.
 2. If the matter is not resolved between the instructor and the student, the student will appeal to the chair, or dean if there is no department chair, within ten working days of receiving the instructor's written response. The chair or dean will attempt to resolve the issue and will give the student a written response within ten working days of receipt of the communication from the student and the faculty member. If there is both a chair and a dean in the academic unit and the matter is not resolved at the department level, the student will need to appeal to the dean of the School within five working days of receipt of the response of the department chair. The dean will provide a written response to the student within ten working days after receipt of the communication from the student, the instructor, and the department chair.
 3. If the matter cannot be resolved at the School level, the student should complete a Petition Form (available in the Office of Academic Affairs and also online) and submit it to the Office of Academic Affairs within ten working days after receipt of the dean or chair's response. All documentation, the student's inquiry, the instructor's response, and the dean or chair's response will be submitted along with the Petition Form.
 4. The VPAA will appoint a three-member panel selected from the associate vice presidents and the deans or chairs (excluding the academic unit from which the appeal originated).
 5. The panel will determine if there is just cause for further appeal. If there is just cause, the panel will collect information concerning the appeal by research and interview. All information so gathered should remain completely confidential.
 6. After gathering the relevant information, the panel will make a recommendation to the VPAA who will decide whether the appeal has merit and if any further action should be taken. The VPAA may approve or deny the appeal.
 7. The instructor, the dean or chair, and the student will be informed in writing of the result of the appeal.
 8. If there is further appeal, the student should complete another Petition Form (available in the Office of Academic Affairs and also online) and submit it along with a copy of all documentation, the student's inquiry, the instructor's response, the dean or chair's response, and the VPAA's response to the President of the College. The President will make the final decision. There is no further appeal at the institution.
- **WF Grade Appeal**

After officially dropping a course or withdrawing from the College after midterm, if a student wishes to appeal the WF grade because of hardships or non-academic circumstances beyond his or her control, the student must:

 1. Obtain and complete an Appeal of WF Grade Form from the Registrar's Office or the Office of Academic Affairs.
 2. Attach documentation which supports the reason for withdrawing.
 3. Submit the completed form and supporting documentation to the Office of Academic Affairs within five days of withdrawing.

Appeals of WF grades because of academic difficulty are not permitted.

- **Grade Point Average (GPA)**

Academic Standing is based on this average. The GPA is calculated by dividing the total number of academic credit

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hour quality points a student has earned by the total number of grade point average hours (GPA hours) the student has attempted. (See Academic Standing for further information).

- **Grade Reports**

Final grades are available to students through Banner Web, the Macon State College online registration system at www.maconstate.edu.

- **Grade Symbols**

The following grade symbols are used but are not included in computing the grade point average:

I	An I stands for an Incomplete and indicates that the student for non-academic reasons was unable to complete the requirements for a course. The instructor of the course and the student are to arrange for the course's completion before the midterm of the next semester the student is enrolled or by the end of one calendar year if the student is not enrolled. If the I is not removed in the defined time period, a grade of F is assigned to the course;
IP	This indicates that the student has made progress in a Learning Support course; but the student has not exited Learning Support and is required to enroll in that course the next semester of enrollment.
S	This indicates that a student has passed the Regents' Writing Skills course and/or the Regents' Reading Skills course and passed the corresponding Regents' Test.
U	This indicates that a student has not passed the Regents' Writing Skills course and/or the Regents' Reading Skills course and has not passed the corresponding Regents' Test.
W	This indicates a withdrawal without penalty and is assigned when students withdraw from courses by the midterm date.
WF	This indicates that the student withdrew from a course after the midterm date. In cases of hardship, approved by the Office of Academic Affairs, students may receive the W after midterm.
V	This indicates that the course was audited, and the student receives no quality points.
K	This indicates that the credit was granted via an Advanced Standing Credit Examination or a CLEP Examination.
NR	Grade Not Reported by instructor by grade deadline for the term.

- **Grading System**

Grade	Description	Quality Points Per Semester Hour
A	Excellent work	4.0
B	Good work	3.0
C	Satisfactory work	2.0
D	Passing work	1.0
F	Failing work	0.0
I	Incomplete work	No quality points are earned until the course is satisfactorily completed.
W	Withdrawal	No quality points are earned.
WF	Withdrawal failing	No quality points are earned.
Beginning in the 2009 fall semester, "D" grades will not be used in the following courses: ENGL 0099, MATH 0097, MATH 0099, and READ 0099.		

Graduation

- **Degree Requirements**

Application for Degree: Macon State College sponsors commencement exercises at the end of the spring semester each year. Students **should** complete an application for degree in the Registrar's Office at least two semesters before their expected graduation term and **must** complete the application no later than the dates outlined below.

In order to participate in the commencement ceremony, students must have completed all degree requirements in the preceding summer or fall or be "on track" to complete degree requirements during the current spring semester. **A student who files an application to graduate in the spring term after the published deadline of April 1 may not participate in the annual commencement ceremony.** If the spring degree application is filed by April 30, however, and all degree requirements are met by the end of the semester, the student's degree information will be posted on the academic transcript and a diploma will be provided. Spring semester degree applications received between April 2 and April 30 will be held for review until **after** spring semester grades have been fully processed. Spring semester degree applications **will not** be accepted after **April 30**.

To graduate at the end of the summer term, the application for degree must be on file in the Registrar's Office by July 1. To graduate at the end of the fall term, the application must be on file by October 15. **Please note that while these deadlines represent the last opportunity to apply for a degree in the term specified, it is strongly recommended that students apply two semesters in advance of the expected graduation term in order to have adequate time to meet all degree requirements.** Failure to complete the degree application at least two semesters in advance may prevent graduation in the anticipated term. Students who do not complete the degree application until the published application deadline may not be able in that term of enrollment to resolve deficiencies discovered in the degree audit.

A fee of \$30.00 must be paid in the Business Office at the time of application. After the application is accepted and has been approved, it becomes the student's official degree program. Students who do not complete degree requirements at the end of the semester designated on their application for degree must file a new application for degree if they expect to complete degree requirements during a subsequent semester.

When participating in the Graduation Convocation, students may only wear regalia representing MSC distinctions and/or recognized student organizations.

- **Choice of Catalog**

Effective Fall 2007, a student must 1) meet graduation requirements using the catalog in effect at the time the student entered Macon State College, provided the catalog is not more than five years old as of the semester the student plans to graduate, OR 2) meet graduation requirements using the catalog in effect during the semester the student plans to graduate.

- **Hour Requirements**

Associate Degree

Applicants must complete a minimum of sixty semester hours including the core curriculum and major requirements. Applicants must also have earned two semester hours in physical education.*

*Veterans of twelve months or more active duty in the armed services may have the physical education requirement waived and be granted two semester hours credit in physical education courses by furnishing a copy of their DD-214 or CCAF transcript to the Registrar's Office prior to their application for degree.

Baccalaureate Degree

Applicants must complete a minimum of 120 semester hours of academic work which must include a minimum of thirty-nine semester hours of upper division courses overall and twenty-one semester hours in the major. Applicants must also have earned two semester hours in physical education.*

- **Grade Point Average**

Associate Degree

Applicants must present a graduation GPA of at least 2.00 on all courses used to meet graduation requirements and a minimum institutional GPA of 2.00.

Baccalaureate Degree

Applicants must present a graduation GPA of at least 2.00 on all work attempted at Macon State College.

Graduation Requirements to Graduate with Honors

To graduate with honors, students must have a grade point average of:

Honors Distinction:	Required Institutional Grade Point Average:
Cum Laude	3.50 - 3.69
Magna Cum Laude	3.70 - 3.89
Summa Cum Laude	3.90 - 4.00

- **Residence Hour Requirement**

Associate Degree

Applicants must be a resident at Macon State College at least two semesters and earn twenty of the last thirty hours of work applicable to the degree from the College.

Baccalaureate Degree

Applicants must be a resident at Macon State College at least two semesters and earn thirty semester hours including twenty-one hours in upper division courses in the major area.

Credit earned by examination cannot be applied to or included in the residency requirement for the certificate, associate degrees, or the baccalaureate degrees.

- **Department Mathematics Test for All Students**

All students whose SAT mathematics score is between 430 and 550 exclusive, or whose ACT mathematics score is between 18 and 24, exclusive, are required to take the Mathematics Department Test before registering for college algebra (MATH 1111). Any of these students scoring less than 12 on the Mathematics Department Test must enroll in Math 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) as the entry level math course.

Any student required to take the COMPASS Test in Mathematics who is placed in Learning Support courses must take the Mathematics Department Test after satisfying all Learning Support requirements. Any student required to take the COMPASS Placement Examination in Mathematics who exempts Learning Support mathematics must then take the Mathematics Department Test in order to determine placement into the correct course. All students required to take the Mathematics Department Test are bound by the results if placement in MATH 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) is indicated.

- **History and Constitution Requirements (State of Georgia Legislative Requirements)**

Before being certified as having met all degree requirements, students must satisfy the Georgia legislative requisites of demonstrating proficiency in United States and Georgia history and United States and Georgia Constitutions.

Students must meet the United States and Georgia history requirement in one of the following ways:

- Successfully completing History 2111 or History 2112 at Macon State College, OR
- Transferring in an equivalent course from a University System institution, which designates that course as fulfilling the history requirement, OR
- Transferring in an equivalent course from a private institution in Georgia, whose catalog specifically indicates that the course satisfies the Georgia legislative history requirement.

Students have satisfied only the United States component of the history requirement under the following circumstances and must still successfully pass an examination on Georgia history:

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- Transferring in a United States history course from an out-of-state institution.
- Transferring in a United States history course from a private institution in Georgia whose catalog does not specify that the course meets the requirement.
- Obtaining credit for History 2111 and/or History 2112 through Advanced Placement or CLEP exams.

Students may meet the United States and Georgia Constitutions requirement in one of the following ways:

- Successfully completing Political Science 1101 at Macon State College, OR
- Transferring in an equivalent course from a University System institution, which designates that course as fulfilling the Constitutions requirement, OR
- Transferring in an equivalent course from a private institution in Georgia, whose catalog specifically indicates that the course satisfies the Georgia legislative Constitutions requirement.

Students have satisfied only the United States component of the Constitution requirement under the following circumstances and must still successfully pass an examination on the Georgia Constitution:

- Transferring in an equivalent political science course from an out-of-state institution.
- Transferring in an equivalent political science course from a private institution in Georgia whose catalog does not specify that the course meet the requirement.
- Obtaining credit for Political Science 1101 through Advanced Placement or CLEP exams.

Students needing to take either the Georgia history or the Georgia Constitution exam, or both, should contact the Academic Testing Center at (478) 471-2050 for information about the tests and the test schedule. The Academic Testing Center is located in the Student Life Building.

If a Macon State College degree program permits students to exempt either the United States history and/or the United States government course(s), students must still satisfy both the United States and the Georgia components of the legislative history requirement and/or legislative constitutions requirement. Students should contact the Academic Testing Center at (478) 471-2050 for information about the tests and the test schedule. The Academic Testing Center is located in the Student Life Building. Students opting to exempt History 2111 or History 2112 will be required to pass a CLEP test and pass the Georgia History test offered in the Academic Testing Center. Students opting to exempt Political Science 1101 will be required to pass a CLEP test and pass the Georgia Constitution test offered in the Academic Testing Center.

Students are limited to two attempts at passing the U.S./Georgia history exams or the U.S./Georgia Constitutions exams. After that, students must enroll in either History 2111 or History 2112 and/or Political Science 1101.

- **Regents' Test**
Students must pass the Regents' Test before they can be certified as having completed all degree requirements and graduate from the College.
- **Technology and Oral Competency Requirement**
In order to receive a degree, students must demonstrate technology and oral competency through one of the following:
 - Passing MSCC 1000
 - Demonstrating oral and technology competency through a designated course approved by the Vice President for Academic Affairs
 - Passing the oral competency exam and technology exam in the Academic Testing Center.
- **Approval of Faculty**
The names of all candidates for degrees are submitted to a vote of the faculty. If this vote is favorable, the President of the College is authorized by the Board of Regents to grant the degrees.

Honors Program

The Honors Program at Macon State College is designed to help academically advanced students develop their intellectual potential through challenging educational activities. Its main goal is to encourage these students in individual, rational, and creative thinking. In addition, the Honors Program seeks to promote academic excellence and intellectual independence on the part of each student.

- **Honors Admission**
All entering students with a high school GPA of at least 3.50 and/or one of the following will be invited to participate in the Honors Program:
 - a combined math and critical reading score on the SAT of 1100 or above, with a verbal (critical reading) score of at least 580
 - an ACT score of 24 or above

Students who do not meet the high school GPA, SAT, or ACT requirements listed above may apply for admission to the program after earning fifteen or more semester hours of college-level work. Decisions on admission are made by the Honors Program Director and members of the Honors Program Committee after a review of the application, including the student's cumulative GPA, the SAT or ACT scores, faculty recommendations, and interview with the student.

The Honors Program is intended to serve all students who qualify for admission any time during their enrollment at Macon State College. Students are required to maintain a minimum cumulative academic GPA of 3.00 in order to remain in the Honors Program. All Honors Program students in good standing are eligible for membership in the Honors Student Association.

- **Honors Courses**
Honors courses are usually honors sections of the core curriculum or honors sections of courses in some specific major areas. These classes are designed to be more innovative, enjoyable, and rewarding since students of similar abilities are grouped together in small classes. Honors courses provide an opportunity for students to do different types of work suited to their individual abilities and interests.

Please refer to the Schedule of Classes to check the availability of Honors courses for any given semester.

- **Honors Designated Courses for Students Pursuing the Associate Degree**
A student enrolled in an associate degree program who has earned grades of A or B in three freshman or sophomore level honors classes and is in good standing in the Honors Program may petition the Honors Program Director to have an academic course of three or more semester hours (at the freshman or sophomore level) designated as an honors course.

A committee composed of the professor of the course, the Division Chair, the Honors Program Director, and at least two members of the Honors Program Committee will consider the student petitions. With the approval of this committee and the Vice President for Academic Affairs, students can proceed to take the course for Honors credit.

- **Honors Designated Courses for Students Pursuing the Bachelor Degree**
A student enrolled in a bachelor degree program who has completed the requirements of the Honors Program at the associate level and is good standing in the Honors Program may petition the Honors Program Director to have up to four academic courses of three or more semester hours designated as honors courses.

A committee composed of the professor of the course, the Division Chair, the Honors Program Director, and at least two members of the Honors Program Committee will consider the student petitions. With the approval of this committee and the Vice President for Academic Affairs, students can proceed to take the course or courses for Honors credit.

- **Honors Designated Courses for Transfer Students Pursuing the Bachelor Degree**
A student enrolled in a bachelor degree program who has completed the associate degree at Macon State College but who has not completed the Honors Program at the associate level or a student enrolled in a bachelor degree program who has transferred into Macon State College from another college with an associate degree (or equivalent) and who meets the admission requirements of the Honors Program may petition the Honors Program Director to designate selected courses for honors credit.

A committee composed of the professor of the course, the Chair or Dean, the Honors Program Director, and at least two members of the Honors Program Committee will consider the student petitions. With the approval of this committee and the Vice President for Academic Affairs, students can proceed to take the course or courses for Honors credit.

- **Honors Program Graduates**

An eligible student enrolled in an associate degree or bachelor program can exercise one of the following options to meet the requirements for graduation as an Honors Program student:

Associate Level Honors Program Graduate

- Completing twelve semester hours (four honors courses) at the freshman or sophomore level from four different disciplines with grades of A or B in each course and with a cumulative GPA of 3.50 or higher.
- Completing twelve semester hours consisting of at least three honors courses and one "honors designated" course at the freshman or sophomore level from four different disciplines with grades of A or B in each course and with a cumulative GPA of 3.5 or higher.

Baccalaureate Level Honors Program Graduate

1) Honors Program Graduate

- Completing twenty-four semester hours (eight honors courses) offered in four or more different disciplines with grades of A or B in each course and with a cumulative GPA of 3.50 or higher.
- Completing twenty-four semester hours consisting of at least twelve semester hours (four or more honors courses) from four different disciplines, as well as up to four "honors designated" courses, with grades of A or B in each course and with a cumulative GPA of 3.50 or higher.

2) Honors Discipline Graduate

- Completing twelve semester hours (four or more honors courses or "honors designated" courses at the junior or senior level and in a specific program of study with grades of A or B in each course and with a cumulative GPA of 3.50 or higher.

Internship Program

Participating in the Internship Program helps students explore and experience career possibilities firsthand through experiential learning. Internships prepare students for work in their chosen fields in business, industry, public service agencies, and governmental institutions. Students may also earn academic credit while developing an understanding and appreciation of corporate business practices and while developing personal and professional values. The program offers students an opportunity to address real life issues under the supervision of professionals from both the business world and Macon State College. **The prospective employer and the Internship/Co-op Coordinator and/or faculty advisor must approve student internships prior to registration for the program.**

Listings of internship opportunities are available through the Counseling and Career Center website. More information is available by contacting the Career Center in SLC-230, by calling (478) 471-2714, or by visiting the website at www.maconstate.edu/careercenter/.

Some academic divisions at MSC also have ongoing internship programs for their majors. **Students should contact division chairs to obtain information on these internships.**

Learning Support

Program

The Division of Learning Support offers courses to students who have been accepted by the College but whose placement scores suggest a need for a stronger foundation in English, Reading, or Mathematics. Courses in the Division of Learning Support include Fundamentals of English, Reading, Basic Mathematics, and Intermediate Algebra, all of which are designed to help students succeed in their college coursework.

The Division of Learning Support also offers RGTE and RGTR courses designed to prepare students for the Regents' English and Regents' Reading test.

In addition to those courses required by institutional or University System policy, several elective enrichment courses are available: Math Study Skills, College Vocabulary, Understanding the Computer, and Core Knowledge.

Learning Support courses carry institutional credit but do not apply toward degree requirements.

Learning Support Grade Requirements

Effective in the 2009 fall semester, students enrolled in any of the following Learning Support courses ENGL 0099, READ 0099, MATH 0097, or MATH 0099 must achieve at least a "C" in order to successfully exit the course.

Learning Support Grades

Successful Learning Support Exit Grades and Percentage Ranges

- A (100 to 90)
- B (89 to 80)
- C (79 to 70)

Unsuccessful Learning Support Exit Grades and Percentage Ranges

- F (69 to 0) Failing course grade
- IP In Progress Student must repeat the class.
- W Withdrawal without penalty and student must repeat the course if mandatorily enrolled.
- WF Withdrawal failing the course and student must repeat the course if mandatorily enrolled.

Policy

The Learning Support (LS) program is designed so that students can complete all requirements in an area (English, reading, or mathematics) in a maximum of two semesters. A maximum of twelve semester hours or three semesters, whichever occurs first, may be taken in any area. **Students may not accumulate more than twenty hours of college-level credit before completing all Learning Support requirements.** Students with transfer credit or credit earned in a certificate or prior degree program who are now required to take Learning Support courses may earn up to 20 additional hours of college-level credit. After earning the additional hours, such students may enroll in Learning Support courses only.

Transfer LS students who have enrolled in fewer than three semesters at an institution and who have earned fewer than twelve semester hours of credit in an area may be granted an additional semester (up to a total of sixteen semester hours) if making appropriate progress at the sending institution and ready for the exit-level course at the receiving institution. (The purpose of this is to allow for variations that may occur in credit hours for courses at various institutions.)

If students do not complete requirements for an area in twelve semester hours or three semesters, whichever occurs first, they will be suspended. They may not be considered for re-admission within three years of the suspension.

Prior to suspending students who have not exited an LS area within the twelve semester hour or three-semester limit, the institution may allow them to appeal for two additional courses. Students must:

- be individually evaluated and determined to have a reasonable change of success.
- be in an exit-level course.
- have reached the limit in only one LS area.

If granted the additional course(s), students may enroll only in the LS course(s).

Major

- **Choosing a Major**
Students should select a major field of study as early as possible in their academic careers. Students who are undecided about a major should concentrate on the core curriculum. A visit to the Career Center may be helpful in determining a career goal and a major.

When students have earned thirty hours of academic credit, they will be required to declare a major. Students will have a hold placed on their registration which will be lifted when a major is declared. The hold will prevent "web registration" only.

- **Changing a Major**

To change a major or to declare a major, students must file a Change of Major Form. The major change does not become effective until the semester following the current enrollment.

Students who change their majors may have difficulty in completing the degree program in the prescribed time. Students are responsible for knowing and completing all requirements for a degree at Macon State College.

Online Courses

Online courses are conducted primarily through the use of the computer and the Internet. Students who are planning to take an online course must have a valid, current email address and must enter this address in the Personal Data Section before registering for classes on Banner Web. Students must also contact the instructor by email before the semester begins. Students should monitor the course web page often to be well informed about assignments and other important information.

- **Who should take online courses?**

Online courses are for students who are very self-disciplined, who do not need the classroom presence to keep them on schedule, and who can study independently. Online courses are for students who are comfortable with Internet technology and who use email regularly.

- **Are online courses less time-consuming?**

No. It takes as much time and effort to do well in an online course, and, in fact, it may take more time. Some online courses also require occasional face-to-face meetings with classmates and the instructor.

- **Who should enroll in online courses?**

For students who are willing and able to make the extra commitment required, online courses are a convenience which offers flexibility and saves travel time.

- **Who should not take online courses?**

Online courses are not for students who need face-to-face interaction with the instructor and with other students. Students who need the structure of the classroom should not take online courses. Also, online courses are not for those who are new to computers or to Internet technology.

- **How do students know when class starts and what the assignments are?**

Online classes usually start on the same date as do regular classes. Instructors will attempt to contact students on the first day of class. However, it is the student's obligation to go to the class web page and contact the instructor no later than the first day of class. Students must ensure that the instructor has a valid email address for them. They should also ensure that the instructor has another valid means of contacting them.

Assignments and other instructions will be posted on the class web page. It is the student's responsibility to contact the instructor with any questions. NOTE: It is recommended that students contact the instructor to find out more about the class before enrolling in an online section.

Orientation

Orientation is mandatory for all new and transfer students attending Macon State College. Orientation is designed to provide essential information about academic programs and requirements, students organizations and activities, and the wide range of campus resources, both academic and non-academic, available to students. Most of all, orientation is intended to help new students connect with the campus community and to be well prepared for success. Students may elect to attend a traditional face-to-face orientation session or participate in an online orientation. Students may visit www.maconstate.edu/orientation/new_transfer.aspx to learn more about the in-person orientation schedule and sign up online for the session they wish to attend, or they may visit orientation.maconstate.edu/login.aspx to complete the online version of orientation. While students will be able to register and attend classes the first semester of enrollment without participating in orientation, they will not be allowed to register for second semester classes unless they have completed the orientation requirement. For more information, please call the Office of Student Life at (478) 471-2710 or click here to send an email.

Overload

A course load of more than eighteen semester hours. See Course Load Status.

Prerequisite

A course which students must take before taking a more advanced course. Prerequisites are listed with the course descriptions in the catalog.

Regents' Engineering Transfer Program

The Regents' Engineering Transfer Program was designed to increase access to engineering education throughout the state. The program offers eligible students the opportunity to begin work toward a Georgia Institute of Technology bachelor of engineering degree.

Regents' Test

The Regents' Test is an examination to assess the competency level in reading and writing of all degree-seeking students enrolled in undergraduate programs in the University System of Georgia. Satisfactory completion of the Regents' Test is required of all degree-seeking students before they can be certified for graduation. Students with documented disabilities must register for Regents' Test accommodations through Disability Services and can do so by calling (478) 471-2985.

Students whose native language is other than English may petition the Vice President for Academic Affairs for permission to demonstrate their competency levels in an alternative manner.

Regents' Test information is available at www.maconstate.edu/atc/regents/.

Registration Process

Before the scheduled date for registration, a schedule of the classes to be offered for the next semester is made available on the MSC website. When registration opens, students without registration HOLDS may register online using Banner Web or through their advisors. Students with HOLDS must register through the Academic Advising Center or an advisor in a division and in the main office located at the Warner Robins Campus and Robins Resident Center. New students are required to register through the Academic Advising Center or an advisor in a division. When using Banner Web, students may register online at www.maconstate.edu/banner and by clicking on the Banner Web Secure Login link. Detailed instructions are available at that page. Registration information is available on the Registrar's homepage at www.maconstate.edu/registrar.

Students are responsible for registering for the correct courses consistent with their programs of study as outlined in the MSC catalog. All students must abide by course prerequisites. Students must also pay attention to scheduling sessions (regular session, first session, second session) as well as to time and location (Macon campus, Robins Resident Center, or Warner Robins Campus). Students are responsible for checking their printed schedules after they register to ensure that they intended courses are listed.

Students should understand that they will receive a grade in each class recorded on their class schedules. **Students who do not attend those specific classes and sections will receive a grade of "F" in each class not attended unless they officially drop the class. Courses may be officially dropped online (students without HOLDS), in the Office of the Registrar, the Night Office, the Robins Resident Center Office, or the Warner Robins Campus Office. Students may cancel their registration online or through the Office of the Registrar, the Robins Residence Center Office, or the Warner Robins Campus Office through the last day to make schedule changes (Drop/Add).**

Repeated Courses

As of Fall 1999, a student who repeats a course will have the cumulative Grade Point Average calculated using the grade from the last attempt. The grade of the first and subsequent attempts that are excluded from the GPA will remain on the student's official permanent record.

Schools/Departments/Divisions

Academic units within the College. The Schools at Macon State College are Arts and Sciences, Business, Education, Information Technology, and Nursing and Health Sciences. There are five departments within the School of Arts and Sciences: History and Political Science, Humanities, Mathematics and Computer Science, Natural Sciences and Engineering, and Psychology and Sociology. There is one division, the Division of Learning Support.

Second Degree

Requirements

Graduates of any program may earn an additional degree in any other program by satisfactorily completing all course requirements and other degree requirements, as listed in the catalog which is most current at the time application is made, and by satisfying any additional requirements set forth by the Chair of the Division in which the degree is sought and by the Vice President for Academic Affairs.

- **Associate Degree**
Students must earn a minimum of 18 hours in residence at the College in course work related to the degree being pursued. The hours and course work must be completed in their entirety after students have completed all requirements for the last degree earned at Macon State College. Credit earned via examination cannot be applied to or included in the 18-hour residence requirement. Where part of the degree requirement is offered by Macon State College and part by Central Georgia Technical College or Middle Georgia Technical College, students must complete additional semester hours of course work relevant to the program.
- **Baccalaureate Degree**
Students who have earned a baccalaureate degree from a regionally accredited institution may earn a second baccalaureate degree from Macon State College by meeting the following requirements:
 1. Completing all lower division major requirements (Area F) required by the degree.
 2. Completing lower division prerequisite courses required by the degree.
 3. Completing all upper division major requirements for the degree.
 4. Meeting Georgia legislative requirements in History and Constitution.
 5. Meeting the MSC baccalaureate residence requirement.
 6. Meeting technology and oral competency requirement.

Students seeking a second baccalaureate degree may, under some special circumstances, use credits applied toward the first degree to meet requirements for the second degree. Students must meet all requirements for the second degree which were in effect at the time that they began to work on the second degree. The second degree must include a minimum of an additional thirty semester hours not applicable to the first degree.

Application for a Second Degree

1. Obtain two student copies of Macon State College transcripts from the Registrar's Office. One transcript is for the Dean of the School and one for the Office of Academic Affairs.
2. Complete section one of the Application/Degree Plan for an Additional Degree.
3. The Dean of the School should complete section two.
4. The program outlined by the Dean of the School must be approved by the Office of Academic Affairs.
5. Pay the degree fee of \$30 to the Business Office.
6. File the completed Application/Degree Plan in the Registrar's Office at least ninety days before graduation.

Study Abroad Program

Macon State College students may participate in study abroad programs sponsored both by colleges and universities in the University System of Georgia and by the European, African, and Asian Councils of the University System.

These study abroad programs are designed to offer students an opportunity to experience life in another culture, to see the world and human relationships from a broader, more informed perspective, and to add an international or cross-cultural dimension to their educational experience. Students may choose from a wide variety of available programs for summer, semester, or academic year study.

Withdrawal

Students who wish to withdraw from the College must complete the withdrawal procedure online through Banner Web if they do not have HOLDS or in the Registrar's Office, the Night Office, the Warner Robins Campus Office, or the Robins Resident Center Office. Withdrawal is not complete until all withdrawal procedures have been properly executed. Students may not withdraw from the College during the last two weeks of a semester.

Students may be administratively withdrawn from classes and/or College when, in the judgment of the Associate Vice President for Academic Affairs or the Dean of Students, after consultation with appropriate college personnel, it is determined that because of physical, mental, emotional, or psychological health conditions, a) the student poses a significant danger or threat of physical harm to the student or the person or property of others, or b) the student interferes with the rights of other members of the college community or with the exercise of any proper activities or functions of the College or its personnel, or c) the student is unable to meet institutional requirements for continued enrollment as defined in the Student Handbook or other publications of the College. Students may make a request in writing for an appropriate hearing prior to the final decision concerning continued enrollment.

Macon State College Core Curriculum

A. Essential Skills (9 hours required)

- ENGL 1101 - English Composition I **Credit:** 3 hours
and
- ENGL 1102 - English Composition II **Credit:** 3 hours
or
- ENGL 1102H - Honors English Composition II **Credit:** 3 hours

Math Elective Credit: 3 Semester Hours

Choice of 3 hours from the following courses:
(4 hours—3 hrs. in Area A, 1 hr. in Area F)

- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
- MATH 1111 - College Algebra **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours
Required of students majoring in biology, chemistry, computer science, pre-pharmacy, physics, physical therapy, engineering technology, and mathematics.
- MATH 1113H - Honors Precalculus **Credit:** 3 hours
For honors-eligible students majoring in biology, chemistry, computer science, pre-pharmacy, physics, physical therapy, engineering technology, and mathematics.
- MATH 1251 - Calculus I **Credit:** 4 hours
Required of students majoring in Pre-Engineering, Regents' Engineering Transfer Program, and Pre-Engineering leading to a Certificate of Completion.

B. Institutional Options (4 hours required)

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Choice of one course from the following "perspectives" courses:

- BIOL 1004 - Perspectives on the Human Body **Credit:** 3 hours
- BIOL 1005 - Perspectives on the Environment **Credit:** 3 hours
- HS 1000 - Perspectives on Health Care **Credit:** 3 hours
- HS 1002 - Perspectives on Death and Dying **Credit:** 3 hours
- HS 1003 - Perspectives on Wellness **Credit:** 3 hours
- HS 1004 - Perspectives on Women's Health **Credit:** 3 hours
- HUMN 1001 - Perspectives on Narrative **Credit:** 3 hours
- HUMN 1001H - Honors Perspectives on Narrative **Credit:** 3 hours
- HUMN 1002 - Perspectives on Society in Film **Credit:** 3 hours
- HUMN 1003 - Perspectives on Humor, Romance, and War **Credit:** 3 hours
- HUMN 1004 - Perspectives on Ethics **Credit:** 3 hours
- ITEC 1001 - Perspectives on the History of Computing **Credit:** 3 hours
- MATH 1002 - Perspectives on The History of Mathematics **Credit:** 3 hours
- MSCC 1003 - Perspectives on Mathematics **Credit:** 3 hours
- MSCC 1004 - Perspectives on Prime-Time TV **Credit:** 3 hours
- MSCC 1005 - Perspectives on European Monetary Union **Credit:** 3 hours
- SSCI 1001 - Perspectives on the Human Mind **Credit:** 3 hours
- SSCI 1002 - Perspectives on Music and Society **Credit:** 3 hours
- SSCI 1003 - Perspectives on Diversity **Credit:** 3 hours
- SSCI 1004 - Perspectives on American Religious Diversity **Credit:** 3 hours

C. Humanities/Fine Arts (6 hours required)

Literature-based Elective Credit: 3 Semester Hours

Choice of 3 hours from the following courses:

English

- ENGL 2111 - World Literature I **Credit:** 3 hours
- ENGL 2112 - World Literature II **Credit:** 3 hours
- ENGL 2121 - British Literature I **Credit:** 3 hours
- ENGL 2122 - British Literature II **Credit:** 3 hours
- ENGL 2131 - American Literature I **Credit:** 3 hours
- ENGL 2131H - Honors American Literature I **Credit:** 3 hours
- ENGL 2132 - American Literature II **Credit:** 3 hours
- ENGL 2132H - Honors American Literature II **Credit:** 3 hours
- ENGL 2141 - African American Literature I **Credit:** 3 hours
- ENGL 2142 - African American Literature II **Credit:** 3 hours

French

- FREN 2001 - Intermediate French I: Language, Culture and Literature **Credit:** 3 hours
- FREN 2002 - Intermediate French II: Language, Culture and Literature **Credit:** 3 hours

Spanish

- SPAN 2001 - Intermediate Spanish I: Language, Culture and Literature **Credit:** 3 hours
- SPAN 2002 - Intermediate Spanish II: Language, Culture and Literature **Credit:** 3 hours

Area C Elective Credit: 3 hours

Choice of 3 hours from the courses listed above or from the following courses:

Art

- ARAP 1100 - Art Appreciation **Credit:** 3 hours

Communication

- COMM 1110 - Public Speaking **Credit:** 3 hours

French

- FREN 1001 - Elementary French I **Credit:** 3 hours
- FREN 1002 - Elementary French II **Credit:** 3 hours
- FREN 2999 - Special Topics Study Abroad **Credit:** 3-6 hours

Humanities

- HUMN 2111H - Honors Humanities **Credit:** 3 hours
- HUMN 2151 - Humanities **Credit:** 3 hours

- HUMN 2152 - Science, Poetry, and the Imagination **Credit:** 3 hours
- HUMN 2154 - Environmental Issues **Credit:** 3 hours
- HUMN 2155 - Survey of Humanities I **Credit:** 3 hours
- HUMN 2156 - Survey of Humanities II **Credit:** 3 hours

Music

- MUSC 1100 - Music Appreciation **Credit:** 3 hours

Spanish

- SPAN 1001 - Elementary Spanish I **Credit:** 3 hours
- SPAN 1002 - Elementary Spanish II **Credit:** 3 hours
- SPAN 2999 - Special Topics Study Abroad **Credit:** 3-6 hours

Theatre

- THEA 1100 - Theatre Appreciation **Credit:** 3 hours

D. Natural Science, Math, and Technology (11 hours required)

Note: Science majors have different Area D requirements than those listed in the general core. The Area D requirements for Science majors are available from the Natural Sciences and Engineering faculty advisors.

Lab-Science Electives Credits: 8 Semester Hours

Select two courses from the list below. The two courses selected from the list do not have to be taken in sequence. However, students need to consult catalog course descriptions regarding restrictions on graduation credit. Students may take courses only for which they have the necessary prerequisites.

Choice of 8 hours from the following courses:

Astronomy

- ASTR 1010K - Astronomy of the Solar System **Credit:** 4 hours
- ASTR 1020K - Stellar and Galactic Astronomy **Credit:** 4 hours

Biology

- BIOL 1001K - Introductory Biology I **Credit:** 4 hours
- or
- BIOL 1001K-H - Honors Introductory Biology I **Credit:** 4 hours
- BIOL 1002K - Introductory Biology II **Credit:** 4 hours
- or
- BIOL 1002K-H - Honors Introductory Biology II **Credit:** 4 hours
- BIOL 2107K - Principles of Biology I **Credit:** 4 hours
- BIOL 2108K - Principles of Biology II **Credit:** 4 hours

Chemistry

- CHEM 1151K - Survey of Chemistry I **Credit:** 4 hours
- CHEM 1152K - Survey of Chemistry II **Credit:** 4 hours
- CHEM 1211K - Principles of Chemistry I **Credit:** 4 hours

- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours

Physical Science

- PHSC 1011K - Physical Science Principles **Credit:** 4 hours

Physics

- PHYS 1111K - Introductory Physics I **Credit:** 4 hours
- PHYS 1112K - Introductory Physics II **Credit:** 4 hours
- PHYS 2211K - Principles of Physics I **Credit:** 4 hours
- PHYS 2212K - Principles of Physics II **Credit:** 4 hours

Area D Elective Credit: 3 Semester Hours

If students choose to take a four-hour course, then one hour of credit from this course will count in Area F where applicable. Students must have the necessary prerequisite for any course they choose.

Choice of one course from the courses listed above or from the following courses:

Biology

- BIOL 1003 - Introductory Biology III **Credit:** 3 hours

Computer Science

- CPSC 1010 - Introduction to Computer Science **Credit:** 3 hours
- CPSC 1301 - Computer Science I **Credit:** 4 hours
- CPSC 1302 - Computer Science II **Credit:** 4 hours
- CPSC 2310 - Introduction to the 'C' Language **Credit:** 3 hours
- CPSC 2320 - Introduction to Programming in Ada **Credit:** 3 hours

Math

- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
- MATH 1111 - College Algebra **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours
- MATH 1113H - Honors Precalculus **Credit:** 3 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours
- MATH 1220 - Discrete Mathematics **Credit:** 3 hours
- MATH 1251 - Calculus I **Credit:** 4 hours
- MATH 2252 - Calculus II **Credit:** 4 hours
- MATH 2253 - Calculus III **Credit:** 4 hours
- MATH 2260 - Introduction to Linear Algebra **Credit:** 3 hours
- MATH 2270 - Differential Equations **Credit:** 3 hours

Physical Science

- PHSC 1012 - Physical Science Applications **Credit:** 3 hours

Science

- SCIE 1150 - Science, Technology, and the Citizen **Credit:** 3 hours

- SCIE 2152 - Science, Poetry, and the Imagination **Credit:** 3 hours
- SCIE 2154 - Environmental Issues **Credit:** 3 hours

E. Social Science (12 hours required)

History Credit: 3 Semester Hours

The following courses will satisfy the state requirements in U.S. and Georgia History.

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
- HIST 2111H - Honors United States History to 1865 **Credit:** 3 hours
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- HIST 2112H - Honors United States History Since 1865 **Credit:** 3 hours

Political Science Credit: 3 Semester Hours

The following courses will satisfy the state requirements in U.S. and Georgia Constitution.

- POLS 1101 - American Government **Credit:** 3 hours
- POLS 1101H - Honors American Government **Credit:** 3 hours

Area E Electives Credit: 6 Semester Hours

Choice of 6 hours from the following courses:

Anthropology

- ANTH 1102 - Introduction to Anthropology **Credit:** 3 hours.

Economics

- ECON 2105 - Principles of Macroeconomics **Credit:** 3 hours
- ECON 2105H - Honors Principles of Macroeconomics **Credit:** 3 hours
- ECON 2106 - Principles of Microeconomics **Credit:** 3 hours
- ECON 2106H - Honors Principles of Microeconomics **Credit:** 3 hours

History

- HIST 1111 - History of World Civilizations to 1650 **Credit:** 3 hours
- HIST 1112 - History of World Civilizations Since 1650 **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
- HIST 2111H - Honors United States History to 1865 **Credit:** 3 hours
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- HIST 2112H - Honors United States History Since 1865 **Credit:** 3 hours

Psychology

- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours
- PSYC 1101H - Honors Introduction to General Psychology **Credit:** 3 hours

Sociology

- SOCI 1101 - Introduction to Sociology **Credit:** 3 hours
- SOCI 1101H - Honors Introduction to Sociology **Credit:** 3 hours
- SOCI 1160 - Introduction to Social Problems **Credit:** 3 hours

F. Major Field (18 hours required)

Student selects 18 hours of course work appropriate to the major field
(See curriculum in the Transfer Programs)

Total Academic Hours: 60

Program Choices

Macon State College meets central Georgia's educational needs by providing baccalaureate degree choices, associate degree options, and certificate opportunities.

Macon State's bachelor's degree programs are concentrated in selected disciplines that enhance the economic and cultural vitality of Central Georgia. With 17 bachelor of science or bachelor of arts programs that offer 29 majors, Macon State has something to offer all qualified students looking for a rewarding College experience. Additionally, we also offer two-year associate degrees, as well as some certificates that may be completed in one or two semesters.

As a complement to Macon State College's baccalaureate mission, we offer 30 associate degree programs -- many of which can be completed in two years -- that embody the core curriculum and will transfer to any other University System of Georgia institution, as well as to most other public and private colleges and universities in the nation.

For this reason, many people refer to these as Transfer Degrees or Transfer Programs, since most of them are designed for students who decide to attend Macon State for a short time and then transfer to another institution, taking their credits with them.

In a few cases, an Associate of Science (A.S.) or an Associate of Arts (A.A.) degree may satisfy the degree qualifications graduates need to obtain certain jobs. Three of our A.S. degrees can be used by students to begin careers in **nursing, respiratory therapy or health information technology**. For this reason, these three programs are sometimes referred to as Career Programs or Career Associate Degrees. Macon State also offers bachelor's degrees in all three of these areas for those students seeking the additional career advancement opportunities available with the four-year degree.

Most of our other two-year degree programs are specifically designed to satisfy the core curriculum requirements for students who expect to continue their advancement toward a bachelor's degree at Macon State or at some other institution. In addition to bachelor's and associate degrees, we also offer a limited number of certificates, most of which can be completed in one or two semesters. The certificates usually are related to specific types of businesses.

The links below provide more information about your program choices at Macon State College.

- [Baccalaureate Programs](#)
- [Associate Degrees/Transfer Program Info](#)
- [Career Program Info](#)
- [Certificate Program Info](#)

Baccalaureate Programs

Macon State College offers the Bachelor of Science degree in Biology, Business & Information Technology, Communications & Information Technology, Education, Health Information Management, Health Services Administration, Information Technology, Interdisciplinary Studies, Mathematics, Nursing, Public Service, and Respiratory Therapy as well as the Bachelor of Arts degree in English, History, and Interdisciplinary Studies.

- The Bachelor of Science degree in Biology is designed for students who plan to attend graduate and professional schools in health and biological science fields or who seek employment in the high tech workplace.
- The Bachelor of Science degree in Business & Information Technology is an innovative baccalaureate program that offers a traditional foundation in business theory and practice supported by an understanding of the effect of new information technologies in the workplace.
- The Bachelor of Science degree in Communications & Information Technology is an interdisciplinary program emphasizing both information technology and the humanities. Completion of the degree provides students with knowledge of and skill in new media technologies and cross-cultural communication.
- The Bachelor of Science degree in Education prepares highly qualified teachers with the tools and skills needed to be effective in today and tomorrow's classrooms. Graduates of the program are trained to be facilitators, decision-makers, and educational leaders for student learning. Students concentrate their learning in either the early childhood or middle grade education areas.
- The Bachelor of Arts degree in English develops the critical thinking, writing, research, and communication skills of students as they explore and familiarize themselves with the great literary texts of Western and world literature. In this program of study, students gain an appreciation for the imaginative power of language and demonstrate, through developing written and verbal skills, their ability to engage great authors and their works. Completion of the degree prepares students for careers in education, communication, public relations, technical and business writing, and offers many other career choices.
- The Bachelor of Science degree in Health Information Management includes study in health science, business administration, computer information technology, health records, statistics, and law. This mix of disciplines is important for the preparation of managers who will work in every sector of the health industry wherever information is collected, utilized, or maintained.
- The Bachelor of Science degree in Health Services Administration is designed to produce entry and middle level managers who will work in a variety of settings. Health service administrators are key members of health care delivery staff in hospitals, HMOs, public health agencies, clinics, extended care and rehabilitation centers, and in private practices.
- The Bachelor of Arts degree in History is designed to teach history majors to learn to analyze and draw objective conclusions. While history is the study and interpretation of past events, the research and analytical skills learned in history courses are applicable in nearly every field of professional endeavor. Many history majors find careers in the electronic and print media, politics, government service, non-profit organizations, and lobbying, among other areas.
- The Bachelor of Arts and the Bachelor of Science in Interdisciplinary Studies offers students a broad-based, flexible curriculum in the arts and sciences so that the individual may design a course of study to meet his or her interests and needs, both personal and career oriented.
- The Bachelor of Science degree in Information Technology represents a new and growing area of professional study. Completion of the degree prepares graduates for critical roles in technology transfer, with responsibility for interpreting emerging technologies and integrating them with an organization's changing needs.
- The Bachelor of Science degree in Mathematics is designed for students who plan to attend professional and graduate school in mathematics or who seek employment in mathematical related fields in the public and private sectors.
- The Pre-Licensure BSN program will allow students to complete a full baccalaureate and obtain licensure as a registered nurse.
- The RN-BSN Completion Program in Nursing will allow students to complete a full baccalaureate program after graduating with a diploma or an associate degree in nursing and obtaining licensure as a registered nurse. Students pursuing the bachelor's degree will be able to attend classes and continue to work in the profession if they choose.
- The Bachelor of Science in Public Service degree will prepare students for entry into a variety of public and private sector situations such as social/human service worker, vocational or residential counselor, and youth worker. The degree is also excellent preparation for graduate work in social work, psychology, counseling, and career planning.
- The Bachelor of Science in Respiratory Therapy degree provides students with an education that is challenging and professionally relevant for the health care community.

Graduation Requirements for Baccalaureate Degrees

General

Candidates for degrees must complete a minimum of 120 semester hours of academic work (or more in selected areas) and two hours in health and physical education with a grade point average of 2.00 or better calculated on all work attempted at Macon State College. The academic work must include at least 21 semester hours of upper division courses in the major field and at least 39 semester hours of upper division work overall.

Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at Macon State College. Any student admitted to the College for the final year must be in residence for two semesters and must complete at least 30 semester hours residence, including 21 hours of upper division work in the major.

The College will accept transfer academic credits earned with grades of "D" at other accredited institutions and apply them toward degree requirements in the core curriculum or lower division. Grades of "D" earned in upper division work will be accepted, provided the grades on all credits accepted for transfer average 2.00 or higher, with the exception of "D" grades in courses in the transfer student's major field. If a student has attended more than one other college, prior records are considered separately.

Academic credit allowed for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at Macon State College during that time. Courses required at the senior college level must be taken at Macon State College or at other senior institutions.

Applicants for advanced standing will not be given credit for more than 90 hours of academic credits of work done in other colleges to be applied toward a degree from Macon State College.

Health and Physical Education

All students, including transfers, have a two-hour requirement in health and physical education.

Technology and Oral Competency Requirement

In order to receive a degree, students must demonstrate technology and oral competency through one of the following:

- Passing MSCC 1000
- Demonstrating oral and technology competency through a designated course approved by the Vice President for Academic Affairs
- Passing the oral competency exam and technology exam in the Academic Testing Center.

Minimum Grade Point Averages Required

Students are expected to make reasonable academic progress; therefore, students must maintain a *required institutional Grade Point Average of 2.00*.

Second Baccalaureate Degree

Students who have earned a baccalaureate degree from a regionally accredited institution may earn a second baccalaureate degree from Macon State College by meeting the following requirements:

1. Completing all lower division major requirements (Area F) required by the degree.
2. Completing lower division prerequisite courses required by the degree.
3. Completing all upper division major requirements for the degree.
4. Meeting Georgia legislative requirements in History and Constitution.
5. Meeting the MSC baccalaureate residence requirement.
6. Meeting technology and oral competency requirement.

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Students seeking a second baccalaureate degree may, under some special circumstances, use credits applied toward the first degree to meet requirements for the second degree. Students must meet all requirements for the second degree which were in effect at the time that they began to work on the second degree. The second degree must include a minimum of an additional thirty semester hours not applicable to the first degree.

Associate Degrees/Transfer Program Info

Transfer programs leading to the Associate of Arts degree are available at Macon State College in the areas of art, economics, English, foreign language, general studies, history, journalism and mass communications, music, political science, psychology, social welfare, sociology, and theatre and communication.

The Associate of Science degree is available in the areas of biology, business administration, chemistry, computer science, criminal justice, engineering technology, information technology, mathematics, nursing, physical therapy, physics, pre-engineering, pre-pharmacy, and teacher education.

Qualifying students may also enroll in the Regents' Engineering Transfer Program offered in cooperation with Georgia Institute of Technology.

The transfer programs, encompassing the core curriculum, allow transfer to a senior college or university within the University System of Georgia without loss of credit.

For those who wish to enter into a career immediately after completing their two-year college education, career programs are available. Both the transfer programs and the career programs include mandatory physical education requirements. A Learning Support program is provided for students who need additional preparation before entering regular college courses.

Physical Education

1. Requirements: Macon State College requires two hours of physical education. Physical education courses cannot be repeated for credit toward the two credit hour requirement needed for graduation. Except for the exemptions listed in Part 2, this requirement may be satisfied by:
 - a. Two hours of physical education activity courses or
 - b. Two hours of non-activity physical education courses or HLTH 1000, or
 - c. Two hours of a combination of physical education activity courses and physical education non-activity courses.
2. Exemptions: Those students who have completed Basic Military Training or who are Active Military personnel may be exempted from the physical education requirements by filing a copy of their DD 214 or CCAF transcript with the Office of the Registrar. These students will then be granted two hours of credit.

Oral and Technology Competency

In order to receive a degree, students must demonstrate technology and oral competency through one of the following:

- Passing MSCC 1000
- Demonstrating oral and technology competency through a designated course approved by the Vice President for Academic Affairs
- Passing the oral competency exam and technology exam in the Academic Testing Center.

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Comparative Chart of Requirements			
	Transfer Programs ¹ Leading To A.A. and A.S. Degrees	Career Associate Degrees (A.A.S. and A.S. in Nursing, Respiratory Therapy, and Health Information Technology)	Career Certificates/ Non-degree
	Admission Requirements		
High School Diploma or equivalent	yes	yes	yes
College Preparatory Curriculum	yes	no	no
SAT or ACT	yes	yes*	yes*
Collegiate Placement Examination (unless exempted)	yes	yes	yes
	Program Requirements		
Learning Support (unless exempted)	yes	yes in appropriate areas**	yes in appropriate areas**
Core Curriculum	yes	at least 20 hours	dependent on program of study
	Legislative Requirements		
(POLS 1101 and HIST 2111 or 2112)	yes	yes	no
Regents' Test	yes	yes*	no
Transferability	yes	at least 20 hours	course-by- course basis

¹ Students in Baccalaureate Programs must satisfy same requirements as students in Transfer Programs.

* This is a Macon State College requirement; all other requirements on this sheet are requirements of the University System of Georgia.

** Learning Support in an area is required only if students are to enroll in core curriculum (Areas A, B, C, D, E, F) courses with Learning Support prerequisites in that area.

Career Program Info

There are career programs leading to Associate of Science degree in the areas of health information technology, nursing, and respiratory therapy. See individual program for more information.

Certificate Program Info

Admission Requirements for Certificate Programs

In order to be considered for admission to certificate programs offered by Macon State College through the Institute for Business and Information Management, applicants must:

1. be admitted to Macon State College
2. be in "good academic standing" with the College
3. have satisfied Learning Support requirements in English, mathematics, and reading (unless exempted)
4. meet any additional requirements established for entry into specific certificate programs
5. submit an application form to the Institute for Business and Information Management.

Students transferring to Macon State College from other institutions must meet all criteria for admission to certificate programs as outlined above and are subject to the College's transfer credit policies.

The Institute for Business and Information Management may be contacted at (478) 327-7307.

Certificate Requirements

- **Restriction**
Except where noted, students who have fulfilled the requirements for a degree may not apply major area credits used for the degree toward fulfillment of certificate requirements.
- **Application for Award of a Certificate**
Students should file an application for a certificate in the Office of the Registrar at least one semester before they expect to complete certificate requirements. An application fee must be paid in the Business Office before filing the application in the Office of the Registrar. Students who do not complete their requirements for the certificate must file a new application for certificate if they expect to complete certificate requirements during a subsequent semester.
- **Choice of Catalog**
Effective Fall 2007, a student must 1) meet graduation requirements using the catalog in effect at the time the student entered Macon State College, provided the catalog is not more than five years old as of the semester the student plans to graduate, OR 2) meet graduation requirements using the catalog in effect during the semester the student plans to graduate.
- **Residence Hour Requirement**
Applicants for certificates requiring 30 semester hours must be residents at Macon State College for at least two semesters and earn the last 18 semester hours of work applicable to the certificate at this College. Applicants for certificates requiring 15 semester hours of work must complete the last 9 semester hours of work applicable to the certificate at this College. Credit earned via examination cannot be applied to, or included in, the required number of residence hours.
- **Quality Point Requirements**
Students must earn a cumulative grade point average of at least 2.00 on all courses used to meet graduation requirements and a minimum cumulative GPA of 1.80.
- **Credit Allowances for Certificate-Seeking Students**
 1. Students enrolled in a certificate program requiring completion of 30 semester hours may apply up to 12 hours of other undergraduate or graduate coursework toward meeting certificate requirements as long as the restriction above applies. That is, students may not use major area credits to fulfill certificate requirements.
 2. Students in 30-hour certificate programs who choose to earn credit by examination may earn up to 12 hours of credit through passing CLEP or departmental examinations in areas where such examinations exist.
 3. Students in certificate programs requiring completion of 15 semester hours may apply for up to 6 hours of other undergraduate or graduate coursework toward meeting certificate requirements as long as the restriction above applies. That is, students may not use major area credits to fulfill certificate requirements.

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4. Students in certificate programs requiring completion of 15 semester hours may choose to earn up to 6 semester hours of credit by examination through passing CLEP or departmental examinations in areas where such examinations exist.

Students transferring to Macon State College from other schools must meet all criteria for admission to certificate programs as outlined above and are subject to stated transfer credit policies.

School of Arts and Sciences

Dean: Dr. Robert A. Kelly

Associate Dean: Dr. Eric Sun

The School of Arts and Sciences offers programs of study leading to a bachelor's degree in one of these areas: biology, communications and information technology, English, history, interdisciplinary studies, mathematics, and public service; additionally, students may pursue an A.A. or A.S. degree in any one of 23 areas of study.

Realizing that a successful college education is grounded in a sure understanding of the arts and sciences, the faculty of the School of Arts and Sciences is committed to providing excellent instruction in both Core Curriculum courses and in upper-level courses leading to the baccalaureate degree.

The faculty takes pride in creating a culture of teaching and learning that welcomes students into the undergraduate experience and guides them toward achievement in their academic and career goals.

The School of Arts and Sciences consists of five academic departments: Humanities, History and Political Science, Mathematics and Computer Science, Natural Sciences and Engineering, and Psychology and Sociology.

Department of History and Political Science

Chair: Dr. Stephen Taylor

The Department of History and Political Science mentors students pursuing studies in history and political science at the associate degree and baccalaureate degree levels. Many people who study History are employed in the education field in teaching, public relations, admissions and registration. The history major at Macon State College offers opportunities to take advantage of growing occupational demands and preparation requirements within the Central Georgia region. The largest job market for history majors is in the field of education, so Macon State College offers a history education track.

In addition to opportunities for careers in education, history majors have often been employed in historical site interpretation, research, historic preservation, or archival and museum work. In editing and in research, they work in a broad spectrum of areas, including newspapers, magazines, publishing houses and historic preservation. Foreign Service officers, tour guides and travel agents frequently have degrees in History. The largest association of professional historians in the world, the American Historical Association, reports that many history majors also find careers in broadcasting, politics, government service, non-profit organizations, and lobbying, among other areas. For students who are interested in these careers, or who expect to pursue graduate study in history, MSC offers the traditional history track.

The **Bachelor of Arts in History** degree is designed for students seeking a traditional history program of study, or one which prepares students to become a history teacher.

The traditional history major is aimed at students interested in careers in the arts, law, government and community service, historical interpretation and curator-ship, as well as graduate education. Students in the history track undertake a program of study that provides them with the skills, knowledge and training necessary to be effective in the 21st century workforce.

The history education major prepares students to teach history at the high-school level. According to the Georgia Professional Standards Commission, the social sciences, which includes history, was the state's third highest teacher-shortage area in fiscal 2005. The history education track offers Central Georgia's prospective teachers a combination of content knowledge and pedagogical expertise to address the need for well-qualified history teachers in the region's high schools.

Department of Humanities

Chair: Dr. Debra Holmes Matthews

Humanities is an area of study within the School of Arts and Sciences. The courses that fall under Humanities include those that deal with human expression, including English and foreign languages, as well as speech and communication. Additionally, Humanities includes the college's theatre and music programs. Most of the Humanities courses are taught in the Humanities/Social Sciences Building.

While the Department of Humanities offers students many areas of study leading to either an associate degree or a transfer program, it also has the following baccalaureate degrees.

Bachelor of Science Degree in Communications & Information Technology

Developing skills in both communication and information technology is becoming increasingly important in higher education today. Through the baccalaureate program in Communications & Information Technology (CIT), Macon State College develops liberally educated, professionally trained students equipped intellectually and ethically to play vital roles in contemporary society. Emphasizing both the information technology curriculum and the humanities curriculum, the interdisciplinary course of study includes two tracks, one with a focus on new media and one with a focus on cross-cultural communication. By providing students with skills in high tech communications and by providing students with an understanding of the cultural forces that shape our world, these tracks address the need for professionals in a global, technological economy. Both tracks incorporate the liberal arts as an intellectual underpinning and synthesize the theoretical and practical. Both also include strong emphasis on writing and hands on technology projects.

In the **New Media Track** major courses explore the nature and theory of digital communication, focusing in particular on the ways that information technology affects such areas as text creation and publication, film, public relations, advertising, journalism, commercial art, and web design. Students interested in working in new media will find this track of benefit.

In the **Cross-cultural Track** major courses explore the nature and theory of cultural communication, focusing in particular on the ways that information technologies both reflect and define cultures. Students interested in working outside the U.S. or in working within the U.S. for a multi-national company or for a company serving a large non-western or large ethnic population will find this track of benefit.

Bachelor of Arts Degree in English

The Bachelor of Arts degree in English develops the critical thinking, writing, research, and communication skills of students as they explore and familiarize themselves with the great literary texts of Western and world literature. In this program of study, students gain an appreciation for the imaginative power of language and demonstrate, through developing written and verbal skills, their ability to engage great authors and their works. The academic discipline of English affords students excellent preparation for careers in education, communication, public relations, technical and business writing, and many other career choices involving expert writing and language skills.

An English Education track has been approved by the Board of Regents of the University System of Georgia and will be considered for approval by the Georgia Professional Standards Commission.

Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies

These two degree programs—the Bachelor of Arts or Bachelor of Science degree in Interdisciplinary Studies—are examples of Macon State College’s mission of offering baccalaureate degree programs that meet the workforce needs and contribute to the economic development of the Central Georgia area.

These degrees specifically target students who are planning:

- To earn a bachelor’s degree and seek employment in careers that require strong critical thinking and communication skills;
- To gain a broad knowledge of traditional college disciplines in order to become more informed citizens;
- To gain knowledge of interdisciplinary as intellectual study; and
- To prepare for advanced study in professional or graduate schools.

The curriculum for these programs emphasizes critical thinking and communication skills. There are 30 hours of course work required in the interdisciplinary studies core. Courses in this core require students to explore a number of ethical and cultural issues in the context of the global environment. Knowledge of these issues and knowledge of how these issues emerge and develop both on a national and international level will allow students to see how ethics and culture are connected and find expression in social, political, and artistic forms.

In addition to the core requirement, students will complete 15 hours of course work in a disciplinary concentration. A concentration provides students with broad knowledge in an established program of study (e.g. business, English, history, information technology, management, marketing, political science), educating students in the basic principles that inform college disciplines. In addition to completing course requirements in the selected concentration, students will choose 15 hours of elective course work at the 3000/4000 level. Finally, Humanities 4500 (Senior Capstone), which students will take during their last semester of enrollment, will engage the student in a research project, resulting in both an extended essay and an oral presentation of findings.

Department of Mathematics and Computer Science

Chair: Dr. Barry Monk

The Department of Mathematics and Computer Science is a unit of the School of Arts and Sciences. The department is housed on the third floor of the Charles H. Jones building on the west side of the Macon campus. The department offers an undergraduate Bachelor of Science degree in Mathematics with the options of an Applied Mathematics track or Mathematics Education track. Additionally, the Department of Mathematics and Computer Science sponsors an annual High School Varsity and Junior Varsity Math Tournament on the Macon State campus in an effort to foster mathematical education in Middle Georgia area. The tournament consists of two challenging rounds: ciphering and written tests.

The **Bachelor of Science in Mathematics** is designed to meet growing occupational demands in two areas.

The applied mathematics major prepares students to enter professions requiring foundations in analytical training and qualify them for positions as statisticians, actuaries, operations research analysts, cost estimators, science technicians and similar careers. In Central Georgia, Robins Air Force and the aerospace industry have extensive needs for graduates with a strong mathematics background.

The mathematics education major prepares students to become high school teachers and help address shortages of secondary mathematics educators in Central Georgia. However, the degree differs from many traditional secondary education programs in that students who complete the requirements earn a bachelor's degree in math, rather than a degree in education. Students take 24 semester hours of education classes that will make them eligible to become certified to teach, but they take more mathematics classes than are generally offered in traditional mathematics education degree programs.

Department of Natural Sciences and Engineering

Chair: Dr. David Davis

The Department of Natural Sciences and Engineering offers conducts courses in astronomy, anatomy and physiology, biology, chemistry, physical science, and physics. The department participates in the Regents Engineering Transfer Program with Georgia Tech in the areas of Civil, Electrical and Mechanical Engineering. It also offers a transfer program in Pre-Engineering. The department is housed on the third floor of the Charles H. Jones building on the west side of the Macon campus and most of the courses are taught in the Charles H. Jones Building. The department offers students many areas of study leading to either an associate degree or a transfer program, it also has the following baccalaureate degrees.

The **Bachelor of Science Degree in Biology** has two tracks—Biology Track and Biology Education Track.

The Biology Track will prepare students to continue their education in either graduate school Biology programs or a Professional graduate program (i.e. dentistry, medicine, physical therapy, pharmacy, veterinary, etc.). Students completing this track will also be prepared to enter the science job workforce requiring a Bachelor's degree.

The Biology Education Track will prepare students to teach biology in secondary schools. Students pursuing this track should seek advisement from both the Biology department as well as the Education department. This track will require formal acceptance by the School of Education before students can take any upper level Education courses.

Department of Psychology and Sociology

Chair: Dr. William Upton

The Department of Psychology and Sociology offers transfer programs leading to the associate of arts degree in Psychology, Sociology, Criminal Justice, and Social Welfare. These programs are designated to provide access to the Public Service baccalaureate degree program at Macon State College as well as baccalaureate programs offered by other senior institutions. The associate degrees provide basic educational training for a variety of professional programs open to graduates.

Bachelor of Science in Public Service – Human Services—Public Service is a term encompassing a large variety of occupations performed in the public interest. Most of these jobs are in local, state, and federal government; public and private agencies; and enterprises established to provide social services. The Bachelor of Science in Public Service degree in Human Services is designed to prepare graduates for entry into this occupational sphere.

All students in the Public Service program will take courses specifically designed to meet current and future job requirements. Courses include abnormal psychology, public agency management, conflict resolution and crisis management, interviewing techniques, program assessment and research methods, ethics of public service, funding sources and grant writing, legal issues and internship. Curricular flexibility is deliberately structured into the Public Service major, which permits students to take courses in information technology, business management, health services, and other areas. Students, in consultation with the program coordinator, design their programs to suit individual academic and occupational goals.

The Public Service degree in Human Services prepares students for entry into a variety of public and private sector situations. The degree is excellent preparation for students interested in pursuing graduate level study, law school, and other professional endeavors. The fields of law, health and business provide opportunities for other entry-level human services positions for which the degree is appropriate training.

The School of Arts and Sciences' program areas of study include:

- Art (A.A.)
- Biology (A.S.)
- Biology (B.S.)
- Chemistry (A.S.)
- Communications & Information Technology (B.S.)
- Computer Science (A.S.)
- Criminal Justice (A.S.)
- Engineering Technology
- English (A.A.)
- English (B.A.)
- Foreign Language (A.A.)
- History (A.A.)
- History (B.A.)
- Interdisciplinary Studies (B.A./B.S.)
- Journalism and Mass Communications (A.A.)
- Mathematics (A.S.)
- Mathematics (B.S.)
- Music (A.A.)
- Physics (A.S.)
- Political Science (A.A.)
- Pre-Engineering
- Psychology (A.A.)
- Public Service (B.S.)
- Regents' Engineering Transfer Program (RETP)
- Social Welfare (A.A.)
- Sociology (A.A.)
- Theatre and Communication (A.A.)

Art (A.A.)

Department of Humanities

The Department of Humanities offers programs of study in art, English, foreign language, interdisciplinary studies, journalism and mass communications, music, and theatre and communication. These study areas lead students to a transfer program, an Associate degree, or a Bachelor degree.

Transfer Program in Art Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective **Credit:** 3 Hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

And Select Either:

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- ARTH 2145 - Art History **Credit:** 2 hours
- ARTS 1341 - Drawing **Credit:** 4 hours
- ARTS 1342 - Two- and Three-Dimensional Design **Credit:** 4 hours
- ARTS 2341 - Multi-Media **Credit:** 4 hours
- ARTS 2342 - Painting: Transparent and Opaque **Credit:** 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Biology (A.S.)

Department of Natural Sciences and Engineering

The Department of Natural Sciences and Engineering offers study programs in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, engineering technology, physics, and preengineering. The department also offers the Regents' Engineering Transfer Program. These study areas may lead a student to a transfer program, an Associate of Science degree, or a Bachelor of Science degree.

Transfer Program in Biology Leading to Associate of Science

Students pursuing advanced degrees in Medicine, Dentistry, Medical Technology, Veterinary Medicine, and Pharmacy should refer to the Transfer Program in Biology (Pre-professional)

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
CHEM 1211K - 1212K sequence is strongly recommended.

- Lab Science Elective **Credit:** 4 hours
CHEM 1211K - 1212K sequence is strongly recommended.
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives **Credit:** 10 hours
Select from BIOL 2264K, 2504K, 2998, 2999, CHEM 1212K, 2241K, 2242K, CPSC 1010, FREN or SPAN 1001, 1002, 2001, 2002, MATH 1200, 1251, 2252, PHYS 1111K, 1112K, 2211K, 2212K.
- BIOL 2107K - Principles of Biology I **Credit:** 4 hours
- BIOL 2108K - Principles of Biology II **Credit:** 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Footnotes:

Pre-Medicine/Dentistry/Veterinary

A baccalaureate degree is usually required. Many schools of medicine, dentistry, and veterinary medicine require that applicants have completed two semesters of Physics and Organic Chemistry. Some schools also require Calculus I.

Pre-Pharmacy

Students in the beginning of their sophomore year should contact the pharmacy school of their choice to schedule the required Pharmacy College Admission Test.

MATH 1251 is strongly recommended as an Area D elective and one credit hour will be applied to Area F.

Biology (B.S.)

Bachelor of Science Degree in Biology

The broad field of biology offers diverse career opportunities to individuals with the appropriate training. The bachelor of science degree in biology is designed to prepare students planning to (1) attend professional and graduate school in health and biological science fields, (2) seek employment in industries using biologically related technology, or (3) teach biology in secondary schools.

There are two tracks of study: the Biology track and the Biology Education track.

The Biology track is appropriate for students planning to enter graduate programs in health sciences such as medicine, dentistry, physician's assistance, physical therapy, veterinary, and pharmacology as well as biological graduate programs. Students who choose not to continue on to a graduate program will have a strong biological science foundation for seeking employment in the biological science job market. The Biology Education track is designed to prepare students to teach biology in secondary schools. Both tracks will provide a student with a strong biological background preparing them to be successful in whichever career pathway they choose.

Department of Natural Sciences and Engineering

The Department of Natural Sciences and Engineering offers study programs in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, engineering technology, physics, and preengineering. The department also offers the Regents' Engineering Transfer Program. These study areas may lead a student to a transfer program, an Associate of Science degree, or a Bachelor of Science degree.

Curriculum for Bachelor of Science in Biology

Core Courses Required for Bachelor of Science in Biology Program

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours
MATH 1251 (4 hours) may be used if student has required prerequisites. Additional hour of credit will be applied to Area F or upper level curriculum.

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours

- Area C Elective **Credit:** 3 hours
SPAN 1001, SPAN 1002, FREN 1001, or FREN 1002 is recommended.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
CHEM 1211K, 1212K sequence is strongly recommended.
- Lab Science Elective **Credit:** 4 hours
CHEM 1211K, 1212K sequence is strongly recommended.
- Area D Elective **Credit:** 3 hours
MATH 1200 is strongly recommended.

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- BIOL 2107K - Principles of Biology I **Credit:** 4 hours
- BIOL 2108K - Principles of Biology II **Credit:** 4 hours
BIOL 2107K-2108K and CHEM 1211K-1212K are required in Area F if not taken in Area D. Students taking either the BIOL 2107K-2108K sequence or the CHEM 1211K-1212K sequence in Area D should take CHEM 2241K-2242K in Area F.
- BIOL 2998 - Research Methods **Credit:** 2 hours
or
- BIOL 2999 - Special Topics in Biology **Credit:** 1 hour
- CHEM 1211K - Principles of Chemistry I **Credit:** 4 hours
- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours
BIOL 2107K-2108K and CHEM 1211K-1212K are required in Area F if not taken in Area D. Students taking either the BIOL 2107K-2108K sequence or the CHEM 1211K-1212K sequence in Area D should take CHEM 2241K-2242K in Area F.

Physical Education Credit: 2 Hours

Total Credit: 62 Hours

Upper Division Core Courses Required for Bachelor of Science in Biology Program

Upper Level Core Credit: 18 Hours

- BIOL 3104K - Cell Biology **Credit:** 4 hours
- BIOL 3310K - Biochemistry **Credit:** 4 hours
- BIOL 3510K - Invertebrate Zoology **Credit:** 4 hours
- or
- BIOL 3520K - Vertebrate Zoology **Credit:** 4 hours
- BIOL 4110K - Genetics **Credit:** 4 hours
- BIOL 4120 - Senior Seminar **Credit:** 2 hours

****Choose either Biology Track or Biology Education Track****

Biology Track Credit: 42 Hours

Required Credit: 20 Hours

- BIOL 3530K - Biotechnology **Credit:** 4 hours
- BIOL 3540K - Microbiology **Credit:** 4 hours
- MATH 1251 - Calculus I **Credit:** 4 hours

And Either

- CHEM 2241K - Fundamental Organic Chemistry I **Credit:** 4 hours
- CHEM 2242K - Fundamental Organic Chemistry II **Credit:** 4 hours
- or
- PHYS 1111K - Introductory Physics I **Credit:** 4 hours
- PHYS 1112K - Introductory Physics II **Credit:** 4 hours

Electives Credit: 22 Hours

Select 16 hours from the following:

A minimum of 8 hours must be from 3000-4000 level courses with a prefix of BIOL.

- BIOL 3115K - Parasitology **Credit:** 4 hours
- BIOL 3350K - Ecology **Credit:** 4 hours
- BIOL 3360K - Plant Biology **Credit:** 4 hours
- BIOL 3510K - Invertebrate Zoology **Credit:** 4 hours
- BIOL 3520K - Vertebrate Zoology **Credit:** 4 hours
- BIOL 3710K - Animal Physiology **Credit:** 4 hours
- BIOL 4130K - Immunology **Credit:** 4 hours
- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours
- MATH 2252 - Calculus II **Credit:** 4 hours
- PHYS 1111K - Introductory Physics I **Credit:** 4 hours
- PHYS 1112K - Introductory Physics II **Credit:** 4 hours

Select 6 hours from the following:

- SCIE 3110 - Scientific Thought and Theory **Credit:** 3 hours
- SCIE 3120 - Human Disease and Society **Credit:** 3 hours
- SCIE 3130 - Ethical Issues in Science **Credit:** 3 hours

Biology Education Track Credit: 49 Hours

Required Courses Credit: 16 Hours

- BIOL 3350K - Ecology **Credit:** 4 hours
- BIOL 3360K - Plant Biology **Credit:** 4 hours
- BIOL 3510K - Invertebrate Zoology **Credit:** 4 hours
- or
- BIOL 3520K - Vertebrate Zoology **Credit:** 4 hours
if not taken in upper level core
- SCIE 3002K - General Science for Secondary Education **Credit:** 4 hours

Education Courses Credit: 33 Hours

Students must be admitted to the Education Program before taking upper division education courses.

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3700 - Teaching/Learning in Secondary Science Environments **Credit:** 4 hours
- EDUC 3702 - Internship in Secondary Biology **Credit:** 3 hours
- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4704 - Student Teaching Secondary Biology **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Chemistry (A.S.)

Department of Natural Sciences and Engineering

The Department of Natural Sciences and Engineering offers study programs in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, engineering technology, physics, and preengineering. The department also offers the Regents' Engineering Transfer Program. These study areas may lead a student to a transfer program, an Associate of Science degree, or a Bachelor of Science degree.

Transfer Program in Chemistry Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
PHYS 2211K-2212K sequence is strongly recommended.

- Lab Science Elective **Credit:** 4 hours
PHYS 2211K-2212K sequence is strongly recommended.
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- CHEM 1211K - Principles of Chemistry I **Credit:** 4 hours
- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours
- CHEM 2241K - Fundamental Organic Chemistry I **Credit:** 4 hours
- CHEM 2242K - Fundamental Organic Chemistry II **Credit:** 4 hours
- CHEM 2999 - Special Topics in Chemistry **Credit:** 2 hours
or Major Elective Credit: 2 hours
Select from BIOL 2107K, MATH 1200, 2253, 2260, 2270, PHYS 2211K.

Physical Education Credit: 2 Hours

Total Hours: 62

Communications & Information Technology (B.S.)

Curriculum for Bachelor of Science in Communications & Information Technology

Freshmen can enter the CIT program through any major. Before they have completed sixty hours of coursework, however, students must earn at least a "C" in the following courses: COMM 1110, JOUR 1135, JOUR 2131, and ITEC 2215.

Please Note: No grade less than a "C" will count as credit once a student has entered the CIT program. A student, however, may repeat any course in the CIT curriculum with the grade of at least a "C" replacing either the "D" or the "F."

Areas A - E Credits: 42 Hours

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- Area A Math Elective **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

A grade of at least a "C" in the following:

- COMM 1110 - Public Speaking **Credit:** 3 hours
- ITEC 2215 - Introduction to Information Technology **Credit:** 3 hours
- JOUR 1135 - Mass Communications Survey **Credit:** 3 hours
- JOUR 2131 - News Writing and Reporting **Credit:** 3 hours
- Two electives from core curriculum Areas A-E

Physical Education Credit: 2 Hours

New Media Track

Humanities Core (18 semester hours)

- ENGL 3010 - Introduction to Literary Studies **Credit:** 3 hours
- ENGL 3106 - Professional Communication **Credit:** 3 hours
- ENGL 4481 - Survey of Film: Writing and Interpretation **Credit:** 3 hours
- HUMN 3460 - Media Criticism **Credit:** 3 hours
- HUMN 4340 - Introduction to Ethics **Credit:** 3 hours
- JOUR 3131 - Newswriting Practicum **Credit:** 3 hours

Information Technology Core (18 semester hours)

- ITEC 3235 - Human Computer Interaction **Credit:** 3 hours
Can be taken at the same time.
- ITEC 3236 - Interactive Digital Media **Credit:** 3 hours
Can be taken at the same time.
- ITEC 4230 - Graphic Imaging **Credit:** 3 hours

AND

9 hours of the following:

Other ITEC classes can, with the permission of the CIT advisor, replace any of these 9 hours.

- ITEC 4231 - Designing Content for Technology Applications **Credit:** 3 hours
- ITEC 4232 - Desktop Publishing and Graphic Design **Credit:** 3 hours
- ITEC 4236 - Digital Video and Streaming Media **Credit:** 3 hours

New Media (24 hours)

- ENGL 3999 - Special Topics **Credit:** 3 hours

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- ENGL 4450 - Visual Rhetoric: Principles of Production **Credit:** 3 hours
- ENGL 4480 - History of Print **Credit:** 3 hours
- ENGL 4483 - Senior Project **Credit:** 3 hours
or
- ENGL 4483H - Honors Senior Project **Credit:** 3 hours
- HUMN 3999 - Special Topics **Credit:** 3 hours
- HUMN 4460 - Senior Seminar: New Media **Credit:** 3 hours

Electives - Credit: 6 hours

Choose from:

- Foreign Language (3–6 hrs) at the 2000 level or higher
- Or other appropriate electives approved by advisor.
- BUSA 3153 (HUMN 3153) - Organizations, Work, and Literature **Credit:** 3 hours
or HUMN 3153 - Credit: 3 hours
- CIT 4470 - Student Editor Internship **Credit:** 3 hours
Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.
- CIT 4471 - Off-Campus Internship **Credit:** 3 hours
Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.
- COMM 2010 - Interpersonal Skills for a Global Society **Credit:** 3 hours
- ENGL 2105 - Introduction to Creative Writing **Credit:** 3 hours
- ENGL 3206 - Gender Studies **Credit:** 3 hours
- ENGL 4451 - Advanced Video Production: Broadcast Forms **Credit:** 3 hours
- ENGL 4482 - Popular Culture **Credit:** 3 hours
- HUMN 2111H - Honors Humanities **Credit:** 3 hours
- HUMN 2151 - Humanities **Credit:** 3 hours
- HUMN 2152 - Science, Poetry, and the Imagination **Credit:** 3 hours
or SCIE 2152 - Credit: 3 hours
- HUMN 2155 - Survey of Humanities I **Credit:** 3 hours
- HUMN 2156 - Survey of Humanities II **Credit:** 3 hours
- HUMN 3145 - Technology and the Creative Artist **Credit:** 3 hours
- HUMN 3501 - Applied Linguistics **Credit:** 3 hours
- HUMN 4471 - Comparative Cultures **Credit:** 3 hours
- HUMN 4472 - Studies in Culture **Credit:** 3 hours

Cross Cultural Track

Humanities Core (18 semester hours)

- Foreign Language (6 hrs) At the 2000 level or above
Note: Students may, with permission of their CIT advisors, substitute 6 hours of approved Humanities electives for foreign language in the Humanities core.
- ENGL 3010 - Introduction to Literary Studies **Credit:** 3 hours
- HUMN 3010 - Cross Cultural Issues **Credit:** 3 hours
- HUMN 3999 - Special Topics **Credit:** 3 hours
- HUMN 4340 - Introduction to Ethics **Credit:** 3 hours

Information Technology Core (18 semester hours)

- ITEC 3235 - Human Computer Interaction **Credit:** 3 hours
Can be taken at the same time.

- ITEC 3236 - Interactive Digital Media **Credit:** 3 hours
Can be taken at the same time.
- ITEC 4230 - Graphic Imaging **Credit:** 3 hours

AND

9 hours of the following:

Other ITEC classes can, with the permission of a CIT advisor, replace any of these 9 hours.

- ITEC 4231 - Designing Content for Technology Applications **Credit:** 3 hours
- ITEC 4232 - Desktop Publishing and Graphic Design **Credit:** 3 hours
- ITEC 4236 - Digital Video and Streaming Media **Credit:** 3 hours

Cross Cultural Track (24 hours)

- COMM 2010 - Interpersonal Skills for a Global Society **Credit:** 3 hours
- ENGL 3206 - Gender Studies **Credit:** 3 hours
- ENGL 3999 - Special Topics **Credit:** 3 hours
- ENGL 4430 - Literature of the Non-Western World **Credit:** 3 hours
- ENGL 4481 - Survey of Film: Writing and Interpretation **Credit:** 3 hours
- HUMN 4483 - Senior Project **Credit:** 3 hours
or
- HUMN 4483H - Honors Senior Project **Credit:** 3 hours

Electives - Credit: 6 hours

Choose from:

- Foreign Language (3–6 hrs) at the 2000 level or above
- Other appropriate electives approved by advisor.
- CIT 4470 - Student Editor Internship **Credit:** 3 hours
Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.
- CIT 4471 - Off-Campus Internship **Credit:** 3 hours
Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.
- ENGL 2141 - African American Literature I **Credit:** 3 hours
- ENGL 2142 - African American Literature II **Credit:** 3 hours
- ENGL 3106 - Professional Communication **Credit:** 3 hours
or
- ENGL 3108 - Writing for Digital Media **Credit:** 3 hours
- ENGL 4482 - Popular Culture **Credit:** 3 hours
- HUMN 2111H - Honors Humanities **Credit:** 3 hours
- HUMN 3145 - Technology and the Creative Artist **Credit:** 3 hours
- HUMN 3501 - Applied Linguistics **Credit:** 3 hours
- HUMN 4471 - Comparative Cultures **Credit:** 3 hours
- HUMN 4472 - Studies in Culture **Credit:** 3 hours
- JOUR 3131 - Newswriting Practicum **Credit:** 3 hours

Computer Science (A.S.)

Department of Mathematics and Computer Science

The Department of Mathematics and Computer Science offers programs of study in computer science and mathematics. These programs lead the student to transfer programs, Associate degrees, or Bachelor of Science degrees.

Transfer Program in Computer Science Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
PHYS 2211K-2212K sequence is strongly recommended.
- Lab Science Elective **Credit:** 4 hours
PHYS 2211K-2212K sequence is strongly recommended.
- MATH 1251 - Calculus I **Credit:** 4 hours
PHYS 2211K-2212K sequence is strongly recommended.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours

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- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives **Credit:** 5 hours
Select any CPSC course, MATH 1200, 1220, 2253, 2260, 2270.
- CPSC 1301 - Computer Science I **Credit:** 4 hours
- CPSC 1302 - Computer Science II **Credit:** 4 hours
- MATH 1251 - Calculus I **Credit:** 4 hours
If students are required to take MATH 1251 then one hour of credit will be applied to Area F.
- MATH 2252 - Calculus II **Credit:** 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Criminal Justice (A.S.)

Department of Psychology and Sociology

The Department of Psychology and Sociology offers programs of study in criminal justice, psychology, public service, social welfare, and sociology. These study programs lead the student to a transfer program, an Associate degree, or a Bachelor degree. Additionally, some of these programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Criminal Justice Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective **Credit:** 3 hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours
Courses recommended for Areas A-E: Area C—COMM 1110, SPAN; AREA E—PSYC 1101, SOCI 1101.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

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- Area E Elective **Credit:** 3 hours
Courses recommended for Areas A-E: Area C–COMM 1110, SPAN; AREA E–PSYC 1101, SOCI 1101.
- Area E Elective **Credit:** 3 hours
Courses recommended for Areas A-E: Area C–COMM 1110, SPAN; AREA E–PSYC 1101, SOCI 1101.
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- CRJU 1100 - Introduction to Criminal Justice **Credit:** 3 hours
- CRJU 2202 - Introduction to Criminology **Credit:** 3 hours

Choose nine (9) hours from the following courses:

- CRJU 2204 - Introduction to Criminal Law **Credit:** 3 hours
- CRJU 2210 - Introduction to Juvenile Delinquency **Credit:** 3 hours
- CRJU 2231 - Introduction to Corrections **Credit:** 3 hours
- SOCI 1160 - Introduction to Social Problems **Credit:** 3 hours

Major Electives

Select three (3) hours from the following courses:

- ANTH 1102 - Introduction to Anthropology **Credit:** 3 hours
- ECON 2105 - Principles of Macroeconomics **Credit:** 3 hours
- POLS 2101 - Introduction to Political Science **Credit:** 3 hours
- POLS 2201 - State and Local Government **Credit:** 3 hours
- POLS 2601 - Introduction to Public Administration **Credit:** 3 hours
- PSYC 2103 - Introduction to Human Development **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Engineering Technology

Department of Natural Sciences and Engineering

The Department of Natural Sciences and Engineering offers study programs in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, engineering technology, physics, and pre-engineering. The department also offers the Regents' Engineering Transfer Program. These study areas may lead a student to a transfer program, an Associate of Science degree, or a Bachelor of Science degree.

Transfer Program in Engineering Technology Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit: 3 hours**
- ENGL 1102 - English Composition II **Credit: 3 hours**
- MATH 1113 - Precalculus **Credit: 3 hours**

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credit: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit: 1 hour**

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
Select either PHYS 1111K - 1112K **or** PHYS 2211K - 2212K.
- Lab Science Elective Credit: 4 hours
Select either PHYS 1111K - 1112K **or** PHYS 2211K - 2212K.
- MATH 1251 - Calculus I **Credit: 4 hours**
If students are required to take MATH 1251 then one hour of credit will be applied to Area F.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- CPSC 1301 - Computer Science I **Credit:** 4 hours
- ENGR 2210 - Statics **Credit:** 3 hours
- ENGR 2220 - Dynamics **Credit:** 3 hours
- ENGR 2230 - Mechanics of Deformable Bodies **Credit:** 3 hours
- MATH 1251 - Calculus I **Credit:** 4 hours
If students are required to take MATH 1251 then one hour of credit will be applied to Area F.
- MATH 2252 - Calculus II **Credit:** 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

English (A.A.)

Department of Humanities

The Department of Humanities offers programs of study in art, English, foreign language, interdisciplinary studies, journalism and mass communications, music, and theatre and communication. These study areas lead students to a transfer program, an Associate degree, or a Bachelor degree.

Transfer Program in English Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours

OR

- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives **Credit:** 6-12 hours
Select from ENGL 2105, 2111, 2112, 2121, 2122, 2131, 2131H, 2132, 2132H including both courses in either World Literature (2111 and 2112) or both courses in African-American Literature (2141 and 2142), or both courses in British Literature (2121 and 2122), or both courses in American Literature (2131 or 2131H and 2132 or 2132H).
- ENGL 2111 - World Literature I **Credit:** 3 hours
or
- ENGL 2112 - World Literature II **Credit:** 3 hours
>

FREN or SPAN **Credit:** 6-9 hours

- FREN 1001 - Elementary French I **Credit:** 3 hours
Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.
- FREN 1002 - Elementary French II **Credit:** 3 hours
- FREN 2001 - Intermediate French I: Language, Culture and Literature **Credit:** 3 hours
- FREN 2002 - Intermediate French II: Language, Culture and Literature **Credit:** 3 hours
or
- SPAN 1001 - Elementary Spanish I **Credit:** 3 hours
Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.
- SPAN 1002 - Elementary Spanish II **Credit:** 3 hours
- SPAN 2001 - Intermediate Spanish I: Language, Culture and Literature **Credit:** 3 hours
- SPAN 2002 - Intermediate Spanish II: Language, Culture and Literature **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

English (B.A.)

Bachelor of Arts Degree in English

The Bachelor of Arts degree in English develops the critical thinking, writing, research, and communication skills of students as they explore and familiarize themselves with the great literary texts of Western and world literature. In this program of study, students gain an appreciation for the imaginative power of language and demonstrate, through developing written and verbal skills, their ability to engage great authors and their works. The academic discipline of English affords students excellent preparation for careers in education, communication, public relations, technical and business writing, and many other career choices involving expert writing and language skills.

An English Education track has been approved by the Board of Regents of the University System of Georgia and will be considered for approval by the Georgia Professional Standards Commission in 2008.

Curriculum for the Bachelor of Arts in English

Areas A - E Credit: 42 Hours

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- Area A Math Elective **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- ENGL 2111 - World Literature I **Credit:** 3 hours

French or Spanish

- FREN 1001 - Elementary French I **Credit:** 3 hours
Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.
- FREN 1002 - Elementary French II **Credit:** 3 hours
- FREN 2001 - Intermediate French I: Language, Culture and Literature **Credit:** 3 hours
- FREN 2002 - Intermediate French II: Language, Culture and Literature **Credit:** 3 hours
or
- SPAN 1001 - Elementary Spanish I **Credit:** 3 hours
Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.
- SPAN 1002 - Elementary Spanish II **Credit:** 3 hours
- SPAN 2001 - Intermediate Spanish I: Language, Culture and Literature **Credit:** 3 hours
- SPAN 2002 - Intermediate Spanish II: Language, Culture and Literature **Credit:** 3 hours

Major Electives Credit: 6-12 Hours

- Select from ENGL 2105, ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2131H, ENGL 2132, ENGL 2132H, including both courses in either World Literature (ENGL 2111 and ENGL 2112) or both courses in African-American Literature (ENGL 2141 and ENGL 2142), or both courses in British Literature (ENGL 2121 and ENGL 2122), or both courses in American Literature (ENGL 2131 or ENGL 2131H and ENGL 2132 or ENGL 2132H).

Physical Education Credit: 2 Hours

****Choose either English Track or English with Teacher Certification Track ****

English Track Credit: 60 Hours

Required Field Courses Credit: 9 Hours

- ENGL 3010 - Introduction to Literary Studies **Credit:** 3 hours
- ENGL 4100 - Shakespeare **Credit:** 3 hours
- ENGL 4900 - Senior Capstone Seminar **Credit:** 3 hours

Select three courses from the following Credit: 9 Hours

- ENGL 3100 - Early English Literature **Credit:** 3 hours
- ENGL 3200 - Chaucer **Credit:** 3 hours
- ENGL 3300 - Literature of the English Renaissance **Credit:** 3 hours
- ENGL 3400 - 17th and 18th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 3500 - 19th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 3600 - 20th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 4200 - Milton **Credit:** 3 hours
- ENGL 4300 - 18th Century British Poetry and Prose **Credit:** 3 hours
- ENGL 4400 - 19th Century British Poetry and Prose **Credit:** 3 hours
- ENGL 4500 - 20th Century British Poetry and Prose **Credit:** 3 hours

Select two courses from the following Credit: 6 Hours

- ENGL 3700 - The Novel **Credit:** 3 hours
- ENGL 3800 - American and British Poetry **Credit:** 3 hours
- ENGL 3900 - Modern Drama **Credit:** 3 hours
- ENGL 4481 - Survey of Film: Writing and Interpretation **Credit:** 3 hours

Select two courses from the following Credit: 6 Hours

- ENGL 4420 - Literature of the Western World **Credit:** 3 hours
- ENGL 4430 - Literature of the Non-Western World **Credit:** 3 hours
- ENGL 4440 - Literature By Women **Credit:** 3 hours
- ENGL 4460 - Southern Literature **Credit:** 3 hours
- ENGL 4470 - Contemporary Literature **Credit:** 3 hours
- ENGL 4481 - Survey of Film: Writing and Interpretation **Credit:** 3 hours
- ENGL 4490 - African American Literature **Credit:** 3 hours

Select one course from the following Credit: 3 Hours

- ENGL 3020 - Introduction to Composition Studies **Credit:** 3 hours
- ENGL 3040 - Creative Writing **Credit:** 3 hours
- ENGL 4030 - Advanced Composition **Credit:** 3 hours

Select one course from the following Credit: 3 Hours

- ENGL 4000 - Rhetoric **Credit:** 3 hours
- ENGL 4020 - Advanced Grammar **Credit:** 3 hours
- ENGL 4600 - History of the English Language **Credit:** 3 hours
- ENGL 4700 - Literary Theory **Credit:** 3

Related Field Courses - Select five courses from the following Credit: 15 Hours

Must include 9 hours numbered 3000 or above.

- ENGL 3106 - Professional Communication **Credit:** 3 hours
- ENGL 3108 - Writing for Digital Media **Credit:** 3 hours

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- ENGL 3206 - Gender Studies **Credit:** 3 hours
- ENGL 3999 - Special Topics **Credit:** 3 hours
- ENGL 4450 - Visual Rhetoric: Principles of Production **Credit:** 3 hours
- ENGL 4451 - Advanced Video Production: Broadcast Forms **Credit:** 3 hours
- ENGL 4480 - History of Print **Credit:** 3 hours
- ENGL 4482 - Popular Culture **Credit:** 3 hours

Electives - Select three courses from the following **Credit:** 9 Hours

- Any French course(s) at the 3000-level
- Any history course(s) at the 3000-level and above
- Any Spanish course(s) at the 3000-level
- HUMN 3010 - Cross Cultural Issues **Credit:** 3 hours
- HUMN 3145 - Technology and the Creative Artist **Credit:** 3 hours
- HUMN 3460 - Media Criticism **Credit:** 3 hours
- HUMN 3501 - Applied Linguistics **Credit:** 3 hours
- HUMN 3600 - Digital Storytelling **Credit:** 3 hours
- HUMN 3999 - Special Topics **Credit:** 3 hours
- HUMN 4471 - Comparative Cultures **Credit:** 3 hours
- HUMN 4472 - Studies in Culture **Credit:** 3 hours

Total Hours: 122

*English with Teacher Certification Track **Credit:** 66 Hours*

Major Field Courses **Credit:** 33 Hours

- ENGL 3010 - Introduction to Literary Studies **Credit:** 3 hours
- ENGL 3020 - Introduction to Composition Studies **Credit:** 3 hours
- ENGL 4100 - Shakespeare **Credit:** 3 hours
- ENGL 4430 - Literature of the Non-Western World **Credit:** 3 hours
- ENGL 4481 - Survey of Film: Writing and Interpretation **Credit:** 3 hours

Select two courses (one British, one American) from the following

If one course is taken in Area F, one approved upper division major field course is to be substituted.

- ENGL 2121 - British Literature I **Credit:** 3 hours
- ENGL 2122 - British Literature II **Credit:** 3 hours
- ENGL 2131 - American Literature I **Credit:** 3 hours
- ENGL 2132 - American Literature II **Credit:** 3 hours

Select one course from the following

- ENGL 4020 - Advanced Grammar **Credit:** 3 hours
- ENGL 4600 - History of the English Language **Credit:** 3 hours

Select three courses from the following

Must not be exclusively British or American

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- ENGL 3100 - Early English Literature **Credit:** 3 hours
- ENGL 3200 - Chaucer **Credit:** 3 hours
- ENGL 3300 - Literature of the English Renaissance **Credit:** 3 hours
- ENGL 3400 - 17th and 18th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 3500 - 19th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 3600 - 20th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 4200 - Milton **Credit:** 3 hours
- ENGL 4300 - 18th Century British Poetry and Prose **Credit:** 3 hours
- ENGL 4400 - 19th Century British Poetry and Prose **Credit:** 3 hours
- ENGL 4440 - Literature By Women **Credit:** 3 hours
- ENGL 4460 - Southern Literature **Credit:** 3 hours
- ENGL 4490 - African American Literature **Credit:** 3 hours
- ENGL 4500 - 20th Century British Poetry and Prose **Credit:** 3 hours

Teacher Education Courses Credit: 33 Hours

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3802 - Teaching and Learning in Secondary English Environments **Credit:** 4 hours
- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4803 - Internship in Secondary School English **Credit:** 3 hours
- EDUC 4804 - Student Teaching in Secondary School English **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Total Hours: 128

Foreign Language (A.A.)

Department of Humanities

The Department of Humanities offers programs of study in art, English, foreign language, interdisciplinary studies, journalism and mass communications, music, and theatre and communication. These study areas lead students to a transfer program, an Associate degree, or a Bachelor degree.

Transfer Program in Foreign Language Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours
- ENGL 1101 - English Composition I **Credit: 3 hours**
- ENGL 1102 - English Composition II **Credit: 3 hours**

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit: 1 hour**

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit: 3 hours**
or

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- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 12 Hours
Select from Spanish 1001**, 1002, 2001, 2002 (for French majors) or French 1001**, 1002, 2001, 2002 (for Spanish majors), ARAP 1100, ENGL 2111, 2112, THEA 1100, JOUR 2131, MUSC 1100, COMM 1110, HUMN 2151, 2152, 2155, 2156, POLS 2301, 2401, BUSA 2105, ITEC 2201, ANTH 1102, HIST 1111, 1112, ECON 2105, PSYC 1101, SOCI 1101.
- FREN 2001 - Intermediate French I: Language, Culture and Literature **Credit:** 3 hours
and
- FREN 2002 - Intermediate French II: Language, Culture and Literature **Credit:** 3 hours
or
- SPAN 2001 - Intermediate Spanish I: Language, Culture and Literature **Credit:** 3 hours
and
- SPAN 2002 - Intermediate Spanish II: Language, Culture and Literature **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

General Studies (A.A.)

Department of Humanities

The Department of Humanities offers programs of study in art, English, foreign language, interdisciplinary studies, journalism and mass communications, music, and theatre and communication. These study areas lead students to a transfer program, an Associate degree, or a Bachelor degree.

Transfer Program in General Studies Leading to Associate of Arts

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective **Credit:** 3 Hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math, and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
OR
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Area C Electives **Credit:** 3 - 9 hours
- Area D Electives **Credit:** 0 - 8 hours
- Area E Electives **Credit:** 3 - 9 hours
- Approved Electives **Credit:** 0 - 9 hours

Approved academic electives are those deemed to be appropriate to the special academic and career goals of the student.

Physical Education Credit: 2 Hours

Total Hours: 62

History (A.A.)

Department of History and Political Science

The Department of History and Political Science offers a baccalaureate program in history as well as transfer programs of study, leading to the Associate of Arts degree in history and political science. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in History Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours
- ENGL 1101 - English Composition I **Credit: 3 hours**
- ENGL 1102 - English Composition II **Credit: 3 hours**

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit: 1 hour**

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours

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- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Foreign Language **Credit:** 3 - 6 hours
All history majors must take a six-hour sequence of a single foreign language at the freshman-sophomore level. These can be taken in Areas C or F. Majors are encouraged to take at least three hours outside of Area F.
- Major Electives **Credit:** 3-6 hours
Select from ANTH 1102, ECON 2105, ECON 2106, HIST 2280, MATH 1200, POLS 2201, 2301, 2401, 2501, PSYC 1101, 2103, SOCI 1101, 1160.
>History **Credit:** 9 hours
>Select three of the following
- HIST 1111 - History of World Civilizations to 1650 **Credit:** 3 hours
- HIST 1112 - History of World Civilizations Since 1650 **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

History (B.A.)

Bachelor of Arts Degree in History

History majors learn to analyze and draw objective conclusions. While history is the study and interpretation of past events, the research and analytical skills learned in history courses are applicable in nearly every field of professional endeavor.

Traditionally, history majors have also been employed in historical site interpretation, research, historic preservation, or archival and museum work. Many history majors also find careers in the electronic and print media, politics, government service, non-profit organizations, and lobbying, among other areas. In addition to developing an understanding of history, a history degree builds and enhances required academic skills for successful completion of graduate study or law school, making the traditional history track a preferred pre-law major.

A History Education track has been approved by the Board of Regents of the University System of Georgia and will be considered for approval by the Georgia Professional Standards Commission in 2008.

Department of History and Political Science

The Department of History and Political Science offers a baccalaureate program in history as well as transfer programs of study, leading to the Associate of Arts degree in history and political science. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or provide basic educational training for a variety of professional programs open to graduates.

Curriculum for the Bachelor of Arts in History

Areas A - E Credit: 42 Hours

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- Area A Math Elective **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours

- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Foreign Language **Credit:** 3 - 6 hours
All history majors must take a six-hour sequence of a single foreign language at the freshman-sophomore level. These can be taken in Areas C or F. Majors are encouraged to take at least three hours outside of Area F.
- Major Electives **Credit:** 3-6 hours
Select from ANTH 1102, ECON 2105, ECON 2106, HIST 2280, MATH 1200, POLS 2201, POLS 2301, POLS 2401, POLS 2501, PSYC 1101, PSYC 2103, SOCI 1101, or SOCI 1160.
- History **Credit:** 9 hours
> *Select from the following*
- HIST 1111 - History of World Civilizations to 1650 **Credit:** 3 hours
- HIST 1112 - History of World Civilizations Since 1650 **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours

Physical Education Credit: 2 Hours

**** Choose either History Track or History with Teacher Certification Track ****

*** History Track Credit: 60 Hours ***

Select one Research Seminar course from the following **Credit:** 3 Hours

- HIST 4900 - Research Seminar in Non-Western History **Credit:** 3 hours
- HIST 4910 - Research Seminar in Russian History **Credit:** 3 hours
- HIST 4920 - Research Seminar in European History **Credit:** 3 hours
- HIST 4930 - Research Seminar in American History **Credit:** 3 hours

Select four U.S. History courses numbered 3000 or higher **Credit:** 12 Hours

- HIST 3710 - Colonial and Revolutionary America **Credit:** 3 hours

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- HIST 3730 - Jacksonian America, 1815-1848 **Credit:** 3 hours
- HIST 3750 - The Civil War and Reconstruction **Credit:** 3 hours
- HIST 3760 - United States History 1877-1917 **Credit:** 3 hours
- HIST 3770 - United States History 1917-1960 **Credit:** 3 hours
- HIST 3790 - United States History Since 1960 **Credit:** 3 hours
- HIST 3930 - History of Georgia **Credit:** 3 hours
- HIST 4700 - Multicultural America **Credit:** 3 hours
- HIST 4710 - Religion and Politics in American History **Credit:** 3 hours

Select six non-U.S. History courses numbered 3000 or higher **Credit:** 18 Hours

- HIST 3050 - The Ancient Mediterranean **Credit:** 3 hours
- HIST 3100 - History of Latin America **Credit:** 3 hours
- HIST 3150 - History of Africa **Credit:** 3 hours
- HIST 3200 - Traditional China **Credit:** 3 hours
- HIST 3210 - Modern China **Credit:** 3 hours
- HIST 3230 - History of the Middle East **Credit:** 3 hours
- HIST 3440 - Europe in the Middle Ages **Credit:** 3 hours
- HIST 3460 - The Renaissance and Reformation **Credit:** 3 hours
- HIST 3480 - Europe in the Nineteenth Century **Credit:** 3 hours
- HIST 3490 - Europe in the Twentieth Century **Credit:** 3 hours
- HIST 4010 - The Atlantic World **Credit:** 3 hours
- HIST 4020 - Empires in Comparative Perspective **Credit:** 3 hours
- HIST 4220 - History of Japan **Credit:** 3 hours
- HIST 4290 - Modern Russia **Credit:** 3 hours
- HIST 4308 - Seventeenth Century Britain **Credit:** 3 hours
- HIST 4320 - France 1660-1815 **Credit:** 3 hours
- HIST 4330 - Modern Germany **Credit:** 3 hours
- HIST 4336 - The Holocaust **Credit:** 3 hours
- HIST 4360 - Modern East Central Europe **Credit:** 3 hours

Select five additional History courses numbered 3000 or higher **Credit:** 15 Hours

May be chosen from either list above.

Electives - (3000 level or higher) from history courses or from the following **Credit:** 12 Hours

- ECON 3175 - International Economics **Credit:** 3 hours
- ENGL 4480 - History of Print **Credit:** 3 hours
- HUMN 3010 - Cross Cultural Issues **Credit:** 3 hours
- HUMN 4471 - Comparative Cultures **Credit:** 3 hours
- HUMN 4472 - Studies in Culture **Credit:** 3 hours
- POLS 3045 - Political Behavior **Credit:** 3 hours
- POLS 3050 - American Constitutional Law **Credit:** 3 hours
- POLS 3055 - Parties and Elections **Credit:** 3 hours
- POLS 3070 - Urban Politics **Credit:** 3 hours
- POLS 3080 - Urban Issues in State and Local Government **Credit:** 3 hours
- POLS 3085 - Minority Politics **Credit:** 3 hours
- POLS 3101 - Political Science **Credit:** 3 hours
- POLS 3201 - State and Local Government **Credit:** 3 hours
- POLS 3301 - Urban Government **Credit:** 3 hours

- POLS 3320 - Metropolitan Government and Planning **Credit: 3 hours**

Total Hours: 122

* History with Teacher Certification Track Credit: 66 Hours *

Required courses Credit: 12 Hours

- HIST 3930 - History of Georgia **Credit: 3 hours**
- HIST 4010 - The Atlantic World **Credit: 3 hours**
- HIST 4020 - Empires in Comparative Perspective **Credit: 3 hours**
- HIST 4700 - Multicultural America **Credit: 3 hours**

Select one Research Seminar course from the following Credit: 3 Hours

- HIST 4900 - Research Seminar in Non-Western History **Credit: 3 hours**
- HIST 4910 - Research Seminar in Russian History **Credit: 3 hours**
- HIST 4920 - Research Seminar in European History **Credit: 3 hours**
- HIST 4930 - Research Seminar in American History **Credit: 3 hours**

Select two U.S. History courses numbered 3000 or higher Credit: 6 Hours

- HIST 3710 - Colonial and Revolutionary America **Credit: 3 hours**
- HIST 3730 - Jacksonian America, 1815-1848 **Credit: 3 hours**
- HIST 3750 - The Civil War and Reconstruction **Credit: 3 hours**
- HIST 3760 - United States History 1877-1917 **Credit: 3 hours**
- HIST 3770 - United States History 1917-1960 **Credit: 3 hours**
- HIST 3790 - United States History Since 1960 **Credit: 3 hours**
- HIST 4710 - Religion and Politics in American History **Credit: 3 hours**

Select two non-U.S. History courses numbered 3000 or higher Credit: 6 Hours

- HIST 3050 - The Ancient Mediterranean **Credit: 3 hours**
- HIST 3100 - History of Latin America **Credit: 3 hours**
- HIST 3150 - History of Africa **Credit: 3 hours**
- HIST 3200 - Traditional China **Credit: 3 hours**
- HIST 3210 - Modern China **Credit: 3 hours**
- HIST 3230 - History of the Middle East **Credit: 3 hours**
- HIST 3440 - Europe in the Middle Ages **Credit: 3 hours**
- HIST 3460 - The Renaissance and Reformation **Credit: 3 hours**
- HIST 3480 - Europe in the Nineteenth Century **Credit: 3 hours**
- HIST 3490 - Europe in the Twentieth Century **Credit: 3 hours**
- HIST 4290 - Modern Russia **Credit: 3 hours**
- HIST 4308 - Seventeenth Century Britain **Credit: 3 hours**
- HIST 4320 - France 1660-1815 **Credit: 3 hours**
- HIST 4330 - Modern Germany **Credit: 3 hours**
- HIST 4336 - The Holocaust **Credit: 3 hours**
- HIST 4360 - Modern East Central Europe **Credit: 3 hours**

Select two additional History courses numbered 3000 or higher Credit: 6 Hours

May be chosen from either list, in any combination.

Teacher Education Courses Credit: 33 Hours

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3900 - Teaching and Learning in Secondary History Environments **Credit:** 4 hours
- EDUC 3902 - Internship in Secondary School History **Credit:** 3 hours
- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4904 - Student Teaching in Secondary School History **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Total Hours: 128

Interdisciplinary Studies (B.A./B.S.)

Bachelor of Arts/Science Degree in Interdisciplinary Studies

The Bachelor of Arts/Science Interdisciplinary Studies Degree offers students a broad-based, flexible curriculum in the arts and sciences so that the individual may design a course of study to meet his or her interests and needs, both personal and career oriented. The Department of Humanities supervises the program of study leading to the Bachelor of Arts/Science degree with a major in Interdisciplinary Studies. Course work in support of this degree program is offered throughout the college including Business, Information Technology, Humanities, and Social Sciences.

Many different types of students benefit from the Bachelor of Arts/Science Interdisciplinary Studies Degree. Students can combine interests and gain proficiency in specific career areas that are difficult to obtain with other degree programs. Although the degree is flexible, some restrictions do exist.

Note: The Interdisciplinary Studies Program of Study requires 54 hours of upper-level course work (3000/4000 level) with a minimum of 18 hours of course work at the 4000-level.

Curriculum for the Interdisciplinary Studies

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- Area A Math Elective **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours

Area F: 18 Hours

- **Area C Electives - Humanities** 3-9 hours. Any 1000- or 2000-level course with the following prefixes: **ART, COMM, ENGL, FREN, HUMN, MUSC, SPAN, or THEA**
- **Area D Electives - Natural Sciences and Mathematics** 0-8 hours. Any 1000- or 2000-level course with the following prefixes: **BIOL, CHEM, PHYS, or other science courses** not applied to Area D and/or any 1000- or 2000-level MATH courses numbered 1113 or higher and not applied to Areas A or D
- **Area E Electives - Social Sciences** 3 - 9 hours. Any 1000- or 2000-level courses with the following prefixes: **ANTH, ECON, HIST, POLS, SOCI** not applied to Area E
- **Approved Electives-** 0 - 6 hours. Approved academic electives are those deemed to be appropriate to the special academic and career goals of the student

Physical Education: 2 Hours

Interdisciplinary Studies Core: 30 Hours

- COMM 2010 - Interpersonal Skills for a Global Society **Credit:** 3 hours
- ENGL 3106 - Professional Communication **Credit:** 3 hours
- ENGL 3010 - Introduction to Literary Studies **Credit:** 3 hours
- HUMN 4340 - Introduction to Ethics **OR** SCIE 3130 - Ethical Issues in Science **Credit:** 3 hours
- HUMN 3010 - Cross Cultural Issues **Credit:** 3 hours
- HUMN 3800 - Interdisciplinary Studies Tutorial **Credit:** 3 hours
- HUMN 3153 (BUSA 3153) - Organizations, Work, and Literature **Credit:** 3 hours
- HUMN 4471 - Comparative Cultures **Credit:** 3 hours
- HUMN 4472 - Studies in Culture **Credit:** 3 hours
- HUMN 4500 - Senior Seminar * **Credit:** 3 hours *Course to be taken during the student's last semester of enrollment

Interdisciplinary Studies Concentration: 15 Hours

Choose one of the following:

Business: 15 Hours

- BUSA 3100 - Business and Society **Credit:** 3 hours
- LENB 3135 - Legal Environment of Business **Credit:** 3 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours
- MGMT 3101 - Business Statistics **Credit:** 3 hours
- MGMT 3175 - Quantitative Methods **Credit:** 3 hours

English: 15 Hours

- ENGL 3500 - 19th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 3600 - 20th Century American Poetry and Prose **Credit:** 3 hours
- ENGL 4030 - Advanced Composition **Credit:** 3 hours
- ENGL 4420 - Literature of the Western World **Credit:** 3 hours

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- ENGL 4430 - Literature of the Non-Western World **Credit:** 3 hours

History: 15 Hours

- HIST 1112 - History of World Civilizations Since 1650 **Credit:** 3 hours
- HIST 3480 - Europe in the Nineteenth Century **Credit:** 3 hours
- HIST 3490 - Europe in the Twentieth Century **Credit:** 3 hours
- HIST 3790 - United States History Since 1960 **Credit:** 3 hours
- HIST 4290 - Modern Russia **Credit:** 3 hours

Information Technology: 15 Hours

- ITEC 2215 - Introduction to Information Technology **Credit:** 3 hours
- ITEC 3235 - Human Computer Interaction **Credit:** 3 hours
- ITEC 3236 - Interactive Digital Media **Credit:** 3 hours
- ITEC 4230 - Graphic Imaging **Credit:** 3 hours
- ITEC 4236 - Digital Video and Streaming Media **Credit:** 3 hours

Management: 15 Hours

- MGMT 3141 - Principles of Management **Credit:** 3 hours
- MGMT 3155 - Organizational Behavior **Credit:** 3 hours
- MGMT 4125 - Compensation and Benefits **Credit:** 3 hours
- MGMT 4105 - Human Resource Management **Credit:** 3 hours
- MGMT 4145 (MKTG 4145) - International Business **Credit:** 3 hours

Marketing: 15 Hours

- ECON 2105 - Principles of Macroeconomics **OR** ECON 2106 - Principles of Microeconomics **Credit:** 3 hours
- MKTG 3161 - Principles of Marketing **Credit:** 3 hours
- MKTG 3162 - Consumer Behavior **Credit:** 3 hours
- MKTG 4166 - Marketing Promotion and Communication **Credit:** 3 hours
- MKTG 4168 - International Marketing **Credit:** 3 hours

Political Science: 15 Hours

- POLS 3030 - Introduction to Public Policy **Credit:** 3 hours
- POLS 3065 - Ethics in Public Service Management **Credit:** 3 hours
- POLS 3070 - Urban Politics **Credit:** 3 hours
- POLS 3080 - Urban Issues in State and Local Government **Credit:** 3 hours
- POLS 3301 - Urban Government **Credit:** 3 hours

Electives: 15 Hours

Electives will be chosen from 3000/4000-level Macon State course offerings.

Total: 122 Hours

Journalism and Mass Communications (A.A.)

Department of Humanities

The Department of Humanities offers programs of study in art, English, foreign language, interdisciplinary studies, journalism and mass communications, music, and theatre and communication. These study areas lead students to a transfer program, an Associate degree, or a Bachelor degree.

Transfer Program in Journalism and Mass Communications Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or

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- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Foreign Language Credit: 9 hours
All credit hours must be in the same language. Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.
- Major Elective Credit: 3 hours
Select from ARAP 1100, COMM 1110, ECON 2105, 2106, ENGL 2105, 2111, 2112, 2121, 2122, 2131, 2132, HIST 1111, 1112, HUMN 2151, 2152, 2153, 2154, 2155, 2156, JOUR 1231, 2231, MUSC 1100, POLS 2301, 2401, PSYC 1101, 2101, 2103, SOCI 1101, THEA 1100.
- JOUR 1135 - Mass Communications Survey **Credit:** 3 hours
- JOUR 2131 - News Writing and Reporting **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Mathematics (A.S.)

Department of Mathematics and Computer Science

The Department of Mathematics and Computer Science offers programs of study in computer science and mathematics. These programs lead the student to transfer programs, Associate degrees, or Bachelor of Science degrees.

Transfer Program in Mathematics Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
PHYS 2211K - 2212K sequence is strongly recommended.
- Lab Science Elective Credit: 4 hours
PHYS 2211K - 2212K sequence is strongly recommended.
- MATH 1251 - Calculus I **Credit:** 4 hours
If students are required to take MATH 1251 then one hour of credit will be applied to Area F.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
Select from CHEM 1211K, 1212K, CPSC 1301, 1302, MATH 1200, 1220, 2260, 2270, PHYS 2211K, 2212K.
- MATH 1251 - Calculus I **Credit:** 4 hours
If students are required to take MATH 1251 then one hour of credit will be applied to Area F.
- MATH 2252 - Calculus II **Credit:** 4 hours
- MATH 2253 - Calculus III **Credit:** 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Mathematics (B.S.)

The analytical and problem-solving skills cultivated by students majoring in mathematics are both versatile and highly valued in industry, government, and education. The bachelor of science degree program in mathematics is designed to prepare students to (1) attend professional and graduate school in mathematics, (2) teach mathematics in secondary school, or (3) seek employment in mathematical related fields in the public and private sectors. Students majoring in mathematics may arrange their course work according to their interests. There are two tracks of study: Applied Mathematics, which offers concentrations in Operations Research and Statistics, and Mathematics Education.

The Applied Mathematics track provides excellent preparation for graduate study or careers where mathematical ideas and techniques are used to model and solve real world problems. The Mathematical Education track is designed for students interested in teaching high school level mathematics. Regardless of which track is chosen, all students majoring in mathematics must satisfy a common upper level core. Coursework beyond the upper level core is taken according to the track and concentration chosen.

For information on careers in mathematics, please visit <http://math.maconstate.edu>.

Curriculum for Bachelor of Science in Mathematics

Core Courses Required for Bachelor of Science in Mathematics Program

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math & Technology

- Lab Science Elective Credit: 4 hours
PHYS 2211K-2212K or CHEM 1211K-1212K are recommended.
- Lab Science Elective Credit: 4 hours
PHYS 2211K-2212K or CHEM 1211K-1212K are recommended.
- MATH 1251 - Calculus I **Credit:** 4 hours

3 hours of credit will be applied to Area D and the additional 1 hour of credit will be applied to the upper level curriculum.

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- CPSC 1301 - Computer Science I **Credit:** 4 hours
- MATH 2252 - Calculus II **Credit:** 4 hours
- MATH 2253 - Calculus III **Credit:** 4 hours
- MATH 2260 - Introduction to Linear Algebra **Credit:** 3 hours
- Major Electives **Credit:** 3 hours
- Select from MATH 1200 or MATH 1220

Physical Education Credit: 2 Hours

Total Hours: 62

Upper Division Core Courses Required for Bachelor of Science in Mathematics Program

Upper Level Core Credit: 21 Hours

- MATH 2270 - Differential Equations **Credit:** 3 hours
- MATH 3040 - Bridge to Higher Mathematics **Credit:** 3 hours
- MATH 3600 - Probability and Statistics **Credit:** 3 hours
- MATH 4150 - Linear Algebra **Credit:** 3 hours
- MATH 4621 - Mathematical Statistics I **Credit:** 3 hours
- MATH 4910 - Mathematical Models **Credit:** 3 hours
- MATH 4920 - Senior Seminar **Credit:** 2 hours
- One hour of credit for MATH 1251 taken in Area D.

****Choose Applied Mathematics Track or Mathematics Education Track****

Applied Mathematics Track

Major Field Courses Credit: 9 Hours

- MATH 4260 - Mathematical Analysis **Credit:** 3 hours
- MATH 4651 - Numerical Analysis I **Credit:** 3 hours
- MATH 4901 - Operations Research I **Credit:** 3 hours

Electives Credit: 12 Hours

- MATH Electives - Credit: 3 hours
Any mathematics course above the 3000 level excluding Early Childhood Education courses (MATH 3100, MATH 3106, MATH 3110, MATH 3150, MATH 3156).
- Electives - Credit: 9 hours

Concentrations

Choose one of the following concentrations:

Operations Research

- MATH 3251 - Applied Combinatorics **Credit:** 3 hours
- MATH 4480 - Graph Theory **Credit:** 3 hours
- MATH 4622 - Mathematical Statistics II **Credit:** 3 hours
- MATH 4652 - Numerical Analysis II **Credit:** 3 hours
- MATH 4902 - Operations Research II **Credit:** 3 hours
- MATH 4905 - Optimization **Credit:** 3 hours

OR

Statistics

- MATH 3251 - Applied Combinatorics **Credit:** 3 hours
- MATH 4300 - Regression Analysis **Credit:** 3 hours
- MATH 4480 - Graph Theory **Credit:** 3 hours
- MATH 4622 - Mathematical Statistics II **Credit:** 3 hours
- MATH 4630 - Topics in Applied Statistics **Credit:** 3 hours
- MATH 4652 - Numerical Analysis II **Credit:** 3 hours

Mathematics Education Track

Major Field Courses Credit: 12 Hours

- MATH 3010 - History of Mathematics **Credit:** 3 hours
- MATH 3510 - Foundations of Geometry **Credit:** 3 hours
- MATH 4110 - Number Theory **Credit:** 3 hours
- MATH 4480 - Graph Theory **Credit:** 3 hours

Education Courses Credit: 33 Hours

Students must be admitted to the Education Program prior to taking upper division education courses.

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3600 - Teaching and Learning in Secondary Mathematics Environments **Credit:** 4 hours
- EDUC 3602 - Internship in Secondary School Mathematics **Credit:** 3 hours

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- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4604 - Student Teaching in Secondary School Mathematics **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Music (A.A.)

Department of Humanities

The Department of Humanities offers programs of study in art, English, foreign language, interdisciplinary studies, journalism and mass communications, music, and theatre and communication. These study areas lead students to a transfer program, an Associate degree, or a Bachelor degree.

Transfer Program in Music Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective **Credit:** 3 Hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- LITERATURE Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours (MUSC 1100 is recommended)

Area D Credit: 11 Hours

Science, Math, and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours

or

- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Private Instruction **Credit:** 4 hours
Guitar: MUSC 1300/2300; Piano: MUSC 1400/2400; Voice: MUSC 1500/2500. At least two hours of private instruction must be on the same instrument.
- Ensemble **Credit:** 4 hours
Voice and piano students choose MUSC 1888/2888; Guitar students choose MUSC 1333/2333.
- MUSC 1101 - Elementary Theory I **Credit:** 2 hours
- MUSC 1102 - Sightsinging/Eartraining I **Credit:** 1 hour
- MUSC 1103 - Elementary Theory II **Credit:** 2 hours
- MUSC 1104 - Sightsinging/Eartraining II **Credit:** 1 hour
- MUSC 2201 - Intermediate Music Theory I **Credit:** 2 hours
- MUSC 2203 - Intermediate Music Theory II **Credit:** 2 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Physics (A.S.)

Department of Natural Sciences and Engineering

The Department of Natural Sciences and Engineering offers study programs in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, engineering technology, physics, and preengineering. The department also offers the Regents' Engineering Transfer Program. These study areas may lead a student to a transfer program, an Associate of Science degree, or a Bachelor of Science degree.

Transfer Program in Physics Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit: 3 hours**
- ENGL 1102 - English Composition II **Credit: 3 hours**
- MATH 1113 - Precalculus **Credit: 3 hours**

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit: 1 hour**

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
CHEM 1211K - 1212K sequence is strongly recommended.
- Lab Science Elective Credit: 4 hours
CHEM 1211K - 1212K sequence is strongly recommended.
- MATH 1251 - Calculus I **Credit: 4 hours**
If students are required to take MATH 1251 then one hour of credit will be applied to Area F.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Elective Credit: 1 hour
Select from CPSC 1301, 1302, MATH 2260, 2270, PHYS 2999.
- MATH 1251 - Calculus I **Credit:** 4 hours
If students are required to take MATH 1251 then one hour of credit will be applied to Area F.
- MATH 2252 - Calculus II **Credit:** 4 hours
- MATH 2253 - Calculus III **Credit:** 4 hours
- PHYS 2211K - Principles of Physics I **Credit:** 4 hours
- PHYS 2212K - Principles of Physics II **Credit:** 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Political Science (A.A.)

Department of History and Political Science

The Department of History and Political Science offers a baccalaureate program in history as well as transfer programs of study, leading to the Associate of Arts degree in history and political science. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Political Science Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours

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- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
Select from ANTH 1102, ECON 2105, 2106, HIST 1111, 1112, 2111, 2112, 2280, MATH 1200, POLS 2101, 2201, 2301, 2401, 2501, 2601, PSYC 1101, 2103, SOCI 1101, 1160, 2293.
- POLS 2101 - Introduction to Political Science **Credit:** 3 hours
or
- POLS 2201 - State and Local Government **Credit:** 3 hours
or
- POLS 2301 - Introduction to Comparative Politics **Credit:** 3 hours
or
- POLS 2401 - Introduction to Global Issues **Credit:** 3 hours
or
- POLS 2501 - Introduction to Domestic Issues **Credit:** 3 hours
or
- POLS 2601 - Introduction to Public Administration **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Pre-Engineering

This curriculum is designed for students wishing to complete the lower division engineering requirements of senior engineering schools. A Certificate of Completion for the Pre-Engineering Program will be awarded to those students who complete this list of courses. Students wishing to earn an associate degree may add courses to meet the guidelines for Transfer Program in Physics Leading to an Associate of Science.

To keep abreast of curriculum and admissions requirements, students should maintain communication with the admissions office of the engineering school to which they intend to transfer.

Department of Natural Sciences and Engineering

The Department of Natural Sciences and Engineering offers study programs in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, engineering technology, physics, and preengineering. The department also offers the Regents' Engineering Transfer Program. These study areas may lead a student to a transfer program, an Associate of Science degree, or a Bachelor of Science degree.

Transfer Program in Pre-Engineering Leading to a Certificate of Completion

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
 - ENGL 1102 - English Composition II **Credit:** 3 hours
 - MATH 1251 - Calculus I **Credit:** 4 hours
- If students are required to take MATH 1251 and 1252, then one hour of credit for each will be applied to Area F.

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 0-3 Hours

Humanities/Fine Arts

- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- CHEM 1211K - Principles of Chemistry I **Credit:** 4 hours
and
- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours
- MATH 2252 - Calculus II **Credit:** 4 hours

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If students are required to take MATH 1251 and 1252 then one hour of credit for each will be applied to Area F.

Area E Credit: 6-9 Hours

Social Sciences

- Area E Elective Credit: 0-3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 38-43 Hours

Major Field

- Major Electives Credit: 9 hours
Choose from CHEM 2241K, 2242K, CPSC 1302, ENGR 2025, 2040, 2220, 2230, 2240.
or
For the RETP program in Pre-Civil, select ENGR 2220, 2230.
or
For the RETP program in Pre-Electrical, select CPSC 1302, ENGR 2025, 2040.
or
For the RETP program in Pre-Mechanical, select ENGR 2220, 2230.
- CPSC 1301 - Computer Science I **Credit:** 4 hours
- ENGR 1110 - Introduction to Engineering **Credit:** 3 hours
- ENGR 1120 - Introduction to Visual Communication and Engineering Design **Credit:** 2 hours
- ENGR 2210 - Statics **Credit:** 3 hours
- MATH 1251 - Calculus I **Credit:** 4 hours
and
- MATH 2252 - Calculus II **Credit:** 4 hours
If students are required to take MATH 1251 and 1252 then one hour of credit for each will be applied to Area F.
- MATH 2253 - Calculus III **Credit:** 4 hours
- MATH 2260 - Introduction to Linear Algebra **Credit:** 3 hours
- MATH 2270 - Differential Equations **Credit:** 3 hours
- PHYS 2211K - Principles of Physics I **Credit:** 4 hours
and
- PHYS 2212K - Principles of Physics II **Credit:** 4 hours

Physical Education Credit: 2 Hours

Total Hours: 70-81

Psychology (A.A.)

Transfer Program in Psychology Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Credit: 3 hours
- ENGL 1101 - English Composition I **Credit: 3 hours**
- ENGL 1102 - English Composition II **Credit: 3 hours**

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit: 1 hour**

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit: 3 hours**
or
- HIST 2112 - United States History Since 1865 **Credit: 3 hours**
- POLS 1101 - American Government **Credit: 3 hours**

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 12 hours
Select from ANTH 1102, Foreign Language (3 hours), HIST 1111, 1112, 2112, MATH 1200, POLS 2601, SOCI 1160, 2293.
- PSYC 1101 - Introduction to General Psychology **Credit: 3 hours**
- PSYC 2103 - Introduction to Human Development **Credit: 3 hours**

Physical Education Credit: 2 Hours

Total Hours: 62

Public Service (B.S.)

Department of Psychology and Sociology

The Department of Psychology and Sociology offers programs of study in criminal justice, psychology, public service, social welfare, and sociology. These study programs lead the student to a transfer program, an Associate degree, or a Bachelor degree. Additionally, some of these programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Curriculum for Bachelor of Science in Public Service – Human Services

Bachelor of Science Degree in Public Service

Public Service is a term encompassing a large variety of occupations performed in the public interest. Most of these jobs are in local, state, and federal government; public and private agencies; and enterprises established to provide social services. The Bachelor of Science degree in Public Service in Human Services is designed to prepare graduates for entry into this occupational sphere.

All students in the Public Service program will take courses specifically designed to meet current and future job requirements. Courses include abnormal psychology, public agency management, conflict resolution and crisis management, interviewing techniques, program assessment and research methods, ethics of public service, funding sources and grant writing, legal issues, and internship. Curricular flexibility is deliberately structured into the Public Service major, which permits students to take courses in information technology, business management, health services, and other areas. Students, in consultation with the program coordinator, design their programs to suit individual academic and occupational goals.

The Public Service degree in Human Services prepares students for entry into a variety of public and private sector situations. The degree is excellent preparation for students interested in pursuing graduate level study, law school, and other professional endeavors. The fields of law, health, and business provide opportunities for other entry-level human services positions for which the degree is appropriate training.

Admission:

Freshman and sophomore students should follow the curriculum outlined for the degree. Transfer students may be accepted into the Public Service program. General education and supporting courses will be evaluated for credit during the admission process. All upper-level transfer courses must be approved by the Chair of the Department of Psychology and Sociology. This will be done on a case-by-case basis using transcripts and appropriate college catalog course descriptions. Students transferring academic credits into the program must meet all College residence and transfer-of-credit requirements. A transfer grade intended to satisfy any Public Service core requirement, Human Service requirement or major track elective course must be at least a "C."

Admission Requirements:

Submission of the "Application for Admission to the Bachelor of Science in Public Service - Human Services Program." Included in the application are the following requirements for admission:

1. Admission to Macon State College and in "good standing" with the College.
2. Completion of at least 45 semester hours with an overall GPA of 2.00 or higher.
3. Completion of Areas A-E of the Core Curriculum.
4. Successful completion of the Regents' Test.
5. Completion of PSYC 1101 (Introduction to General Psychology), PSYC 2103 (Introduction to Human Development), MATH 1200 (Elementary Statistics), and SOCI 1101 (Introduction to Sociology), all with grades of at least a "C."
6. Completion of all legislatively mandated requirements (U.S. and Georgia history and U.S. and Georgia Constitution requirements).
7. Signed and notarized authorization for a background check.

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In addition to the academic regulations of the College, all PBSV core and major track required/elective courses must be completed with a grade of "C" or higher. Students must maintain a minimum GPA of 2.00 to remain in good standing.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
and
- ENGL 1102 - English Composition II **Credit:** 3 hours
or
- ENGL 1102H - Honors English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours
or
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credit: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math & Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours
or
- MATH 1200H - Honors Elementary Statistics **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2111H - Honors United States History to 1865 **Credit:** 3 hours
or

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- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
or
- HIST 2112H - Honors United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
or
- POLS 1101H - Honors American Government **Credit:** 3 hours
- SOCI 1101 - Introduction to Sociology **Credit:** 3 hours
or
- SOCI 1101H - Honors Introduction to Sociology **Credit:** 3 hours

Area F Credit: 18 Hours

Courses recommended for Area F Major Electives are: ANTH 1102, CRJU 1100, CRJU 2202, CRJU 2204, CRJU 2210, CRJU 2231, HIST 1111, HIST 1112, HIST 2112, HIST 2280, POLS 2101, POLS 2201, POLS 2301, POLS 2401, POLS 2501, POLS 2601, SOCI 1160, and SOCI 2293.

- Major Electives Credit: 3 hours
- Major Electives Credit: 3 hours
- Major Electives Credit: 3 hours
- Major Electives Credit: 3 hours
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours
or
- PSYC 1101H - Honors Introduction to General Psychology **Credit:** 3 hours
- PSYC 2103 - Introduction to Human Development **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Credit: 62 Hours

Additional Requirements

The sixty semester credit hours beyond the associate degree or equivalent that the Public Service major needs to graduate are categorized as follows:

30 hours - PBSV Core Courses
15 hours - Major Track Electives
15 hours - Electives

Public Service Core Credit: 18 Hours

- PBSV 3001 - Social Context of Public Service Agencies **Credit:** 3 hours
- PBSV 3010 - Public Service Management **Credit:** 3 hours
- PBSV 3020 - Research Methods **Credit:** 3 hours
- PBSV 3040 - Conflict Resolution and Negotiation **Credit:** 3 hours
- PBSV 4030 - Program Funding and Evaluation **Credit:** 3 hours
- PBSV 4950 - Senior Project **Credit:** 3 hours
or
- PBSV 4996 - Internship in Public Service **Credit:** 3 hours

Human Services Credit: 12 Hours

- PSYC 3030 - Psychological Statistics **Credit:** 3 hours
- PSYC 3101 - Psychology of Adjustment **Credit:** 3 hours

- PSYC 3265 - Abnormal Psychology **Credit:** 3 hours
- PSYC 3330 - Interviewing **Credit:** 3 hours

Major Track Electives Credit: 15 Hours

- PSYC 3256 - Social Psychology **Credit:** 3 hours
- PSYC 3277 - Personality Theory **Credit:** 3 hours
- PSYC 3500 - Child and Adolescent Psychology **Credit:** 3 hours
- PSYC 4030 - Psychological Testing **Credit:** 3 hours
- PSYC 4298 - Applied Learning **Credit:** 3 hours
- PSYC 4550 - Forensic Psychology **Credit:** 3 hours
- PSYC 4990 - Seminar in Abnormal Psychology **Credit:** 3 hours
- SOCI 3225 - Social Stratification **Credit:** 3 hours
- SOCI 3510 - Community/Urban Sociology **Credit:** 3 hours
- SOCI 4110 - Deviance and Social Control **Credit:** 3 hours
- SOCI 4120 - Addiction Studies **Credit:** 3 hours

Select Either:

- PSYC 3150 - Gerontology **Credit:** 3 hours
- SOCI 3150 - Gerontology **Credit:** 3 hours

Select Either:

- PSYC 3260 - Group Dynamics **Credit:** 3 hours
- SOCI 3260 - Group Dynamics **Credit:** 3 hours

Select Either:

- PSYC 3285 - Industrial/Organizational Behavior **Credit:** 3 hours
- SOCI 3285 - Industrial/Organizational Behavior **Credit:** 3 hours

Electives Credit: 15 Hours

Select from the following electives, if not used to satisfy requirements in another area. At least 9 hours must be at the 3000- and 4000- level.

1000-2000 Level Credit: 0-6 Hours

- ACCT 2000 - Survey of Accounting **Credit:** 3 hours
- ACCT 2101 - Principles of Accounting I **Credit:** 3 hours
- ACCT 2102 - Principles of Accounting II **Credit:** 3 hours
- BUSA 2105 - Communicating in the Business Environment **Credit:** 3 hours
- ITEC 2201 - Business Information Applications **Credit:** 3 hours
- COMM 1110 - Public Speaking **Credit:** 3 hours
- CRJU 1100 - Introduction to Criminal Justice **Credit:** 3 hours
- CRJU 2202 - Introduction to Criminology **Credit:** 3 hours
- CRJU 2204 - Introduction to Criminal Law **Credit:** 3 hours
- CRJU 2210 - Introduction to Juvenile Delinquency **Credit:** 3 hours
- CRJU 2231 - Introduction to Corrections **Credit:** 3 hours

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- HUMN 2205 (SSCI 2205) - Gender, Social Science, and Art **Credit:** 3 hours
- ITEC 2215 - Introduction to Information Technology **Credit:** 3 hours
- JOUR 2131 - News Writing and Reporting **Credit:** 3 hours
- POLS 2101 - Introduction to Political Science **Credit:** 3 hours
- POLS 2201 - State and Local Government **Credit:** 3 hours
- POLS 2301 - Introduction to Comparative Politics **Credit:** 3 hours
- POLS 2401 - Introduction to Global Issues **Credit:** 3 hours
- POLS 2501 - Introduction to Domestic Issues **Credit:** 3 hours
- POLS 2601 - Introduction to Public Administration **Credit:** 3 hours

3000-4000 Level Credit: 9-15 Hours

- ACCT 3101 - Intermediate Financial Accounting I **Credit:** 3 hours
- ACCT 3125 - Governmental and Not-For-Profit Accounting **Credit:** 3 hours
- BUSA 3153 (HUMN 3153) - Organizations, Work, and Literature **Credit:** 3 hours
- ENGL 3106 - Professional Communication **Credit:** 3 hours
- ENGL 3206 - Gender Studies **Credit:** 3 hours
- ENGL 4482 - Popular Culture **Credit:** 3 hours
- HLSA 3000 - Research Methods for Health Sciences **Credit:** 3 hours
- HLSA 3310 - American Health Care System **Credit:** 3 hours
- HLSA 3315 - Holistic Health Care Services **Credit:** 3 hours
- HLSA 3320 - Health Care Management **Credit:** 3 hours
- HLSA 3340 - Public Administration and Health Care **Credit:** 3 hours
- HLSA 3345 - Government, Politics, and American Health Care **Credit:** 3 hours
- HLSA 3350 - Public Health and Epidemiology **Credit:** 3 hours
- HLSA 3370 - Women's Issues in Health Care **Credit:** 3 hours
- HLSA 4463 - Case Management Concepts and Services **Credit:** 3 hours
- HUMN 3010 - Cross Cultural Issues **Credit:** 3 hours
- HUMN 3153 (BUSA 3153) - Organizations, Work, and Literature **Credit:** 3 hours
- HUMN 4340 - Introduction to Ethics **Credit:** 3 hours
- HUMN 4471 - Comparative Cultures **Credit:** 3 hours
- ITEC 3236 - Interactive Digital Media **Credit:** 3 hours
- MGMT 3101 - Business Statistics **Credit:** 3 hours
- MGMT 3141 - Principles of Management **Credit:** 3 hours
- MGMT 3155 - Organizational Behavior **Credit:** 3 hours
- MGMT 4105 - Human Resource Management **Credit:** 3 hours
- MGMT 4125 - Compensation and Benefits **Credit:** 3 hours
- MKTG 3161 - Principles of Marketing **Credit:** 3 hours
- MKTG 3162 - Consumer Behavior **Credit:** 3 hours
- POLS 3030 - Introduction to Public Policy **Credit:** 3 hours
- POLS 3040 - Public Personnel Administration **Credit:** 3 hours
- POLS 3065 - Ethics in Public Service Management **Credit:** 3 hours
- POLS 3085 - Minority Politics **Credit:** 3 hours
- POLS 3101 - Political Science **Credit:** 3 hours
- POLS 3201 - State and Local Government **Credit:** 3 hours

Regents' Engineering Transfer Program (RETP)

Qualified students seeking a Bachelor of Engineering degree may begin their college studies at Macon State College through the Regents' Engineering Transfer Program (RETP). Upon successful completion of the RETP, (click this link for Pre-Engineering information), students may transfer to the Georgia Institute of Technology to complete the degree requirements. It is expected that students in this program, like other Georgia Tech graduates, will normally require four to five and one-half years to complete the degree requirements, depending on their pre-college preparation, involvement in extracurricular activities, and engineering major.

To be admitted to the Regents' Engineering Transfer Program at Macon State College, applicants must present proof of acceptance at Georgia Tech or have achieved at least:

1. A combined SAT score of at least 1090 (including a minimum of 560 on the math and 440 on the verbal portion) and
2. A high school GPA of at least 3.0

Students who do not meet the initial admission criteria may qualify for the RETP after the end of their freshman year by:

1. Completing the first chemistry and the first physics courses and Calculus I and II (CHEM 1211K, PHYS 2111K, MATH 1251 and 2252) with grades of 3.0 (B) or higher, and
2. Attaining a cumulative grade point average of 3.0 or higher.

Finally, students who complete the courses included in the first two years of the desired Tech engineering program with a GPA of 2.7 or higher in those courses may be admitted to the RETP at the discretion of the Georgia Tech RETP coordinator.

The Macon State College faculty members have worked closely with the Georgia Tech faculty to assure a curriculum which is well coordinated with that of Georgia Tech. Specific dates have been established for students to visit the Georgia Tech campus and meet with representatives of their anticipated Georgia Tech major.

Regents' Engineering Transfer Program students who satisfactorily complete the RETP curriculum and apply for transfer will be accepted to Georgia Tech. However, admission to the most popular majors, as for other Georgia Tech students, will be based upon overall grade point average, performance in the required prerequisite courses, and availability of student spaces.

Social Welfare (A.A.)

Department of Psychology and Sociology

The Department of Psychology and Sociology offers programs of study in criminal justice, psychology, public service, social welfare, and sociology. These study programs lead the student to a transfer program, an Associate degree, or a Bachelor degree. Additionally, some of these programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Social Welfare Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.
- Area E Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives **Credit:** 12 hours
Select from ANTH 1102, BIOL 1114K, 1124K, CRJU 1100, 2202, 2204, 2210, 2231, PSYC 2103, SOCI 1101.
- SOCI 1160 - Introduction to Social Problems **Credit:** 3 hours
- SOCI 2293 - Introduction to Marriage and the Family **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Sociology (A.A.)

Department of Psychology and Sociology

The Department of Psychology and Sociology offers programs of study in criminal justice, psychology, public service, social welfare, and sociology. These study programs lead the student to a transfer program, an Associate degree, or a Bachelor degree. Additionally, some of these programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Sociology Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.
- Area E Elective Credit: 3 hours
Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
Select from ANTH 1102, CRJU 2202, ECON 2105, 2106, HIST 1112, 2112, MATH 1200, POLS 2101, PSYC 1101, 2103.
- SOCI 1101 - Introduction to Sociology **Credit:** 3 hours
and
- SOCI 1160 - Introduction to Social Problems **Credit:** 3 hours
- SOCI 2293 - Introduction to Marriage and the Family **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Theatre and Communication (A.A.)

Department of Humanities

The Department of Humanities offers programs of study in art, English, foreign language, interdisciplinary studies, journalism and mass communications, music, and theatre and communication. These study areas lead students to a transfer program, an Associate degree, or a Bachelor degree.

Transfer Program in Theatre and Communication Leading to Associate of Arts

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective **Credit:** 3 Hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours

- or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives **Credit:** 9 hours
Select from ARAP 1100, ECON 2105, 2106, ENGL 2105, 2111, 2112, 2121, 2122, 2131, 2132, HIST 1111, 1112, HUMN 2151, 2152, 2153, 2154, 2155, 2156, MUSC 1100, PSYC 1101, 2103, SOCI 1101, 1160.
- COMM 1110 - Public Speaking **Credit:** 3 hours
- THEA 1100 - Theatre Appreciation **Credit:** 3 hours

And Select Either:

Not over two credits for any one course.

- COMM 1211 - Beginning Forensic Activity **Credit:** 1 hour
- COMM 2211 - Advanced Forensic Activity **Credit:** 1 hour
- or
- THEA 1221 - Theatre Crafts Basic **Credit:** 1 hour
- THEA 2221 - Theatre Crafts Intermediate **Credit:** 1 hour

Physical Education Credit: 2 Hours

Total Hours: 62

School of Business

Dean: Dr. Varkey Titus

Bachelor of Science Degree in Business & Information Technology

The Bachelor of Science Degree in Business & Information Technology, offered through the School of Business, is an innovative baccalaureate program that offers students a traditional foundation in business theory and practice supported by an understanding of the effect of new information technologies in the workplace.

The curriculum produces an information professional with a strong balance of business, organizational, interpersonal, and technical skills. Students in the degree program take core courses in business and information technology and then select a major from among accounting, general business, marketing, management or production/operations management. Co-op positions with Robins Air Force Base are available on a competitive basis for students who qualify.

Job Opportunities

Completion of the degree prepares graduates for employment opportunities in both the private and public sectors. Business professionals who are knowledgeable in business and information technology are an important part of any management team. They will be prepared to use and direct information technology resources for competitive advantage in their respective fields. They can contribute significantly toward making the American economy more efficient and competitive and its workers more productive.

Depending on the particular major selected, graduates will find job opportunities in traditional areas of accounting, marketing, and management. The information technology component of this degree will make these graduates even more valuable in such traditional career areas.

Business & Information Technology

In the Accounting Major, accountants will find employment with private companies, government agencies, and not-for-profit institutions with positions in auditing, financial, tax, cost, or managerial accounting. Graduates also may seek careers with Certified Public Accounting firms. Accountants also have the opportunity to obtain several professional certifications such as the Certified Public Accountant (CPA), the Certified Management Accountant (CMA), and the Certified Internal Auditor (CIA).

In the General Business Major, students will study in each of the functional areas of business: accounting, management, and marketing. The General Business major will appeal to students who desire a broad background in all areas of business rather than specialization in any one field of business or who have an interest in law or employment at the entry level where the position requires knowledge of all fields of business but without the special emphasis of one particular discipline.

In the Marketing Major, students will be prepared to manage the set of processes for creating, communicating, and delivering value to customers, and customer relationships in ways that benefit the organization and its stakeholders both in domestic and international markets. Graduates will find job opportunities in the areas of product and brand management, sales, services and social marketing, retailing, advertising, and market research. The information technology component of this degree will provide knowledge and skills to utilize multimedia programs, databases, networks, and electronic commerce in marketing activities.

In the Management Major, students will study production and operations management, organizational behavior, quantitative methods, labor relations, and human resource management. They will have the opportunity to learn about small business development and international business. Management graduates will be prepared for administrative careers in the public and private sector. The curriculum offers courses that will prepare graduates for job opportunities in human resources management, labor relations, training and development, and operations management.

In the Production/Operations Management, students study areas related to the provision of goods and services to both external and internal customers. They learn about business process analysis and design, inventory management, production and service planning, quality management, lean manufacturing, lean administration, six sigma, quantitative and qualitative analysis tools, theory of constraints, and other related areas. Graduates of this program are prepared for careers in manufacturing and service firms in both the public and private sectors.

The School of Business offers a transfer program of study in business administration leading to the Associate of Science degree.

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The Associate of Science degree in Business Administration is designed for students who intend to complete two years of academic work at Macon State College in preparation for a major in accounting, business administration, economics, finance, management, marketing, and related areas, or for Macon State College's Bachelor of Science degree in Business & Information Technology, Communications & Information Technology, Health Services Administration, or Information Technology.

The School of Business' program areas of study include:

- Business (Certificate)
- Business Administration (A.S.)
- Business and Information Technology (B.S.)
- Lean Professional (Certificate)
- Lean Transformation (Certificate)
- Supply Chain Management (Certificate)

Business (Certificate)

School of Business - Certificate

The School of Business offers certificates in the areas of business, business management, lean professional, and lean transformation.

Curriculum for the Certificate in Business (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Math, and Reading unless exempted.

- Electives **Credit:** 12 hours
Select from ACCT, BUSA, ECON, ITEC (except ITEC 2210), MGMT, or MKTG. For a concentration in ACCT, MGMT, or MKTG, select three electives from that discipline.
- ACCT 2101 - Principles of Accounting I **Credit:** 3 hours
- ACCT 2102 - Principles of Accounting II **Credit:** 3 hours
- ITEC 2201 - Business Information Applications **Credit:** 3 hours
- ECON 2105 - Principles of Macroeconomics **Credit:** 3 hours
or
- ECON 2106 - Principles of Microeconomics **Credit:** 3 hours
- ENGL 1101 - English Composition I **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours
or
- MATH 1113 - Precalculus **Credit:** 3 hours
or
- MATH 1251 - Calculus I **Credit:** 4 hours

Total Hours: 30

Note

Courses taken toward the completion of this certificate may not be used for credit toward completion of another certificate offered by the School of Business.

Business Administration (A.S.)

School of Business

The School of Business offers a transfer program of study in business administration leading to the Associate of Science degree.

The Associate of Science degree in Business Administration is designed for students who intend to complete two years of academic work at Macon State College in preparation for a major in accounting, business administration, economics, finance, management, marketing, and related areas, or for Macon State College's Bachelor of Science degree in Business & Information Technology, Communications & Information Technology, Health Services Administration, or Information Technology.

Transfer Program in Business Administration Leading to Associate of Science

This curriculum is designed to meet the admission requirements for Macon State College's Bachelor of Science degree in Business & Information Technology, with major tracks in accounting, general business, management, and marketing. This curriculum is also appropriate for students pursuing the baccalaureate degree in accounting, finance, general business, health services administration, information technology, management, marketing, and related business administration majors.

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective **Credit:** 3 Hours
Choose from MATH 1101, 1111, 1113, or 1251.
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours
A foreign language course is recommended.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours
MATH 1200 is a prerequisite for Macon State College's Bachelor of Science degree in Business & Information Technology.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours
or
- SOCI 1101 - Introduction to Sociology **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- ACCT 2101 - Principles of Accounting I **Credit:** 3 hours
and
- ACCT 2102 - Principles of Accounting II **Credit:** 3 hours
- BUSA 2105 - Communicating in the Business Environment **Credit:** 3 hours
- ITEC 2201 - Business Information Applications **Credit:** 3 hours
- ECON 2105 - Principles of Macroeconomics **Credit:** 3 hours
and
- ECON 2106 - Principles of Microeconomics **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Business and Information Technology (B.S.)

Curriculum for Bachelor of Science in Business & Information Technology

The Business & Information Technology degree requires 60 credit hours beyond the associate degree.

A grade of at least a "C" is required in all 3000-4000 level courses used to meet the Business & Information Technology degree requirements.

Areas A - E Credit: 42 Hours

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective **Credit:** 3 hours
(Choose from MATH 1101, MATH 1111, MATH 1113, or MATH 1251)
- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Area C Elective **Credit:** 3 hours
A foreign language course is recommended
- Literature Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Area D Elective **Credit:** 3 hours
MATH 1200 is a prerequisite for Macon State College's Bachelor of Science degree in Business & Information Technology
- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours
or
- SOCI 1101 - Introduction to Sociology **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- ACCT 2101 - Principles of Accounting I **Credit:** 3 hours
- ACCT 2102 - Principles of Accounting II **Credit:** 3 hours
- BUSA 2105 - Communicating in the Business Environment **Credit:** 3 hours
- ECON 2105 - Principles of Macroeconomics **Credit:** 3 hours
- ECON 2106 - Principles of Microeconomics **Credit:** 3 hours
- ITEC 2201 - Business Information Applications **Credit:** 3 hours

Physical Education Credit: 2 Hours

Business Administration Core Credit: 27 hours

- BUSA 3100 - Business and Society **Credit:** 3 hours
- ECON 3175 - International Economics **Credit:** 3 hours
- FINC 3131 - Business Finance **Credit:** 3 hours
- LENB 3135 - Legal Environment of Business **Credit:** 3 hours
- MGMT 3101 - Business Statistics **Credit:** 3 hours
- MGMT 3141 - Principles of Management **Credit:** 3 hours
- MGMT 3165 - Production and Operations Management **Credit:** 3 hours
- MGMT 4195 - Strategic Management **Credit:** 3 hours
- MKTG 3161 - Principles of Marketing **Credit:** 3 hours

Information Technology Core Credit: 6-9 hours*

- ITEC 3300 - Project Management **Credit:** 3 hours
 - ITEC 3340 - Business Analysis Using Excel **Credit:** 3 hours
- One ITEC elective may be selected from the following:**
- ITEC 3310 - Information Technology and Organizational Integration **Credit:** 3 hours
 - ITEC 4254 - Business Driven Technology **Credit:** 3 hours
 - ITEC 4288 - Electronic Commerce Systems **Credit:** 3 hours

*Accounting majors will take ACCT 4205 - Accounting Information Systems to meet the ITEC elective requirement.

Major Requirements

Students pursuing a Bachelor of Science in Business & Information Technology must complete one of the following majors:

Accounting Credit: 27 hours

- ACCT 3101 - Intermediate Financial Accounting I **Credit:** 3 hours
- ACCT 3102 - Intermediate Financial Accounting II **Credit:** 3 hours
- ACCT 3103 - Intermediate Financial Accounting III **Credit:** 3 hours
- ACCT 3110 - Cost Accounting **Credit:** 3 hours
- ACCT 3120 - Principles of Taxation I **Credit:** 3 hours
- ACCT 4135 - Auditing **Credit:** 3 hours
- ACCT 4205 - Accounting Information Systems **Credit:** 3 hours

Accounting Elective - Credit: 3 hours

One Accounting (ACCT) elective may be selected from the following:

- ACCT 3111 - Advanced Cost Accounting **Credit:** 3 hours
- ACCT 3125 - Governmental and Not-For-Profit Accounting **Credit:** 3 hours
- ACCT 4110 - Advanced Accounting **Credit:** 3 hours
- ACCT 4120 - Principles of Taxation II **Credit:** 3 hours
- ACCT 4140 - Auditing II **Credit:** 3 hours
- ACCT 4305 - Current Issues - Accounting and Auditing **Credit:** 3 hours
- ACCT 4505 - Special Topics **Credit:** 1 – 3 hours
- ACCT 4605 - Internship and/or Cooperative Education **Credit:** 1 – 9 hours

3000/4000 Business Elective

- One other 3000/4000-level business elective (**Credit:** 3 hours)

OR

General Business Credit: 24 hours

- ACCT 3000-4000 level - **Credit:** 6 hours
- MGMT 3000-4000 level - **Credit:** 6 hours
- MKTG 3000-4000 level - **Credit:** 6 hours

3000/4000 Business Electives

- Two other 3000-4000 level business electives (**Credit:** 6 hours)

OR

Management Credit: 24 hours

- MGMT 3155 - Organizational Behavior **Credit:** 3 hours
- MGMT 3175 - Quantitative Methods **Credit:** 3 hours
- MGMT 4105 - Human Resource Management **Credit:** 3 hours
- MGMT 4115 - Collective Bargaining/Labor Relations **Credit:** 3 hours

Management Electives - Credit: 6 hours

Two Management (MGMT) electives may be selected from the following:

- MGMT 4125 - Compensation and Benefits **Credit:** 3 hours
- MGMT 4135 (MKTG 4135) - Entrepreneurship **Credit:** 3 hours
- MGMT 4145 (MKTG 4145) - International Business **Credit:** 3 hours
- MGMT 4151 (MKTG 4151) - Principles of Contracting **Credit:** 3 Hours
- MGMT 4152 (MKTG 4152) - Contract Evaluation and Award **Credit:** 3 hours
- MGMT 4153 (MKTG 4153) - Contract Pricing **Credit:** 3 hours
- MGMT 4165 (MKTG 4165) - Small Business Management **Credit:** 3 hours
- MGMT 4166 - Advanced Operations Management **Credit:** 3 hours
- MGMT 4167 - Operations Strategy **Credit:** 3 hours
- MGMT 4171 - Introduction to Six Sigma **Credit:** 3 hours
- MGMT 4172 - Advanced Six Sigma **Credit:** 3 hours
- MGMT 4173 - Lean/Six Sigma Capstone Project **Credit:** 3 hours
- MGMT 4174 - Introduction to Lean Process Improvement **Credit:** 3 hours
- MGMT 4181 - Service Management **Credit:** 3 hours
- MGMT 4183 - Purchasing & Supply Chain Management **Credit:** 3 hours
- MGMT 4505 - Special Topics **Credit:** 1– 3 hours
- MGMT 4605 - Internship and/or Cooperative Education **Credit:** 1 – 9 hours
- MGMT 4805 - Independent Study **Credit:** 1 – 3 hours

3000/4000 Business Electives

- Two other 3000-4000 level business electives (**Credit:** 6 hours)

OR

Marketing Credit: 24 hours

- MKTG 3162 - Consumer Behavior **Credit:** 3 hours
- MKTG 4161 - Marketing Research **Credit:** 3 hours
- MKTG 4163 - Services Marketing **Credit:** 3 hours
- MKTG 4198 - Marketing Management **Credit:** 3 hours

Marketing Electives - Credit: 6 hours

Two Marketing (MKTG) electives may be selected from the following:

- MKTG 3167 - Retailing **Credit:** 3 hours
- MKTG 3170 - Sales and Sales Management **Credit:** 3 hours
- MKTG 4135 (MGMT 4135) - Entrepreneurship **Credit:** 3 hours
- MKTG 4151 (MGMT 4151) - Principles of Contracting **Credit:** 3 Hours
- MKTG 4152 (MGMT 4152) - Contract Evaluation and Award **Credit:** 3 hours
- MKTG 4153 (MGMT 4153) - Contract Pricing **Credit:** 3 hours
- MKTG 4162 - Business to Business Marketing **Credit:** 3 hours

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- MKTG 4165 (MGMT 4165) - Small Business Management **Credit:** 3 hours
- MKTG 4166 - Marketing Promotion and Communication **Credit:** 3 hours
- MKTG 4168 - International Marketing **Credit:** 3 hours
- MKTG 4505 - Special Topics **Credit:** 1 – 3 hours
- MKTG 4605 - Internship and/or Cooperative Education **Credit:** 1 – 9 hours
- MKTG 4805 - Independent Study **Credit:** 1 – 3 hours

3000/4000 Business Electives

- Two other 3000-4000 level business electives (**Credit:** 6 hours)

OR

Production/Operations Management Credit: 24 hours

- MGMT 3175 - Quantitative Methods **Credit:** 3 hours
- MGMT 4166 - Advanced Operations Management **Credit:** 3 hours
- MGMT 4167 - Operations Strategy **Credit:** 3 hours

Production/Operations Management Electives - Credit: 12 hours

Choose 4 of the following courses:

- ACCT 3110 - Cost Accounting **Credit:** 3 hours
- HLSA 3360 - Quality Management and Improvement **Credit:** 3 hours
- MGMT 4171 - Introduction to Six Sigma **Credit:** 3 hours
- MGMT 4172 - Advanced Six Sigma **Credit:** 3 hours
- MGMT 4173 - Lean/Six Sigma Capstone Project **Credit:** 3 hours
- MGMT 4181 - Service Management **Credit:** 3 hours
- MGMT 4183 - Purchasing & Supply Chain Management **Credit:** 3 hours
- MGMT 4505 - Special Topics **Credit:** 1– 3 hours
- MGMT 4605 - Internship and/or Cooperative Education **Credit:** 1 – 9 hours

3000/4000 Business Elective

- One other 3000-4000 level business elective (**Credit:** 3 hours)

LEAN PROFESSIONAL (CERTIFICATE)

Entrance Requirements

- Baccalaureate degree from an accredited institution
- College level credit for Elementary Statistics (such as Macon State College's MATH 1200)

Transfer Credit Policy_

Up to six hours of previous college level for credit courses may be used toward the requirements of the certificate. Students must have received at least a "C" in any course for which they are requesting transfer credit.

Program of Study

The LPC program of study consists of 5 for-credit college level courses (3 credit hours each) designed to prepare students for positions as facilitators and leaders in an organization's lean transformation efforts.

Curriculum for Lean Professional Certificate

- MGMT 3101 - Business Statistics **Credit:** 3 hours
- MGMT 3165 - Production and Operations Management **Credit:** 3 hours
- MGMT 4171 - Introduction to Lean/Six Sigma **Credit:** 3 hours
- MGMT 4173 - Advanced Lean/Six Sigma **Credit:** 3 hours

Select one of the following:

- MGMT 4172 - Advanced Six Sigma **Credit:** 3 hours
- MGMT 4174 - Introduction to Lean Process Improvement **Credit:** 3 hours

Total Hours: 15

NOTES:

- Students entering the Lean Professional Certificate (LPC) program are assumed to be proficient with Microsoft Word, Excel, and PowerPoint.
- LPC students need a strong foundation in statistics. Even those students who have taken statistics in the past are STRONGLY encouraged to repeat the statistics course unless they are VERY confident in their abilities.
- Courses taken toward the completion of this certificate may not be used for credit toward completion of another certificate offered by the School of Business.

LEAN TRANSFORMATION (CERTIFICATE)

Transfer Credit Policy

Up to 12 hours of previous college level for credit courses may be used toward the requirements of the certificate. Students must have received at least a "C" in any course for which they are requesting transfer credit.

Curriculum for Lean Transformation Certificate

- BUSA 2105 -Communicating in the Business Environment **Credit : 3 hours**
- ITEC 2201 - Business Information Applications **Credit: 3 hours**
- MATH 1200 - Elementary Statistics **Credit: 3 hours**
- MGMT 3101 - Business Statistics **Credit: 3 hours**
- MGMT 3141 - Principles of Management **Credit: 3 hours**
- MGMT 3155 - Organizational Behavior **Credit: 3 hours**
- MGMT 3165 - Production and Operations Management **Credit : 3 hours**
- MGMT 4171 - Introduction to Lean/Six Sigma **Credit: 3 hours**
- MGMT 4173 - Lean/Six Sigma Capstone Project **Credit: 3 hours**

Select one of the following:

- MGMT 4172 - Advanced Six Sigma **Credit: 3 hours**
- MGMT 4174 - Introduction to Lean Process Improvement **Credit: 3 hours**

Total Hours: 30

NOTE:

Courses taken toward the completion of this certificate may not be used for credit toward completion of another certificate offered by the School of Business.

SUPPLY CHAIN MANAGEMENT (CERTIFICATE)

Entrance Requirements

College credit from an accredited institution that satisfies all entry prerequisite courses required.

Transfer Credit

Up to twelve hours of previous college level for-credit courses may be used toward the requirements of this certificate.

Program of Study

The Supply Chain Management Certificate Program consists of 30 for-credit college level courses that must be completed within 24 consecutive months.

Curriculum for Supply Chain Management Certificate

- BUSA 2105 - Communicating in the Business Environment **Credit:** 3 hours
- ITEC 2201 - Business Information Applications **Credit:** 3 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours
- MGMT 3101 - Business Statistics **Credit:** 3 hours
- MGMT 3141 - Principles of Management **Credit:** 3 hours
- MGMT 3165 - Production and Operations Management **Credit:** 3 hours
- MGMT 4183 - Purchasing & Supply Chain Management **Credit:** 3 hours

Select one MATH course from the following:

- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
- MATH 1111 - College Algebra **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours

Select two electives from the following:

- ITEC 3340 - Business Analysis Using Excel **Credit:** 3 hours
- MGMT 4171 - Introduction to Six Sigma **Credit:** 3 hours
- MGMT 4181 - Service Management **Credit:** 3 hours

Courses taken toward the completion of this certificate may not be used for credit toward completion of another certificate offered by the School of Business.

School of Education

Dean: Dr. Pamela Bedwell

BACHELOR OF SCIENCE DEGREE IN EDUCATION

The School of Education and authorized degree programs are accredited through the Georgia Professional Standards Commission and the National Council for Accreditation of Teacher Education.

Bachelor of Science Degree in Education – Early Childhood Education

Macon State College has approval from the Board of Regents of the University System of Georgia and the Georgia Professional Standards Commission to offer a Bachelor of Science (B.S.) degree program in Education with a major in Early Childhood Education. The Macon State College program applies a dual certification in early childhood education and special education for pre-kindergarten through fifth grade teachers. This will position highly qualified new teachers to reach diverse learners in Central Georgia's elementary schools (P-5).

Bachelor of Science Degree in Education – Middle Grades Education

Macon State College has approval from the Board of Regents of the University System of Georgia to offer the Bachelor of Science degree in Education with a major in Middle Grades Education. The Macon State College program is pending approval by the Georgia Professional Standards Commission with a review scheduled for Spring 2010. Although the College fully anticipates receiving program approval, the Professional Standards Commission requires notification of candidates that if the program is completed prior to approval, they cannot be recommended for certification. The program applies a dual certification in middle grades education and special education for fourth through eighth grade teachers. This will position highly qualified new teachers to reach diverse learners in Central Georgia's middle schools.

Secondary Education Certification Tracks

Macon State College has approval from the Board of Regents of the University System of Georgia and the Georgia Professional Standards Commission to offer secondary education tracks in biology, mathematics, English, and history. Students will earn a B.S. in Biology with secondary education certification, a B.S. in Mathematics with secondary education certification, a B.A. in English with secondary education certification, or a B.A. in History with secondary education certification. Successful students will be certified sixth grade through twelfth grade.

General Requirements and Procedures for Admission to the School of Education

Applications to Macon State College and the School of Education are available online. Applications must be submitted to the School of Education. Prospective students may contact the School of Education for an application packet. Applications must be submitted with qualifying GPA and GACE Basic Skills Assessment or PRAXIS I (if taken and passed prior to August 31, 2006) (or SAT/ACT/GRE exemption documentation) to be considered. It is necessary that SAT/ACT scores come from a national administration of the test. Application materials must be complete for full acceptance.

Early Childhood and Special Education Program

The B.S. in Early Childhood Education includes upper level courses in education, mathematics, science, and humanities. Macon State College students are required to complete 129 semester credit hours to earn a B.S. degree in education - 62 hours of freshman/sophomore-level core courses plus 67 hours of junior/senior-level courses. The upper level courses can be completed with full-time enrollment in two years with one required summer session. Students are required to complete general education core courses in Areas A through E plus the appropriate education program in Area F prior to admission to the B.S. in Education program. Students may take upper level courses after being admitted to the baccalaureate program.

Middle Grades and Special Education Program

The baccalaureate program in Middle Grades Education includes upper level courses in education as well as in two declared areas of content concentrations (mathematics, English, social studies, and science). Macon State College students are required to complete 128 semester credit hours to earn a B.S. degree in education – 62 hours of freshman/sophomore-level core courses plus 66 hours of junior/senior-level courses. The upper level courses can be completed with full-time enrollment in two years with one required summer session. Students are required to complete general education core courses in Areas A through E plus the

appropriate education program in Area F prior to admission to the B.S. in Education program. Students may take upper level courses after being admitted to the baccalaureate program.

Admission Requirements

Admission to the baccalaureate program in Education and to secondary education tracks is competitive and granted on a space available basis. In order to be considered for admission to the B.S. in Education or the secondary education tracks in biology, mathematics, English, or history, applicants must:

1. be admitted to Macon State College and in "good academic standing" with the College,
2. have completed 45 semester hours in the core curriculum with an overall GPA of 2.50 or higher,
3. have passed the Regents' Test,
4. have a grade of at least a "C" in all Area A and Area F courses,
5. provide proof of a "passing" score on GACE Basic Skills Assessment or PRAXIS I (prior to August, 2006) (or exempt with a combined verbal and mathematics SAT score of 1000 or a combined verbal and mathematics ACT score of 43 or a combined verbal and quantitative GRE score of 1030)*,
6. complete the "Application for Admissions to the School of Education Teacher Certification Programs,"
7. attach a signed and notarized consent form authorizing a criminal background check, and
8. submit three professional recommendations using the provided forms.

*SAT and ACT scores must be from a national administration of the test.

Items 1-8 must be completed and submitted before the application will be considered. Incomplete applications will not be reviewed for admission. Disciplinary action at Macon State College and/or any other institution that the student has attended or in the military may prevent admission.

Students transferring to Macon State College from other schools must meet all criteria for admission to the School of Education teacher certification programs as outlined. Transfer students not meeting the criteria for admission may be advised to take additional courses to complete the core curriculum in education in order to qualify for admission. Since the curriculum in education is linked to state and national accreditation requirements and mandates, the curriculum is subject to change.

Acceptance

Applicants who meet all admission requirements will be reviewed and ranked according to their qualifications by the School of Education faculty and the Teacher Education Council. Applicants who meet all admission requirements will be ranked according to their qualifications and admitted in order of their rank, starting with the most qualified, until all available spaces are filled. Review of completed applications will begin on March 1. The School of Education reserves the right to ask for an interview with prospective candidates. The applicant must appear for the interview if requested.

Applicants selected for the program will be notified in writing by the School of Education. Due to the number of applicants and the limited number of spaces, applicants must submit the "Intent to Enroll" in the B.S. in Education program form by the designated date to secure their placement.

An individual program of study for progression through the early childhood and middle grades education courses or secondary education track courses will be developed once the student has been accepted into the School of Education program. Upon acceptance, students are referred to as "teacher candidates" and are required to submit proof of professional liability insurance coverage.

Admitted Candidates

Currently baccalaureate candidates in the School of Education's Early Childhood and Middle Grades Education programs are admitted only for full-time study. Teacher candidates are required to complete a minimum of 900 hours of field experience in a variety of school settings/placements in order to meet program requirements for graduation set forth by the USG Board of Regents' Teacher Preparation Principles. All candidates must participate in clinical experiences to meet specific course requirements, and all candidates must complete the internship of student teaching, which is available only on a full-time basis. Therefore, candidates will be required to verify that they are available for clinical experiences during the regular public school day.

Secondary education track students can be admitted for part-time or full-time study. Teacher candidates are required to complete a minimum of 900 hours of field experience in a variety of school settings/placements (sixth-twelfth grades) in order to meet program requirements for graduation set forth by the USG Board of Regents' Teacher Preparation Principles. All candidates must

participate in clinical experiences to meet specific course requirements, and all candidates must complete the internship of student teaching, which is available only on a full-time basis. Therefore, candidates will be required to verify that they are available for clinical experiences during the regular public school day.

The Education Admissions and Retention Committee admits candidates into the baccalaureate education program and students into the secondary education certification track based on the evaluation of admissions criteria. The number of admissions may be limited by the number of candidates that can be served in college classes and school settings.

The program is planned according to the semester that candidates begin upper level professional education course work. This plan requires the candidate to remain in the planned sequence in order to remain in the professional education program and to complete the program of study on schedule.

Professional education courses are defined as all upper level (junior and senior level) coursework that is required in the identified education program plan. This includes any required content courses as well.

Academic Progress and Policies

Teacher candidates must meet the following requirements to progress in their Education Program:

1. maintain an overall GPA of 2.50 or higher,
2. complete all professional education courses with at least a grade of "C" in each course,
3. retake no more than one education program course in which a grade of "F" is made,
4. have professional liability insurance throughout the duration of the program,
5. have an overall GPA of 2.50 or higher prior to student teaching,
6. provide evidence of having taken GACE II (Content Discipline) prior to completing their final clinical practice,
7. adhere to all policies of Macon State College, the School of Education, and associated Boards of Education,
8. adhere to Georgia Professional Standards Commission Policies on Ethics for Educators, and
9. complete Macon State College residency requirements for graduation.*

Students who have earned grades of "F" in a total of two courses will not be allowed to continue in the School of Education teacher certification programs. Deviation from a student's entry Program Plan without prior approval by the Dean of the School of Education will result in dismissal from the program. "Deviations" include but are not limited to a student's failure to register for all required coursework or a grade of "W" or "WF" in any upper level coursework.

*Certification is dependent on successful results of the appropriate GACE content exam and the ultimate decision of the Georgia Professional Standards Commission.

Re-entry

A teacher candidate who withdraws from a School of Education teacher certification program must submit a request in writing for readmission to the education program along with a completed education application form at least one semester prior to the semester in which the student wishes to attend. A student must meet all of the admission/acceptance requirements, including an overall GPA of 2.50 or higher, in order to be considered. Re-entry occurs on a space available basis.

Note: Teacher Preparation programs must meet current federal and state accreditation requirements and the Georgia Professional Standards Commission licensure requirements. Teacher candidates who re-enter the program may be subject to curriculum changes.

Dismissal

Failure to meet progression requirement(s) will result in dismissal from Teacher Education.

1. Unprofessional conduct, unsafe educational practices, or unethical professional practices will result in dismissal from Teacher Education.
2. The Macon State College candidate is responsible for fulfilling academic responsibilities in an honest and forthright manner. The Macon State College Student Handbook contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of faculty and administration should a candidate commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the education program.

Secondary Education Certification Tracks

The secondary education tracks in biology, mathematics, English, and history require Area F in the content field. Macon State College students are required to complete 33 semester hours in education to complete the secondary education track - EDUC 2110, 2120, and 2130 courses and upper level education courses. Students choosing a secondary education track must work

closely with and be advised by the appropriate department in the School of Arts and Sciences for core curriculum requirements (A-F). In addition, students interested in pursuing secondary education certification should work closely with the School of Education to ensure that the education requirements are completed.

Education (Early Childhood) (B.S.)

The Bachelor of Science in Education (Early Childhood) degree prepares teacher education candidates to teach children in pre-kindergarten school settings through the fifth grade. Satisfactory completion of the program leads to Early Childhood certification in the state of Georgia. Clinical experiences in public schools occur throughout the education courses.

Curriculum for Bachelor of Science Degree in Education (Early Childhood)

- Core Courses Required for Bachelor of Science in Education Program (Early Childhood)
- Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.
- A minimum grade of "C" is required in all Area A and Area F Courses.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- Area A Math Elective - **Credit:** 3 hours
- Courses recommended for Area A Math Elective are: MATH 1101 or 1111

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective - **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective - **Credit:** 3 hours
 - Area C Elective - **Credit:** 3 hours
- Courses recommended for Area C: COMM 1110 or SPAN

Area D Credit: 11 Hours

Science, Math, and Technology

- Lab Science Elective - **Credit:** 4 hours
- Lab Science Elective - **Credit:** 4 hours
- Area D Elective - **Credit:** 3 hours Courses recommended for Area D: MATH 1101, MATH 1113, or MATH 1200

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours **OR** HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- Area E Elective - **Credit:** 3 hours

- Area E Elective - **Credit:** 3 hours Courses recommended for Area E: PSYC 1101 and SOCI 1101

Area F Credit: 18 Hours

Major Field

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- ISCI 2001 - Integrated Science - Life and Earth Science **Credit:** 3 hours
- ISCI 2002 - Integrated Science - Physical Science **Credit:** 3 hours
- MATH 2008 - Foundations of Numbers and Operations **Credit:** 3 hours

Physical Education: 2 Hours

Total Hours: 62

Required Upper-Level Courses

- ECSE 3200 - The Art of Language and Literature **Credit:** 3 hours
- ECSE 3410 - Development of the Whole Child **Credit:** 3 hours
- ECSE 3430 - Literacy Acquisition **Credit:** 4 hours
- ECSE 3444 - Professional Roles and Teaching Practices I **Credit:** 3 hours
- ECSE 3520 - Organizing an Effective Learning Environment **Credit:** 2 hours
- ECSE 3530 - Literacy Assessment and Instruction **Credit:** 4 hours
- ECSE 3540 - Assessment for Learning **Credit:** 3 hours
- ECSE 3555 - Professional Roles and Teaching Practices II **Credit:** 2 hours
- ECSE 3800 - Designing Interdisciplinary Curriculum **Credit:** 3 hours
- ECSE 4400 - Program Planning for Exceptional Learners **Credit:** 3 hours
- ECSE 4430 - Content Area Literacy **Credit:** 2 hours
- ECSE 4477 - Clinical Practice I: Early Childhood Education **Credit:** 4 hours
- ECSE 4500 - Designing Instruction for All Learners **Credit:** 3 hours
- ECSE 4520 - Positive Behavior Supports **Credit:** 3 hours
- ECSE 4540 - Advanced Assessment **Credit:** 2 hours
- ECSE 4560 - Action Research Lab **Credit:** 1 hour
- ECSE 4588 - Clinical Practice II: Special Education **Credit:** 4 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours
- MATH **Credit:** 9 hours
- SCIE **Credit:** 6 hours

Total Hours: 67

Total Hours: 129 Hours

Education (Middle Grades) (B.S.)

The Bachelor of Science in Education (Middle Grades) degree program prepares teacher education candidates to become proficient middle-level educators who are responsive to the unique developmental nature and needs of young adolescents. Satisfactory completion of the program leads to Middle Grades certification in the state of Georgia. Clinical experiences in public schools occur throughout the education courses.

Curriculum for Bachelor of Science Degree in Education (Middle Grades)

- Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.
- A minimum grade of “C” is required for all Area A and F courses.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- Area A Math Elective - **Credit:** 3 hours
Courses recommended for Area A Math Elective are: MATH 1101 OR MATH 1111*

*Math concentrations require MATH 1111.

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective - **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective - **Credit:** 3 hours Courses recommended for Area C elective are: COMM 1110 , SPAN

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective - **Credit:** 3 hours Courses recommended for Area D elective are: MATH 1101, MATH 1113* or MATH 1200
*Math concentrations require MATH 1113

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours **OR**
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

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- Area E Elective - **Credit:** 3 hours
 - Area E Elective - **Credit:** 3 hours
- Courses recommended for Area E: PSYC 1101 and SOCI 1101

Area F **Credit: 18 Hours**

Major Field

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
 - EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
 - EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
 - **Major Content Area :** 6 hours
 - **Minor Content Area :** 3 hours
- Students must choose a major and minor content area from Biology, Mathematics, English, and History.

Physical Education: 2 Hours

Total Hours: 62

Required Upper-Level Courses

Education:

- MGSE 4110 - Program Planning for Middle Grades Students **Credit:** 2 hours
 - MGSE 4210 - Teaching All Learners in the Middle Grade Classroom **Credit:** 3 hours
 - MGSE 3120 - Assessment for Learning in Middle Grades **Credit:** 3 hours
 - MGSE 3130 - Transition to Adolescence **Credit:** 3 hours
 - MGSE 3140 - Classroom Management for Middle Grades **Credit:** 3 hours
 - MGSE 3150 - Strategies for Teaching of Reading, Writing, and Speaking in the Middle Grades **Credit:** 3 hours
 - MGSE 4150 - Visual Literacy in the Classroom **Credit:** 2 hours
 - MGSE 4250 - Assessment and Diagnosis of Reading Disabilities in the Middle Grades **Credit:** 3 hours
 - MGSE 3160 - Content Area Pedagogy Lab I - Math/Science/Reading/Social Studies **Credit:** 2 hours
 - MGSE 3260 - Content Area Pedagogy Lab II- Math/Science/Reading/Social Studies **Credit:** 2 hours
 - MGSE 3170 - Professionalism and Teaching I **Credit:** 2 hours
 - MGSE 3270 - Professionalism and Teaching II **Credit:** 2 hours
 - MGSE 4170 - Clinical Practice I **Credit:** 3 hours
 - MGSE 4270 - Clinical Practice II **Credit:** 3 hours
 - SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours
 - **Major Content Courses :** 15 hours
 - **Minor Content Courses:** 12 hours
- Choose from Content Areas: Biology, Mathematics, English, History

Total Hours: 66

Total Hours: 128

Secondary Teacher Certification Tracks

Students must be admitted to the School of Education Teacher Certification Program before taking upper-level education courses.

Biology

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3700 - Teaching/Learning in Secondary Science Environments **Credit:** 4 hours
- EDUC 3702 - Internship in Secondary Biology **Credit:** 3 hours
- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4704 - Student Teaching Secondary Biology **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Total Hours: 33

Mathematics

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3600 - Teaching and Learning in Secondary Mathematics Environments **Credit:** 4 hours
- EDUC 3602 - Internship in Secondary School Mathematics **Credit:** 3 hours
- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4604 - Student Teaching in Secondary School Mathematics **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Total Hours: 33

English

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3802 - Teaching and Learning in Secondary English Environments **Credit:** 4 hours
- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4803 - Internship in Secondary School English **Credit:** 3 hours
- EDUC 4804 - Student Teaching in Secondary School English **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Total Hours: 33

History

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
- EDUC 3550 - Assessment for Learning **Credit:** 3 hours
- EDUC 3900 - Teaching and Learning in Secondary History Environments **Credit:** 4 hours
- EDUC 3902 - Internship in Secondary School History **Credit:** 3 hours
- EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment **Credit:** 3 hours
- EDUC 4904 - Student Teaching in Secondary School History **Credit:** 8 hours
- SPED 3110 - Introduction to the Exceptional Learner **Credit:** 3 hours

Total Hours: 33

Teacher Education

School of Education

The School of Education offers a transfer program of study, leading to the Associate of Science degree, in teacher education. This program is designed to provide access to baccalaureate programs in education as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Teacher Education Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- Area A Math Elective **Credit:** 3 hours
Courses recommended for Area A: MATH 1101 or 1111

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours
Courses recommended for Area C: COMM 1110, SPAN

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours
- Area D Elective **Credit:** 3 hours
Courses recommended for Area D: MATH 1101, 1113, or 1200

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
Courses recommended for Area E: PSYC 1101 and SOCI 1101
- Area E Elective **Credit:** 3 hours
Courses recommended for Area E: PSYC 1101 and SOCI 1101

Area F Credit: 18 Hours

The Area F for programs that lead to educator certification in early childhood education and middle grades education is described below. Secondary programs and P-12 programs such as special education and physical education must include the following professional education courses somewhere in their programs of study.

Major Field

- Major Electives Credit: 9 hours
Major electives are dependent upon the student's intended baccalaureate objectives, as follows:

*Early Childhood Education**: ISCI 2001 Life/Earth Science, ISCI 2002 Physical Science, MATH 2008 Foundations of Numbers & Operations.

Middle Grades Education: Select two academic courses in one area of required concentration and one academic course in the second area of required concentration.

Secondary Education: Area F Electives are dictated by the content area of specialization. EX: biology, math, English, history, etc. Student must follow the content area of major.

- EDUC 2110 - Investigating Critical and Contemporary Issues in Education **Credit:** 3 hours
A minimum grade of "C" is required for graduation.
- EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts **Credit:** 3 hours
A minimum grade of "C" is required for graduation.
- EDUC 2130 - Exploring Learning and Teaching **Credit:** 3 hours
A minimum grade of "C" is required for graduation.

*Students who have already completed an earlier Area F for education majors or parts of it will have those courses honored through Fall 2009. After that time, beginning in Spring 2010, students desiring admission to teacher preparation programs will be expected to satisfy the new Area F.

Note: These curricula are not transferable to all baccalaureate institutions. Students should consult the catalog of the institution to which they intend to transfer.

Physical Education Credit: 2 Hours

Total Hours: 62

School of Information Technology

Dean: Dr. Alex Koohang

School of IT Mission

The mission of the School of Information Technology is to educate students in information technology in ways that lead to fulfilling careers and enhance the economic vitality of Central Georgia. The School prepares its graduates to solve problems and apply new technologies within an increasingly interconnected and changing global environment. The School pursues this mission as an educational leader in teaching excellence, scholarship, professional service, and community outreach.

IT Program Educational Objectives

The IT program provides students with knowledge in the core information technologies and builds on that knowledge to create professionals who meet the business and economic needs of Central Georgia. The program is designed to produce graduates with a diversified set of skills, roles, and experiences including knowledge in Network/network administration, information assurance, media design, and application development. These knowledge areas will prepare our graduates for careers in a range of organizations, from small to large.

The core knowledge in the program includes programming, application development, Web design, systems analysis and design, human computer interaction, interactive digital media, database principles, data driven web development, project management, integrating information technologies, decision support & organizational intelligence, and foundations of information assurance. Senior capstone is the last core course students take in the program. In this course students (normally in teams of three to five members) will analyze, design, develop, implement, and assess an information system based on their accumulated knowledge throughout the IT program.

It is appropriate to refer to IT graduates as “versatilists.” A career in information technology requires a person with the ability to react expeditiously to the dynamic nature of technology. A versatilist can synthesize knowledge and context in order to respond rapidly to forces, changes, and opportunities.

The courses in the program also emphasize critical thinking, problem solving, decision-making, and interpersonal and communication skills. Career success through lifelong learning and professional development is emphasized at all levels of the curriculum.

It is therefore anticipated that, a few years after graduation, our graduates will

1. Assume productive roles in IT-related positions, such as network administrator, software developer, web master, systems analyst, information security officer, multimedia designer, and database administrator;
2. Pursue life-long learning enabling them to adapt and grow as organizational responsibilities change

IT Program Outcome

Upon completion of the baccalaureate program in IT, students should be able to:

- Demonstrate expertise in the core information technologies;
- Demonstrate the ability to analyze, identify, and define information system requirements;
- Design and implement effective and usable IT-based solutions in a user environment;
- Use appropriate project management methods in the creation of an effective IT project plan;
- Identify IT methods used in protecting the confidentiality, integrity, and availability of information and its delivery systems;
- Demonstrate competence in system administration: i.e., the administration of networks, workstations, servers, and websites;
- Identify and apply current and emerging technologies;
- Apply relevant ethical, legal, security, and policy principles in technology environment;

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- Describe and apply best practices and standards in IT applications;
- Demonstrate independent critical thinking and problems solving skills;
- Work effectively in teams to develop IT based solutions;
- Communicate effectively; and
- Recognize the need for lifelong professional development and learning

The School of Information Technology's program areas of study include:

- Information Technology (A.S.)
- Information Technology (B.S.)
- Information Technology (Certificate)
- Information Technology (Minor)

Information Technology (A.S.)

School of Information Technology

The Associate of Science degree in Information Technology requires 60 semester credit hours of academic work. Two hours of physical education courses are also required by those students who do not meet one of the exemptions listed in the academic catalog.

Transfer Program in Information Technology Leading to Associate of Science

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- or
- ENGL 1102H - Honors English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
- or
- MATH 1111 - College Algebra **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours
COMM 1110 is recommended.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours

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- Area D Elective **Credit:** 3 hours
Select from MATH 1200 or MATH 1200H, MATH 1220, MATH 1251, or any 2000-level math course.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2111H - Honors United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
or
- HIST 2112H - Honors United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
or
- POLS 1101H - Honors American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- ITEC 2215 - Introduction to Information Technology **Credit:** 3 hours
- ITEC 2260 - Intro to Computer Programming **Credit:** 3 hours
- ITEC 2270 - Application Development **Credit:** 3 hours
- ITEC 2320 - Networking Essentials **Credit:** 3 hours
- ITEC 2380 - Web Development **Credit:** 3 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours
If MATH 1200 is satisfied in another area, choose from the following: MATH 1220 or MATH 1251.

Physical Education Credit: 2 Hours

Total Hours: 62

Information Technology (B.S.)

Curriculum for Bachelor of Science in Information Technology

The mission of the School of Information Technology is to educate students in information technology in ways that lead to fulfilling careers and enhance the economic vitality of Central Georgia. The School prepares its graduates to solve problems and apply new technologies within an increasingly interconnected and changing global environment. The School pursues this mission as an educational leader in teaching excellence, scholarship, professional service, and community outreach.

The early part of the IT program provides students with knowledge in the core information technologies. Students can then focus on one or more concentrations to enhance their set of skills and knowledge. The courses in the program emphasize critical thinking, problem solving, decision-making, and interpersonal and communication skills. Career success through lifelong learning and professional development is stressed at all levels of the curriculum.

The IT program is designed to produce graduates with a diversified set of skills, roles, and experiences. It is appropriate to refer to graduates as "versatilists." A career in information technology requires a person with the ability to react expeditiously to the dynamic nature of technology. A versatilist can synthesize knowledge and context in order to respond rapidly to forces, changes, and opportunities.

Candidates for the baccalaureate degree in IT must complete all graduation requirements as outlined in the Macon State College *Academic Catalog*. A student with a major in Information Technology is allowed no more than two grades of "D" in ITEC courses. Students pursuing the bachelor of science degree in Information Technology must complete the following:

Areas A through E Credit: 42 Hours

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
- **or**
- MATH 1111 - College Algebra **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Area C Elective **Credit:** 3 Hours (COMM 1110 is recommended)
- Literature Elective **Credit:** 3 Hours

Area D Credit: 11 Hours

Science, Math, and Technology

- Area D Elective **Credit:** 3 hours
(Select from MATH 1200 or MATH 1200H, MATH 1220, MATH 1251, or any 2000-level math course)
- Lab Science Elective **Credit:** 4 hours
- Lab Science Elective **Credit:** 4 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2111H - Honors United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
or
- HIST 2112H - Honors United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
or
- POLS 1101H - Honors American Government **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- ITEC 2215 - Introduction to Information Technology **Credit:** 3 hours
- ITEC 2260 - Intro to Computer Programming **Credit:** 3 hours
- ITEC 2270 - Application Development **Credit:** 3 hours
- ITEC 2320 - Networking Essentials **Credit:** 3 hours
- ITEC 2380 - Web Development **Credit:** 3 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours
If MATH 1200 is satisfied in another area, choose from the following: MATH 1220 or MATH 1251

Physical Education Credit: 2 Hours

Information Technology Core Curriculum Credit: 30 Hours

- ITEC 3155 - Systems Analysis and Design **Credit:** 3 hours
- ITEC 3235 - Human Computer Interaction **Credit:** 3 hours
- ITEC 3236 - Interactive Digital Media **Credit:** 3 hours
- ITEC 3245 - Database Principles **Credit:** 3 hours
- ITEC 3280 - Data Driven Web Development **Credit:** 3 hours
- ITEC 3300 - Project Management **Credit:** 3 hours
- ITEC 3310 - Information Technology and Organizational Integration **Credit:** 3 hours
- ITEC 3351 - Decision Support and Organizational Intelligence **Credit:** 3 hours
- ITEC 4200 - Foundations of Information Assurance **Credit:** 3 Hours
- ITEC 4750 - Senior Capstone **Credit:** 3 hours

Upper-Level Electives Credit: 30 hours

Students are required to take 30 hours of upper-level courses to further enhance their skills, knowledge, and versatility. **At least 15 hours must be IT courses.**

Students may choose to satisfy the 30 hours of upper-level electives in one of the following four ways:

1. **An IT major concentration plus an additional 15 hours of upper-level courses within IT discipline and/or outside the IT discipline**
2. **Two IT major concentrations**
3. **An Informatics concentration and either an IT major concentration or 15 hours of upper-level IT courses**
4. **Fifteen hours of upper-level IT courses and an additional 15 hours of upper-level courses within IT discipline and/or outside the IT discipline**

The upper-level IT courses may be chosen from various IT major concentrations and/or upper-level IT courses outside major concentrations.

Upper-level courses outside the IT discipline may be chosen from various Informatics concentrations and/or other approved upper-level courses outside the IT discipline.

If a student completes one or more concentrations, the concentration name(s) will show on his or her transcript.

IT Major Concentrations

The IT Major Concentrations are Network Technologies & Administration, Information Assurance and Security, Integrated Digital Media, Software Development, and Information Technology Management. In order for a student to receive an IT Major Concentration, he/she must take 15 hours of coursework within a concentration.

Network Technologies & Administration

The **Network Technologies & Administration** concentration educates students in the use of current concepts and technologies of networking. Students will learn to analyze the needs of organizations, communicate the needs to the users, and then design and build networks to meet those needs. Graduates will be prepared for positions in networking or systems administration. Students should choose five courses from the following list:

- ITEC 3325 - Windows System Administration **Credit: 3 hours**
- ITEC 3328 - Linux Systems Administration **Credit: 3 hours**
- ITEC 4285 - Web Server Administration **Credit: 3 hours**
- ITEC 4321 - Forensics/Data Recovery **Credit: 3 hours**
- ITEC 4324 - Wireless Technologies **Credit: 3 hours**
- ITEC 4329 - Data Communications **Credit: 3 hours**
- ITEC 4421 - Network Security **Credit: 3 hours**

And other courses in this area as approved by the Dean.

Information Assurance and Security

The **Information Assurance and Security** concentration involves detecting, reporting, and responding to cyber threats, making encryption codes to securely pass information between systems, and taking appropriate measures to ensure the security of valuable information. Students will learn about digital evidence, computer crime and law, and server and network security important to law enforcement, forensic science, and information systems security. Students should choose five courses from the following list:

- ITEC 4205 - Legal and Ethical Issues in Information Technology **Credit: 3 hours**
- ITEC 4285 - Web Server Administration **Credit: 3 hours**
- ITEC 4321 - Forensics/Data Recovery **Credit: 3 hours**
- ITEC 4341 - Database Security and Disaster Recovery **Credit: 3 hours**

- ITEC 4361 - Software Security **Credit:** 3 hours
 - ITEC 4421 - Network Security **Credit:** 3 hours
- And other courses in this area as approved by the Dean.*

Integrated Digital Media

The **Integrated Digital Media** concentration prepares students in the design and development of products for use in a variety of IT applications. Through the various courses, students will develop competencies in evaluating user and product needs and in designing, developing, and implementing digital media products to meet those needs. Students learn a broad range of skills including graphic design and production, interface design, and analysis and design techniques for constructing interactive applications. Graduates will find career opportunities as digital media designers and developers, specialists, and trainers. Students should choose five courses from the following list:

- ITEC 4230 - Graphic Imaging **Credit:** 3 hours
 - ITEC 4231 - Designing Content for Technology Applications **Credit:** 3 hours
 - ITEC 4232 - Desktop Publishing and Graphic Design **Credit:** 3 hours
 - ITEC 4236 - Digital Video and Streaming Media **Credit:** 3 hours
 - ITEC 4238 - 2D Computer Animation **Credit:** 3 hours
 - ITEC 4286 - Web Applications Development **Credit:** 3 hours
 - ITEC 4299 - Topics in Information Technology **Credit:** 3 hours
- And other courses in this area as approved by the Dean.*

Software Development

The **Software Development** concentration prepares students for the design, development, and implementation of software solutions. Graduates will be prepared for a variety of careers including software developers or systems, application, or database programmers. Students should choose five courses from the following list:

- ITEC 4242 - Database Administration **Credit:** 3 hours
 - ITEC 4244 - Structured Query Language **Credit:** 3 hours
 - ITEC 4248 - Integrating Enterprise Systems **Credit:** 3 hours
 - ITEC 4266 - C/C++ Programming **Credit:** 3 hours
 - ITEC 4267 - COBOL Programming **Credit:** 3 hours
 - ITEC 4286 - Web Applications Development **Credit:** 3 hours
 - ITEC 4361 - Software Security **Credit:** 3 hours
- And other courses in this area as approved by the Dean.*

Information Technology Management

The **Information Technology Management** concentration helps students understand the business application of systems and technology in today's highly competitive and complex global marketplace. Students will build on the foundational concepts from the core curriculum and acquire theoretical and practical skills in support of the delivery and management of business information systems, making them more marketable to potential employers in business and government. Students should choose five courses from the following list.

- ITEC 3340 - Business Analysis Using Excel **Credit:** 3 hours
 - ITEC 4205 - Legal and Ethical Issues in Information Technology **Credit:** 3 hours
 - ITEC 4248 - Integrating Enterprise Systems **Credit:** 3 hours
 - ITEC 4254 - Business Driven Technology **Credit:** 3 hours
 - ITEC 4288 - Electronic Commerce Systems **Credit:** 3 hours
 - ITEC 4710 - Globalization and Technology **Credit:** 3 hours
- And other courses in this area as approved by the Dean.*

Upper-Level IT Courses Outside Major Concentrations

- ITEC 3220 - Hardware and Systems Software **Credit:** 3 hours
- ITEC 4299 - Topics in Information Technology **Credit:** 3 hours
- ITEC 4501 - Special Projects in Information Technology **Credit:** 3 hours
- ITEC 4701 - Internship in Information Technology **Credit:** 3 - 6 hours

Informatics Concentrations

Informatics is the bridge that connects Information Technology to other areas of study. An Informatics Concentration provides students with a strong foundation in IT as well as a deeper understanding of another discipline. Informatics Concentrations allow students to more rapidly develop IT solutions for organizations within diverse disciplines. The Informatics Concentrations are Biology, Business, English, Health, History, Humanities, Mathematics, and Political Science.

Each Informatics Concentration has two components:

1. Fifteen hours of courses (Informatics: Biology includes 16 hours of courses) as prescribed in the specific Informatics Concentration.
2. Fifteen hours of upper-level IT courses (The upper-level IT courses may be an IT major concentration or chosen from various IT major concentrations and/or upper-level IT courses outside major concentrations).

If the student takes all the upper-level IT courses within an IT Major Concentration, the student would then have two concentrations on his/her transcript (one Informatics Concentration and one IT Major Concentration). All courses in the Informatics Concentration are taken outside the School of Information Technology. These courses are deemed to cover the foundations, theory, and principles within each concentration. Some concentrations lead to recognized disciplines for graduate study.

Informatics: Health

Required Courses Credit: 15 Hours

- HLSA 3310 - American Health Care System **Credit:** 3 hours
- HLSA 3320 - Health Care Management **Credit:** 3 hours
- HLSA 3350 - Public Health and Epidemiology **Credit:** 3 hours
- HLSA 3360 - Quality Management and Improvement **Credit:** 3 hours
- HLSA 4435 - Managed Care **Credit:** 3 hours

Informatics: Biology

Required Courses Credit: 12 Hours

- BIOL 3104K - Cell Biology **Credit:** 4 hours
- BIOL 3510K - Invertebrate Zoology **Credit:** 4 hours
- BIOL 4110K - Genetics **Credit:** 4 hours

Required Electives Credit: 4 Hours

Select one course from the following:

- BIOL 3350K - Ecology **Credit:** 4 hours
- BIOL 3360K - Plant Biology **Credit:** 4 hours
- BIOL 3520K - Vertebrate Zoology **Credit:** 4 hours
- BIOL 3540K - Microbiology **Credit:** 4 hours

Students interested in the Informatics: Biology must take the following prerequisite courses: CHEM 1211K, BIOL 2107K, and BIOL 2108K. (All or some of these courses are normally taken in the core at MSC. They may also be

approved transferred courses from other institutions.) NOTE: This informatics concentration is not a bioinformatics program.

Informatics: Business

Required Course Credit: 3 Hours

- MGMT 3101 - Business Statistics **Credit:** 3 hours

Required Electives Credit: 12 Hours

Select four of the following classes

- ACCT 3110 - Cost Accounting **Credit:** 3 hours
- BUSA 3100 - Business and Society **Credit:** 3 hours
- ECON 3175 - International Economics **Credit:** 3 hours
- FINC 3131 - Business Finance **Credit:** 3 hours
- LENB 3135 - Legal Environment of Business **Credit:** 3 hours
- MGMT 3141 - Principles of Management **Credit:** 3 hours
- MGMT 3165 - Production and Operations Management **Credit:** 3 hours
- MKTG 3161 - Principles of Marketing **Credit:** 3 hours

Note: MGMT 3101 (Prerequisite: MATH 1200); ECON 3175 (Prerequisites: ECON 2105 and ECON 2106); FINC 3131 (Prerequisites: ACCT 2102, ECON 2105, and ECON 2106); MKTG 3161 (Prerequisites: ECON 2105 and ECON 2106); MGMT 3165 (Prerequisites: MGMT 3101 and MGMT 3141); ACCT 3110 (Prerequisites: ACCT 2102)

Informatics: English

Required Courses Credit: 15 Hours

Select five courses from those listed below

- ENGL 3106 - Professional Communication **Credit:** 3 hours
- ENGL 3108 - Writing for Digital Media **Credit:** 3 hours
- ENGL 4450 - Visual Rhetoric: Principles of Production **Credit:** 3 hours
- ENGL 4451 - Advanced Video Production: Broadcast Forms **Credit:** 3 hours
- ENGL 4480 - History of Print **Credit:** 3 hours
- ENGL 4481 - Survey of Film: Writing and Interpretation **Credit:** 3 hours

Students interested in the Informatics: English must take the following prerequisite courses: ENGL 1102 and BUSA 2201. (ENGL 1102 is normally taken in the core at Macon State College. BUSA 2201 is offered through the School of Business. Both courses may also be approved transferred courses from other institutions.)

Informatics: Humanities

Required Courses Credit: 15 Hours

- HUMN 3145 - Technology and the Creative Artist **Credit:** 3 hours
- HUMN 3153 (BUSA 3153) - Organizations, Work, and Literature **Credit:** 3 hours
- HUMN 3600 - Digital Storytelling **Credit:** 3 hours
- HUMN 3999 - Special Topics **Credit:** 3 hours

- HUMN 4472 - Studies in Culture **Credit:** 3 hours
Students interested in the Informatics: Humanities must take the following prerequisite course: ENGL 1102. (ENGL 1102 is normally taken in the core at Macon State College. This course may also be an approved transferred course from other institutions.)

Informatics: History

Required Courses Credit: 15 Hours

Option 1 - American History

Select five courses from those listed below

- HIST 3710 - Colonial and Revolutionary America **Credit:** 3 hours
- HIST 3730 - Jacksonian America, 1815-1848 **Credit:** 3 hours
- HIST 3750 - The Civil War and Reconstruction **Credit:** 3 hours
- HIST 3760 - United States History 1877-1917 **Credit:** 3 hours
- HIST 3770 - United States History 1917-1960 **Credit:** 3 hours
- HIST 3790 - United States History Since 1960 **Credit:** 3 hours
- HIST 3930 - History of Georgia **Credit:** 3 hours
- HIST 4700 - Multicultural America **Credit:** 3 hours
- HIST 4710 - Religion and Politics in American History **Credit:** 3 hours
Students interested in the Informatics: American History must take the following prerequisite courses: HIST 2111 and HIST 2112. (These courses are normally taken in the core at Macon State College. They may also be approved transferred courses from other institutions.)

Option 2 - World History

Select five courses from those listed below

- HIST 3050 - The Ancient Mediterranean **Credit:** 3 hours
- HIST 3100 - History of Latin America **Credit:** 3 hours
- HIST 3150 - History of Africa **Credit:** 3 hours
- HIST 3200 - Traditional China **Credit:** 3 hours
- HIST 3210 - Modern China **Credit:** 3 hours
- HIST 3230 - History of the Middle East **Credit:** 3 hours
- HIST 3440 - Europe in the Middle Ages **Credit:** 3 hours
- HIST 3460 - The Renaissance and Reformation **Credit:** 3 hours
- HIST 3480 - Europe in the Nineteenth Century **Credit:** 3 hours
- HIST 3490 - Europe in the Twentieth Century **Credit:** 3 hours
- HIST 4220 - History of Japan **Credit:** 3 hours
- HIST 4290 - Modern Russia **Credit:** 3 hours
- HIST 4308 - Seventeenth Century Britain **Credit:** 3 hours
- HIST 4320 - France 1660-1815 **Credit:** 3 hours
- HIST 4330 - Modern Germany **Credit:** 3 hours
- HIST 4336 - The Holocaust **Credit:** 3 hours
- HIST 4360 - Modern East Central Europe **Credit:** 3 hours
Students interested in the Informatics: World History must take the following prerequisite courses: HIST 1111 and HIST 1112. (These courses are normally taken in the core at Macon State College. They may also be approved transferred courses from other institutions.)

Informatics: Mathematics

Required Courses Credit: 6 Hours

- MATH 3040 - Bridge to Higher Mathematics **Credit:** 3 hours
- MATH 3600 - Probability and Statistics **Credit:** 3 hours

Electives Credit: 9 Hours

Select three courses from the following

- MATH 3010 - History of Mathematics **Credit:** 3 hours
- MATH 3251 - Applied Combinatorics **Credit:** 3 hours
- MATH 3510 - Foundations of Geometry **Credit:** 3 hours
- MATH 4110 - Number Theory **Credit:** 3 hours
- MATH 4150 - Linear Algebra **Credit:** 3 hours
- MATH 4260 - Mathematical Analysis **Credit:** 3 hours
- MATH 4300 - Regression Analysis **Credit:** 3 hours
- MATH 4480 - Graph Theory **Credit:** 3 hours
- MATH 4621 - Mathematical Statistics I **Credit:** 3 hours
- MATH 4622 - Mathematical Statistics II **Credit:** 3 hours
- MATH 4630 - Topics in Applied Statistics **Credit:** 3 hours
- MATH 4651 - Numerical Analysis I **Credit:** 3 hours
- MATH 4652 - Numerical Analysis II **Credit:** 3 hours
- MATH 4901 - Operations Research I **Credit:** 3 hours
- MATH 4902 - Operations Research II **Credit:** 3 hours
- MATH 4905 - Optimization **Credit:** 3 hours
- MATH 4910 - Mathematical Models **Credit:** 3 hours

Students interested in the Informatics: Mathematics must take the following prerequisite courses: MATH 1251, MATH 2252, MATH 2253, MATH 2260, and MATH 2270. (Some of these courses are normally taken in the core at Macon State College. They may also be approved transferred courses from other institutions.)

Information Technology (Certificate)

A student completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

Curriculum for the Certificate in Information Technology (Career)

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ITEC 2215 - Introduction to Information Technology **Credit:** 3 hours
- ITEC 2260 - Intro to Computer Programming **Credit:** 3 hours
- ITEC 2270 - Application Development **Credit:** 3 hours
- ITEC 2320 - Networking Essentials **Credit:** 3 hours
- ITEC 2380 - Web Development **Credit:** 3 hours

Select Either:

- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours

Select One:

- MATH 1200 - Elementary Statistics **Credit:** 3 hours
or
- MATH 1200H - Honors Elementary Statistics **Credit:** 3 hours
or
- MATH 1220 - Discrete Mathematics **Credit:** 3 hours
or
- MATH 1251 - Calculus I **Credit:** 4 hours
or
Any 2000-level math course

ITEC Electives Credit - 6 Hours

ITEC Electives

Select from any ITEC 2000-level or higher courses

Total Hours: 30

Information Technology (Minor)

Macon State College's School of Information Technology offers a minor in Information Technology (IT) for undergraduates enrolled in any discipline or program other than IT. The IT minor is designed for students who wish to develop knowledge and skills in applying as well as integrating current computing technologies to enhance and support their primary field of studies.

Information technology has become increasingly important in such fields as education, nursing, business, biology, history, public service, and communications. Few careers exist today that are not impacted by technology, and graduates in all fields should be prepared to use it to its greatest potential.

Goal

A minor in Information Technology provides students with essential skills needed in a variety of fields, including:

- Enhancing the student's understanding of the fundamentals of information technology.
- Developing the student's ability to specify, select, and utilize information technology in his or her major field of study.
- Equipping students with the skills and terminology needed to interact with technology professionals.

The minor in Information Technology contains a total of 15 hours of coursework with a minimum of nine hours in upper division IT courses.

Required Coursework

One course is required,

Either:

ITEC 2215 - Introduction to Information Technology **Credit:** 3 hours

or

ITEC 2201 - Business Information Applications **Credit:** 3 hours

The additional four courses may be selected from any course in the IT curriculum, at least three of which **must be at the 3000 or 4000 level**.

While any combination of courses meeting the above requirements will be suitable for a minor, the School of Information Technology recommends that at least some of the selected courses focus on competencies central to the information technology profession. Courses selected from the following list will accomplish this goal.

- ITEC 2320 - Networking Essentials **Credit:** 3 hours
 - ITEC 2380 - Web Development **Credit:** 3 hours
 - ITEC 3155 - Systems Analysis and Design **Credit:** 3 hours
 - ITEC 3235 - Human Computer Interaction **Credit:** 3 hours
 - ITEC 3236 - Interactive Digital Media **Credit:** 3 hours
 - ITEC 3245 - Database Principles **Credit:** 3 hours
 - ITEC 3220 - Hardware and Systems Software **Credit:** 3 hours
 - ITEC 3300 - Project Management **Credit:** 3 hours
 - ITEC 3340 - Business Analysis Using Excel **Credit:** 3 hours
 - ITEC 4205 - Legal and Ethical Issues in Information Technology **Credit:** 3 hours
- And any other ITEC courses approved by the Dean of the School of Information Technology*

Note: Courses taken from this list to satisfy a major may not be used for credit toward the completion of this minor.

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School of Nursing and Health Sciences

Dean: Dr. Camille Payne

A.S. Nursing Program

Mission Statement

The mission of the Macon State College Nursing Programs is to provide quality education and to prepare competent graduates who are committed to health promotion and illness prevention while providing quality care to individuals and families in a rapidly changing and increasingly global environment.

General Information

The curriculum leading to the Associate of Science in Nursing degree combines nursing and general education courses. Admission to the AS Nursing Program occurs twice each year, in the fall and spring semesters. The AS program can be completed in two years, but generally students elect to complete all or part of their general education courses prior to admission into the Nursing Program.

The Nursing Program is accredited by the National League for Nursing Accreditation Commission* and approved by the Georgia Board of Nursing. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a Registered Nurse (RN).

Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner. The *Macon State College Student Handbook* contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the Nursing Programs.

Clinical affiliates require a Criminal Background Check and Urine Drug Screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.

* National League for Nursing Accreditation Commission, 3343 Peachtree Road, Suite 500, Atlanta, GA 30326, (404) 975-5000.

Approval to admit applicants to the National Council Licensure Examination for Registered Nursing (NCLEX-RN) or to grant a license rests with the Georgia Board of Nursing. Applicants who have ever been arrested, convicted, sentenced, plead guilty, or plead nolo contendere or been given first offender status for any felony, a crime involving moral turpitude, or a crime violating federal law involving controlled substances or dangerous drugs or a DUI or DWI, or who have been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted, or placed on probation) by any state board may take the RN licensing examination only at the discretion of the Georgia Board of Nursing. Furthermore, the license may not be issued until the matter has been resolved to the satisfaction of the Board.

General Requirements and Procedures for Admission to the Nursing Program.

1. Admission to the nursing program is competitive. To be considered for admission to the Nursing Program, applicants must:

(a) be enrolled or readmitted to MSC in "good academic standing" with a minimum MSC GPA of 2.00 and a minimum cumulative overall academic GPA of 2.00 in courses required in the nursing curriculum.

OR

(b) be admitted to MSC for the first time as a transfer student in "good academic standing" with a minimum overall transfer GPA of 2.00.

OR

(c) have completed any required Learning Support courses and an additional 6 or more semester hours of courses required in the nursing curriculum with a 2.00 in courses required in the nursing curriculum.

AND

(d) student may submit an application to the Nursing Program (available on-line at www.maconstate.edu) from January 2 – February 15 for Fall Macon campus admission and June 1 – August 15 for Spring Warner Robins campus admission.

AND

(e) applicant must be fully admitted to MSC by February 1 for Fall Macon campus admission and by August 1 for Spring Warner Robins campus admission. All admissions materials must be properly executed and submitted to the Admissions Office.

2. Applicants may have no more than 36 semester hours of academic credit and 2 semester hours of physical education credit applied by transfer toward an Associate Degree.

3. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102 and MATH must attain a grade of at least a “C” in each course.

4. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.

5. Using all available data, including but not limited to the application, SAT scores, high school GPA, or college academic GPA in courses required in the nursing curriculum and number of completed core courses as required in the nursing curriculum, the Admissions, Recruitment & Retention Committee of the Nursing Program will evaluate all applicants who meet the admission criteria and select the best qualified applicants to take the Nurse Entrance Exam.

6. The Nurse Entrance Exam must be administered at Macon State College.

7. Applicants are accepted based on all available data including the Nurse Entrance Exam score. Acceptance into the Nursing Programs is highly competitive.

8. If the cumulative academic GPA in required nursing courses falls below 2.00 subsequent to their acceptance but prior to the first day of nursing class, students will be denied admission to the program.

9. Applicants admitted to the Nursing Program in the Fall or Spring must complete the nursing course sequence to which they are admitted. Students cannot transfer between the Fall or Spring nursing course sequence.

10. Applicants who are accepted for admission into the Nursing Program but do not enter the nursing class must reapply for admission.

11. An applicant who is not accepted to the Nursing Program may reapply or pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.

12. Additional requirements include but are not limited to a completed history and physical form, required immunization and TB screening.

13. Students must complete Health Professional CPR certification through the American Heart Association prior to the first day of class. CPR classes will generally be provided to students at a nominal fee.

14. Nursing enrolled students must enroll in the student professional malpractice liability insurance offered by the College at a cost of \$16 per year. A total program testing fee of approximately \$800 will be incurred by the student. These testing fees are nonrefundable.

15. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program.

16. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. T Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will be considered for a waiver.

17. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code.

<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.

18. Student must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.

19. Current Academic Policies and Program information is available online at www.maconstate.edu.

Academic Standards for Nursing Program: Progression, Dismissal, and Readmission

In addition to the other academic regulations of the College, the following requirements apply to the Nursing Program:

1. All nursing courses require a minimum grade of at least a "C" (75%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.
2. There will be no rounding of nursing grades.
3. Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory as specified in course syllabi. A satisfactory level of clinical competence is required in order to earn a passing grade (C or higher) in a nursing course. An unsatisfactory level competence results in failure in that course. A course grade of "F" will be assigned if a student fails clinically.
4. Safety in the calculation of medication dosages is an expected behavior. Students must satisfy dosage calculations examination requirements as specified in course syllabi.
5. Clinical affiliates require a Criminal Background Check and Urine Drug Test Screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.
6. Random Criminal Background Check or Urine Drug Screen may be required while in the Nursing Program, based on professional judgment of the faculty. This testing if required will be at the student's expense.
7. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
8. Student who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102, and MATH must attain a grade of at least a "C" in each course.
9. Progression to the sophomore year requires a minimum cumulative academic GPA of 2.00 in courses required for the nursing curriculum.
10. Students must successfully complete all nursing core courses, technology competency, and the Regents' Test prior to enrollment in NURS 2215.
11. Failure to meet progression requirements will result in dismissal from the Nursing Program.
12. Students must meet all present criteria for readmission to the Nursing Program, must submit a completed nursing application, and must submit a letter of intent by the application deadline. All applications will be reviewed by the Nursing Admissions, Recruitment, and Retention Committee. Re-Entry occurs on a space available basis.
13. The following requirements must be met prior to readmission to the Nursing Program:
Re-Entry students must demonstrate competency in all skills taught in previous nursing classes and a medication dosage calculation exam. Students will have only one opportunity to demonstrate competency in skills and one opportunity to pass the medication dosage calculation exam with a passing score as designated by the faculty. Readmission students must take the Nurse Entrance Exam.
14. The Nurse Entrance Exam must be administered at Macon State College.

15. Applicants are accepted for readmission based on evaluation of all available data including the Nurse Entrance Exam.
16. Readmission occurs on a space available basis.
17. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
18. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. <http://www.maconstate.edu/studentlife/docs/studentlife.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Student who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
19. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.
20. Students must submit proof of recertification in CPR and health requirements currently adopted by the Nursing Program, including re-enrollment in the student professional liability insurance offered by the College.

For assistance or questions, the Nursing Program can be contacted at 478-471-2761 or at www.maconstate.edu/.

PRE-LICENSURE BSN PROGRAM

Mission Statement

The mission of the Macon State College Nursing Programs is to educate nurse professionals who will provide quality holistic care to individuals, families, and communities in a rapidly changing and global environment.

General Information

The curriculum leading to the Bachelor of Science in Nursing degree combines nursing and general education courses. Admission to the Pre-Licensure BSN Program occurs once each year in the fall semester.

The Nursing Program has full approval from the Board of Regents of the University System of Georgia and developmental approval from the Georgia Board of Nursing. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a Registered Nurse (RN).

Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. <http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.

Clinical affiliates require a criminal background check and urine drug screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet classroom, class, lab, or practicum objectives, the student may not be allowed to progress in the Nursing Program.

Approval to admit applicants to the National Council Licensure Examination for Registered Nursing (NCLEX-RN) or to grant a license rests with the Georgia Board of Nursing . Applicants who have ever been arrested, convicted, sentenced, pled guilty, or plead nolo contendere or been given first offender status for any felony, a crime involving moral turpitude, or a crime violating federal law involving controlled substances or dangerous drugs or a DUI or DWI, or who have been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted, or placed on probation) by any state board may take the RN licensing examination only at the discretion of the Georgia Board of Nursing. Furthermore, the license may not be issued until the matter is resolved to the satisfaction of the Board.

General Requirements and Procedures for Admission to the Nursing Program

1. Admission to the nursing program is competitive. To be considered for admission to the Nursing Program, applicants must:
 - (a) be enrolled or readmitted to Macon State College in "good academic standing" with a minimum Macon State College GPA of 2.00 and a minimum cumulative overall academic GPA of 2.50 in courses required in the nursing curriculum.

OR

 - (b) be admitted to Macon State College for the first time as a transfer student in "good academic standing" with a minimum overall transfer GPA of 2.00 and a minimum cumulative overall academic GPA of 2.50 in courses required in the nursing curriculum.

AND

 - (c) student may submit an application to the Nursing Program (available on-line at www.maconstate.edu) from January 2 – February 15 for Fall admission.

AND

 - (d) applicant must be fully admitted to Macon State College by February 1st for Fall admission. All admission materials must be properly executed and submitted to the Admissions Office.
2. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102 and MATH must attain a grade of at least a "C" in each course.
3. Students are required to complete all of the general education courses, the Regents' Test, Macon State College technology and oral competency requirements, and the legislative requirements prior to entering the nursing sequence.
4. A passing score at or above current national average for NEE administered at Macon State College.
5. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
6. Applicants are accepted based on all available data including the Nurse Entrance Exam (NEE) score. Acceptance into the Nursing Programs is highly competitive.
7. If the cumulative academic GPA in required nursing courses falls below 2.50 subsequent to their acceptance but prior to the first day of nursing class, students will be denied admission to the program.
8. Applicants who are accepted for admission into the Nursing Program but do not enter the nursing class must reapply for admission.
9. An applicant who is not accepted to the Nursing Program may reapply or pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.
10. Additional requirements include but are not limited to a completed history and physical form, required immunization form and TB screening.
11. Students must complete Health Professional CPR certification through the American Heart Association prior to the first day of class. CPR classes will be provided to students at a nominal fee.
12. Nursing enrolled students must enroll in the student professional malpractice liability insurance offered by the college at a cost of \$16 per year. A total program testing fee of approximately \$800 will be incurred by the student. These fees are nonrefundable.
13. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program.

14. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

15. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code.

<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.

16. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.

17. Current Academic Policies and Program information is available online at www.maconstate.edu.

Academic Standards for Nursing Program: Progression, Dismissal, and Readmission

In addition to the other academic regulations of the College, the following requirements apply to the Nursing Program:

1. All clinical nursing courses require a satisfactory level of performance in theory and in clinical, including campus labs. All nursing courses require a minimum grade of at least a "C" (75%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.

2. There will be no rounding of nursing grades.

3. Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory as specified in course syllabi. A satisfactory level of clinical competence is required in order to earn a passing grade (C or higher) in a nursing course. An unsatisfactory level competence results in failure in that course. A course grade of "F" will be assigned if a student fails clinically.

4. Safety in the calculation of medication dosages is an expected behavior. Students must satisfy dosage calculations examination requirements as specified in course syllabi.

5. Students must maintain a cumulative grade point average of 2.50 or higher.

6. Clinical affiliates require a Criminal Background Check and Urine Drug Test Screening. If a clinical affiliate at any time does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress or continue in the Nursing Program.

7. Random Criminal Background Check or Urine Drug Screen may be required while in the Nursing Program, based on professional judgment of the faculty. This testing if required will be at the student's expense.

8. Students must maintain ability to meet requirements of Nursing Practice Performance Standards/Essential Abilities.

9. Students experiencing a change in health status may be required to resubmit health forms.

10. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102 and MATH must attain a grade of at least a "C" in each course.

11. Failure to meet progression requirements will result in dismissal from the Nursing Program.

12. Students must meet all present criteria for readmission to the Nursing Program, must submit a completed nursing application, and must submit a letter of intent by the application deadline. All applicants will be reviewed by the Nursing Admissions, Recruitment, and Retention Committee. Readmission occurs on a space available basis.

13. The following requirements must be met prior to readmission to the Nursing Program: Readmission students must demonstrate competency in all skills taught in previous nursing courses and a medication dosage calculation exam. Students will have only one opportunity to demonstrate competency in skills and one opportunity to pass the medication dosage calculation exam with a passing score as designated by the faculty. Readmission students must take the Nurse Entrance Exam (NEE).

14. The Nurse Entrance Exam (NEE) must be administered at Macon State College.

15. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.

16. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code.

<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.

17. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.

18. Students must submit proof of recertification in CPR and health requirements currently adopted by the Nursing Program, including re-enrollment in the student professional liability insurance offered by the College.

RN-BSN Completion Program in Nursing

Macon State College's RN-BSN Completion Program is approved by the Georgia Board of Nursing and accredited by the National League for Nursing Accrediting Commission*. The purpose of the RN-BSN Completion Program is to provide Central Georgia Registered Nurses the opportunity to complete a baccalaureate nursing program. As a result, the program will provide Central Georgia health care facilities with baccalaureate-prepared nurses. Macon State College is committed to offering a flexible schedule of RN-BSN Completion courses with classes being taught during daytime and evening hours.

* National League for Nursing Accreditation Commission, 3342 Peachtree Road NE, Atlanta, GA 30326, (404) 975-5000

General Requirements and Procedures for Admission for the RN-BSN Completion Program

Current Academic Policies and Program Information is available online at www.maconstate.edu/.

General Requirements and Procedures for Admission for the RN-BSN Completion Program

Admission

The RN-BSN Completion Program includes nursing and general education courses. The program can be completed in two years of full-time study. Students are encouraged to complete all or part of the general education courses prior to enter the nursing sequence. The nursing course sequence begins once each year during the Fall semester on the Macon Campus.

Students may petition for approval of courses previously completed to be substituted for equivalent courses required for completion of the RN-BSN Completion Program. The petition process is to be initiated with the RN-BSN nursing faculty advisors.

Admission to the RN-BSN Completion Program is competitive. In order to be considered for admission, applicants must:

1. (a) be enrolled or readmitted to Macon State College in "good academic standing" with a minimum Macon State College GPA of 2.00 and a minimum cumulative overall academic GPA of 2.50 in courses required in the nursing

curriculum.

OR

(b) be admitted to Macon State College for the first time as a transfer student in “good academic standing” with a minimum overall transfer GPA of 2.00 and minimum cumulative overall academic GPA of 2.50 in courses required in the nursing curriculum.

AND

(c) student may submit an application to the RN-BSN Completion Program (available on-line at www.maconstate.edu) from January 2 – April 15 for Fall admission to the Macon campus.

AND

(d) applicant must be fully admitted to Macon State College by April 1st for Fall admission. All admission materials must be properly executed and submitted to the Admissions Office.

2. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102, and MATH must attain a grade of at least a "C" in each course.
3. Students are required to complete all of the general education courses, the Regents' Test, Macon State College technology and oral competency requirements, and the legislative requirements prior to entering the nursing sequence.
4. Students must have graduated from an accredited Associate degree or Diploma Nursing Program or fulfilled the Georgia RN-BSN articulation requirements.
5. Students must have a current and valid unrestricted RN license to practice in the state of Georgia.
6. Student must submit a copy of their transcript(s) to the Nursing Program.
7. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
8. Applicants who are accepted for admission into the RN-BSN Completion Program but do not enter the nursing class must reapply for admission.
9. Additional requirements include but are not limited to a completed history and physical form, required immunization form and TB screening.
10. Students must complete Health Professional CPR certification through the American Health Association prior to the first day of class.
11. Nursing enrolled students must enroll in the student professional malpractice liability insurance offered by the college at a cost of \$32 for admission. Testing fees of approximately \$125 will be incurred by the students. These fees are nonrefundable.
12. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate at any time does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress or continue in the Nursing Program.
13. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
14. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. <http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a professional governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
15. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Programs.
16. Current Academic Policies and Program information is available online at www.maconstate.edu.

Acceptance

The Nursing Programs Admissions, Recruitment, & Retention Committee will evaluate all applicants who meet the admission criteria and select the best qualified applicants. Faculty may request an interview with an applicant. Applicants must appear for the interview if requested.

An individual program of study for progression through the nursing courses will be developed once the student has been accepted into the nursing program

Articulation Model

The RN-BSN Completion Program adheres to the Georgia RN-BSN Articulation Plan for the admission and acceptance of students into the nursing program. Students who do not meet eligibility requirements to be accepted into the nursing courses will need to complete the following requirements prior to acceptance into the RN-BSN Completion Program:

1. Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC accredited schools outside the state of Georgia, who graduated more than four years ago, and have less than 1,000 clinical practice hours. Successful completion of the four subsets of the National League for Nursing (NLNAC - ACE II) is required to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing.
2. Clinical competencies will be validated through psychomotor skills evaluation by BSN Faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN-BSN Completion Program.
3. Upon successful completion of examination and skills requirements, admission to the RN-BSN Completion Program, and completion of NURS 3100, Advanced Standing Course Credit ranging from 1-30 hours for NURS 3160 will be awarded. RN-BSN Completion Program students will then follow the Progression, Dismissal and Readmission standards applicable to all nursing students.

Students have one opportunity to demonstrate clinical competencies on the psychomotor skills exams. If a student is not successful in completing one or more components of the required NLNAC ACE II validation tests, an individual remediation plan will be developed. After completion of the remediation plan, the student will have a total of two opportunities to successfully complete the required testing in each area in which they were unsuccessful.

Special Standing

Students enrolled in the sophomore year of an Associate Degree Nursing program may take up to six semester credit hours of selected upper-division RN-BSN nursing classes prior to graduating with the Associate degree. This will allow Associate Degree students who have completed the core courses for a baccalaureate of science degree and have a minimum GPA of 2.50 to begin baccalaureate nursing studies. Courses that students are permitted to take in "special standing" are: NURS 3200: Physical Assessment (3 hours), NURS 3400 Concepts of Nurse as Educator (3 hours), NURS 3500: Gerontological Nursing (3 hours), and HLSA 3000: Research methods for Health Sciences (3 hours). Students will be encouraged to apply for the RN-BSN Completion program upon successful completion of the NCLEX-RN exam. Course credits received under "Special Standing Status" will apply if accepted into the RN-BSN Completion Program. Students will be subject to Admission and Progression requirements.

Academic Standards for Nursing Program: Progression, Dismissal, and Readmission

In addition to the other academic regulations of the College, the following requirements apply to the Nursing Program:

1. All clinical nursing courses require a satisfactory level of performance in theory and in clinical, including campus labs. All nursing courses require a minimum grade of at least a "C" (75%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.
2. There will be no rounding of nursing grades.
3. Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory as specified in course syllabi. A satisfactory level of clinical competence is required in order to earn a passing grade (C or higher) in a nursing course. An unsatisfactory level competence results in failure in that course. A course grade of "F" will be assigned if a student fails clinically.
4. Safety in the calculation of medication dosages is an expected behavior. Students must satisfy medication dosage calculations examination requirements as specified in course syllabi.
5. Students must maintain a cumulative grade point average of 2.50 or higher.
6. Students must maintain an active and valid RN license throughout enrollment in the Nursing Program.
7. Students must successfully complete all nursing core courses, technology competency, and the Regents' Test prior to enrollment in NURS 4300.
8. Students must complete a minimum of 30 hours at Macon State College to be eligible for graduation.

9. Clinical affiliates require a Criminal Background Check and Urine Drug Test Screening. If a clinical affiliate at any time does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress or continue in the Nursing Program.
10. Random Criminal Background Check or Urine Drug Screen may be required while in the Nursing Program, based on professional judgment of the faculty. This testing if required will be at the student's expense.
11. Students must maintain ability to meet requirements of Nursing Practice Performance Standards of SREB.
12. Students experiencing a change in health status may be required to resubmit health forms.
13. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102 and MATH must attain a grade of at least a "C" in each course.
14. Failure to meet progression requirements will result in dismissal from the Nursing Program.
15. Students must meet all present criteria for readmission to the Nursing Program, must submit a completed nursing application, and must submit a letter of intent by the application deadline. All applicants will be reviewed by the Nursing Admissions, Recruitment, and Retention Committee. Readmission occurs on a space available basis.
16. The following requirements must be met prior to readmission to the Nursing Program: Readmission students must demonstrate competency in all skills taught in previous nursing courses and a medication dosage calculation exam. Students will have only one opportunity to demonstrate competency in skills and one opportunity to pass the medication dosage calculation exam with a passing score as designated by the faculty.
17. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
18. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. <http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a professional governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
19. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.
20. Students must submit proof of recertification in CPR and health requirements currently adopted by the Nursing Program, including re-enrollment in the student professional liability insurance offered by the College.

Health Information Technology

The Associate of Science Degree in Health Information Technology (HIT) includes study in medical science, coding, quality management, and health care data management. This mix of disciplines is important for the preparation of managers who will work in every sector of the healthcare industry, wherever information is collected, utilized, or maintained.

HIT professionals collect, analyze, integrate, and disseminate information that steers the healthcare industry. A career in HIT combines healthcare, management, and technology.

Job opportunities are increasing as more paperwork generated by the medical and business sides of healthcare is converted to computerized form. Emerging HIT roles are highly technological, with opportunities ranging from coder to clinical data manager.

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician.

To be considered for admission to the Health Information Technology Program, applicants must:

1. Be accepted to Macon State College
2. Have a cumulative grade point average of at least 2.20.
3. Have received a grade of at least a "C" in both ENGL 1101 and ENGL 1102
4. Complete a Health Information Technology program application.

Students are strongly encouraged to complete BIOL 1114K and BIOL 1124K prior to admission. If these courses have not been completed, there are several courses that cannot be taken until the Anatomy and Physiology requirements are satisfied.

In addition to the academic regulations of the College, the following requirements apply to students in the HIT program:

1. A grade of at least a "C" is required for all HIMT, BUSA, and ITEC courses.
2. A grade of at least a "C" is required in BIOL 1114K and BIOL1124K.
3. The student is responsible for adhering to all of the policies and procedures outlined in the Health Information Technology Student Handbook which can be found on the Health Information Student Resource Center in Vista.
4. Clinical affiliates require a criminal background check, urine drug screen testing, or other screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student will not be allowed to progress in the program.
5. Students will be dismissed from the program for academic misconduct.

Students who make a "D" in two HIMT or ITEC courses are dismissed from the HIT program. Students making a grade of "F" in any HIMT or ITEC courses are dismissed from the HIT program. Readmission is at the discretion of the Program Director.

Bachelor of Science Degree in Health Information Management

The Health Information Management Program at Macon State College prepares its graduates to function in the changing health care environment. Classroom activities and supervised clinical experiences are taught in a learning environment that fosters critical thinking and problem-solving abilities. Flexibility, creativity, and lifelong learning are stressed because of the ever-changing health care field. The Health Information Management curriculum is a blend of the disciplines of medical science, computer information management, personnel management, and health care data management. This unique mixture provides graduates with a wide variety and growing number of employment opportunities.

The program follows a four-year curriculum leading to the Bachelor of Science degree in Health Information Management. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Administrator (RHIA).

Macon State College offers both an associate and a baccalaureate degree in Health Information Management. Students may fulfill the requirements for the associate degree and return later to complete the requirements for the baccalaureate degree. Health Information Management students must complete the general education core as well as the upper division major requirements.

Transfer students may be accepted into the Health Information Management Program. General education and supporting courses will be evaluated for credit during the admission process. All Health Information Management courses for transfer must be approved by the Director of the Health Information Management Program.

Registered Health Information Technicians, either with associate-degree preparation or AHIMA's Independent Study preparation, are welcome in the Health Information Management Program. Knowledge and course work will be evaluated on a case-by-case basis using transcripts and testing. All students must satisfy Areas A-F of the core curriculum as listed in the curriculum.

Students are strongly encouraged to complete BIOL 1114K and BIOL 1124K with at least a "C" prior to admission. If these courses have not been completed, there are several HIMA courses that cannot be taken until the Anatomy and Physiology requirements are satisfied.

To be considered for admission to the HIM program, students must:

1. Be accepted to Macon State College
2. Have a cumulative grade point average of 2.20 or better.
3. Have received a grade of at least a "C" in both ENGL 1101 and ENGL 1102
4. Complete a Health Information Management program application.

In addition to the academic regulations of the College, the following requirements apply to students in the HIM program:

1. A grade of at least a "C" is required for all HIMT, HIMA, BUSA, HLSA, and ITEC courses.
2. A grade of at least a "C" is required in BIOL 1114K and BIOL 1124K.

3. The student is responsible for adhering to all of the policies and procedures outlined in the Health Information Management Student Handbook which can be found on the Health Information Student Resource Center in Vista.
4. Clinical affiliates require a criminal background check, urine drug screen testing, and other screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student will not be allowed to progress in the program.
5. Students will be dismissed from the program for academic misconduct.

Students making "D's" in two HIMT, HIMA, HLSA, or ITEC courses are dismissed from the HIM program. Students making a grade of "F" in any HIMT, HIMA, HLSA, or ITEC courses are dismissed from the HIM program. Readmission is at the discretion of the Program Director.

Bachelor of Science Degree in Health Services Administration

The Bachelor of Science degree in **Health Services Administration** is designed to offer a solid understanding of the organization, financing, and delivery of health care services, incorporating a strong foundation of management principles and functions applied to health care settings and facilities. The focus is upon the relationship between theory and practice through the identification and resolution of problems unique to health care. The externship, if required, allows the opportunity to apply the skills and knowledge gained in the classroom to the field of practice. Special emphasis is placed upon the manager's role in assuring the delivery of high quality services in a socially and economically responsible fashion.

Admission Requirements: Most students will have completed an associate degree in business administration, nursing, respiratory therapy, or an equivalent health sciences degree. Beginning freshmen should follow the curriculum for one of the associate degrees. Transfer students with equivalent academic credit or students with undecided majors nearing the end of the sophomore year may also apply before earning an associate's degree.

For full admission to the major of Health Services Administration, students will have successfully completed:

1. All University System of Georgia baccalaureate core requirements
2. The Regents' Test
3. All legislatively mandated requirements (U.S. and Georgia Constitution and History).
4. Two courses in the major: HLSA 3310 (American Health Care System) and HLSA 3320 (Health Care Administration), both with a grade of at least a "C"
5. Academic misconduct may result in dismissal from the program as outlined in the Student Handbook. Students enrolled in the HLSA program at Macon State College must assume responsibility for reading, understanding, and abiding by the MSC Student Code of Conduct, which is included in the MSC Student Handbook and is available at www.maconstate.edu/studentlife/studenthandbook.pdf
6. Clinical affiliates may require a criminal background check and urine drug screen testing. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student may not be allowed to progress in the program.

A science sequence is required in Area D.

Electives

Students who have NOT completed an Associate Degree Program must complete a minimum of 30 hours of major electives, including a minimum of 15 hours of upper division HLSA coursework to equal 122 hours total.

Students who HAVE completed an Associate Degree in an Allied Health Career Program, and after review by the HLSA Program Director and Division Chair, must complete a minimum 9 hours of electives in order to complete 39 hours of upper division coursework and equal 122 hours minimum total.

In order to receive a degree, students must demonstrate technology and oral competency through one of the following: Pass MSCC 1000; Demonstrate oral and technology competency through a designated course approved by the Vice President for Academic Affairs; or Pass the oral competency exam and technology exam in the Academic Testing Center.

Respiratory Therapy

Bachelor of Science in Respiratory Therapy and Associate of Science in Respiratory Therapy

Respiratory Therapy is a health care profession dedicated to the care, management, and life-support of individuals having deficiencies and abnormalities associated with the cardiopulmonary system. Respiratory Therapists are experts in the use of therapeutic and diagnostic aids to respiration. They must have a working knowledge of chemistry, microbiology, and physiology as well as respiratory therapy.

The program is accredited by the Committee on Accreditation for Respiratory Care and the Commission on Accreditation of Allied Health Education Programs. Graduates will be eligible to take the Certified Respiratory Therapy (CRT) exam and Registered Respiratory Therapy (RRT) exam administered by the National Board of Respiratory Care (NBRC). Application must be made for State Licensure to work in the State of Georgia.

The Respiratory Therapy Program at Macon State College solicits input from an Advisory Committee. The Advisory Committee meets regularly to review the program's goals and objectives and to make recommendations to ensure that these goals and objectives are met. The committee is made up of the Medical Director, physicians, managers, respiratory therapists, faculty, and students. The Respiratory Therapy Program's Medical Director provides input to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet the standards of medical practice.

General Requirements and Procedures for Admission to the Respiratory Therapy Program (A.S. and B.S.)

1. Admission to the Respiratory Therapy Program is competitive and limited. To be considered for admission or readmission to the program, applicants must first: (a) be admitted to the College in "good academic standing" with a minimum cumulative academic GPA of 2.0, **or** (b) be enrolled in the College in "good academic standing" with a minimum cumulative academic GPA of 2.0 in the core curriculum courses required in the respiratory program.
2. Once students qualify under either of the above described conditions, they may obtain application materials required for admission to the program from the Office of Respiratory Therapy.
3. Using all available data, including the application, SAT scores when available, high school GPA or college academic GPA in courses required in the respiratory therapy curriculum, letters of reference, and a personal interview, the Admissions Committee of Respiratory Therapy will evaluate all applicants who meet the admission criteria and select the best qualified applicants for admission. Limited numbers of students are formally accepted each year due to the intensive hospital training.
4. A.S. applicants must take the Respiratory Entrance Exam (REE). Applicants are accepted based on all available data including the Respiratory Entrance Exam (REE) score. Acceptance into the Respiratory Therapy Program is highly competitive.
5. The Respiratory Entrance Exam (REE) must be administered at Macon State College by the Respiratory Therapy Program.
6. If the cumulative GPA in required courses falls below the minimum 2.0 subsequent to their acceptance but prior to fall semester, they will be denied the privilege of entering the program.
7. Applicants who are accepted for admission into the program but who do not enter the fall class must reapply in order to be considered for admission to a future class.
8. Applicants who are not accepted to the program may pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.
9. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Respiratory Therapy Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Respiratory Therapy Program.
10. B.S. students must earn the RRT credential to meet the requirement of the program.

Based on professional judgment of the faculty, random Criminal Background Check or Urine Drug Screen may be required while in the Respiratory Therapy Program. This testing, if required, will be at the student's expense.

Students enrolled in Respiratory Therapy courses maybe required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is \$400 for the fall and \$500 for the spring/summer. Students who are covered by an acceptable policy held by a parent, spouse,

company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

Academic Standards for Respiratory Therapy Program: Progression, Dismissal, and Readmission.

In addition to the other academic regulations of the College, the following requirements apply to the Respiratory Therapy Program:

1. A grade of at least a "C" is required for successful completion of each required respiratory therapy course.
2. A grade of at least a "C" is required in BIOL 1114K, 1124K, 1134K, CHEM 1151K, MATH 1101, 1111 or 1113, ENGL 1101, and ENGL 1102.
3. Students should complete all core courses listed in #2 above prior to starting the program.
4. Failure to meet progression requirements will result in dismissal from the Respiratory Therapy Program.
5. Students in good standing who voluntarily withdraw from the respiratory program may re-enter the program on a space available basis.
6. In addition to the requirements set forth in the MSC Academic Catalog, the student is responsible for adhering to all of the policies and procedures outlined in the Respiratory Therapy Student Handbook.
7. Academic misconduct, in any form, will not be tolerated and may result in dismissal from the program or not being admitted into the program.

Note: Applicants who are accepted for admission into the Respiratory Therapy Program must submit to the Director of Respiratory Therapy a certificate in CPR for health professionals, a physical examination report, and health requirements as adopted by the department. Enrolled respiratory therapy students must enroll in the student professional liability insurance offered by the College. Certificate and insurance must be valid during the freshman and sophomore years.

While students who have been convicted of a felony may be admitted to the Respiratory Therapy Program, such a conviction may prohibit them from taking the national and Georgia board licensing examinations. Permission to sit for and write the examination rests solely with the Georgia State Composite Medical Board which governs Respiratory Care.

Readmission to the Program

Readmission to the program is at the discretion of the director. In order to be considered for readmission into the program, the student must be in "good academic standing."

Health Information Management (B.S.)

Bachelor of Science Degree in Health Information Management

The Health Information Management Program at Macon State College prepares its graduates to function in the changing health care environment. Classroom activities and supervised clinical experiences are taught in a learning environment that fosters critical thinking and problem-solving abilities. Flexibility, creativity, and lifelong learning are stressed because of the ever-changing health care field. The Health Information Management curriculum is a blend of the disciplines of medical science, computer information management, personnel management, and health care data management. This unique mixture provides graduates with a wide variety and growing number of employment opportunities.

The program follows a four-year curriculum leading to the Bachelor of Science degree in Health Information Management. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Administrator (RHIA).

Macon State College offers both an associate and a baccalaureate degree in Health Information Management. Students may fulfill the requirements for the associate degree and return later to complete the requirements for the baccalaureate degree. Health Information Management students must complete the general education core as well as the upper division major requirements.

Transfer students may be accepted into the Health Information Management Program. General education and supporting courses will be evaluated for credit during the admission process. All Health Information Management courses for transfer must be approved by the Director of the Health Information Management Program.

Registered Health Information Technicians, either with associate-degree preparation or AHIMA's Independent Study preparation, are welcome in the Health Information Management Program. Knowledge and course work will be evaluated on a case-by-case basis using transcripts and testing. All students must satisfy Areas A-F of the core curriculum as listed in the curriculum.

Students are strongly encouraged to complete BIOL 1114K and BIOL 1124K with at least a "C" prior to admission. If these courses have not been completed, there are several HIMA courses that cannot be taken until the Anatomy and Physiology requirements are satisfied.

To be considered for admission to the HIM program, students must:

1. Be accepted to Macon State College
2. Have a cumulative grade point average of 2.20 or better.
3. Have received a grade of at least a "C" in both ENGL 1101 and ENGL 1102
4. Complete an online Health Information Management program application.

In addition to the academic regulations of the College, the following requirements apply to students in the HIM program:

1. A grade of at least a "C" is required for all HIMT, HIMA, BUSA, HLSA, and ITEC courses.
2. A grade of at least a "C" is required in BIOL 1114K and BIOL 1124K.
3. The student is responsible for adhering to all of the policies and procedures outlined in the Health Information Management Student Handbook which can be found on the Health Information Student Resource Center in Vista.
4. Clinical affiliates require a criminal background check, urine drug screen testing, and other screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student will not be allowed to progress in the program.
5. Students will be dismissed from the program for academic misconduct.

Students making "D's" in two HIMT, HIMA, HLSA, or ITEC courses are dismissed from the HIM program. Students making a grade of "F" in any HIMT, HIMA, HLSA, or ITEC courses are dismissed from the HIM program. Readmission is at the discretion of the Program Director.

Curriculum for Bachelor of Science in Health Information Management

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
and
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours
or
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

- Area B Elective Credit: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- COMM 1110 - Public Speaking **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- MATH 1200 - Elementary Statistics **Credit:** 3 hours

Choose one of the following science sequences:

- BIOL 1001K - Introductory Biology I **Credit:** 4 hours
- BIOL 1002K - Introductory Biology II **Credit:** 4 hours
- BIOL 2107K - Principles of Biology I **Credit:** 4 hours
- BIOL 2108K - Principles of Biology II **Credit:** 4 hours
- CHEM 1151K - Survey of Chemistry I **Credit:** 4 hours
- CHEM 1152K - Survey of Chemistry II **Credit:** 4 hours
- CHEM 1211K - Principles of Chemistry I **Credit:** 4 hours
- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours
- PHYS 1111K - Introductory Physics I **Credit:** 4 hours

- PHYS 1112K - Introductory Physics II **Credit:** 4 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Electives Credit: 6 hours
Select from PSYC 1101, SOCI 1101, ECON 2105, ECON 2106.
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 39 Hours

Major Field - Lower Division

- BIOL 1114K - Anatomy and Physiology I **Credit:** 4 hours
and
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours
- ITEC 2201 - Business Information Applications **Credit:** 3 hours
- HIMT 2000 - Medical Terminology **Credit:** 2 hours
- HIMT 2020 - Health Care Delivery Systems **Credit:** 2 hours
- HIMT 2100 - Health Data Concepts **Credit:** 3 hours
- HIMT 2110 - Health Data Management **Credit:** 2 hours
- HIMT 2120 - Health Care Statistics **Credit:** 1 hour
- HIMT 2140 - Performance Improvement **Credit:** 2 hours
- HIMT 2220 - Fundamentals of Medical Science **Credit:** 3 hours
- HIMT 2330 - Coding I **Credit:** 3 hours
- HIMT 2340 - Coding II **Credit:** 3 hours
- HIMT 2750 - Professional Practice Experience I **Credit:** 2 hours
- HIMT 2850 - Professional Practice Experience II **Credit:** 2 hours
- ITEC 2245 - Introduction to Databases Health Sciences **Credit:** 3 hours

Upper Division Credits: 39 Hours

- HIMA 3200 - External Forces **Credit:** 3 hours
- HIMA 4000 - Health Information Management Methods **Credit:** 3 hours
- HIMA 4070 - Management of Health Information **Credit:** 3 hours
- HIMA 4090 - Financial Administration **Credit:** 2 hours
- HIMA 4120 - Health Informatics I **Credit:** 3 hours
- HIMA 4121 - Health Informatics II **Credit:** 3 hours
- HIMA 4122 - Electronic Health Records **Credit:** 2 hours
- HIMA 4750 - Professional Management Experience **Credit:** 4 hours
- HIMA 4900 - Seminar **Credit:** 1 hour
- HLSA 3000 - Research Methods for Health Sciences **Credit:** 3 hours
- HLSA 3320 - Health Care Management **Credit:** 3 hours
- HLSA 4100 - Human Resource Management in Health Care **Credit:** 3 hours
- HLSA 4410 - Health Law and Ethics **Credit:** 3 hours

- ITEC 3155 - Systems Analysis and Design **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Hours Credit: 122 Hours

Health Information Technology (A.S.)

The Associate of Science Degree in Health Information Technology (HIT) includes study in medical science, coding, quality management, and health care data management. This mix of disciplines is important for the preparation of managers who will work in every sector of the healthcare industry, wherever information is collected, utilized, or maintained.

HIT professionals collect, analyze, integrate, and disseminate information that steers the healthcare industry. A career in HIT combines healthcare, management, and technology.

Job opportunities are increasing as more paperwork generated by the medical and business sides of healthcare is converted to computerized form. Emerging HIT roles are highly technological, with opportunities ranging from coder to clinical data manager.

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician.

To be considered for admission to the Health Information Technology Program, applicants must:

1. Be accepted to Macon State College
2. Have a cumulative grade point average of at least 2.20.
3. Have received a grade of at least a "C" in both ENGL 1101 and ENGL 1102
4. Complete an online Health Information Technology program application.

Students are strongly encouraged to complete BIOL 1114K and BIOL 1124K prior to admission. If these courses have not been completed, there are several courses that cannot be taken until the Anatomy and Physiology requirements are satisfied.

In addition to the academic regulations of the College, the following requirements apply to students in the HIT program:

1. A grade of at least a "C" is required for all HIMT, BUSA, and ITEC courses.
2. A grade of at least a "C" is required in BIOL 1114K and BIOL 1124K.
3. The student is responsible for adhering to all of the policies and procedures outlined in the Health Information Technology Student Handbook which can be found on the Health Information Student Resource Center in Vista.
4. Clinical affiliates require a criminal background check, urine drug screen testing, or other screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student will not be allowed to progress in the program.
5. Students will be dismissed from the program for academic misconduct.

Students who make a "D" in two HIMT or ITEC courses are dismissed from the HIT program. Students making a grade of "F" in any HIMT or ITEC courses are dismissed from the HIT program. Readmission is at the discretion of the Program Director.

Curriculum for Associate of Science in Health Information Technology (Career)

Students entering this curriculum must satisfy Learning Support requirements in English, Reading, and Mathematics.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours
or
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 0 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests.

Institutional Options

Area C Credit: 0 Hours

Humanities/Fine Arts

Area D Credit: 8 Hours

Science, Math & Technology

- BIOL 1114K - Anatomy and Physiology I **Credit:** 4 hours
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours

Area E Credit: 6 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 45 Hours

Major Field

- ITEC 2201 - Business Information Applications **Credit:** 3 hours
- HIMT 2000 - Medical Terminology **Credit:** 2 hours
- HIMT 2020 - Health Care Delivery Systems **Credit:** 2 hours
- HIMT 2100 - Health Data Concepts **Credit:** 3 hours
- HIMT 2110 - Health Data Management **Credit:** 2 hours
- HIMT 2120 - Health Care Statistics **Credit:** 1 hour
- HIMT 2130 - Legal Concepts in Health Care **Credit:** 3 hours
- HIMT 2140 - Performance Improvement **Credit:** 2 hours
- HIMT 2220 - Fundamentals of Medical Science **Credit:** 3 hours
- HIMT 2330 - Coding I **Credit:** 3 hours
- HIMT 2340 - Coding II **Credit:** 3 hours

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- HIMT 2360 - Advanced Coding **Credit: 2 hours**
- HIMT 2500 - Computers in Healthcare **Credit: 2 hours**
- HIMT 2600 - Billing and Reimbursement **Credit: 2 hours**
- HIMT 2620 - Supervision and Management **Credit: 4 hours**
- HIMT 2750 - Professional Practice Experience I **Credit: 2 hours**
- HIMT 2800 - HIT Seminar **Credit: 1 hour**
- HIMT 2850 - Professional Practice Experience II **Credit: 2 hours**
- ITEC 2245 - Introduction to Databases Health Sciences **Credit: 3 hours**

Physical Education Credit: 2 Hours

Total Credit: 70 Hours

Health Services Administration (B.S.)

Bachelor of Science Degree in Health Services Administration

The Bachelor of Science degree in **Health Services Administration** is designed to offer a solid understanding of the organization, financing, and delivery of health care services, incorporating a strong foundation of management principles and functions applied to health care settings and facilities. The focus is upon the relationship between theory and practice through the identification and resolution of problems unique to health care. The externship, if required, allows the opportunity to apply the skills and knowledge gained in the classroom to the field of practice. Special emphasis is placed upon the manager's role in assuring the delivery of high quality services in a socially and economically responsible fashion.

Admission Requirements: Most students will have completed an associate degree in business administration, nursing, respiratory therapy, or an equivalent health sciences degree. However, an associate degree is not required. Beginning freshmen should follow the curriculum for one of the associate degrees. Transfer students with equivalent academic credit or students with undecided majors nearing the end of the sophomore year may also apply before earning an associate's degree.

For full admission to the major of Health Services Administration, students will have successfully completed:

1. All University System of Georgia baccalaureate core requirements
2. The Regents' Test
3. All legislatively mandated requirements (U.S. and Georgia Constitution and History).
4. Two courses in the major: HLSA 3310 (American Health Care System) and HLSA 3320 (Health Care Administration), both with a grade of at least a "C"
5. Academic misconduct may result in dismissal from the program as outlined in the Student Handbook. Students enrolled in the HLSA program at Macon State College must assume responsibility for reading, understanding, and abiding by the MSC Student Code of Conduct, which is included in the MSC Student Handbook and is available at www.maconstate.edu/studentlife/studenthandbook.pdf
6. Clinical affiliates may require a criminal background check and urine drug screen testing. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student may not be allowed to progress in the program.

A science sequence is required in Area D.

Electives

Students who have NOT completed an Associate Degree Program must complete a minimum of 30 hours of major electives, including a minimum of 15 hours of upper division HLSA coursework to equal 122 hours total.

Students who HAVE completed an Associate Degree in an Allied Health Career Program, and after review by the HLSA Program Director and Division Chair, must complete a minimum 9 hours of electives in order to complete 39 hours of upper division coursework and equal 122 hours minimum total.

In order to receive a degree, students must demonstrate technology and oral competency through one of the following: Pass MSCC 1000; Demonstrate oral and technology competency through a designated course approved by the Vice President for Academic Affairs; or Pass the oral competency exam and technology exam in the Academic Testing Center.

Curriculum for Bachelor of Science in Health Services Administration

The sixty semester credit hours beyond the associate degree or equivalent that the Health Services Administration major needs to graduate are categorized as follows:

30 hours - Courses in HLSA Core
30 hours - Electives

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
and
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours
or
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

In order to receive a degree, students must demonstrate technology and oral competency through one of the following: Pass MSCC 1000; Demonstrate oral and technology competency through a designated course approved by the Vice President for Academic Affairs; or Pass the oral competency exam and technology exam in the Academic Testing Center.

- Area B Electives Credit: 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- COMM 1110 - Public Speaking **Credit:** 3 hours

Area D Credit: 11 Hours

Select two courses from the list below. The two courses selected from the list do not have to be taken in sequence. However, students need to consult catalog course descriptions regarding restrictions on graduation credit. Students may take courses only for which they have the necessary prerequisites.

Choice of 8 hours from the following courses:

- ASTR 1010K - Astronomy of the Solar System **Credit:** 4 hours
- ASTR 1020K - Stellar and Galactic Astronomy **Credit:** 4 hours
- BIOL 1001K - Introductory Biology I **Credit:** 4 hours
Or
- BIOL 1001K-H - Honors Introductory Biology I **Credit:** 4 hours
- BIOL 1002K - Introductory Biology II **Credit:** 4 hours
Or
- BIOL 1002K-H - Honors Introductory Biology II **Credit:** 4 hours
- BIOL 2107K - Principles of Biology I **Credit:** 4 hours
- BIOL 2108K - Principles of Biology II **Credit:** 4 hours
- CHEM 1151K - Survey of Chemistry I **Credit:** 4 hours
- CHEM 1152K - Survey of Chemistry II **Credit:** 4 hours
- CHEM 1211K - Principles of Chemistry I **Credit:** 4 hours
- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours
- PHSC 1011K - Physical Science Principles **Credit:** 4 hours
- PHYS 1111K - Introductory Physics I **Credit:** 4 hours

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- PHYS 1112K - Introductory Physics II **Credit:** 4 hours
- PHYS 2211K - Principles of Physics I **Credit:** 4 hours
- PHYS 2212K - Principles of Physics II **Credit:** 4 hours

Area D Elective Credit: 3 Semester Hours

If students choose to take a four-hour course, then one hour of credit from this course will count in Area F where applicable. Students must have the necessary prerequisite for any course they choose.

Choice of one course from the courses listed above or from the following courses:

- BIOL 1003 - Introductory Biology III **Credit:** 3 hours
- CPSC 1010 - Introduction to Computer Science **Credit:** 3 hours
- CPSC 1301 - Computer Science I **Credit:** 4 hours
- CPSC 1302 - Computer Science II **Credit:** 4 hours
- CPSC 2310 - Introduction to the 'C' Language **Credit:** 3 hours
- CPSC 2320 - Introduction to Programming in Ada **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
- MATH 1111 - College Algebra **Credit:** 3 hours
- MATH 1113 - Precalculus **Credit:** 3 hours
- MATH 1113H - Honors Precalculus **Credit:** 3 hours
- MATH 1251 - Calculus I **Credit:** 4 hours
- MATH 2252 - Calculus II **Credit:** 4 hours
- MATH 2253 - Calculus III **Credit:** 4 hours
- MATH 2260 - Introduction to Linear Algebra **Credit:** 3 hours
- MATH 2270 - Differential Equations **Credit:** 3 hours
- PHSC 1012 - Physical Science Applications **Credit:** 3 hours
- SCIE 1150 - Science, Technology, and the Citizen **Credit:** 3 hours
- SCIE 2152 - Science, Poetry, and the Imagination **Credit:** 3 hours
- SCIE 2154 - Environmental Issues **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Electives Credit: 6 hours
Select from PSYC 1101, SOCI 1101, ECON 2105, ECON 2106
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours

Area F Credit: 18 Hours

For students who have NOT completed an Associate Degree Program Major Field— Lower Division

- ACCT 2101 - Principles of Accounting I **Credit:** 3 hours
- ACCT 2102 - Principles of Accounting II **Credit:** 3 hours
- ITEC 2201 - Business Information Applications **Credit:** 3 hours
- ITEC 2245 - Introduction to Databases Health Sciences **Credit:** 3 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours
- PSYC 2103 - Introduction to Human Development **Credit:** 3 hours

Area F Credit: 6 Hours

For students who HAVE completed an Associate Degree in an Allied Health Career Program

- ACCT 2101 - Principles of Accounting I **Credit:** 3 hours
- ACCT 2102 - Principles of Accounting II **Credit:** 3 hours

Upper Division - 60 Hours

Core Requirements Credit: 30 Hours

- HLSA 3000 - Research Methods for Health Sciences **Credit:** 3 hours
- HLSA 3310 - American Health Care System **Credit:** 3 hours
- HLSA 3320 - Health Care Management **Credit:** 3 hours
- HLSA 3360 - Quality Management and Improvement **Credit:** 3 hours
- HLSA 3380 - Health Communications **Credit:** 3 Hours
- HLSA 4100 - Human Resource Management in Health Care **Credit:** 3 hours
- HLSA 4410 - Health Law and Ethics **Credit:** 3 hours
- HLSA 4470 - Design & Management **Credit:** 3 hours
- HLSA 4480 - Health Care Financial Management **Credit:** 3 hours
- HLSA 4490 - Integrative Issues in Health Care Administration **Credit:** 3 hours

Electives

Electives other than those on this list require the approval of the Program Director.

Students who have NOT completed an Associate Degree Program must complete a minimum of 30 hours of major electives, including a minimum of 15 hours of upper division HLSA coursework to equal 122 hours total.

Students who HAVE completed an Associate Degree in an Allied Health Career Program must complete a minimum 9 hours of major electives, or a higher amount necessary to complete 39 hours of upper division coursework to equal 122 hours minimum total.

List of Approved Electives

Electives other than those on this list require the approval of the Program Director.

- ACCT 3101 - Intermediate Financial Accounting I **Credit:** 3 hours
- ACCT 3102 - Intermediate Financial Accounting II **Credit:** 3 hours
- ACCT 3103 - Intermediate Financial Accounting III **Credit:** 3 hours
- BUSA 3100 - Business and Society **Credit:** 3 hours
- ENGL 3106 - Professional Communication **Credit:** 3 hours
- FINC 3131 - Business Finance **Credit:** 3 hours
- HLSA 3315 - Holistic Health Care Services **Credit:** 3 hours
- HLSA 3340 - Public Administration and Health Care **Credit:** 3 hours
- HLSA 3345 - Government, Politics, and American Health Care **Credit:** 3 hours
- HLSA 3350 - Public Health and Epidemiology **Credit:** 3 hours
- HLSA 3370 - Women's Issues in Health Care **Credit:** 3 hours
- HLSA 3390 - Bioethics **Credit:** 3 hours
- HLSA 4400 - Rural Health Care Services **Credit:** 3 hours
- HLSA 4420 - Long-term Care Administration **Credit:** 3 hours
- HLSA 4425 - Ambulatory Care Services **Credit:** 3 hours

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- HLSA 4430 - Health Care Economics **Credit:** 3 hours
- HLSA 4435 - Managed Care **Credit:** 3 hours
- HLSA 4450 - Applied Learning Experience **Credit:** 3 hours
- HLSA 4451 - Applied Learning Experience II **Credit:** 3 hours
Students with no health care experience may repeat this course.
- HLSA 4463 - Case Management Concepts and Services **Credit:** 3 hours
- HLSA 4475 - Regulatory Aspects of Long Term Care **Credit:** 3 hours
- MGMT 3141 - Principles of Management **Credit:** 3 hours
- MGMT 3155 - Organizational Behavior **Credit:** 3 hours
- MGMT 3165 - Production and Operations Management **Credit:** 3 hours
- MGMT 3175 - Quantitative Methods **Credit:** 3 hours
- MGMT 4125 - Compensation and Benefits **Credit:** 3 hours
- MKTG 3161 - Principles of Marketing **Credit:** 3 hours
- PBSV 3001 - Social Context of Public Service Agencies **Credit:** 3 hours
- PBSV 3010 - Public Service Management **Credit:** 3 hours
- PBSV 3020 - Research Methods **Credit:** 3 hours
- PBSV 3040 - Conflict Resolution and Negotiation **Credit:** 3 hours
- PBSV 4030 - Program Funding and Evaluation **Credit:** 3 hours
- PSYC 3150 - Gerontology **Credit:** 3 hours

Nursing (A.S.)

Mission Statement

The mission of the Macon State College Nursing Programs is to provide quality education and to prepare competent graduates who are committed to health promotion and illness prevention while providing quality care to individuals and families in a rapidly changing and increasingly global environment.

General Information

The curriculum leading to the Associate of Science in Nursing degree combines nursing and general education courses. Admission to the AS Nursing Program occurs twice each year, in the fall and spring semesters. The AS program can be completed in two years, but generally students elect to complete all or part of their general education courses prior to admission into the Nursing Program.

The Nursing Program is accredited by the National League for Nursing Accreditation Commission* and approved by the Georgia Board of Nursing. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a Registered Nurse (RN).

Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner. The *Macon State College Student Handbook* contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the Nursing Programs.

Clinical affiliates require a Criminal Background Check and Urine Drug Screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.

* National League for Nursing Accreditation Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000

Approval to admit applicants to the National Council Licensure Examination for Registered Nursing (NCLEX-RN) or to grant a license rests with the Georgia Board of Nursing. Applicants who have ever been arrested, convicted, sentenced, plead guilty, or plead nolo contendere or been given first offender status for any felony, a crime involving moral turpitude, or a crime violating federal law involving controlled substances or dangerous drugs or a DUI or DWI, or who have been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted, or placed on probation) by any state board may take the RN licensing examination only at the discretion of the Georgia Board of Nursing. Furthermore, the license may not be issued until the matter has been resolved to the satisfaction of the Board.

General Requirements and Procedures for Admission to the Nursing Program.

1. Admission to the Nursing Program is competitive. To be considered for admission to the Nursing Program, applicants must:
 - a) be enrolled or readmitted to the College in "good academic standing" with a minimum MSC GPA of 2.00 and a minimum cumulative overall academic GPA of 2.00 in courses required in the nursing curriculum.
 - or**
 - (b) be admitted to Macon State College for the first time as a transfer student in "good academic standing" with a minimum overall transfer GPA of 2.00.
 - or**
 - (c) have completed any required Learning Support courses and an additional six or more semester hours of courses required in the nursing curriculum with a 2.00 in courses required in the nursing curriculum.
 - and**
 - (d) student may submit an application to the Nursing Program (available on-line at www.maconstate.edu) from January 2-February 15 for fall Macon Campus admission and June 1 - August 15 for spring Warner Robins Campus admission.
 - and**
 - (e) applicant must be fully admitted to Macon State College by February 1 for fall admission and August 1 for spring admission. All admissions materials must be properly executed and submitted to the Admissions Office.

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2. Applicants may have no more than 36 semester hours of academic credit and 2 semester hours of physical education credit applied by transfer toward an Associate Degree.
3. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102, and MATH 1101 or more advanced math course must attain a grade of at least a "C" in each course.
4. A student who has failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
5. Using all available data, including but not limited to the application, SAT scores, high school GPA, or college academic GPA in courses as required in the nursing curriculum, the Admissions, Recruitment, and Retention Committee of the Nursing Program will evaluate all applicants who meet the admission criteria. Applicants must take the Nurse Entrance Exam (NEE).
6. The Nurse Entrance Exam (NEE) must be administered at Macon State College.
7. Applicants are accepted based on all available data including the Nurse Entrance Exam (NEE) score. Acceptance into the Nursing Programs is highly competitive.
8. If the cumulative academic GPA in required nursing courses falls below 2.00 subsequent to their acceptance but prior to the first day of nursing classes, students will be denied admission to the program.
9. Applicants admitted to the Nursing Program in the Fall or Spring must complete the nursing course sequence to which they are admitted. Students cannot transfer between the Fall or Spring nursing sequence.
10. Applicants who are accepted for admission into the Nursing Program but do not enter the nursing class must reapply for admission.
11. An applicant who is not accepted to the Nursing Program may reapply or pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.
12. Additional requirements include but are not limited to a completed history and physical form, immunization form, and TB screening.
13. Students must complete Health Professional CPR certification through the American Heart Association prior to the first day of class. CPR classes will generally be provided to students at a nominal fee.
14. Nursing-enrolled students must enroll in the student professional malpractice liability insurance offered by the college at a cost of \$16 per year. A total program testing fee of approximately \$800 will be incurred by the student.
15. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program.
16. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Individual or Association Policies will not be considered for a waiver.
17. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the code. Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with a violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
18. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.
19. Current Academic Policies and Program information is available online at www.maconstate.edu.

Academic Standards for Nursing Program: Progression, Dismissal, and Readmission

In addition to the other academic regulations of the College, the following requirements apply to the Nursing Program:

1. All nursing courses require a minimum grade of at least a "C" (75%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.
2. There will be no rounding of nursing grades.
3. Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory as specified in course syllabi. A satisfactory level of clinical competence is required in order to earn a passing grade (C or higher) in a nursing course. An unsatisfactory level competence results in failure in that course. A course grade of "F" will be assigned if a student fails clinically.
4. Safety in the calculation of medication dosages is an expected behavior. Students must satisfy dosage calculations examination requirements as specified in course syllabi.

5. Clinical affiliates require a Criminal Background Check and Urine Drug Test Screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.
6. Random Criminal Background Check or Urine Drug Screen may be required while in the Nursing Program, based on professional judgment of the faculty. This testing if required will be at the student's expense.
7. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
8. Student who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102, and MATH must attain a grade of at least a "C" in each course.
9. Progression to the sophomore year requires a minimum cumulative academic GPA of 2.00 in courses required for the nursing curriculum.
10. Students must successfully complete all nursing core courses, technology competency, and the Regents' Test prior to enrollment in NURS 2215.
11. Failure to meet progression requirements will result in dismissal from the Nursing Program.
12. Students must meet all present criteria for readmission to the Nursing Program, must submit a completed nursing application, and must submit a letter of intent by the application deadline. All applications will be reviewed by the Nursing Admissions, Recruitment, and Retention Committee. Re-Entry occurs on a space available basis.
13. The following requirements must be met prior to readmission to the Nursing Program:
Re-Entry students must demonstrate competency in all skills taught in previous nursing classes and a medication dosage calculation exam. Students will have only one opportunity to demonstrate competency in skills and one opportunity to pass the medication dosage calculation exam with a passing score as designated by the faculty. Readmission students must take the Nurse Entrance Exam.
14. The Nurse Entrance Exam must be administered at Macon State College.
15. Applicants are accepted for readmission based on evaluation of all available data including the Nurse Entrance Exam.
16. Readmission occurs on a space available basis.
17. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
18. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. <http://www.maconstate.edu/studentlife/docs/studentlife.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Student who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
19. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.
20. Students must submit proof of recertification in CPR and health requirements currently adopted by the Nursing Program, including re-enrollment in the student professional liability insurance offered by the College.

Curriculum for Associate of Science in Nursing (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours

More advanced math course acceptable, except MATH 1200.

Area B Credit: 0 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests.

Institutional Options

Area C Credit: 0 Hours

Humanities/Fine Arts

Area D Credit: 12 Hours

Science, Math & Technology

- BIOL 1114K - Anatomy and Physiology I **Credit:** 4 hours
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours
- BIOL 1134K - Microbiology for Health Sciences **Credit:** 4 hours

Area E Credit: 9 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours

Area F Credit: 39 Hours

Major Field

- NURS 1110 - Introduction to Health Concepts **Credit:** 6 hours
- NURS 1111 - Psychiatric/Mental Health Nursing **Credit:** 3 hours
- NURS 1115 - Adult Health Care Concepts I **Credit:** 7 hours
- NURS 1116 - Women and Infant Health Care Concepts **Credit:** 3 hours
- NURS 2210 - Adult Health Care Concepts II **Credit:** 7 hours
- NURS 2211 - Children's Health Care **Credit:** 3 hours
- NURS 2215 - Complex Health Care Concepts **Credit:** 8 hours
- NURS 2216 - Trends and Issues in Health Care **Credit:** 2 hours

Physical Education Credit: 2 Hours

Total Credit: 71 Hours

Nursing - Pre-Licensure BSN

PRE-LICENSURE BSN NURSING PROGRAM

Mission Statement

The mission of the Macon State College Nursing Programs is to educate nurse professionals who will provide quality holistic care to individuals, families, and communities in a rapidly changing and global environment.

General Information

The curriculum leading to the Bachelor of Science in Nursing degree combines nursing and general education courses. Admission to the Pre-Licensure BSN program occurs once each year in the fall semester.

The Nursing Program has full approval from the Board of Regents of the University System of Georgia and developmental approval from the Georgia Board of Nursing. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a Registered Nurse (RN).

Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner. The Macon State College Student Handbook contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the Nursing Programs.

Clinical affiliates require a Criminal Background Check and Urine Drug Screening. If a clinical affiliate does not allow a student to attend clinical and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Programs.

Approval to admit an applicant to the National Council Licensure Examination for Registered Nursing (NCLEX-RN) or to grant a license rests with the Georgia Board of Nursing. Applicants who have ever been arrested, convicted, sentenced, pled guilty, or pled nolo contendere or been given first offender status for any felony, a crime involving moral turpitude, or a crime violating a federal law involving controlled substances or dangerous drugs or a DUI or DWI, or who have been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted or placed on probation) by any state board may take the RN licensing examination only at the discretion of the Georgia Board of Nursing. Furthermore, the license may not be issued until the matter is resolved to the satisfaction of the board.

General Requirements and Procedures for Admission to the Nursing Program

1. Admission to the Nursing Program is competitive. To be considered for admission to the Nursing Program, applicants must:

a) be enrolled or readmitted to MSC in “good academic standing” with a minimum MSC GPA of 2.00 and a minimum cumulative overall academic GPA of 2.50 in courses required in the nursing curriculum.

OR

(b) be admitted to MSC for the first time as a transfer student in “good academic standing” with a minimum overall transfer GPA of 2.00 and a minimum cumulative overall academic GPA of 2.50 in courses required in the nursing curriculum.

AND

(c) student may submit an application to the Nursing Program (available on-line at www.maconstate.edu) from January 2-February 15 for fall admission.

AND

(d) applicant must be fully admitted to MSC by February 1 for fall admission. All admissions materials must be properly executed and submitted to the Admissions Office.

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2. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102, and MATH must attain a grade of at least a “C” in each course.
3. Students are required to complete all of the general education courses, the Regents’ Test, Macon State College technology and oral competency requirements, and the legislative requirements prior to entering the nursing sequence.
4. A passing score at or above current national average for the Nursing Entrance Exam (NEE) administered at Macon State College.
5. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
6. Applicants are accepted based on all available data, including the Nurse Entrance Exam (NEE) score. Acceptance into the Nursing Programs is highly competitive.
7. If the cumulative academic GPA in required nursing courses falls below 2.50 subsequent to their acceptance but prior to the first day of nursing class, students will be denied admission to the program.
8. Applicants who are accepted for admission into the Nursing Program but who do not enter the nursing class must reapply for admission.
9. An applicant who is not accepted to the Nursing Program may reapply or pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.
10. Additional requirements include but are not limited to a completed history and physical exam, required immunization form, and TB screening.
11. Students must complete Health Professional CPR certification through the American Heart Association prior to the first day of class. CPR classes will be provided to students at a nominal fee.
12. Nursing enrolled students must enroll in the student professional malpractice liability insurance offered by the college at a cost of \$16 per year. A total program testing fee of approximately \$800 will be incurred by the student. These fees are nonrefundable.
13. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program.
14. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
15. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. <http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
16. Student must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.
17. Current Academic Policies and Program information is available online at www.maconstate.edu.

Academic Standards for Nursing Program: Progression, Dismissal, and Readmission

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In addition to the other academic regulations of the College, the following requirements apply to the Nursing Program:

1. All clinical nursing courses require a satisfactory level of performance in theory and in clinical, including campus labs. All nursing courses require a minimum grade of at least a "C" (75%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.
2. There will be no rounding of nursing grades.
3. Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory. A satisfactory level of clinical competence is required in order to earn a passing grade ("C" or higher) in nursing courses. An unsatisfactory level of competence results in failure in that course. A course grade of "F" will be assigned if a student fails clinically.
4. Safety in the calculation of medication dosages is an expected behavior. Students must satisfy dosage calculations examination requirements as specified in course syllabi.
5. Students must maintain a cumulative grade point average of 2.50 or higher.
6. Clinical affiliates require a Criminal Background Check and Urine Drug Test Screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.
7. Random Criminal Background Checks or Urine Drug Screen may be required while in the Nursing Program, based on professional judgment of the faculty. This testing, if required, will be at the student's expense.
8. Students must maintain ability to meet requirements of Nursing Practice Performance Standards/Essential Abilities.
9. Students experiencing a change in health status may be required to resubmit health forms.
10. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102, and MATH must attain a grade of at least a "C" in each course.
11. Failure to meet progression requirements will result in dismissal from the Nursing Program.
12. Students must meet all present criteria for readmission to the Nursing Program, must submit a completed nursing application, and must submit a letter of intent by the application deadline. All applicants will be reviewed by the Nursing Admissions, Recruitment, and Retention Committee. Readmission occurs on a space available basis.
13. The following requirements must be met prior to readmission to the Nursing Program: Readmission students must demonstrate competency in all skills taught in previous nursing courses and a medication dosage calculation exam. Students will have only one opportunity to demonstrate competency in skills and one opportunity to pass the medication dosage calculation exam with a passing score as designated by the faculty. Readmission students must take the Nursing Entrance Exam (NEE).
14. The Nurse Entrance Exam (NEE) must be administered at Macon State College.
15. Student who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
16. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code.
<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
17. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.

18. Students must submit proof of recertification in CPR and health requirements currently adopted by the Nursing Program, including re-enrollment in the student professional liability insurance offered by the College.

Core Courses Required for Pre-Licensure Bachelor of Science in Nursing

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
and
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours
or
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours
(Possible courses: HS 1001, HS 1001, HS 1003, HS 1004, SSCI 1001, SSCI 1002, SSCI 1003, SSCI 1004, or BIOL 1004)

Area C Credit: 6 Hours

Humanities/Fine Arts

- Area C Elective **Credit:** 3 hours
(Possible courses: ARAP 1100, COMM 1110, FREN 1001, FREN 1002, HUMN 2151, HUMN 2152, HUMN 2153, HUMN 2154, HUMN 2155, HUMN 2156, MUSC 1100, SPAN 1001, SPAN 1002, or THEA 1100)
- Literature Elective **Credit:** 3 hours
(Possible courses: ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2141, ENGL 2142, FREN 2001, FREN 2002, SPAN 2001, or SPAN 2002)

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective **Credit:** 4 hours
(Preferred CHEM 1151K; Acceptable BIOL 1001K, BIOL 2107K, or PHYS 1111K - **must be lab course**)
- Lab Science Elective **Credit:** 4 hours
(Preferred CHEM 1152K; Acceptable BIOL 1002K, BIOL 2108K, or PHYS 1112K - **must be lab course & sequence to first science course**)
- MATH 1200 - Elementary Statistics **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
OR
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
And
- POLS 1101 - American Government **Credit:** 3 hours
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours
- Area E Elective **Credit:** 3 hours
(Possible courses: ANTH 1102, ECON 2105, ECON 2106, HIST 1111, HIST 1112, HIST 2111, HIST 2112, SOCI 1101, SOCI 1160)

Area F Credit: 18 Hours

MAJOR FIELD

- Area F Elective **Credit:** 3 hours
(Select from SOCI 1101, SOCI 1160, or SOCI 2293)
- BIOL 1114K - Anatomy and Physiology I **Credit:** 4 hours
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours
- BIOL 1134K - Microbiology for Health Sciences **Credit:** 4 hours
- PSYC 2103 - Introduction to Human Development **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Area A through F Hours: 62

Upper Division Nursing Courses Required for Pre-Licensure BSN Program

- HLSA 3000 - Research Methods for Health Sciences **Credit:** 3 hours
- NURS 3000 - Introduction to Professional Nursing **Credit:** 2 hours
- NURS 3010 - BSN Fundamental Concepts **Credit:** 6 hours
- NURS 3111 - Concepts of Mental Health Nursing Care **Credit:** 5 hours
- NURS 3115 - Concepts of Adult & Gerontological Nursing Care I **Credit:** 7 hours
- NURS 3116 - Women's Health Care Nursing **Credit:** 4 hours
- NURS 3200 - Physical Assessment **Credit:** 4 hours
- NURS 3005 - Pharmaconutrition **Credit:** 3 hours
- NURS 4000 - Concepts of Community Health and Transcultural Nursing Care **Credit:** 5 hours
- NURS 4200 - Concepts of the Nurse as Leader/Manager **Credit:** 3 hours
- NURS 4210 - Concepts of Adult & Gerontological Nursing Care II **Credit:** 6 hours
- NURS 4211 - Concepts of Nursing Care of Children **Credit:** 4 hours
- NURS 4315 - Senior Nursing Practicum **Credit:** 8 hours

Total Upper Division Hours: 60

Total Hours: 122

Nursing - RN-BSN Completion Program

Macon State College's RN-BSN Completion Program is approved by the Georgia Board of Nursing and accredited by the National League for Nursing Accrediting Commission*. The purpose of the RN-BSN Completion Program is to provide Central Georgia Registered Nurses the opportunity to complete a baccalaureate nursing program. As a result, the program will provide Central Georgia health care facilities with baccalaureate-prepared nurses. Macon State College is committed to offering a flexible schedule of RN-BSN Completion courses with classes being taught during daytime and evening hours.

* National League for Nursing Accreditation Commission, 3343 Peachtree Road NE, Suite 500 Atlanta, GA 30326, (404) 975-5000.

General Requirements and Procedures for Admission for the RN-BSN Completion Program

Current Academic Policies and Program Information is available online at www.maconstate.edu/.

Admission

The RN-BSN Completion Program includes nursing and general education courses. The program can be completed in two years of full-time study. Students are encouraged to complete all or part of the general education courses prior to entering the nursing sequence. The nursing course sequence begins once each year during the Fall semester on the Macon campus.

Students may petition for approval of courses previously completed to be substituted for equivalent courses required for completion of the RN-BSN Completion Program. The petition process is to be initiated with the RN-BSN nursing faculty advisors.

Admission to the RN-BSN Completion Program is competitive. In order to be considered for admission, applicants must:

1. (a) be enrolled or readmitted to Macon State College in "good academic standing" with a minimum Macon State College GPA of 2.00 and minimum cumulative overall

academic GPA of 2.50 in course required in the nursing curriculum.

OR

(b) be admitted to Macon State College for the first time as a transfer student in "good academic standing" with a minimum overall transfer GPA of 2.00 and minimum cumulative overall academic GPA of 2.50 in courses required in the nursing curriculum.

AND

(c) students may submit an application to the RN-BSN Completion Program (available online at www.maconstate.edu) from January 2 through April 15 for Fall admission to the Macon campus.

AND

(d) applicants must be fully admitted to Macon State College by April 1st for Fall admission. All admission materials must be properly executed and submitted to the Admissions Office.

2. Students must successfully complete the Regents' Examination.
3. Students are required to complete all Associate Degree Nursing core requirements.
4. Students must have graduated from an accredited Associate degree or Diploma Nursing Program or fulfilled the Georgi RN-BSN articulation requirements.

5. Students must have a current and valid unrestricted RN license to practice in the state of Georgia.
6. Students must submit a copy of their transcripts(s) to the Nursing Program.
7. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
8. Applicants who are accepted for admission into the RN-BSN Completion Program but do not enter the nursing class must reapply for admission.
9. Additional requirements include but are not limited to a completed history and physical form, required immunization form, and TB screening.
10. Students must complete Health Professional CPR certification through the American Health Association prior to the first day of class.
11. Nursing enrolled students must enroll in the student professional malpractice liability insurance offered by the college at a cost of \$16 for admission. Testing fees of approximately \$125 will be incurred by the students. These fees are nonrefundable.
12. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate at any time does not allow a student to attend clinicals and the student is unable to class, lab, or practicum objectives, the student will not be allowed to progress or continue in the Nursing Program.
13. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
14. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* www.maconstate.edu/studentlife/docs/studenthandbook.pdf contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. nursing is a profession governed by a code of ethics and standards of practice. Students charged with a violation of the *Macon State College Student Code of Conduct* will subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program with consideration for re-entry.
15. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.
16. Current Academic Policies and Program information is available online at www.maconstate.edu.

Acceptance

The Nursing Programs Admissions, Recruitment, and Retention Committee will evaluate all applicants who meet the admission criteria and select the best qualified applicants. Faculty may request an interview with an applicant. Applicants must appear for the interview if requested.

An individual program of study for progression through the nursing courses will be developed once the student has been accepted in the nursing program.

Articulation Model

The RN-BSN Completion Program adheres to the Georgia Rn-BSN Articulation Plan for the admission and acceptance of students into the nursing program. Students who do not meet eligibility requirements to be accepted into the nursing courses will need to complete the following requirements prior to acceptance into the RN-BSN Completion Program:

1. Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC accredited schools outside the state of Georgia, who graduated more than four years ago, and have less than 1,000 clinical practice hours. Successful completion of the four subsets of the National League for Nursing (NLNAC-ACE II) is required to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing.
2. Clinical competencies will be validated through psychomotor skills evaluation by BSN faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN-BSN Completion Program.
3. Upon successful completion of examination and skills requirements, admission into the RN-BSN Completion Program, and completion of NURS 3100, Advanced Standing Course Credit ranging from 1-30 hours for NURS 3160 will be awarded. RN-BSN Completion Program students will then follow the Progression, Dismissal, and Readmission standards applicable to all nursing students.

Students have one opportunity to demonstrate clinical competencies on the psychomotor skills exams. If a student is not successful in completing one or more components of the required NLNAC ACE II validation tests, an individual remediation plan will be developed. After completion of the remediation plan, the student will have a total of two opportunities to successfully complete the required testing in each area in which they were unsuccessful.

Special Standing

Students enrolled in the sophomore year of an Associate Degree Nursing program may take up to six semester credit hours of selected upper-division RN-BSN nursing classes prior to graduating with the Associate degree. This will allow Associate degree students who have completed the core courses for a baccalaureate of science degree and have a minimum GPA of 2.5 to begin baccalaureate nursing studies. Courses that students are permitted to take in "special standing" are:

- NURS 3200 - Physical Assessment **Credit:** 4 hours
- NURS 3400 - Concepts of Nurse as Educator **Credit:** 3 hours
- NURS 3500 - Gerontological Nursing **Credit:** 3 hours
- HLSA 3000 - Research Methods for Health Sciences **Credit:** 3 hour

Students will be encourage to apply for the RN-BSN Completion Program upon successful completion of the NCLEX-RN exam. Course credits received under "Special Standing" status will apply if accepted into the RN-BSN-Completion Program. Students will be subject to Admission and Progression requirements.

Academic Standards for Nursing Program: Progression, Dismissal, and Readmission_

1. All clinical nursing courses require a satisfactory level of performance in theory and in clinical, including campus labs. All nursing courses require a minimum grade of at least a "C" (75%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.
2. There will be no rounding of nursing grades.
3. Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory as specified in course syllabi. A satisfactory level of clinical competence is required in order to earn a passing grade (C or higher) in a nursing course. An unsatisfactory level competence results in failure in that course. A course grade of "F" will be assigned if a student fails clinically.
4. Safety in the calculation of medication dosages is an expected behavior. Students must satisfy dosage calculations examination requirements as specified in course syllabi.
5. Students must maintain a cumulative grade point average of 2.50 or higher.
6. Students must maintain an active and valid RN license throughout enrollment in the Nursing Program.
7. Students must successfully complete all nursing core courses, technology competency, and the Regents' Test prior to enrollment in NURS 4300.

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8. Students must complete a minimum of 30 hours at Macon State College to be eligible for graduation.
9. Clinical affiliates require a Criminal Background Check and Urine Drug Test Screening. If a clinical affiliate at any time does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress or continue in the Nursing Program.
10. Random Criminal Background Checks and Urine Drug Test Screens may be required while in the Nursing Program, based on professional judgment of the faculty. This testing, if required, will be at the student's expense.
11. Students must maintain ability to meet requirements of Nursing Practice Performance Standards of SREB.
12. Students experiencing a change in health status may be required to resubmit health forms.
13. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, ENGL 1101, ENGL 1102 and MATH must attain a grade of at least a "C" in each course.
14. Failure to meet progression requirements will result in dismissal from the Nursing Program.
15. Students must meet all present criteria for readmission to the Nursing Program, must submit a completed nursing application, and must submit a letter of intent by the application deadline. All applicants will be reviewed by the Nursing Admissions, Recruitment, and Retention Committee. Readmission occurs on a space available basis.
16. The following requirements must be met prior to readmission to the Nursing Program: Readmission students must demonstrate competency in all skills taught in previous nursing courses and a drugs and solutions exam. Students will have only one opportunity to demonstrate competency in skills and one opportunity to pass the drugs and solutions medication dosage calculation exam with a passing score as designated by the faculty.
17. Students who have failed or withdrawn from a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
18. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The *Macon State College Student Code of Conduct* contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. <http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf> Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the *Macon State College Student Code of Conduct* will be subject to disciplinary procedures by the School of Nursing and Health Sciences and Macon State College. Any violation of the *Macon State College Student Code of Conduct*, whether the violation is related to lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.
19. Students must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* will not ordinarily be readmitted to the Nursing Program.
20. Students must submit proof of recertification in CPR and health requirements currently adopted by the Nursing Program, including re-enrollment in the student professional liability insurance offered by the College.

Core Courses Required for RN-BSN Completion Program

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours

- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
More advanced math course acceptable.

Area B Credit: 4 Hours

Institutional Options

- Area B Elective **Credit:** 3 hours
- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
Select from one of the following science sequences: CHEM 1151 and 1152, BIOL 2107 and 2108, BIOL 1001 and 1002, or PHYS 1111 and 1112. The chemistry sequence is strongly recommended.
- Lab Science Elective Credit: 4 hours
Select from one of the following science sequences: CHEM 1151 and 1152, BIOL 2107 and 2108, BIOL 1001 and 1002, or PHYS 1111 and 1112. The chemistry sequence is strongly recommended.
- MATH 1200 - Elementary Statistics **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Electives Credit: 3 hours
- HIST 2111 - United States History to 1865 **Credit:** 3 hours
or
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
- POLS 1101 - American Government **Credit:** 3 hours
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours

Area F Credit: 18 Hours

Major Field

- Major Elective Credit: 3 hours
Course supportive of the Nursing major.
- BIOL 1114K - Anatomy and Physiology I **Credit:** 4 hours
and
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours
- BIOL 1134K - Microbiology for Health Sciences **Credit:** 4 hours
- PSYC 2103 - Introduction to Human Development **Credit:** 3 hours

Physical Education Credit: 2 Hours

Total Area A through F Hours Plus PE: 62 Hours

Upper Division Nursing Courses Required for RN-BSN Completion Program

- HLSA 3000 - Research Methods for Health Sciences **Credit:** 3 hours
- NURS 3005 - Pharmaconutrition **Credit:** 3 hours
- NURS 3100 - Concepts of Professional Nursing **Credit:** 2 hours
- NURS 3200 - Physical Assessment **Credit:** 4 hours
- NURS 3400 - Concepts of Nurse as Educator **Credit:** 3 hours
- NURS 3500 - Gerontological Nursing **Credit:** 3 hours
- NURS 4000 - Concepts of Community Health and Transcultural Nursing Care **Credit:** 5 hours
- NURS 4200 - Concepts of the Nurse as Leader/Manager **Credit:** 3 hours
- NURS 4300 - Practicum in Professional Nursing **Credit:** 4 hours

Total Upper Division Hours: 30 Hours

Respiratory Therapy (A.S.)

Respiratory Therapy is a health care profession dedicated to the care, management, and life-support of individuals having deficiencies and abnormalities associated with the cardiopulmonary system. Respiratory Therapists are experts in the use of therapeutic and diagnostic aids to respiration. They must have a working knowledge of chemistry, microbiology, and physiology as well as respiratory therapy.

The program is accredited by the Committee on Accreditation for Respiratory Care and the Commission on Accreditation of Allied Health Education Programs. Graduates will be eligible to take the Certified Respiratory Therapy (CRT) exam and Registered Respiratory Therapy (RRT) exam administered by the National Board of Respiratory Care (NBRC). Application must be made for State Licensure to work in the State of Georgia.

The Respiratory Therapy Program at Macon State College solicits input from an Advisory Committee. The Advisory Committee meets regularly to review the program's goals and objectives and to make recommendations to ensure that these goals and objectives are met. The committee is made up of the Medical Director, physicians, managers, respiratory therapists, faculty, and students. The Respiratory Therapy Program's Medical Director provides input to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet the standards of medical practice.

General Requirements and Procedures for Admission to the Respiratory Therapy Program

1. Admission to the Respiratory Therapy Program is competitive and limited. To be considered for admission or readmission to the program, applicants must first: (a) be admitted to the College in "good academic standing" with a minimum cumulative academic GPA of 2.0,
or
2. (b) be enrolled in the College in "good academic standing" with a minimum cumulative academic GPA of 2.0 in the core curriculum courses required in the respiratory program.
3. Once students qualify under either of the above described conditions, they may obtain application materials required for admission to the program from the Office of Respiratory Therapy.
4. Using all available data, including the application, SAT scores when available, high school GPA or college academic GPA in courses required in the respiratory therapy curriculum, letters of reference, and a personal interview, the Admissions Committee of Respiratory Therapy will evaluate all applicants who meet the admission criteria and select the best qualified applicants for admission. Limited numbers of students are formally accepted each year due to the intensive hospital training. Applicants must take the Respiratory Entrance Exam (REE). Acceptance is competitive.
5. The Respiratory Entrance Exam (REE) must be administered at Macon State College by the Respiratory Therapy Program.
6. Applicants are accepted based on all available data including the Respiratory Entrance Exam (REE) score. Acceptance into the Respiratory Therapy Program is highly competitive.
7. If the cumulative GPA in required courses falls below the minimum 2.0 subsequent to their acceptance but prior to fall semester, they will be denied the privilege of entering the program.
8. Applicants who are accepted for admission into the program but who do not enter the fall class must reapply in order to be considered for admission to a future class.
9. Applicants who are not accepted to the program may pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.
10. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Respiratory Therapy Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Respiratory Therapy Program.

Based on professional judgment of the faculty, random Criminal Background Check or Urine Drug Screen may be required while in the Respiratory Therapy Program. This testing, if required, will be at the student's expense.

Students enrolled in Respiratory Therapy courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is \$400 for the fall and \$500 for the spring/summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

Academic Standards for Respiratory Therapy Program: Progression, Dismissal, and Readmission.

In addition to the other academic regulations of the College, the following requirements apply to the Respiratory Therapy Program:

1. A grade of at least a "C" is required for successful completion of each required respiratory therapy course.
2. A grade of at least a "C" is required in BIOL 1114K, 1124K, 1134K or, CHEM 1151K, MATH 1101, 1111 or 1113, ENGL 1101, and ENGL 1102.
3. Students should complete all core courses listed in #2 above prior to starting the program.
4. Failure to meet progression requirements will result in dismissal from the Respiratory Therapy Program.
5. Students in good standing who voluntarily withdraw from the respiratory program may re-enter the program on a space available basis.
6. In addition to the requirements set forth in the MSC Academic Catalog, the student is responsible for adhering to all of the policies and procedures outlined in the Respiratory Therapy Student Handbook.
7. Academic misconduct, in any form, will not be tolerated and may result in dismissal from the program or not being admitted into the program.

Note: Applicants who are accepted for admission into the Respiratory Therapy Program must submit to the Director of Respiratory Therapy a certificate in CPR for health professionals, a physical examination report, and health requirements as adopted by the department. Enrolled respiratory therapy students must enroll in the student professional liability insurance offered by the College. Certificate and insurance must be valid during the freshman and sophomore years.

While students who have been convicted of a felony may be admitted to the Respiratory Therapy Program, such a conviction may prohibit them from taking the national and Georgia board licensing examinations. Permission to sit for and write the examination rests solely with the Georgia State Composite Medical Board which governs Respiratory Care.

Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Respiratory Therapy Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Respiratory Therapy Program.

Based on professional judgment of the faculty, random Criminal Background Check or Urine Drug Screen may be required while in the Respiratory Therapy Program. This testing, if required, will be at the student's expense.

Students enrolled in Respiratory Therapy courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is \$400 for the fall and \$500 for the spring/summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

Performance Standards.

A Respiratory Care Practitioner (RCP) is an integral part of the health care profession that supports and maintains respiration by administering therapies or by providing diagnostic services. The RCP must demonstrate cognitive, psychomotor, and affective skills in such a manner as to not place one's self, another health care worker, or the patient in any danger. Failure to demonstrate any of the abilities listed below is cause for dismissal from the RT program.

As mandated by the American Disabilities Act and the Rehabilitation Act of 1973 (Section 504), any impairment will be given careful consideration judged by the accommodations which must be made and by the ability to be educated and employed in the field of Respiratory Therapy.

An applicant should inform the Director of Respiratory Therapy prior to Admission to the program of any documented disabilities that relate to the identified performance standards.

The following is a list of the essential job functions of a RCP that must be performed independently on a daily basis.

Visual Acuity

1. Ability to see all colors of the spectrum.
2. Ability to distinguish calibrated markers of 0.1mm.
3. Ability to identify digital displays and controls in low light conditions.
4. Ability to determine the depth of instrument placement.
5. Ability to read small print on medicine containers.

Hearing Acuity

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1. Ability to hear alarms, beepers, and pages.
2. Ability to hear breath sounds with a stethoscope.
3. Ability to distinguish different alarm sounds on mechanical device.

Physical Ability

1. Ability to perform all ranges of body motion, including walking, bending, stretching, reaching, and twisting of the upper arm and lower back.
2. Ability to lift 35 pounds (weight of a small child or small equipment) without assistance.
3. Ability to stand at work at a fast pace for long periods of time.
4. Ability to position patients in the bed or transfer them from bed to wheelchair.
5. Ability to perform CPR - use of the hands for manually compressing a resuscitator bag and use of the hands and body for giving compressions to the chest.
6. Ability to perform fine motor skills to manipulate precision instruments, palpate the pulse, perform arterial punctures, manipulate suction catheters, and adjust control dials or touch pads.
7. Ability to write legibly in patient's charts.

Communication

1. Ability to communicate with physicians, nurses, other health care workers, the patient, and the patient's family.

Mental Stress

1. Ability to function appropriately under stress without hesitation using all skills needed to perform the task.
2. Ability to work long hours (8-12), adapting to changes required by patient treatment loads and emergency situations.
3. Ability to function as a team member and to follow chain of command.
4. Ability to use patient assessment data to make quick life saving decisions.

Readmission to the Program

Readmission to the program is at the discretion of the director. In order to be considered for readmission into the program, the student must be in "good academic standing," pass a written exam, and pass lab exam(s) from the point of exit. The student must pass the written exam with a 75% or greater and the lab exam(s) at a 90% pass rate or greater. Only upon meeting all requirements will the student be readmitted at the point of exit. No more than one year shall pass or the student will be required to start at the beginning.

Curriculum for Associate of Science in Respiratory Therapy (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

This Respiratory Therapy program is accredited by the Commission on Accreditation of Allied Health Education Programs and the Committee on Accreditation for Respiratory Care.

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 and ENGL 1102, MATH 1101 or MATH 1111 or MATH 1113

- ENGL 1101 - English Composition I **Credit:** 3 hours
and
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours
or
- MATH 1111 - College Algebra **Credit:** 3 hours
or
- MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 0 Hours

Institutional Options

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests in the Academic Testing Center.

Area C Credit: 0 Hours

Humanities/Fine Arts

Area D Credit: 16 Hours

Science, Math & Technology

- BIOL 1114K - Anatomy and Physiology I **Credit:** 4 hours
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours
- BIOL 1134K - Microbiology for Health Sciences **Credit:** 4 hours
or higher
- CHEM 1151K - Survey of Chemistry I **Credit:** 4 hours
or higher

Area E Credit: 9 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours
Students must satisfy both the U.S. and Georgia History and U.S. and Georgia Constitution requirements through course transfer, obtaining credit through exams, or enrolling for credit in HIST 2111 or HIST 2112 and/or POLS 1101. Refer to History and Constitution Requirements in Catalog.
- HIST 2112 - United States History Since 1865 **Credit:** 3 hours
Students must satisfy both the U.S. and Georgia History and U.S. and Georgia Constitution requirements through course transfer, obtaining credit through exams, or enrolling for credit in HIST 2111 or HIST 2112 and/or POLS 1101. Refer to History and Constitution Requirements in Catalog.
- POLS 1101 - American Government **Credit:** 3 hours
Students must satisfy both the U.S. and Georgia History and U.S. and Georgia Constitution requirements through course transfer, obtaining credit through exams, or enrolling for credit in HIST 2111 or HIST 2112 and/or POLS 1101. Refer to History and Constitution Requirements in Catalog.
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours
ENGL 1101, BIOL 1114K, 1124K, MATH 1111 or 1113, and PSYC 1101 or 2103 are prerequisites for entering the program.
or
- PSYC 2103 - Introduction to Human Development **Credit:** 3 hours
ENGL 1101, BIOL 1114K, 1124K, MATH 1111 or 1113, and PSYC 1101 or 2103 are prerequisites for entering the program.

Area F Credit: 51 Hours

Major Field

- RESP 1101 - Respiratory Physiology and Assessment **Credit:** 3 hours
- RESP 1102 - Respiratory Therapy Procedures and Equipment **Credit:** 4 hours
- RESP 1103 - Respiratory Pathophysiology **Credit:** 3 hours
- RESP 1104 - Clinical Experience I **Credit:** 3 hours
- RESP 1105 - Arterial Blood Gases **Credit:** 3 hours
- RESP 1106 - Pharmacology **Credit:** 3 hours
- RESP 1107 - Hemodynamics **Credit:** 3 hours

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- RESP 1108 - Respiratory Medical Terminology **Credit:** 2 hours
- RESP 2201 - Basic Mechanical Ventilation **Credit:** 2 hours
- RESP 2202 - Clinical Experience II **Credit:** 3 hours
- RESP 2203 - Mechanical Ventilation **Credit:** 4 hours
- RESP 2204 - Case Studies in Respiratory Care and Ethical Issues **Credit:** 3 hours
- RESP 2205 - Pediatrics/Neonatology **Credit:** 3 hours
- RESP 2206 - Clinical Experience III **Credit:** 3 hours
- RESP 2208 - Ambulatory Care **Credit:** 1 hours
- RESP 2209 - Clinical Experience IV **Credit:** 3 hours
- RESP 2215 - Advanced Airway Techniques **Credit:** 2 hours
- RESP 2217 - Advanced Life Support **Credit:** Credit Hours 3

Physical Education Credit: 2 Hours

Total Credit: 87 Hours

Respiratory Therapy (B.S.)

The Bachelor of Science in Respiratory Therapy provides an education that is relevant and professionally sound to meet the respiratory therapy needs of the health care community. The respiratory therapist works with all members of the health care team in identifying and solving problems of respiratory disease and disorders of the cardiopulmonary system. The curriculum includes biological and physical sciences basic to understanding the functioning of the human breathing system, such as anatomy, physiology, medical terminology, chemistry, mathematics, microbiology, and physics.

Areas A, B, C, D, and E: 42 Hours

Electives in Areas A, B, C, D, and E must be chosen from the Core Curriculum.

Area A Credit: 9 Hours

Essential Skills

- ENGL 1101 - English Composition I **Credit:** 3 hours
- ENGL 1102 - English Composition II **Credit:** 3 hours
- MATH 1101 - Introduction to Mathematical Modeling * **Credit:** 3 hours
- *MATH 1101 - Introduction to Mathematical Modeling **Credit:** 3 hours

MATH 1111 - College Algebra **Credit:** 3 hours

MATH 1113 - Precalculus **Credit:** 3 hours

Area B Credit: 4 Hours

Institutional Options

- MSCC 1000 - Perspectives on Information and Communication **Credit:** 1 hour
- Area B Elective **Credit:** 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective **Credit:** 3 hours
- Area C Elective **Credit:** 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science CHEM 1151K - Survey of Chemistry I **Credit:** 4 hours
- Lab Science CHEM 1152K - Survey of Chemistry II **Credit:** 4 hours
- MATH 1200 - Elementary Statistics **Credit:** 3 hours

Area E Credit: 12 Hours

Social Sciences

- HIST 2111 - United States History to 1865 **Credit:** 3 hours **OR** HIST 2112 - United States History Since 1865 **Credit:** 3 hours

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- POLS 1101 - American Government **Credit:** 3 hours
- PSYC 1101 - Introduction to General Psychology **Credit:** 3 hours
- Area E Elective** **Credit:** 3 hours

**Courses may be satisfied in institutional Areas A through E; in these cases, Guided Approved Electives (approved by the student's advisor) may be substituted into Area F.

Examples of Area E elective include:

- SOCI 1101 (strongly recommended) - Introduction to Sociology **Credit:** 3 hours
- SOCI 1160 - Introduction to Social Problems **Credit:** 3 hours
- ECON 2105 - Principles of Macroeconomics **Credit:** 3 hours
- ECON 2106 - Principles of Microeconomics **Credit:** 3 hours
- ANTH 1102 - Introduction to Anthropology **Credit:** 3 hours

Area F Credit: 18 Hours

- BIOL 1114K - Anatomy and Physiology I **Credit:** 4 hours
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours
- BIOL 1134K - Microbiology for Health Sciences **Credit:** 4 hours
- Guided Elective (2)*** **Credit:** 6 hours

***Examples of Area F Electives include:

- PSYC 2103 - Introduction to Human Development **Credit:** 3 hours
- PHYS 1111K - Introductory Physics I **Credit:** 4 hours
- PHYS 1112K - Introductory Physics II **Credit:** 4 hours
- PHYS 2211K - Principles of Physics I **Credit:** 4 hours
- PHYS 2212K - Principles of Physics II **Credit:** 4 hours
- CHEM 1211K - Principles of Chemistry I **Credit:** 4 hours
- CHEM 1212K - Principles of Chemistry II **Credit:** 4 hours
- CHEM 2241K - Fundamental Organic Chemistry I **Credit:** 4 hours
- CHEM 2242K - Fundamental Organic Chemistry II **Credit:** 4 hours

Physical Education 2 Hours

Credit by Validation-29 Hours

Credit by validation (CV) is given for the following Respiratory Therapy courses based on the RRT credential and accepted as 3000-level courses:

- RESP 1104 - Clinical Experience I **Credit:** 3 hours
- RESP 2201 - Basic Mechanical Ventilation **Credit:** 2 hours
- RESP 2202 - Clinical Experience II **Credit:** 3 hours
- RESP 2203 - Mechanical Ventilation **Credit:** 3 hours
- RESP 2204 - Case Studies in Respiratory Care and Ethical Issues **Credit:** 3 hours
- RESP 2205 - Pediatrics/Neonatology **Credit:** 3 hours
- RESP 2206 - Clinical Experience III **Credit:** 3 hours
- RESP 2209 - Clinical Experience IV **Credit:** 3 hours
- RESP 2212 - Registry Review **Credit:** 3 hours
- RESP 2217 - Advanced Life Support **Credit:** 3 hours

Upper-Division Classes--39 Hours

- HLSA 3310 - American Health Care System **Credit:** 3 hours

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- HLSA 3320 - Health Care Management **Credit:** 3 hours
- RESP 3010 - Advanced Mechanical Ventilation **Credit:** 3 hours
- RESP 3020 - Intensive Respiratory Physiology **Credit:** 3 hours
- RESP 3040 - Advanced Pediatrics/Neonatology **Credit:** 3 hours
- RESP 3050 - Advanced Adult Critical Care **Credit:** 3 hours
- RESP 4010 - Case Management and Protocol Evaluation **Credit:** 3 hours
- RESP 4020 - Quality Control and Collaborative Care **Credit:** 3 hours
- RESP 4050 - Mentoring and Preceptorship **Credit:** 3 hours

Electives (Choose 3 courses from the list below)

- RESP 3030 - Respiratory Research **Credit:** 3 hours
- RESP 4040 - Respiratory Community Health **Credit:** 3 hours
- RESP 4060 - Pulmonary Function Technology **Credit:** 3 hours
- RESP 4070 - Directed Research and Publication **Credit:** 3 hours
- HLSA 4100 - Human Resource Management in Health Care **Credit:** 3 hours

Division of Learning Support

Chair: Ms. Linda Green, EDS

The Division of Learning Support offers courses to students who have been accepted by the College but whose placement scores suggest a need for a stronger foundation in English, Reading, or Mathematics. Courses in the Division of Learning Support include Fundamentals of English, Reading, Basic Mathematics, and Intermediate Algebra, all of which are designed to help students succeed in their college coursework.

The Division of Learning Support also offers RGTE and RGTR courses designed to prepare students for the Regents' English and Regents' Reading test.

In addition to those courses required by institutional or University System policy, several elective enrichment courses are available: Math Study Skills, College Vocabulary, Understanding the Computer, Core Knowledge, and First-Year Student Seminar.

Learning Support courses carry institutional credit but do not apply toward degree requirements.

Course Descriptions

ACCT 2000 - Survey of Accounting

Credit: 3 hours

Description: This is a survey course of the fundamentals of financial and managerial accounting designed for the non-business major. The course includes the conceptual background for the measurement of income and analyzing the financial conditions of businesses and information used in applying managerial accounting techniques. This course is not open to students who have had ACCT 2101.

Lecture/Lab Hours: Three hours per week.

ACCT 2101 - Principles of Accounting I

Credit: 3 hours

Prerequisites: ENGL 1101 and Area A MATH

Description: A study of the underlying theory and application of financial accounting concepts. Focuses on the development, analysis, and interpretation of financial statements and their use in decision making.

Lecture/Lab Hours: Three hours per week.

ACCT 2102 - Principles of Accounting II

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 2101

Description: A study of the underlying theory and application of managerial accounting concepts. The a study of financial and non-financial information for use by internal decision makers in merchandising, manufacturing, and service organizations. Focuses on the application of concepts to decision making.

Lecture/Lab Hours: Three hours per week.

ACCT 3101 - Intermediate Financial Accounting I

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 2102

Description: The study of the theory, principles, and procedures of financial accounting. Focuses on the preparation of financial statements and emphasizes the time value of money, cash, receivables, and inventory.

Lecture/Lab Hours: Three hours per week.

ACCT 3102 - Intermediate Financial Accounting II

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 3101

Description: The study of the theory, principles, and procedures of financial accounting begun in ACCT 3101. Emphasizes long term assets, current and long term liabilities, and shareholders' equity.

Lecture/Lab Hours: Three hours per week.

ACCT 3103 - Intermediate Financial Accounting III

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 3102

Description: The study of the theory, principles, and procedures of financial accounting begun in ACCT 3102. Emphasizes the analysis, recording, reporting, and disclosure of complex accounting issues including but not limited to leases, pensions, deferred income taxes, cash flows, and interim reporting.

Lecture/Lab Hours: Three hours per week.

ACCT 3110 - Cost Accounting

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 2102

Description: The study of the preparation and analysis of information to assist management in decision making, planning, and controlling business activities. Emphasizes the use of management accounting information for costing products and services, budgeting, pricing and product mix decisions, and evaluating operation performance.

Lecture/Lab Hours: Three hours per week.

ACCT 3111 - Advanced Cost Accounting

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 3110

Description: This course is a continuation of Cost Accounting. The emphasis is on non-routine decisions, balanced scorecard, customer-profitability analysis, cost allocation, inventory management, and capital budgeting.

Lecture/Lab Hours: Three hours per week.

ACCT 3120 - Principles of Taxation I

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 2102

Description: The study of the application of tax accounting and ethics as it applies mainly to individuals. Introduces research and analysis as it applies to solving tax problems.

Lecture/Lab Hours: Three hours per week.

ACCT 3125 - Governmental and Not-For-Profit Accounting

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 3101

Description: The study of financial accounting and reporting for state and local governments as well as selective other nonprofit entities. Emphasizes fund accounting for governmental entities.

Lecture/Lab Hours: Three hours per week.

ACCT 4110 - Advanced Accounting

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 3102

Description: The study of accounting and reporting for selective complex topics with primary emphasis on business combinations, partnerships, and trusts and estates.

Lecture/Lab Hours: Three hours per week.

ACCT 4120 - Principles of Taxation II

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 3120

Description: The study of the federal taxation of corporations, partnerships, and estates and trusts. Emphasizes the impact of the tax law regarding choice of entity decisions. Requires research.

Lecture/Lab Hours: Three hours per week.

ACCT 4135 - Auditing

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 3102

Description: The study of the authoritative literature, generally accepted auditing standards, providing guidance for the independent audit of financial statements. Emphasizes the risk-based audit process used by the independent auditor to conduct an examination of and render a report on financial statements.

Lecture/Lab Hours: Three hours lecture per week.

ACCT 4140 - Auditing II

Credit: 3 hours

Prerequisites: At least a "C" in ACCT 4135

Description: This course is a continuation of the study of auditing with emphasis upon advanced auditing topics, including audit sampling, computerized systems, forensic auditing, generalized audit software, and attestation reporting.

Lecture/Lab Hours: Three hours per week.

ACCT 4205 - Accounting Information Systems

Credit: 3 hours

Prerequisites: At least a "C" in both ACCT 3101 and ITEC 2201

Description: The study of the design, documentation, and operation of the accounting information systems that collect, process, and report economic data generated by the major transaction cycles.

Lecture/Lab Hours: Three hours per week.

ACCT 4305 - Current Issues - Accounting and Auditing

Credit: 3 hours

Prerequisites: At least a "C" in both ACCT 3103 and ACCT 4135

Description: The study of the most recent current events and issues impacting the accounting profession. Topics may include updates on official releases from authoritative bodies such as the FASB, GASB, SEC, AICPA, updates on state and/or federal legislation and regulation, and updates on trends in the profession.

Lecture/Lab Hours: Three hours per week.

ACCT 4505 - Special Topics

Credit: 1 – 3 hours

Prerequisites: Division Chair approval

Description: The study of topics not covered in regular course offerings. Emphasizes course design that meets the special needs of students and/or the community. Faculty sponsor and students arrange contact hours.

ACCT 4605 - Internship and/or Cooperative Education

Credit: 1 – 9 hours

Prerequisites: Division Chair and faculty sponsor approval

Description: This is an individually designed and planned learning experience involving field experience and study in the private or public sector.

ANTH 1102 - Introduction to Anthropology

Credit: 3 hours.

Description: This is a survey of general anthropology, the comparative study of humankind as a whole, including its major subdisciplines: cultural anthropology, archaeology, linguistics, and physical anthropology. Through ethnographic descriptions, comparisons across time, and cross-cultural analysis, emphasis is placed on the great variety of cultural adaptations which various peoples have developed to survive and to meet human needs.

Lecture/Lab Hours: Three hours per week.

ARAP 1100 - Art Appreciation

Credit: 3 hours

Description: This is an understanding of the arts, built upon an exposure to painting, sculpture, architecture, and other arts of contemporary and historical times. Illustrated lectures and “hands-on” field trips to augment classroom lectures, videos, and tapes.

Lecture/Lab Hours: Three hours per week.

ARTH 2145 - Art History

Credit: 2 hours

Description: This is a survey course in art history from pre-historic art through the 20th century. Students will be given individual assignments to be researched and will present to the class their findings. Some assignments will include visual supplementation while others will involve a “hands on” approach exploring the actual type of art work studied. Numerous field trips will be taken to see art work displayed in the area. A trip to Atlanta to the High Museum will be mandatory.

Lecture/Lab Hours: Two hours per week.

ARTS 1341 - Drawing

Credit: 4 hours

Description: This is a basic course in drawing, using shading to give a three-dimensional effect of volume on a two-dimensional ground. Illustrated demonstrations and critiques each week. Media: charcoal, pencil, pen and ink, and pastels.

Lecture/Lab Hours: Six hours laboratory per week.

ARTS 1342 - Two- and Three-Dimensional Design

Credit: 4 hours

Description: This is a basic design in two and three dimensions, including the underlying concepts of the design process related to a detailed examination of the perceptual characteristics of well-ordered two- and three-dimensional forms. Color theory will be explored as well as spatial concepts and manipulation of three-dimensional materials.

Lecture/Lab Hours: Six hours laboratory per week.

ARTS 2341 - Multi-Media

Credit: 4 hours

Prerequisites: ARTS 1341 and ARTS 1342 or permission of instructor

Description: This is experimental graphics and creative drawing in mixed media. Drawing vocabulary expanded to understand and illustrate complex ideas involving the human figure. Media: pen and ink wash, wood-relief, plexiglass intaglio, collage and encaustic.

Lecture/Lab Hours: Six hours laboratory per week.

ARTS 2342 - Painting: Transparent and Opaque

Credit: 4 hours

Prerequisites: ARTS 1341 and ARTS 1342 or permission of instructor

Description: This is a study of the substance of painting—elements, their qualities, relations and functions—and of the operations and procedures involved in the construction of transparent and opaque paintings. Media: watercolor, opaque watercolor, and oil or acrylic paints.

Lecture/Lab Hours: Six hours laboratory per week.

ASTR 1010K - Astronomy of the Solar System

Credit: 4 hours

Prerequisites: MATH 1101 or MATH 1111

Description: The course will cover astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies, plus the origin and evolution of the solar system also will be covered.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

ASTR 1020K - Stellar and Galactic Astronomy

Credit: 4 hours

Prerequisites: ASTR 1010K or permission of instructor

Description: This course will cover the study of the sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 1001K - Introductory Biology I

Credit: 4 hours

Corequisites: BIOL 1001L

Description: This non-major's course, the first in a lab sequence, is designed to develop an appreciation for the biological sciences and to strengthen understanding of scientific method and experimental design through applied thinking. An appreciation of biological concepts and literacy also will be attained. The course will concentrate on the cellular and molecular levels of biology and will include topics such as an introduction to biological chemistry, cell biology, genetics, and evolutionary mechanisms will be presented.

Notes: Students cannot receive graduation credit for both BIOL 1001 and BIOL 2107 or for both BIOL 1002 and BIOL 2108.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 1001K-H - Honors Introductory Biology I

Credit: 4 hours

Prerequisites: Admission to the Honors Program

Corequisites: BIOL 1001H Laboratory

Description: This non-majors' honors course, the first in a lab sequence, is designed to develop an appreciation for the biological sciences and to strengthen understanding of scientific method and experimental design through applied thinking. An appreciation of biological concepts and literacy also will be attained. The course will concentrate on the cellular and molecular levels of biology and will include topics such as an introduction to biological chemistry, cell biology, genetics, and evolutionary mechanism. Students will participate in an honors laboratory section where they will conduct an in-depth study of the methods of scientific investigation. Students will be required to submit projects related to lecture subjects.

Notes: Students cannot receive graduation credit for both BIOL 1001 and BIOL 2107 or for both BIOL 1002 and BIOL 2108.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 1002K - Introductory Biology II

Credit: 4 hours

Prerequisites: BIOL 1001K

Corequisites: BIOL 1002L

Description: This non-major's course, the second in a lab science sequence, is designed to increase an appreciation for the basic concepts of biology including an understanding of the scientific method and experimental design. To achieve the goal, the subject areas of organismal diversity and organismal anatomy and physiology will be investigated. Organ systems to be covered will include the digestive system, respiratory system, immune system, cardiovascular system, excretory system, endocrine system and reproductive system.

Notes: Students cannot receive graduation credit for both BIOL 1001 and BIOL 2107 or for both BIOL 1002 and BIOL 2108.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 1002K-H - Honors Introductory Biology II

Credit: 4 hours

Prerequisites: Admission to the Honors Program and BIOL 1001K or BIOL 1001K-H

Corequisites: BIOL 1002H Laboratory

Description: This non-majors' honors course, the second in a lab sequence, is designed to increase an appreciation for the basic concepts of biology, including an understanding of the scientific method and experimental design. To achieve the goal, the subject areas of organismal diversity and organismal anatomy and physiology will be investigated. Organ systems to be covered will include the digestive system, respiratory system, immune system, cardiovascular system, excretory system, endocrine system, and reproductive system. Students will participate in an honors laboratory section where they will conduct an in-depth study of the methods of scientific investigation. Students will be required to submit projects related to lecture subjects.

Notes: Students cannot receive graduation credit for both BIOL 1001 and BIOL 2107 or for both BIOL 1002 and BIOL 2108.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 1003 - Introductory Biology III

Credit: 3 hours

Description: This non-major's course is designed to enable students to fulfill the Area D elective requirement with a science course. Topics will vary with the instructor but will consistently be designed to continue the development of an appreciation for basic biological concepts including the scientific method and experimental design. Currently, the course is designed to focus on the science of the study of insects (Entomology) in which the areas of insect life styles, ecological roles, diversity and relations to other organisms will be investigated. Through- out the course, the effects of insects on people, society, and history will be related.

Lecture/Lab Hours: Three hours per week.

BIOL 1004 - Perspectives on the Human Body

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course is designed to promote an interest in science through a better understanding of the human body. The organization, maintenance, and control of the body will be examined through the study of specific body systems in health and disease. Discussions will include the scientific process of investigation, cellular activity and cancer, basic concepts of energy and the digestive system, the relationship between structure and functions in the musculoskeletal system, and the role of hormones in regulating body functions. Students will learn how critically to evaluate information and keep current of the rapidly changing scientific world through news media and Internet activities.

Lecture/Lab Hours: Three hours per week.

BIOL 1005 - Perspectives on the Environment

Credit: 3 hours

Corequisites: MSCC 1000

Description: An introduction to basic environmental principles and possible solutions to environmental problems. Topics will include discussions of how the environment is organized, problems associated with natural resources' availability and mis-use, and practical strategies that could assure the sustainability of our planet. Students will learn how to evaluate critically various sources of information about the environment from several types of media.

Lecture/Lab Hours: Three hours per week.

BIOL 1104 - Survey of Human Anatomy and Physiology

Credit: 4 hours

Description: This course is open only to ICAPP students. An introduction to the basic concepts of the structural and functional organization of the human body. Topics to be considered include an overview of the human body plan, cells and tissues, and a more detailed study of the organ system. Students in health-related fields requiring A & P must take BIOL 1114K and 1124K.

Lecture/Lab Hours: Four hours per week.

BIOL 1105 - Introduction to Environmental Biology

Credit: 3 hours

Description: A non-majors biology course exploring the concepts and issues regarding the relationship between man and his environment. Topics include the structure and management of ecosystems, human population, energy and natural cycles, renewable resources and pollution.

Lecture/Lab Hours: Three hours per week.

BIOL 1114K - Anatomy and Physiology I

Credit: 4 hours

Corequisites: BIOL 1114L

Description: This course is an introduction to the structure and function of the human body beginning with the study of cell structure and function, control systems, and homeostasis, tissue types and continuing with the study of skeletal, muscular, and nervous systems. Students enrolling should have prior knowledge equivalent to BIOL 1001K or should have completed the college preparatory curriculum.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 1124K - Anatomy and Physiology II

Credit: 4 hours

Prerequisites: BIOL 1114K

Corequisites: BIOL 1124L

Description: A continuation of BIOL 1114K, this course involves an integrated approach to the study of the endocrine, integumentary, circulatory, urogenital, respiratory, and gastrointestinal systems.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 1134K - Microbiology for Health Sciences

Credit: 4 hours

Prerequisites: BIOL 1114K

Corequisites: BIOL 1134L

Description: This course introduces the student to medically significant microorganisms, their mode of pathogenesis and treatment, and the host's immune response. It has six major sections: bacteriology, virology, mycology, parasitology, immunology, and infectious disease.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

BIOL 2107K - Principles of Biology I

Credit: 4 hours

Corequisites: BIOL 2107L

Prerequisites or Corequisites: CHEM 1211K

Description: This is a major course where students investigate the principles and applications of biology. Topics include the scientific method, cell structure and function, basic chemistry of life, cellular reproduction and genetics, biotechnology, taxonomy and relationships among organisms (bacteria, fungi, protist, and plants).

Notes: Students cannot receive graduation credit for both BIOL 1001 and BIOL 2107 or for both BIOL 1002 and BIOL 2108.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 2108K - Principles of Biology II

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2107K

Corequisites: BIOL 2108L

Description: This is a continuation of BIOL 2107K. Areas of study include a survey of the animal kingdom with emphasis on diversity and evolutionary relationships, selected topics in plant anatomy and physiology, and vertebrate anatomy and physiology with emphasis on the human and ecology.

Notes: Students cannot receive graduation credit for both BIOL 1001 and BIOL 2107 or for both BIOL 1002 and BIOL 2108.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 2998 - Research Methods

Credit: 2 hours

Prerequisites: BIOL 2107K

Description: This course is a survey of research methodology with an emphasis on the projects' specific hypotheses and aims, methodology, and the analyses of possible outcomes. Discussions will include applications and limitations of current techniques in biological research.

Lecture/Lab Hours: Two hours per week.

BIOL 2999 - Special Topics in Biology

Credit: 1 hour

Prerequisites: BIOL 1114K or BIOL 2107K

Description: An independent study course in which students are expected to perform research on specific topics in biology and present findings in class discussions and in a research paper. Students should have a strong background in the biological sciences.

Lecture/Lab Hours: One hour per week.

BIOL 3104K - Cell Biology

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 3104L

Description: This is a general cell biology course covering the structure and function of a diversity of cell types, including their architecture and organization, modes and mechanisms of cell division, various membrane phenomena, organellogenesis, signal transduction, physiology, energy transduction, gene expression, and various cellular control mechanisms. Additional topics will include cell evolution, cellular diversity, and multicellularity.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3115K - Parasitology

Credit: 4 hours

Prerequisites: BIOL 3540K

Corequisites: BIOL 3115L

Description: This course seeks to investigate and examine the basic principles and evolution of the parasitic lifestyle of various groups of organisms and includes a survey of the most common parasitic species in a laboratory setting. Special emphasis will be placed on the parasites of humans and domestic animals.

Lecture/Lab Hours: Three hours of lecture and two hours of laboratory per week.

BIOL 3310K - Biochemistry

Credit: 4 hours

Prerequisites: At least a "C" in both CHEM 2242K and BIOL 2108K

Corequisites: BIOL 3310L

Description: This is a one-semester course on the principles of biological chemistry with an emphasis on the study of the principal compounds of biochemical importance: proteins, lipids, carbohydrates, their chemistry, metabolic breakdown and biosynthesis, enzymes, co-factors, nucleic acids, regulation of cellular systems.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3350K - Ecology

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 3350L

Description: This is a study of the interactions of plants and animals with their non-living environment and with each other. Topics include: species diversity, population structure and dynamics, organization and classification of communities, and nutrient and energy flows in ecosystems.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3360K - Plant Biology

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 3360L

Description: This is a plant biology course that deals with the biology of plants at the organismal and ecological levels. Topics include: plant anatomy, plant physiology, evolution, and diversity of plants, algae, and fungi; environmental interactions; global

environmental issues and ethnobotany.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3510K - Invertebrate Zoology

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 3510L

Description: This is an introduction to the natural history of the invertebrate phyla, with emphasis on the major groups: their phylogeny, comparative structure and physiology, ecology, and embryology necessary for an understanding of homology. Three hours lecture and two hours laboratory per week.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3520K - Vertebrate Zoology

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 3520L

Description: This is an introduction to the natural history of the phylum Chordata with an emphasis on the vertebrate classes: their phylogeny, comparative structure and physiology, ecology, historical distribution patterns, and embryology necessary for understanding of homology.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3530K - Biotechnology

Credit: 4 hours

Prerequisites: BIOL 3540K

Corequisites: BIOL 3530L

Description: Biotechnology encompasses a set of recent biological and biochemical discoveries that have led to techniques for manipulating newly discovered genes in novel ways. These advances have provided the means for the development of products that will dramatically affect the health and lives of humans, animals, and plants. This course explores the process of genetic engineering, and the impact of these discoveries on medicine, agriculture, and industry.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3540K - Microbiology

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 3540L

Description: This course presents the basic subdivisions of microbiology, including the study of viruses, fungi, and microscopic eukaryotes, but with an emphasis on bacteriology. Topics covered include the following: microbial taxonomy and evolution, microbial physiology, microbial genetics, microbial pathogenesis, and the tools and techniques of microbiology. The impact of microbiology on medicine, the environment, basic research, and biotechnology is discussed.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 3710K - Animal Physiology

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 3710L

Description: This is an examination of the physiological processes which contribute to whole animal homeostasis. This course will compare the strategies and adaptations used by different animals to meet the challenges of circulation, gas exchange, metabolism, temperature regulation, water balance, sensation, and locomotion in the context of their environments. Emphasis will be on the integrative actions of the nervous and endocrine systems.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 4110K - Genetics

Credit: 4 hours

Prerequisites: At least a "C" in BIOL 2108K

Corequisites: BIOL 4110L

Description: This course serves as an introduction to the basic principles of heredity. Classical Mendelian principles of inheritance and molecular principles of inheritance are discussed. This course includes the structure, function, regulation, and transmission of hereditary materials in viruses, prokaryotes, and eukaryotes.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BIOL 4120 - Senior Seminar

Credit: 2 hours

Prerequisites: Student must have completed 90 or more hours

Description: This seminar course is intended for students in the last year of their program. Through lectures and the scientific literature and class discussions, students will be introduced to particular areas of active research. Students will be expected to undertake individual projects which may include oral and/or written presentations and preparation of mini-grant applications.

Lecture/Lab Hours: Two hours per week.

BIOL 4130K - Immunology

Credit: 4 hours

Prerequisites: BIOL 3540K

Corequisites: BIOL 4130L

Description: Immunology is an upper-level undergraduate course intended to familiarize students with the vertebrate immune system. Topics will include concepts and mechanisms of the immune system, including the roles of antigens, antibodies, complement, lymphokines, and the various immune cells in humoral and cell-mediated immune responses. Related topics such as the production and application of monoclonal and polyclonal antibodies will also be covered. Labs will focus on serologic testing methods and the application of antibodies to diagnostics and research.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

BUSA 1201 - Keyboarding

Credit: 3 hours

Description: This course introduces students to keyboarding rules and techniques. Emphasis is on mastery of the keyboard.

Lecture/Lab Hours: Three hours lecture and laboratory combination per week.

BUSA 2105 - Communicating in the Business Environment

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a course emphasizing both interpersonal and organizational communications to include written and oral exercises appropriate to business practice.

Lecture/Lab Hours: Three hours per week.

BUSA 3100 - Business and Society

Credit: 3 hours

Description: An analysis of business's social and ethical responsibilities to both external and internal groups that have a stake in the firm or its actions and decisions. A stakeholder management perspective is employed to allow the integration of ethical issues into the firm's strategic plans and operations.

Lecture/Lab Hours: Three hours per week.

BUSA 3153 (HUMN 3153) - Organizations, Work, and Literature

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H

Description: The aim of this course is for students to examine through the windows of literature the individual within the organization and how the individual is shaped as a participant within a particular organization by various cultural and social indices. The approach will be interdisciplinary. The course will examine poems, stories, novels, plays, films, television programs, and essays to explore how literature represents the worlds of work and leadership. Philosophies of capital and labor will be discussed through issues of workplace policy, gender assumptions, organizational values, and family.

Lecture/Lab Hours: Three hours per week.

BUSA 4505 - Special Topics

Credit: 3 hours

Prerequisites: Approval of Division Chair

Description: This is a customized course under the direction of a faculty sponsor that meets special needs of students and/or the community. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses.

Lecture/Lab Hours: Three hours per week.

CHEM 1151K - Survey of Chemistry I

Credit: 4 hours

Corequisites: CHEM 1151L

Description: This is the first course in a two-semester sequence covering elementary principles of general, organic, and biochemistry designed for allied health professions majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Laboratory exercises supplement the lecture material.

Notes: Students cannot receive graduation credit for both CHEM 1151 and CHEM 1211 or for both CHEM 1152 and CHEM 1212.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week

CHEM 1152K - Survey of Chemistry II

Credit: 4 hours

Prerequisites: CHEM 1151K

Corequisites: CHEM 1152L

Description: This is the second course in a two-semester sequence covering elementary principles of general, organic, and biochemistry designed for allied health professions majors. Laboratory exercises supplement the lecture material.

Notes: Students cannot receive graduation credit for both CHEM 1151 and CHEM 1211 or for both CHEM 1152 and CHEM 1212.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

CHEM 1211K - Principles of Chemistry I

Credit: 4 hours

Prerequisites: High School Chemistry, or CHEM 1101K, or CHEM 1151K, or permission of instructor

Corequisites: CHEM 1211L

Prerequisites or Corequisites: MATH 1111

Description: This is the 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. Laboratory exercises supplement the lecture material.

Notes: Students cannot receive graduation credit for both CHEM 1151 and CHEM 1211 or for both CHEM 1152 and CHEM 1212.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

CHEM 1212K - Principles of Chemistry II

Credit: 4 hours

Prerequisites: CHEM 1211K

Corequisites: CHEM 1212L

Description: This is the second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Laboratory exercises supplement the lecture material.

Notes: Students cannot receive graduation credit for both CHEM 1151 and CHEM 1211 or for both CHEM 1152 and CHEM 1212.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

CHEM 2241K - Fundamental Organic Chemistry I

Credit: 4 hours

Prerequisites: CHEM 1212K

Corequisites: CHEM 2241L

Description: This is an introduction to nomenclature, structure and reactions of aliphatic and aromatic hydrocarbon compounds. The concepts of stereochemistry, reaction mechanisms, resonance theory, and aromaticity will be discussed. The laboratory session provides the training for basic laboratory techniques of modern organic chemistry.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

CHEM 2242K - Fundamental Organic Chemistry II

Credit: 4 hours

Prerequisites: CHEM 2241K

Corequisites: CHEM 2242L

Description: This is a study of functional group derivatives of hydrocarbon compounds such as alcohols, ethers, aldehydes, ketones, carboxylic acids, and their amines and amides. The reactions, synthesis, and spectrophotometric identification of organic compounds will be emphasized. Special topics such as heterocyclic compounds, orbital symmetry, and biomolecules will be

explored. Microscale technique will be used in the laboratory.
Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

CHEM 2999 - Special Topics in Chemistry

Credit: 2 hours

Corequisites: CHEM 2241K

Description: This is a special topics course involving a current chemical/environmental problem. Students will produce a report requiring extensive literature search.

Lecture/Lab Hours: Two hours per week.

CIT 4470 - Student Editor Internship

Credit: 3 hours

Prerequisites: ITEC 2215 and at least a "C" in English 3106

Description: This is an on-campus internship designed to provide students with an opportunity to apply their academic training by working as an editor or student leader for an on-campus, student-run media organization such as The Matrix or The Fall Line Review.

Notes: This course can be taken only once.

CIT 4471 - Off-Campus Internship

Credit: 3 hours

Prerequisites: ITEC 2215 and at least a "C" in English 3106

Description: The off-campus internship in CIT is designed to provide students with opportunity to apply their academic training by working in an appropriate position with an off-campus company or organization. Arrangements for internships must be made before the semester begins but not during a break between semesters. The off-campus internship must be approved by a CIT advisor. Typically, students make the outside contact.

Notes: The course can be taken only once.

COMM 1110 - Public Speaking

Credit: 3 hours

Prerequisites: English 1102 or permission of instructor

Description: This is an introductory course on basic public speaking with emphasis on theory, research, organization, writing, and delivery. Students will receive instruction through lecture, class discussion, and application of informative, persuasive, and impromptu speaking.

Lecture/Lab Hours: Three hours per week.

COMM 1211 - Beginning Forensic Activity

Credit: 1 hour

Description: The course is designed to prepare students for competition in Individual Events (Public Address, Oral Interpretation, Limited Presentation). Students will be responsible for researching and analyzing material, organizing and writing speeches, and participating in practice speech rounds. They will also be responsible for attending and participating in forensic tournaments at the novice level.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

COMM 2010 - Interpersonal Skills for a Global Society

Credit: 3 hours

Prerequisites: ENGL 1102

Description:

This is an introduction to the study and practice of basic strategies, skills, and principles of effective interpersonal communication in intercultural contexts.

Lecture/Lab Hours: Three hours per week.

COMM 2211 - Advanced Forensic Activity

Credit: 1 hour

Prerequisites: Two units of COMM 1211

Description: The course is designed for students with previous collegiate competitive public speaking experience. Students will continue study/practice in Individual Events with competition at the varsity level.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

COMM 3010 - Communication Theory

Credit: 3 hours

Prerequisites: COMM 1110

Description: This course will provide a comprehensive survey of communication theories and models in both quantitative and qualitative research. The course examines interpersonal, cultural, group, and organizational communication.

Lecture/Lab Hours: Three hours lecture per week.

COOP 2291 - Cooperative Education I

Credit: 1 hour

Prerequisites: Acceptance in the Cooperative Education Program

Description: This is a work/study course in an approved cooperative education position.

COOP 2292 - Cooperative Education II

Credit: 1 hour

Prerequisites: COOP 2291 and permission of the Coordinator of Cooperative Education

Description: This is a work/study course in an approved cooperative education position.

COOP 2293 - Cooperative Education III

Credit: 1 hour

Prerequisites: COOP 2292 and permission of the Coordinator of Cooperative Education

Description: This is a work/study course in an approved cooperative education position.

COOP 2294 - Cooperative Education IV

Credit: 1 hour

Prerequisites: COOP 2293 and permission of the Coordinator of Cooperative Education

Description: This is a work/study course in an approved cooperative education position.

CPSC 1010 - Introduction to Computer Science

Credit: 3 hours

Prerequisites: At least a "C" in MATH 1111

Description: This course introduces the student to programming with emphasis on algorithmic development and modular design. Topics in addition to design and development elements include input, output, control statements, looping, functions, arrays, and files.

Lecture/Lab Hours: Three hours per week.

CPSC 1301 - Computer Science I

Credit: 4 hours

Prerequisites: At least a "C" in MATH 1113 and CPSC 1010 or at least a "C" in MATH 1251

Description: This course includes an overview of computers and programming; problemsolving 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).

Lecture/Lab Hours: Four hours per week.

CPSC 1302 - Computer Science II

Credit: 4 hours

Prerequisites: At least a "C" in CPSC 1301

Description: This course includes an overview of abstract data types (ADT's); arrays (multidimensional) 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).

Lecture/Lab Hours: Four hours lecture per week.

CPSC 2310 - Introduction to the 'C' Language

Credit: 3 hours

Prerequisites: At least a "C" in CPSC 1301

Description: This is a continuation of the development of computer programming solutions for solving problems with emphasis on algorithmic design, top-down development, implementation using ANSI C, and testing of solutions. Concepts include the review and reinforcement of topics studied in Computer Science I, procedural and data abstraction, dynamic data structures, text file processing, and data communication within modular programming design. Programming assignments are completed in the ANSI C language in a Unix environment.

Lecture/Lab Hours: Three hours per week.

CPSC 2320 - Introduction to Programming in Ada

Credit: 3 hours

Prerequisites: At least a "C" in CPSC 1301

Description: This is a continuation of the development of computer programming solutions for solving problems with emphasis on algorithmic design, top-down development, implementation using Ada, and testing of solutions. Concepts include the review and reinforcement of topics studied in Computer Science I, procedural abstraction, the use of packages as a mechanism for encapsulation and data abstraction, text file processing, private types, exceptions and exception handling, and use of generics. Programming assignments are completed in the Ada language in a Unix environment.

Lecture/Lab Hours: Three hours per week.

CPSC 2330 - Object-Oriented Design

Credit: 2 hours

Prerequisites: At least a "C" in CPSC 1301

Description: This is a continuation of the development of computer programming solutions for solving problems with emphasis on object-oriented design, top-down development, and testing of solutions. Concepts include the Object Model, classes and objects, classification, notation, and process. Programming assignments and examples will be in object-oriented language. May be repeated for credit with a different language.

Lecture/Lab Hours: Two hours per week.

CRJU 1100 - Introduction to Criminal Justice

Credit: 3 hours

Description: This is a historical and contemporary survey of law enforcement and the structure, functions, and operations of criminal justice agencies, including the police, courts, and corrections.

Lecture/Lab Hours: Three hours per week.

CRJU 2202 - Introduction to Criminology

Credit: 3 hours

Description: This is a survey of the field of criminology, including theories of causation, statistical trends, criminal behavior systems, and behavior within law enforcement and rehabilitative structures.

Lecture/Lab Hours: Three hours per week.

CRJU 2204 - Introduction to Criminal Law

Credit: 3 hours

Description: This is an introduction to criminal law as it relates to enforcement, judicial, and correctional processes. Included are the history and basic concepts of criminal law, essential elements of selected crimes, and constitutional considerations.

Lecture/Lab Hours: Three hours per week.

CRJU 2210 - Introduction to Juvenile Delinquency

Credit: 3 hours

Prerequisites: SOCI 1101 and CRJU 2202

Description: This is an introduction to the historical and contemporary philosophies affecting juveniles who come into contact with the justice system. Trends in juvenile delinquent and status offenses are outlined. Specific procedures used in processing children and youths, from intake to disposition, are examined.

Lecture/Lab Hours: Three hours per week.

CRJU 2231 - Introduction to Corrections

Credit: 3 hours

Description: This is a historical and contemporary survey of mechanisms of social control and societal responses to criminality in the United States, including the philosophical underpinnings of these responses: i.e., retribution, rehabilitation, restitution, deterrence, and incapacitation. Special emphasis is given to the contemporary implementation of these correctional philosophies.

Lecture/Lab Hours: Three hours per week

ECON 2105 - Principles of Macroeconomics

Credit: 3 hours

Prerequisites: Area A Math

Description: This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies.

Lecture/Lab Hours: Three hours per week.

ECON 2105H - Honors Principles of Macroeconomics

Credit: 3 hours

Prerequisites: Admission to the Honors Program and an Area A Math

Description: This is an honors course in principles of economics intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies.

Lecture/Lab Hours: Three hours per week.

ECON 2106 - Principles of Microeconomics

Credit: 3 hours

Prerequisites: Area A Math

Description: This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy.

Lecture/Lab Hours: Three hours per week.

ECON 2106H - Honors Principles of Microeconomics

Credit: 3 hours

Prerequisites: Admission to the Honors Program and an Area A Math

Description: This is an honors course in principles of economics intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy.

Lecture/Lab Hours: Three hours per week.

ECON 3105 - Money, Banking, and Financial Markets

Credit: 3 hours

Prerequisites: ECON 2105 or ECON 2105H and ECON 2106 or ECON 2106H

Description: This course is a study of monetary and financial instruments, institutions, and markets from the perspective of theory, practice, and policy. Topics include the types and functions of money, financial markets, financial and banking systems, the Federal Reserve System, and monetary theory.

Lecture/Lab Hours: Three hours per week.

ECON 3106 - Managerial Economics

Credit: 3 hours

Prerequisites: ECON 2105 or ECON 2105H and ECON 2106 or ECON 2106H

Description: Managerial Economics deals with the study and application of decision making in business and managerial environments. The student will develop an understanding of intermediate microeconomic theory and learn to use economic reasoning in a prescriptive manner.

Lecture/Lab Hours: Three hours per week.

ECON 3175 - International Economics

Credit: 3 hours

Prerequisites: ECON 2105 and ECON 2106

Description: This is an analysis of fundamental economic principles, institutions, and governmental policies that determine the economic relations between nations under conditions of increasing global interdependence.

Lecture/Lab Hours: Three hours per week.

ECON 4505 - Special Topics

Credit: 1 - 3 hours

Prerequisites: Approval of Division Chair

Description: This is a customized course under the direction of a faculty sponsor that meets special needs of students and/or the community. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses.

Lecture/Lab Hours: Three hours per week.

ECSE 3200 - The Art of Language and Literature

Credit: 3 hours

Prerequisites: Formal acceptance in the Bachelor of Science in Education program

Description: In this course students will study and apply pedagogical knowledge and content skills in various areas of language arts and children's literature. Topics will include spelling, handwriting, grammar, and the writing process. Students will examine various types of children's literature to support cognitive, social, psychological, ethical, and language development. This course includes an extensive field component, and the use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

ECSE 3410 - Development of the Whole Child

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: This course will engage students in the principles of child growth and development from toddler-hood through middle-childhood. The course will cover the major theories, principles, and research concerning the physical, psychological, intellectual, emotional, and social aspects of development in children including typical and atypical developmental expectations. The class will focus on brain development and its relation to learning, cognitive and language development, the developmental trajectory of academic skills, and the impact of environmental factors (e.g., parenting, drug interactions, and poverty). In addition, the course will also cover basic research designs and methods for studying and observing children within this age range. Observation experiences of children and use of technology are required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

ECSE 3430 - Literacy Acquisition

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: In this course, students will develop an understanding of reading acquisition based on recent research. Students will focus on learning experiences needed to acquire fundamental reading skills. The class will address theory, research, and application of specific procedures for designing and delivering reading instruction to all P-5 students, including those with exceptionalities. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Four hours per week.

ECSE 3444 - Professional Roles and Teaching Practices I

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: In this course, students will become familiar with the school environment, working with students and parents, and collaborating with other professionals in the school setting. Students will work in P-5 classrooms assisting the teacher and P-5 students with instructional routines. Students will also attend regularly scheduled seminars on related topics. The use of technology is required. The course is aligned with state and national standards.

Notes: A minimum of 8 hours per week in a (daytime) school setting is required.

Lecture/Lab Hours: Three hours per week.

ECSE 3520 - Organizing an Effective Learning Environment

Credit: 2 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: In this course, students learn how to design and organize classroom settings for effective learning. An emphasis will be on the planning and demonstration of effective management skills in diverse school settings. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Two hours per week.

ECSE 3530 - Literacy Assessment and Instruction

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 3430

Description: In this course, students will develop an understanding of literacy development and assessment based on recent research. The course focuses on formal and informal literacy assessment procedures and intervention strategies. Students will gather and interpret assessment information for making instructional decisions. An intensive field experience in a diverse setting, focusing on elementary and upper elementary development of reading instruction is included as part of this course. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Four hours per week.

ECSE 3540 - Assessment for Learning

Credit: 3 hours

Prerequisites: Formal acceptance into a teacher certification program

Corequisites: ECSE 3555

Description: In this course students will design, select, and administer assessments for learning. In addition, students will learn to use assessment results to make instructional decisions, plan instructional activities, and develop appropriate grading practices. Particular focus will be upon communication of results to students, parents, and other educators. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

ECSE 3555 - Professional Roles and Teaching Practices II

Credit: 2 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 3444

Description: In this course students will become more engaged in the school environment, continuing to work with the teacher, students and parents, and other professionals. Students will work in P-5 classrooms planning and implementing instruction and designing assessments based on the Georgia Performance Standards. Students will also attend regularly scheduled seminars on related topics. Use of technology is required. This course is aligned with state and national standards.

Notes: A minimum of 8 hour per week in a (daytime) school setting is required.

Lecture/Lab Hours: Two hours per week.

ECSE 3800 - Designing Interdisciplinary Curriculum

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 3555

Description: In this course, students will develop and implement integrated social studies units which include music, art, drama, and physical education. Students will study contemporary research in multi-sensory integration to discover the increased success of P-5 students' academic participation and motivation. This course includes an extensive field component in a diverse setting and the use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

ECSE 4400 - Program Planning for Exceptional Learners

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in SPED 3110

Description: In this course, students will learn to address the individual needs of P-5 students with exceptionalities. Topics include the IEP process, assessing P-5 student needs, the continuum of placements and services, family systems, professional and ethical practices, instructional planning, and collaboration. Use of technology is required. This course addresses state and national standards.

Lecture/Lab Hours: Three hours per week.

ECSE 4430 - Content Area Literacy

Credit: 2 hours

Prerequisites: At least a "C" in ECSE 3530

Description: In this course, students will develop an understanding of reading strategies that can be utilized in the academic content areas. Students will explore learning environments that promote effective reading and learning with a particular focus on specific skills and strategies to become more effective readers and independent learners. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Two hours per week.

ECSE 4477 - Clinical Practice I: Early Childhood Education

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 3555

Description: This course is a culminating experience in which students take a lead role as a teacher in the P-5 general education classroom. Students will develop and implement lesson plans and instructional units linked to the Georgia Performance Standards. Students will be active in the school environment, assuming the role and responsibilities of the classroom teacher. Students will also attend scheduled seminars on related topics. Use of technology is required. The course is aligned with state and national standards.

Notes: A minimum of 8 consecutive weeks of teaching in a P-5 school setting is required.

Lecture/Lab Hours: Four hours per week.

ECSE 4500 - Designing Instruction for All Learners

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 4400

Description: In this course, students will learn effective curriculum methodology and materials utilized in the teaching of all P-5 students in interrelated and inclusion settings. Topics include instructional planning, research based practices, inclusion, collaboration, effective instructional planning, and transition. The use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

ECSE 4520 - Positive Behavior Supports

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 3520

Description: This course is designed to provide students with the knowledge and skills necessary to conduct a functional behavior assessment, develop behavior intervention plans based on results of those assessments, and utilize the principles of positive behavior support. The use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

ECSE 4540 - Advanced Assessment

Credit: 2 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 4477

Description: In this course, students will learn to design, select, and administer assessments for learning. Additionally students will learn how to administer and interpret standardized assessment. Particular emphasis will be on data collection, storage analysis, and visually displaying data from standardized assessments and teacher generated assessments, for the purpose of providing feedback to students, parents, peer teachers, and administrators. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Two hours per week.

ECSE 4560 - Action Research Lab

Credit: 1 hour

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 4477

Description: This course is designed to prepare students to conduct an action research project related to their teaching. The course will assist them in collecting data, analyzing the data, and developing a professional development plan around the results. The use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: One hour per week.

ECSE 4588 - Clinical Practice II: Special Education

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program and at least a "C" in ECSE 4477

Description: This course is a culminating experience in which students take a lead role as special education teachers in the P-5 classroom. Students will develop and implement individualized education plans, make appropriate adaptations and modifications, and plan and implement instruction in general and special education settings. Students will also attend scheduled seminars on related topics. Use of technology is required. The course is aligned with state and national standards.

Notes: A minimum of 8 consecutive weeks teaching in a P-5 inclusive/special education school setting is required.

Lecture/Lab Hours: Four hours per week.

EDUC 2110 - Investigating Critical and Contemporary Issues in Education

Credit: 3 hours

Description: This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. A 10-hour field component is required.

Lecture/Lab Hours: Three hours per week.

EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts

Credit: 3 hours

Description: Given the rapidly changing demographics in the state and the country, this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. A 10-hour field component is required.

Lecture/Lab Hours: Three hours per week.

EDUC 2130 - Exploring Learning and Teaching

Credit: 3 hours

Description: Students will explore key aspects of learning and teaching through examining their own learning processes and those of others, with the goal of applying the knowledge to enhance the learning of all students in a variety of educational settings and contexts. A 10-hour field component is required.

Lecture/Lab Hours: Three hours per week.

EDUC 3550 - Assessment for Learning

Credit: 3 hours

Prerequisites: Formal acceptance into a teacher certification program.

Corequisites: Relevant internship course.

Description:

In this course candidates will design, select, and administer assessments for learning. In addition, students will learn to use assessment results to make instructional decisions, plan instructional activities, and develop appropriate grading practices. Particular focus will be upon communication of results to students, parents, and other educators. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

EDUC 3600 - Teaching and Learning in Secondary Mathematics Environments

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description:

Students will know and apply mathematical pedagogical knowledge grounded in research-based literature in the design, implementation, and evaluation of mathematics instruction across secondary grades environments through field experiences in 6-12 grade settings.

Notes: A minimum of 5 hours a week in a school setting is required.

Lecture/Lab Hours: Four hours per week.

EDUC 3601 - Technology-enhanced Instruction in Secondary Mathematics Environments

Credit: 2 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: Students will engage in meaningful instructional activities using contemporary technology tools to design secondary mathematics instruction and assessment strategies aligned with state and national standards to enhance the learning of students with diverse needs.

Lecture/Lab Hours: Two hours per week.

EDUC 3602 - Internship in Secondary School Mathematics

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description:

This course provides a field-based internship in diverse settings, focusing on secondary mathematics instruction including planning instruction based on GPS, implementing a variety of research-based instructional strategies including the effective use of technology and developing assessments for student learning through field experiences in 6-12 grade settings.

Notes: A minimum of 8 hours per week in a school setting is required.

Lecture/Lab Hours: Three hours per week.

EDUC 3700 - Teaching/Learning in Secondary Science Environments

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description:

Students will understand and apply biology pedagogical knowledge grounded in research-based literature in the design, implementation, and evaluation of biology instruction through field experiences in 6-12 grade settings.

Notes: A minimum of 5 hours a week in a school setting is required.

Lecture/Lab Hours: Four hours per week.

EDUC 3701 - Technology-Enhanced Instruction in Secondary Science Environments

Credit: 2 hours

Prerequisites: Formal acceptance into Bachelor of Science in Education Program

Description: Students will engage in meaningful instructional and simulation activities using contemporary technology tools to design secondary biology instruction and assessment strategies aligned with state and national standards to enhance the learning of students with diverse needs.

Lecture/Lab Hours: Two hours per week.

EDUC 3702 - Internship in Secondary Biology

Credit: 3 hours

Prerequisites: Formal acceptance into Bachelor of Science in Education program

Description:

This course provides a field-based internship in diverse settings, focusing on biology instruction, including planning instruction based on GPS, implementing a variety of research-based instructional strategies including the effective use of technology and developing assessments for student learning through field experiences in 6-12 grade settings.

Notes: A minimum of 8 hours a week in a school setting is required.

Lecture/Lab Hours: Three hours per week.

EDUC 3801 - Technology-enhanced Instruction in Secondary English Environments

Credit: 2 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: Students will engage in meaningful instructional activities using contemporary technology tools to design secondary English/Language Arts instruction and assessment strategies aligned with state and national standards to enhance the learning of students with diverse needs.

Lecture/Lab Hours: Two hours per week.

EDUC 3802 - Teaching and Learning in Secondary English Environments

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description:

Students will study and apply English/Language and pedagogical knowledge grounded in research-based literature in the design, implementation, and evaluation of English/Language Arts instruction to meet the diverse needs of learners across secondary grades environments through field experiences in 6-12 grade settings.

Notes: A minimum of 5 hours a week in a school setting is required.

Lecture/Lab Hours: Four hours per week.

EDUC 3900 - Teaching and Learning in Secondary History Environments

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description:

Students will learn to understand and apply pedagogical knowledge grounded in research-based literature in the design, implementation, and evaluation of history instruction to meet the diverse needs of learners across secondary grades environments through field experiences in 6-12 grade settings.

Notes: A minimum of 5 hours per week in a school setting is required.

Lecture/Lab Hours: Four hours per week.

EDUC 3901 - Technology-enhanced Instruction in Secondary History Environments

Credit: 2 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: Students will engage in meaningful instructional activities using contemporary technology tools to design secondary history instruction and assessment strategies aligned with state and national standards to enhance the learning of students with diverse needs.

Lecture/Lab Hours: Two hours per week.

EDUC 3902 - Internship in Secondary School History

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description:

This course provides a field-based internship in diverse settings, focusing on history instruction including planning instruction based on GPS, implementing a variety of research-based instructional strategies including the effective use of technology and developing assessments for student learning through field experiences in 6-12 grade settings.

Notes: A minimum of 8 hours per week in a school setting is required.

Lecture/Lab Hours: Three hours per week.

EDUC 4500 - Differentiating Instruction to Manage the Classroom Learning Environment

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description:

This course focuses on enhancing teacher thought and practice by detailing high-quality, high-impact strategies for differentiating instruction for students in a mixed-ability classroom. While teaching methodology will be a focal point of the course, it will be situated within the broader discourse of social and intellectual conditions defining teaching and learning in the new millennium that have advanced the need for differentiating instruction. Among these issues are the increasing diversity in student populations, the rise of home schooling, the widening achievement gap, the elimination of tracking, and a shift to inclusive education.

Lecture/Lab Hours: Three hours per week.

EDUC 4604 - Student Teaching in Secondary School Mathematics

Credit: 8 hours

Prerequisites: Completion of at least 121 credit hours and at least a "C" in EDUC 3602

Description: This course is designed to provide a background of formal and informal evaluative procedures for use with students from diverse backgrounds. An in-depth diagnostic evaluation in the context students with and without disabilities is required.

EDUC 4704 - Student Teaching Secondary Biology

Credit: 8 hours

Prerequisites: Completion of at least 121 credit hours and at least a "C" in EDUC 3702

Description: This course is designed to give students a capstone experience in a secondary setting.

EDUC 4803 - Internship in Secondary School English

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description:

This course provides a field-based internship in diverse settings, focusing on English/Language Arts instruction including planning instruction based on GPS, implementing a variety of research-based instructional strategies including the effective use of technology and developing assessments for student learning through experiences in 6-12 grade settings.

Notes: A minimum of 8 hours per week in a school setting is required.

Lecture/Lab Hours: Three hours per week.

EDUC 4804 - Student Teaching in Secondary School English

Credit: 8 hours

Prerequisites: Completion of at least 121 credit hours and at least a "C" in EDUC 3602

Description: This course is designed to give students a capstone experience in a secondary English setting.

Lecture/Lab Hours: 8 hours

EDUC 4904 - Student Teaching in Secondary School History

Credit: 8 hours

Prerequisites: Completion of at least 121 credit hours and at least a "C" in EDUC 3902

Description: This course is designed to give students a capstone experience in a secondary history setting.

Lecture/Lab Hours: Eight hours per week.

ENGL 98 - Fundamentals of English for International Students

Credit: 4 hours

Description: Especially designed to improve English usage and writing skills of students whose native language is not English. Topics covered will include English sentence structure, grammar, usage, punctuation, and mechanics as well as their application in writing effective paragraphs and essays. Satisfactory completion of this course fulfills the English requirement for Learning Support for international students.

Lecture/Lab Hours: Four hours per week.

ENGL 99 - Fundamentals of English

Credit: 4 hours

Description: This is a course in basic grammar, punctuation, usage, mechanics and their application in writing effective paragraphs and essays. Designed for students who are placed by entrance test scores or who wish to prepare for English 1101. Satisfactory completion of this course fulfills the English requirement for Learning Support.

Lecture/Lab Hours: Four hours per week.

ENGL 1101 - English Composition I

Credit: 3 hours

Description: This is 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.

Lecture/Lab Hours: Three hours per week.

ENGL 1102 - English Composition II

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1101

Description: This is a composition course that develops writing skills beyond the level of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation based on an introduction to fiction, drama, and poetry, and that incorporates a variety of more advanced research methods. An oral communication component may also be required.

Lecture/Lab Hours: Three hours per week.

ENGL 1102H - Honors English Composition II

Credit: 3 hours

Prerequisites: At least a "B" in ENGL 1101 and admission to the Honors Program

Description: This is an honors composition course that develops writing skills beyond the level of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation based on an introduction to fiction, drama, and poetry, and that incorporates a variety of more advanced research methods. An oral communication component may also be required. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors

Program.

Lecture/Lab Hours: Three hours per week.

ENGL 2105 - Introduction to Creative Writing

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description:

This introduction to the problems and processes of writing poetry and short fiction emphasizes individual manuscripts in a workshop setting. Students will also develop oral communication skills, critique their classmates' work, and analyze the work of established writers.

Lecture/Lab Hours: Three hours per week.

ENGL 2111 - World Literature I

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a survey of important works of world literature from ancient times through the mid--seventeenth century with particular emphasis on Western literature.

Lecture/Lab Hours: Three hours per week.

ENGL 2112 - World Literature II

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a survey of important works of world literature from the mid--seventeenth century to the present.

Lecture/Lab Hours: Three hours per week.

ENGL 2121 - British Literature I

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a survey of important works of British literature from the Old English period through the neoclassical age.

Lecture/Lab Hours: Three hours per week.

ENGL 2122 - British Literature II

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a survey of important works of British literature from the Romantic era to the present.

Lecture/Lab Hours: Three hours per week.

ENGL 2131 - American Literature I

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a study of American literature from the pre--colonial age to the late nineteenth century.

Lecture/Lab Hours: Three hours per week.

ENGL 2131H - Honors American Literature I

Credit: 3 hours

Prerequisites: ENGL 1102 and admission to the Honors Program

Description: This is a study of American literature from the pre--colonial age to the midnineteenth century. Special emphasis will be placed on the hemispheric context of American literature. Required is an end-of-semester research project focusing on a particular work of American literature and its relationship to the wider historical and cultural moment. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors Program.

Lecture/Lab Hours: Three hours per week.

ENGL 2132 - American Literature II

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a study of American literature from the mid--nineteenth century to the present.

Lecture/Lab Hours: Three hours per week.

ENGL 2132H - Honors American Literature II

Credit: 3 hours

Prerequisites: ENGL 1102 and admission to the Honors Program

Description: This is a study of American literature from the mid-nineteenth century to the present. Special emphasis will be placed on understanding the historical and cultural context behind the texts examined. Required is an end-of-semester research project focusing on a particular work of American literature and its relationship to the wider historical moment; the resulting document from the project will be published in the form of a resource manual for future students' use in American Literature II, and additionally, the document will be published online, linked to the Honors Program website. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors Program.

Lecture/Lab Hours: Three hours per week.

ENGL 2141 - African American Literature I

Credit: 3 hours

Prerequisites: ENGL 1102

Description: The course is designed to introduce students to various forms of literature from the Black Experience. The course will survey ideas and themes in writings, music, and film from the 1700s to the 1920s.

Lecture/Lab Hours: Three hours per week.

ENGL 2142 - African American Literature II

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a survey of important African American literature from 1920 to the present.

Lecture/Lab Hours: Three hours per week.

ENGL 3010 - Introduction to Literary Studies

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102 or ENGL 1102H

Description: This is a survey of modern literary criticism. Students will conduct literary research, read and interpret literary texts, and write literary criticism.

Lecture/Lab Hours: Three hours per week.

ENGL 3020 - Introduction to Composition Studies

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of how to apply theory to the teaching of composition. In this course, students devise assignments, conduct class sessions, write essays, and respond to academic writing.

Lecture/Lab Hours: Three hours per week.

ENGL 3040 - Creative Writing

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 2105

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: In a workshop format, this is a critique of prose and poetry by students and professor through written statement and class discussion.

Lecture/Lab Hours: Three hours per week.

ENGL 3100 - Early English Literature

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of English literature from its beginning through 1485, including a study of medieval phonology, morphology, and syntax. Writers include the Beowulf poet and other old English authors, early Middle English lyrics, and the major figures of the fourteenth century (the Pearl poet, Malory, Langland, Gower).

Lecture/Lab Hours: Three hours per week.

ENGL 3106 - Professional Communication

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102; at least a "C" in ITEC 2201

Description: The course emphasizes the importance of effective communication in the workplace. Students will learn and

demonstrate skills through written and oral exercises, assignments, and projects, such as letters, memos, and reports.

Lecture/Lab Hours: Three hours per week.

ENGL 3108 - Writing for Digital Media

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This class addresses digital writing in various forms. In developing Web and other projects, students will consider issues such as language, information architecture, communication, collaboration, and community.

Lecture/Lab Hours: Three hours per week.

ENGL 3200 - Chaucer

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of Chaucer's two masterpieces, *The Canterbury Tales* and *Criseyde*, and minor poetry. This course includes an in-depth study of Chaucer's culture, context, and language.

Lecture/Lab Hours: Three hours per week.

ENGL 3206 - Gender Studies

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course is a study of literature with gender as the primary category of analysis. Viewing gender as a social construct, the course will examine texts which explore such issues as gender roles in society, the interaction between private and personal life, and self-definition in a culture with gendered expectations.

Lecture/Lab Hours: Three hours per week.

ENGL 3300 - Literature of the English Renaissance

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of representative literary works from the period 1485-1669. Topics include the rise of the sonnet, the Metaphysical and Neoclassical poetic schools, the growth of English prose, and non-Shakespearean drama.

Lecture/Lab Hours: Three hours per week.

ENGL 3400 - 17th and 18th Century American Poetry and Prose

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of the responses of American novelists, poets, and prose writers to the issues of these centuries, with attention to characteristic themes, genres, and stylistic features.

Lecture/Lab Hours: Three hours per week.

ENGL 3500 - 19th Century American Poetry and Prose

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of the responses of American novelists, poets, and prose writers to the issues of this century, with attention to characteristic themes, genres, and stylistic features.

Lecture/Lab Hours: Three hours per week.

ENGL 3600 - 20th Century American Poetry and Prose

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of the responses of American novelists, poets, and prose writers to the issues of this century, with attention to character, themes, genres, and stylistic features.

Lecture/Lab Hours: Three hours per week.

ENGL 3700 - The Novel

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of the origins and development of the novel as a distinct literary form, examining the aesthetic, philosophical, and social concerns that inform selected works from the eighteenth, nineteenth, and twentieth centuries. The

course focuses on representative American and British novels.

Lecture/Lab Hours: Three hours per week.

ENGL 3800 - American and British Poetry

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of selected American and British poetry in the context of technological developments, philosophical movements, and literary currents. The course explores the forms and themes of poetry with emphasis on prosody and interpretation.

Lecture/Lab Hours: Three hours per week.

ENGL 3900 - Modern Drama

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of European and American drama in the nineteenth and twentieth centuries. The course explores the development of drama in its social, political, and psychological contexts.

Lecture/Lab Hours: Three hours per week.

ENGL 3999 - Special Topics

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102 or ENGL 1102H

Description: This is an intensive study of a significant topic in language and literature not otherwise covered in course offerings.

Lecture/Lab Hours: Three hours per week.

ENGL 4000 - Rhetoric

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of the history of rhetoric from Aristotle to the present with emphasis on rhetorical analysis of literature and other forms of discourse.

Lecture/Lab Hours: Three hours per week.

ENGL 4020 - Advanced Grammar

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of current approaches to grammar, including transformational-generative grammar, phonology, morphology, and syntax.

Lecture/Lab Hours: Three hours per week.

ENGL 4030 - Advanced Composition

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is an advanced study of expository and argumentative techniques.

Lecture/Lab Hours: Three hours per week.

ENGL 4100 - Shakespeare

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of selected Shakespearean tragedies, comedies, and history plays illustrating representative themes and literary techniques of the dramatist, as well as his links to contemporary issues of the day.

Lecture/Lab Hours: Three hours per week.

ENGL 4200 - Milton

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study in Milton's early lyric poetry, *Paradise Lost*, *Samson Agonistes*, *Areopagitica*, and the divorce and monarchy tracts.

Lecture/Lab Hours: Three hours per week.

ENGL 4300 - 18th Century British Poetry and Prose

Credit: 3 hours

Prerequisites or Corequisites: At least a "C" in ENGL 3010

Description: This is a study of British poetry and prose from 1690 to 1784, with an emphasis on the philosophic and aesthetic concerns of the age. Authors include but are not limited to Swift, Pope, Johnson, and Fielding.

Lecture/Lab Hours: Three hours per week.

ENGL 4400 - 19th Century British Poetry and Prose

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description:

This is a study of the literary culture of the nineteenth century, including examinations of the works and contexts of the major figures in Romantic and Victorian literature. This course includes an examination of the responses of novelists, poets, and prose writers to the issues of the century.

Lecture/Lab Hours: Three hours per week.

ENGL 4410 - Literature for the Adolescent

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a survey of various types of literature that are appropriate for the middle grades. Some attention will also be given to selecting, evaluating, and presenting works.

Lecture/Lab Hours: Three hours per week.

ENGL 4420 - Literature of the Western World

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of the Western literary canon, exclusive of works originally written in English, through extended reading of Homer, Dante, Cervantes, Goethe, Dostoyevsky, and Proust, focusing on the linguistic, formal, cultural, and historical context that shaped them.

Lecture/Lab Hours: Three hours per week.

ENGL 4430 - Literature of the Non-Western World

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of literatures outside or at the margin of Western literary traditions.

Lecture/Lab Hours: Three hours per week.

ENGL 4440 - Literature By Women

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of literature written by women within its social, historical, and theoretical contexts. Topics include Renaissance and medieval women writers, nineteenth century novels by women, feminist theory and criticism, and contemporary poetry by women.

Lecture/Lab Hours: Three hours per week.

ENGL 4450 - Visual Rhetoric: Principles of Production

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course explores the concepts of visual communication as they apply to digital video production. Each student will work on a number of short projects throughout the semester, culminating in a longer, more fully developed final video.

Lecture/Lab Hours: Three hours per week.

ENGL 4451 - Advanced Video Production: Broadcast Forms

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 4450

Description: This course introduces students to the conventions and forms of fictional and documentary video. Students will explore these forms by producing video projects that apply the skills they developed in ENGL 4450.

ENGL 4460 - Southern Literature

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of Southern literature in its distinctive social and aesthetic contexts.

Lecture/Lab Hours: Three hours per week.

ENGL 4470 - Contemporary Literature

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of American fiction and poetry since World War II as it relates to literary traditions and cultural movements.

Lecture/Lab Hours: Three hours per week.

ENGL 4480 - History of Print

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: The course traces writing from its very beginnings, looking at such topics as memory, literacy, and scribes; the Gutenberg Bible and moveable type; public and private libraries; reading practices; subscriptions and periodicals; newspapers and political power; broadsheets; and book publishing.

Lecture/Lab Hours: Three hours per week.

ENGL 4481 - Survey of Film: Writing and Interpretation

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course will cover analytical approaches to the study of mass culture. It will examine cultural texts such as popular fiction, advertising, television, popular music, popular magazines, and cyberculture.

Lecture/Lab Hours: Three hours per week.

ENGL 4482 - Popular Culture

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course will cover a range of "texts" from American mass culture including popular fiction, advertising, television, popular music, popular magazines, and cyberculture. The course will emphasize methods of analyzing these texts and examine questions they raise about the nature of popular culture in America. The course will explore what these products of mass culture have in common, what distinguishes them from other cultural artifacts (such as those of high culture and folk culture), and the political and social implications of those differences.

ENGL 4483 - Senior Project

Credit: 3 hours

Prerequisites: ENGL 4480, ENGL 4481, and ENGL 4482

Description: This is a capstone course for students in the New Media track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students will plan, propose, and develop an individual project that uses applied technology (e.g. multimedia) to create a highly interesting, hands-on, interactive exploration of a set of ideas the student has developed. As with all other CIT courses, this class will be writing intensive, requiring a formal proposal, a weekly journal of the students' thinking and research, and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience, making a formal oral presentation. This course is normally offered only in the spring.

Lecture/Lab Hours: Three hours lecture per week.

ENGL 4483H - Honors Senior Project

Credit: 3 hours

Prerequisites: ENGL 4480, ENGL 4481, and ENGL 4482; and admission to the Honors Program

Description: This is a capstone course for students in the New Media Track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students will plan, propose, and develop an individual project that uses applied technology (e.g. multimedia) to create a highly interesting, hands-on, interactive exploration of a set of ideas the student has developed. As with all other CIT courses, this class will be writing intensive, requiring a formal proposal, a weekly journal of the students' thinking and research, and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience, making a formal oral presentation. The Honors Senior Project is for the superior student, and admission to this course is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Students are expected to demonstrate advanced, superior skills in research, writing, oral presentation, and creation of the technological component.

Lecture/Lab Hours: Three hours per week. **When Offered:** This course is offered only in the spring.

ENGL 4490 - African American Literature

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of African American literature, with emphasis on historical, philosophical, and cultural contexts. Topics include the oral tradition, autobiographies, the Harlem renaissance, and literary criticism and theory.

Lecture/Lab Hours: Three hours per week.

ENGL 4500 - 20th Century British Poetry and Prose

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of works by major figures in modern and contemporary literature. The course examines the responses of novelists, poets, and prose writers to the issues of the century.

Lecture/Lab Hours: Three hours per week.

ENGL 4600 - History of the English Language

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of the English language from its beginnings in the fifth and sixth centuries to its worldwide expansion in the twentieth century. The course examines the chronological development of language from Old to Middle to modern English, including phonetic, syntactic, and lexical changes.

Lecture/Lab Hours: Three hours per week.

ENGL 4700 - Literary Theory

Credit: 3

Prerequisites: At least a "C" in ENGL 3010

Description: This is a study of the major currents and models in modern critical and literary theory, their basic concepts, philosophical assumptions, historical and ideological contexts, and applications.

Lecture/Lab Hours: Three hours per week.

ENGL 4900 - Senior Capstone Seminar

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 3010 and 90 or more earned hours

Description: This is a capstone course required of candidates in the English track of the B.A. in English. The course engages students in advanced critical analysis, leading to an original research project. Students produce an extended critical essay based on the research and make an oral presentation of their research.

Lecture/Lab Hours: Three hours per week.

ENGR 1110 - Introduction to Engineering

Credit: 3 hours

Corequisites: ENGR 1110L

Description: This is a survey of the fields of engineering, the functions of an engineer, and the design process. Student teams will be required to complete a design project and build a prototype during the semester.

Lecture/Lab Hours: Two hours lecture and two hours laboratory per week.

ENGR 1120 - Introduction to Visual Communication and Engineering Design

Credit: 2 hours

Description: The course covers theory and application of the design process using conventional drafting as well as CAD techniques. Assigned design project and report. Elements and projection theory that enhance ability to communicate graphically.

Lecture/Lab Hours: Two hours per week.

ENGR 2025 - Introduction to Signal Processing

Credit: 4 hours

Corequisites: MATH 1251 and CPSC 1301

Description: This course is an introduction to signal processing for discrete-time and continuous-time signals. Filtering Frequency response. Fourier Transform, and Z Transform will be discussed. Laboratory emphasis on computer-based signal processing.

Lecture/Lab Hours: Three hours lecture three hours laboratory per week.

ENGR 2040 - Circuit Analysis

Credit: 3 hours

Prerequisites: MATH 2252

Description: This course is an introduction to basic concepts of circuit elements, circuit models, and techniques for circuit analysis. Time domain analysis, ac circuits, and two-part networks will be discussed.

Lecture/Lab Hours: Three hours per week.

ENGR 2210 - Statics

Credit: 3 hours

Prerequisites: PHYS 1111 or PHYS 2211

Description: The course covers the elements of statics in two and three dimensions, centroids, analysis of structures and machines, and friction.

Lecture/Lab Hours: Three hours per week.

ENGR 2220 - Dynamics

Credit: 3 hours

Prerequisites: ENGR 2210 and MATH 2252

Description: The course covers kinematics and kinetics of rigid bodies in plane motion.

Lecture/Lab Hours: Three hours per week.

ENGR 2230 - Mechanics of Deformable Bodies

Credit: 3 hours

Prerequisites: ENGR 2210

Description: The course covers the definition of stress and strain, application to axially loaded members, torsion, bending of beams, introduction to simple plasticity, and an introduction to column stability.

Lecture/Lab Hours: Three hours per week.

ENGR 2500 - Thermodynamics

Credit: 3 hours

Prerequisites: MATH 2252

Description: The course covers the fundamentals of engineering thermodynamics, thermodynamic properties and matter, first and second laws of thermodynamics, and applications to engineering.

Lecture/Lab Hours: Three hours per week.

FINC 3131 - Business Finance

Credit: 3 hours

Prerequisites: ACCT 2102, ECON 2105, and ECON 2106

Description: This is an introductory course in finance, an understanding of basic financial concepts and techniques, and an ability to apply them in arriving at management decisions within the context of specific business situations.

Lecture/Lab Hours: Three hours lecture per week.

FREN 1001 - Elementary French I

Credit: 3 hours

Corequisites: FREN 1001L

Description: This is an introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. French 1001 is appropriate for students with no background in a foreign language or for students whose high school foreign language requirement was met through a two-year sequence of a different language. Students should register as auditors if they wish to review the material. (This course carries only institutional credit if the same language was used for their college preparatory curriculum.) Basic pronunciation, conversation, and structure are emphasized.

Notes: Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

FREN 1002 - Elementary French II

Credit: 3 hours

Prerequisites: At least a "C" in FREN 1001

Corequisites: FREN 1002L

Description: The course covers continued listening, speaking, reading, and writing in French with further study of the culture of French-speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of French 1001 or is appropriate for students who have two years of high school French (with at least a "B" average) or the equivalent.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

FREN 2001 - Intermediate French I: Language, Culture and Literature

Credit: 3 hours

Prerequisites: At least a "C" in FREN 1002

Corequisites: FREN 2001L

Description: This course reviews and continues the study of the four language skills: listening, speaking, reading, and writing. Students also study, in French, cultures where the language is spoken. Students complete an intensive review of French grammar. Students move beyond controlled composition exercises to more advanced exercises in writing. Discussion will be conducted in French with an introduction to the skill of translation for literary works. This level is appropriate for students who have had three years of high school French (with at least a "B" average); students are encouraged to take a test for placement at this level.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

FREN 2002 - Intermediate French II: Language, Culture and Literature

Credit: 3 hours

Prerequisites: At least a "C" in FREN 2001

Corequisites: FREN 2002L

Description: Students complete an intensive review of French grammar while continuing their study of the four language skill areas (listening, speaking, reading, and writing) and expanding their study of French cultures. Extensive readings include contemporary materials and literary selections as well as the expanded use of techniques of translation and literary analysis. Discussions will be conducted in French. Students move beyond controlled composition exercises to more advanced exercises in writing. This level is appropriate for students with a strong background (three or four years in high school with at least a "B" average) or native speakers with limited formal education or experience in the language.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

FREN 2999 - Special Topics Study Abroad

Credit: 3-6 hours

Prerequisites: French 1002 or equivalent or permission of instructor

Description: This course covers French study abroad on significant topics of cultural interest not otherwise covered in course offerings at Macon State College. The content of this course will change each time it is offered. Therefore, it may be repeated for credit for up to 6 hours total.

FREN 3001 - Grammar and Composition

Credit: 3 hours

Prerequisites: At least a "C" in FREN 2002 or permission of instructor

Description: This course provides a general review of basic grammar and covers certain topics in more depth, such as uses of the subjunctive and a contrastive, comparative analysis of the syntax of English and French. Students will study and compose documents (such as letters, memos, summaries, etc.) which will be applicable to their work environment.

Lecture/Lab Hours: Two hours class and one hour of supervised work per week.

FREN 3002 - Language and Francophone Culture

Credit: 3 hours

Prerequisites: At least a "C" in FREN 3001 or permission of the instructor

Description: This course provides experience in reading, understanding, and eventually analyzing communication patterns and paralinguistic aspects of spoken French. In addition, students learn about everyday life in countries where French is spoken. Cultural readings include information about the culture and examples of the language as it is used within the cultural context. Videos and multimedia materials, including resources found on the internet and through e-mail and listserv opportunities, are used in class and in lab settings.

Lecture/Lab Hours: Three hours per week.

FREN 3003 - Conversation I

Credit: 3 hours

Prerequisites: At least a "C" in FREN 3001 or permission of instructor

Description: This course provides a forum for the discussion of topics chosen by the class. Readings, videos, interviews with native speakers, and oral in-class presentations are used to determine the topics for discussion and, where appropriate, role-play.

Lecture/Lab Hours: Three hours per week.

FREN 3999 - Special Topics Study Abroad

Credit: 3-6 hours

Prerequisites: French 2001 or equivalent or permission of instructor

Description: This course covers advanced French study abroad on significant topics of cultural interest not otherwise covered in course offerings at Macon State College. The content of this course will change each time it is offered. Therefore, it may be repeated for credit for up to 6 hours total.

FYSS 1100 - First-Year Student Seminar

Credit: 2 hours

Description: The course is designed to promote the progress of first-year students as they become life-long learners. The general themes of the course will include techniques for achieving academic competence, setting academic and career goals, establishing and maintaining a healthy lifestyle, and staying motivated to learn. Does not satisfy degree requirements.

Lecture/Lab Hours: Two hours per week.

HIMA 3200 - External Forces

Credit: 3 hours

Prerequisites or Corequisites: HIMT 2340 and declared major in Health Information Management

Description: This course provides an overview of some of the major external forces affecting the Health Information Management profession. The focus will be placed on Joint Commission on Accreditation of Healthcare Organization, the Health Insurance Portability and Accessibility Act of 1996, billing and reimbursement.

Lecture/Lab Hours: Three hours per week.

HIMA 4000 - Health Information Management Methods

Credit: 3 hours

Prerequisites: HLSA 3320 and declared major in Health Information Management

Description: This is a study and application of the methods used to analyze and improve the management of health information; project management, total quality management, productivity standards, decision making, selection and utilization of physical resources, and ergonomic design of an office work space.

Lecture/Lab Hours: Three hours per week.

HIMA 4070 - Management of Health Information

Credit: 3 hours

Prerequisites: Declared major in Health Information Management

Corequisites: HLSA 3320

Description: This is the study of management issues critical to health information management. These issues include reimbursement systems, biomedical support, managing health information functions, etc. Other topics are intrapreneurial and entrepreneurial skills, employee training, consulting, conducting meetings, and marketing.

Lecture/Lab Hours: Three hours per week.

HIMA 4090 - Financial Administration

Credit: 2 hours

Prerequisites: HLSA 3320

Corequisites: HIMA 4090L

Description: Restriction: Must be enrolled in Health Information Management (accepted) This course introduces Health Information Management students to financial tools required to manage department or project. These tools include accounting, cost accounting, cost benefit analysis, budgeting, financial reports, financial management, capitation, and cost containment techniques.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

HIMA 4120 - Health Informatics I

Credit: 3 hours

Prerequisites or Corequisites: HLSA 3320

Description: This course is the first in a two-course sequence that provides foundational knowledge of the information systems used in healthcare. Topics include system lifecycle, types of systems used, system selection/implementation, system infrastructure, emerging technologies, data management, and other informatics topics.

Lecture/Lab Hours: Three hours per week.

HIMA 4121 - Health Informatics II

Credit: 3 hours

Prerequisites: HIMA 4120

Description: This course is the second of a two-course sequence that provides foundational knowledge of the information systems used in healthcare. Topics include system lifecycle, types of systems used, system selection/implementation, system infrastructure, emerging technologies, data management, and other informatics topics.

Lecture/Lab Hours: Three hours per week.

HIMA 4122 - Electronic Health Records

Credit: 2 hours

Prerequisites or Corequisites: HLSA 3320

Description: This course will prepare students to work in an electronic health record environment. Topics include an in-depth study of the electronic health record. The course will cover clinical terminologies, clinical vocabularies, e-health, health information exchange, security, and other current issues.

Lecture/Lab Hours: Two hours per week.

HIMA 4750 - Professional Management Experience

Credit: 4 hours

Prerequisites: At least a "C" in HIMA 3200, HIMA 4000, HIMA 4070, HIMA 4090, HIMA 4120, and HIMA 4121

Description: During this four-week (40hr/wk) supervised professional management experience, students will perform management-level activities at an approved health related facility. The management activities are designed to prepare the student for entry-level management roles in health information management settings. A presentation of the experience will be performed at the conclusion of the professional management experience.

HIMA 4900 - Seminar

Credit: 1 hour

Prerequisites: At least a "C" in HIMA 3200, HIMA 4000, HIMA 4070, HIMA 4090, HIMA 4120, and HIMA 4121

Description: This course is a discussion of the most recent issues and trends in health information management practice. The course also focuses on case studies, preparation for becoming a health information management practitioner, and a comprehensive exam.

Lecture/Lab Hours: One hour per week.

HIMT 2000 - Medical Terminology

Credit: 2 hours

Description: This course is an introduction to medical terminology, including root words, prefixes, suffixes, and combining forms. The course includes the proper pronunciation and use of medical terms in medical reports as well as an introduction to pharmacology including commonly used drugs.

Lecture/Lab Hours: Two hours per week

HIMT 2020 - Health Care Delivery Systems

Credit: 2 hours

Description: This course is an introductory overview of the components of the U.S. health care delivery system. The course content includes a review of the historical perspectives up to the present day aspects of the American health care delivery system, the various organizations and sectors in the health care delivery system, applicable regulation and standard requirements from both public and private entities that apply to the health care organizations, reimbursement methods used including a review of managed care, the role that ambulatory care services provide, problems identified in the health care delivery system, the training required and roles various health care professionals provide with research and focusing on future implications for health care.

Lecture/Lab Hours: Two hours per week.

HIMT 2100 - Health Data Concepts

Credit: 3 hours

Description: This course is a study of the origin, content, and format of health care data across the continuum of health care, including both the paper and electronic health record. The accreditation, certification, and licensure of health care facilities and professionals are reviewed to ensure knowledge obtained of standard requirements in collection, data quality, maintenance, and dissemination of patient care data.

Lecture/Lab Hours: Three hours per week.

HIMT 2110 - Health Data Management

Credit: 2 hours

Prerequisites: Declared major in Health Information Technology or Health Information Management

Description: This is a study of methods to access and retrieve health data and patient records. These methods include numbering, filing, and indexing systems; record retention policies and procedures; organization, requirements, and contents of disease registries; data abstracting and retrieval techniques.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

HIMT 2120 - Health Care Statistics

Credit: 1 hour

Prerequisites: MATH 1101 or MATH 1111 or MATH 1113 and ITEC 2201 and declared major in Health Information Technology or Health Information Management

Description: This is a study of the methods/formulas used in computing and preparing statistical reports for health care services and vital records. Study of methods and techniques used in presenting statistical data.

Lecture/Lab Hours: One hour per week.

HIMT 2130 - Legal Concepts in Health Care

Credit: 3 hours

Prerequisites: Declared major in Health Information Technology

Corequisites: HIMT 2130L

Description: This is a study of legal principles related to patient care and patient records; confidentiality, release of confidential information, subpoenas for patient information, security of patient records; legal terminology and procedures, court systems; liability of health care providers, informed consent for treatment, and patient rights.

Lecture/Lab Hours: Three hours per week.

HIMT 2140 - Performance Improvement

Credit: 2 hours

Prerequisites: HIMT 2100 and declared major in Health Information Technology or Health Information Management

Description: This is an investigation of peer review in health care, the components of quality assessment and improvement programs in health care facilities, including quality assessment, utilization management, and risk management, and the peer review organizations.

Lecture/Lab Hours: Two hours per week.

HIMT 2220 - Fundamentals of Medical Science

Credit: 3 hours

Prerequisites: At least a "C" in BIOL 1114K and 1124K and declared major in Health Information Technology or Health Information Management

Prerequisites or Corequisites: HIMT 2000

Description: This course is a study of disease processes with emphasis on diagnosis and treatment, including symptoms, tests, pharmacology, and current therapies. Case studies are included in classroom activities.

Lecture/Lab Hours: Three hours per week.

HIMT 2330 - Coding I

Credit: 3 hours

Prerequisites: At least a "C" in BIOL 1114K and BIOL 1124K, and declared major in Health Information Technology

Prerequisites or Corequisites: HIMT 2000, HIMT 2100, and HIMT 2220

Description: This is an introduction to and application of professional standards in the assignment of codes to diagnoses and procedures using the International Classification of Diseases–9th Revision–Clinical Modification (ICD–9–CM). Coding rules will be applied to case studies. DRGs will be assigned using a grouper.

Lecture/Lab Hours: Two hours lecture and two hours laboratory per week.

HIMT 2340 - Coding II

Credit: 3 hours

Prerequisites: At least a "C" in HIMT 2330, BIOL 1114K and BIOL 1124K, and declared major in Health Information Technology or Health Information Management

Corequisites: HIMT 2340L

Description: Restriction: Must be enrolled in Health Information Technology (accepted) This is an introduction to and application of codes using CPT/HCPCS system. Codes will be applied to workbook exercises and to case studies. Codes will be assigned by encoder as well as manually.

Lecture/Lab Hours: Two hours lecture and two hours laboratory per week.

HIMT 2360 - Advanced Coding

Credit: 2 hours

Prerequisites: At least a "C" in HIMT 2330, HIMT 2340, and declared major in Health Information Technology

Description: Students will build on their basic coding knowledge in both ICD-9-CM and CPT coding systems. Students will apply coding guidelines by coding case studies and mock medical records.

Lecture/Lab Hours: Two hours per week.

HIMT 2500 - Computers in Healthcare

Credit: 2 hours

Prerequisites: Declared major in Health Information Technology

Prerequisites or Corequisites: HIMT 2100

Description: The impact of computers on healthcare and the Health Information Management Department will be discussed. Emphasis will be placed on use of Course computers in the HIM Department, confidentiality and security of patient information.

Lecture/Lab Hours: Two hours per week.

HIMT 2600 - Billing and Reimbursement

Credit: 2 hours

Prerequisites: HIMT 2330 and declared major in Health Information Technology

Prerequisites or Corequisites: HIMT 2340

Description: This is an introduction to commonly used healthcare reimbursement systems and of medical billing practices. Reimbursement systems include, but are not limited to: Diagnostic Related Groups, Ambulatory Payment Classifications and Resource Utilization Groups. Focus will be placed on how the reimbursement systems and billing impact Health Information Management.

Lecture/Lab Hours: Two hours per week.

HIMT 2620 - Supervision and Management

Credit: 4 hours

Prerequisites: Declared major in Health Information Technology

Description: This is a study of the principles of authority and responsibility, delegation and communication; organization charts, job descriptions, policies and procedures; employee motivation, discipline, employment law, and performance evaluation.

Lecture/Lab Hours: Four hours per week.

HIMT 2750 - Professional Practice Experience I

Credit: 2 hours

Prerequisites: Declared major in Health Information Technology or Health Information Management

Prerequisites or Corequisites: HIMT 2100, HIMT 2110, and HIMT 2330

Description: This is a supervised professional practice experience allowing the student to develop skills necessary to manage health care data in an acute care setting.

HIMT 2800 - HIT Seminar

Credit: 1 hour

Prerequisites: Permission of instructor

Description: This is a discussion of the most recent trends in the health information field. The course also prepares the HIT student to critically apply his or her knowledge in health information. Case studies, a comprehensive project, and a mock national exam will be used.

Lecture/Lab Hours: One hour lecture per week.

HIMT 2850 - Professional Practice Experience II

Credit: 2 hours

Prerequisites: HIMT 2750 and declared major in Health Information Technology or Health Information Management

Prerequisites or Corequisites: HIMT 2340

Description: This course provides additional professional practice experiences in various alternative health care settings or functions. Activities require rotational visits at various settings to apply activities learned in the classroom and lab in the collection and management of health care data.

HIST 1111 - History of World Civilizations to 1650

Credit: 3 hours

Description: This is a survey of world history to early modern times. Special emphasis will be placed on the political, intellectual, cultural, and economic aspects of early civilizations in the world environment.

Lecture/Lab Hours: Three hours per week.

HIST 1111H - Honors History of World Civilization to 1650

Credit: Three semester hours

Prerequisites: Admission to the Honors Program

Description: This is a survey of world history to early modern times. For advanced students, this course will place special emphasis on historical interpretation and provide opportunities to do directed research and/or special projects. This course is open only to those students who have been admitted to the the Honors Program. Special emphasis will be placed on the political, intellectual, cultural, and economic aspects of early civilizations in the world environment.

Lecture/Lab Hours: Three hours per week.

HIST 1112 - History of World Civilizations Since 1650

Credit: 3 hours

Description: This is a survey of world history from early modern times to the present. Special emphasis will be placed on the political, intellectual, cultural, and economic aspects of modern civilizations in the world environment.

Lecture/Lab Hours: Three hours per week.

HIST 1112H - Honors History of World Civilization Since 1650

Credit: Three semester hours

Prerequisites: Admission to the Honors Program

Description:

This is a survey of world history from early modern times to the present. For advanced students, this course will place special emphasis on historical interpretation and provide opportunities to do directed research and/or special projects. This course is open only to those students who have been admitted to the Honors Program. Special emphasis will be placed on the political, intellectual, cultural, and economic aspects of early civilizations in the world environment.

Lecture/Lab Hours: Three hours per week.

HIST 2111 - United States History to 1865

Credit: 3 hours

Description: This is a survey of U.S. history to the post-Civil War period. Special emphasis will be placed on the political, intellectual, cultural, and economic forces that transformed the U.S. during the period. Meets state legislative requirements for United States and Georgia history.

Lecture/Lab Hours: Three hours per week.

HIST 2111H - Honors United States History to 1865

Credit: 3 hours

Prerequisites: Admission to the Honors Program

Description: This is a survey of U.S. history to the post-Civil War period. For advanced students, this course will place special emphasis on historical interpretation and provide opportunities to do directed research and/or special projects. This course is open only to those students who have been admitted to the Honors Program. Meets state legislative requirement for United States and Georgia history.

Lecture/Lab Hours: Three hours per week.

HIST 2112 - United States History Since 1865

Credit: 3 hours

Description: This is a survey of U. S. history from the post-Civil War period to the present. Special emphasis will be given to the political, social, cultural, intellectual, and economic forces that transformed the U.S. during the period. Meets state legislative requirements for United States and Georgia history.

Lecture/Lab Hours: Three hours per week.

HIST 2112H - Honors United States History Since 1865

Credit: 3 hours

Prerequisites: Admission to the Honors Program

Description: This is a survey of U.S. history from the post-Civil War period to the present. For advanced students, this course will place special emphasis on historical interpretation and provide opportunities to do directed research and/or special projects. This course is open only to those students who have been admitted to the Honors Program. Meets state legislative requirements for United States and Georgia history.

Lecture/Lab Hours: Three hours per week.

HIST 2280 - History of African-Americans in the United States

Credit: 3 hours

Description: This is a survey of the events, issues, forces, and ideas that shaped the African- American experience from colonial times to the present. Special emphasis will be given to the upheavals and transformations in the lives of African- Americans caused by slavery, racism, emancipation, segregation, and the struggle for equality and human rights.

Lecture/Lab Hours: Three hours per week.

HIST 3050 - The Ancient Mediterranean

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1111

Description: This course examines ancient civilizations in and near the Mediterranean Sea. Coverage includes ancient Egypt and Mesopotamia, Greece, and Rome. Particular emphasis is placed upon the evolution of political, social, economic, and military systems and on the historical relationships among the major Mediterranean civilizations.

Lecture/Lab Hours: Three hours per week.

HIST 3100 - History of Latin America

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 1111 and HIST 1112

Description: This course is a survey of Latin American history and culture. The course examines the historical origins and development of Latin American society. Coverage includes pre-Columbian cultures, contrasting approaches to colonization in Spanish and Portuguese America, economic structures, race, post-independence political development, neocolonialism, dependency on outside powers, the influence of Marxism, and relations with the United States.

Lecture/Lab Hours: Three hours per week.

HIST 3150 - History of Africa

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 1111 and HIST 1112

Description: This course covers African history from the emergence of Egyptian culture to the present. Topics include migrations, the influence of geography on historical development, colonization, resource management, and the postcolonial era. Particular emphasis is placed on the diversity of African cultural and political experience and on Africa's connections to the broader trends of world history.

Lecture/Lab Hours: Three hours per week.

HIST 3200 - Traditional China

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 1111 and HIST 1112

Description: This course covers the history of Chinese civilization from ancient times to the early nineteenth century, with emphasis on its characteristic political, social, economic, and cultural developments. Coverage includes Chinese philosophy, gender roles, foreign relations, and governmental structures.

Lecture/Lab Hours: Three hours per week.

HIST 3210 - Modern China

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course covers the history of China from the nineteenth century to the present, with emphasis on political, social, economic, and intellectual developments. Particular emphasis is placed on the relationships among Chinese communism, capitalism, and traditional values.

Lecture/Lab Hours: Three hours per week.

HIST 3230 - History of the Middle East

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 1111 and HIST 1112

Description: This course examines the history of the Middle East from the Sumerians to the present. Coverage includes the rise and definition of three major religions--Judaism, Christianity, and Islam, as well as the conflicts among these religious traditions and how those conflicts have played out in rival political, social, and economic institutions.

Lecture/Lab Hours: Three hours per week.

HIST 3440 - Europe in the Middle Ages

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1111

Description: This course covers European history from the fall of the Roman Empire through the voyages of Columbus. Topics include feudalism, the role of the church, the impact of mass migrations, the Crusades, the rise of universities, the Black Death, the emergence of nation-states, the guild system, the rise of vernacular literacy, and the Italian Renaissance.

Lecture/Lab Hours: Three hours per week.

HIST 3460 - The Renaissance and Reformation

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 1111 and HIST 1112

Description: This course is a study of major political, cultural, economic, and religious developments in Europe from 1400-1648. The course pays particular attention to the political and economic roots of Renaissance ideology, the connections between the Renaissance and the Protestant Reformation, and the cultural and artistic legacy of the Renaissance and Reformation.

Lecture/Lab Hours: Three hours per week.

HIST 3480 - Europe in the Nineteenth Century

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course addresses the social, political, and intellectual directions of European history from the Congress of Vienna to the end of the nineteenth century. Particular attention will be paid to the role of ideologies such as Romanticism, Conservatism, Liberalism, and Socialism and the evolution of political structures in Great Britain, Germany, France, Italy, and Russia.

Lecture/Lab Hours: Three hours per week.

HIST 3490 - Europe in the Twentieth Century

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course addresses major political, social, cultural, and economic developments in Europe since 1900. Particular emphasis will be placed on the impact of the First and Second World Wars, the rise and fall of communism, and the relationship between European nations and the United States.

Lecture/Lab Hours: Three hours per week.

HIST 3710 - Colonial and Revolutionary America

Credit: 3 hours

Prerequisites: At least a "C" in HIST 2111

Description: This course covers the discovery of the new world and the settlement and growth of the English colonies of North America, triumph over France in the new world, the drastic change in British colonial policy in the 1760s and the rise of the American opposition to it, the achievement of independence, and the establishment of the United States under the Constitution.

Lecture/Lab Hours: Three hours per week.

HIST 3730 - Jacksonian America, 1815-1848

Credit: 3 hours

Prerequisites: At least a "C" in HIST 2111

Description: This course covers United States history between 1815 and 1848 with attention to economic, political, social, and intellectual developments. Topics include the growth of a more democratic political culture; the market revolution and the commercialization of society; mass immigration and labor; revivalism, reform, manifest destiny, and the beginnings of modern American culture.

Lecture/Lab Hours: Three hours per week.

HIST 3750 - The Civil War and Reconstruction

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 2111 and HIST 2112

Description: This course focuses on the constitutional and economic causes of the U.S. Civil War as well as its tactical, strategic, and technological components. Particular emphasis is placed on its long term social, political, and psychological repercussions.

Lecture/Lab Hours: Three hours per week.

HIST 3760 - United States History 1877-1917

Credit: 3 hours

Prerequisites: At least a "C" in HIST 2112

Description: This course covers U.S. political, social, and economic history from 1877 to 1917. Topics include Gilded Age materialism, consumer culture, industrialization, urbanization, westward migration, the rise of professional organizations, new technology, environmentalism, Populism, Progressivism, and the extension of U.S. influence beyond North America. Particular emphasis is placed on race, gender, ethnicity, and class.

Lecture/Lab Hours: Three hours per week.

HIST 3770 - United States History 1917-1960

Credit: 3 hours

Prerequisites: At least a "C" in HIST 2112

Description: This course analyzes the institutions and forces that molded life in the United States from 1917 to 1960. Coverage will address issues of race, class, and gender as manifested in political, social, and economic changes, and emphasis will be placed on the changing role of the United States in global affairs.

Lecture/Lab Hours: Three hours per week.

HIST 3790 - United States History Since 1960

Credit: 3 hours

Prerequisites: At least a "C" in HIST 2112

Description: This course analyzes the institutions and forces that molded life in the United States from 1960 to the present. Coverage will address issues of race, class, and gender as manifested in political, social, and economic changes, and emphasis will be placed on the changing role of the United States in global affairs.

Lecture/Lab Hours: Three hours per week.

HIST 3930 - History of Georgia

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 2111 and HIST 2112

Description: This course covers the political, social, and economic history of the state of Georgia from colonial times to the present, including the vision of James Oglethorpe, early Cherokee land disputes, the rise of the cotton economy, the state's secession from the Union, Reconstruction, the Bourbon era, the effects of the New Deal, Martin Luther King, Jr., the fall of the county-unit system, and Jimmy Carter's election to the presidency. Particular emphasis will be placed on the state's relationship with the rest of the South and the rest of the nation.

Lecture/Lab Hours: Three hours per week.

HIST 3999 - Special Topics in History

Credit: Three semester hours

Prerequisites: At least a "C" in HIST 2111 and HIST 2112

Description: This course is an intensive study of a significant topic in history not otherwise covered in history course offerings.

Lecture/Lab Hours: Three hours per week.

HIST 4010 - The Atlantic World

Credit: 3 hours

Prerequisites: At least a "C" in all of the following: HIST 1111, HIST 1112, HIST 1113, HIST 2112

Description: This course explores the forces that pushed Europeans into Africa and the Americas from 1400 to 1800. It also examines the wide variety of societies that developed once Africans, Europeans, and Native Americans encountered each other around the Atlantic Ocean. Special attention is given to the role of indigenous peoples in North and South America, the rise and fall of slavery and the transatlantic slave trade, the influence of Africa in the Americas, and the differing economic, political, and social approaches to colonization by the various European powers.

Lecture/Lab Hours: Three hours per week.

HIST 4020 - Empires in Comparative Perspective

Credit: 3 hours

Prerequisites: At least a "C" in the following: HIST 1111, HIST 1112, HIST 2111, HIST 2112

Description: This course examines the creation, and political, social, and economic development of empires and their decline from ancient times to the present. Particular emphasis is placed on cultural centralization and diffusion, historical forms of empire, and the scholarly debates surround the concept of empire.

Lecture/Lab Hours: Three hours per week.

HIST 4030 - European Colonization

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program or completion of 60 hours and declared major in Bachelor of Arts in History

Description: This course covers the impact of European colonization of the Americas, Africa, and Asia in comparative perspective, including challenges to colonialism. The approach is interdisciplinary, and integrates history, economics, sociology, and geography. Students will read extensively from sources addressing multiple regions affected by European colonization.

Lecture/Lab Hours: Three hours per week.

HIST 4040 - Humans and Their Environment Since 1945

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program or completion of 60 hours and declared major in Bachelor of Arts in History.

Description: This course covers present-day global issues in the context of anticolonialist and globalist developments of the twentieth century. The approach is interdisciplinary, and integrates history, economics, sociology, and geography. Students will read either a history, a biography, a regional geography, or a travelogue from each of seven regions affected by postcolonialism: Latin America, Africa, East Asia, the Indian Subcontinent, the Middle East, North America, and Australia/Oceania.

Lecture/Lab Hours: Three hours per week.

HIST 4220 - History of Japan

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 1111 and HIST 1112

Description: This course covers the history of Japan from earliest times to present, with primary emphasis on its emergence as a world power since the late nineteenth century. Coverage includes changes in political institutions, economic policies, and sociocultural relationships, with particular attention to the impact of industrialization and the Meiji Restoration.

Lecture/Lab Hours: Three hours per week.

HIST 4290 - Modern Russia

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course covers Russian history from Peter the Great to the present, economic, and social developments of Russia in both the imperial and Soviet periods, and the collapse of the Soviet Union. Particular emphasis is placed on the role of class divisions and the evolution of a state-managed economy.

Lecture/Lab Hours: Three hours per week.

HIST 4308 - Seventeenth Century Britain

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course addresses the evolution of modern political, economic, and ideological institutions as they emerged in the context of the British Isles in the seventeenth-century. Particular emphasis will be placed on the development of liberal democracy, limited executive power, the nature of political authority, the role of religion, and the origin of capitalism.

Lecture/Lab Hours: Three hours per week.

HIST 4320 - France 1660-1815

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course is a survey of French history from the reign of Louie XIV through the end of the French Revolution. Topics include political structures, the rise of the bourgeoisie, Salon culture, the controversy over Huguenot political status, French expansion and colonization, the mercantile economy, the Enlightenment, conflicts between rural and urban society, the collapse of absolute monarchy, the Reign of Terror, the rise of Bonapartism, and the Napoleonic Wars.

Lecture/Lab Hours: Three hours per week.

HIST 4330 - Modern Germany

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course covers the history of Germany from the mid-eighteenth century through reunification. Emphasis is on changing definitions and uses of German nationalism from Frederick the Great through the present, including the actions of Bismarck, Hitler, and Adenauer. Coverage includes German cultural, social, and economic trends examined within the evolving framework of German political traditions.

Lecture/Lab Hours: Three hours per week.

HIST 4336 - The Holocaust

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course will examine the historical roots of modern anti-Semitism and the rise of the Nazis in Germany. Particular emphasis will be placed on the implementation of Nazi extermination policies, the reaction of neighboring countries, the results of the Holocaust, and its implications for the post-World War Two period.

Lecture/Lab Hours: Three hours per week.

HIST 4360 - Modern East Central Europe

Credit: 3 hours

Prerequisites: At least a "C" in HIST 1112

Description: This course covers the history of nations between Germany and Russia in the nineteenth and twentieth centuries. Topics covered include the rise of German and Slavic nationalism, the gaining of independence, problems in establishing democracy, experience in World War II, the establishment of communist control, and post-communist developments.

Lecture/Lab Hours: Three hours per week.

HIST 4700 - Multicultural America

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 2111 and HIST 2112

Description: This course investigates the role of religion, race, and ethnicity in the United States from the colonial period to the present. Focusing on the interaction between religious, racial, and ethnic identities among native peoples, slaves, immigrants, and the white majority, the course explores the ways that race, ideas of racial superiority and inferiority, and ethnicity shaped the history of the United States. Particular emphasis is placed on the social evolution of communities in America that are identifiable by race, religion, or ethnic identity, with attention to the ways these factors helped shape important political developments.

Lecture/Lab Hours: Three hours per week.

HIST 4710 - Religion and Politics in American History

Credit: 3 hours

Prerequisites: At least a "C" in both HIST 2111 and HIST 2112

Description: This course surveys the role of religion in crucial periods of American political history from the Colonial period to the contemporary era. This is a reading/lecture/discussion course designed to introduce the student to the religious and cultural forces that shaped the nation's most important political movements and their efforts to recreate the nation in their own image.

Lecture/Lab Hours: Three hours per week.

HIST 4900 - Research Seminar in Non-Western History

Credit: 3 hours

Prerequisites: At least a "C" in HIST 3100 or HIST 3200 or HIST 3210

Description: In this course students will construct a detailed analysis of a specific problem, theme, or topic in non-western history. Instruction will include coverage of historical research methods and the ethics of the historical profession. Students will complete a major research paper based on primary and secondary sources.

Lecture/Lab Hours: Three hours per week.

HIST 4910 - Research Seminar in Russian History

Credit: 3 hours

Prerequisites: At least a "C" in HIST 4290

Description: In this course students will construct a detailed analysis of a specific problem, theme, or topic in Russian history. Instruction will include coverage of historical research methods and the ethics of the historical profession. Students will complete a major research paper based on primary and secondary sources.

Lecture/Lab Hours: Three hours per week.

HIST 4920 - Research Seminar in European History

Credit: 3 hours

Prerequisites: At least a "C" in HIST 3440 or HIST 3460 or HIST 3480 or HIST 3490

Description: In this course students will construct a detailed analysis of a specific problem, theme, or topic in European history. Instruction will include coverage of historical research methods and the ethics of the historical profession. Students will complete a major research paper based on primary and secondary sources.

Lecture/Lab Hours: Three hours per week.

HIST 4930 - Research Seminar in American History

Credit: 3 hours

Prerequisites: At least a "C" in HIST 3710 or HIST 3730 or HIST 3760 or HIST 3770

Description: In this course students will construct a detailed analysis of a specific problem, theme, or topic in American history. Instruction will include coverage of historical research methods and the ethics of the historical profession. Students will complete a major research paper based on primary and secondary sources.

Lecture/Lab Hours: Three hours per week.

HLSA 3000 - Research Methods for Health Sciences

Credit: 3 hours

Prerequisites: MATH 1200

Description: This course provides an introduction to research principles and methods involved in planning, designing, analyzing, interpreting, and communicating research. Emphasis is placed on research designs and outcomes that will enable students to become critical consumers of professional health care literature.

HLSA 3310 - American Health Care System

Credit: 3 hours

Description: This course examines the health care delivery system of the United States from a systems perspective in terms of historical and current development. The course includes the political, cultural, philosophical, and social factors which have influenced the evolution of the health care delivery system.

Lecture/Lab Hours: Three hours per week.

HLSA 3315 - Holistic Health Care Services

Credit: 3 hours

Description: This is an introduction to comprehensive and total care of an individual. In the holistic approach to health care, needs are explored in all areas of functioning such as physical, emotional, social, spiritual, and economic. Topics will include strategies and treatment in the prevention of disease and the attainment and maintenance of wellness.

Lecture/Lab Hours: Three hours per week.

HLSA 3320 - Health Care Management

Credit: 3 hours

Description: This course presents the foundation of management principles and processes and their changing role in health care organizations. The major management functions of decision making, planning, organizing, staffing, leading, and controlling will

be explored.

Lecture/Lab Hours: Three hours per week.

HLSA 3340 - Public Administration and Health Care

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This course presents a study of government bureaucracies and their relationship to the American health care system.

Lecture/Lab Hours: Three hours per week.

HLSA 3345 - Government, Politics, and American Health Care

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of the principle governmental and political factors affecting American health care. Students who have not met the stated prerequisite(s) may get the permission of instructor to enroll in course.

Lecture/Lab Hours: Three hours per week.

HLSA 3350 - Public Health and Epidemiology

Credit: 3 hours

Description: This is an introduction to the essentials of public health and epidemiology which includes the study of contemporary health issues critical to the operation of infection control in the acute care hospital and ambulatory care centers.

Lecture/Lab Hours: Three hours per week.

HLSA 3360 - Quality Management and Improvement

Credit: 3 hours

Prerequisites: HLSA 3310 and 3320

Description: This is an introduction to the management of quality in health care services, including the types and forms of measuring quality. The focus will be on outcome-based assessment. Discussion will include the requirements of various regulatory organizations which assess and monitor quality in health care settings.

Lecture/Lab Hours: Three hours per week.

HLSA 3370 - Women's Issues in Health Care

Credit: 3 hours

Description: This is a survey of women's specific health issues and medical care, promotion of health and prevention of illness, and a study of the tools needed by today's healthcare administrators for creation of diverse and inventive leadership strategies.

Lecture/Lab Hours: Three hours per week.

HLSA 3380 - Health Communications

Credit: 3 Hours

Description:

This course provides an introduction to the fundamental communication principles used in health care, including provider-client communication and education, provider-provider communication, and intercultural health communication. The course examines empirical research in health communication, behavioral and rhetorical theories in health communication, legal and ethical concerns in health communication, the communication of risk and uncertainty, and the design of health campaigns.

Lecture/Lab Hours: Three hours per week.

HLSA 3390 - Bioethics

Credit: 3 hours

Description: This course provides an introduction to the major ethical theories and principles of bioethics. This knowledge will be applied to the analysis of ethical problems that arise in the health-care field. Topics include, for example, health care distribution, health care decision-making, assisted suicide and euthanasia, nonstandard reproduction and reproductive rights, the human genome project and the use of genetic information, and research involving human subjects.

Lecture/Lab Hours: Three hours per week.

HLSA 4000 - Special Topics in Health Care

Credit: 1-6 hours

Prerequisites: HSLA 3310 and HLSA 3320, or permission of the instructor

Description: Courses are designed to focus on topics that are not otherwise offered but for which there is a current need.

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Students are expected to do a project in the area of Health Care and will review appropriate related professional journal articles.
Notes: This course may be repeated.

HLSA 4100 - Human Resource Management in Health Care

Credit: 3 hours

Prerequisites: HLSA 3320

Description: This is an introduction to the management of human resources, including, recruiting, retention, training, counseling, termination, outsourcing, human resource legislation, etc. Issues related specifically to healthcare, including Joint Commission on Accreditation of Healthcare Organizations standards, medical staff credentialing, certification, etc.

Lecture/Lab Hours: Three hours per week.

HLSA 4200 - Independent Study

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: This course is individually designed under the direction of faculty to allow students opportunities to explore a specific area of interest.

Notes: This course may be repeated.

HLSA 4400 - Rural Health Care Services

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: This is an examination of the delivery and management of health care services in rural areas. The availability of services is directly impacted by the demographic, economic, and social conditions which exist within the rural environment.

Lecture/Lab Hours: Three hours per week.

HLSA 4410 - Health Law and Ethics

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: This is an examination of the legal and ethical aspects of health care administration. Includes discussion of case studies illustrative of the current legal and political environment in the health care industry.

Lecture/Lab Hours: Three hours per week.

HLSA 4420 - Long-term Care Administration

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: Restriction: Must be enrolled in Health Services Administration This course provides a foundation for understanding nursing home administration, the environment in which nursing homes operate, and the management processes which produce positive outcomes in the long-term care setting.

Lecture/Lab Hours: Three hours per week.

HLSA 4425 - Ambulatory Care Services

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: Restriction: Must be enrolled in Health Services Administration This course examines the management of various ambulatory health care settings, including subacute care, physicians' offices, community health centers, medical group practices, rehabilitation centers, and behavioral health centers/clinics. Exploration of legal and financial issues, clinical trends, and support services and their coordination will be emphasized.

Lecture/Lab Hours: Three hours per week.

HLSA 4430 - Health Care Economics

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: This is an examination of the trends, financing, and principles of health economics. Includes an overview of both microeconomics and macroeconomics.

Lecture/Lab Hours: Three hours per week.

HLSA 4435 - Managed Care

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: This is a study of the essentials of managed health care, including the various structures of managed care and the dynamic political and economic forces driving this approach to the financing and delivery of health care services.

Lecture/Lab Hours: Three hours per week.

HLSA 4450 - Applied Learning Experience

Credit: 3 hours

Prerequisites: HLSA 3310, HLSA 3320, and HLSA 4480

Description: Restriction: Must be enrolled in Health Services Administration Students without a background in health care may elect to complete a health services administration externship in a health care setting as part of the requirements for completion of the degree. The experiences will be individually designed by program faculty.

Notes: Time per week in a health care facility will be based on a ratio of 1 credit hour to 3 hours per week.

HLSA 4451 - Applied Learning Experience II

Credit: 3 hours

Prerequisites: HLSA 3310, HLSA 3320, HLSA 4480, and HLSA 4450 Restriction: Must be enrolled in Health Services Administration

Description: This is a second course in a two course sequence of externship experience. Students without a background in health care may elect to complete a second health services administration externship in a health care setting as part of the elective requirements for completion of the degree. The experiences will be individually designed by program faculty. Time per week in health care facility will be based on a ratio of 1 credit hour to 3 hours per week.

Notes: This course may be repeated one time.

HLSA 4463 - Case Management Concepts and Services

Credit: 3 hours

Description: The philosophy and principles of case management, including identifying treatment modalities, establishing goals and treatment plans through assessment of clinical information, establishing referral sources, and becoming a patient/client advocate.

Lecture/Lab Hours: Three hours per week.

HLSA 4470 - Design & Management

Credit: 3 hours

Prerequisites: HLSA 3310 and HLSA 3320

Description: An overview of the field of health informatics, fundamental concepts of information systems, and day-to-day management and applications of information systems in healthcare. This course is designed to develop intelligent consumers/managers of healthcare information technology.

Lecture/Lab Hours: Three hours per week.

HLSA 4475 - Regulatory Aspects of Long Term Care

Credit: 3 hours

Prerequisites: HLSA 3310, HLSA 3320, HLSA 4420

Description: The structure, function, and role of accreditation agencies for long term care institutions are examined. Emphasis is placed on the examination of the accreditation process and mechanisms that allow it to be in compliance with accreditation standards and guidelines. Federal, state, and local legislation regulations, and their relationship to accreditation and approval are addressed.

Lecture/Lab Hours: Three hours per week.

HLSA 4480 - Health Care Financial Management

Credit: 3 hours

Prerequisites: HLSA 3360, ACCT 2101, and ACCT 2102

Description: This is an introduction to accounting terminology and procedures, financial statements, the budgeting process, and financial decision making in health care organizations. Emphasis will be placed on the use of financial information in administrative decision making.

Lecture/Lab Hours: Three hours per week.

HLSA 4490 - Integrative Issues in Health Care Administration

Credit: 3 hours

Prerequisites: Restriction: Must be enrolled in Health Services Administration

Description: This capstone course serves to integrate the issues dealing with the most current health care system changes. Factors impacting upon the system such as economic trends, legal/ethical issues, employment trends, new technological developments, and population demographics will be explored and discussed, including the implications of these factors for the management of various types of health care organizations. This should be the student's final course.

HLTH 1000 - Health

Credit: 2 hours

Description: This is a study of the scientific information in the area of health as it applies to healthful living.

Lecture/Lab Hours: Two hours per week.

HS 1000 - Perspectives on Health Care

Credit: 3 hours

Corequisites: MSCC 1000

Description: Perspectives on Health Care reviews critical dimensions of America's health and health behaviors. Students will utilize available technologies, research a related health care issue both on the Internet and in the library, prepare a paper using a word processor, and provide an oral presentation about the health care issue they research.

Notes: This class is a three credit hour class consisting of lectures, guest speakers, field trips, and/or group activity each week.

HS 1002 - Perspectives on Death and Dying

Credit: 3 hours

Corequisites: MSCC 1000

Description: Loss, death, and the process of dying will be examined from physiological, psychological, sociocultural, and ethical/legal perspectives. The idea of death across the lifespan will be approached from viewpoints of the individual, family, significant others, and health care providers. The concepts of "death with dignity" will be explored. Using available technology, students will research a related topic on the Internet and prepare a paper using word processing.

Lecture/Lab Hours: Three hours per week.

HS 1003 - Perspectives on Wellness

Credit: 3 hours

Corequisites: MSCC 1000

Description: Based on the most current, accurate health information available, this course focuses on the basic components of wellness and physical fitness in an individualized manner. Students learn to make decisions concerning personal health behaviors by developing and regularly updating a personal plan for physical fitness and wellness. The concepts of exercise, nutrition, illness prevention, and various other dimensions of well being will be explored. Students will use computer software to develop a personalized nutrient analysis. Through group process, students will prepare and present orally to the class various concepts of wellness and fitness. Using available technology, students will research a related topic on the Internet and prepare a paper using word processing.

Lecture/Lab Hours: Three hours per week.

HS 1004 - Perspectives on Women's Health

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course reviews issues related to women's levels of wellness throughout the lifespan. Maturation of the female from puberty to the older adult will be explored. Issues such as reproductive health, pregnancy, cancer, sexually transmitted diseases, the female heart, and physical disorders will be discussed. Students will put together a journal that will be reflective of their own health status. Also students will utilize library resources and online material to prepare a paper on a women's health topic of interest and develop an oral presentation about the issue researched.

Lecture/Lab Hours: Three hours per week.

HUMN 1001 - Perspectives on Narrative

Credit: 3 hours

Corequisites: MSCC 1000

Description: The course examines two things: 1) how one employs storytelling for the purpose of self-discovery and self-expression, 2) how a writer composes a story in the literary form called narrative. In addition to composing personal narratives, students study selected literary autobiographies.

Lecture/Lab Hours: Three hours per week.

HUMN 1001H - Honors Perspectives on Narrative

Credit: 3 hours

Prerequisites: Admission to the Honors Program

Corequisites: MSCC 1000

Description: The course examines two things: 1) how one employs storytelling for the purpose of self-discovery and self-expression, 2) how a writer composes a story in the literary form called narrative? In addition to composing personal narratives,

students study selected literary autobiographies.

Lecture/Lab Hours: Three hours per week.

HUMN 1002 - Perspectives on Society in Film

Credit: 3 hours

Corequisites: MSCC 1000

Description: The course examines various connections between American films and American society and culture. Looking at films from different genres and different eras, the course will emphasize three general connections between film and society: how films record prevailing American values and attitudes, how films sometimes protest and attempt to change values and attitudes, and how some historical films attempt to revise our understanding of historical events and eras.

Lecture/Lab Hours: Three hours per week.

HUMN 1003 - Perspectives on Humor, Romance, and War

Credit: 3 hours

Corequisites: MSCC 1000

Description: This is an introduction to the relationships between the arts and culture. Through the study of various creative works of literature, print and visual media, theatre, and music, students will examine and respond to various creative cultural expressions that are prompted by war. The artistic works studied will be limited to those dealing with humor and/or romance.

Lecture/Lab Hours: Three hours per week.

HUMN 1004 - Perspectives on Ethics

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course examines ethical questions as reflected in literature and film from various times and places. Traditional theories of ethics and literary interpretation will be used for analysis.

Lecture/Lab Hours: Three hours per week.

HUMN 2111H - Honors Humanities

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H and admission to the Honors Program

Description: The honors seminar will focus on the investigation and study of selected issues and themes in the arts and literature. Readings will be connected to the annual study topic of Phi Theta Kappa International Honor Society. This course may be repeated.

Lecture/Lab Hours: Three hours per week.

HUMN 2151 - Humanities

Credit: 3 hours

Prerequisites: ENGL 1102

Description: The course will explore significant themes and ideas of 20th century culture through the manifestation of these themes and ideas in literature, music, and art.

Lecture/Lab Hours: Three hours per week.

HUMN 2152 - Science, Poetry, and the Imagination

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H

Description: This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course examines the use of metaphor and symbol in understanding poetry and the use of model in understanding scientific theory.

Lecture/Lab Hours: Three hours per week.

HUMN 2154 - Environmental Issues

Credit: 3 hours

Prerequisites: ENGL 1102 or permission of instructor

Description: This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course is designed to examine fundamental principles of the environment from a scientific, global perspective as well as to consider how understanding of environmental concepts is revealed historically in literature.

Lecture/Lab Hours: Three hours per week.

HUMN 2155 - Survey of Humanities I

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a survey of the development of philosophy, religion, art, architecture, literature, drama, music, and dance in the ancient and medieval worlds and in the early Renaissance. Emphasis on the traditions which have been carried from one age and culture to another.

Lecture/Lab Hours: Three hours per week.

HUMN 2156 - Survey of Humanities II

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This is a survey of the development of philosophy, religion, art, architecture, literature, drama, music, dance, film, and other media from the Renaissance and the Enlightenment to the contemporary period. Emphasis on the traditions which have been carried from one age and culture to another.

Lecture/Lab Hours: Three hours per week.

HUMN 2205 (SSCI 2205) - Gender, Social Science, and Art

Credit: 3 hours

Prerequisites: ENGL 1102

Description: This interdisciplinary course examines specific topics concerning gender, art, and society. It explores the portrayal of gender in the artistic works of a selected area of the humanities (art, literature, music, drama, or speech) and in one of the social sciences (anthropology, history, political science, psychology, or sociology).

Lecture/Lab Hours: Three hours per week.

HUMN 3010 - Cross Cultural Issues

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: The purpose of this course is to enable students to analyze and identify culturally determined patterns in society and to understand the role these patterns play in communication. Students will study concepts of culture and everyday cultural patterns. Students will plan, organize, conduct, and summarize studies (using both oral and written formats) of U.S. culture as well as other cultures. Technology and media will be a common thread of this course.

Lecture/Lab Hours: Three hours per week.

HUMN 3145 - Technology and the Creative Artist

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course will identify major trends in technology and materials and examine how such changes have affected and/or created new kinds of art and new thinking regarding high art and popular art.

Lecture/Lab Hours: Three hours per week.

HUMN 3153 (BUSA 3153) - Organizations, Work, and Literature

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: The aim of this course is for students to examine through the windows of literature the individual within the organization and how that individual is shaped as a participant within a particular organization by various cultural and social indices. The approach will be interdisciplinary. The course will examine poems, stories, novels, plays, films, television programs, and essays to explore how literature represents the worlds of work and leadership. Philosophies of capital and labor will be discussed through issues of workplace policy, gender assumptions, organizational values, and family.

Lecture/Lab Hours: Three hours per week.

HUMN 3460 - Media Criticism

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: An introduction to the critical approaches used to analyze and evaluate media (television, radio, film, for example). This course is designed to provide students with a critical framework for doing in-depth analyses of media "texts" in terms of their structure, production, and/or reception.

Lecture/Lab Hours: Three hours per week.

HUMN 3501 - Applied Linguistics

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: A course in Applied Linguistics and Second Language Acquisition in a Cross Cultural Context. Emphasis on those elements of morphology, phonology, syntax, and culture that are relevant to the acquisition of languages other than one's native language, as well as problems likely to be encountered in that acquisition. Especially appropriate for those preparing to work in the international arena, those preparing for graduate work in a foreign language, or those preparing for a career in teaching English to speakers of other languages (ESOL). The course will include theories of language acquisition and comparative analysis of language, as well as levels of formality of usage and cultural constraints on discourse and the use of idiomatic expressions.

HUMN 3600 - Digital Storytelling

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course explores the impact of digital technologies on the practice of storytelling. Students will learn to craft narratives in a digital format.

Lecture/Lab Hours: Three hours per week.

HUMN 3610 - Advanced Digital Storytelling

Credit: 3 hours

Prerequisites: HUMN 3600

Description: This course advances the skills and knowledge of digital storytelling developed in HUMN 3600. Students will deepen their understanding of digital literacy, narrative voice in new media, and the tools of digital media.

Lecture/Lab Hours: Three hours per week.

HUMN 3800 - Interdisciplinary Studies Tutorial

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course for students in the Interdisciplinary Studies program provides an examination of readings in interdisciplinary scholarship. The course also offers preparation for the senior project to be completed in HUMN 4500, the senior capstone course.

Lecture/Lab Hours: Three hours per week

HUMN 3999 - Special Topics

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This is an intensive study of a significant topic in the humanities not otherwise covered in course offerings.

HUMN 3999H - Honors Special Topics

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102 and admission to the Honors Program

Description: This is an intensive study of a significant topic in the humanities not otherwise covered in course offerings. Required is an end of semester research project that reflects rigorous intellectual engagement with a topic and advanced independent research skills. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors Program.

Lecture/Lab Hours: Three hours per week.

HUMN 4340 - Introduction to Ethics

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course will examine traditional, philosophical, and ethical principles. Topics will include the construction of ethical systems, the use of ethics in making daily decisions, and the role of ethics in a digital world.

Lecture/Lab Hours: Three hours per week.

HUMN 4460 - Senior Seminar: New Media

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 110

Description: This is a survey of new media theories and praxis. It positions new media in relation to the humanities and

traditional media.

Lecture/Lab Hours: Three hours per week.

HUMN 4471 - Comparative Cultures

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course compares religion, ethics, art, history, and social mores of different cultures in order to understand models of cultural identity. Choice of cultures for study will vary.

Lecture/Lab Hours: Three hours per week.

HUMN 4472 - Studies in Culture

Credit: 3 hours

Prerequisites: At least a "C" in ENGL 1102

Description: This course will examine ways in which cultural values and attitudes are shaped, both from an historical and a comparative perspective. Choice of cultures for study will vary.

Lecture/Lab Hours: Three hours per week

HUMN 4483 - Senior Project

Credit: 3 hours

Prerequisites: ENGL 1102 and permission of instructor

Description: This is a capstone course for students in the Cross Cultural track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students plan, propose, and develop an individual project that uses applied technology (e.g. multimedia) to create a highly interesting, hands-on, interactive exploration of a set of ideas that they have developed. This course is writing intensive, requiring a formal proposal and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience and give a formal oral presentation.

Lecture/Lab Hours: Three hours per week. **When Offered:** This course is normally offered in the spring.

HUMN 4483H - Honors Senior Project

Credit: 3 hours

Prerequisites: ENGL 1102, permission of the instructor, and admission to the Honors Program

Description: This is a capstone course for students in the Cross Cultural Track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students will plan, propose, and develop an individual project that uses applied technology (e.g. multimedia) to create a highly interesting, hands-on, interactive exploration of a set of ideas the student has developed. As with all other CIT courses, this class will be writing intensive, requiring a formal proposal, a weekly journal of the students' thinking and research, and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience, making a formal oral presentation. The Honors Senior Project is for the superior student, and admission to this course is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Students are expected to demonstrate advanced, superior skills in research, writing, oral presentation, and creation of the technological component.

Lecture/Lab Hours: Three hours per week. **When Offered:** This course is offered only in the spring.

HUMN 4500 - Senior Seminar

Credit: 3 Hours

Prerequisites: Completion of at least 90 semester hours of course work and declared major in Interdisciplinary Studies.

Description: This is a capstone course only for students in the Interdisciplinary Studies baccalaureate program. Under the direction of the course instructor, students will develop a research project that integrates key elements in their program of study. Project results will be conveyed in a 15-20 page research paper. Additionally, students will make an oral presentation to the class based on the thesis, research, and argument of the paper.

Lecture/Lab Hours: Three hours per week

ISCI 2001 - Integrated Science - Life and Earth Science

Credit: 3 hours

Prerequisites: Completion of at least one Area D Lab Science Elective.

Description: This course is intended for students planning a career in elementary education. The course will focus on giving students a conceptual understanding of important concepts of Life and Earth science and the application of pedagogical knowledge grounded in research-based techniques necessary to teach these concepts in order to meet the diverse needs of learners across P-5 grade environments. Topics will include the characteristics of life, biodiversity, heredity, energy flow, interdependence of life, cellular structure and function, earth systems, and the biosphere. Use of technology is required. This

course is aligned with state and national standards.

Lecture/Lab Hours: Three hours lecture and one hour of laboratory per week.

ISCI 2002 - Integrated Science - Physical Science

Credit: 3 hours

Prerequisites: Completion of at least one Area D Lab Science Elective.

Description: This course is intended for students planning a career in elementary education. The course will focus on giving students a conceptual understanding of important concepts of physical science and the application of pedagogical knowledge grounded in research-based techniques necessary to teach physical science concepts in order to meet the diverse needs of learners across P-5 grade environments. Topics will include mechanics, matter and energy, electricity and magnetism, and waves and optics. The level of mathematics required will be the level of one equation and one unknown. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours lecture and one hour of laboratory per week.

ITEC 1001 - Perspectives on the History of Computing

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course will explore the development of the modern computer, from precomputer times to present day, with special emphasis placed on people, places, and machines as well as the societal impact of computing.

Lecture/Lab Hours: Three hours per week.

ITEC 2201 - Business Information Applications

Credit: 3 hours

Description: This is a course designed to provide an overview of information analysis concepts and applications in today's business environment. Topics include a brief history of information technology use in business, the information processing cycle, networking, and business operations in the online world. Emphasis is on business productivity software including spreadsheets, business databases, presentation software, e-mail, basic Web page development, and Internet utilization. Students make oral presentations using PowerPoint presentation software. This course may not be substituted for ITEC 2215.

Lecture/Lab Hours: Three hours lecture and laboratory combination per week.

ITEC 2215 - Introduction to Information Technology

Credit: 3 hours

Description: This course uses short projects to introduce the student to the major information technologies of hardware, systems software, networking, web development, software and applications development, systems analysis, digital media, and database. Security and ethical issues as they affect the use of technologies are also discussed.

Lecture/Lab Hours: Three hours per week.

ITEC 2245 - Introduction to Databases Health Sciences

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2201

Description: This course covers principles and practices in information modeling and database design; systems development life cycle approach to determining and analyzing information requirements, devising data models, constructing schemas, and implementing models within common database management software; use of DBMS software to create databases, perform queries, produce reports, and perform standard maintenance functions.

Lecture/Lab Hours: Three hours per week.

ITEC 2260 - Intro to Computer Programming

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215 and one of the following: MATH 1200, MATH 1200H, MATH 1220, MATH 1251, or any 2000-level math class

Description: This course is an introduction to computer programming, logic, design and implementation. Topics include software design, documentation, coding methods, data types, data structures, functions, subroutines and program control structures.

Lecture/Lab Hours: Three hours per week.

ITEC 2270 - Application Development

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2260

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Description: This course extends ITEC 2260 and develops applications using a programming language.
Lecture/Lab Hours: Three hours per week.

ITEC 2320 - Networking Essentials

Credit: 3 hours

Prerequisites or Corequisites: ITEC 2215

Description: This course covers the architecture, function, and configuration of computer hardware and networks, along with basic operating system software function. The students are introduced to network and communications concepts including operational issues surrounding network planning, configuration, monitoring, trouble shooting, and management.

Lecture/Lab Hours: Three hours per week.

ITEC 2380 - Web Development

Credit: 3 hours

Description: This course introduces concepts and practices associated with Web site development. Focus is on site and page design, page layout techniques, styling methods, coding practices, selection of typography, graphics, and multimedia, accessibility issues, site publishing, testing and maintenance, and site marketing.

Lecture/Lab Hours: Three hours per week.

ITEC 3155 - Systems Analysis and Design

Credit: 3 hours

Prerequisites: At least a "C" in either ITEC 2215 or ITEC 2201

Description: Using the object-oriented approach, students will analyze and define, using UML, the system requirements of the organization. Students will participate in either a simulation or case study in order to experience the operational flow of organizational systems. The technology independent logical model showing the requirements for the system will be created.

Lecture/Lab Hours: Three hours per week.

ITEC 3220 - Hardware and Systems Software

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215

Description:

Computer systems, hardware and basic operating systems software, as well as their features will be discussed. Processor, memory, input/output, storage topics are included. In this course, topics and issues such as executive and diagnostic software, data-handling software, multi-programming and multi-processing will be covered. Computer hardware components and capabilities are among other topics.

Lecture/Lab Hours: Three hours per week.

ITEC 3235 - Human Computer Interaction

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215

Description: This course covers the scientific principles, HCI design methodology, and the user-interface technology that are used in the HCI implementation. Topics include human cognition, HCI theories, user observation, task analysis, prototyping, evaluation techniques, user interface modalities, graphical user interface components, and accessibility.

Lecture/Lab Hours: Three hours per week.

ITEC 3236 - Interactive Digital Media

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215

Description: This course covers audio, graphic, and instructional video theory and creation. The student is taught how to develop the interactive product as a communication tool by incorporating various media, communication principles, user interfaces, and interactive designs. Principles and applications of color theory, spatial placement, product planning, testing, and implementation are also discussed.

Lecture/Lab Hours: Three hours per week.

ITEC 3245 - Database Principles

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215

Description: This course covers the basic principles and practices behind the modern database management system including: the models and methodologies that enable us to analyze and design data systems; the logical concepts that stand behind "good database design"; and the functional components of the DBMS and how they work together to bring about the management of data.

Lecture/Lab Hours: Three hours per week.

ITEC 3265 - Operating Systems

Credit: 3 hours

Prerequisites: At least a "C" in either ITEC 2220 or ITEC 2320

Description: This course addresses major aspects of operating systems internal processes and capabilities such as processes and threads, deadlocks, memory management, input/output, file systems, single and multiple processor systems and security.

Lecture/Lab Hours: Three hours per week

ITEC 3280 - Data Driven Web Development

Credit: 3 hours

Prerequisites: At least a "C" in both ITEC 2260 and ITEC 2380

Description: This is an introduction to server and client-based Web processing environments; coverage of server and browser scripting languages, data structuring and data exchange languages, file and database access methods, dynamic page styling, user interaction and personalization, data validation, and other technologies for creating dynamic, data-driven Web sites.

Lecture/Lab Hours: Three hours per week.

ITEC 3300 - Project Management

Credit: 3 hours

Prerequisites: At least a "C" in either ITEC 2215 or ITEC 2201

Description: This course introduces the concepts and practices associated with Project Management. The focus is on the following knowledge areas in project management: scope, time, cost, quality, human resource, communication, risk, and procurement.

Lecture/Lab Hours: Three hours per week.

ITEC 3310 - Information Technology and Organizational Integration

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3300

Description: This course provides an overview of how core information technologies fit together to form system integration and connectivity.

Lecture/Lab Hours: Three hours per week.

ITEC 3325 - Windows System Administration

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2320

Description: Using a networked laboratory, the student will learn to manage, via Microsoft networking software, a wide variety of network capabilities, such as directory structures, drive mappings, security issues, printing domains, user environments, and network utility services.

Lecture/Lab Hours: Three hours per week.

ITEC 3328 - Linux Systems Administration

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2320

Description: This course explores the Linux operating system environment and fundamental Linux systems administration principles. Aspects such as origins of this operating system, its differences with Unix, the use of the command line, file and memory management, Linux GUI environments, and basic Linux systems administration are covered.

Lecture/Lab Hours: Three hours per week.

ITEC 3340 - Business Analysis Using Excel

Credit: 3 hours

Prerequisites: Either MATH 1200 or MATH 1220 and either ITEC 2201 or ITEC 2215

Description: This course introduces the student to decision making and business analysis using Excel tools and utilities. Coverage includes logic, expression and formula building as well as statistical, what-if, and financial analysis.

Lecture/Lab Hours: Three hours per week.

ITEC 3351 - Decision Support and Organizational Intelligence

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3155

Description: This course introduces the concepts and practices associated with systems that provide for decision support and organizational intelligence in the organization context. The focus is on the techniques, approaches, and tools associated with the

design, implementation, and mining of information to provide knowledge for a firm.

Lecture/Lab Hours: Three hours per week.

ITEC 4200 - Foundations of Information Assurance

Credit: 3 Hours

Prerequisites: At least a "C" in either ITEC 2215 or ITEC 2201

Description: This course covers an understanding of communications and IT infrastructures, their vulnerabilities, and the complexity of security threats faced by business and industry. Topics discussed are the development of security plans and practices; policies; awareness and compliance programs; protections; and legal and regulatory issues.

Lecture/Lab Hours: Three hours per week.

ITEC 4205 - Legal and Ethical Issues in Information Technology

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215

Description: This course provides the opportunity for IT majors to learn about the legal, regulatory, and ethical issues involved in the field of information technology. Topics include ethics, critical thinking, security, privacy, and current legal issues.

Lecture/Lab Hours: Three hours per week.

ITEC 4230 - Graphic Imaging

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3236

Description: This course will examine industry techniques for providing an effective presentation of graphic images. The students will also survey tools that are used for production. Students will be provided with the necessary background to pursue a course of study in graphic design and digital media development. Completed projects can be used for desktop publishing projects, authoring, and web-based delivery applications.

Lecture/Lab Hours: Three hours per week.

ITEC 4231 - Designing Content for Technology Applications

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215

Description: This course provides a study of the principles of designing and developing informative content to communicate technical information for the Web and other environments for both technical and non-technical users. Topics include audience assessment, IT documentation design, and help application development.

Lecture/Lab Hours: Three hours per week.

ITEC 4232 - Desktop Publishing and Graphic Design

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3236

Description: This is a study of the processes and tools involved in designing for print media. This course covers design theory, image, text, and page preparation, and management of desktop publishing processes and tools. Topics may include design constraints and limitations, preparing graphics for print, and pre-press management.

Lecture/Lab Hours: Three hours per week.

ITEC 4236 - Digital Video and Streaming Media

Credit: 3 hours

Prerequisites or Corequisites: ITEC 4230

Description: The course will examine the processes of digital capture and non-linear editing techniques for both audio and video. Topics include encoding and packaging digital media for use in multiple applications including streaming.

Lecture/Lab Hours: Three hours per week.

ITEC 4238 - 2D Computer Animation

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3236

Description: This course will examine 2D computer animation techniques using a popular industry-standard tool such as Flash. Emphasis will be on developing animations for use in interactive environments and the Web. Other topics include storyboarding, deconstruction, and vector graphic design.

Lecture/Lab Hours: Three hours per week.

ITEC 4242 - Database Administration

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3245

Description: This course will teach basic database features, tools, and administrative tasks. The administrative tasks involved are installation and upgrade of a DBMS, user account and security management, backup and recovery procedures, and performance monitoring and tuning using a current Database Management System package. These tasks will be discussed in relation to database planning, design, implementation, operation, and maintenance.

Lecture/Lab Hours: Three hours per week.

ITEC 4244 - Structured Query Language

Credit: 3 hours

Prerequisites: At least a "C" in both ITEC 2260 and ITEC 3245

Description: This course provides a comprehensive introduction to the SQL language. The course not only covers the syntax of SQL but also shows how SQL can be used to create and maintain a database and retrieve information from it, with an emphasis on the use of the command line query language in relation to relational databases. In addition to exploring concepts, the course includes a variety of assignments to reinforce the understanding of business and industry needs, opportunities, and constraints as they apply to the administration of an organization's data.

Lecture/Lab Hours: Three hours per week.

ITEC 4248 - Integrating Enterprise Systems

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3245 and ITEC 3280

Description: This course addresses some of the major integration issues facing enterprises today, namely how to obtain and display disparate data and applications that are resident on diverse platforms, owned by different business units, and residing in widely separated locations. Topics covered include: providing applications and business process access to structured and unstructured data; structured and unstructured data integration tools, service oriented architecture; web services, mashups, and database connectivity options.

Lecture/Lab Hours: Three hours per week.

ITEC 4254 - Business Driven Technology

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215 or ITEC 2201

Description: This course discusses issues related to management of information resources (i.e., hardware, software, and people) in a manner conducive to effective and efficient methods employed in the organizational context. Focus is on the tools, techniques, and approaches leveraged in contemporary firms.

Lecture/Lab Hours: Three hours per week.

ITEC 4266 - C/C++ Programming

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2270

Description: Students review computer problem-solving strategies and methods. Then the focus is on C/C++ syntax for implementing basic control structures, elementary data types, and arithmetic and logical operations. Design and use of subroutines, functions, pointers, templates, classes and objects, inheritance, arrays, data structures, and records is included. Programming assignments emphasize modular design within an information processing, rather than system programming, context.

Lecture/Lab Hours: Three hours per week.

ITEC 4267 - COBOL Programming

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2260

Description: This is a study of elementary COBOL programming, using structured design and programming concepts. The course emphasizes the use of COBOL in solving common business, commercial, and managerial problems. Topics include COBOL program organization, sequential file I/O, control structures, arithmetic operations and report editing, control break processing, table handling, direct and indexed sequential access methods, sorting and searching, and database system access using commands embedded in the source code. Students write programs that adhere to specific programming and documentation standards.

Lecture/Lab Hours: Three hours per week.

ITEC 4285 - Web Server Administration

Credit: 3 hours

Prerequisites: At least a "C" in both ITEC 2320 and ITEC 2380

Description: This course covers installation, configuration, and administration of Web servers and services; focus on Windows-based network operating systems running Internet Information Services (IIS) and Apache Web Services; setting up, securing, and managing services including hypertext transfer protocol (HTTP), file transfer protocol (FTP), and simple mail transport protocol (SMTP); extensive hands-on work in a network laboratory.

Lecture/Lab Hours: Three hours per week.

ITEC 4286 - Web Applications Development

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3280

Description:

This course covers planning, development, and implementation of Web-based applications. Topics include advanced coverage of common server and browser scripting languages, data structuring and data exchange languages, file and database connectivity options, dynamic page styling, user interaction and personalization, data validation, application installation, deployment, and security issues associated with data-driven Web-based applications.

Lecture/Lab Hours: Three hours per week.

ITEC 4288 - Electronic Commerce Systems

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2215 or ITEC 2201

Description: Students will study applications in web-based electronic commerce systems set in a client/server environment. The course will include surveys of Internet technologies, network architectures, web development techniques, ecommerce models and software, electronic catalogs, purchase and payment systems, interfaces with business systems, marketing and promotion, and design and implementation of e-commerce systems.

Lecture/Lab Hours: Three hours per week.

ITEC 4299 - Topics in Information Technology

Credit: 3 hours

Prerequisites: 90 or more earned hours

Description: Topics covered include current and emerging issues in digital media design and development, technology infrastructure and services, process design and management, and relationship and sourcing management. The content of this course will change each time it is offered. Therefore, it may be repeated with different content up to three times.

Lecture/Lab Hours: Three hours per week.

ITEC 4321 - Forensics/Data Recovery

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2320

Description: This course offers a disciplined approach to implementing a comprehensive accident-response plan with a focus on being able to detect intruders, discover what damage they have caused, and discover their identities.

Lecture/Lab Hours: Three hours per week.

ITEC 4324 - Wireless Technologies

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 4329

Description: This course provides an introduction to various mobility technologies, both current and emerging. These include cellular, WLANs, 802.11 wireless technologies, and others. Architecture, standards, and the impact of these technologies are addressed.

Lecture/Lab Hours: Three hours per week.

ITEC 4329 - Data Communications

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2320

Description:

This course addresses the in-depth characteristics, capabilities, and performance of networks and their associated protocols from Ethernet to TCP/IP to email and file transfer. It covers the major networking topics comprising all the layers of the OSI & TCP/IP reference models.

Lecture/Lab Hours: Three hours per week.

ITEC 4341 - Database Security and Disaster Recovery

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3245

Description: Students will learn methods and techniques that will be helpful in securing, monitoring, and auditing database environments. Diverse topics including all aspects of database security and auditing are covered in the areas of network security for databases, authentication and authorization issues, links and replication, database Trojans, etc. Students will examine previous and current vulnerabilities and attacks that exist within various database environments. Students will learn about disaster recovery planning, focusing on planning the team, planning for disaster, and rehearsing the plan to ensure, if needed, that the recovery is a success.

Lecture/Lab Hours: Three hours per week.

ITEC 4361 - Software Security

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 3310

Description: This course examines best practices in software security. The focus is on understanding common risks, elements of secure application design, and risk analysis and testing. Topics include buffer overruns, SQL injections, permissions, SSL, authentication, password-based systems, encryption, and poor usability.

Lecture/Lab Hours: Three hours per week.

ITEC 4421 - Network Security

Credit: 3 hours

Prerequisites: At least a "C" in ITEC 2320

Description: This course provides an introduction to the various issues surrounding network security. Issues to be addressed include how networks are initially targeted for intrusion, the methods and tools employed in this intrusion process, denial of service attacks, how this illegal access is maintained, and how intrusions hidden from network administrators are addressed.

Lecture/Lab Hours: Three hours per week.

ITEC 4501 - Special Projects in Information Technology

Credit: 3 hours

Prerequisites: Completion of IT core courses and permission of instructor

Description: This is a work/study course that serves as a substitute in those cases where the IT student has already satisfied the workplace objectives of an internship course. Students, in consultation with faculty advisors, will design and carry out one or more special projects that will employ the skills and knowledge of the student's major area of emphasis. The projects for this course will change each time it is offered. Therefore, it may be repeated for credit.

Lecture/Lab Hours: Three hours per week.

ITEC 4701 - Internship in Information Technology

Credit: 3 - 6 hours

Prerequisites: Senior standing and permission of the instructor

Description: This is a work/study course in Information Technology; student work is in an appropriate position and on an appropriate project in information technology for an assigned employer; work project is under direction of a faculty advisor in consultation with the employer. Students must submit abstracts to the instructor 30 days before the start of the semester. This course may be repeated for credit of up to 6 hours total.

ITEC 4710 - Globalization and Technology

Credit: 3 hours

Prerequisites: 90 or more earned hours

Description: This is a course on ideas and issues surrounding information technology. Students are required to conduct research on topics pertinent to the field. The course emphasizes the use and impact of the Internet and evolving technologies in a world forever changed by globalization and multiculturalism - one where collaborative tools are increasingly becoming central to organizational competitive posture in the national and international arenas.

Lecture/Lab Hours: Three hours per week.

ITEC 4750 - Senior Capstone

Credit: 3 hours

Prerequisites: At least a "C" in all of the following: ITEC 3155, ITEC 3280, ITEC 3300, and ITEC 3310

Description: Integrating their skills and knowledge accumulated/acquired throughout the Information Technology program, students (usually in teams of three to five members) will analyze, design, develop, implement, and assess an information system.

Lecture/Lab Hours: Three hours per week.

JOUR 1135 - Mass Communications Survey

Credit: 3 hours

Description: This is a survey of the structure and function of contemporary mass media from an historical and descriptive perspective, with attention paid to problems and criticisms of the media.

Lecture/Lab Hours: Three hours per week.

JOUR 1231 - Mass Communications Laboratory

Credit: 1 hour

Description: This is an introduction to the techniques of newspaper production and a practical application of those techniques. This course is limited to those students working on the school newspaper and is open to all majors. May be repeated three times for institutional credit or toward completing Area F requirements in journalism/mass communications.

Lecture/Lab Hours: One hour lecture and three hours laboratory per week.

JOUR 2131 - News Writing and Reporting

Credit: 3 hours

Description: This is a study of basic reporting, writing, and editing practices, with practical assignments in the various media.

Lecture/Lab Hours: Three hours per week.

JOUR 2231 - Advanced Mass Communications Laboratory

Credit: 1 hour

Description: This is a work/study course designed for editors of the campus newspaper, The Matrix. Students will receive hands-on training in newspaper production and management, as well as advanced training in editing, layout and graphic design, and advertising sales. Students are required to spend a total of fifteen hours a week working under the direction of the faculty advisor. Credit may be used toward completing Area F requirements in journalism/mass communications.

Lecture/Lab Hours: One hour lecture and three hours laboratory per week.

JOUR 3131 - Newswriting Practicum

Credit: 3 hours

Prerequisites: JOUR 2131

Description: This offers supervised experience in on-campus media environments. Extensive practice in the various techniques of reporting. Quality of writing will be a paramount and continuing consideration.

LENB 3135 - Legal Environment of Business

Credit: 3 hours

Description: This is a study of the legal and regulatory environment of business that focuses on ethical, global, political, economic, social, environmental, technological, and diversity issues.

Lecture/Lab Hours: Three hours per week.

LSDS 0102 - Math Study Skills

Credit: 2 hours

Corequisites: MATH 0097 or MATH 0099

Description: The course is designed to help students successfully complete Learning Support Mathematics courses. The course offers assistance to students in these areas: improving test-taking skills, controlling math and test anxiety, utilizing the computer software and tutorials that accompany the text, and investigating different learning styles.

Lecture/Lab Hours: Two hours per week.

LSDS 0196 - College Vocabulary

Credit: 2 hours

Description: This course is designed to improve and develop students' word recognition skills and usage ability in writing and speaking situations. The course will focus on comprehending context clues, using the dictionary, and learning the meanings of prefixes, roots, and suffixes.

Lecture/Lab Hours: Two hours per week.

LSDS 0197 - Core Knowledge

Credit: 2 hours

Description: This is an overview and review of those terms and concepts widely regarded as fundamental to reading and writing at the college level. Included are geographical names, historical events, famous people, literary terms and titles, folklore, and scientific terms.

Lecture/Lab Hours: Two hours per week.

LSDS 0198 - Understanding the Computer

Credit: 2 hours

Description: This course provide a basic introduction to the use of a personal computer. It is intended only for those who have had little or no exposure to academic computing. Students will obtain a working knowledge of personal computing at a level appropriate to a first-year college student.

Lecture/Lab Hours: Two hours per week.

MATH 0097 - Introductory Algebra

Credit: 4 hours

Description: The course covers basic concepts of beginning algebra, including operations of signed numbers, graphing linear equations, variable and numerical expressions, and solving linear equations and inequalities. This course is **required** for students placed in Learning Support mathematics whose COMPASS placements score is 30 or below. Students with a COMPASS score higher than 30 may take MATH 0097 if there is a need for additional instruction to better prepare for MATH 0099. MATH 0097 is offered as a traditional classroom course and as a partially at a distance online course.

Lecture/Lab Hours: Four hours per week.

MATH 0099 - Intermediate Algebra

Credit: 4 hours

Prerequisites: Passing grade in MATH 0097 or a Math COMPASS score of 31 or higher

Description: The course covers intermediate algebra skills for students placed by entrance COMPASS scores in Learning Support mathematics or for those who need additional instruction to prepare for MATH 110 1 or MATH 1111. The course includes linear equations and inequalities, factoring polynomials, simplifying rational and radical expressions, solving quadratic, rational, and radical equations, solving systems of equations, and an introduction to functions. To satisfy the Learning Support mathematics requirement, students must pass this course and score at least 39 on the math exit COMPASS. MATH 0099 is offered as a traditional classroom course and as a partially at a distance online course.

Lecture/Lab Hours: Four hours per week.

MATH 1002 - Perspectives on The History of Mathematics

Credit: 3 hours

Corequisites: MSCC 1000

Description: An elementary survey of the origins and development of mathematics from the classical to the modern. Topics will include numerical systems, and the origins of algebra, geometry, and calculus. The focus will be on the mathematicians and historical background surrounding these developments.

Lecture/Lab Hours: Three hours per week.

MATH 1101 - Introduction to Mathematical Modeling

Credit: 3 hours

Prerequisites: Completion of Learning Support mathematics requirements

Description:

This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore realworld data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze problems and questions supported by the use of appropriate technology and on effective communication of quantitative concepts and results. The course includes a study of linear, quadratic, polynomial, exponential, and logarithmic models. A TI-83 or TI-84 graphing calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 1111 - College Algebra

Credit: 3 hours

Prerequisites: Completion of Learning Support mathematics requirements with at least a "C" in MATH 0099 and a score of 12 or higher on the College Algebra Placement Test; or at least a "C" in MATH 1101; or a math SAT score of at least 550.

Description: This course, designed for students who plan to take MATH 1113, MATH 1200, or MATH 1251, is a functional approach to algebra which incorporates the use of appropriate technology. Emphasis is placed on the study of functions (linear, quadratic, piecewise defined, rational, polynomial, exponential and logarithmic), their graphs, and inequalities. Appropriate applications are included. A graphing calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 1113 - Precalculus

Credit: 3 hours

Prerequisites: At least a "C" in MATH 1111, or a math SAT score of at least 550

Description:

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of trigonometric functions and their graphs, trigonometric identities, complex numbers, DeMoivre's Theorem, and the conic sections. A graphing calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 1113H - Honors Precalculus

Credit: 3 hours

Prerequisites: Admission to the Honors Program and a math SAT score of at least 550

Description: This is an honors course designed to prepare students for calculus, physics, and related technical subjects. The course includes an intensive study of algebraic functions and transcendental functions (including the trigonometric functions) accompanied by analytic geometry. A graphing calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 1200 - Elementary Statistics

Credit: 3 hours

Prerequisites: At least a "C" in MATH 1101 or MATH 1111

Description: This is an introduction to the basic concepts and principles of statistics with elementary applications. Topics include data organization, data description, probability, normal distributions, sampling distributions, confidence intervals and hypothesis testing. A statistical or graphing calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 1200H - Honors Elementary Statistics

Credit: 3 hours

Prerequisites: Admission to the Honors Program and at least a "B" in MATH 1101 or MATH 1111 or a higher level mathematics course

Description: This is an introduction to the basic concepts and principles of statistics with elementary applications. Topics include data organization, data description, probability, normal distributions, sampling distributions, confidence intervals and hypothesis testing. A TI-83/84 calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 1220 - Discrete Mathematics

Credit: 3 hours

Prerequisites: At least a "C" in MATH 1111 or a math SAT score of at least 550

Description:

This course is an introduction to discrete sets. Selected topics include sets, logic, counting, graph theory, trees, and algorithms.

Lecture/Lab Hours: Three hours per week.

MATH 1251 - Calculus I

Credit: 4 hours

Prerequisites: At least a "C" in MATH 1113, or a math SAT score of at least 600

Description: This is the first course in a three-course sequence designed primarily to provide mathematics and natural science majors with necessary mathematical understanding and skills. Topics include limits, continuity, differentiation of algebraic and trigonometric functions, applications of the derivative, definite and indefinite integrals, the Fundamental Theorem of Calculus, and applications of the integral. A graphing calculator is required.

Lecture/Lab Hours: Four hours per week.

MATH 2008 - Foundations of Numbers and Operations

Credit: 3 hours

Prerequisites: At least a "C" in either MATH 1101 or MATH 1111

Description: This course is an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. This course will not be accepted as part of the requirements for a major in mathematics.

Lecture/Lab Hours: Three hours per week.

MATH 2252 - Calculus II

Credit: 4 hours

Prerequisites: At least a "C" in MATH 1251, or a math SAT score of at least 700

Description: This is the second course in a three-course sequence designed primarily to provide mathematics and natural science majors with necessary mathematical understanding and skills. Topics include differentiation of logarithmic, exponential, and inverse trigonometric functions, techniques of integration, L'Hospital's rule, improper integrals, numerical methods, infinite series, and polar coordinates. A graphing calculator is required.

Lecture/Lab Hours: Four hours per week.

MATH 2253 - Calculus III

Credit: 4 hours

Prerequisites: At least a "C" in MATH 2252

Description: This is the third course in a three-course sequence designed primarily to provide mathematics and natural science majors with necessary mathematical understanding and skills. Topics include vector spaces and analytic geometry in two and three-space, calculus of vector-valued functions, calculus of functions of several variables, and vector analysis. A graphing calculator is required.

Lecture/Lab Hours: Four hours per week.

MATH 2260 - Introduction to Linear Algebra

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2252

Description: This is a matrix-oriented introduction to linear algebra through the study of systems of linear equations, determinants, Euclidean vector spaces, linear transformations, eigenvalues and eigenvectors, and related topics. A graphing calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 2270 - Differential Equations

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2252

Description: This is an introduction to the solution of differential equations with emphasis upon linear differential equations. Topics include systems of equations, series solutions, numerical methods, and applications. It is highly recommended that students take MATH 2253 and MATH 2260 prior to this course. A graphing calculator is required.

Lecture/Lab Hours: Three hours per week.

MATH 3010 - History of Mathematics

Credit: 3 hours

Prerequisites: At least a "C" in MATH 1113

Description:

This course is a study of the development of mathematics from primitive times to the twenty-first century; including numeral systems, arithmetical methods, origins of algebra, geometry, trigonometry, analytic geometry, calculus, and selected topics from modern mathematics.

Lecture/Lab Hours: Three hours per week.

MATH 3040 - Bridge to Higher Mathematics

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2252

Description: This course serves as a bridge to upper level mathematics courses. Topics include propositional and predicate logic, mathematical induction, logic and structure of sets as related to mathematical proof, relations, and cardinality.

Lecture/Lab Hours: Three hours per week.

MATH 3106 - Foundations of Algebra

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2008 and formal acceptance into the Bachelor of Science in Education program

Description: This course is the first in a sequence of mathematics courses for early childhood education majors. This course is designed to broaden understanding of fundamental concepts of algebra. The principle algebra topics to be taught in this course are: the Language of Algebra, Patterns, Relations, Functions, Equations, and Inequalities. Particular attention will be paid to connections between algebra and other mathematics topics such as arithmetic, geometry, graphical representations of situations, and real world/modeling applications. Specific methods and materials of instruction will be emphasized. This course will not be accepted as a part of the requirements for a major in mathematics.

Lecture/Lab Hours: Three hours per week.

MATH 3110 - Informal Geometry

Credit: 3 hours

Prerequisites: At least a "C" in MATH 3106 and formal acceptance into the Bachelor of Science in Education program

Description: This course is the second in a sequence of mathematics courses for early childhood education majors. Topics include plane figures, polygons and tessellations, space figures, symmetric figures, systems of measurement, area and perimeter, volume and surface area, congruence and similarity mappings, and topological mappings. This course will not be accepted as a part of the requirements for a major in mathematics.

Lecture/Lab Hours: Three hours per week.

MATH 3156 - Introduction to Data Analysis

Credit: 3 hours

Prerequisites: At least a "C" in MATH 3110 and formal acceptance into the Bachelor of Science in Education program

Description: This course is the third in a sequence of mathematics courses for early childhood education majors. This course focuses on recognizing, using, and learning about mathematics in the context of real-world situations and problems. Deliberate connection to the sciences, social sciences, and fine arts incorporate mathematical topics drawn from algebraic and non-algebraic functions, probability, and discrete mathematics. This course will not be accepted as a part of the requirements for a major in mathematics.

Lecture/Lab Hours: Three hours per week.

MATH 3251 - Applied Combinatorics

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2252

Description: This course is an in-depth study of counting principles. Topics include combinations, permutations, generating functions, recurrence relations, principles of inclusion and exclusion, and Polya's theory of counting.

Lecture/Lab Hours: Three hours per week.

MATH 3310 - Algebra for Middle Grades

Credit: 4 hours

Prerequisites: At least a "C" in MATH 2008 and Math 1220 and formal acceptance into the Bachelor of Science in Education

program.

Description: This course is the first in a sequence of mathematics courses for middle grades education majors. Topics include review of algebraic concepts, algebra with multiple representations, problem solving, Data Analysis, and use of technology. The course is designed to strengthen algebraic knowledge for teaching at the middle grades level and to acquire knowledge of more advanced topics.

Notes: This course will not be accepted as a part of the requirements for a major in mathematics.

Lecture/Lab Hours: Four hours per week.

MATH 3320 - Measurement and Geometry

Credit: 4 hours

Prerequisites: At least a "C" in MATH 3310 and formal acceptance into the Bachelor of Science in Education program.

Description: This course is the second in a sequence of mathematics courses for middle grades education majors. Topics include principles of measurement and geometry such as two and three dimensional figures, constructions, and problem solving for students who are planning to teach at the middle grades level. The use of technology is included in this course.

Notes: This course will not be accepted as a part of the requirements for a major in mathematics.

Lecture/Lab Hours: Four hours per week.

MATH 3330 - Survey of Calculus and Statistics for Middle Grades

Credit: 4 hours

Prerequisites: At least a "C" in MATH 3320 and formal acceptance into the Bachelor of Science in Education program.

Description: This course is the third in a sequence of mathematics courses for middle grades education majors. Topics include work with experimental and theoretical probability, probability distributions, and survey of calculus concepts such as limits, derivatives, and a brief introduction to integrals.

Notes: This course will not be accepted as a part of the requirements for a major in mathematics.

Lecture/Lab Hours: Four hours per week.

MATH 3510 - Foundations of Geometry

Credit: 3 hours

Prerequisites: At least a "C" in MATH 3040

Description: This course is a study of Euclidean and non-Euclidean plane geometry from both synthetic and metric approaches. Topics include concepts related to incidence, betweenness, plane separation and convexity, congruence, and parallelism, with some attention given to geometric transformations.

Lecture/Lab Hours: Three hours per week.

MATH 3600 - Probability and Statistics

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2252

Description: This course is a post-calculus treatment of probability and statistics. Topics include descriptive statistics, probability distributions for discrete and continuous random variables, statistical inference, one way analysis of variance, and regression analysis.

Lecture/Lab Hours: Three hours per week.

MATH 4110 - Number Theory

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2253

Prerequisites or Corequisites: At least a "C" in MATH 3040

Description: This course offers an investigative approach to number theory. Topics include divisibility and factorization, the Euclidean algorithm, linear diophantine equations, congruences and their applications, solving linear congruences, primes of special forms, the Chinese remainder theorem, multiplicative orders, the Euler phi-function, primitive roots, quadratic congruences, representation problems, and continued fractions.

Lecture/Lab Hours: Three hours per week.

MATH 4150 - Linear Algebra

Credit: 3 hours

Prerequisites: At least a "C" in both MATH 2260 and MATH 3040

Description: Topics in this course include an introduction to the theory of vector spaces, with emphasis on finite-dimensional vector spaces, linear systems, matrices, linear transformations, eigenvalues, and related subjects.

Lecture/Lab Hours: Three hours per week.

MATH 4260 - Mathematical Analysis

Credit: 3 hours

Prerequisites: At least a "C" in MATH 3040

Description: This course is a study of the principles of mathematical analysis; point set topology of real numbers, numerical sequences and series, continuity, differentiation, integration, sequences and series of functions, and metric spaces.

Lecture/Lab Hours: Three hours per week.

MATH 4300 - Regression Analysis

Credit: 3 hours

Prerequisites: At least a "C" in MATH 3600

Description: Topics in this course include simple and multiple regression; model selection procedures; analysis of variance; simultaneous inference; and design and analysis of experiments.

Lecture/Lab Hours: Three hours per week.

MATH 4480 - Graph Theory

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2252

Prerequisites or Corequisites: At least a "C" in MATH 3040

Description: Topics in this class include structure of graphs, directed graphs, trees, and connectivity; Eulerian and Hamiltonian graphs; planar graphs; graph colorings; matchings; independence; and domination. Additional topics may include symmetry of graphs, external graph theory, graph embeddings, greedy algorithm, flaws on graphs, and probabilistic methods in graph theory.

Lecture/Lab Hours: Three hours per week.

MATH 4621 - Mathematical Statistics I

Credit: 3 hours

Prerequisites: At least a "C" in both MATH 2253 and MATH 3600

Description: This is the first in a two-course sequence. Topics in this course include distributions of random variables; conditional probability and stochastic independence; multivariate and some special distributions; and distributions of functions of random variables.

Lecture/Lab Hours: Three hours per week.

MATH 4622 - Mathematical Statistics II

Credit: 3 hours

Prerequisites: At least a "C" in MATH 4621

Description: This is the second in a two-course sequence. Topics in this course include statistical inference, sufficient statistics, estimation theory, theory of statistical tests, and inferences about normal models.

Lecture/Lab Hours: Three hours per week.

MATH 4630 - Topics in Applied Statistics

Credit: 3 hours

Prerequisites: At least a "C" in MATH 3600

Description: Topics in applied statistics will be selected from quality control, sampling theory, nonparametric statistics, experimental design, computational statistics, and regression analysis.

Lecture/Lab Hours: Three hours per week.

MATH 4651 - Numerical Analysis I

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2260 and CPSC 1301

Description: This is the first in a two-course sequence. Topics in this course include the development and implementation of efficient numerical methods; locating roots of nonlinear equations; solving systems of linear equations; numerical differentiation and integration; interpolation; and approximation of functions.

Lecture/Lab Hours: Three hours per week.

MATH 4652 - Numerical Analysis II

Credit: 3 hours

Prerequisites: At least a "C" in MATH 4651 and MATH 2270

Description: This is the second in a two-course sequence. Topics in this course include the determination of eigenvalues and eigenvectors of matrices; method of least squares, and curve fitting; numerical solutions of ordinary and partial differential

equations.

Lecture/Lab Hours: Three hours per week.

MATH 4901 - Operations Research I

Credit: 3 hours

Prerequisites: At least a "C" in MATH 4150

Description: This course is an introduction to the mathematical aspects and applications of operations research. Topics are selected from linear programming (mainly), integer programming, and dynamic programming.

Lecture/Lab Hours: Three hours per week.

MATH 4902 - Operations Research II

Credit: 3 hours

Prerequisites: At least a "C" in MATH 4621

Description: This course is an introduction to stochastic operations research. Topics are selected from stochastic modeling and optimization, probability models, queuing theory, and Monte Carlo simulation. Note that MATH 4901 is not a prerequisite for this course.

Lecture/Lab Hours: Three hours per week.

MATH 4905 - Optimization

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2252

Description: Topics in this course include Lagrange multipliers, gradient methods, search techniques, variational methods and control problems, dynamic programming, and nonlinear programming.

Lecture/Lab Hours: Three hours per week.

MATH 4910 - Mathematical Models

Credit: 3 hours

Prerequisites: At least a "C" in MATH 2253 and MATH 3600

Description: This course is an introduction to basic principles and applications of classical mathematical models, optimization models, and probabilistic models. Students will be expected to undertake individual projects which may include oral and/or written presentations.

Lecture/Lab Hours: Three hours per week.

MATH 4920 - Senior Seminar

Credit: 2 hours

Prerequisites: Student must have completed 90 or more hours

Description: This seminar course is intended for mathematics majors in the last year of their program. Through lectures, scientific literature, and class discussions, students will be introduced to particular areas of active research. Students will be expected to undertake individual projects which may include oral and/or written presentations and preparation of mini-grant applications.

Lecture/Lab Hours: Two hours per week.

MGMT 3101 - Business Statistics

Credit: 3 hours

Prerequisites: MATH 1200 and junior standing or permission of instructor

Description: The course covers the theory and application of statistical methods in decision making, emphasizing inferential applications including analysis of variance, multiple regression and correlation, business forecasting, and nonparametric approaches to decision making.

Lecture/Lab Hours: Three hours per week.

MGMT 3141 - Principles of Management

Credit: 3 hours

Prerequisites: Junior standing or permission of instructor

Description: This is an introduction to the management process emphasizing planning and strategy, organizational theory and structure, and organizational behavior, direction and control including leadership, motivation, team building, management information systems and current managerial issues such as total quality management, multicultural impact and ethical management.

Lecture/Lab Hours: Three hours per week.

MGMT 3155 - Organizational Behavior

Credit: 3 hours

Prerequisites: MGMT 3141 or HLSA 3320

Description: This is a comprehensive study of human behavior and its interrelationship with the organizational environment. Emphasis will be on the contributions of the behavioral sciences and the constraints imposed by cultural diversity.

Lecture/Lab Hours: Three hours per week.

MGMT 3165 - Production and Operations Management

Credit: 3 hours

Prerequisites: MGMT 3101 and MGMT 3141

Description: This is an introduction to the design and control of production and service operation systems. Topics include material requirements planning, layout, scheduling, work measurement, quality control, and the use of quantitative tools in planning and allocating resources. Computer-assisted problem solving applications are included.

Lecture/Lab Hours: Three hours per week.

MGMT 3175 - Quantitative Methods

Credit: 3 hours

Prerequisites: MGMT 3101

Description: This is a study of quantitative tools useful in management decision-making. Topics include linear programming, networking, scheduling models, queuing and game theory, and forecasting including computer-assisted problem solving.

Lecture/Lab Hours: Three hours per week.

MGMT 4105 - Human Resource Management

Credit: 3 hours

Prerequisites: MGMT 3141

Description: The course examines the overall personnel function in business including acquisition, use, maintenance and development of human resources. Emergent issues including legislative requirements affecting personnel management will be examined together with the constraints imposed thereon.

Lecture/Lab Hours: Three hours per week.

MGMT 4115 - Collective Bargaining/Labor Relations

Credit: 3 hours

Prerequisites: MGMT 3141

Description: This is an analysis of the major problems and grievances of employers, employees, and consumers arising from our competitive economic system and a consideration of efforts to solve these problems, including labormanagement conflict and resolution and the collective bargaining process.

Lecture/Lab Hours: Three hours per week.

MGMT 4125 - Compensation and Benefits

Credit: 3 hours

Prerequisites: MGMT 3141

Description: The course covers basic compensation and benefits systems. Topics include a study of the employment environment and its impact on compensation programs, including job evaluation methods and salary determinations. Benefit programs and governmental policy implications will be considered.

Lecture/Lab Hours: Three hours per week.

MGMT 4135 (MKTG 4135) - Entrepreneurship

Credit: 3 hours

Prerequisites: FINC 3131, MGMT 3141, and MKTG 3161

Description: This is a study of the business formation process. It focuses on characteristics of successful entrepreneurs, creativity, risk taking, and the necessary planning associated with new business ventures. Students will develop an idea for a new business venture, conduct a feasibility analysis, identify resources, and conclude with a comprehensive business plan.

Lecture/Lab Hours: Three hours per week.

MGMT 4145 (MKTG 4145) - International Business

Credit: 3 hours

Prerequisites: MGMT 3141

Description: This course surveys the environmental, political, and social constraints on doing business abroad and analyzes the

management and operational strategies of firms engaged in international business.

Lecture/Lab Hours: Three hours per week.

MGMT 4151 (MKTG 4151) - Principles of Contracting

Credit: 3 Hours

Prerequisites: MGMT 3141

Prerequisites or Corequisites: LENB 3135

Description: This course introduces the student to contracting basics, acquisition planning, and solicitation portions of the contracting process. Contracting topics such as understanding the acquisition team, business relationships, E-Commerce, contracting regulations, elements of a contract, and contracting methods are just some of the beginning areas covered. In addition, elements of acquisition planning such as risk, market research, commercial considerations, contract types, and socio-economic areas are discussed. Steps related to the solicitation process such as developing a source list, line item structure, labor laws, format of a solicitation and amendment, and synopsis are reviewed. The focus of this course is to introduce the student to beginning contracting concepts and principles and to provide the student with an understanding of the steps related to the acquisition planning and solicitation process.

Lecture/Lab Hours: Three hours per week.

MGMT 4152 (MKTG 4152) - Contract Evaluation and Award

Credit: 3 hours

Prerequisites: MGMT 4151

Description: This course introduces the student to topics related to the evaluation, award, and post award portions of the contracting process. Elements of evaluation related to competitive acquisitions and past performance evaluation are reviewed. Steps related to the proposal receipt process such as contractor responsibility, debarred/suspended, and certificate of competency are covered. The award process is also covered by a discussion of processes such as legal review, clearance, 1279 Report, notification to unsuccessful offeror, and preparation of award. Post award topics such as contract administration functions, contract closeout, contract modifications, remedies, claims, disputes, and request for equitable adjustments are covered. The focus of this course is to provide the student with an understanding of the steps related to the evaluation, award, and post award phases of the contracting process.

Lecture/Lab Hours: Three hours per week.

MGMT 4153 (MKTG 4153) - Contract Pricing

Credit: 3 hours

Prerequisites: FINC 3131, MGMT 3101, and MGMT 4152

Description: This course introduces the concepts and practices associated with analyzing data, defending the results and basis of the analysis, and documenting those determinations. Topics include determining the appropriateness of performing price and cost analysis as well as the use of various tools associated with each method. In addition, the course will provide instruction on incorporating information derived from these tools to formulate a strategy for defending said results and applying them in a negotiation environment. The focus of this course is to ensure not only the understanding of the evaluation process but also the transfer of that knowledge to making sound price/cost business decisions.

Lecture/Lab Hours: Three hours per week.

MGMT 4165 (MKTG 4165) - Small Business Management

Credit: 3 hours

Prerequisites: FINC 3131, MGMT 3101, MGMT 3141, MKTG 3161, or permission of the instructor

Description: This is a hands-on experience concerned with the problems and responsibilities of starting and operating a small business. Students work in teams, consulting with small business and/or entrepreneurs on actual business cases.

Lecture/Lab Hours: Three hours per week.

MGMT 4166 - Advanced Operations Management

Credit: 3 hours

Prerequisites: MGMT 3165

Description: This course is an extension of the core operations management course and is intended for students enrolled in the operations management major track. It includes a more in-depth analysis of cutting edge topics such as production planning and control, inventory management, lean manufacturing, six sigma, theory of constraints, project management, enterprise resource planning systems, and more.

Lecture/Lab Hours: Three hours per week.

MGMT 4167 - Operations Strategy

Credit: 3 hours

Prerequisites: MGMT 4166

Description: This course is a strategic look at the production/operations function of modern business systems intended for students enrolled in the operations management major track. The emphasis of this course is on designing operating systems that go beyond merely supporting the organization's business strategy. World class operations provide firms with distinctive competencies that give the firm a competitive advantage in the marketplace. This course will use lecture and case studies.

Lecture/Lab Hours: Three hours per week.

MGMT 4171 - Introduction to Six Sigma

Credit: 3 hours

Prerequisites: MGMT 3165

Description:

This course is an introduction to the Six Sigma process improvement methodology and principles. This course is modeled after the American Society for Quality's Green Belt body of knowledge. Topics include the DMAIC process, statistical quality control, process capability, gage reproducibility and repeatability, and others. Performance will be measured with in-class examinations and quizzes, individual/group case analyses, and other suitable methods.

Lecture/Lab Hours: Three hours per week.

MGMT 4172 - Advanced Six Sigma

Credit: 3 hours

Prerequisites: MGMT 4171

Description: This course will build on the knowledge students gained in the Introduction to Six Sigma course. The emphasis of this course will be on using software packages such as Minitab, Visio, and PowerPoint for defining, measuring, analyzing, improving, and controlling business processes. The class will feature guest speakers and possibly field trips to companies who are using the Lean/Six Sigma philosophy and tools. Performance will be measured with in-class examinations and quizzes, individual/group case analyses, and other suitable methods.

Lecture/Lab Hours: Three hours per week.

MGMT 4173 - Lean/Six Sigma Capstone Project

Credit: 3 hours

Prerequisites or Corequisites: MGMT 4171 or MGMT 4174

Description: The focus of this course will be for each student (or group of students when appropriate) to complete a real-world process improvement project for a local firm. Students will gain valuable experiences in how to deal with typical problems such as scheduling conflicts, politics, opponents to change, and others. Performance will be measured based on the outcomes of the student's process improvement project, a final report, a final presentation, and other suitable methods. Students taking this class should be prepared to spend several hours per week spread over two to three days per week at the client's place of business during normal business hours.

Lecture/Lab Hours: Three hours per week.

MGMT 4174 - Introduction to Lean Process Improvement

Credit: 3 hours

Prerequisites: MGMT 3165 or permission of the instructor

Description: This course is an introduction to the Lean process improvement methodology and philosophy. Topics include understanding value, identifying the value chain, creating flow, using pull, and pursuing perfection. Additionally, students will learn how and when to use process improvement tools such as 5S/6S, value stream mapping, and rapid improvement events. The course is modeled after the United States' Air Force AFSO21 Lean Process Improvement model. Performance will be measured with in-class examinations and quizzes, individual/group case analyses, and other suitable methods.

Lecture/Lab Hours: Three hours per week.

MGMT 4181 - Service Management

Credit: 3 hours

Prerequisites: MGMT 3165

Description: This course is an in-depth look at the management of service operations. A customer-centered focus is used. Topics include new service design and development and managing on-going service operations with an emphasis on continuous improvement. Several world-class service providers will be analyzed in detail.

Lecture/Lab Hours: Three hours per week.

MGMT 4183 - Purchasing & Supply Chain Management

Credit: 3 hours

Prerequisites: MGMT 3165

Description: This course is a study of the processes and problems involved in acquiring and controlling materials and services. Topics include source selection, quality and quantity control, value analysis, negotiation and legal considerations.

Lecture/Lab Hours: Three hours per week.

MGMT 4195 - Strategic Management

Credit: 3 hours

Prerequisites: BUSA 3100, ECON 3175, FINC 3131, LENB 3135, MGMT 3101, MGMT 3141, MGMT 3165, MKTG 3161, and senior standing

Description: This is a capstone course designed to integrate knowledge gained in the various functional business areas and to exercise the student's analytical skills in problem identification, strategy formulation, integration and decision implementation, including international and ethical considerations.

Lecture/Lab Hours: Three hours per week.

MGMT 4505 - Special Topics

Credit: 1– 3 hours

Prerequisites: Approval of Division Chair

Description: This is a customized course under the direction of a faculty sponsor that meets special needs of students and/or the community. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses.

MGMT 4605 - Internship and/or Cooperative Education

Credit: 1 – 9 hours

Prerequisites: Approval of Division Chair

Description: This is an individually designed and planned learning experience involving field experience and study in the private or public sector.

Lecture/Lab Hours: Three hours lecture per week.

MGMT 4805 - Independent Study

Credit: 1 – 3 hours

Prerequisites: Approval of Division Chair

Description: This is an investigation of a topic of interest with reports given to instructor.

MGSE 3120 - Assessment for Learning in Middle Grades

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: In this course, candidates will design, select, and administer assessments for learning. In addition, students will learn to use assessment results to make instructional decisions, plan instructional activities and develop appropriate grading practices. Particular focus will be upon communication of results to students, parents, and other educators. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week

MGSE 3130 - Transition to Adolescence

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: This course is a thematic approach to the normative developmental achievements and challenges that children face in the transition to adolescence. Major theories, research findings, and educational applications relevant to the adolescent transition will be presented. Topics include brain development, cognition, language, identity, peer and family relations, puberty, emerging sexuality, emotional development, and autonomy. Individual and group differences in development will be discussed with an emphasis on the special needs child.

Lecture/Lab Hours: Three hours per week

MGSE 3140 - Classroom Management for Middle Grades

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: In this course, students learn how to design and organize classroom settings for effective learning. An emphasis will be on the planning and demonstration of effective management skills in diverse school settings. Use of technology is

required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week

MGSE 3150 - Strategies for Teaching of Reading, Writing, and Speaking in the Middle Grades

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: In this course, students will learn how to create a literate environment in the classroom that fosters reading, writing, and speaking in all content areas by integrating foundational knowledge, use of instructional practices, approaches and methods, curriculum materials, and the appropriate use of assessments. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week

MGSE 3160 - Content Area Pedagogy Lab I - Math/Science/Reading/Social Studies

Credit: 2 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: In this course, manipulative-based, hands-on activities will be taught in the middle school setting. The course content will be aligned with content area coursework to offer students ideas for how to teach the content. Students will choose content from their primary area of concentration. Use of technology is required. This course is aligned with state and national standards.

Notes: A minimum of three additional hours per week in a school setting is required.

Lecture/Lab Hours: Two hours per week

MGSE 3170 - Professionalism and Teaching I

Credit: 2 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: In this course, teacher candidates will become familiar with the school environment, working with students and parents, and collaborating with other professionals in the school setting. Teacher candidates will work in middle grades classrooms assisting the teacher and 4th-8th grade students with instructional routines. Teacher candidates will also attend regularly scheduled seminars on related topics. The use of technology is required. The course is aligned with state and national standards.

Notes: A minimum of 8 hours per week in a (daytime) school setting is required.

Lecture/Lab Hours: Two hours per week

MGSE 3260 - Content Area Pedagogy Lab II- Math/Science/Reading/Social Studies

Credit: 2 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: In this course, manipulative-based, hands-on activities will be taught in the middle school setting. The course content will be aligned with content area coursework to offer students ideas for how to teach the content. Students will choose content from their secondary area of concentration. Use of technology is required. This course is aligned with state and national standards.

Notes: A minimum of three additional hours per week in a school setting is required.

Lecture/Lab Hours: Two hours per week

MGSE 3270 - Professionalism and Teaching II

Credit: 2 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: In this course, students will become more engaged in the school environment, continuing to work with the teacher, students and parents, and other professionals. Students will work in 4th-8th grade classrooms planning and implementing instruction and designing assessments based on the Georgia Performance Standards. Students will also attend regularly scheduled seminars on related topics. Use of technology is required. This course is aligned with state and national standards.

Notes: A minimum of 8 hours per week in a (daytime) school setting is required.

Lecture/Lab Hours: Two hours per week

MGSE 4110 - Program Planning for Middle Grades Students

Credit: 2 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in education Program and at least a "C" in SPED 3110.

Description: In this course, students will learn to address the individual needs of 4th-8th grade students with exceptionalities. Topics include the IEP process, assessing student needs, the continuum of placements and services, family systems, professional and ethical practices, instructional planning, transition planning, and collaboration. Use of technology is required. This course

addresses state and national standards.

Lecture/Lab Hours: Two hours per week

MGSE 4150 - Visual Literacy in the Classroom

Credit: 2 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: Students will explore visual literacy's impact on the learning process when integrating digital media with educational curriculum and discover pedagogical considerations for using multimedia to stimulate inquiry, creativity, and higher-order thinking. Students will examine pre-production classroom practices, video editing, web-based resources, content materials, distribution methods, and criteria for evaluating student work. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Two hours per week

MGSE 4170 - Clinical Practice I

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: This course is a culminating experience in which students take a lead role as a teacher in the middle grades general education classroom. Students will develop and implement lesson plans and instructional units linked to the Georgia Performance Standards. Students will be active in the school environment, assuming the role and responsibilities of the classroom teacher. Students will also attend scheduled seminars on related topics. Use of technology is required. This course is aligned with state and national standards.

Notes: A minimum of 8 consecutive weeks of teaching in a middle school setting is required.

Lecture/Lab Hours: Three hours per week

MGSE 4210 - Teaching All Learners in the Middle Grade Classroom

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program and at least a "C" in SPED 3110.

Description: Teacher candidates will learn effective curriculum methodology and materials utilized in teaching all 4th grade through 8th grade students in interrelated and inclusion settings. Topics include instructional planning, research based practices, inclusion, collaboration, effective instructional planning, and transition. The use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week

MGSE 4250 - Assessment and Diagnosis of Reading Disabilities in the Middle Grades

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education Program

Description: This course addresses the characteristics and learning patterns of all children. The focus will be on developing knowledge of formal and informal classroom reading diagnosis procedures and the design of appropriate interventions. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week

MGSE 4270 - Clinical Practice II

Credit: 3 Hours

Prerequisites: Formal acceptance into the Bachelor of Science in education Program and at least a "C" in MGSE 4170.

Description: This course is a culminating experience in which students take a lead role as special education teachers in the 4th - 8th grade classroom. Students will develop and implement individualized education plans, make appropriate adaptations and modifications, and plan and implement instruction in general and special education settings. Students will also attend scheduled seminars on related topics. Use of technology is required. This course is aligned with state and national standards.

Notes: A minimum of 4 consecutive weeks teaching in a middle grades inclusive/special education setting is required.

Lecture/Lab Hours: Three hours per week

MKTG 3161 - Principles of Marketing

Credit: 3 hours

Prerequisites: ECON 2105, ECON 2106, junior standing, or permission of instructor

Description: This is an introduction to the basic principles of marketing and the marketing environment with a focus on development of an understanding of ethical planning, implementing, and controlling marketing activities on a local, national, and international scale.

Lecture/Lab Hours: Three hours per week.

MKTG 3162 - Consumer Behavior

Credit: 3 hours

Prerequisites: MKTG 3161

Description: This is a study of the consumer decision-making process and the factors influencing it. Psychological, sociological, economic, and cultural anthropological factors are examined. Their impact on marketing formulation, both domestic and international, is emphasized.

Lecture/Lab Hours: Three hours per week.

MKTG 3167 - Retailing

Credit: 3 hours

Prerequisites: MKTG 3161

Description: This is a study of the retail strategy as it helps form the philosophy, objectives, activities, and control mechanisms for a retailer.

Lecture/Lab Hours: Three hours per week.

MKTG 3170 - Sales and Sales Management

Credit: 3 hours

Prerequisites: MKTG 3161

Description: This course is a study of methods of professional selling and sales management. The focus is on how sales fits into the overall marketing function, including the theory, practice, and current behavioral concepts of personal selling and the elements of managing a successful sales force necessary for meeting marketing objectives.

Lecture/Lab Hours: Three hours per week.

MKTG 4135 (MGMT 4135) - Entrepreneurship

Credit: 3 hours

Prerequisites: FINC 3131, MGMT 3141, and MKTG 3161

Description: This is a study of the business formation process. It focuses on characteristics of successful entrepreneurs, creativity, risk taking, and the necessary planning associated with new business ventures. Students will develop an idea for a new business venture, conduct a feasibility analysis, identify resources, and conclude with a comprehensive business plan.

Lecture/Lab Hours: Three hours per week.

MKTG 4145 (MGMT 4145) - International Business

Credit: 3 hours

Prerequisites: MGMT 3141

Description: This course surveys the environmental, political, and social constraints on doing business abroad and analyzes the management and operational strategies of firms engaged in international business.

Lecture/Lab Hours: Three hours per week.

MKTG 4151 (MGMT 4151) - Principles of Contracting

Credit: 3 Hours

Prerequisites: MGMT 3141

Prerequisites or Corequisites: LENB 3135

Description: This course introduces the student to contracting basics, acquisition planning, and solicitation portions of the contracting process. Contracting topics such as understanding the acquisition team, business relationships, E-Commerce, contracting regulations, elements of a contract, and contracting methods are just some of the beginning areas covered. In addition, elements of acquisition planning such as risk, market research, commercial considerations, contract types, and socio-economic areas are discussed. Steps related to the solicitation process such as developing a source list, line item structure, labor laws, format of a solicitation and amendment, and synopsis are reviewed. The focus of this course is to introduce the student to beginning contracting concepts and principles and to provide the student with an understanding of the steps related to the acquisition planning and solicitation process.

Lecture/Lab Hours: Three hours per week.

MKTG 4152 (MGMT 4152) - Contract Evaluation and Award

Credit: 3 hours

Prerequisites: MKTG 4151

Description: This course introduces the student to topics related to the evaluation, award, and post award portions of the contracting process. Elements of evaluation related to competitive acquisitions and past performance evaluation are reviewed. Steps related to the proposal receipt process such as contractor responsibility, debarred/suspended, and certificate of competency are covered. The award process is also covered by a discussion of processes such as legal review, clearance, 1279 Report,

notification to unsuccessful offeror, and preparation of award. Post award topics such as contract administration functions, contract closeout, contract modifications, remedies, claims, disputes, and request for equitable adjustments are covered. The focus of this course is to provide the student with an understanding of the steps related to the evaluation, award, and post award phases of the contracting process.

Lecture/Lab Hours: Three hours per week.

MKTG 4153 (MGMT 4153) - Contract Pricing

Credit: 3 hours

Prerequisites: FINC 3131, MGMT 3101, and MGMT 4152

Description: This course introduces the concepts and practices associated with analyzing data, defending the results and basis of the analysis, and documenting those determinations. Topics include determining the appropriateness of performing price and cost analysis as well as the use of various tools associated with each method. In addition, the course will provide instruction on incorporating information derived from these tools to formulate a strategy for defending said results and applying them in a negotiation environment. The focus of this course is to ensure not only the understanding of the evaluation process but also the transfer of that knowledge to making sound price/cost business decisions.

Lecture/Lab Hours: Three hours per week.

MKTG 4161 - Marketing Research

Credit: 3 hours

Prerequisites: MGMT 3101 and MKTG 3161

Description: This course is a study of the development of the basic methodology in research design for primary and secondary data, including requirements for collection, analysis, editing, coding, and presentation of data to support marketing decisions.

Lecture/Lab Hours: Three hours per week.

MKTG 4162 - Business to Business Marketing

Credit: 3 hours

Prerequisites: MKTG 3161

Description: This course is a study of the marketing of products and services to institutions, including businesses, government, and non-profit organizations. The course focuses on the practices, strategies, and managerial problems unique to development of the business-to-business marketing mix.

Lecture/Lab Hours: Three hours per week.

MKTG 4163 - Services Marketing

Credit: 3 hours

Prerequisites: MKTG 3161

Description: This course is a study of the unique challenges of managing a marketing mix of for-profit and non-profit services. The course covers theory, service quality attainments, service design and strategy, and implementation plans. It includes an examination of social marketing, which seeks to influence social behaviors not to benefit the marketer but to benefit the target audience and society.

Lecture/Lab Hours: Three hours per week.

MKTG 4165 (MGMT 4165) - Small Business Management

Credit: 3 hours

Prerequisites: FINC 3131, MGMT 3101, MGMT 3141, MKTG 3161, or permission of the instructor

Description: This is a hands-on experience concerned with the problems and responsibilities of starting and operating a small business. Students work in teams consulting with small business and/or entrepreneurs on actual business cases.

Lecture/Lab Hours: Three hours per week.

MKTG 4166 - Marketing Promotion and Communication

Credit: 3 hours

Prerequisites: MKTG 3161

Description: This is a study of the theoretical and practical aspects of effective marketing communication as a means of market promotion. The course stresses economic, social, and ethical aspects of promotion and requires the student to develop a program for a specific purpose including layouts and story boards.

Lecture/Lab Hours: Three hours per week.

MKTG 4168 - International Marketing

Credit: 3 hours

Prerequisites: MKTG 3161

Description: This course is a study of the international business environment, including the social, cultural, political, technological, and institutional factors. The course focuses on how companies compete for customers around the world by examining the global implications of managing the marketing mix and understanding the global economy, cultural forces, and the political and regulatory climate.

Lecture/Lab Hours: Three hours per week.

MKTG 4198 - Marketing Management

Credit: 3 hours

Prerequisites: MKTG 3161, plus two other 3000/4000-level marketing courses, and senior standing

Description: This is a study of the marketing environment. Application of the development of the marketing plan and strategy coupled with techniques to ethical marketing management is stressed by the use of cases or computer simulation.

Lecture/Lab Hours: Three hours per week.

MKTG 4505 - Special Topics

Credit: 1 – 3 hours

Prerequisites: Approval of Division Chair

Description: This is a customized course that meets special needs of students and/or the community under the direction of a faculty supervisor. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses.

MKTG 4605 - Internship and/or Cooperative Education

Credit: 1 – 9 hours

Prerequisites: Approval of Division Chair

Description: This is an individually designed and planned learning experience involving field experience and study in the private or public sector.

MKTG 4805 - Independent Study

Credit: 1 – 3 hours

Prerequisites: Approval of Division Chair

Description: This course is an investigation of a topic of interest with reports given to instructor.

MSCC 1000 - Perspectives on Information and Communication

Credit: 1 hour

Description: This is a series on the discovery, use, and presentation of information. Students will learn the role and use of research materials and how to use technology in the discovery of information as well as the critical analysis of information in knowledge building. Students also will learn how logically and effectively to present information.

Lecture/Lab Hours: One hour per week.

MSCC 1003 - Perspectives on Mathematics

Credit: 3 hours

Corequisites: MSCC 1000

Description: The course explores ideas, history, and problems in mathematics that reveal the influence and nature of math. Students will realize mathematics is not an isolated subject of mere manipulations, theorems, and irrelevant topics. The course seeks to bring awareness of the inseparable relationship of math and the world around us and to give insight as to what math is, what it attempts to accomplish, and how to think mathematically. Though students have heterogeneous backgrounds, a careful selection of topics and chapters allows all levels of students to effectively study the material.

Lecture/Lab Hours: Three hours per week.

MSCC 1004 - Perspectives on Prime-Time TV

Credit: 3 hours

Corequisites: MSCC 1000

Description: The course will help students learn to better analyze their television viewing habits and interpret the messages TV communicates so as not to be passive consumers of information. As a result, students will learn to think more clearly and concretely about the effect television has on their lives and to think more deeply about cultural issues. The course will use prime-time TV as a vehicle for discussing the importance of making critical judgements.

Lecture/Lab Hours: Three hours per week.

MSCC 1005 - Perspectives on European Monetary Union

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course focuses on the European Monetary Unit (EMU). It explores the evolution of monetary integration of Western European countries from its post-World War II origins to the present day, analyzing the changes in roles and objectives of each Member State. It also examines the political and economic impact and challenges facing the EMU as it completes the final stages and enters into the Single Market. Comparisons will be made with the U.S. and other countries in the world. Lastly, it examines the prospective enlargement of the EMU and the subsequent political and economic tasks and challenges facing the Union because of enlargement.

Lecture/Lab Hours: Three hours per week.

MUSC 1100 - Music Appreciation

Credit: 3 hours

Description: This is an introduction to the history of music. It surveys important examples of music literature, style periods, and representative composers and addresses musical language, form, instrumentation, and expression through listening.

Lecture/Lab Hours: Three hours per week.

MUSC 1101 - Elementary Theory I

Credit: 2 hours

Corequisites: MUSC 1102

Description: This is the study of elementary materials of music theory, including scales, intervals, keys, terminology, diatonic harmony, instrument transpositions, and rudimentary score analysis.

Lecture/Lab Hours: Two hours lecture and three hours laboratory per week.

MUSC 1102 - Sight Singing/Ear Training I

Credit: 1 hour

Corequisites: Corequisite for MUSC 1101

Description: This course focuses on developing basic sightreading/sightsinging skills, including melodic, harmonic, and rhythmic sightsinging and dictation.

Lecture/Lab Hours: One hour per week.

MUSC 1103 - Elementary Theory II

Credit: 2 hours

Prerequisites: MUSC 1101

Corequisites: MUSC 1104

Description: This is the study of elementary materials of music theory, including scales, intervals, keys, terminology, diatonic harmony, instrument transpositions, and rudimentary score analysis. Two hours lecture and three hours laboratory per week.

Lecture/Lab Hours: Two hours lecture and three hours laboratory per week

MUSC 1104 - Sight Singing/Ear Training II

Credit: 1 hour

Prerequisites: MUSC 1102

Corequisites: MUSC 1103

Description: This course focuses on developing basic sightreading/sightsinging skills, including melodic, harmonic, and rhythmic sightsinging and dictation.

Lecture/Lab Hours: One hour lecture per week.

MUSC 1300 - Classical Guitar Instruction

Credit: 1 hour

Corequisites: MUSC 1333

Description: Private or small class guitar lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree.

Lecture/Lab Hours: One hour laboratory per week.

MUSC 1333 - Guitar Ensemble

Credit: 1 hour

Description: A classical guitar ensemble specializing in developing performances by chamber guitar groups. Please contact the Music Department for more information. A maximum of two semester hours is applicable towards the music degree.

Lecture/Lab Hours: Three hours laboratory per week.

MUSC 1400 - Piano Instruction

Credit: 1 hour

Corequisites: MUSC 1888

Description: Private or small class piano lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree.

Lecture/Lab Hours: One hour laboratory per week.

MUSC 1500 - Voice Instruction

Credit: 1 hour

Corequisites: MUSC 1888

Description: Private or small class voice lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree.

Lecture/Lab Hours: One hour laboratory per week.

MUSC 1888 - Chamber Singers

Credit: 1 hour

Description: Chamber choir of students, faculty, staff, and community members with on and off-campus performances. Auditions will be held at the discretion of the director. Please contact the Music Department for more information. A maximum of two hours may be applied toward the music degree.

Lecture/Lab Hours: Three hours laboratory per week.

MUSC 2201 - Intermediate Music Theory I

Credit: 2 hours

Prerequisites: MUSC 1103

Description: This is a continuation of the music theory sequence. Topics include advanced concepts in melodic analysis, harmonic analysis, and score analysis, as well as the study of form.

Lecture/Lab Hours: Two hours lecture and three hours laboratory per week.

MUSC 2203 - Intermediate Music Theory II

Credit: 2 hours

Prerequisites: MUSC 2201

Description: This is a continuation of the music theory sequence. Topics include advanced concepts in melodic analysis, harmonic analysis, and score analysis, as well as the study of form.

Lecture/Lab Hours: Two hours lecture and three hours laboratory per week.

MUSC 2300 - Classical Guitar Instruction

Credit: 1 hour

Corequisites: MUSC 1333

Description: Private or small class guitar lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree.

Lecture/Lab Hours: One hour laboratory per week.

MUSC 2333 - Guitar Ensemble

Credit: 1 hour

Description: A classical guitar ensemble specializing in developing performances by chamber guitar groups. Please contact the Music Department for more information. A maximum of two semester hours is applicable towards the music degree.

Lecture/Lab Hours: Three hours laboratory per week.

MUSC 2400 - Piano Instruction

Credit: 1 hour

Corequisites: MUSC 1888

Description: Private or small class piano lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree.

Lecture/Lab Hours: One hour laboratory per week.

MUSC 2500 - Voice Instruction

Credit: 1 hour

Corequisites: MUSC 2888

Description: Private or small class voice lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree.

Lecture/Lab Hours: One hour laboratory per week.

MUSC 2888 - Chamber Singers

Credit: 1 hour

Description: Chamber choir of students, faculty, staff, and community members with on and off-campus performances. Auditions will be held at the discretion of the director. Please contact the Music Department for more information. A maximum of two hours may be applied toward the music degree.

Lecture/Lab Hours: Three hours laboratory per week.

NURS 1003 - Clinical Calculations

Credit: 2 hours

Description: Uses metric, apothecary, and household systems of measurement with a ratio/proportion method to calculate and plan preparation and administration of medications for all ages. Includes critical thinking for safety and accuracy in dosage calculations for medication administration. Web-based (online) course.

NURS 1110 - Introduction to Health Concepts

Credit: 6 hours

Prerequisites or Corequisites: At least a "C" in BIOL 1114K, at least a "C" in MATH 1101 or in a more advanced math course, admission to the Nursing Program, NURS 1110L, and NURS 1111

Description: This course is an introduction to the practice of associate degree nursing with a focus on providing basic care to individuals. Concepts of critical thinking, wellness, nursing process, functional health patterns, communication, and community are presented as a basis for nursing practice. Basic psychomotor skills are introduced and practiced in selected laboratory and health care settings.

Lecture/Lab Hours: Three hours lecture and nine hours laboratory per week.

NURS 1111 - Psychiatric/Mental Health Nursing

Credit: 3 hours

Prerequisites: At least a "C" in BIOL 1114K, at least a "C" in MATH 1101 or in a more advanced math course, and admission to the Nursing Program

Corequisites: NURS 1111L and NURS 1110

Description: This course focuses on concepts of mental health and mental illness. Course content offers a knowledge base that is essential to care effectively for individuals and families who are experiencing compromised psychosocial functioning. Communication skills and the nursing process are used as the basis for providing care for these clients who are in diverse settings.

Lecture/Lab Hours: Two hours lecture and three hours laboratory per week.

NURS 1115 - Adult Health Care Concepts I

Credit: 7 hours

Prerequisites: NURS 1110, NURS 1111, at least a "C" in BIOL 1114K, and at least a "C" in MATH 1101 or in a more advanced math course

Corequisites: NURS 1115L

Prerequisites or Corequisites: At least a "C" in BIOL 1124K

Description: This course builds upon concepts and skills from previous nursing courses to assist the client to achieve optimal health in a variety of settings. Management of the client response to the perioperative experience and selected health problems are included. Psychomotor behaviors are expanded to include complex technical, expanded assessment, and critical thinking skills.

Lecture/Lab Hours: Four hours lecture and nine hours laboratory per week.

NURS 1116 - Women and Infant Health Care Concepts

Credit: 3 hours

Prerequisites: NURS 1110, NURS 1111, at least a "C" in BIOL 1114K, and at least a "C" in MATH 1101 or in a more advanced math course

Corequisites: NURS 1116L

Prerequisites or Corequisites: At least a "C" in BIOL 1124K

Description: This course focuses on health care concepts essential to the provision of nursing care of women and the childbearing family. Building on previously learned health care concepts, the student explores use of critical thinking and communication while caring for the childbearing family and various women's health issues.

Lecture/Lab Hours: Two hours lecture and three hours laboratory per week.

NURS 2210 - Adult Health Care Concepts II

Credit: 7 hours

Prerequisites: NURS 1115 and NURS 1116

Corequisites: NURS 2210L

Prerequisites or Corequisites: At least a "C" in BIOL 1134K

Description: This course focuses on concepts essential to the management and provision of comprehensive nursing care of clients experiencing a variety of increasingly complex health problems. Learning experiences continue to focus on achieving client's optimal health in a variety of health care settings.

Lecture/Lab Hours: Four hours lecture and nine hours laboratory per week.

NURS 2211 - Children's Health Care

Credit: 3 hours

Prerequisites: NURS 1115 and NURS 1116

Corequisites: NURS 2211L

Prerequisites or Corequisites: At least a "C" in BIOL 1134K

Description: This course presents concepts essential to managing the comprehensive nursing care of children within families, groups, and communities. Learning experiences focus on achieving a child's optimal health in a variety of health care settings.

Lecture/Lab Hours: Two hours lecture and three hours laboratory per week.

NURS 2215 - Complex Health Care Concepts

Credit: 8 hours

Prerequisites: NURS 2210, NURS 2211, and at least a "C" in BIOL 1134K

Corequisites: NURS 2215L

Description: This course focuses on integration and synthesis of nursing concepts learned throughout the curriculum. Emphasis is placed on critical thinking in the caring and managing of complex high risk clients. Clinical practice occurs in the primary, secondary, and tertiary health care settings. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in collaboration with a nursing faculty. Students are to complete all nursing core courses, satisfy technology requirements, and pass the Regents' Test prior to enrollment in NURS 2215.

Lecture/Lab Hours: Three hours lecture and fifteen hours clinical laboratory per week.

NURS 2215H - Honors Complex Health Care Concepts

Credit: 8 hours

Prerequisites: NURS 2210, NURS 2211, at least a "C" in BIOL 1134K, and admission to the Honors Program

Corequisites: NURS 2215L

Description: This course focuses on integration and synthesis of nursing concepts learned throughout the curriculum. Emphasis is placed on critical thinking in the caring and managing of complex high risk clients. Clinical practice occurs in the primary, secondary, and tertiary health care settings. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in collaboration with a nursing faculty. Admission is by invitation of the nursing faculty to students who meet the Honors course criteria. Honors course criteria will include a cumulative GPA of 3.50 and written recommendations from at least two nursing faculty members recommending students who have demonstrated excellent clinical skills. Students are to complete all nursing core courses, satisfy technology requirements, and pass the Regents' Test prior to enrollment in NURS 2215H.

Lecture/Lab Hours: Three hours lecture and fifteen hours clinical laboratory per week.

NURS 2216 - Trends and Issues in Health Care

Credit: 2 hours

Prerequisites: NURS 2210, NURS 2211, or NURS 1110, NURS 1111, and NURS 1116

Corequisites: NURS 2215 or NURS 2215H and NURS 2215L, or NURS 1115 and NURS 1115L

Description: This survey course examines pertinent health care trends and issues which impact the associate degree nurse entering the professional practice arena.

Lecture/Lab Hours: Two hours lecture per week.

NURS 2600 - Independent Study

Credit: 1 - 3 hours

Description: This course is individually designed under the direction of faculty to allow students opportunities to explore a specific area of interest. This course may be repeated.

NURS 2900 - Special Topics

Credit: 1 - 3 hours

Description: Courses are designed to focus on topics that are not otherwise offered. Groups of students will explore a specific area of interest under the direction of a faculty member. This course may be repeated.

NURS 3000 - Introduction to Professional Nursing

Credit: 2 hours

Prerequisites: Admission to the Pre-Licensure BSN Program

Corequisites: NURS 3005, NURS 3010, NURS 3010L, NURS 3200, and NURS 3200L

Description: This course focuses on the major concepts incorporated into the role of the professional nurse in working with individuals, families, and groups. Emphasis is on the nursing process, decision-making, communication, empathy, teaching/learning, legal considerations, professional standards, and ethical expectations for nurses.

Lecture/Lab Hours: Two hours lecture per week.

NURS 3005 - Pharmaconutrition

Credit: 3 hours

Prerequisites: Admission to the Pre-Licensure BSN Program

Corequisites: NURS 3000, NURS 3010, NURS 3010L, NURS 3200, and NURS 3200L

Description: This course builds on math and science knowledge to provide an understanding of drug dosage calculations and classifications of pharmacological agents. The nutritional needs of individuals and their impact on the health of an individual are included along with the interactions of medications and nutrients that can have a beneficial or hazardous effect on the health of an individual. Current information about the effect of over-the-counter medications, vitamins, herbal medications, and supplements will be addressed.

Lecture/Lab Hours: Three hours lecture per week.

NURS 3010 - BSN Fundamental Concepts

Credit: 6 hours

Prerequisites: Admission to the Pre-Licensure BSN Program

Corequisites: NURS 3000, NURS 3005, NURS 3010L, NURS 3200, and NURS 3200L

Description: This course introduces the student to concepts and principles for the practice of baccalaureate degree nursing. The application of critical thinking, the nursing process, and communication skills for the purpose of health promotion and restoration are emphasized. Psychomotor skills are introduced and practiced in a campus lab setting, and then with clients in the health care setting. The ability to integrate caring behaviors in the performance of nursing care is an important part of providing basic nursing care in a safe and effective manner.

Lecture/Lab Hours: Three hours lecture and nine hours laboratory per week.

NURS 3100 - Concepts of Professional Nursing

Credit: 2 hours

Prerequisites: Accepted into the RN-BSN Completion Program

Description: The focus of this course is to provide nurses with the skills and knowledge necessary for effective practice in a dramatically changing health care system. Students study the conceptual foundations of professional nursing, including analysis of the historical contributions of nursing to health care, the art and science of caring practices, nursing theories, and legal and ethical implications of practice. Processes that guide nursing practice such as effective communication, group change, the use of technology and informatics, health care economics, and cultural and spiritual dimensions of nursing are explored. Current trends in nursing care including violence, the nurse's role in genetic counseling, the nursing shortage, continuing professional development and future visions for nursing are discussed.

Lecture/Lab Hours: Two hours per week.

NURS 3111 - Concepts of Mental Health Nursing Care

Credit: 5 hours

Prerequisites: At least a "C" in all of the following: NURS 3000, NURS 3005, NURS 3010, and NURS 3200

Corequisites: NURS 3111L, NURS 3115, and NURS 3115L

Description: This course focuses on application of mental health nursing concepts, therapeutic interactions, and mental health assessment and management of care. Emphasis is on therapeutic communication, judgment, and the use of the nursing process in

the care of patients experiencing biopsychosocial stressors in acute care and in selected community settings.

Lecture/Lab Hours: Three hours lecture and six hours laboratory per week.

NURS 3115 - Concepts of Adult & Gerontological Nursing Care I

Credit: 7 hours

Prerequisites: At least a "C" in all of the following: NURS 3000, NURS 3005, NURS 3010, and NURS 3200

Corequisites: NURS 3111, NURS 3111L, NURS 3115, and NURS 3115L

Description: This course builds on the knowledge obtained in the math, sciences, and humanities as well as the basic principles of nursing obtained in previous nursing courses. It includes knowledge of specific health diagnoses, pharmacology, diagnostic tests, health assessment, interventions, and methods of managing the care of adult and gerontological adults and their families. This course focuses on chronic health care needs including care of clients with acute exacerbations of these illnesses.

Lecture/Lab Hours: Four hours lecture and nine hours laboratory per week.

NURS 3116 - Women's Health Care Nursing

Credit: 4 hours

Prerequisites: At least a "C" in all of the following: NURS 3000, NURS 3005, NURS, 3010, NURS 3111, NURS 3115, NURS 3200, and HLSA 3000

Corequisites: NURS 3116L, NURS 4000, NURS 4000L, NURS 4210, and NURS 4210L

Description: This course focuses on the application of maternal-child and women's health concepts and management of care. Emphasis is on teaching/learning, judgment, and the use of the nursing process in antepartum, intrapartum, postpartum, newborn, and women's health care. Selected issues related to genetics, reproduction, and women's health issues are included.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

NURS 3200 - Physical Assessment

Credit: 4 hours

Prerequisites: For RN-BSN Students:

At least a "C" in all of the following: BIOL 1114K, BIOL 1124K, and BIOL 1134K

OR

For Pre-Licensure BSN Students:

Admission to the Pre-Licensure BSN Program

Corequisites: For RN-BSN Students: NURS 3200L

For Pre-Licensure BSN Students: NURS 3200L or NURS 3000, NURS 3005, NURS 3010, NURS 3010L, and NURS 3200L

Description: This course focuses on health history and physical examination skills, as well as health promotion, restoration, and maintenance activities related to caring for the adult client. Emphasis is on the cognitive, affective and psychomotor skills necessary to perform a complete head-to-toe physical examination. It also includes clinical variations, developmental tasks, and health promotion, restoration, and maintenance activities related to the infant, child, and older adult, as well as significant cultural variations. Application of clinical assessment and clinical judgement is assessed in the laboratory setting.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

NURS 3400 - Concepts of Nurse as Educator

Credit: 3 hours

Description: This course presents the foundations for effective healthcare teaching. Theories and concepts of learning, cognition, instruction, and evaluation are presented. Students will learn basic instructional design that will guide the development of teaching programs for patients and peers. Students will discuss teaching and learning styles that will facilitate precepting of novice nurses and students. Methods of enhancing caring practices through educator-to-student, nurse-to-client, and nurse-to-nurse relationships will be emphasized. Students will examine the role of nurse as educator; characteristics of learners; the ethical, legal, and economic foundations for the educational process; the impact of race, gender, and economic status of learning; learning needs of special populations and techniques and strategies for teaching and learning.

Lecture/Lab Hours: Three hours per week.

NURS 3500 - Gerontological Nursing

Credit: 3 hours

Prerequisites: PSYC 2103

Description: This course is an introduction to gerontological nursing. It offers a foundation in the physiology, psychology, and sociology of aging. Health promotion, restoration, maintenance behaviors, and activities specific to the unique and complex needs of older adults are emphasized.

Lecture/Lab Hours: Three hours per week.

NURS 3600 - Independent Study

Credit: 1-3 hours

Description: This course is individually designed under the direction of faculty to allow students opportunities to explore a specific area of interest. This course may be repeated.

NURS 4000 - Concepts of Community Health and Transcultural Nursing Care

Credit: 5 hours

Prerequisites: For RN-BSN students: PSYC 2103 and and at least a "C" in NURS 3200

For Pre-Licensure students: At least a "C" in all of the following: NURS 3000, NURS 3005, NURS 3010, NURS 3111, NURS 3115, NURS 3200, and HLSA 3000

Corequisites: For RN-BSN students: NURS 3300 and NURS 3500

For Pre-Licensure students: NURS 3116, NURS 3116L, NURS 4210, and NURS 4210L

Description: This course explores the role of the nurse in providing health care to clients in a variety of culturally diverse communities. Students will learn methods for assessing community health needs, techniques used to restore and maintain the health care of diverse populations, and strategies for promoting wellness. Cultural and ethic factors impacting health care beliefs and practices will be explored. Students will be challenged to use introspection and conscious examination of their own belief and value systems to increase their sensitivity, respect, and caring for others. Clinical experiences will expose students to a variety of community health environments providing opportunities to practice health promotion behaviors in the delivery of health care to diverse populations.

Lecture/Lab Hours: Three hours lecture and six hours laboratory per week.

NURS 4200 - Concepts of the Nurse as Leader/Manager

Credit: 3 hours

Description: This course focuses on the study of the symbiotic roles of leadership and management for the professional nurse in various healthcare settings, including examination of related theories. It will include exploration of major management functions, as well as essential components of leadership, with an emphasis on problem solving and critical thinking, in the currently challenging and changing healthcare environment.

Lecture/Lab Hours: Three hours per week.

NURS 4210 - Concepts of Adult & Gerontological Nursing Care II

Credit: 6 hours

Prerequisites: At least a "C" in all of the following: NURS 3000, NURS 3005, NURS 3010, NURS 3111, NURS 3115, NURS 3200, and HLSA 3000

Corequisites: NURS 3116, NURS 3116L, NURS 4000, NURS 4000L, and NURS 4210L

Description: This course builds on the knowledge obtained in previous nursing courses. It focuses on responses to complex, multi-system health care needs and includes knowledge of specific health diagnoses, pharmacology, diagnostic tests, health assessment, interventions, and methods of managing the acute and rehabilitation needs of adult and gerontological clients and families.

Lecture/Lab Hours: Four hours lecture and six hours laboratory per week.

NURS 4211 - Concepts of Nursing Care of Children

Credit: 4 hours

Prerequisites: At least a "C" in all of the following: NURS 3000, NURS 3005, NURS 3010, NURS 3111, NURS 3115, NURS 3116, NURS 3200, NURS 4000, and NURS 4210

Corequisites: NURS 4211L, NURS 4315, and NURS 4315L

Description: This course focuses on the application of child health concepts in acute care and selected community sites and management of care. Emphasis is on teaching/learning, communication, judgment, and the use of the nursing process when caring for children, adolescents, and families. Selected issues related to genetics, growth and development, and health assessment of children and adolescents are included.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

NURS 4300 - Practicum in Professional Nursing

Credit: 4 hours

Prerequisites: NURS 3100, NURS 3200, NURS 3400, NURS 3500, and NURS 4000

Corequisites: NURS 4200 and HLSA 3000

Description: This course focuses on the synthesis of knowledge from past and current learning experiences and promotes professional practice emphasizing principles of life-long learning and caring practices. It also focuses on communication and clinical application of the principles of the roles of professional practice including educator, consumer of research, leader/manager, and provider of care within the community. Collaboration with other health care providers to improve evidence-based

outcomes of individuals, families, and communities in a diverse society is emphasized.

Lecture/Lab Hours: One hour lecture and nine hours laboratory per week.

NURS 4315 - Senior Nursing Practicum

Credit: 8 hours

Prerequisites: At least a "C" in all of the following: NURS 3000, NURS 3005, NURS 3010, NURS 3111, NURS 3115, NURS 3116, NURS 3200, NURS 4000, NURS 4010, NURS 4210, and HLSA 3000

Corequisites: NURS 4211, NURS 4211L, and NURS 4315L

Prerequisites or Corequisites: NURS 4200

Description: This course synthesizes knowledge from the arts and sciences as well as from previous nursing courses. It facilitates transition into the nurse generalist role by providing opportunities for students to apply more in-depth knowledge of nursing practice and leadership/management skills. Use of caring behaviors for the application of critical thinking, communication, collaboration, and safe nursing care practice for individuals, families, and communities is implemented by students in secondary settings with one-on-one preceptorship by a clinical nurse and supervised by a full-time nursing faculty member.

Lecture/Lab Hours: Three hours lecture and fifteen hours laboratory per week.

NURS 4900 - Special Topics

Credit: 1-3 hours

Description: Courses are designed to focus on topics that are not otherwise offered, but there is a current need. Groups of students will explore a specific area of interest under the direction of a faculty member. Examples: Holistic Health Care, Health Care Ethics, Genetics, Critical Health Care and Chronic Health Care. This course may be repeated.

PBSV 3001 - Social Context of Public Service Agencies

Credit: 3 hours

Prerequisites: At least a "C" in PSYC 1101, SOCI 1101, PSYC 2103, and MATH 1200

Description: This course is designed to provide students with a comprehensive overview of the theories, practices, and trends current in the helping professions. This will be accomplished through an examination of the specific tasks and purposes evinced by selected social agencies. Each agency's unique function and philosophy will be examined, along with how it fits into the public service network. The course will include some combination of classroom lectures, discussions, field visits, presentations by representatives from the helping professions, and/or other appropriate instructional techniques.

Lecture/Lab Hours: Three hours per week.

PBSV 3010 - Public Service Management

Credit: 3 hours

Prerequisites: Admission to the PBSV program or declared major in Health Services Administration

Description: This is a study of the basic principles of public administration, both in government and in the private, non-profit sector. It includes an examination of ethics in public service.

Lecture/Lab Hours: Three hours per week.

PBSV 3020 - Research Methods

Credit: 3 hours

Prerequisites: Admission to the PBSV program or declared major in Health Services Administration and at least a "C" in PSYC 3030

Description: This course will explore the role of theory in selecting research designs, sampling, data collection, and measurement in social research. Ethical issues of human subject research will be explored. Original surveys will be designed and implemented by students.

Lecture/Lab Hours: Three hours per week.

PBSV 3040 - Conflict Resolution and Negotiation

Credit: 3 hours

Prerequisites: Admission to the PBSV program or declared major in Health Services Administration

Description: Conflict is universal. This course will address such topics as sources of conflicts, barriers to effective communication, theories of conflict resolution, negotiation theory, cultural contexts in conflict resolution, and mediation processes. Students will also practice listening and communication skills as well as mediation skills.

Lecture/Lab Hours: Three hours per week.

PBSV 4030 - Program Funding and Evaluation

Credit: 3 hours

Prerequisites: Admission to the PBSV program or declared major in Health Services Administration

Description: This is a review of program funding and program evaluation as they apply to public service agencies. Topics will include the location and requirements of various funding sources; fundamentals of grantsmanship; the need for program evaluation; a review of appropriate designs, methods, and processes for evaluating program effectiveness; and the proper use of evaluation results to effect change.

Lecture/Lab Hours: Three hours per week.

PBSV 4950 - Senior Project

Credit: 3 hours

Prerequisites: Completion of all PBSV and Human Service required courses with at least a "C" in each

Description: This is a capstone course in which students will undertake a project that is complementary to their research interests and career goals. Students will pursue scholarly endeavors. Students must demonstrate proficiency in relevant software and technology, produce a final report (approximately 30 pages in length, including documentation), and make a formal presentation of findings.

Lecture/Lab Hours: Three hours per week.

PBSV 4996 - Internship in Public Service

Credit: 3 hours

Prerequisites: Senior status and completion of all PBSV and major track required courses with a minimum grade of "C" in each

Description: This is a supervised internship experience in a vocationally appropriate setting. Students spend a minimum of fifteen hours per week under supervised conditions in an approved agency or service organization germane to student interest. The course also includes assignments, log keeping, and weekly classroom meetings. Professional liability insurance is required, and appropriate insurance fees apply. In-service students cannot use their agencies/organizations of employment to satisfy the internship experience.

PHED 1010 - First Aid

Credit: 1 hour

Description: This is an introduction to basic first aid care for injury and/or sudden illness.

Lecture/Lab Hours: One hour per week.

PHED 1100 - Walking

Credit: 1 hour

Description: This is a basic introduction to fitness walking. Fitness walking techniques, knowledge, attitudes, and skills necessary for participation in a lifelong fitness program are stressed.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1120 - Jogging

Credit: 2 hours

Description: This is a basic introduction to jogging. Jogging techniques, knowledge, attitudes, and skills necessary for participation in a lifelong fitness program are stressed.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

PHED 1130 - Aerobics

Credit: 1 hour

Description: This class is designed to enhance the cardiovascular component of fitness with a combination of vigorous high, low, and non-impact aerobic exercise combined with music. The student will gain knowledge of important exercise information as it pertains to the various forms of aerobic exercise.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1140 - Physical Fitness

Credit: 2 hours

Description: This is an introduction to the components of fitness such as cardiovascular fitness, flexibility, muscular strength, muscular endurance, and body composition. The student will be introduced to skills needed for each component as well as information to carry over for lifelong activities.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

PHED 1150 - Physical Fitness for the Non-Traditional Student

Credit: 2 hours

Description: This course is designed for students with medical or age exemptions from the basic activity courses offered by the Physical Education Department. Its purpose is to help the student achieve a standard of fitness through participation in an exercise program.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

PHED 1160 - Interval Training

Credit: 2 hours

Description: This class is designed to teach students how interval training methods may be applied to any workout to increase athletic ability and maximize the potential for energy utilization and cardiopulmonary reserve.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

PHED 1170 - Building Body Structures & Body Mechanics

Credit: 2 hours

Description: This course focuses on the concepts surrounding the enhancement and development of the mechanical workings of the human body and utilization of this knowledge in practice to increase cardiovascular fitness, joint mobility, bone density, and muscular strength and density.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

PHED 1200 - Tennis

Credit: 1 hour

Description: This is a basic introduction to the game of tennis to include strokes, scoring, history, terminology, and tennis etiquette.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1210 - Golf

Credit: 1 hour

Description: This is an introduction to the basic skills required to play the game of golf Practice at local golf courses may require a fee.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1300 - Volleyball

Credit: 1 hour

Description: This course is an introduction to volleyball, including fundamental volleyball skills.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1310 - Basketball

Credit: 1 hour

Description: This course is an introduction to basketball, including fundamental basketball activities.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1320 - Softball

Credit: 1 hour

Description: This course stresses basic fundamentals necessary to play softball.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1500 - Beginning Swimming I

Credit: 1 hour

Description: This course is designed for non-swimmers.

Lecture/Lab Hours: Two hours laboratory per week.

PHED 1600 - Yoga

Credit: 1 hour

Description: This class is designed to be an introduction to the practice of Hatha Yoga, which includes holding a variety of body positions or asanas, and centering the mind and breath. The student will gain an increase in flexibility, muscular strength, body awareness, balance, and relaxation.

Lecture/Lab Hours: Two hours per week.

PHSC 1011K - Physical Science Principles

Credit: 4 hours

Prerequisites: High school algebra or MATH 0099

Corequisites: PHSC 1011L

Description: This course is an introductory survey of the principles and concepts required for an understanding of the physical sciences. Topics include mechanics and dynamics, electricity and magnetism, thermal physics and the gas laws, waves and optics, and elements of atomic and nuclear physics. The level of mathematics required will be algebra of one equation and one unknown and will be developed at the level needed.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

PHSC 1012 - Physical Science Applications

Credit: 3 hours

Prerequisites: PHSC 1011K

Description: This course is an introductory survey of the applications of physical principles to a variety of physical sciences. Topics will include chemistry, astronomy, meteorology, and geology.

Lecture/Lab Hours: Three hours per week.

PHYS 1111K - Introductory Physics I

Credit: 4 hours

Prerequisites: MATH 1111

Corequisites: PHYS 1111L

Description: This introductory course will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used.

Notes: Students cannot receive graduation credit for both PHYS 1111 and PHYS 2211 or for both PHYS 1112 and PHYS 2212.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

PHYS 1112K - Introductory Physics II

Credit: 4 hours

Prerequisites: PHYS 1111K

Corequisites: PHYS 1112L

Description: This introductory course will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used.

Notes: Students cannot receive graduation credit for both PHYS 1111 and PHYS 2211 or for both PHYS 1112 and PHYS 2212.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

PHYS 2211K - Principles of Physics I

Credit: 4 hours

Prerequisites: MATH 1251

Corequisites: PHYS 2211L

Description: This introductory course will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used.

Notes: Students cannot receive graduation credit for both PHYS 1111 and PHYS 2211 or for both PHYS 1112 and PHYS 2212.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

PHYS 2212K - Principles of Physics II

Credit: 4 hours

Prerequisites: MATH 2252 and PHYS 2211K

Corequisites: PHYS 2212L

Description: This introductory course will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used.

Notes: Students cannot receive graduation credit for both PHYS 1111 and PHYS 2211 or for both PHYS 1112 and PHYS 2212.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

PHYS 2999 - Special Topics in Physics

Credit: 1 hour

Corequisites: PHYS 2212K

Description: This is a special topics course in physics or applied physics (earth science, meteorology, astronomy, etc.). Students will conduct a supervised investigation of some relevant topic(s) involving a literature search and/or experimental work or

observations. Students will provide a detailed report of results at the end of the course.

Lecture/Lab Hours: One hour seminar per week.

POLS 1101 - American Government

Credit: 3 hours

Description: This is a survey of basic American constitutional principles, stressing the three major branches of the federal government and the Georgia government and the political forces affecting these branches. It meets state legislative requirements for United States and Georgia Constitutions.

Lecture/Lab Hours: Three hours per week.

POLS 1101H - Honors American Government

Credit: 3 hours

Prerequisites: Admission to the Honors Program

Description: This is an in-depth analysis of basic American constitutional principles, stressing the three major branches of the federal government and the Georgia government and the political forces affecting these branches. This course is open only to those students who have been admitted to the Honors Program. It meets state legislative requirements for United States and Georgia Constitutions.

Lecture/Lab Hours: Three hours per week.

POLS 2101 - Introduction to Political Science

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is the study of basic political science concepts and methods.

Lecture/Lab Hours: Three hours per week.

POLS 2201 - State and Local Government

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of American state and local government, with emphasis on contemporary problems in Georgia.

Lecture/Lab Hours: Three hours per week.

POLS 2301 - Introduction to Comparative Politics

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a comparative study of the political systems of selected countries and/ or world regions.

Lecture/Lab Hours: Three hours per week.

POLS 2301H - Honors Introduction to Comparative Politics

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H and Admission to the Honors Program

Description: This is an in-depth analysis and comparative study of the political systems of selected countries and/or world regions.

Lecture/Lab Hours: Three hours per week.

POLS 2401 - Introduction to Global Issues

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of the principal historic forces molding the world today, with a focus on the nation-state and international organizations as responsive to these forces.

Lecture/Lab Hours: Three hours per week.

POLS 2501 - Introduction to Domestic Issues

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of current issues in American domestic politics with concentration on one or more of these issues each semester.

Lecture/Lab Hours: Three hours per week.

POLS 2601 - Introduction to Public Administration

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of both traditional and behavioral theories of public administration and their application to American bureaucracies.

Lecture/Lab Hours: Three hours per week.

POLS 3025 - Administrative Law

Credit: 3 hours

Prerequisites: POLS 1101 OR POLS 1101H

Description: This is a study of the legal powers of American administrative agencies (federal, state, and local) with emphasis on agencies involved in urban policies.

Lecture/Lab Hours: Three hours per week.

POLS 3030 - Introduction to Public Policy

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of American policy-making, implementation, and evaluation. Stress will be placed on urban policies.

Lecture/Lab Hours: Three hours per week.

POLS 3035 - Public Finance

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of general fiscal and budgetary policies of American governments, with emphasis on the impact of these policies on urban areas.

Lecture/Lab Hours: Three hours per week.

POLS 3040 - Public Personnel Administration

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of formal rules and informal practices governing governmental personnel in America.

Lecture/Lab Hours: Three hours per week.

POLS 3045 - Political Behavior

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of theoretical and practical aspects of political behavior.

Lecture/Lab Hours: Three hours per week.

POLS 3050 - American Constitutional Law

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of the principles of the constitution of the United States as these principles have been enunciated in decisions of the Supreme Court of the United States.

Lecture/Lab Hours: Three hours per week.

POLS 3055 - Parties and Elections

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of American political parties and elections, with emphasis on urban areas.

Lecture/Lab Hours: Three hours per week.

POLS 3060 - Policy Implementation Topics

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H and permission of instructor

Description: This is an in-depth study of a specific problem or problems in the implementation of urban policy.

Lecture/Lab Hours: Three hours per week.

POLS 3065 - Ethics in Public Service Management

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of the principal ethical problems faced by public administrators.

Lecture/Lab Hours: Three hours per week.

POLS 3070 - Urban Politics

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of political parties, interest groups, public opinion, and elections in American urban areas.

Lecture/Lab Hours: Three hours per week.

POLS 3075 - Interest Groups

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: The activities of lobbyist and interest groups in the United States as they relate to the initiation, formulation, enactment, and interest group administration of public policies.

Lecture/Lab Hours: Three hours per week.

POLS 3080 - Urban Issues in State and Local Government

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of the structural and procedural aspects of American state and local governments in relationship to American urban problems.

Lecture/Lab Hours: Three hours per week.

POLS 3085 - Minority Politics

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of the impact of race, ethnicity, and gender on the American political system, with emphasis given to African-Americans, Hispanics, and women. The course will examine culture, race, and gender differences with respect to political participation.

Lecture/Lab Hours: Three hours per week.

POLS 3101 - Political Science

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is the study of the basic political science concepts and methods. The course will examine contemporary directions and processes of the current American and non-American political systems.

Lecture/Lab Hours: Three hours per week.

POLS 3201 - State and Local Government

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of the political processes of American state and local government and includes an examination of the nature and scope of non-national governments and their interaction with the United States federal system.

Lecture/Lab Hours: Three hours per week.

POLS 3301 - Urban Government

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a survey of the structure, processes, and problems of American city government with emphasis on medium to large cities.

Lecture/Lab Hours: Three hours per week.

POLS 3320 - Metropolitan Government and Planning

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H

Description: This is a study of the problems facing metropolitan areas with emphasis on the principal proposed solutions to these

problems and discussion of the role of planning in dealing with the problems.

Lecture/Lab Hours: Three hours per week.

POLS 3403 - Metropolitan Government: Special Topics

Credit: 3 hours

Prerequisites: POLS 1101 or POLS 1101H and permission of instructor

Description: This is a study of a particular problem or problems related to the government of metropolitan areas, with special attention to the Macon-Warner Robins area.

Lecture/Lab Hours: Three hours per week.

PSYC 1101 - Introduction to General Psychology

Credit: 3 hours

Description: Behavior in humans and the other animals is studied from a scientific perspective. Research findings and clinical reports are explored with regard to their applicability to modern thought and practice. Students are encouraged to analyze behavior critically according to common methods used in psychology.

Lecture/Lab Hours: Three hours per week.

PSYC 1101H - Honors Introduction to General Psychology

Credit: 3 hours

Prerequisites: Admission to the Honors Program

Description: Behavior in humans and the other animals is studied from a scientific perspective. Research findings and clinical reports are explored with regard to their applicability to modern thought and practice. Students are encouraged to analyze behavior critically according to common methods used in psychology. The course is enriched by field trips, classroom discussions, and projects that permit students to apply various psychological concepts to life experience. This course is open only to those students who have been admitted to the Honors Program.

Lecture/Lab Hours: Three hours per week.

PSYC 2103 - Introduction to Human Development

Credit: 3 hours

Prerequisites: At least a "C" in PSYC 1101 or PSYC 1101H

Description: This course presents information which focuses on human development from conception to death with emphasis on biological, cognitive, emotional, social, and personality issues. Cross-cultural emphasis will be used to compare and contrast developmental changes.

Lecture/Lab Hours: Three hours per week.

PSYC 3030 - Psychological Statistics

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course provides an introduction to statistics with application in the social sciences. Topics will include graphical and numerical methods for invariate data, bivariate data organization and measures of association, contingency table analysis, sampling distributions, estimation and hypothesis testing, and introduction to linear regression and correlation.

Lecture/Lab Hours: Three hours per week.

PSYC 3101 - Psychology of Adjustment

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This is an overview of human psychological adjustments to the challenges faced in modern society. Topics include stress and health, gender, sexuality, relationships, change and life transitions, among others. A major course focus is turning such challenges into opportunities for personal growth and learning new coping skills. Particular emphasis is placed on applying psychological theory and research findings to the common problems of everyday living.

Lecture/Lab Hours: Three hours per week.

PSYC 3150 - Gerontology

Credit: 3 hours

Prerequisites: Admission to the PBSV program or declared major in Health Services Administration

Description: This course covers the scientific study of aging. It examines the biological, psychological, and behavioral changes that occur at individual ages. Students will explore the socio-cultural context in which individuals age. Relevant psychological theory and research findings about aging will receive special emphasis.

Lecture/Lab Hours: Three hours per week.

PSYC 3256 - Social Psychology

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course is a survey of human social behavior from a psychological perspective. The course will consider such topics as the nature of social psychological research, interpersonal attraction, attitude formation and change, advertising and persuasion, aggression, prosocial behavior, and group dynamics. Lecture and demonstration will be emphasized, but group interaction will be included.

Lecture/Lab Hours: Three hours per week.

PSYC 3260 - Group Dynamics

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course covers the scientific study of the behavior of individuals in group settings. The course will focus on why people join groups, group structure, leadership, social facilitation, group processes, social identity, prejudice, group think, intergroup conflict, intragroup cohesion, group polarization, and social loafing.

Lecture/Lab Hours: Three hours per week.

PSYC 3265 - Abnormal Psychology

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This is an introduction to maladaptive behavior and psychological disorders as classified by the Diagnostic and Statistical Manual of Mental Disorders. Historical perspectives on the field of mental illness, etiology, application of psychological theory, and research findings will be emphasized.

Lecture/Lab Hours: Three hours per week.

PSYC 3277 - Personality Theory

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course considers the formation, dynamics, and assessment of personality. Personality will be studied from the five major theoretical perspectives – psychodynamic, trait, cognitive-social learning, humanistic, and biological. Representative theorists from each perspective will be considered in depth. Emphasis is on "normal" personality development and functioning.

Lecture/Lab Hours: Three hours per week.

PSYC 3285 - Industrial/Organizational Behavior

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: The course is designed to introduce students to concepts, principles, and theories of behavior in the work setting with topics focusing on personnel selection, job training and evaluation, individual and group dynamics, stress in the workplace, and the work environment.

Lecture/Lab Hours: Three hours per week.

PSYC 3330 - Interviewing

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: The purpose of this course to teach interviewing skills. Students will learn the basic elements of good communication, practice good listening skills, and learn to form quality interview questions. A component of the course will be the cultural context of communication. Both theoretical and applied aspects will covered as they relate to work in human service agencies.

Lecture/Lab Hours: Three hours per week.

PSYC 3500 - Child and Adolescent Psychology

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course will investigate the issues and problems of children and adolescent psychology. The biological, psychological, and behavioral patterns and changes that occur from birth through adolescence will be summarized from a developmental perspective. The network of intervention services for children and adolescents in crisis will also be examined.

Lecture/Lab Hours: Three hours per week.

PSYC 4030 - Psychological Testing

Credit: 3 hours

Prerequisites: Admission to the PBSV program and at least a "C" in PSYC 3030

Description: This course provides a survey of the nature and application of psychological tests, including the value and limitations of various types of test. Both "objective" and "projective" techniques will be covered, with emphasis on personality, ability, and intelligence testing. Discussion of testing ethics, reliability and validity, specific test uses and misuses, and analysis of test results will be included.

Lecture/Lab Hours: Three hours per week.

PSYC 4298 - Applied Learning

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: The major approaches to learning in psychology are discussed, and applications for each in such areas as methods for studying, child rearing, adult learning, gender differences, and language learning are considered. The objective is to give the student a clear understanding of how learning works in humans (with some reference to animal modes) and how those principles might be used to enhance personal learning pursuits.

Lecture/Lab Hours: Three hours per week.

PSYC 4500 - Children, Families, and the Law

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: Increasingly, psychological theory and research are being brought into the courtroom and other legal settings where important decisions related to the well-being of children, adolescents, and families are made. This course examines the various intersections of psychological science with the legal system. Topics covered include child eyewitness testimony, parental custody determination, the rights of children in the workplace, educational policy, family privacy issues, and whether adolescents qualify to be tried as adults, among others.

Lecture/Lab Hours: Three hours per week.

PSYC 4550 - Forensic Psychology

Credit: 3 hours

Prerequisites: PSYC 3265

Description: The relationship between criminal behavior and mental illness has become increasingly important in American society. This course examines how psychologists interact with the criminal justice system. Topics include competency and "not guilty by reason of insanity" statutes, evaluation of offenders, treatment options, typologies of crime and offenders, motivating factors, sexual predator/psychopath laws, profiling, and stalking. Special emphasis will be placed on multicultural issues, female offenders, and mentally ill offenders with additional special needs.

Lecture/Lab Hours: Three hours per week.

PSYC 4990 - Seminar in Abnormal Psychology

Credit: 3 hours

Prerequisites: Admission to the PBSV program and at least a "C" in PSYC 3265

Description: The purpose of the seminar is to provide the student with experience in applying psychological theory to actual case studies of psychological disorder. Relevant treatment practices will be stressed. The ethics of psychological disorders (as outlined in the Diagnostic and Statistical Manual) and a variety of treatment approaches is presumed.

Lecture/Lab Hours: Three hours per week.

READ 99 - Reading

Credit: 4 hours

Description: This course is designed to improve skills in vocabulary, comprehension, and reading rate, and to develop strategies for reading in the content areas to meet the demands of successful academic reading at the college level. Satisfactory completion of this course fulfills the Reading requirement for Learning Support.

Lecture/Lab Hours: Four hours per week.

RESP 1101 - Respiratory Physiology and Assessment

Credit: 3 hours

Prerequisites: Formal acceptance into the program

Description: This is a comprehensive study of general physical and respiratory assessment, cardiopulmonary physiology, and pulmonary function studies.

Lecture/Lab Hours: Three hours per week.

RESP 1102 - Respiratory Therapy Procedures and Equipment

Credit: 4 hours

Prerequisites: Formal acceptance into the program

Corequisites: RESP 1102L

Description: The course covers basic therapeutics and equipment: oxygen gas, humidity, aerosol administration, IPPB, CPT, and incentive spirometry.

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

RESP 1103 - Respiratory Pathophysiology

Credit: 3 hours

Prerequisites: A "C" or higher in RESP 1101

Description: This is a comprehensive study of the disease process in obstructive and restrictive lung diseases.

Lecture/Lab Hours: Three hours per week.

RESP 1104 - Clinical Experience I

Credit: 3 hours

Prerequisites: Formal acceptance into the program

Corequisites:

Description: This is clinical application of intermediate didactic knowledge and laboratory skills for fundamental floor therapies.

Lecture/Lab Hours: Sixteen hours clinical per week.

RESP 1105 - Arterial Blood Gases

Credit: 3 hours

Prerequisites: RESP 1102

Description: This is the study of blood gas analysis and its clinical application. Major topics include: oxygen and carbon dioxide transport, acid-base balance, blood gas interpretation, dead space, shunt, cardiac output, and oxygen consumption and analysis.

Lecture/Lab Hours: Three hours per week.

RESP 1106 - Pharmacology

Credit: 3 hours

Prerequisites: RESP 1102

Description: This is a study of pharmacology with an emphasis on cardiopulmonary drugs. Indications and contradictions are discussed.

Lecture/Lab Hours: Three hours per week.

RESP 1107 - Hemodynamics

Credit: 3 hours

Prerequisites: Formal acceptance in the program

Description: This is a study of electrocardiograms, arterial and multiple lumen catheters and their clinical application. EKG, arterial, CVP, PAP, and PCWP along with interpretations are included.

Lecture/Lab Hours: Three hours lecture per week.

RESP 1108 - Respiratory Medical Terminology

Credit: 2 hours

Prerequisites: Formal acceptance in the program

Description: This course focuses on building a medical vocabulary of each major body system with heavy emphasis on the Respiratory system, Cardiovascular system, Urinary system, Nervous system, and Radiological techniques and interpretations.

Lecture/Lab Hours: Two hours lecture per week.

RESP 2201 - Basic Mechanical Ventilation

Credit: 2 hours

Description: Basic mechanical ventilation theory including modes of ventilation. Ventilation techniques and the relationship to the compliance and resistance of the lung will be explored. Emphasis placed upon ventilation equations and calculations.

Lecture/Lab Hours: Two hours per week.

RESP 2202 - Clinical Experience II

Credit: 3 hours

Prerequisites: RESP 1104

Description: This is clinical application of intermediate didactic knowledge and laboratory skills. It will include patient transport, pulmonary function, electrocardiogram and stress testing.

Lecture/Lab Hours: Sixteen hours of clinical per week.

RESP 2203 - Mechanical Ventilation

Credit: 4 hours

Prerequisites: RESP 1104

Corequisites: RESP 2203L

Description: This course covers the techniques of mechanical ventilation (e.g., SIMV, PEEP, CPAP, PS) and airway management (e.g., intubation, suctioning).

Lecture/Lab Hours: Three hours lecture and three hours laboratory per week.

RESP 2204 - Case Studies in Respiratory Care and Ethical Issues

Credit: 3 hours

Prerequisites: RESP 1104

Description: This is a study of cardiopulmonary disease entities and related intensive respiratory care procedures including hemodynamics. Situated cognition exploration in lectures and computer simulations will enhance the student's critical thinking skills. Ethical and legal issues of the day are explored as they pertain to respiratory care and critical care medicine.

Lecture/Lab Hours: Three hours lecture.

RESP 2205 - Pediatrics/Neonatology

Credit: 3 hours

Prerequisites: RESP 1104

Description: The course provides knowledge necessary for working in a neonatal respiratory intensive care unit. Students will be exposed to topics including fetal development, normal and abnormal deliveries, evaluation of newborn infants, acid-base and electrolyte disturbances, pulmonary disorders, and neonatal respiratory care equipment and supplies.

Lecture/Lab Hours: Three hours per week.

RESP 2206 - Clinical Experience III

Credit: 3 hours

Prerequisites: RESP 2202

Description: This is clinical application of advanced didactic knowledge and laboratory skills. It will include neonatal pediatrics, transport and skilled nursing facilities.

Lecture/Lab Hours: Sixteen hours clinical per week.

RESP 2208 - Ambulatory Care

Credit: 1 hours

Prerequisites: RESP 2202

Description: This is a study of Respiratory care outside the acute care facility.

Lecture/Lab Hours: One hour per week.

RESP 2209 - Clinical Experience IV

Credit: 3 hours

Prerequisites: RESP 2206

Description: This is clinical experience in advanced and ambulatory care procedures.

Lecture/Lab Hours: Sixteen hours clinical per week.

RESP 2211 - Independent Study

Credit: 1 – 4 hours

Description: This course is individually designed to allow students to do research in areas of cardiopulmonary care which are of interest and are not covered in the normal content of the program. This course may be repeated.

RESP 2212 - Registry Review

Credit: 3 hour

Description: Patient management problems are presented in a clinical simulation format. Techniques of information gathering,

data analysis, and problem solving are included.

Lecture/Lab Hours: Three hours per week.

RESP 2215 - Advanced Airway Techniques

Credit: 2 hours

Prerequisites: RESP 1104

Description: This course presents theory and clinical application of identifying difficult airways and the techniques needed to open and maintain a compromised airway. Techniques will include bronchoscopy, insertion of LMA's, direct laryngoscopy, and other invasive techniques.

Lecture/Lab Hours: Two hours per week.

RESP 2217 - Advanced Life Support

Credit: Credit Hours 3

Description: Theory and techniques of advanced cardiac life support and pediatric life support will be studied.

Lecture/Lab Hours: Three hours per week.

RESP 3010 - Advanced Mechanical Ventilation

Credit: 3 hours

Prerequisites: Formal acceptance into the B.S. program in Respiratory Therapy

Description:

This course will cover a more in-depth look at the areas of mechanical ventilation, such as current research in the field, new modalities of ventilation, graphics, advanced monitoring, and unconventional methods of providing oxygenation and ventilation.

Lecture/Lab Hours: Three hours per week.

RESP 3020 - Intensive Respiratory Physiology

Credit: 3 hours

Prerequisites: Formal acceptance into the B.S. program in Respiratory Therapy

Description: This is an advanced course of study that brings the scientific basis of Respiratory Physiology into the Respiratory Therapists' practice. Students will learn to identify major organ maladies in the patient population and identify appropriate treatment regimens.

Lecture/Lab Hours: Three hours per week.

RESP 3030 - Respiratory Research

Credit: 3 hours

Prerequisites: Formal acceptance into the B.S. program in Respiratory Therapy

Description: This is an introduction to qualitative and quantitative research. Descriptive statistical methods are described. Respiratory Care research will be analyzed and the statistical methods of this peer-reviewed research critiqued.

Lecture/Lab Hours: Three hours per week.

RESP 3040 - Advanced Pediatrics/Neonatology

Credit: 3 hours

Prerequisites: Formal acceptance into the B.S. program in Respiratory Therapy

Description: This is a study of advanced pediatrics and neonatology in the intensive care setting. Students increase knowledge in assessment and evaluation, identification and utilization of critical skills, procedures used in the intensive care settings in a general review of perinatal/pediatric respiratory care.

Lecture/Lab Hours: Three hours per week.

RESP 3050 - Advanced Adult Critical Care

Credit: 3 hours

Prerequisites: Formal acceptance into the B.S. program in Respiratory Therapy

Description: This is a holistic study of cardiopulmonary diseases. Treatment, monitoring, and patient care options will be explored in the intensive care settings. Advanced therapies and unconventional approaches to critical care medicine will also be explored.

Lecture/Lab Hours: Three hours per week.

RESP 4010 - Case Management and Protocol Evaluation

Prerequisites: Acceptance into the B.S. program in Respiratory Therapy

Description: This course explores the latest principles and theories in pulmonary case management preparing the student for coordinating management issues. Interventions and collaboration efforts are explained to move the patient through the continuum of care. The course will explore the interdisciplinary approaches of the financial, legal, and service aspects of this field. Clinical practice guidelines take the learner through the most efficient health care management of the patient.

Lecture/Lab Hours: Three hours per week

RESP 4020 - Quality Control and Collaborative Care

Prerequisites: Acceptance into the B.S. program in Respiratory Therapy

Description: This course teaches a method of evaluation that is composed of structure, process, and outcome evaluations which focus on improvement efforts to identify root causes of problems, intervene to reduce or eliminate these causes, and take steps to correct the process. With its proactive, systems-evaluation approach, CQI recognizes that the majority of problems result from a failure in the process of providing the service, as opposed to being attributable to the providers themselves.

Lecture/Lab Hours: Three hours per week

RESP 4030 - Polysomnography

Credit: 3 Hours

Prerequisites: Acceptance into the B.S. program in Respiratory Therapy

Description: This course is a study of respiratory sleep disorders with emphasis on diagnosis and treatment regimens. Equipment, reimbursement, and alternative therapies will be described and discussed.

Lecture/Lab Hours: Three hours per week

RESP 4040 - Respiratory Community Health

Credit: 3 Hours

Prerequisites: Acceptance into the B.S. program in Respiratory Therapy

Description: This course provides the framework to community care theory and practice and aims to improve the knowledge base and practical skills required by all community workers in pulmonary lung health. This course also gives the student the opportunity to develop, coordinate, and implement community educational endeavors.

Lecture/Lab Hours: Three hours per week

RESP 4050 - Mentoring and Preceptorship

Credit: 3 Hours

Prerequisites: Acceptance into the B.S. program in Respiratory Therapy

Description: This course explores topics related to clinical education, preceptorship, patient education, and mentoring in the respiratory clinical environment. Emphasis is placed on facilitating adult learning, assessment of the adult learner in the clinical environment, and utilization of varied teaching approaches at the bedside.

Lecture/Lab Hours: Three hours per week

RESP 4060 - Pulmonary Function Technology

Credit: 3 hours

Prerequisites: Acceptance into the B.S. program in Respiratory Therapy

Description: This course provides an advanced study of pulmonary function testing, cardiopulmonary stress testing, and use of indirect calorimetry for nutritional assessment in relation to specific disease processes, preparing the student for NBRC certification in pulmonary function testing. Clinical pulmonary function testing assessment and interpretation will be presented.

Lecture/Lab Hours: Three hours per week

RESP 4070 - Directed Research and Publication

Credit: 3 Hours

Prerequisites: Acceptance into the B.S. program in Respiratory Therapy

Description: This course is a review of the advanced and innovative respiratory therapy theories, principles, and introduces new concepts in Respiratory Care. Emphasis will be placed on the preparation of research for future publication in a peer-reviewed journal.

Lecture/Lab Hours: Three hours per week

RGTE 199 - Regents' Writing Skills

Credit: 2 hours

Description: The Regents' Writing Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in writing. Students learn to evaluate their own writing strengths and weaknesses and work on improving their writing skills so that they are able to write an essay meeting the Regents' criteria. Students enrolled in a Regents' course must pass the corresponding Regents' Test in order to receive a passing grade for the course. Those passing receive a grade of "S." Students not passing receive a grade of "U" and must repeat the course until they pass. This is not a Learning Support course.

Lecture/Lab Hours: Two hours per week.

RGTR 198 - Regents' Reading Skills

Credit: 2 hours

Description: The Regents' Reading Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in reading comprehension. Students work on improving their comprehension of material drawn from a variety of subject areas (social science, natural science, and humanities) with various modes of discourse (exposition, narration, and argumentation). Critical thinking and the following four major aspects of reading are emphasized: vocabulary in context, inferential and literal comprehension, and analysis. Students enrolled in a Regents' course must pass the corresponding Regents' Test in order to receive a passing grade for the course. Those passing receive a grade of "S." Students not passing receive a grade of "U" and must repeat the course until they pass. This is not a Learning Support course.

Lecture/Lab Hours: Two hours per week.

SCIE 1150 - Science, Technology, and the Citizen

Credit: 3 hours

Description: This is an investigation of the interaction of developments resulting from the recent convergence of World Technology and Globalization. The events which permit third world countries to participate in the success of Globalization and what it means to U.S. citizens are explored.

Lecture/Lab Hours: Three hours per week.

SCIE 2152 - Science, Poetry, and the Imagination

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H

Description: This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course examines the use of metaphor and symbol in understanding poetry and the use of model in understanding scientific theory.

Lecture/Lab Hours: Three hours per week.

SCIE 2154 - Environmental Issues

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H or permission of instructor

Description: This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course is designed to examine fundamental principles of the environment from a scientific, global perspective as well as to consider how our understanding of environmental concepts is revealed historically in literature.

Lecture/Lab Hours: Three hours per week.

SCIE 3000 - General Science for Elementary Education

Credit: 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Description: In this course, students will learn and apply pedagogical knowledge grounded in research-based literature for designing, implementing, and evaluating the scientific principles underlying physical science and life science in order to meet the diverse needs of all P-5 learners. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours per week.

SCIE 3001K - General Science for Middle Grades I

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Corequisites: SCIE 3001L

Description: Students will study and apply foundation concepts and pedagogical knowledge grounded in research-base literature in designing, implementing, and evaluating the scientific principles underlying the types and uses of natural resources from Physical Science, and Earth Science lens in order to meet the diverse needs of learners across Middle grade environments. Use of technology is required. this is the first course in a three-part series of integrated course work aligned with state and national standards. Connections to chemistry, geology, and biology content will be emphasized.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

SCIE 3002K - General Science for Secondary Education

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program

Corequisites: SCIE 3002L

Description: In this course students will learn and apply pedagogical knowledge grounded in research-based literature in designing, implementing, and evaluating the scientific principles underlying physical science and life science in order to meet the diverse needs of secondary learners. Use of technology is required. This course is aligned with state and national standards.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

SCIE 3006 - Applications in Mathematics and Science

Credit: 3 hours

Prerequisites: At least a "C" in both SCIE 3000 and MATH 3156, and formal acceptance into the Bachelor of Science in Education program

Description: This course is an integrated survey of science and mathematics. Topics include the meaning of science; major scientific and mathematical advancements; cultural and social perspectives on science and mathematics; contemporary issues in the sciences; the impact of science and mathematics on our health, technology, and culture; and ethics as they relate to the sciences. This course emphasizes and cultivates critical, independent thought as the basis of scientific inquiry and is intended to advance scientific and mathematical literacy.

Lecture/Lab Hours: Three hours per week.

SCIE 3101K - General Science for Middle Grades II

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program.

Corequisites: SCIE 3101L

Description: Students will study and apply foundation concepts and pedagogical knowledge grounded in research-based literature in designing, implementing, and evaluating the scientific principles underlying the types and uses of natural resources from a Soil Chemistry, and Earth Science lens in order to meet the diverse needs of learners across Middle grade environments. Use of technology is required. This is the second course in a three-part series of integrated course work aligned with state and national standards. Connections to physics, astronomy, and biology content will be emphasized.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

SCIE 3110 - Scientific Thought and Theory

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H

Description: This course examines the development of scientific thought and theory from a historical perspective. This course takes an in-depth look at the evolution of scientific ideas and the formation of scientific theories in the natural sciences.

Lecture/Lab Hours: Three hours lecture per week.

SCIE 3120 - Human Disease and Society

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H and BIOL 3540K

Description: This course covers the historical and contemporary impact of disease upon society as well as the influences of society on disease. Genetic, contagious, and environmental diseases will be examined.

Lecture/Lab Hours: Three hours lecture per week.

SCIE 3130 - Ethical Issues in Science

Credit: 3 hours

Prerequisites: ENGL 1102 or ENGL 1102H and BIOL 2108K

Description: This course is designed to inform students of new issues facing the scientific community and society as a result of advances in science and medicine. It examines the importance and value of scientific research from different perspectives.

Lecture/Lab Hours: Three hours lecture per week.

SCIE 3201K - General Science for Middle Grades III

Credit: 4 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program.

Corequisites: SCIE 3201L

Description: Students will study and apply foundation concepts and pedagogical knowledge grounded in research-based literature in designing, implementing, and evaluating the scientific principles underlying the types and uses of natural resources

from a Life Science, and Natural History lens in order to meet the diverse needs of learners across Middle grade environments. Use of technology is required. This is the third course in a three-part series of integrated course work aligned with state and national standards. Connections to physics, astronomy, and geology content will be emphasized.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

SCIE 3301 - Special Topics in Science

Credit: 1 - 3 hours

Prerequisites: Formal acceptance into the Bachelor of Science in Education program.

Description: In this course students will explore primary literature relating to middle grades science content. The students will be required to apply their content and pedagogical knowledge to design a science fair project based on NSES standards and strategies suited to the middle grades classroom environment.

Lecture/Lab Hours: One to three hours per week.

SOCI 1101 - Introduction to Sociology

Credit: 3 hours

Description: This is a survey of the discipline of sociology. Topics will include sociological theory, methods, and selected substantive areas. The course uses core concepts to explore the relationship between private experience and social structure. Substantive topics may include the sociological perspective, culture, institutions, socialization, social interaction, deviance, stratification, social change, and global citizenry.

Lecture/Lab Hours: Three hours per week.

SOCI 1101H - Honors Introduction to Sociology

Credit: 3 hours

Prerequisites: Admission to the Honors Program

Description: This is a survey of the discipline of sociology. Various substantive topics will include core sociological theory, methods, concepts and findings in a context that provides an opportunity to do a guided research project. This course employs the sociological perspective to analyze the interplay among social structure, individuals, and groups. This course is open only to students who have been admitted to the Honors Program.

Lecture/Lab Hours: Three hours per week.

SOCI 1160 - Introduction to Social Problems

Credit: 3 hours

Description: This is a theoretical and empirical analysis of selected major social problems confronting American society. Selected topics may include social inequality, crime, drugs, family violence, poverty, the criminal justice system, environmental pollution, resource depletion, illiteracy, war, and health care.

Lecture/Lab Hours: Three hours per week.

SOCI 2293 - Introduction to Marriage and the Family

Credit: 3 hours

Description: This is an introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. Analyzed from historical, present day, and cross-cultural perspectives, topics may include family law, mate selection, sexuality, stages of family development, divorce, and remarriage. Strong emphasis will be placed on life skills such as communication styles and conflict resolution.

Lecture/Lab Hours: Three hours per week.

SOCI 3150 - Gerontology

Credit: 3 hours

Prerequisites: Admission to the PBSV program or declared major in Health Services Administration

Description: This course covers the scientific study of aging. It examines the biological, psychological, and behavioral changes that occur at individual ages. Students will explore the socio-cultural context in which individuals age. Relevant psychological theory and research findings about aging will receive special emphasis.

Lecture/Lab Hours: Three hours per week.

SOCI 3225 - Social Stratification

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course deals with the diversity of subcultures in contemporary U.S. society. It includes a theoretical analysis of stratification markers such as ethnicity, color, gender, religion, age, regionality, and alternative life styles.

Lecture/Lab Hours: Three hours per week.

SOCI 3260 - Group Dynamics

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course covers the scientific study of the behavior of individuals in group settings. The course will focus on why people join groups, group structure, leadership, social facilitation, group processes, social identity, prejudice, group think, intergroup conflict, intragroup cohesion, group polarization, and social loafing.

Lecture/Lab Hours: Three hours per week.

SOCI 3285 - Industrial/Organizational Behavior

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: The course is designed to introduce students to concepts, principles, and theories of behavior in the work setting with topics focusing on personnel selection, job training and evaluation, individual and group dynamics, stress in the workplace, and the work environment.

Lecture/Lab Hours: Three hours per week.

SOCI 3510 - Community/Urban Sociology

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: The social, economic, and political processes shaping urban areas are examined against the theoretical backdrop of classic urban ecology and contemporary political economy. Topics covered may include methods and theories of community analysis, the origins of cities, suburbanization, urban subcultures, urban problems, city planning, community politics and reform, and global cities.

Lecture/Lab Hours: Three hours per week.

SOCI 4110 - Deviance and Social Control

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course is a study of deviant behavior from a sociological perspective. The course will focus upon definitions and theories, problems of research, the creation and maintenance of deviant categories, and the development of deviant identities, careers, and subcultures.

Lecture/Lab Hours: Three hours per week.

SOCI 4120 - Addiction Studies

Credit: 3 hours

Prerequisites: Admission to the PBSV program

Description: This course will acquaint students with the physiological effects of the common drugs of abuse, both licit and illicit. It will present contemporary theories - biological, sociological, and psychological - for the addictive process, its social responses, and its treatment.

Lecture/Lab Hours: Three hours per week.

SPAN 1001 - Elementary Spanish I

Credit: 3 hours

Corequisites: SPAN 1001L

Description: This is an introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish--speaking regions. Spanish 1001 is appropriate for students with no background in a foreign language or for students whose high school foreign language requirement was met through a two-year sequence of a different language. Students should register as auditors if they wish to review the material. (This course carries only institutional credit if the same language was used for their college preparatory curriculum.) Basic pronunciation, conversation, and structure are emphasized. Three hours lecture and two hours laboratory per week. Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.

SPAN 1002 - Elementary Spanish II

Credit: 3 hours

Prerequisites: At least a "C" in SPAN 1001

Corequisites: SPAN 1002L

Description: This is continued listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish--speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of Spanish 1001 or

is appropriate for students who have two years of high school Spanish (with at least a "B" average) or the equivalent.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

SPAN 2001 - Intermediate Spanish I: Language, Culture and Literature

Credit: 3 hours

Prerequisites: At least a "C" in SPAN 1002

Corequisites: SPAN 2001L

Description: This course reviews and continues the study of the four language skills: listening, speaking, reading, and writing. Students also study, in Spanish, cultures where the language is spoken. Students complete an intensive review of Spanish grammar. Students move beyond controlled composition exercises to more advanced exercises in writing. Discussion will be conducted in Spanish with an introduction to the skill of translation for literary works. This level is appropriate for students who have had three years of high school Spanish (with at least a "B" average); students are encouraged to take a test for placement at this level.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

SPAN 2002 - Intermediate Spanish II: Language, Culture and Literature

Credit: 3 hours

Prerequisites: At least a "C" in SPAN 2001

Corequisites: SPAN 2002L

Description: Students complete an intensive review of Spanish grammar while continuing their study of the four language skills (listening, speaking, reading, and writing) and expanding their study of Spanish cultures. Extensive readings include contemporary materials and literary selections as well as the expanded use of techniques of translation and literary analysis. Discussions will be conducted in Spanish. Students move beyond controlled composition exercises to more advanced exercises in writing. This level is appropriate for students with a strong background (three or four years in high school with at least a "B" average) or native speakers with limited formal education or experience in the language.

Lecture/Lab Hours: Three hours lecture and two hours laboratory per week.

SPAN 2999 - Special Topics Study Abroad

Credit: 3-6 hours

Prerequisites: Spanish 1002 or equivalent or permission of instructor

Description: This course covers Spanish study abroad on significant topics of cultural interest not otherwise covered in course offerings at Macon State College. The content of this course will change each time it is offered. Therefore, it may be repeated for credit for up to 6 hours total.

SPAN 3001 - Grammar and Composition

Credit: 3 hours

Prerequisites: At least a "C" in SPAN 2002 or permission of instructor

Description: This course provides general review of basic grammar and covers certain topics in more depth, such as uses of the subjunctive and a contrastive/ comparative analysis of the syntax of English and Spanish. Students will study and compose documents (such as letters, memos, summaries, etc.) which will be applicable to their work environment.

Lecture/Lab Hours: Two hours of class and one hour of supervised lab work.

SPAN 3002 - Language and Culture

Credit: 3 hours

Prerequisites: At least a "C" in SPAN 3001 or permission of instructor

Description: This course provides experience in reading, understanding, and eventually analyzing communication patterns and paralinguistic aspects of spoken Spanish. In addition, students learn about everyday life in countries where Spanish is spoken. Cultural readings include information about the culture and examples of language as it is used within the cultural context. Videos and multimedia materials, including resources found on the internet and through e-mail and listserv opportunities, are used in class and in lab settings.

Lecture/Lab Hours: Three hours per week.

SPAN 3003 - Conversation I

Credit: 3 hours

Prerequisites: At least a "C" in SPAN 3001 or permission of instructor

Description: This course provides a forum for the discussion of topics chosen by the class. Readings, videos, interviews with native speakers, and oral in-class presentations are used to determine the topics for discussion and, where appropriate, role-play.

Lecture/Lab Hours: Three hours per week.

SPAN 3999 - Special Topics Study Abroad

Credit: 3-6 hours

Prerequisites: Spanish 1002 or equivalent or permission of instructor

Description: This course covers advanced Spanish study abroad on significant topics of cultural interest not otherwise covered in course offerings at Macon State College. The content of this course will change each time it is offered. Therefore, it may be repeated for credit for up to 6 hours total.

SPED 3110 - Introduction to the Exceptional Learner

Credit: 3 hours

Prerequisites: Formal acceptance into a Teacher Certification Track.

Description: In this course, students will be introduced to the field of special education and children and youth with exceptional learning needs. Topics include the legal foundation for special education, professional and ethical practices, the referral and placement process, collaboration with families, community, and professionals, characteristics of students with exceptionalities, and various instructional methods. Use of technology is required. This course is based on state and national standards.

Lecture/Lab Hours: Three hours per week.

SSCI 1001 - Perspectives on the Human Mind

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course introduces beginning students to knowledge about the mind as it is understood in the social sciences. Topics will include altered states of consciousness (drugs, sleep, awareness), learning and studying, emotions, language development, the abnormal mind, concepts of morality, and social interaction. Special emphasis will be placed on critical thinking and problem solving functions of the mind. The level of presentations is designed to be within reach of most students.

Lecture/Lab Hours: Three hours per week.

SSCI 1002 - Perspectives on Music and Society

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course is a theoretically grounded exploration of the interface between music and society. Sociological theories and concepts are used to describe the development of Blues, Jazz, and Rock 'n' Roll. Sound recordings produced by artists from these musical streams are examined in relation to twentieth century American social movements. Topics may include methods and theories for studying popular music, the Civil Rights Movement and American music, feminist issues in modern music, music and the making of the Counterculture, music and class politics, and youth movements and censorship.

Lecture/Lab Hours: Three hours per week.

SSCI 1003 - Perspectives on Diversity

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course is designed to assist students in exploring diversity and multiculturalism in recent times in America. Students will be challenged to engage in critical thinking as they examine their values to determine their degrees of self-acceptance as well as the acceptance of others and to identify and examine diverse cultures. Topics will include ethnocentrism and multiculturalism, inclusion and exclusion in education, politics, religion and the media, intercultural interacting, and an examination of various cultures. Critical thinking will be exercised as students are encouraged to examine myths and stereotypes.

Lecture/Lab Hours: Three hours per week.

SSCI 1004 - Perspectives on American Religious Diversity

Credit: 3 hours

Corequisites: MSCC 1000

Description: This course explores the diversity of religious expression in the United States. Using historical and sociological perspectives, discussion will center on America's diverse religious groups, and on religious perspectives in American popular culture. The theme of this course is that religion is influential in America, not only in its institutional expressions (churches, synagogues, mosques, etc.), but also in secular life (film, music, sports, etc.)

Lecture/Lab Hours: Three hours per week.

THEA 1100 - Theatre Appreciation

Credit: 3 hours

Description: This is a survey of the significant movements and periods in the history of the theatre from the Greeks to the present.

Lecture/Lab Hours: Three hours per week.

THEA 1221 - Theatre Crafts Basic

Credit: 1 hour

Description: This course is designed to further the student's knowledge of the basics of stage craft and performance through direct involvement in theatre productions on and off campus.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

THEA 2221 - Theatre Crafts Intermediate

Credit: 1 hour

Description: This course is designed to further the student's knowledge of the basics of stage craft and performance through direct involvement in theatre productions on and off campus.

Lecture/Lab Hours: One hour lecture and two hours laboratory per week.

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