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CATALOG

KENNESAW COLLEGE

A Senior College of the University System of Georgia

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*A Senior College
of the University System of Georgia*

MARIETTA, GEORGIA 30061

CATALOG

Volume 6

1984-1985

Number 1

Kennesaw College is an affirmative action/equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex, age, handicap or national origin.

KENNESAW
COLLEGE
A Senior College
of the University System of Georgia

This catalog was prepared in the fall of '83. The material presented is for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Kennesaw College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students.

Every effort will be made to keep students advised of any changes in provisions listed in this catalog and/or new information. Quarterly course schedules will be considered as extensions of this catalog, and copies will be available in the Office of Academic Services/Registrar.

It is incumbent on students to keep apprised of the graduation requirements for the degree which they are pursuing.

Students have the responsibility to read this catalog, official announcements, notices posted on bulletin boards and otherwise to be informed completely in regard to the programs of studies, credits, degree requirements, quality points and other facts relating to life at this college.

**KENNESAW
COLLEGE**

Post Office Box 444
Marietta, GA 30061
(404) 429-2700

WELCOME FROM THE PRESIDENT



Dear Students:

Thank you for choosing Kennesaw College. You have selected a fine four-year college, one that is growing in size, in programs and in commitment to the communities we serve.

Kennesaw College is proud of its tradition of scholarship, coupled with a warm, supportive environment conducive to learning. You will find dedicated teachers here and students who care about higher education and the opportunities it affords.

"Knowledge with Commitment" is a way of life at our college. We invite you to take advantage not only of our splendid academic offerings, but of our many cultural, recreational and enrichment activities as well.

Enjoy Kennesaw College and make use of all its resources. We are glad you are here!

Sincerely,

A handwritten signature in cursive script that reads "Betty L. Siegel". The signature is written in dark ink and has a long, sweeping tail.

Betty L. Siegel, Ph.D.
President

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INDEX OF BUILDINGS

Administration Building, located at the west side of the campus, contains the offices of the president, executive assistant to the president, vice president for academic affairs, vice president for business and finance, development, personnel services and business services.

Administrative Annex, the building between Administration and Science buildings, houses the offices for student affairs, admissions, registrar and academic services, financial aid, administrative computer services and nursing faculty.

James V. Carmichael Student Center, situated to the east of the library, houses the cafeteria, dining rooms, college bookstore, first aid clinic, activities room, counseling and placement offices, office of the director of students activities, offices and work areas for student organizations, lounge and recreation areas.

Science Building, located at the southeast corner of the quadrangle, contains offices for the school of science and allied health and faculty offices, classrooms and laboratories for biology, chemistry, nursing and physics.

Library, located at the center of the east side of the quadrangle, contains a collection of 110,000 volumes, 1,100 periodicals and over 67,000 microforms. The library is the depository of U.S. Government documents for the seventh congressional district and as such has over 58,000 government publications and documents on file. It also provides study rooms and seating for 700 students, a student lounge, seminar room and offices for the staff. The new five-story addition, completed in 1981, has 100,000 square feet and features a large art gallery with the college's art and special collections on display. Offices for the Center for Excellence in Teaching and Learning, the Department of Developmental Studies and the Psychology laboratories are housed on the 4th floor of this building.

Old Library, annexed to the new library, currently houses offices for public information, college relations, alumni affairs, intercollegiate athletics and procurement services on this first floor. Renovation of the top floor is expected to be completed by March 1984, and will house counseling, advisement and placement services, academic computing, and procurement services.

Social Sciences Building, located on the northeast corner of the quadrangle, contains classrooms and offices for the departments of mathematics, psychology, political science and continuing education.

Business Building, situated on the north side of the quadrangle, houses the School of Business Administration, classrooms for mathematics, psychology, political science and continuing education.

Humanities Building, located north of the Business Building, was completed in 1981. It houses classrooms and offices for the School of Arts and Behavioral Sciences, and the School of Education and features art/studio rooms, a listening lab and a 108-seat auditorium.

Gymnasium, located at the east side of the campus across the parking lot from the quadrangle, is used for physical education courses, intercollegiate athletics, intramural athletics and other college-sponsored activities. It has a seating capacity of 2,300 and contains a swimming pool, exercise room and faculty offices.

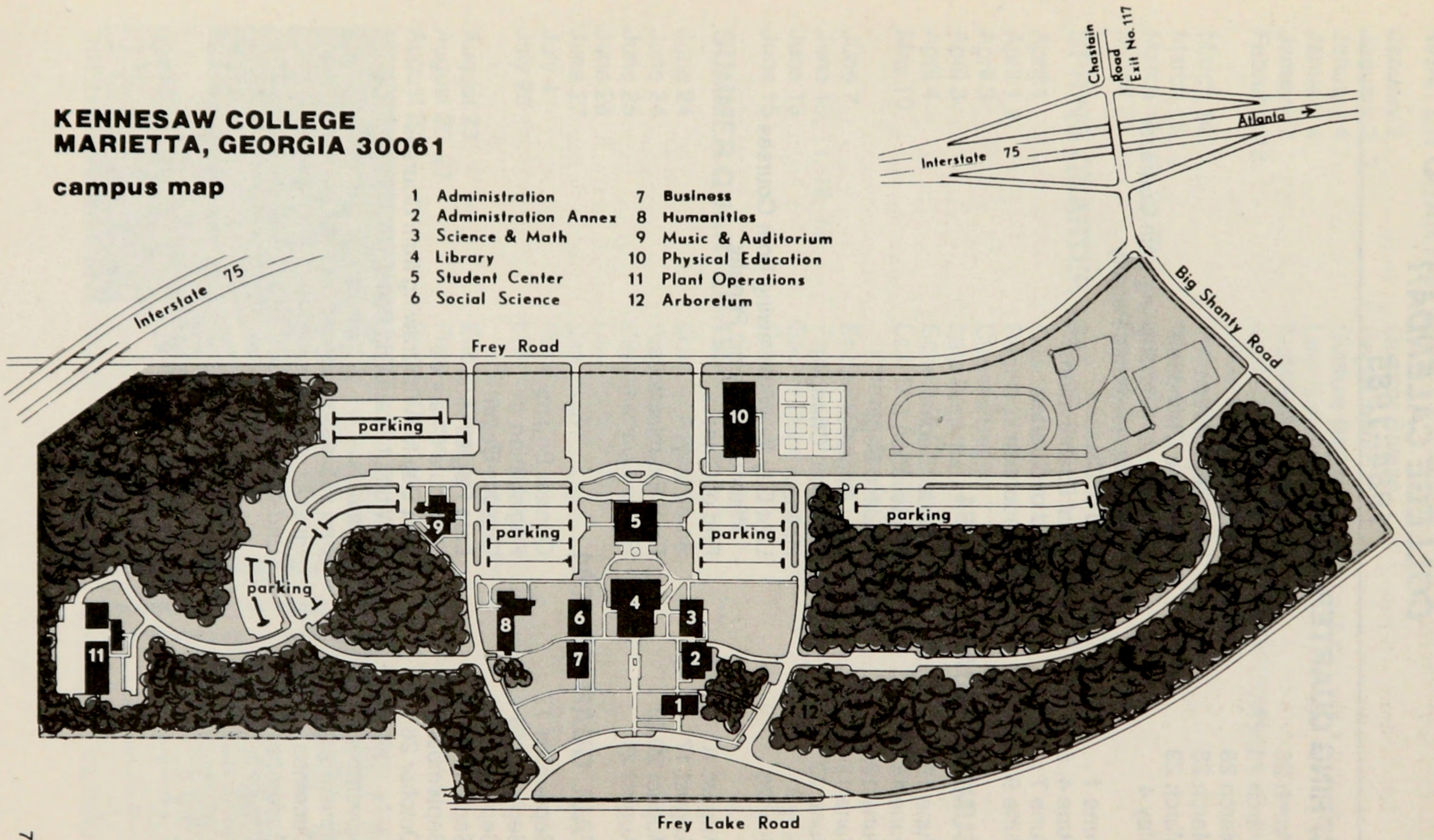
Plant Operations Building, located at the northwest corner of the campus, contains offices and shops for maintenance personnel and storage for central stores.

Music Building, located north of the student center, houses classrooms, practice rooms and offices for the music program, as well as a recital hall for performances.

KENNESAW COLLEGE MARIETTA, GEORGIA 30061

campus map

- | | |
|------------------------|-----------------------|
| 1 Administration | 7 Business |
| 2 Administration Annex | 8 Humanities |
| 3 Science & Math | 9 Music & Auditorium |
| 4 Library | 10 Physical Education |
| 5 Student Center | 11 Plant Operations |
| 6 Social Science | 12 Arboretum |



COLLEGE CALENDAR

1984-1985

SPRING QUARTER 1984

March 26	Quarter Begins
March 26, 27	Registration
March 28	Classes Begin
March 28	Late Registration
March 29	Schedule Changes
May 4	Last Day for Withdrawing from Courses Without Academic Penalty
June 1	End of Classes
June 4, 5, 6, 7	Final Examinations
June 7	End of Quarter
June 9	Graduation

SUMMER QUARTER 1984

June 18	Quarter Begins
June 18	Registration
June 19	Classes Begin
June 19	Late Registration
June 20	Schedule Changes
July 4	Holiday
July 20	Last Day for Withdrawing from Courses Without Academic Penalty
August 16	End of Classes
August 17	Study Day
August 20, 21	Final Examinations
August 21	End of Quarter

FALL QUARTER 1984

September 17	Quarter Begins
Sept. 17, 18	Registration
September 19	Classes Begin
September 19	Late Registration
September 20	Schedule Changes
October 26	Last Day for Withdrawing from Courses Without Academic Penalty
November 22, 23	Holidays
November 30	End of Classes
December 3, 4, 5, 6	Final Examinations
December 6	End of Quarter

WINTER QUARTER 1985

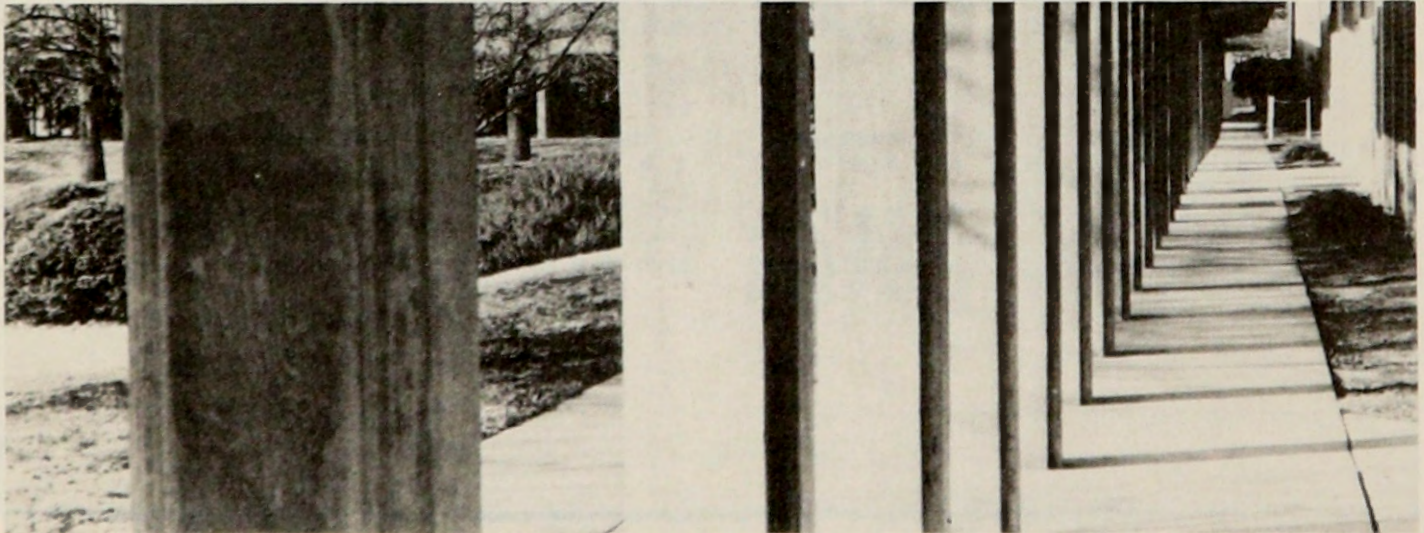
January 2	Quarter Begins
January 2, 3	Registration
January 4	Classes Begin
January 4	Late Registration
January 7	Schedule Changes
February 12	Last Day for Withdrawing from Courses Without Academic Penalty
March 14	End of Classes
March 15	Study Day
March 18, 19, 20, 21	Final Examinations
March 21	End of Quarter

SPRING QUARTER 1985

April 1	Quarter Begins
April 1,2	Registration
April 3	Classes Begin
April 3	Late Registration
April 4	Schedule Changes
May 10	Last Day for Withdrawing from Courses Without Academic Penalty
June 7	End of Classes
June 10, 11, 12, 13	Final Examinations
June 13	End of Quarter
June 15	Graduation

SUMMER QUARTER 1985

June 24	Quarter Begins
June 24	Registration
June 25	Classes Begin
June 26	Late Registration
June 27	Schedule Changes
July 4	Holiday
July 26	Last Day for Withdrawing from Courses Without Academic Penalty
August 23	End of Classes
August 26, 27	Final Exams
August 27	End of Quarter



SPECIAL TESTING SCHEDULE

The 1984-85 dates for test administrations are listed below. Applications and information are available in the CAPS Center and locations will be announced prior to each test date.

Registration Deadline	Practice and Review Sessions	Test Date
<i>Regents' Test</i>		
Sept. 24-28, 1984	Oct. 8 & 9, 1984	Oct. 23, 1984
January 7-11, 1985	Jan. 21 & 22, 1985	Feb. 5, 1985
April 1-5, 1985	Apr. 8 & 9, 1985	Apr. 30, 1985
June 24-8, 1985	June 25 & 26, 1985	July 9, 1985
<i>College Level Examination Program (CLEP) (Institutional)</i>		
Sept. 3, 1984		Oct. 2, 1984
Dec. 10, 1984		Jan. 8, 1985
Mar. 4, 1985		Apr. 2, 1985
May 27, 1985		June 25, 1985
<i>History/Constitution Exemption Examination (Institutional)</i>		
Oct. 5, 1984		Oct. 9, 1984
Jan. 18, 1985		Jan. 22, 1985
Apr. 5, 1985		Apr. 9, 1985
July 19, 1985		July 23, 1985

NOTE: THESE TEST DATES MAY BE SUBJECT TO CHANGE WITHOUT NOTICE. Please contact the CAPS Center for further information.

KENNESAW COLLEGE PROFILE

KENNESAW COLLEGE TODAY

A contemporary college in a contemporary setting for contemporary students. . .this is Kennesaw College today.

In meeting the needs of today's students, Kennesaw offers day and evening classes with around-the-clock security on our well-lighted campus. Both traditional and non-traditional students will find programs of study to fit their lifestyles and interests.

Kennesaw's mission of education and service will grow with northwest Georgia. Providing the leadership in this new mission is President Betty L. Siegel, the first woman president in the history of the 33-unit University System of Georgia.

As the fastest growing senior college in the University System, Kennesaw is growing places with you in mind. The collegiate environment at Kennesaw embodies a caring atmosphere, concerned about you—the student.

Accreditation

Kennesaw College is fully accredited by the Southern Association of Colleges and Schools as a baccalaureate level institution. The associate program in the Department of Nursing is approved by the Georgia Board of Nursing and is accredited by the National League for Nursing. The baccalaureate program in the Department of Nursing and the School of Education are preparing for professional accreditation by their respective associations.

Purpose

Kennesaw College provides opportunities for students to further their education in the liberal arts tradition. Programs of study and courses of instruction in career and professional areas are offered to help students prepare themselves for their individual goals in life.

The college seeks to provide for its students an educational environment which will challenge them to develop their physical, social and intellectual capacities through participation in the programs and events sponsored by the college.

To the extent that resources are available, the college provides continuing education and public service programs, cultural events and professional assistance to the communities served by the college.

The college also seeks to encourage intellectual inquiry and to promote trust and respect among students and teachers. Furthermore, the college emphasizes the advancement of knowledge and the pursuit of truth in an atmosphere of academic freedom, rational inquiry and effective teaching.

Our Campus

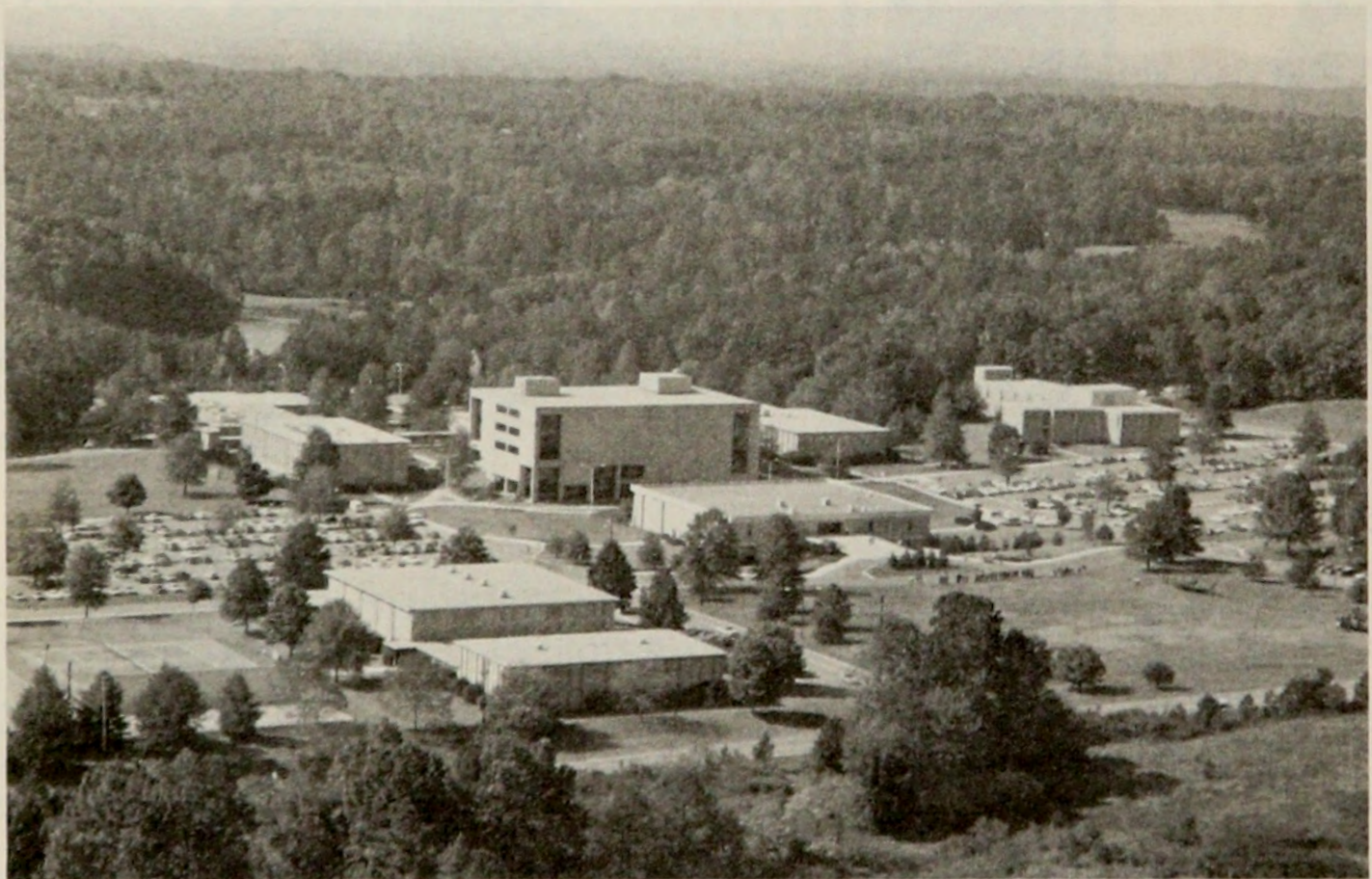
Nestled in the heart of 152 acres of wooded hillsides, Kennesaw's modern campus is eight miles north of Marietta and 20 miles from Atlanta. Bordered on the west by Pinetree Estates and Country Club, the college's south view overlooks Kennesaw Mountain, a battle site of the Civil War, for which the college was named.

Visitors are welcomed on our campus, which is easily accessible via Interstate 75. Take I-75 to the Chastain Road Exit Number 117, and follow the signs to the college, about one-quarter mile.

Release of Directory Information

Directory Information may be released by the college without the student's written consent. Directory information consists of name, address, telephone number, date and place of birth, major, participation in recognized activities and sports, weight and height of athletic participants, dates of attendance, degrees and awards received and the most recent educational institution attended.

A student may deny the release of directory information by requesting *in writing* to the Registrar that such information not be released. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.



ADMISSIONS



GENERAL ADMISSION POLICIES

Kennesaw College welcomes all students who are prepared to pursue successfully a college-level program of study and are of good moral character. To be admitted as a regular student, the applicant must provide evidence of a reasonable possibility of academic success if enrolled in college credit courses. Applicants who do not meet the minimum requirements for admission to degree credit courses will be encouraged to become eligible for admission through their performance in the Developmental Studies Program of the college.

Admission Requirements and Procedures

To be considered for admission, applicants must complete and return all required forms and information to the college at least 20 days prior to the registration day of the quarter for which they plan to enroll. Late application may be considered at the discretion of the Director of Admissions. The following items are required of all applicants:

1. *A Completed Application for Admission*—Forms may be requested from the Admissions office.
2. *High School and/or College Transcripts.*
3. *Scores on the Scholastic Aptitude Test of the College Entrance Examination Board*—Application forms and other information concerning this test may be obtained from the College Entrance Examination Board (Box 592, Princeton, New Jersey 08540), high school counselors, the Counseling Center or the Office of Admissions at Kennesaw College.
4. *Social Security Number*—Applications for social security numbers may be obtained from any United States Post Office.
5. *Other Requirements*—The college may require any applicant to appear for a personal interview and to take those achievement, aptitude, and psychological tests it deems appropriate in arriving at a decision regarding the applicant's general qualifications for admission to the college or placement in non-credit courses.

Final acceptance or rejection of each applicant is determined by the Director of Admissions, subject to the applicant's right of appeal as provided by the bylaws of the college and the Board of Regents of the University System of Georgia.

Orientation

An orientation program, KC 101, is conducted for entering students prior to registration. The program provides an opportunity for students to become acquainted with many aspects of Kennesaw College, including an introduction to the administrative staff of the college, student activities, academic information and registration procedures.

Students meet in small groups with student leaders and faculty members to get acquainted, answer questions and discuss the information presented. All entering students are expected to attend these sessions.

For further details on KC 101, see the CAPS Center information in the student services section of this catalog.

Admission from High School

An applicant for admission will be expected to be a graduate of a recognized high school. Based upon a careful review of the high school curriculum and public college admissions requirements, the State Board of Education and the Board of Regents recommend the following courses as being essential for success in college:

<i>Course (Units)</i>	<i>Instructional Emphasis</i>
* English (4)	<ul style="list-style-type: none">• Grammar and usage• Literature (American & World)• Advanced composition skills
Science (3)	<ul style="list-style-type: none">• Physical Science• At least two laboratory courses from Biology, Chemistry, or Physics
** Mathematics (3)	<ul style="list-style-type: none">• Two courses in Algebra and one in Geometry
Social Science(3)	<ul style="list-style-type: none">• American History• World History• Economics and Government
Foreign Language (2)	<ul style="list-style-type: none">• Skill-building courses emphasizing speaking, listening, reading, and writing

Additional courses selected from the following are also strongly recommended:

Trigonometry
An additional laboratory course in science
A third course in a foreign language or study in a second foreign language
Fine Arts (art, dance, drama, music)
Computer Technology
Physical and Health Education
Typing

* A student whose verbal SAT score is below 430 will be required to take the reading and English portion of the Basic Skills Examination (BSE) placement test. If the student fails to make a satisfactory score on this BSE, he/she will be required to enroll in Developmental Studies Reading or Developmental Studies English, or both.

** A student with a mathematics SAT score below 430 will be required to take the mathematics portion of the BSE placement test. If the student does not make a satisfactory score on this BSE, he/she will be required to take Developmental Studies mathematics.

Advance Admission

Students who have completed their junior year in high school may enroll in a maximum of two courses at Kennesaw College during the summer session prior to entering the twelfth grade, or for one course each quarter during their senior year. Credit in these courses will be given toward graduation from Kennesaw College and may be submitted to other institutions for evaluation. These courses, however, will not give credit toward graduation from high school.

Acceptance under this program requires exceptionally high secondary school averages and Scholastic Aptitude Test scores. Recommendation of the high school principal is also required.

Questions may be directed to the Office of Admissions.

Joint Enrollment for Twelfth Grade Students (JETS)

This program is for superior high school seniors who may earn high school and college credit concurrently. The student may fulfill high school graduation requirements by enrolling in freshman college courses at Kennesaw College.

All applicants to this program should have completed at least two courses in algebra and two in science. They should lack no more than 2½ units credit for high school graduation. They must have earned at least an overall "B" average in high school and have a minimum composite score of 1000 on the Scholastic Aptitude Test of the College Entrance Examination Board, with minimum scores of 430 on the Verbal and 430 on the Math sections.

Also, each student involved will be expected to satisfy the following requirements at Kennesaw College:

1. Students lacking the senior English requirements will be expected to complete English Composition 101 and 102.
2. Students lacking the American Government requirement will be expected to complete Political Science 201 (American Government).
3. Students lacking high school elective hours may earn elective credits in any freshman level course offered at Kennesaw.
4. Each applicant must be recommended by the high school guidance counselor and principal, who will also verify that the courses completed at Kennesaw will be accepted in lieu of senior course requirements.

Interested students may contact the Office of Admissions.

Advanced Placements and College-Level Examination Program

A maximum of 45 quarter hours of degree credit may be granted to students who receive satisfactory scores on either the College-Level Examination Program (CLEP) or Advanced Placement (AP) Tests. Interested students should contact the Office of Admissions for information on the courses that can be exempted as well as the required cut-off scores. CLEP exams are administered nationally through Educational Testing Service (ETS) testing centers, or through the college's Counseling, Advisement and Placement Services (CAPS) Center for currently enrolled students only. AP tests are given at many high schools throughout the country and qualified applicants are advised to take these tests in the spring of their senior year in high school. Students should have scores reported to the Office of Admissions for processing. CLEP and AP exempt courses do not count toward the residency requirement.

Developmental Studies Program and Placement Testing

The Developmental Studies Program is designed for students who show evidence that they may be able to succeed in college, yet for various reasons do not meet the minimum standards for admission. All applicants to the college are screened for participation in the Developmental Studies Program on the basis of SAT scores.

Applicants who are identified as being potentially in need of the program are required to take the appropriate parts of the Basic Skills Examination before registering. Those who attain satisfactory scores on this exam may register for credit work of their choice. Those who fail to attain satisfactory scores will be required to take non-credit courses in English, reading, and/or mathematics as indicated before attempting credit courses for which the Developmental Studies courses are prerequisites. For dates of administration of the Basic Skills Examination, contact the Developmental Studies office on campus.

All courses in the Developmental Studies program are designed to allow a student to proceed at a rate conforming to his/her level of ability. Specifically, a student must complete all Developmental Studies requirements in four quarters. However, the student may leave the entire program or any part of it, and undertake regular college level work beginning the next quarter after he/she has achieved predetermined levels of competency.

Even though the courses in the Developmental Studies Program do not carry degree credit, a student will receive institutional credit which will allow him/her to account for his/her efforts in satisfying requirements for VA benefits and other purposes. This program should provide a sound foundation for future college work; and for students who do not continue in college, it should provide a helpful background of personal development regardless of career goals.

ADMISSION FROM OTHER COLLEGES

Transfer Students

Applicants with satisfactory records of scholarship and conduct at other colleges will be considered for admission with advanced standing. Students admitted from other colleges are required to meet all of the foregoing general requirements regarding character, entrance examinations and dates for filing a completed application.

A student planning to transfer from another college must make arrangements for each college previously attended to forward a complete transcript to the Director of Admissions of Kennesaw College. Official transcripts are required regardless of the applicant's wishes concerning transfer credit. After transcripts from other colleges have been received, it is recommended that transfer students schedule an interview with the Director of Admissions.

The basic policy regarding the acceptance of courses by transfer is to allow credit for courses completed with satisfactory grades in accredited colleges. Such courses must correspond in general to the length of time and content of those offered in the curricula at Kennesaw College.

Students will be permitted to transfer credits earned with grades of "D" at other accredited institutions to the extent that the grades on all credits accepted for transfer will average 2.0 or better.

Transfer applicants who have a general scholastic point average of less than 2.0 at the previous college, or less than 15 quarter hours (9 semester hours) of college credit must submit high school transcript and SAT scores in addition to college transcripts.

It is important that transfer students declare a major in order that transfer credits may be properly evaluated.

Transfer students on probation or drop status at their previous colleges must furnish a letter from the previous college recommending the student for admission to Kennesaw College. This letter of recommendation is not required if the transfer student has been out of college for two years (six quarters). Those accepted will be placed on academic probation and must earn a 2.0 (C) average during the first quarter of enrollment. Failure to meet these requirements will be grounds for dismissal. Transfer students' records will be evaluated in the same manner as Kennesaw College resident students.

Transient Students

A student enrolled in another college or university may apply for temporary registration at Kennesaw College as a transient student—one who expects to return to the college or university in which he/she was previously enrolled. The normal admissions deadlines and fees are applicable to transient applicants.

The following basic principles apply specifically to transient students:

1. An applicant for admission as a transient student must present a written statement from the Dean or Registrar of the institution last attended recommending his/her admission as a transient student and stating that the student is in good academic standing and eligible to return.
2. An applicant will be admitted to Kennesaw College as a transient only when it appears that the applicant's previous work has been of satisfactory quality. A student who is ineligible to return to the institution formerly attended will not be admitted as a transient.
3. Enrollment as a transient student ordinarily is limited to one quarter, unless special permission is granted in advance by the Director of Admissions.
4. Transient students desiring to continue as transfer students must apply through the Office of Admissions, and furnish all documents and transcripts necessary to make an admissions decision.

Non-degree Applicants

A non-degree category exists for those transfer students who do not wish to obtain a degree at Kennesaw College but desire to take courses for personal and/or professional reasons, such as teacher recertification. Non-degree applicants need only send an official transcript from their last college attended if they have at least 15 quarter hours earned with a 2.0 grade point average or better. If their last institution does not have these minimum requirements, additional transcripts must be furnished until these requirements are met.

If a non-degree student desires to pursue a degree at Kennesaw College, then transcripts from each institution attended would have to be received before an evaluation of transfer credit could be completed.

SPECIAL ADMISSIONS CATEGORIES

GED

An applicant who is not a high school graduate may be considered for admission based upon acceptable scores on the General Education Development Examination and on the Scholastic Aptitude Test of the College Entrance Examination Board. Information concerning GED examinations may be obtained from the State Board of Education. The GED examination is given periodically at the Marietta-Cobb Area Vocational-Technical School.

Provisional Admission

There is a special admission status for non-traditional students called "provisional admission." In order to be eligible for provisional admission, applicants must meet the following criteria:

A. Applicants must have graduated from an accredited high school (or high school approved by Kennesaw College); or have satisfied requirements for the General Educational Development (GED) Equivalency Certificate.

B. Applicants must have at least eight years of post high school experience and must not have previously attended college.

C. Applicants are required to take the English, Reading, and Mathematics portions of the Basic Skills Examination (BSE) before they register for courses. The BSE is an academic placement examination administered by the Developmental Studies Department at Kennesaw. There is no charge to take this test. All provisional admission students will be governed by the rules pertaining to students in the Developmental Studies program. When the Developmental Studies program is cleared by provisional admission students, they also will be cleared from provisional admission and be classified as freshmen.

D. Students may earn no more than 30 quarter hours in this category.

E. Standards of progress for provisional students must be as high as those required of students in the regular category.

F. Students in provisional status may gain regular admission by meeting regular admission requirements or by completing 30 or more hours or degree credit work with a grade point average of 2.0 or higher.

Auditors

Students may be admitted to the College as auditors on the basis of the regular application, without being required to take the SAT.

No credit is granted for courses scheduled on an auditing basis, and students are not permitted to receive credit at any future date for their participation in a course as an auditor nor change from an audit to a credit status while enrolled in the course.

When establishing the full or part-time status of a student attempting to qualify for educational benefits under the Social Security laws, Veterans and other Federal and state programs, audit courses are not included.

Audited courses are counted a full value in computing the student's load for fee purposes. A student wishing to change his/her classification from an Auditor to another program of study must obtain the approval of the Director of Admissions before the change will be made.

Persons 62 Years of Age or Older

Pursuant to the provisions of an amendment to the Georgia Constitution, the Board of Regents established the following rules with respect to enrollment of persons aged 62 or older in units of the University System. To be eligible for enrollment under the provisions of this amendment such persons:

1. must be residents of Georgia, 62 years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age to enable the registrar to determine eligibility;
2. may enroll as regular students in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees;
3. must meet all System and institution admission requirements to include high school record and SAT Scores;
4. will have all usual student and institutional records maintained;
5. must meet all System, Institutional, Legislated degree requirements such as Regents' Test, Major Area Exam and History and Constitution Instruction or Exams, if they are degree-seeking students, and
6. may not enroll in Dental, Medical, Veterinary, or Law Schools under the provisions of this policy.

International Students

Kennesaw College supports international education and the philosophy that only through education and understanding can mutual respect, appreciation and tolerance of others be accomplished. The presence of international students fosters cultural exchange which can be beneficial to the student body and to the community at large. Because of limited facilities, however, only those students who are academically strong will be given serious consideration for admission.

International students may enroll in any program of study offered at Kennesaw College except the cooperative degree programs associated with Marietta-Cobb Vocational-Technical School, since this technical institution is not authorized by the Immigration and Naturalization Service to issue I-20 Certificates of Eligibility forms. The Immigration and Naturalization Service also does not allow international students to attend other institutions on a transient basis.

There are no living accommodations on the campus and there is no public transportation currently available to Kennesaw students. Therefore, international students, and all other students, must make their own arrangements for living accommodations and transportation.

There is no specific financial assistance for international students. All international students must pay non-resident fees unless such fees are waived. Each international applicant must present documented evidence that he/she has sufficient funds to meet his/her educational and living expenses.

All international students requesting admission to Kennesaw College must submit the following credentials at least two quarters prior to the quarter of enrollment:

1. Application for Admission — must be completed and signed by students requesting admissions.
2. Letter of Support — from parent or guardian.
3. Letter of Support — from sponsor's bank.
4. Certified true copies of all high school and college transcripts, translated into English.

The following information must be submitted during the quarter prior to enrollment to complete the application for admission:

1. Scores on the TOEFL (Test of English as a Foreign Language) English proficiency exam.
2. Scores on the Scholastic Aptitude Test.

All correspondence should be forwarded to Kennesaw College via air mail.

All academic credentials of international students will be reviewed and the student will be contacted concerning the admission decision. An I-20 Form will be issued only upon the student's full acceptance into the college.

International students with a student visa are required to be full-time students (at least 12 quarter hours) every quarter except the summer quarter. The college is required to notify the U.S. Immigration Service whenever a student drops below 12 quarter hours.

After arriving in the United States, an international student should apply immediately for a social security number. (Applications may be obtained at most U.S. Post Offices.) Also, upon arriving at Kennesaw College, it is highly recommended that all international students come by the Admissions Office and have their Form I-94, Arrival-Departure Record, copied and placed in their admissions file. This procedure facilitates the replacement of a lost I-94 document.

International students applying to Kennesaw College from other educational institutions in the state are required to have an interview with the Assistant Director of Admissions before their applications will be considered.

Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in the state of Georgia may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution. For further information, please contact the Business Office.

Active Duty Military and Dependents

(See Number 11 under Definition of Legal Residents in section on Finances.)

Readmission

(See Academic Section, page 45.)

ADMISSION TO THE PROGRAM OF STUDY IN NURSING

The Department of Nursing offers two programs of study in nursing—one leading to an Associate in Science degree and one leading to a Bachelor of Science in Nursing degree. Both programs combine nursing courses with general education courses. The general education courses provide a broad scope to the nursing program, and serve as a basis for learning nursing concepts. Students may declare nursing as a major and begin taking the general education component of either program at any time.

The nursing course sequences begin once a year—in fall quarter for the Associate Degree sequence and in spring quarter for the Baccalaureate Degree sequence. Since there are only a limited number of spaces in each program, prospective students must apply separately to the Nursing Department for admission to each sequence.

Readmission to the nursing sequence is not guaranteed. Eligible students who drop out of the nursing sequence for any reason will be readmitted to the sequence on a space-available basis. Students will be accommodated in rank order according to their notification to the nursing office of intent to re-enter the sequence. Students who do not enter the sequence in the quarter they designate will be removed from the list. A student who has less than a cumulative GPA of 2.0 or less than a “C” in all completed natural science and nursing courses will not be considered for readmission to the nursing sequence.

Criteria for progression to the sophomore year of the Associate Degree program or the junior and senior year of the Baccalaureate Degree program are as follows:

1. Receive a “C” in all nursing and natural science courses.
2. Maintain an overall GPA of 2.0

A student may repeat a nursing course only once. A second failure of any nursing course will result in being dropped from the program. For the purposes of this policy a grade of “D” is considered a failure.

Advanced Placement for LPN's

Advanced placement is available in the Associate Degree program for selected Licensed Practical Nurses. Successful completion of a non-degree credit course allows these students to enter the sequence of clinical nursing courses at the sophomore level. Admission requirements for this course are:

1. Must have met Kennesaw College admission requirements.
2. Must have met Kennesaw College Associate Degree Nursing Program admission requirements.
3. Must have completed all non-nursing courses that are prerequisites to the spring quarter in which admission is sought.
4. Must register for the non-nursing corequisite courses during the spring quarter of admission, unless otherwise completed.
5. Must possess a current, valid LPN license.
6. Must be recommended by one's employer of the last working year.
7. Must have nursing experience for at least one year out of the last three years in a hospital or nursing home.

Advanced Placement for RN'S

Advanced placement in the Baccalaureate Degree program will be available for selected registered nurses. Successful completion of a non-degree credit course allows these students to enter the sequence of clinical nursing courses at the senior level. This course will be offered for the first time in spring quarter, 1986. Applications will be accepted in fall quarter, 1985. Admission criteria will be available in spring quarter, 1984.

Baccalaureate Program Admission Criteria

1. All nursing students must complete developmental studies requirements prior to application to the nursing sequence.
2. The following prerequisite courses must be completed: English 101, 102; Mathematics 101, 107; Chemistry 105, 106; Biology 221, 222, 261; Psychology 201, 305; Sociology 201; and Nursing 200, 201.
3. Applicants must have an overall 2.3 cumulative grade point average with a minimum grade of "C" in each required natural science course.
4. If there is a surplus of qualified applicants, decisions for admission to the baccalaureate nursing program will be based on cumulative grade point average. Personal qualities important to nursing and longevity at Kennesaw College may be considered.
5. Applications for entry into the baccalaureate nursing sequence must be completed by November 15 prior to the spring quarter the applicant is planning to enroll in Nursing 210. All students will be notified by February 15.
6. Decisions regarding admission into the nursing sequence will be made by a nursing admissions committee composed of the Baccalaureate Coordinator, two Baccalaureate nursing faculty members, one faculty member from the School of Sciences and Allied Health and a representative from the Admissions Office.
7. All applicants must submit one (1) letter of reference from a non-relative. Applicants may be asked to come for a personal interview.

Associate Degree Program Admission Criteria

1. All nursing students must complete developmental studies requirements prior to application to the nursing sequence.
2. Applicants must have an overall 2.0 cumulative average on any college courses and a minimum of a "C" on any science or nursing courses utilized as a part of the nursing program of study.
3. If there is a surplus of qualified applicants, decisions for admission to nursing will be based on SAT scores and college and high school cumulative GPA.
4. Applications for entry into a September nursing sequence must be completed by April 30 prior to the September the applicant is planning to enter. This deadline in no way effects entry into the College. Applicants will be notified by June 1 regarding admission to the nursing sequence.
5. Decision regarding admission into the nursing sequence will be made by a nursing admissions committee, composed of the Associate Coordinator, two nursing faculty members, one faculty member from the School of Sciences and Allied Health, and a representative from the Admissions Office.

Additional requirements for students in both programs include:

1. A physical examination and immunizations immediately prior to entering clinical courses in the nursing sequence. A physical examination and tuberculosis screening must be repeated on an annual basis (admittance to the clinical laboratory is prohibited until this requirement is complete).

2. Professional liability insurance prior to enrolling in a clinical course (admittance to the clinical laboratory without this coverage is prohibited).

3. Uniforms, a suitable watch (estimated cost of these items is \$150-200.) A pin at graduation is optional at an approximate cost of \$35-\$100.

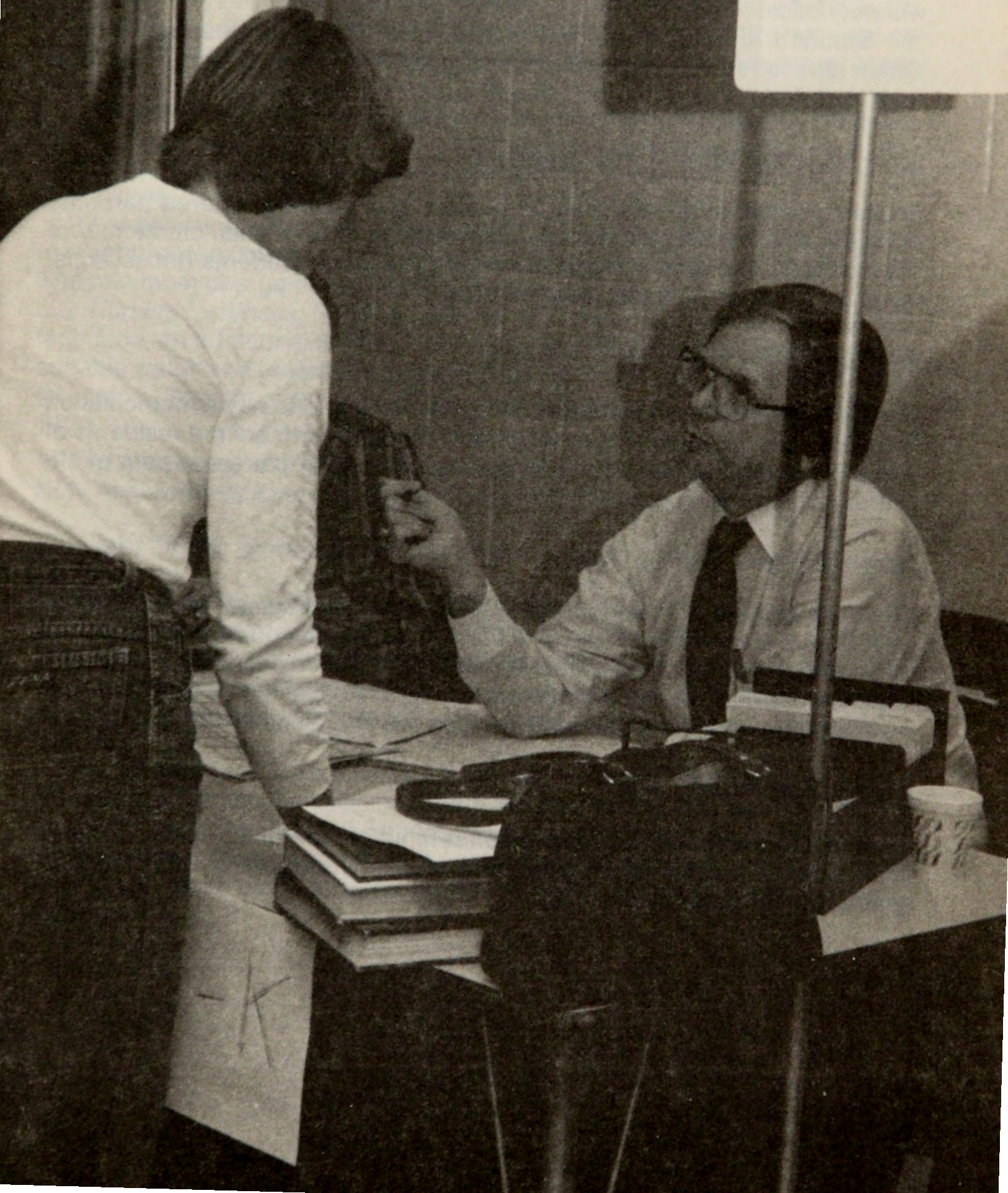
4. NLN achievement examinations before exiting from the program. The cost to the student for these examinations is \$30-\$40.

5. A Cardiopulmonary Resuscitation course certified by either the American Heart Association or the American Red Cross prior to entry into the second clinical nursing course. This certification must be maintained throughout the sequence of clinical nursing courses.



FINANCIAL INFORMATION

Scholarship
Loans, Grants
SCHOLARSHIP
LOANS
VOCATIONAL
REHABILITATION
GRANTS



EXPENSES

Expenses are in the form of matriculation fees, non-resident tuition fees, student services fees and other special fees. Fees of all students are due and payable at the time of registration and registration is not complete until all fees have been paid.

Payment may be made either in cash or by check; however, payment of fees by check is to the student's advantage since it shortens the registration process and considerably reduces the time necessary for a student to complete registration.

The college reserves and intends to exercise the right to withhold copies of transcripts and other student education records and/or to unenroll students who owe the college money. *Fees and expenses are subject to change without notice.*

Students are required to pay matriculation fees and, when applicable, tuition fees for enrollment in all courses even if no credit is earned. Income from such fees is used for the general support of the college.

Matriculation Fee—On Campus

Students enrolled for less than 12 quarter hours are considered part-time students and are charged a matriculation fee of \$24 for each credit hour of course work. The total matriculation fee for full-time students (those registered for 12 credit hours or more) is \$284.

Matriculation Fee—Off Campus

Students enrolled in off-campus courses are required to pay a matriculation fee of \$30 per credit hour of course work. Students who are not residents of Georgia are required to pay a matriculation fee of \$47 per credit hour of off-campus course work.

Non-Resident Tuition Fee

Students who are not residents of Georgia and who register for 12 or more credit hours are required to pay a tuition fee of \$569 per quarter in addition to the matriculation fee and all other regular fees. Non-resident students registered for less than 12 credit hours are required to pay a tuition fee of \$47 per credit hour in addition to the matriculation fee and all other regular fees.

Student Activities Fee

All students are required to pay a non-refundable fee of \$28 per quarter to finance student activities, student publications, intercollegiate athletics, and special student services.

Textbooks and Supplies

Textbooks and school supplies, as well as other student needs, are available in the college bookstore. The cost of books and supplies will vary with the courses elected by the individual student. An estimate of this cost is approximately \$125 per quarter. The cost may vary, depending upon the student's schedule of class work.

Special Fees and Expenses

Advanced Standing Examination Fee: A fee of \$25 is required for each institutional advanced standing examination attempted; no course may be attempted more than once.

Applied Music Fee: Students enrolled in applied music courses are required to pay an additional fee of \$50 per applied music credit hour. Applied music fees are non-refundable and may not be transferred to subsequent quarters.

Diploma Fee: A diploma fee of \$10.00 is required of all degree candidates and is payable at the time a petition to graduate is presented to the Registrar. The fee is non-transferable and non-refundable. It entitles the student to one (1) diploma.

Laboratory Breakage: Students in the laboratory sciences are required to reimburse the college on a cost basis for broken glassware and equipment. The minimum charge in the event of breakage is one dollar.

Nursing Expenses: Nursing students are responsible for the regular college fees; an additional \$150—\$200 is required for purchase of uniforms, a suitable watch and professional liability insurance for coverage in the clinical laboratory. The pin at graduation is optional and costs approximately \$35—\$100.

NLN Achievement Examinations: Fee of \$10 is charged to cover cost of NLN Achievement Examination before exiting the program.

Student Motor Vehicle Parking Fee

All motor vehicles operated by students on the college campus must be officially registered with the Office of the Vice President for Business & Finance. A specific parking permit must be assigned before the vehicle may be operated or parked on campus. A parking decal permit will be issued for each vehicle registered and must be displayed on the left rear bumper of the vehicle.

A student with a debilitating physical handicap will be assigned a reserved parking space upon making a request through the Campus Safety and Security Office. Reserved parking spaces must be renewed each quarter in which the student is enrolled. Students parking vehicles in unauthorized areas will be subject to fines and/or removal of their vehicles at their expense.

The cost of the parking permit is as follows:

Fall Quarter through Summer Quarter	\$4.00
Winter Quarter through Summer Quarter	\$3.00
Spring Quarter through Summer Quarter	\$2.00
Summer Quarter Only	\$1.00

A student who has purchased a parking permit and subsequently does not attend one or more quarters during the year may apply for a refund for the quarter or quarters not in attendance. The refunds will be issued thirty days after the end of the summer quarter.

A student submitting a refund request after the end of the summer quarter will not be eligible for a refund.

Summary of Expenses

Full-Time Students

(Twelve Hours or More)

	<i>Resident of Georgia</i>	<i>Non- Resident</i>
Matriculation Fee Per Quarter	\$284.00	\$284.00
Non-Resident Tuition Fee Per Quarter	-0-	569.00
Student Services Fee Per Quarter	28.00	28.00
Applied Music Fee Per Credit Hour	50.00	50.00
*Nursing Students (Estimated Cost for Uniforms, Insurance, etc.)	200.00	200.00
Vehicle Registration Per Year	4.00	4.00
Estimated Cost of Textbooks Per Quarter	125.00	125.00

Part-Time Students

(Less than Twelve Hours)

Matriculation Fee Per Credit Hour	\$ 24.00	\$ 24.00
Non-Resident Tuition Fee Per Credit Hour	-0-	\$ 47.00
Student Services Fee Per Quarter	28.00	28.00
Vehicle Registration Per Year	4.00	4.00

*Cost is for full year.

Refunds

Students who formally withdraw from the college will be entitled to refunds of matriculation fees and non-resident fees, but not the student services fees, in accordance with the following schedule:

Withdrawal Form Filed Within:	Percentage Refundable
First week from date quarter begins	80%
Second week from date quarter begins	60%
Third week from date quarter begins	40%
Fourth week from date quarter begins	20%
After four weeks	None

Students who elect to discontinue a portion of the course work for which they have registered and paid fees shall receive a refund of fees only if they formally revise their schedule on or before the last day to make schedule changes as indicated in the college calendar. Such students shall be charged at the regular rate applicable to the remaining number of quarter hours for which they are registered.

Students enrolled in a sequence course are eligible for a percentage refund only if they formally withdraw from the college in accordance with the refundable schedule above.

Students who do not formally withdraw, those suspended for disciplinary reasons or those who leave the college when disciplinary action is pending are not eligible for a refund of any portion of any fee.

A refund of all quarterly non-resident fees, matriculation fees and other required fees shall be made in the event of the death of a student at any time during an academic quarter.

Ordinarily, refunds will not be mailed until the end of the eighth week following registration.

Definition of Legal Residents

Individuals who enter the institution as non-resident students but who wish to later qualify as legal residents must fill out a Request for Residence Classification form which can be obtained in the Office of Admissions. A student's resident status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student. A student is responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he or she is entitled to be reclassified as a legal resident may petition the Residence Committee for a change in status. The petition must be filed no later than sixty (60) days after the quarter begins in order for the student to be considered for reclassification for that quarter. If the petition is granted, reclassification will *not* be retroactive to prior quarters.

If there is any question in the mind of the student concerning his/her residence status, application for clarification should be made immediately or not later than two weeks prior to the registration date in order to avoid delay and inconvenience of registration. Applications should be addressed to Residence Committee, Office of the Vice President for Business and Finance, Kennesaw College, P.O. Box 444, Marietta, Georgia 30061.

To be considered a legal resident of Georgia for the purpose of registering at an institution of the University System of Georgia, a student must establish the following facts to the satisfaction of the Residence Committee of that Institution:

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

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

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

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

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

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

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

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

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

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

10. Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Office represents, and who are stationed and living in Georgia under orders of their respective governments, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.

11. *Payment of Fees by Military Personnel.* Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia.

(a) Military personnel on active duty in the State of Georgia who meet the admission requirements of Kennesaw College may apply for a waiver of non-resident fees. The application for a waiver must include an affidavit signed by the applicant's commanding officer stating that the applicant is assigned to a military installation in the State of Georgia with permanent change of station orders. The affidavit must contain the approximate length of the applicant's current tour of duty.

(b) Legal dependents of military personnel who meet the resident waiver requirements stated above may also apply for a waiver of non-residence fees. The parent or guardian (sponsor) must furnish the affidavit described above and in addition furnish a signed statement which identifies the applicant as a legal dependent.

If the dependent is 18 years of age or older, the sponsor must furnish a copy of last year's federal income tax forms showing that the applicant was claimed as a legal dependent.

FINANCIAL ASSISTANCE

General Statement

The Student Financial Aid Program provides financial aid to students who, without such assistance, would be unable to attend college.

Student financial need is the difference between the cost of an education at Kennesaw College and the amount of money the applicant and his/her family can make available from their income and assets to meet the expenses of that education.

Determination of Award

The amount of aid awarded is determined by a financial need analysis. As a basis for making this analysis, the Financial Aid Form (FAF) of the College Scholarship Service is used. The necessary forms may be obtained from high school guidance offices or from the Office of Financial Aid, Kennesaw College. The student may also apply for the Pell Grant Program (BEOG) by completing the FAF.

Financial Aid Application Procedures

In addition to the FAF, the applicant is required to submit a Kennesaw College Application for Financial Aid which may be obtained from the Office of Financial Aid. Although applications for student aid are accepted as long as resources permit, it is advisable to apply early. All applications completed before the April 15 PRIORITY DATE will be analyzed, and awards made on the basis of the greatest need. In all cases, a student must be accepted by the Office of Admissions before student aid is awarded.

Students applying for financial assistance must present a Student Aid Report (SAR) of the Pell Grant Program (BEOG) to the Office of Student Financial Aid even if the student was determined to be ineligible for the grant.

Scholarships and Grants

Regents Scholarships—The Board of Regents of the University System of Georgia offers scholarships to superior full-time students who are Georgia residents and have financial need. The amount of this aid varies according to need up to \$750 per year. This scholarship is renewable each year until completion of the program of study. The student must attend an institution in the University System of Georgia. Repayment of this scholarship may be made through service in the State of Georgia for a period of one year for each \$1,000 of aid received or through repayment in cash with interest at 3% per annum.

Dr. Newton S. Herod Scholarship Fund—The annual income from this fund is available for scholarship grants to students, who, on the basis of need and academic qualifications, are deserving of financial assistance.

Fred D. Bentley, Sr. Scholarship Fund—The income from this fund is available for scholarships to full-time students with good academic records who are enrolled in a program of study leading to a Bachelor of Arts degree.

Georgia Incentive Scholarship—This state program provides funds for Georgia residents who have been accepted as undergraduate students by a Georgia Student Finance Authority approved post-secondary institution located in the state of Georgia. Applicants must be full-time students who demonstrate substantial financial need. Awards range from \$150 to \$450. For more information, contact the Office of Financial Aid or Georgia Student Finance Authority, 2082 East Exchange Place, Tucker, Georgia 30084.

State Scholarship Commission—This Commission offers aid to qualified students who are Georgia residents and who plan to study nursing. These awards may be renewed annually. The amount is determined by educational costs and needs. The recipient may attend a school or college in or outside the state of Georgia. Repayment is made through one year of service in the state of Georgia for each year that assistance is provided or in cash with interest at 6% per annum. For information and applications write to: State Scholarship Commission, 2082 East Exchange Place, Tucker, Georgia 30084 or to the Director of Student Aid, Kennesaw College.

Supplemental Education Opportunity Grants—This federally sponsored program is designed for students of exceptional need who, for lack of financial means, would be unable to enter or remain in college without such assistance. Awards in this program will range from \$200 to \$1,000. Applicants to this program must show academic potential. There is no repayment requirement on these grants.

Pell Grant—Formerly known as the BEOG, this is a federally planned program which provides for the payment of Pell Grant awards to students attending eligible institutions of higher education. Other sources of aid will be

available to students receiving the Pell Grant. The maximum grant eligibility for each student is \$1,800 less the amount the student and his/her family can be expected to contribute toward the student's education. The student applies for this through the FAF.

Leila Anderson Scholarship Fund—The annual income from this fund is available for scholarship grants to Kennesaw College students who, on the basis of need and academic qualifications, are deserving of financial assistance. Preference is given to students majoring in nursing.

Nursing Student Scholarships—This program is for the benefit of part-time or full-time students with exceptional need who are studying nursing at any level—diploma, associate or baccalaureate. Applicants must be U.S. citizens or nationals. Scholarships range up to \$2,000, depending on need. No repayment is necessary for these grants.

First National Bank of Cobb County Scholarship Fund—This fund was established by the First National Bank of Cobb County to offer financial assistance to deserving Kennesaw College students. To qualify for this assistance, the student must show evidence of need and potential for academic success.

Kennesaw College Foundation Honor Scholarships—These scholarships are provided by the Kennesaw College Foundation, Inc., and are available for a limited number of regularly enrolled full-time students based on academic achievement. Recipients are determined by a committee composed of faculty members who look particularly at high school grades and S.A.T. scores. Applications are available in the Office of Financial Aid.

Kennesaw Foundation Music Scholarships—Students planning to major in music are eligible to apply for these awards. Recipients must display outstanding musical ability as determined by faculty members of the Department of Music. Contact Dr. Wayne Gibson at Kennesaw College for more information.

Margaret Giles Garrison Scholarship Fund—The annual income from this fund is available for scholarship grants to Kennesaw College students who, on the basis of need, academic qualifications, and participation in school and/or community activities, are deserving of financial assistance. Preference will be given to students who are graduates of North Cobb High School.

Henry O. Greene Scholarship Fund—The annual income from this fund is available for scholarship grants to Kennesaw College students with need being primary criterion. Preference shall be given to students who are graduates of the high schools of Bartow County, Georgia. Consideration will also be given to the academic potential of the student.

Northeast Cobb Optimist Club—The fund has been established by the Northeast Cobb Optimist Club to provide financial assistance to students from Sprayberry High School. To qualify for this assistance the student must provide evidence of financial need, academic potential and participation in extra-curricular activities while in high school.

Kiwanis Club of Marietta Scholarship Fund—The annual income from this fund is to be awarded to Kennesaw College students who, on the basis of need and academic potential, are deserving of such assistance.

Helen Griffin Scholarship Fund—The annual income from this fund is available for scholarship grants to Kennesaw College students who are Marietta High School graduates, and who, on the basis of financial need and academic potential, are deserving of financial assistance.

Guy Haynes Northcutt, Sr. Scholarship Fund—The annual income from this fund is available for scholarship grants to Kennesaw College students who are graduates of Marietta High School, and who, on the basis of financial need and academic potential, are deserving of financial assistance.

Lilian Bennett Sullivan Voice Scholarship—The income from this fund is made available to students majoring and having advanced standing in voice while enrolled in the college on a full-time basis. The selection of the recipients will be based upon the recommendations of a jury consisting of the music faculty.

Ann Greider Dean Scholarship Fund—The annual income from this fund is available for juniors or seniors who have completed a minimum of three quarters of study at Kennesaw College and have a demonstrated financial need. In addition, the recipients should be full-time students with a good academic record for past college work.

William H. Dunaway Scholarship Fund—This fund has been established for students entering or in the second year of a pre-pharmacy or business administration course. Recipients should be graduates of either the Cobb County or Marietta High Schools, should have expressed interest in the business of retailing, and should possess academic potential.

Horace W. Sturgis Scholarship Fund—The annual income from this fund is available for juniors and seniors who have completed a minimum of one year of full-time study at Kennesaw College and have a superior academic record which shall be interpreted as a cumulative college grade point average of 3.0 or better. The recipient shall be a full-time student.

Mary Herod Quadfasel Scholarship Fund—This fund has been established for students of above average ability. Preference will be given to students who are involved in the physical education program and have an interest in tennis. Financial need is not a requirement.

Ruth Oliver Herod Memorial Scholarship—Earnings from this fund are available to full-time students in good academic standing, working toward a baccalaureate degree. Students demonstrating financial need shall be given priority.

Malinda Jolley Mortin Scholarship Fund—This scholarship is available to students majoring in Business Administration and having reached the junior or senior level. Recipients should have a 3.0 or better grade point average. Priority is given to students demonstrating need.

Other Scholarships—Several civic clubs and organizations in the area served by Kennesaw College have, in the past, made awards on a yearly basis. It is expected that this practice will continue and that such awards will be available to students.

Among those who have awarded gift scholarships to individual students are:

Alpha Delta Kappa—Georgia Chapter
American Business Women's Association
Austell Rotary Club
Barwick Corporation
Bekins Scholarship Foundation
Cherokee High School
Chick-Fil-A
Classroom Teachers Association of Cobb County
Cobb County Medical Society—Women's Auxiliary
Columbia Broadcasting System
Etowah Arts Council
Fine Arts Club of Marietta
General Foods Corporation
Georgia Marble Company
Homer Leggett Construction Company, Inc.
Ivan Allen Company
John McEachern School Trust Fund
Kennestone Gift Shop
Kiwanis Club of Marietta
Marietta Junior Woman's Club
Marietta Rotary Club
McCrary Corporation Scholarship
Metropolitan Atlanta Foundation
Model Cities Financial Aid Program
Morris Brown Scholarship
National Honor Society Scholarship
Pepsi Cola Company
Phillip B. Rice Memorial Scholarship
Post Cereal Company
Powder Springs Women's Club
Roswell Woman's Club
Six Flags Over Georgia, Ltd.
Smyrna Optimist Club
Tasty Baking Company
Ty Cobb Foundation
VFW Post 2681 Ladies Auxiliary
Walter and Majorie Rich Memorial Loan Fund
Warner Communications
Wills High School
Woodstock Jaycettes

Loans

National Direct Student Loans—These funds are provided by Kennesaw College and by the Federal Government. Interest on these loans is at the rate of 5% per year, beginning 6 months after the student ceases to enroll as at least a half-time student. NDSL loans may range up to \$2,500. The minimum repayment is \$30.00 per month, plus interest. Interest and repayment may be deferred up to three years for active military duty and for service in the Peace Corps or VISTA. A borrower is entitled to have the entire loan cancelled for services as a full-time teacher of handicapped children in a public or other non-profit elementary or secondary school system. The entire loan may be cancelled if the loan recipient is teaching at special schools designated by the Federal Government. Up to 50% (12½% for each year of consecutive service) of the total loan may be cancelled for borrowers who serve as members of the Armed Forces in area of hostilities. Applicants under this program must be U.S. citizens or permanent residents of the United States.

Each year organizations have contributed matching funds which permit Kennesaw College to utilize National Direct Student Loan money and Nursing Students Loans. Donors over the past fiscal year have been:

Big Shanty Garden Club
The Woman's Auxiliary to the Cobb County Medical Society
Delta Kappa Gamma Society—Beta Delta Chapter
East Cobb P.T.A.
Smyrna Business Women's Club
Rotary Club of Marietta
Rotary Club of Smyrna
Kennesaw College Foundation, Inc.

Nursing Students Loan—This program is for the benefit of part-time or full-time students who are studying nursing at any level—diploma, associate or baccalaureate. Applicants must be U.S. citizens or nationals. Loans range up to \$2,500 depending on need. The total amount cannot exceed \$10,000 for all the years in school. Repayment begins nine months after leaving as a full-time student in nursing and payments can be spread over 10 years. Interest is 3% per year. Deferment of payments is possible up to five years for training in the field of nursing and three years for time spent in the armed services and Peace Corps. Cancellation of up to 85% of the total loan is possible if the borrower is employed full-time as a professional nurse.

Guaranteed Loans—The Georgia Student Finance Authority is an organization created to guarantee low interest loans made to Georgia residents who plan to attend any institution of higher education. Upon approval of the student's loan application by a participating lender, GSFA guarantees repayment of the loan with interest. A student may borrow up to \$2,500 per year at the rate of 8% interest per year. In order to qualify automatically for federal interest benefits, the annual adjusted gross income for the parents and/or student must be no less than \$30,000. An adjusted gross income that is \$30,000 or higher will require the borrower to demonstrate need in order to qualify for the federal interest benefit. A loan origination fee of 5% of the loan amount may be charged on all loans for which a completed promissory note was sent or delivered to the borrower for signing on or after August 23, 1981.

Repayment begins 6 months after the student ceases to be at least a full-time or half-time student, depending on the lending institution's rules. Minimum annual repayment is \$600 or \$50 per month. For information and application forms write the Director of Student Aid at Kennesaw College or to Georgia Student Finance Authority, 2082 East Exchange Place, Tucker, Georgia 30084.

Pickett and Hatcher Loan Fund—This fund provides low interest loans to students who are in need of assistance in pursuing a college program. Information may be received from Pickett Hatcher Education Fund, P.O. Box 2128, Columbus, Georgia 31902.

Short-Term Loan Fund—The purpose of this fund is to provide short-term, no-interest loans to Kennesaw College students to be used for tuition and fees. Repayment is due within 60 days. Monies for this fund have been received from the following sources:

Geral Dean Boggs Memorial—Established by the students of Kennesaw Junior College in 1967 to honor the memory of their fellow student, Geral Dean Boggs.

James V. Carmichael Memorial

Phillip B. Rice Memorial—Established in memory of Phillip B. Rice

Kennesaw College Civitan Club

Kennesaw College Women's Club

The Southwest Women's Club

Marietta Civitan Club

John L. Dees Memorial

Smyrna Lions Club

Students Employment

College Work Study Program (CWSP)—Funds for this program are provided by the Federal Government and the College for students who wish to earn part of their college expenses while attending classes. Applicants to this program must be U.S. citizens or permanent residents of the United States; they may be part-time students; they must be capable of and maintain good academic standing; and they must show evidence of need for such employment to meet college expenses. Preference is given to students from low-income families. The FAF must be submitted in order to determine eligibility.

Institutional Employment—There are a limited number of part-time jobs available in each division of the college. Employees in these jobs are not required to evidence a great deal of financial need although this is a primary consideration for employment. The hours and pay scale are the same as with the CWSP. Funds for these jobs are provided by the department or School which employs the student. Interested persons should contact the particular division or department of the college for information.

Placement Service—The Placement Office of the CAPS Center maintains a listing of full-time and part-time off-campus jobs for students who need assistance in locating off-campus employment. Regular listings are posted on the bulletin board outside the Placement office. For more information, contact the Director of Placement.

Maintaining Satisfactory Progress

The Education Amendments of 1976 established requirements for students' eligibility for receiving payments under the Supplemental Educational Opportunity Grant, College Work-Study Program, Pell Grant Program, the Guaranteed Student Loan Program and the National Direct Student Loan Program. The Amendments provide that financial aid payments under all these programs must not be made to a student who owes a refund on grants or loans. For this reason, once the institution has established that overpayment has been made, it may make no further payments under these programs, including payment of Basic Grant Awards.

Additionally, the amendments provide that financial aid payments under the above programs must not be made if a student is not maintaining satisfactory progress in the course of study he/she is pursuing according to the standards and practices of the institution. In such cases, students shall not be paid retroactively for terms where eligibility was lost because of the conditions stated above.

It shall be the policy of Kennesaw College to provide financial aid awards to students who are capable of remaining in good academic standing and who are making satisfactory progress toward their degree while receiving financial aid. With the exception of first quarter transfer students, a student who is on academic probation is ineligible to receive assistance. Satisfactory progress required to remain eligible for aid shall be defined according to the table below. Students not meeting this criteria shall be ineligible to continue receiving financial aid until such time as they again earn sufficient credit to meet the criteria.

Developmental Studies students will be allowed to receive assistance for three quarters while required to be enrolled in the developmental program. Criteria for regular students will apply upon admission to a program of study other than developmental.



Terms on Aid	Credits Needed to Remain Eligible and to Continue on Financial Aid	Percentage Completed Towards Degree
1	6	
2	12	
3	20	11%
4	30	
5	40	
6	50	26%
7	60	
8	70	
9	80	41%
10	90	
11	100	
12	110	57%
13	120	
14	130	
15	140	72%
16	150	
17	160	
18	170	87%
19	180	
20	190	
21	200	
22	210	108%

Appeals Procedures

Students or applicants denied financial aid are entitled to an explanation as to the basis of the denial.

Appeals resulting from the decisions of the Director of Financial Aid may be taken to the Financial Aid Committee.

Appeals must be made in writing and addressed to the Dean of Student Affairs within ten days of receiving notification of denial of aid from the Director of Student Aid.

The Chairperson of the Financial Aid Committee shall convene the Committee for purpose of hearing the appeal within two weeks of the date of receiving the appeal and shall report the Committee's findings to the Dean of Student Affairs no later than one week after the date of the hearing.

The Dean shall review the findings and recommendations of the Financial Aid Committee and make a decision as to the merits of the appeal and shall inform the student of the decision.

The student has the right to appeal the decision of the Dean to the Office of the President within eight days of receipt of the Dean's decision.

The decision of the President will be based solely on a review of the record.

Any student who is receiving financial aid and who withdraws from a class after the schedule change period or withdraws from college must contact the Director Financial Aid. The student must refund any assistance or portion of assistance involved in the action.

Any amount of refund due the student who withdraws from the college will be automatically returned to the student aid fund. The student should refer to the financial section of this catalog to determine the college refund policy.

In cases where the student withdraws totally from the college and has already received financial aid payments, repayment of unused funds will be necessary. Unused funds refer to that portion of the grant or award given to the student after tuition, fees, books and supplies are deducted.

Student Budgets

Classification	1 Dependent Commuter	2 Independent Commuter	3 Married No Children
Tuition and Fees	\$ 807	\$ 807	\$ 807
Rent or Mortgage Incl. Utilities	1,100x	1,200	1,590
Books & Supplies	200	200	200
Food & Household Clothing, Laundry & Cleaning	—	1,900	2,640
Transportation x x	—	580	880
Medical & Dental	600	600	600
Personal—Other	—	590	800
TOTAL BUDGET *	200	250	360
	\$2,857	\$6,077	\$7,827

1. Represents a nine-month budget.

2. and 3. Represent a twelve-month budget for self-supporting students (assumes no summer enrollment).

*Add \$1,290 to each budget for non-resident student.

xEquivalent of applicant's home maintenance (expenses to the parents incurred by the dependent student living at home.)

xxBased on a 20-mile round trip to Kennesaw College. Allowance may be increased for longer mileage.

Disbursement Procedures

Financial aid funds will be disbursed to the eligible student in the following procedure:

Step One: A signed award letter is returned to the Office of Financial Aid with a Statement of Educational Purpose and Draft Status.

Step Two: The student registers for classes and goes through the regular registration process.

Step Three: The student reports to the Financial Aid table after fees are assessed by a representative from the Office of the Vice President for Business and Finance. At that time students receiving Pell Grant and SEOG funds will receive a voucher for the grant amount for the quarter. Students receiving other types of assistance will check with the cashier in order for the check to be requested after enrollment status is determined.

Step Four: The student takes the voucher to the cashier where tuition and fees are deducted.

Step Five: The voucher is then taken to the bookstore where the cost of books and supplies is deducted.

Step Six: Approximately three weeks following registration, the student will receive a check for the balance of the quarterly award after tuition, fees, books and supplies are deducted.

Veterans' Benefits

The college is on the approved list of the United States Veterans Administration for the training of veterans, disabled veterans and the children and widows of deceased veterans who are eligible for benefits under the G.I. Bill.

Students in training under the G.I. Bill are required to pay all fees, as regular students, since they are paid benefits directly through the Veterans Administration. Each V.A. beneficiary should make financial preparation for at least one quarter because benefit checks are sometimes delayed.

Students in training under the G.I. Vocational Rehabilitation program should check with the College Business Office regarding the handling of their account for fees, supplies, etc.

Eligible veterans, children and widows of veterans must make application to their regional Veterans Administration Office. Application forms are available at Kennesaw College in the Office of Academic Services/Registrar. It is the student's responsibility to contact the Academic Services Registrar's Office at the beginning of each quarter while in attendance. Certain requirements must be met before students may be certified for non-credit remedial courses for V.A. payment purposes.

Students attending on the G.I. Bill are certified for V.A. benefits only for those courses required in their particular programs of study. Such students must maintain Kennesaw College standards for academic performance. Those students who are academically dismissed from school will have their benefits interrupted. Upon readmission and recertification of benefits at Kennesaw College, the V.A. will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred.

Current V.A. standards require that students attend class and that benefits be terminated when the student has been suspended for academic or disciplinary reasons. (Since V.A. regulations are subject to periodic change, it is the student's responsibility to keep up to date on requirements for V.A. benefits while in attendance at Kennesaw College.)

Vocational Rehabilitation

Students who attend the college and whose fees are to be paid by the State Department of Education's Division of Vocational Rehabilitation must make arrangements prior to registration with the Business Office regarding the handling of their account. In addition, it is the student's responsibility to request the Office of Admissions to send copies of his/her grades to the Vocational Rehabilitation Office each quarter.

ACADEMICS



PROGRAM OFFERINGS

The Board of Regents of the University System of Georgia has authorized the college to offer baccalaureate programs of study in English, history, music, political science, and psychology leading to a bachelor of arts degree; programs of study in biology, chemistry, computer science, education, business education, health and physical education, music education, mathematics, nursing, and political science leading to a bachelor of science degree; and a bachelor of business administration in accounting, economics and finance, management, and marketing.

The college offers eight career programs of study leading to associate degrees in accounting, business administration, computer programming, data processing, nursing, secretarial science, social services and teacher assistance. Some of these are offered jointly with the Marietta-Cobb Area Vocational Technical School.

The career programs, designed to prepare a student to enter a particular field of endeavor in two years, do not generally meet the core curriculum requirements for four-year degrees; however, the courses of instruction in many instances can be applied on a course-by-course basis toward a four-year degree in the same or related field of study at Kennesaw College and other institutions.

In order to complete the requirements for a degree within the minimum amount of time, the student should select a program of study which outlines the requirements for the degree. The student who does not choose a program of study may lengthen the time spent in earning an associate or baccalaureate degree because unnecessary credits may be earned or because the student has failed to realize that credit hours in specific courses of study are required to meet the total requirements for the degree. If a student is "undecided" regarding his/her choice of a program of study after having completed forty-five hours in Areas I, II and III of the Core Curriculum, it is recommended that the student receive counseling before scheduling the next quarter's work.

ACADEMIC REGULATIONS

The basic unit of all college work is the "quarter credit hour." One quarter credit hour generally corresponds to one hour per week of classroom work for a quarter or three clock hours of laboratory work per week for a quarter. The usual load for the full-time student is three classes a day for five days per week each quarter, therefore, "fifteen quarter hours." Each full-time student pays only for a maximum of twelve quarter hours, hence twelve quarter hours is considered to be a full-time load for veterans and for other purposes.

GRADING SYSTEM

Kennesaw College complies with the University System of Georgia uniform grading system. The final grades and their definitions are as follows:

Final Grades	Definition	Quality Points per Credit Hour
A	excellent	4
B	good	3
C	satisfactory	2
D	passing, but less than satisfactory	1
F	failing	0
WF	late withdrawal	0

The following symbols will be used in the cases indicated:

- I — indicates that the student has done satisfactory work but, for non-academic reasons beyond his/her control, has been unable to meet the full requirements of the course. The grade of I may also be assigned when the student is absent from the final examination. However, if the student's record is so poor as to preclude his/her passing, the instructor shall assign a final grade of F in the course. The grade of I will not be included in the calculation of the student's scholastic average at the end of the quarter in which the incomplete grade is assigned, nor during any succeeding quarters in which the student is not enrolled. However, before the end of the next full quarter in which the student is enrolled following the assignment of the incomplete grade, a final grade of A, B, C, D or F will be assigned in the course on the basis of the student's total performance and the grade will then be included in the calculation of the student's scholastic average.
- W — indicates that the student was permitted to withdraw from the course without penalty with the approval of the Director of Academic Services/Registrar within the first 28 working days (including registration days) of the quarter. Withdrawals without penalty may be permitted after the official withdrawal period in hardship cases only with the approval of the Director of Academic Services/Registrar. A course in which a grade of W has been assigned will not be included in the calculation of the student's scholastic average.
- WF — indicates that the student was permitted to withdraw from a course after the first 28 working days (including registration days) of the quarter with the approval of the Director of Academic Services/Registrar. The grade of WF is counted as an F in the calculation of the student's scholastic average.
- S — indicates satisfactory completion of a non-degree credit course and is not included in the calculation of the scholastic average. It also indicates satisfactory completion of certain credit laboratory-type courses specifically designated by overall faculty action.
- U — indicates unsatisfactory completion of a non-degree credit course and is not included in the calculation of the scholastic average. It also indicates unsatisfactory completion of certain credit laboratory-type courses specifically designated by overall faculty action.

- IP — indicates progress in a non-degree credit course, but not sufficient to meet the prerequisite requirements for the succeeding course and is not included in the calculation of the scholastic average.
- V — indicates that the student was given permission to audit the course and is not included in the calculation of the scholastic average. Students may not transfer from audit to credit status or vice versa.

Errors in grades must be reported to the Office of the Registrar immediately. In general, no grade changes will be made after the expiration of three months except with the approval of the Academic Standing Committee.

Classification of Students

Students will be classified at the end of each quarter on the basis of the number of credit hours which they have passed in accordance with the following schedule:

Freshman: 0 — 44	Junior 90 — 134
Sophomore: 45 — 89	Senior 135 and above

Developmental Studies students are not included in above classifications.

Scholastic Average

The academic standing of a student is determined by a scholastic average calculated as the ratio of the total number of quality points earned to the total number of quarter credit hours in which a final grade has been assigned. The scholastic average will be computed to the nearest decimal point rounded off to the tenths position.

Dean's List

Students with a cumulative grade point average of 3.0 and above who have earned a minimum of 15 quarter hours of credit in residence, and who are neither on academic warning nor academic probation nor subject to any disciplinary action shall be on the Dean's List.

Satisfactory Scholarship

A scholastic average of 2.0 is the minimum satisfactory scholastic average except for freshmen for whom the minimum requirement is 1.9. If a student's quarterly average is not satisfactory, the student will incur one of the following forms of "academic action," i.e., warning, probation, dismissal. A student not on academic probation is in good academic standing.

A student whose scholastic average for any quarter is 1.0 or below may be placed on academic probation or dropped from the college rolls, regardless of any previous record, if such action is deemed advisable by the Academic Standing Committee.

Warning

A student who has an overall scholastic average below the minimum satisfactory scholarship requirement or whose scholastic average for work taken dur-

ing any quarter is below this requirement shall be placed on academic warning.

Probation

A student on academic warning whose scholastic average is below the minimum satisfactory scholarship requirement for any quarter of enrollment shall be placed on academic probation.

Dismissal

A student on academic probation whose scholastic average for the quarter of probation is below the minimum satisfactory scholarship requirement shall be dismissed for unsatisfactory scholarship and dropped from the college rolls.

The record of a student on academic probation whose overall scholastic average is satisfactory but whose quarter average is unsatisfactory shall be reviewed by the Academic Standing Committee which may dismiss the student or continue him/her on academic probation.

Withdrawal from College or from Individual Courses

Students who find that they cannot continue in college for the entire quarter after being enrolled, because of illness or any other reason, should complete an official withdrawal form. Forms may be obtained from the Office of Academic Services/Registrar.

Students who officially withdraw from college with the approval of the Director of Academic Services/Registrar within the first 28 working days (including registration days) of the quarter will be assigned grades of "W" which will not affect their overall scholastic average. Those students who stop attending classes and notify no one usually are assigned failing grades which jeopardize their chances of future academic success.

Students may, by means of the same withdrawal form and with the approval of the Director of Academic Services/Registrar, withdraw from individual courses while retaining other courses on their schedules. This option must be exercised within the first 28 working days of the quarter; failure to do so will mean that the student has elected to receive the final grade earned in the course. The only exceptions to these withdrawal regulations will be for those instances which involve unusual and fully documented circumstances.

Withdrawal forms are not processed during the last two class weeks of each quarter.

Deficiencies

A. General

1. A student who has received a grade of I, F or WF in a course has a deficiency in the course.

2. A student whose final grade is F or WF has a failure in that course, and the student must repeat and pass the course in residence at Kennesaw College before credit will be allowed. Repeating the course does not remove the F or WF from the total cumulative average.

B. Removal of deficiencies

1. A student who has a failure in a required course should schedule that course the next time it is offered while he is in residence.
2. A student who has a single deficiency in a course required for graduation (does not apply to Regents' Test, practice teaching or clinical nursing) will be permitted one reexamination not later than 72 hours before the commencement exercises and thereafter one examination per annum until the deficiency is removed, with the dates of the annual periods beginning 30 calendar days after the end of the final quarter of residence. The reexamination will be graded A, B, C, D or F and the grade so recorded. The previously assigned deficiency will remain a part of the record.
3. A student who has otherwise completed all of the requirements for graduation and who has earned an incomplete in a course scheduled during the final quarter in residence may remove the incomplete at the convenience of the department of instruction concerned.

Readmission

A student who remains out of college for more than one academic quarter must apply for readmission. This application must be approved by the Director of Academic Services/Registrar in time to be processed at least 20 days before the registration date for which readmission is requested. Late applications may be considered at the discretion of the Director of Academic Services/Registrar.

A student who is dropped for unsatisfactory scholarship will not be considered until the student has remained out of college for one academic quarter. Students who have been dismissed twice are not considered for readmission for at least one calendar year since the second dismissal. Course work pursued at another institution after dismissal from Kennesaw College for unsatisfactory scholarship may be considered as evidence of readmissibility.

A student who has been dropped a third time for unsatisfactory scholarship will not be readmitted.

Exceptions

Exceptions to the scholastic regulations concerning academic standing, dismissals, and readmissions may be made by the Academic Standing Committee whenever a consideration of the student's complete record indicates that the application of a specific regulation will result in an injustice to the student.

SCHEDULING

1. Each quarter students should schedule all prerequisite courses possible and take lower division courses before advanced courses. Lower division means the first two years of college, with courses numbered in the 100's and 200's.
2. The normal load to be scheduled by a student in good standing may not exceed 17 hours. Students on the Dean's List may schedule up to 22 credit hours with the permission of the Director of Academic Services/Registrar.
3. Auditing of courses will be permitted to a regularly enrolled student who

has obtained the approval of his advisor and of the departments of instruction concerned. Such courses count at full value in computing the student's load for fee purposes and the student's name should appear on the official class rolls of the courses audited. The courses being audited should also appear on the student's approved schedule of courses. No credit is granted for courses scheduled on an auditing basis, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule changes. The grade for auditing is V (visitor) and this grade should at no time be changed to a W on the basis of the auditor's attendance in the course. The grade of V will have no effect upon the student's grade point average and students will not be permitted to receive credit at any future date for their participation in a course as an auditor.

ATTENDANCE REGULATIONS

Attendance in classes, laboratories and lectures is important. All students are expected to attend these activities in accordance with their schedule of courses. The attendance policy for each course is determined by the instructor and all instructors will provide the students, at the beginning of each quarter, a clear statement regarding their policies in handling absences. Instructors will also be responsible for counseling their students regarding the academic consequences of absences.

Students must not be absent from announced quizzes, laboratory periods or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Students should also understand that they are responsible for all material covered during their absences and that they are responsible for the academic consequences of the absences.

Students who are absent because of their participation in college approved activities, such as field trips and extracurricular events will be permitted to make up the work missed during their absences. Approval for field trips and extracurricular events will be circulated by the Office of Academic Services/Registrar.

EXAMINATIONS

General

All deferred examinations, re-examinations, examinations for advanced standing and special examinations must be authorized and approved by the Director of Academic Services/Registrar before being scheduled. A student may receive up to a total of forty-five hours by CLEP, AP, institutional or other such examinations.

Institutional Examination for Advanced Standing

A student who offers satisfactory evidence of being qualified to so do, may receive credit for a course by an examination for advanced standing. If the examination is passed, the student will receive the appropriate college credit which will not be included in the calculation of the scholastic average.

Requests for institutional advanced standing examinations should be initiated with the Department Chair responsible for the course in question and must be approved by the Director of Academic Services/Registrar subject to the following criteria:

- a. A student may receive up to a total of forty-five hours of credit by CLEP, AP, Institutional Advanced Standing, or other examinations.
- b. Authorization will not be given for a course under any of the following circumstances:
 1. If the course has been previously audited.
 2. If the course has been previously scheduled and failed.
 3. If the course has been previously scheduled, but the student has withdrawn after the first two calendar weeks from the day the quarter begins.
 4. If the student is currently enrolled in the course.
 5. If the course is either a prerequisite or an introduction to a course already completed. (This provision does not apply to skill courses such as physical education or music, for example.)
 6. If the course is either a prerequisite or an introduction to a course for which the student is currently enrolled. (This provision does not apply to skill courses such as physical education or music, for example.)
- c. Credit earned by institutional advanced standing examination may neither be used to satisfy residency requirements, nor used to satisfy more than one-half of the major-field or minor-field requirements in a program of study.
- d. A passing grade for an institutional advanced standing examination is a grade of 75% or higher for a lower-division course and grade of 80% or higher for an upper-division course.
- e. A fee of \$25 will be assessed for each institutional advanced standing examination attempted; no course may be attempted more than once.
- f. A student must be enrolled in the college at the time of application for advanced standing.

College Level Examination Program (CLEP) for Advanced Standing

Students with business, military or professional experience are eligible to take standardized examinations in a number of areas to earn credit for certain specific courses, provided a minimum score is attained on the tests. Credit earned will be recorded on the student's permanent record. For specific information concerning subject areas in which tests are available, cost, minimum score required for credit, and dates tests will be given, contact the Director of Counseling and Testing Center.

The University System of Georgia Regents' Testing Program

Kennesaw College Policies on the Regents' Testing Program are based on the Policies of the Board of Regents. These are reproduced here.

An examination to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs in University System institutions shall be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this examination:

"Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess literacy competence, that is, certain minimum skills of reading and writing.

"The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are: (1) to provide Systemwide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

"Passing the Regents' Test is defined as having passed all components of the Test by scoring above the cutoff score specified for each component. The Test may be administered either in its entirety or as one or more components depending on the needs of the students. If one component of the Test is passed, that component need not be retaken; this provision is retroactive to all students who have taken the Test in any form since the inception of the program.

"The intent of this policy is that passing the Regents' Test occur before the end of the student's sophomore year, that is, before the completion of 105 hours of degree credit. Students who fail the test must retake and pass the Test. Each institution shall provide an appropriate program of remediation and shall require deficient students to participate in that program prior to retaking the test.

"A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution.

"In order to implement effectively the goals of the Testing Program:

1. Students enrolled in undergraduate degree programs shall pass the Regents' Test as a requirement for graduation. Students, including transfer students and/or readmitted students, may take the Test after they have completed the required basic core English courses. They may be required to take the Test in the quarter after they have earned 45 hours of degree credit if the Test has not been passed previously. Institutions, however, may not delay initial testing beyond the student's having earned the 60th hour of degree credit.

2. All students who have taken and have not passed the Regents' Test during the quarter in which they will have earned 75 hours of degree credit shall take the appropriate non-degree credit course or courses in remedial reading and/or remedial writing in each quarter of attendance until they have passed all components of the Test.

3. Having passed the Regents' Test shall not be a condition of transfer into an institution. All transferring students from within the System shall be subject to all provisions of this policy. Students from institutions outside the System who transfer into a System institution with 60 or more degree credit hours shall take the Test during the initial quarter of enrollment and in subsequent quarters shall be subject to all provisions of this policy.

4. Students whose mother tongue is other than English may be exempted from taking the Regents' Test by the institution provided appropriate local procedures are employed to certify the literacy competence of those students earning a degree.

5. For extraordinary situations, each institution shall develop special procedures for certifying the literacy competence of students. A written description of those procedures shall be submitted to the Chancellor for approval. A record of the action shall be reported by the Chancellor to the Education Committee of the Board of Regents. Such procedures shall include provision for remediation if needed and formal examination prior to certifying competency. Such examination shall equal or exceed the standards of the Regents' Testing Program.

6. A student may request a formal review of his/her failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded and if the student has successfully completed the courses in English composition required by the local institution. This review will be conducted in accordance with Board approved procedures.

7. These revised procedures shall be followed by all students effective January 1, 1980.

8. Remedial work as required under the above policy shall be in keeping with regulations in satisfaction of federal and state student financial assistance and such other eligibility programs.

9. These regulations shall not prohibit institutions from increasing requirements affecting the Regents' Testing Program, provided such increased requirements are authorized by the Chancellor, and provided further that such requirements are published in the official catalog of the institution prior to implementation. Such additional requirements shall in no way affect the transfer students from one institution to another or the readmission of students to University System institutions (minutes, April, 1972, pp. 554-55; November, 1972, p. 166; June, 1973, pp. 481-85; November, 1978, pp. 88-9)."

Stipulation Relating to Procedure for the Review Process — Regents' Testing Program

"The Board of Regents approved the following procedures relating to a student's formal request for review of his/her failure on the essay component of the Regents' Test.

1. The review will be initiated at the campus level, with procedural matters to be determined by the institution. The on-campus review, however, will be conducted by the three (3) faculty members designated by the institution as a review panel.

2. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program central office. The student will be notified concerning the results of the on-campus review.

3. If the on-campus panel recommends re-scoring of the essay, that recommendation will be transmitted in writing, along with a copy of the essay, to the office of the System's Director of the Regents' Testing Program. The Director will utilize the services of three (3) experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the essay component of the Regents' Test. The decision of this panel on the merits of the essay will be final, thus terminating the review process. The student will be notified, through the institution, concerning the results of the review."

In addition to the Regents' Policies, Kennesaw adds these institutional policies and procedures for local administration of the program.

1. Students are encouraged to schedule English 101 and 102 early in their college work and may take the Regents' Test prior to the 60 hour limit if these courses have been completed.

2. Students who reach 60 hours of degree credit must take the Regents' Test even if they have not completed English 101 and/or 102.

3. Students in violation of the 60 hour limitation may be allowed to register for credit courses with the understanding that they must take the test during that quarter or be administratively withdrawn from the College. *Such students are withdrawn immediately after failure to take the test and receive no academic credit for the quarter.* A student who is administratively withdrawn for violation of Regents' Test policy is not considered for readmission until the test has been taken.

4. Students who do not take the Regents' Test as required by the 60 hour limitation will be limited to non-credit courses until they do take the Test.

5. Students who fail the essay component of the Test are required to take English 020 the next quarter they are enrolled. Students who fail the reading component of the Test are required to take Reading 020 the next quarter they are enrolled. Successful completion of these requirements is a prerequisite to retaking the Test.

6. Students who successfully complete required remediation for the Regents' Test may take the Test during the following quarter, even though not enrolled.

7. Students readmitted with or transferring 60 hours are permitted and encouraged to take the Test prior to enrolling.

8. Except as noted in 5 and 6 above, all students must be enrolled at Kennesaw College during the quarter in which they take the Test.

9. Students eligible or required to take the Test should register in the Office of Academic Services/Registrar at the designated time prior to administration of the Test. A picture identification card is required at the time of admission to the Test.

10. A brief preparatory session is offered each quarter for those students registered for the Test.

GENERAL DEGREE REQUIREMENTS

To be considered for admission to candidacy for a degree, a student must make a formal petition to the faculty for the degree during the quarter preceding the final quarter in residence.

To be a candidate for a degree, the student must have passed all subjects required for the degree, and must have earned a minimum of twice as many quality points as hours earned. No course may be counted more than one time in meeting the total credit hours required for the degree.

A student may satisfy the requirements for a degree by meeting all of the requirements listed in any one of the catalogs in effect during the period of enrollment in the college. A given catalog is "in effect" for a given student only if the student's date of matriculation is prior to the ending date of the spring quarter shown in the calendar printed in the catalog concerned.

To be considered a candidate for a baccalaureate degree, a student must earn at Kennesaw College a minimum of 45 credit hours in residence. Thirty of the last 45 credit hours preceding graduation must be in residence. A student must also complete 20 hours of a major and 10 hours of a minor in residence to be sure that the faculty, in supporting his candidacy, knows the quality of his/her work.

To be considered a candidate for an associate degree, a student must earn at Kennesaw College a minimum of 45 credit hours required for the degree. To be a candidate for an associate degree, the student must also earn 15 of the last 30 credit hours preceding graduation in residence.

For students in associate degree cooperative programs between Kennesaw College and the Marietta-Cobb Area Vocational-Technical School, 30 of their total of 45 hours at Kennesaw are considered to meet residence requirements.

Satisfactory completion of the University System of Georgia Regents' Testing Program is required of all persons receiving a degree from Kennesaw College or any other college in the University System.

An act of the General Assembly of the State of Georgia requires that each graduate of a Georgia college demonstrate competency in United States and Georgia History and the Constitution of the United States and Georgia. The history requirement can be met by successful completion of History 251 or 252, and the Constitution requirement by successful completion of Political Science 201. Both of these courses are required in the social science core of most programs of study at Kennesaw College. A student who desires to graduate from a Georgia college without credit for these courses must pass examination in these fields.

Although a student may complete the requirements for a degree during any quarter, there is only one graduation ceremony each year and the diploma of a candidate for a degree will bear the date of the annual commencement at which the degree is awarded. The date of the annual commencement is usually during the first two weeks of June. The Director of Academic Services/Registrar of the college will, on request, issue the student a statement of completion during the interim between the date of the completion of the degree requirements and the date of the annual commencement.

The commencement program will contain the name of any candidate who is to receive a degree at the regular graduation exercises.

An overall cumulative scholastic average of at least 3.5 is required for a student to graduate cum laude, 3.7 to graduate magna cum laude, and 3.9 to graduate summa cum laude from a baccalaureate program. Students in associate degree programs must have a cumulative scholastic average of at least 3.5 to graduate "with honor." Graduation with honor requires that the student earn at least 90 credit hours in residence at Kennesaw College for the bachelor's degree and 45 credit hours in residence for the associate degree.

No work may be counted toward a degree which has been completed more than ten years prior to the time at which the degree is to be awarded unless the work is validated by the Director of Academic Services/Registrar and the department chair responsible for the courses at Kennesaw College. Validation may require a conference and possibly an appropriate examination.

Second Degree

To obtain a second degree, a student must earn credit for all of the courses required for the degree and a total of at least 48 credit hours at Kennesaw College in excess of the credit hours required for any previous degrees earned.

Physical Education Requirements

Unless specifically exempt, the candidate for a degree must earn six credit hours in physical education activity courses. A quarter of full-time attendance is one in which the student is enrolled for twelve or more quarter hours. In addition to the regular activity courses, credit in the following may be used to meet the physical education requirements: PED 281 (2 hours), PED 282 (3 hours), PED 362 (3 hours — *for nurses only*), and Ped 176 (2 hours).

Physical Education Exemptions

The following conditions will qualify the student for an exemption from physical education: (1) physical inability verified in writing by an examining physician; (2) married status (provided the physical education requirement occurred after the date of marriage; pregnancy at the time of petition will excuse all prior physical education requirements prior to marriage); (3) twenty-six years of age or older (this provision would excuse physical education requirements after age twenty-six, but not before that age); a veteran who will receive an exemption in one credit hour for each three months of service on active duty.

Students exempt from physical education are not required to make up the credit hours in other courses as a requirement for graduation from Kennesaw College.

Special exercise classes are offered for those with physical handicaps or limitations. Such students are expected to enroll unless specifically prohibited to do so by a physician. Course may be repeated for credit.

A student who has varsity experience or professional instruction in a particular activity should not enroll in a 100 series course. Rather, it is recommended that the student attempt to gain credit for his/her proficiency by examination administered in the first three weeks of each quarter.

CO-OP PROGRAM

Kennesaw College offers all students the opportunity to gain work experience related to their academic majors, begin their career decision making process, earn academic credit, and earn money for educational expenses. This is accomplished through a Co-op plan that is provided on an optional basis to all students.

The Co-op plan may be student, college or industry initiated. Normally, students must have earned 45 quarter hours toward their major, have a GPA of 2.5 and be willing to participate no less than three alternating Co-op work assignments. Salaries and benefits are determined by the employer and normally increase as the program proceeds.

Co-op students register for 396 Cooperative Study in their academic major, one to three quarter hours, each quarter they are on a work assignment. A S/U grade is assigned for each quarter on the basis of the employer's evaluation only.

No commitment is made by either the student or employer for full-time employment upon completion of the Co-op program.

COUNSELING, ADVISEMENT & PLACEMENT SERVICES (CAPS)

Our CAPS Center was developed to help you deal with important issues related to personal, academic and/or career development. Whether you are undecided about your major, or need placement help after graduation, CAPS Center counselors can meet your needs.

For full details on services offered by the CAPS Center, see the Student Services section of this catalog.

UPPER DIVISION REQUIREMENTS

The courses of instruction in the curricula of the college are divided into two categories: (1) lower division courses identified by course numbers 099-299, and (2) upper division courses identified by course numbers 300-499. The term "lower division" refers to the usual freshman and sophomore class levels of instruction, and the "upper division" to the junior and senior class levels of instruction.

To complete the requirements for an associate degree, the student must earn credit for each of the courses listed in the associate degree program of study chosen by the student.

In meeting the requirements for a baccalaureate degree, the student must satisfactorily complete all of the courses required in the core curriculum, and earn at least an additional ninety (90) hours of credit in the courses listed as the requirements of the junior and senior year in the student's chosen program of study. These ninety (90) hours of credit will include:

1. Forty (40) credit hours in upper division courses selected as the principle subject of study and designated as the student's major. A grade of "C" or better must be earned in each of the upper division courses which make up the forty (40) credit hours included in the student's major.

2. Twenty (20) credit hours in upper division courses in *one* discipline other than the major; this constitutes a minor. A minor is not required in such professional programs as business, education and nursing. A minor in an interdisciplinary area is permissible upon the recommendation of a faculty advisor and the prior approval of the appropriate division head.

3. Fifteen (15) credit hours in upper division elective courses in *any* discipline other than the major.

4. Fifteen (15) credit hours from *any* elective course offerings in the college curriculum.

Twenty (20) credit hours in a foreign language are required for the bachelor of arts degree, and these credit hours can, in some instances, be completed in Areas I and IV of the core curriculum. The bachelor of science degree requires the completion of ten (10) credit hours in a foreign language, or fifteen (15) credit hours in mathematics and/or computer science. The fifteen (15) credit hours in free electives from any course in the college curriculum also provide opportunities for students to satisfy the foreign language, mathematics or computer science requirements in programs of study leading to bachelor's degrees.

The following pages contain brief statements concerning the programs of study and the courses of instruction offered by the five academic divisions of the college. The specific degree requirements for the programs of study are described in the section following the divisional statements.

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES

The School of Arts and Behavioral Sciences offers programs of study in the humanities, fine arts and social sciences. Bachelor degrees are offered in English, Music, Music Education, History, Political Science and Psychology. The school also offers an associate degree in Social Services.

In addition to the programs of study listed above, the school offers a wide range of elective courses. The electives include anthropology, geography, criminal justice, French, Spanish, German, philosophy, speech, journalism and drama.

The School of Arts and Behavioral Sciences strives to help students develop a better understanding of the great literary, artistic, philosophical, and cultural achievements of our civilization, philosophical, and cultural achievements of our civilization; to help students develop the interpersonal skills and communication skills necessary for vocational and professional success. The ultimate goal of the school is to help students improve the quality of their lives.

PRELAW PROGRAM

A prelaw advisement program is provided by the Political Science faculty for students interested in entering the legal profession. Prelaw students are able to major in any 4 year program offered in the college. However, the college offers law courses in political science and business that are particularly helpful to students considering entering law school after completing their undergraduate programs. Prelaw students should contact the Chair of the Political Science Department for prelaw information and advisement.

MILITARY SCIENCE

Army ROTC is offered through cooperation with the Georgia Institute of Technology to provide students with career options which lead to commissions as Second Lieutenants in the Active Army, Army National Guard, or Army Reserves.

The ROTC program is divided into the Basic Course (freshman and sophomore years) and the Advanced Course (junior and senior years). There is no military obligation incurred for enrollment in the Basic Course. After successfully completing the Basic course, if the student has demonstrated leadership potential, passed qualifying exams, and has six academic quarters remaining prior to graduation, he/she is then eligible for advancement into the Advanced Course. Students in the Advanced Course receive a tax-free subsistence allowance of \$100 per month, up to \$1000 per year. Also while attending a six-week advanced summer camp between their junior and senior year the student receives approximately \$600.

Students can qualify for advanced placement directly into the Advanced Course if they are either a veteran or have successfully completed three years of high school ROTC. Students who for any reason did not take ROTC during their freshman or sophomore years can attend a six-week basic summer camp any summer prior to starting their junior year. This summer camp qualifies the individual for advancement into the Advanced Course.

Advanced Course cadets can participate in the Army ROTC program and in the National Guard or Army Reserves at the same time. This is called the Simultaneous Membership Program. These cadets receive their ROTC monthly subsistence allowance and their reserve pay at the pay grade of Sergeant, E5.

Full two and three-year scholarships are available to highly qualified students. Competition is based on college performance to date, SAT or ACT scores, extra-curricular activities, and leadership potential. Scholarships include full payment of tuition, fees, text books, supplies, and up to \$1000 per year for the duration of the scholarship.

The starting salary of a Second Lieutenant is over \$17,000 per year with pay increased to over \$27,000 per year in only four years of active duty after being promoted to Captain.

Military Science Curriculum

Basic Course		Advanced Course	
Freshman Year		Junior Year	
MILS 151	The Army Today	MILS 351	Advanced Military Navigation
MILS 152	Army Operational Systems	MILS 352	Tactical Decision Making I
MILS 153	Terrain Analysis and Land Navigation	MILS 353	Tactical Decision Making II
Sophomore Year		Senior Year	
MILS 251	Basic Military Leadership	MILS 330	Military History
MILS 252	Analysis of Leadership	MILS 451	The Military Team and Junior Officer
MILS 253	Military Skills	MILS 452	Military Management
		MILS 453	Professional Ethics and Precommissioning Review

In addition to the required military science courses, all students must take one of the following history courses: HIST 251, or HIST 252 and one of the following political science courses: POLS 333, POLS 435, or POLS 440.

SCHOOL OF BUSINESS ADMINISTRATION

The programs of study in Business Administration are designed to provide students with knowledge in several areas of business. The purpose of each program is to give students an insight into the fundamental principles and practices that may be applied to the managerial and operational functions of a modern business enterprise. The courses of instruction are intended to provide students with an understanding of the American business environment and a realistic introduction to economic processes.

The School of Business Administration offers eleven programs of study; four of the programs lead to a Bachelor of Business Administration degree, three are cooperative programs leading to a Bachelor of Science degree, while four of the programs lead to an Associate in Science degree. The courses of study in these eleven programs include foundation courses from the humanities, natural and behavioral sciences, and in the mathematics areas before advanced courses in the major-field areas are undertaken. The School of Business Administration offers upper division courses in the business disciplines of accounting, economics, finance, management and marketing in addition to specialized courses in the areas of business law and business communication. In some programs, these offerings are supplemented by upper division mathematics and/or computer science courses.

Programs Leading to a Bachelor of Business Administration Degree

The School of Business Administration offers four programs of study leading to a Bachelor of Business Administration degree:

1. Program of Study in Accounting Leading to a Bachelor of Business Administration Degree.
2. Program of Study in Economics & Finance Leading to A Bachelor of Business Administration Degree.
3. Program of Study in Management Leading to a Bachelor of Business Administration Degree.
4. Program of Study in Marketing Leading to a Bachelor of Business Administration Degree.

To fulfill the requirements for a baccalaureate degree in these programs, students must earn a minimum of 60 hours of credit in upper division business administration courses; these 60 hours must be composed of 30 hours of specified business-core courses in the junior year, and 30 hours of major-field courses in the senior year. A minor is not required in these professional programs.

A limited number of business courses taken at other colleges and universities may be used to satisfy the junior year business-core requirements plus the senior year major-field requirements. Credit for courses so earned must have been taken at the same or higher level than offered by Kennesaw College; if taken at a lower level than offered by Kennesaw College, students may earn credit for a course by passing an Advanced Standing Examination; however, 20 of the 30 hours of major-field courses from the senior-year offerings must be taken at Kennesaw College.

Students in these programs must earn a grade of "C" or better in all courses comprising their major; all six major-field courses selected from the senior-year programs offerings plus the major-field course(s) with the junior-year specified business core. The major-field courses within the junior-year business core, by program, are: Accounting — BL 310; Economics & Finance — Econ 340 and Fin 350; Management — Mgt 360; and Marketing — MKT 370.

Students seeking a Bachelor of Business Administration degree must take a two-course sequence of Mathematics in Area II of the Core Curriculum; they may take either the Math 136-137 sequence or the Math 101-236 sequence but they may not combine the sequences. All students must also take Math 312 as part of the junior-year business core.

Directed Study courses and/or Business Internship courses may be used only within the elective areas of the junior and/or senior years; they may not be used to replace or substitute for required courses.

Programs Leading to a Bachelor of Science Degree

The three programs leading to a Bachelor of Science degree are cooperative programs with the Marietta-Cobb Area Vocational-Technical School. In each of these programs, 45 credit hours are applied toward the baccalaureate degree for one year of specialized study taken at the Vocational School. A student may choose one of the three options listed below and, by satisfactorily completing both phases of the cooperative program, may earn a certificate or diploma from the Vocational-Technical School and Bachelor of Science degree from Kennesaw College.

1. One year of study in the Junior Accounting curriculum at the Marietta-Cobb Area Vocational-Technical School, plus three years of study in the Cooperative Program of Study in Accounting at Kennesaw College.

2. One year of study in the Data Processing Technology I curriculum at the Marietta-Cobb Area Vocational-Technical School, plus three years of study in the Cooperative Program of Study in Data Processing at Kennesaw College.

3. One year of study in the Secretarial Science curriculum at the Marietta-Cobb Area Vocational-Technical School, plus three years of study in the Cooperative Program of Study in Secretarial Science at Kennesaw College.

To fulfill the requirements for a baccalaureate degree in these cooperative programs, the student must earn a minimum of 60 hours of credit in upper division business administration courses, except for students in the Secretarial Science program who must earn a minimum of 55 hours of credit. These 55 or 60 hours must be composed of 30 hours of specified business-core

courses in the junior year (25 hours in the Secretarial Science program), and 30 hours of program designated courses in the senior year. A grade of "C" or better is required for all program-designated courses in the senior year, and for BL 310 and Mgt 360 in the junior year.

There is no choice of a major in these cooperative programs since each of the three is a specialized program. However, students in these professional programs do not have to satisfy the college requirement for the Bachelor of Science degree relative to a minor; a minor is not required.

Programs Leading to an Associate in Science Degree

The School of Business Administration offers four programs leading to an Associate in Science degree:

1. Program of Study Leading to an Associate in Science Degree in Business Administration:

To fulfill the requirements for an Associate degree in this program, the student must earn 15 credit hours in each of the areas of Humanities, Natural Science and Mathematics, and Social Science, in addition to 45 credit hours in the major field of Business Administration; four of the nine courses in the major field can be selected from junior-level business courses, offering students in this career program advanced training in the business area(s) of choice.

It is possible for a student to transfer into an appropriate Bachelor of Business Administration Degree program, without the loss of credit, if the student closely follows the program recommendations shown as footnotes; students who do not follow these recommendations can lose several hours of credit in the transfer.

2. Cooperative Programs:

The three additional programs leading to an Associate in Science degree are cooperative programs with the Marietta-Cobb Area Vocational-Technical School. In each of these programs, 45 credit hours are applied toward the Associate degree for one year of specialized study taken at the Vocational School. A student may choose one of the three options listed below and, by satisfactorily completing both phases of the cooperative program, may earn a certificate or diploma from the Vocational-Technical School and an Associate in Science degree from Kennesaw College:

a. One year of study in the Junior Accounting curriculum at the Marietta-Cobb Area Vocational-Technical School, plus one year of study in the Program of Study Leading to an Associate in Science Degree in Business Administration — Accounting at Kennesaw College.

b. One year of study in the Data Processing Technology I curriculum at the Marietta-Cobb Area Vocational-Technical School, plus one year of study in the Program of Study Leading to an Associate in Science Degree in Business Administration — Data Processing at Kennesaw College.

c. One year of study in Secretarial Science curriculum at the Marietta-Cobb Area Vocational-Technical School, plus one year of study in the Program of Study Leading to an Associate in Science Degree in Secretarial Science at Kennesaw College.

It is possible for a student to transfer into a parallel cooperative Bachelor of Science Degree program, without the loss of credit, if the student closely follows the program recommendations shown as footnotes; students who do not follow these recommendations can lose several hours of credit in the transfer. These cooperative Associate in Science Degree programs are not designed for transfer into a Bachelor of Business Administration Degree program.

SCHOOL OF EDUCATION

The School of Education is comprised of the Department of Curriculum and Instruction, Department of Developmental Studies, Department of Health, Physical Education and Recreation and the Center for Excellence in Teaching and Learning.

Advisement

Teacher Education majors are assigned to advisors during their first quarter at Kennesaw College. Students are responsible for consulting on all aspects of their educational program. Planning conferences with an advisor should be scheduled quarterly.

Transfer Students

Students who have attended another college or university and desire to enter Kennesaw College in the area of teacher education must contact the Department of Curriculum and Instruction and Department of Physical Education for a conference prior to taking courses. A finalized evaluation of transferable education courses will be completed at that time. It is helpful to have copies of transcripts as well as the catalog containing descriptions of courses taken while in attendance at the former institution. Transfer students must apply for admission to an education program.

Admission Requirements

Upon entering Kennesaw College, students may initially select Education as their major field of study. Application for preliminary acceptance to the Department of Curriculum and Instruction and Department of Physical Education and junior year study may be made when the student has completed 75 quarter hours. Preliminary acceptance will be based on the following criteria:

- a. student has passed the Regents' Test;
- b. student has achieved a minimum grade point average of 2.5;
- c. student has completed Education 099; and
- d. student has received three acceptable faculty recommendations.

Recommendation Forms may be obtained from the Department of Curriculum and Instruction and Department of Physical Education or an advisor.

- e. student has demonstrated competence in oral and written language.

Consideration for final acceptance to the Department of Curriculum and Instruction and Department of Physical Education and senior year study occurs when Education 099, Education 202, Education 203, Education 209 or 205, Education 207, Education 304, Education 305 and Education 311 have been completed. An application is submitted and reviewed for final admission in light of the following:

- a. possessing a cumulative grade point average of 2.5 or higher, as well as a grade point average of 2.5 or higher in teaching field courses and in professional education courses.

- b. having a grade of "C" or higher for all courses in the teaching field and professional education. This fulfills certification requirements.

- c. receiving three acceptable recommendations from instructors. Recommendation Forms may be obtained from the School Office or an advisor.

- d. receiving acceptable evaluations for all field experiences. Commitment to the profession as exhibited by positive and professional attitudes is expected.

Student Teaching

Student teaching is a full-time teaching experience under the direct supervision of a public school cooperating teacher and college supervisor.

Admission to student teaching will be based upon the following:

- a. A grade point average of 2.5 in overall academic work completed, teaching field courses and professional education courses.

- b. Positive feedback from all field experiences undertaken prior to student teaching.

- c. No grades of "D" or "F" being held in teaching field or professional education courses. Courses in which these grades are earned must be repeated and a grade of "C" or better must be earned before further consideration is given to a student's eligibility for student teaching.

Applications may be obtained from the Coordinator of Educational Field Experiences. The application must be completed and submitted on or before the following scheduled dates. Applications submitted past the dates indicated below may mean a quarter's delay in a student teaching placement.

To Student Teach:

Winter 1984

Spring 1984

Fall 1984

Winter 1985

Spring 1985

Fall 1985

Apply by:

September 30, 1983

January 6, 1984

April 13, 1984

September 28, 1984

January 4, 1985

April 15, 1985

Placement procedures and regulations are described in the Student Teacher's Handbook.

Certification

Certification requirements are established by the Georgia State Department of Education. When an approved program is completed, students desiring certification may obtain the necessary forms from the Office of the Dean, School of Education. Students desiring certification in other states should consult the State Department of Education in those states.

In order for certification to be issued it will be necessary to pass a Teacher Certification Test (TCT) in the field which the student wishes to be certified. These tests are administered by the State Department of Education each quarter. A student should check with the Office of the Dean, School of Education before registering for the test.

The Department of Curriculum and Instruction

The Department of Curriculum and Instruction offers programs leading to certification in the following areas: Elementary Education — Kindergarten through fourth grade and fourth grade through eighth grade; and, Secondary Education in the subject matter areas of biology, business, English, history, mathematics, music, political science and social studies.

Field experiences in the classroom setting are integrated throughout the programs so that educational theories and principles are seen in their relationship to educational practice.

Department of Development Studies

The Developmental Studies Department at Kennesaw offers the opportunity for academic success to students who have deficiencies in elementary and intermediate algebra, grammar and composition, reading speed and comprehension. The program seeks to raise each student's academic competencies to college-level proficiency. All applicants to the college are screened for participation in Developmental Studies on the basis of SAT scores (see footnote page 16).

Applicants who are identified as being potentially in need of the program are required to take the appropriate parts of the Basic Skills Examination before registering. Those who attain satisfactory scores on this exam may register for credit work of their choice. Those who fail to attain satisfactory scores will be required to take non-credit courses in English, reading, and/or mathematics as indicated before attempting credit courses for which the Developmental Studies courses are prerequisites. For dates of administration of the Basic Skills Examination, contact the Department Head of Developmental Studies.

All courses in the Developmental Studies Program are designed to allow a student to proceed at a rate conforming to his/her level of ability. Specifically, a student must complete all Developmental Studies requirements in four quarters. However, the student may leave the entire program or any part of it, and undertake regular college level work beginning the next quarter after he/she has achieved predetermined levels of competency.

Even though the courses in the Developmental Studies Program do not carry degree credit, a student will receive institutional credit which will allow him/her to account for his/her efforts in satisfying requirements for VA benefits and other purposes. This program should provide a sound foundation for future college work; and for students who do not continue in college, it should provide a helpful background of personal development regardless of career goals.

The Center for Excellence in Teaching and Learning

The Center for Excellence in Teaching and Learning (CETL) provides resources and services which enhances student learning and instruction for college and public school personnel. Activities of the Center will entail learning through laboratory experiences, media services, workshops and seminars for faculty of the college and area public schools.

A Teacher Center supported by Cobb County Schools and Marietta City Schools provides staff development activities and teacher directed activities designed to promote the effectiveness of classroom instruction.

SCHOOL OF SCIENCES AND ALLIED HEALTH

Students interested in the natural sciences, mathematics, and computer science or nursing will pursue courses or programs in the School of Sciences and Allied Health. This school consists of the Department of Biology, Chemistry and Physics, Mathematics and Computer Science, and Nursing. Baccalaureate degree programs are available in biology, chemistry, computer science, mathematics, and nursing while associate degrees are available in computer science and nursing.

Students may elect to pursue pre-professional programs within the discipline in the School of Sciences and Allied Health. Students interested in medicine, dentistry, pharmacy, or veterinary medicine generally elect to major in Biology or Chemistry. This enables students to earn the four year degree while meeting the entrance requirements to the professional schools.

Degree programs in the various disciplines offer students the opportunities to elect both traditional and applied subjects. This emphasis enables students to plan programs leading to immediate career opportunities upon graduation or to pursue further graduate education in their field. The School of Science and Allied Health maintains liaison with many graduate and professional schools.

Students in the laboratory sciences will be required to reimburse Kennesaw College for broken glassware and equipment. The charges will be assessed at the item cost and the College must be reimbursed prior to registration for the next quarter. Failure to pay assessed charges will result in the withholding of the student's registration for additional courses or the issuance of academic transcripts. The minimum charge in the event of breakage is one dollar (\$1.00).

Department of Biology

The program of study in biology leading to a bachelor of science degree provides an opportunity for the student to pursue a major field of concentration in biology while maintaining academic standards sufficiently high to prepare them for successful admission to professional and/or graduate schools. Students desiring to enter the professional schools in dentistry, medicine, pharmacy or veterinary medicine usually follow a major in one of the sciences during their undergraduate school experiences. Students interested in the pursuit of professional careers are urged to become familiar with the entrance requirements of the various professional schools and to plan their baccalaureate degree programs accordingly.

Department of Chemistry

The program of study in chemistry leading to a bachelor of science degree provides a student with a background in chemistry and the liberal arts well-suited for pre-professional programs. The program offers sufficient breadth and depth to prepare students for graduate and professional schools as well as for local employment.

Not only is a complete range of classroom and laboratory instruction offered, but there are opportunities for less traditional academic experiences. The student may elect credit in Directed Study and work closely with a faculty member in a research environment closely resembling that encountered during graduate study. Or the student may elect an Internship and gain off-campus experience while working with a business firm or a private or government agency. A student desiring an extended work experience while attending Kennesaw College may want to investigate the opportunities offered by Cooperative Study.

Students preparing for graduate study in chemistry or for professional studies in the health-care field are urged to select additional electives in biology, computer science, mathematics, physics and a foreign language, usually French or German. Academic advisors in chemistry also advise in the pre-professional areas of medicine, dentistry, pharmacy, etc. and will design a program of study to fit each student's needs. To aid in this process, each student is encouraged to determine the specific entrance requirements of the graduate or professional school in which they have an interest.

Department of Mathematics & Computer Science

The program of study in mathematics leading to the bachelor of science degree will provide students with opportunities to apply their educational experiences to the areas of business, economics or teaching. At the same time the program maintains academic standards sufficiently high to prepare a student for admission to and satisfactory completion of graduate school programs in mathematics.

The program of study in computer science leading to the bachelor of science degree integrates technical computer science, mathematics requirements and a broad range of business applications to prepare the student for a career as a systems analyst. This program also prepares the student for graduate studies in computer science or related fields.

The program of study in computer science leading to the associate in science degree is a two-year career program to prepare the student as a mid-level programmer. Note that this program cannot be used to lead to a bachelor of science in computer science.

The Department of Nursing

The program of study in nursing offers men and women the opportunity to obtain an Associate in Science degree or a Bachelor of Science in Nursing degree. After completion of either degree, with the recommendation of the Department Head, the graduate will be eligible to take the state licensing examination to practice as a registered nurse (R.N.).

The clinical courses in the associate degree program begin in the fall quarter and are usually offered only one time each academic year. The courses must be taken in sequence. Therefore, students should normally plan to commence their nursing program in the fall quarter in order to complete degree requirements in six quarters. Students may, however, enroll in general education courses required in the Nursing Program in quarters other than the fall quarter with the realization that completion of their nursing degree will be prolonged. The Licensed Practical Nurse can receive credit for 15 credits of nursing courses via completion of a non degree credit bridge course. This course is offered annually, in the Spring.

The clinical courses in the bachelor degree program begin in the spring quarter, and are usually offered only one time each academic year. Students may enroll in required core courses at any time. The registered nurse can receive credit for 40 credits of nursing courses via completion of a non degree credit bridge course. This course will be offered for the first time in spring quarter, 1986.

Pre-Professional Programs of Study

Kennesaw College offers pre-professional programs of study designed to satisfy the entrance requirements of local or regional professional schools. Experience has shown that requirements for these professional schools are reasonably uniform nationwide, and should prepare you for admission to any school in the country.

In the School of Sciences and Allied Health, you may pursue programs in pre-dentistry, pre-medicine, pre-forestry, pre-pharmacy, pre-engineering, and pre-veterinary medicine.

If you are considering a career in law, the School of Arts and Behavioral Sciences offers a pre-law program that meets all requirements for entering an accredited school of law.

For indepth information on each of these pre-professional programs, see the Programs of Study section in this catalog.

PROGRAMS OF STUDY



CORE CURRICULUM: BACCALAUREATE PROGRAMS

All students, except those enrolled in two-year career programs, are expected to complete the freshman and sophomore courses required in the Core Curriculum. The Core consists of ninety-six credit hours in courses which are basically uniform for all colleges in the University System of Georgia. The Core is designed to facilitate the transfer of credit in freshman and sophomore courses within the System, and to provide educational experiences in the Humanities, Natural Sciences, Mathematics and Social Sciences, plus some early experience in the area of the Student's chosen major.

All numerical references refer to specific recommendations noted on the following three pages.

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
AREA I: HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
ENGL 201	Literature of the Western World I	(ENGL 102)	5
Elective¹	One of the following:		5
ART 101	Principles of Art		
ART 210	Introduction to Art		
ENGL 202	Literature of the Western World II	(ENGL 102)	
ENGL 203	English Literature to 1800	(ENGL 102)	
ENGL 204	English Literature after 1800	(ENGL 102)	
ENGL 221	American Literature through the Civil War	(ENGL 102)	
ENGL 222	American Literature after the Civil War	(ENGL 102)	
MUSI 101	Music Appreciation		
PHIL 201	Introduction to Philosophy	(ENGL 102)	
FOREIGN LANGUAGE	Any course in French, German, or Spanish		
AREA II: NATURAL SCIENCE AND MATHEMATICS			
Math²	One of the following:		5
MATH 101 or	College Algebra	(MATH 099)	
MATH 116 or	Elementary Functions-Precalculus	(MATH 099)	
MATH 136	Decision Mathematics I	(MATH 099)	
	Or any 100-200 level course for which 101, 116, or 136 is a prerequisite		
Lab Science³	One of the following ten-hour sequences:		10
BIOL 103 and	General Biology I		
BIOL 104 or	General Biology II	(BIOL 103)	
BIOL 200 and	Biological Principles I	(CHEM 122) ^a	
BIOL 201 or	Biological Principles II	(CHEM 122)	
CHEM 121 and	General Chemistry I	(MATH 101 or 116) ^a	
CHEM 122 or	General Chemistry II	(CHEM 121)	
PHYS 127 and	Mechanics and Kinetic Theory	(MATH 101)	
PHYS 128 or	Electricity, Magnetism, and Geometric Optics	(PHYS 127)	
PHYS 129 or	Heat, Light, Sound	(PHYS 127)	
PHYS 201 and	General Physics I	(MATH 103, 201) ^a	
PHYS 202	General Physics II	(PHYS 201; MATH 201)	
Elective⁴	Any 100-200 level Math or Computer Science course except Math 101, 116, or 136; or CS 100		5

CORE CURRICULUM: BACCALAUREATE PROGRAMS continued

AREA III: SOCIAL SCIENCE

HIST 111 or	World Civilization I		5
HIST 112	World Civilization II	(HIST 111) ^b	
HIST 251 or	American History I		5
HIST 252	American History II	(HIST 251) ^b	
POLS 201	American Government		5
Elective ⁵	Any 100-200 level course in Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.		5

AREA IV: MAJOR FIELD REQUIREMENTS

	Specified by the major selected and indicated on program pages		30
PHYSICAL EDUCATION ⁶	Activity Courses		6

TOTAL: 96

^aCorequisite.

^bRecommended.

If your program is listed below, specific recommendations and/or requirements apply in the Core Curriculum.

ACCOUNTING (ACBB)

^{2,4}MATH 136 and 137 or MATH 101 and 236 should be taken. The 136–137 sequence is strongly recommended.

ACCOUNTING (ACBS)

^{2,4}MATH 136 and 137 or MATH 101 and 236 should be taken. The 136–137 sequence is strongly recommended.

⁵ECON 201 must be taken.

BIOLOGY (BIBS)

³CHEM 121 and 122 should be taken.

⁴If MATH 101 is taken as the first course in math in AREA II, then MATH 102 should be selected as the AREA II elective. However, if MATH 116 is taken as the first course in math in AREA II, then MATH 103 should be selected as the AREA II elective.

CHEMISTRY (CHBS)

³CHEM 121 and 122 should be taken.

COMPUTER SCIENCE (CSBS)

³PHYS 127 and 128 or PHYS 201 and 202 should be taken.

DATA PROCESSING (DPBS)

^{2,4}MATH 136 and 137 or MATH 101 and 236 should be taken. The 136–137 sequence is strongly recommended.

⁵ECON 201 must be taken.

CORE CURRICULUM: BACCALAUREATE PROGRAMS continued

If your program is listed below, specific recommendations and/or requirements apply in the Core Curriculum.

ECONOMICS AND FINANCE (EFBB)

^{2,4}MATH 136 and 137 or MATH 101 and 236 should be taken. The 136–137 sequence is strongly recommended.

EDUCATION—ELEMENTARY, K-4 (TKBS)

⁴MATH 192 must be taken.

⁵PSY 201 must be taken.

⁶P ED 265 is considered part of the six-hour Physical Education requirement in this program.

EDUCATION—ELEMENTARY, 4-8 (TFBS)

⁴MATH 192 must be taken.

⁵PSY 201 must be taken.

⁶P ED 265 is considered part of the six-hour Physical Education requirement in this program.

EDUCATION—HEALTH AND PHYSICAL EDUCATION (PEBS)

³BIOL 103 and 104 must be taken.

⁵PSY 201 must be taken.

EDUCATION—MUSIC (MCBS, MGBS, MIBS)

⁵PSY 201 must be taken.

EDUCATION—SECONDARY, BIOLOGY (TBBS)

³CHEM 121 and 122 must be taken.

⁵PSY 201 must be taken.

EDUCATION—SECONDARY, BUSINESS (BEBS)

⁴It is recommended that MATH 107 or CS 140 be taken.

⁵PSY 201 must be taken.

EDUCATION—SECONDARY, ENGLISH (TEBA)

⁴PSY 201 must be taken.

EDUCATION—SECONDARY, ENGLISH (TEBS)

¹One of the English courses must be taken.

⁵PSY 201 must be taken.

EDUCATION—SECONDARY, HISTORY (THBA, THBS)

⁵PSY 201 must be taken.

EDUCATION—SECONDARY, MATHEMATICS (TMBS)

²MATH 116 should be taken.

³CHEM 121 and 122 or PHYS 201 and 202 must be taken.

⁴MATH 103 must be taken.

⁵PSY 201 must be taken.

EDUCATION—SECONDARY, POLITICAL SCIENCE (TPBA, TPBS)

⁵PSY 201 must be taken.

EDUCATION—SECONDARY, SOCIAL STUDIES (TSBS)

⁵PSY 201 must be taken.

MANAGEMENT (MGBB)

^{2,4}MATH 136 and 137 or MATH 101 and 236 should be taken. The 136–137 sequence is strongly recommended.

MARKETING (MKBB)

^{2,4}MATH 136 and 137 or MATH 101 and 236 should be taken. The 136–137 sequence is strongly recommended.

MATHEMATICS (MABS)

³The lab science sequence should be chosen to satisfy the prerequisite for the elective requirement in AREA IV of the Core (See Mathematics Program). CHEM 121 and 122 are prerequisites for BIOL 200 and 201 and CHEM 240 and 241. PHYS 201 and 202 are prerequisites for PHYS 203.

NURSING (NUBS)

³CHEM 105 and 106 must be taken.

⁴MATH 107 must be taken.

⁵SOCI 201 or PSY 201 must be taken.

POLITICAL SCIENCE (POBS)

⁴Ten hours of Math or Computer Science must be completed. If a student elects the Math sequence, then MATH 107 should be taken as the AREA II elective. If the Computer Science sequence is taken, the AREA II elective should be CS 140.

SECRETARIAL SCIENCE (SSBS)

^{2,4}MATH 136 and 137 or MATH 101 and 236 should be taken. The 136–137 sequence is strongly recommended.

⁵ECON 201 must be taken.



Baccalaureate Programs



ACCOUNTING

BACHELOR OF BUSINESS
ADMINISTRATION DEGREE

SCHOOL OF BUSINESS ADMINISTRATION

DEPARTMENT OF ACCOUNTING

BUSINESS ADMINISTRATION BUILDING

BACHELOR OF SCIENCE DEGREE¹

CREDIT HOURS	COURSES ²	TITLES	(PREREQUISITES)	CREDIT HOURS
5	ACC 201	Principles of Accounting I		
5	ACC 202	Principles of Accounting II	(ACC 201)	
5	ECON 201	Principles of Economics-Macro		
5	ECON 202	Problems of Economics-Micro		5
10	ELECTIVES	Two of the following:		
	BA 101	Introduction to Business		
	BA 207	Computer Applications for Business	(ACC 202, MATH 137 or 236)	
	BA 208	Business Communications	(ENGL 102)	
	BL 210	Legal Environment of Business		
	CS 140	Introduction to Programming	(MATH 101, 116, or 136)	
	ECON 133	Economic Development of the United States		
	SPCH 208	Fundamentals of Speech		
5	BL 310	Business Law I		5
5	ECON 340	Money and Banking	(ECON 201, 202)	5
5	FIN 350	Principles of Finance	(ACC 202)	5
5	MGT 360	Principles of Management	(ACC 201 ³ ; ECON 201 or 202 ⁴)	5
5	MKT 370	Principles of Marketing	(ACC 201 ³ ; ECON 201 or 202 ⁴)	5
5	MATH 312	Business and Economic Statistics	(MATH 137, 201 or 236)	5
5	ACC 331	Intermediate Accounting I	(ACC 202)	5
5	ACC 332	Intermediate Accounting II	(ACC 331)	5
5	ACC 333	Advanced Accounting	(ACC 332)	5
	BA 308	Administrative Communications	(ENGL 102)	5
	or	or		
	BL 410	Business Law II	(BL 310) ⁴	
15	FIELD ELECTIVES	Two/three of the following:		
	ACC 434	Cost Accounting and Control	(ACC 202)	5
	ACC 435	Income Taxation I		
	ACC 436	Auditing and Controls	(ACC 331)	5
	ACC 437	Income Taxation II	(ACC 331)	
	ACC 438	Governmental Accounting	(ACC 202)	
	CO-OP	One year Junior Accounting Program at the Marietta-Cobb		
	REQUIREMENTS	Area Vocational Technical School, or an approved equivalent.		45
15	GENERAL ELECTIVES	Three/four 300 or 400 level courses from any discipline other than Accounting.		20
	ELECTIVES	An internship in any area, including Accounting, may be taken		
15	FREE ELECTIVES	Any three courses in the College Curriculum. ⁵		
186	PROGRAM TOTAL		PROGRAM TOTAL:	196

¹This program is offered in conjunction with the Marietta-Cobb Area Vocational Technical School.

²The first thirty hours listed for the B.B.A. Degree represent AREA IV of the Core Curriculum. Economics 202, plus twenty-five hours of the Junior Accounting Curriculum at the Marietta-Cobb Area Vocational Technical School, represent AREA IV of the Core Curriculum in the B.S. Degree.

³Required.

⁴Recommended.

⁵Students planning on taking the CPA examination are advised to take all of the Accounting courses offered, as well as BA 308 and BL 410 in their total program.

BIOLOGY

SCHOOL OF SCIENCE AND ALLIED HEALTH
DEPARTMENT OF BIOLOGY
NATURAL SCIENCE BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
CHEM 240	Organic Chemistry I	(CHEM 122)	5
CHEM 241	Organic Chemistry II	(CHEM 240)	5
BIOL 200	Biological Principles I	(CHEM 122) ²	5
BIOL 201	Biological Principles II	(CHEM 122)	5
MATH 103	Analytical Geometry and Calculus I	(MATH 102 or 116)	5
or	or		
MATH 201	Calculus II	(MATH 103)	
ELECTIVE	One of the Following:		5
MATH 107	Introduction to Statistics	(MATH 101 or 116 or 137)	
MATH 201	Calculus II	(MATH 103)	
CS 140	Introduction to Programming	(MATH 101 or 116 or 136)	
PHYS 127	Mechanics and Kinetic Theory	(MATH 101)	
PHYS 201	General Physics I	(MATH 103, 201 ²)	
			SUBTOTAL: 30
BIOL 300	General Genetics	(BIOL 104 or 200/201)	5
CELL BIOLOGY	One of the following:		5
BIOL 333	Instrumental methods	(BIOL 201)	
BIOL 338	Histology	(BIOL 200, 201)	
BIOL 340	Microbiology	(BIOL 201)	
BIOL 345	Microtechnique	(BIOL 200, 201)	
BIOL 410	Cell and Molecular Biology	(BIOL 201; CHEM 241)	
BIOL 440	Advanced Genetics	(BIOL 300; CHEM 241)	
ORGANISMAL BIOLOGY	One of the following:		5
BIOL 310	Invertebrate Zoology	(BIOL 104 or 200/201)	
BIOL 320	Plant Morphology	(BIOL 104 or 200/201)	
BIOL 350	Comparative Anatomy	(BIOL 104 or 200/201)	
BIOL 390	Developmental Biology	(BIOL 300)	
BIOL 420	Plant Physiology	(BIOL 200/201; CHEM 240)	
BIOL 430	Vertebrate Physiology	(BIOL 200/201; CHEM 240)	
POPULATION BIOLOGY	One of the following:		5
BIOL 330	Field Biology and Sampling Techniques	(BIOL 104 or 200)	
BIOL 360	Physical Ecology	(BIOL 104 or 200/201)	
BIOL 370	Ecology	(BIOL 104 or 200/201)	
BIOL 375	Behavioral Biology	(BIOL 104 or 200/201)	
BIOL 380	Biosystematics	(BIOL 104 or 200/201)	
MAJOR ELECTIVES	Any 300 or 400 level courses in Biology		20
MINOR ELECTIVES³	Any 300 or 400 level courses from any one discipline other than Biology		20
GENERAL ELECTIVES	Any 300 or 400 level courses from any discipline other than Biology		15
FREE ELECTIVES⁴	Any courses in the College Curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 186

¹The first thirty hours listed for this degree represent AREA IV of the Core Curriculum.

²Corequisite.

³Students planning professional or graduate study should select minor electives in Mathematics or Chemistry.

⁴Students are advised to earn ten hours in Physics: PHYS 127 and 128 or 129, or PHYS 201 and 202.

CHEMISTRY

SCHOOL OF SCIENCE AND ALLIED HEALTH
DEPARTMENT OF CHEMISTRY
NATURAL SCIENCE BUILDING

BACHELOR OF SCIENCE DEGREE

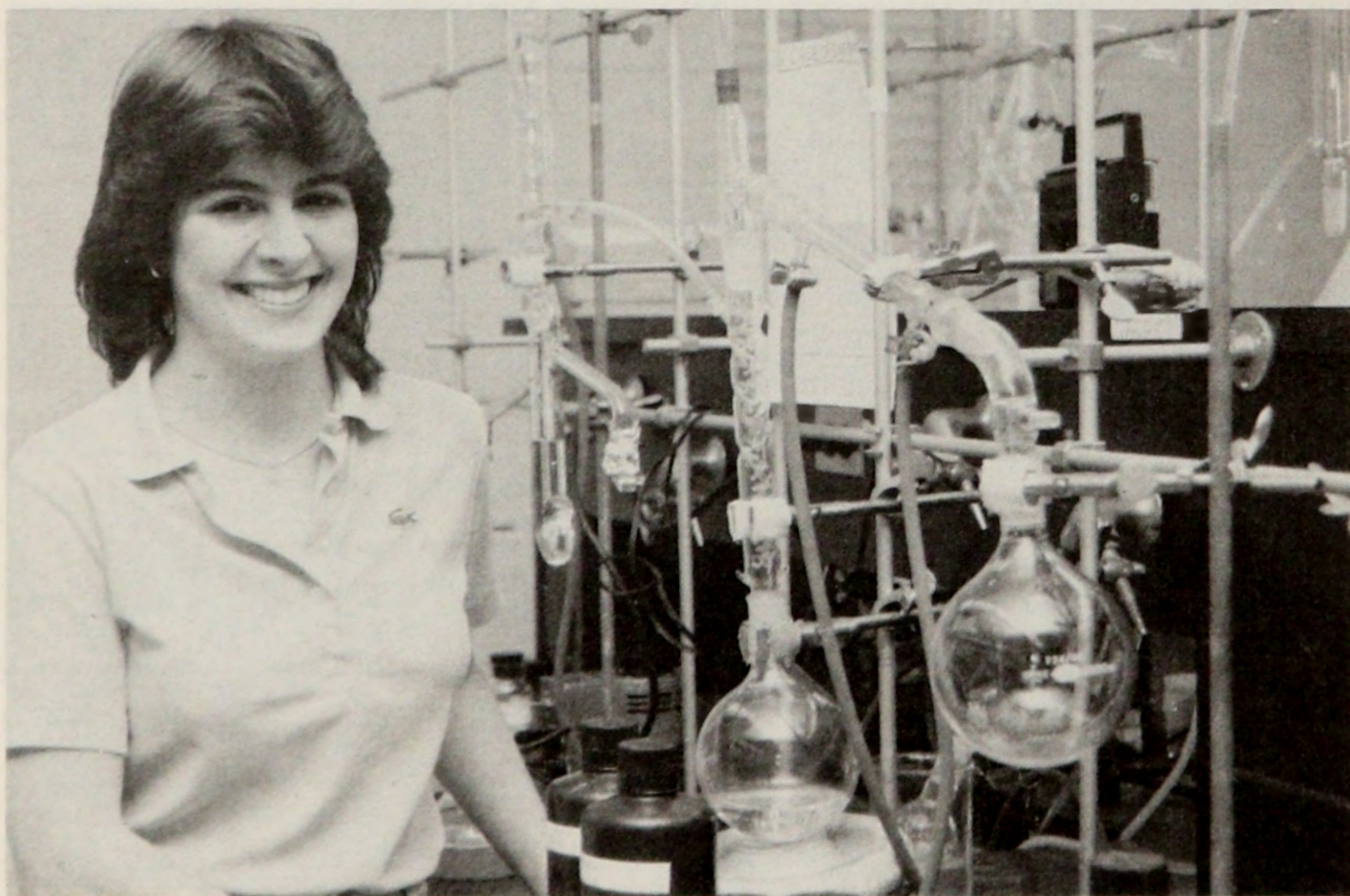
COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
CHEM 240	Organic Chemistry I	(CHEM 122)	5
CHEM 241	Organic Chemistry II	(CHEM 240)	5
MATH 201	Calculus II	(MATH 103)	5
PHYS 201	General Physics I	(MATH 103; 201 ²)	5
PHYS 202	General Physics II	(PHYS 201; MATH 201)	5
ELECTIVE³	Any one course from Biology, Computer Science, Math, Physics, or Foreign Language		5
			SUBTOTAL: 30
CHEM 310	Inorganic Chemistry	(CHEM 241) ²	5
CHEM 330	Instrumental Analytical Chemistry	(CHEM 241; MATH 201 ²)	5
CHEM 342	Intermediate Organic Chemistry	(CHEM 241)	5
CHEM 360	Physical Chemistry I	(PHYS 202) ²	5
CHEM 361	Physical Chemistry II	(PHYS 202) ²	5
MAJOR ELECTIVES	Any 300 or 400 level courses in Chemistry		15
MINOR ELECTIVES⁴	Any 300 or 400 level courses from any one discipline other than Chemistry		20
GENERAL ELECTIVES⁴	Any 300 or 400 level courses from any discipline other than Chemistry		15
FREE ELECTIVES	Any courses in the College Curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 186

¹The first thirty hours listed for this degree represent AREA IV of the Core Curriculum.

²Corequisite.

³Math 103 must be chosen as an AREA IV elective unless credit for this course is earned in AREA II. Math 103 is a prerequisite for MATH 201 in AREA IV and either MATH 101, 102, or 116 are prerequisites for Math 103.

⁴Students planning graduate study in Chemistry or study in a health-care field are urged to choose electives in Biology, Mathematics, Computer Science, and/or Physics.



COMPUTER SCIENCE

SCHOOL OF SCIENCE AND ALLIED HEALTH
DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE
SOCIAL SCIENCE BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
MATH 103	Analytical Geometry and Calculus I	(MATH 102 or 116)	5
MATH 201	Calculus II	(MATH 103)	5
MATH 220	Introduction to Discrete Math	(MATH 102, 116, 137, or 236)	5
MATH 260	Elementary Linear Algebra	(MATH 201)	5
CS 220	Programming Principles I	(MATH 220)	5
CS 221	Programming Principles II	(CS 220)	5
			SUBTOTAL: 30
CS 301	Computer Organization and Programming	(CS 221 or 310 and MATH 220 and MATH 137 or 236 or 260)	5
CS 320	Introduction to Data Structures	(CS 221 or 310 and MATH 220 and MATH 137 or 236 or 260)	5
CS 350	Computer Architecture	(CS 301, 320)	5
CS 360	Systems Analysis and Design	(CS 320)	5
MATH 320	Discrete Mathematical Structures	(MATH 220)	5
MATH 312	Business and Economic Statistics	(MATH 137, 201, or 236)	5
or	or		
MATH 421	Mathematical Statistics I	(MATH 203)	5
MAJOR ELECTIVES	Any 400 level courses in Computer Science ²		20
GENERAL ELECTIVES	Any 300 or 400 level courses from any discipline other than Computer Science		25
FREE ELECTIVES	Any courses in the College Curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 186

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²All Math requirements must be completed before any 400 level course in Computer Science is taken.



DATA PROCESSING

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MANAGEMENT AND OFFICE ADMINISTRATION
BUSINESS ADMINISTRATION BUILDING

BACHELOR OF SCIENCE DEGREE¹

COURSES ²	TITLES	(PREREQUISITES)	CREDIT HOURS
ECON 202	Problems of Economics-Micro		5
CS 310	Advanced Programming	(CS 221, 240, 245, or 340)	5
CS 320	Data Structures	(CS 221 or 310; MATH 220 and 137 or 236 or 260)	5
CS 340	Computer Applications in Statistics	(CS 140 and any statistics course)	5
BL 310	Business Law I		5
ECON 340	Money and Banking	(ECON 201, 202)	5
FIN 350	Principles of Finance	(ACC 202)	5
MATH 312	Business and Economic Statistics	(MATH 137, 201, or 236)	5
MGT 360	Principles of Management	(ACC 201 ³ ; ECON 201 or 202 ⁴)	5
MKT 370	Principles of Marketing	(ACC 201 ³ ; ECON 201 or 202 ⁴)	5
CO-OP REQUIREMENT	One year of Data Processing Technology Curriculum at the Marietta-Cobb Area Vocational Technical School, or an approved equivalent		45
FIELD ELECTIVES	Three 300 or 400 level courses, except an internship, cooperative study, or directed study, from one of the following areas: Accounting, Economics, Finance, Management, or Marketing		15
GENERAL ELECTIVES	Four 300 or 400 level courses from any discipline other than Computer Science and the area chosen for field electives		20
PROGRAM TOTAL:			196

¹This program is offered in conjunction with the Marietta-Cobb Area Vocational Technical School.

²Economics 202, plus twenty five hours of the Data Processing Technology Curriculum at the Marietta-Cobb Area Vocational Technical School, represent AREA IV of the Core Curriculum.

³Required.

⁴Recommended.



ECONOMICS AND FINANCE

BACHELOR OF BUSINESS
ADMINISTRATION DEGREE

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF ECONOMICS AND FINANCE
BUSINESS ADMINISTRATION BUILDING

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
ACC 201	Principles of Accounting I		5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 201	Principles of Economics - Macro		5
ECON 202	Problems of Economics - Micro		5
ELECTIVES	Any two of the following:		10
BA 101	Introduction to Business		
BA 207	Computer Applications for Business	(ACC 202; MATH 137 or 236)	
BA 208	Business Communications	(ENGL 102)	
BL 210	Legal Environment of Business		
CS 140	Introduction to Programming	(MATH 101, 116, or 136)	
ECON 133	Economic Development of the United States		
SPCH 208	Fundamentals of Speech		
			SUBTOTAL: 30
BL 310	Business Law I		5
ECON 340	Money and Banking	(ECON 201, 202)	5
FIN 350	Principles of Finance	(ACC 202)	5
FIN 451	Financial Management	(FIN 350)	5
MGT 360	Principles of Management	(ACC 201 ³ ; ECON 201 or 202 ⁴)	5
MGT 466	Managerial Economics	(ECON 201, 202; FIN 350; MATH 312)	5
MKT 370	Principles of Marketing	(ACC 201 ³ ; ECON 201 or 202 ⁴)	5
MATH 312	Business and Economic Statistics	(MATH 137, 201 or 236)	5
MAJOR ELECTIVES	At least one course, but not more than three, from the following:		20
ECON 341	Labor Relations	(ECON 201, 202)	
ECON 342	Comparative Economic Systems		
ECON 442 ²	Intermediate Micro-Economics	(ECON 201 and 202, MATH 312)	
ECON 443 ²	Intermediate Macro-Economics	(ECON 201, 202)	
ECON 445	International Trade and Finance	(ECON 201, 202)	
ECON 447	History of Economic Thought	(ECON 201, 202)	
			At least one course, but not more than three, from the following:
FIN 351	Consumer Finance		
FIN 452	Investment Analysis	(FIN 350)	
FIN 453	Institutional Finance	(FIN 350; ECON 340)	
FIN 454	Real Estate Finance	(FIN 350)	
FIN 456	Money and Capital Markets	(FIN 350; ECON 340)	
GENERAL ELECTIVES	Any three upper division courses from any offering of the College other than Economics and/or Finance. Internship in any area, including Economics and/or Finance, may be taken.		15
FREE ELECTIVES	Any three courses in the College Curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 186

¹The first thirty hours listed for this Degree represent AREA IV of the Core Curriculum.

²Students planning graduate work are advised to select these courses.

³Required.

⁴Recommended.

EDUCATION— ELEMENTARY EDUCATION (K-4)

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
EDUC 099 ²	Decision-Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
EDUC 203	Introduction to Education	(EDUC 099) ³	5
EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ , 203 ³)	5
EDUC 209	Introduction to Reading and Language Arts	(EDUC 207)	5
ART 201	Visual Art for Early and Middle Grades		5
MATH 292	Number Systems and Geometry II	(MATH 192)	5
SUBTOTAL:			30

TEACHING FIELD

Communication Arts

EDUC 324	Children's and Adolescent Literature	(EDUC 205 or 209)	5
ENGL 310	Advanced Grammar	(ENGL 201)	5

Social Science

GEOG 201	Introduction to Geography		5
SSCS 303	Comparative Social Sciences		5

Health, Physical Education, and Recreation

P ED 365	Early and Middle Grades Health Issues		2
P ED 386	P ED Methods-Early and Middle Grade Teachers	(P ED 265)	3

Science and Mathematics

MATH 393	Early and Middle Grade Mathematics	(MATH 292)	5
PHSC 105	Introduction to Physical Science	(MATH 101)	5

Arts and Humanities

MUED 201	Music for Early and Middle Grades		5
Elective	Five hours from any area(s) of the Teaching Field		5

TEACHING FIELD TOTAL: 45

PROFESSIONAL EDUCATION (K-4)

Phase I			
EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
EDUC 307	Educational Assessment	(Admission to Program)	5
EDUC 311	Educational Psychology	(Admission to Program)	5
Phase II			
EDUC 337	Instruct. Design and Application-Math K-4	(Admission to Program)	5
EDUC 338	Instruct. Design and Application-Science K-4	(Admission to Program)	5
EDUC 339	Instruct. Design and Application-Social Studies K-4	(Admission to Program)	5
Phase III			
EDUC 313	Educational Foundations	(Admission to Program)	5
EDUC 418	Instruct. Design and Application-Reading Diagnosis K-4	(Admission to Program)	5
EDUC 419	Instruct. Design and Application-Language Arts K-4	(Admission to Program)	5
Phase IV			
EDUC 473 ⁴	Student Teaching (K-4)	(Admission to Student Teaching)	15

PROFESSIONAL EDUCATION TOTAL: 60

PROGRAM TOTAL: 201

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

⁴Student teaching is a full-time commitment; no other courses should be taken.

EDUCATION—ELEMENTARY, (4-8)

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
EDUC 099 ²	Decision-Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
EDUC 203	Introduction to Education	(EDUC 099) ³	5
EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ , 203 ³)	5
EDUC 209	Introduction to Reading and Language Arts	(EDUC 207)	5
MATH 292	Number Systems and Geometry II	(MATH 192)	5
ART 201	Visual Art for Early and Middle Grades		5
or	or		
MUED 201	Music for Early and Middle Grades		

SUBTOTAL: 30

TEACHING FIELD⁴ LANGUAGE ARTS

EDUC 324	Children's and Adolescent Literature	(EDUC 205 or 209)	5
ENGL 310	Advanced Grammar	(ENGL 201)	5
ENGL 311	Advanced Composition	(ENGL 201)	5
Major Concentration⁴	Two five hour courses in Language Arts		10
Minor Concentration⁴	One five hour course in Language Arts		5

MATHEMATICS

CS 140	Introduction to Programming	(MATH 101, 116 or 136)	5
MATH 236	Decision Mathematics	(MATH 101 or 116)	5
MATH 393	Early and Middle Grade Mathematics	(MATH 292)	5
MATH 395	Geometry	(MATH 103)	5
Major Concentration⁴	One of the following:		5
MATH 102	Trigonometry	(MATH 101)	
MATH 103	Analytic Geometry and Calculus I	(MATH 102 or 116)	
MATH 107	Introduction to Statistics	(MATH 101, 116 or 137)	
MATH 312	Business and Economic Statistics	(MATH 137, 201 or 236)	

HEALTH, PHYSICAL EDUCATION, AND RECREATION MINOR CONCENTRATION⁴

P ED 363	First Aid and Personal Safety		5
P ED 366	Personal and Community Health		5
P ED 380	Elementary School Physical Education Program	(EDUC 202)	5
Elective	One Technique and/or Theory course		5

MUSIC MINOR CONCENTRATION⁴

MUED 355	Recreational Instruments		1-2
MUSI 110	Survey of Musical Styles	(MUSI 120)	3
MUSI 120	Elementary Theory I		3
MUSI 350	Ensembles		2-4
MUSI 361-362	Performance for Non-Majors		3-5
Electives⁴			
MUED 332	Music Curriculum and Instruction	(Phase I)	5
MUSI 121	Elementary Theory II	(MUSI 120)	3
MUSI 165	Class Keyboard—Piano		2
MUSI 318	Introduction to Symphonic Music		5
or	or		
MUSI 319	Introduction to Jazz		

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

⁴Certification requires 4–8 students to select a major concentration which includes a minimum of 25 quarter hours in Language Arts, Mathematics, Science or Social Studies and a minor concentration which includes a minimum of 20 quarter hours in one of those not selected above or in Art, Music, Health and Physical Education for a total of 45 hours.

EDUCATION—ELEMENTARY (4-8)

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
SCIENCE			
BIOL 360	Physical Ecology	(BIOL 104 or 200/201)	5
CHEM 105	Fundamental Chemistry	(MATH 099) ⁵	5
PHSC 105	Introduction to Physical Science	(MATH 101)	5
Major Concentration ⁴	Two 300-400 level courses		10
Minor Concentration ⁴	One 300-400 level course		5
SOCIAL STUDIES			
GEOG 201	Introduction to Geography		5
HIST 251 ⁶	American History to the Civil War		5
or	or		
HIST 252 ⁶	American History Since the Civil War	(HIST 251) ⁷	
HIST 404	History of Georgia		5
SSCS 303	Comparative Social Sciences		5
Major Concentration ⁴	One Social Studies course		5
ART MINOR CONCENTRATION ⁴			
ART 101	Principles of Art		5
or	or		
ART 110	Structure—Two Dimensional Design		
ART 210	Introduction to Art		5
Electives ⁴	Two 300 level five-hour courses		10
TEACHING FIELD TOTAL:			45

PROFESSIONAL EDUCATION (4-8)

Phase I			
EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
EDUC 307	Educational Assessment	(Admission to Program)	5
EDUC 311	Educational Psychology	(Admission to Program)	5
Phase II			
EDUC 342	Instruct. Design and Application-Math 4-8	(Admission to Program)	5
EDUC 343	Instruct. Design and Application-Science 4-8	(Admission to Program)	5
EDUC 344	Instruct. Design and Application-Social Studies 4-8	(Admission to Program)	5
Phase III			
EDUC 313	Educational Foundations	(Admission to Program)	5
EDUC 423	Instruct. Design and Application-Reading Diagnosis 4-8	(Admission to Program)	5
EDUC 424	Instruct. Design and Application-Language Arts 4-8	(Admission to Program)	5
Phase IV			
EDUC 474 ⁸	Student Teaching (4-8)	(Admission to Student Teaching)	15
PROFESSIONAL EDUCATION TOTAL:			60
PROGRAM TOTAL:			201

⁴Certification requires 4-8 students to select a major concentration which includes a minimum of 25 quarter hours in Language Arts, Mathematics, Science or Social Studies and a minor concentration which includes a minimum of 20 quarter hours in one of those not selected above or in Art, Music, Health and Physical Education for a total of 45 hours.

⁵The prerequisite is MATH 099 or two years of high school Algebra within the past five years.

⁶Whichever course is not taken in AREA III of the Core.

⁷Recommended.

⁸Student Teaching is a full-time commitment; no other work should be taken.

EDUCATION—HEALTH AND PHYSICAL EDUCATION (K-12)

SCHOOL OF EDUCATION
DEPARTMENT OF PHYSICAL EDUCATION
PHYSICAL EDUCATION BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
P ED 097 ²	Prof. Seminar I: Team Sports		0
P ED 098 ²	Prof. Seminar II: Individual and Dual Sports		0
P ED 099 ²	Prof. Seminar III: Swim, Fitness, Weight Tr.		0
EDUC 099 ²	Decision-Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201, EDUC 099 ³)	5
EDUC 203	Introduction to Education	(EDUC 099) ³	5
EDUC 207	Curriculum Design and Implementation	(EDUC 099, 202 ³ , 203 ³)	5
SPCH 208	Fundamentals of Speech		5
or	or		
PSY 220	Psychology of Communication		
BIOL 221	Human Anatomy and Physiology I	(BIOL 103 or CHEM 105)	5
P ED 266	Introduction to Health and Physical Educ.	(EDUC 099)	5
			SUBTOTAL: 30
TEACHING FIELD	Common Area		
P ED 313	Secondary Physical Education	(EDUC 207)	5
P ED 340	Kinesiology	(BIOL 221)	5
P ED 341	Adaptive and Corrective Physical Education	(P ED 340)	5
P ED 342	Physiology of Exercise	(BIOL 221)	5
P ED 344	Motor Learning		5
P ED 345	Measurement and Evaluation		5
P ED 363	First Aid and Personal Safety		5
P ED 366	Personal and Community Health		5
P ED 380	Elementary School Physical Education	(EDUC 202)	5
TEACHING FIELD	One of the following four emphasis areas:		20
Exercise Physiology			
BIOL 222	Human Anatomy and Physiology II	(BIOL 221)	
P ED 444	Nutrition and Fitness		
P ED 445	Fitness Evaluation and Exercise Prescription	(P ED 342)	
P ED 446	Problems in Conditioning	(P ED 342, 344)	
Health Education			
P ED 444	Nutrition and Fitness		
P ED 448	Care and Prevention of Athletic Injuries		
P ED 460	School Health Education		
P ED 465	Current Health Issues		
Elementary Physical Education			
P ED 482	Rhythms in Elementary Physical Education	(P ED 344, 380)	
P ED 483	Movement Education	(P ED 344, 380)	
P ED 487	Developmental Assessment in Elementary Physical Education	(P ED 380)	
P ED 488	Problems and Issues in Elementary Physical Education	(P ED 380)	
Sports Management			
P ED 422	Officiating Individual and Team Sports		
P ED 424	Coaching Youth and Adult Sports		
P ED 434	Administration of Physical Education and Athletics		
P ED 448	Care and Prevention of Athletic Injuries		

PHYSICAL EDUCATION TEACHING FIELD TOTAL: 65

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²PED 097, 098, and 099 and EDUC 099 provide no degree credit. One hour of institutional credit is given for each course. Students must have twelve physical activity competencies before admission to the Teacher Education Program (See course description).

³Corequisite.

EDUCATION—HEALTH AND PHYSICAL EDUCATION (K-12)

SCHOOL OF EDUCATION
DEPARTMENT OF PHYSICAL EDUCATION
PHYSICAL EDUCATION BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
PROFESSIONAL EDUCATION			
Phase I			
EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
EDUC 307	Educational Assessment	(Admission to Program)	5
EDUC 311	Educational Psychology	(Admission to Program)	5
EDUC 313	Educational Foundations	(Admission to Program)	5
Phase II			
P ED 330	Instruct. Design and Application H.P.E. I	(Phase I)	5
P ED 331	Instruct. Design and Application H.P.E. II	(Phase I)	5
Phase III			
P ED 436	Practicum in H.P.E. Instruction	(P ED 330, 432)	5
Phase IV			
P ED 471 ⁴	Student Teaching in H.P.E.	(Admission to Student Teaching)	15
PROFESSIONAL EDUCATION TOTAL:			50
PROGRAM TOTAL:			211

⁴Student teaching is a full-time commitment; no other courses should be taken.



EDUCATION—MUSIC (CHORAL, INSTRUMENTAL, or GENERAL MUSIC EMPHASIS)

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
MUSI 110	Survey of Musical Styles	(MUSI 120)	3
MUSI 121	Elementary Theory II	(MUSI 120)	3
MUSI 122	Elementary Theory III	(MUSI 121)	3
MUSI 150	Ensemble I		6
MUSI 160, 163, 260, 263	Applied Music ²		6
MUSI 220	Advanced Harmony I	(MUSI 122)	3
MUSI 221	Advanced Harmony II	(MUSI 220)	3
MUSI 222	Advanced Harmony III	(MUSI 221)	3
SUBTOTAL:			30

MUSIC TEACHING FIELD

MUSI 311	History of Music I	(MUSI 122)	3
MUSI 312	History of Music II	(MUSI 122)	3
MUSI 313	History of Music III	(MUSI 122)	3
MUSI 320	Form and Analysis	(MUSI 122; 222 ³)	3
MUSI 324	Instrumentation	(MUSI 122; 222 ³)	2
MUSI 330	Principles of Conducting	(MUSI 222)	2
MUSI 331	Choral Conducting	(MUSI 222)	2
MUSI 332	Instrumental Conducting	(MUSI 222)	2
MUSI 350	Ensemble II		5
MUSI 363	Applied Music ²		6
MUSI 420	Counterpoint	(MUSI 222)	3
MUSI 463	Applied Music ²		4
MUSI 163	(Supplementary) Applied Music ²		3
MUSI 263	(Supplementary) Applied Music ²		3

CHORAL EMPHASIS⁴

MUED 314	Choral Literature	(MUSI 110)	3
MUED 366	Percussion Techniques	(EDUC 202; MUSI 222)	2
MUED 380	Orientation to Music Careers		1
MUSI 334	Italian and English Diction		1
MUSI 335	German Diction		1
MUSI 336	French Diction		1
Major Electives	Any 300-400 level Music course(s)		2

INSTRUMENTAL EMPHASIS⁴

MUED 366	Percussion Techniques	(EDUC 202; MUSI 222)	2
MUED 367	Brass Techniques	(EDUC 202; MUSI 222)	2
MUED 368	Woodwind Techniques	(EDUC 202; MUSI 222)	2
MUED 369	String Techniques	(EDUC 202; MUSI 222)	2
MUED 370	Marching Band Techniques	(EDUC 202; MUSI 222)	2
MUED 380	Orientation to Music Careers	(EDUC 202; MUSI 222)	1

GENERAL MUSIC EMPHASIS⁴

MUED 355	Recreational Instruments		2
MUED 366	Percussion Techniques	(EDUC 202; MUSI 222)	2
MUED 380	Orientation to Music Careers		1
Major Electives	Any 300-400 level Music course(s)		6

MUSIC TEACHING FIELD TOTAL: 55

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²Applied Music in one area of concentration.

³Recommended.

⁴Courses listed in one of the emphases (Choral, Instrumental, or General) must be completed.

EDUCATION—MUSIC (CHORAL, INSTRUMENTAL, or GENERAL MUSIC EMPHASIS)

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
PROFESSIONAL EDUCATION (7-12)			
EDUC 099 ⁵	Decision Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ⁶)	5
EDUC 203	Introduction to Education	(EDUC 099) ⁶	5
EDUC 207	Curriculum Design and Implementation		5
Phase I			
EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
EDUC 307	Educational Assessment	(Admission to Program)	5
EDUC 311	Educational Psychology	(Admission to Program)	5
Phase II			
MUED 332	Music Curriculum and Instruction	(Phase I)	5
MUED 333	Music Practicum	(Phase I)	5
MUED 334	Foundations of Music Education	(Phase I)	5
Phase III			
MUED 470 ⁷	Student Teaching	(Admission to Student Teaching)	15
PROFESSIONAL EDUCATION TOTAL:			60
PROGRAM TOTAL:			211

⁵No degree credit; one hour of institutional credit is given for this course.

⁶Corequisite.

⁷Student teaching is a full-time commitment; no other work should be taken.



EDUCATION—SECONDARY BIOLOGY

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
EDUC 099 ²	Decision-Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
EDUC 203	Introduction to Education	(EDUC 099) ³	5
EDUC 205	Reading for Secondary Teachers	(EDUC 207) ³	5
EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ , 203 ³)	5
BIOL 200	Biological Principles I	(CHEM 122) ³	5
BIOL 201	Biological Principles II	(CHEM 122)	5
SUBTOTAL:			30
BIOLOGY TEACHING FIELD			
BIOL 300	General Genetics	(BIOL 104 or 200, 201)	5
Cell Biology	One of the following:		5
BIOL 333	Instrumental Methods	(BIOL 201)	
BIOL 338	Histology and Microtechnique	(BIOL 200, 201)	
BIOL 340	Microbiology	(BIOL 201)	
BIOL 345	Microtechnique	(BIOL 200, 201)	
BIOL 410	Cell and Molecular Biology	(BIOL 201; CHEM 241)	
BIOL 440	Advanced Genetics	(BIOL 300; CHEM 241)	
Organismal Biology	One of the following:		5
BIOL 310	Invertebrate Zoology	(BIOL 104 or 200, 201)	
BIOL 320	Plant Morphology	(BIOL 104 or 200, 201)	
BIOL 350	Comparative Anatomy	(BIOL 104 or 200, 201)	
BIOL 390	Developmental Biology	(BIOL 300)	
BIOL 420	Plant Physiology	(BIOL 200, 201; CHEM 240)	
BIOL 430	Vertebrate Physiology	(BIOL 200, 201; CHEM 240)	
Population Biology	One of the following:		5
BIOL 330	Field Biology and Sampling Techniques	(BIOL 104 or 200)	
BIOL 360	Physical Ecology	(BIOL 104 or 200, 201)	
BIOL 370	Ecology	(BIOL 104 or 200, 201)	
BIOL 375	Behavioral Biology	(BIOL 104 or 200, 201)	
BIOL 380	Biosystematics	(BIOL 104 or 200, 201)	
Major Electives	Any 300 or 400 level courses in Biology		20
AFFILIATED TEACHING FIELD COURSES			
CHEM 240	Organic Chemistry I	(CHEM 122)	5
CHEM 241	Organic Chemistry II	(CHEM 240)	5
PHYS 127	Mechanics and Kinetic Theory	(MATH 101)	5
PHYS 128	Electricity, Magnetism, and Geometric Optics	(PHYS 127)	5
PHYS 129	Heat, Light, Sound	(PHYS 127)	5
Math Elective	One of the following:		5
MATH 102	Trigonometry	(MATH 101)	
MATH 103	Analytic Geometry and Calculus I	(MATH 101, 102, or 116)	
MATH 107	Introduction to Statistics	(MATH 101, 116, or 137)	
MATH 201	Calculus II	(MATH 103)	
BIOLOGY TEACHING FIELD TOTAL:			70

PROFESSIONAL EDUCATION (7-12)

Phase I

EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
EDUC 307	Educational Assessment	(Admission to Program)	5
EDUC 311	Educational Psychology	(Admission to Program)	5

Phase II

EDUC 313	Educational Foundations	(Admission to Program)	5
EDUC 332	Secondary Instructional Design	(Admission to Program)	10

Phase III

EDUC 475 ⁴	Secondary Student Teaching	(Admission to Student Teaching)	15
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PROFESSIONAL EDUCATION TOTAL: 45

PROGRAM TOTAL: 211

¹The first thirty hours represent AREA IV of the Core Curriculum.

²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

⁴Student teaching is a full time commitment; no other work should be taken.



EDUCATION—SECONDARY BUSINESS

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF
SCIENCE DEGREE¹

COMPREHENSIVE OPTION

BOOKKEEPING—MANAGEMENT OPTION

CREDIT HOURS	COURSES ²	TITLES	(PREREQUISITES)	CREDIT HOURS
0	EDUC 009 ³	Decision-Making Seminar		0
5	EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ⁴)	5
5	EDUC 203	Introduction to Education	(EDUC 099) ⁴	5
5	EDUC 205	Reading for Secondary Teachers	(EDUC 207) ⁴	5
5	EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ⁴ , 203 ⁴)	5
5	ACC 201	Principles of Accounting I		5
5	ECON 201 or ECON 202	Principles of Economics-Macro or Problems of Economics-Micro		5
30	SUBTOTAL			SUBTOTAL: 30
BUSINESS TEACHING FIELD				
5	ACC 202	Principles of Accounting II	(ACC 201)	5
	ACC 331	Intermediate Accounting I	(ACC 202)	5
5	BA 208	Business Communications	(ENGL 102)	5
5	BL 310	Business Law I		5
5	FIN 351	Consumer Finance		5
5	MGT 360	Principles of Management	(ACC 201 ⁵ ; ECON 201 or 202 ⁶)	5
5	Electives	One (Option I) or two (Option II) of the following:		10
	ACC 435 ⁷	Income Taxation I		
	BA 308	Administrative Communications	(ENGL 102)	
	BL 410 ⁷	Business Law II	(BL 310 ⁶)	
	ECON 201 ⁷ or ECON 202 ⁷	Principles of Economics-Macro or Problems of Economics-Micro		
	ECON 342 ⁸	Comparative Economic Systems		
	FIN 350	Principles of Finance	(ACC 202)	
	MKT 370	Principles of Marketing	(ACC 201 ⁵ ; ECON 201 or 202 ⁶)	
20 ⁹	Co-op Requirements	Vocational Technical School Courses		10 ⁹
10	Related Teaching			
	Courses	Two of the following:		10
	ACC 332 ⁷	Intermediate Accounting II	(ACC 331)	
	ENGL 310 ⁸ or ENGL 311 ⁸	Advanced Grammar or Advanced Composition	(ENGL 210) (ENGL 201)	
	MGT 461 ⁷	Personnel Administration	(MGT 360)	
	POLS 343 or PSY 370	Principles of Public Administration or Industrial Psychology	(POLS 201) (PSY 201 ⁵ ; MATH 107 ⁶)	
60	BUSINESS TEACHING FIELD TOTAL			BUSINESS TEACHING FIELD TOTAL: 60

PROFESSIONAL EDUCATION

Phase I

5	EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
5	EDUC 307	Educational Assessment	(Admission to Program)	5
5	EDUC 311	Educational Psychology	(Admission to Program)	5

Phase II

5	EDUC 313	Educational Foundations	(Admission to Program)	5
10	EDUC 332	Secondary Instructional Design	(Admission to Program)	10

Phase III

15	EDUC 475	Secondary Student Teaching ¹⁰	(Admission to Student Teaching)	15
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45	PROFESSIONAL EDUCATION TOTAL		PROFESSIONAL EDUCATION TOTAL:	45
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201	PROGRAM TOTAL		PROGRAM TOTAL:	201
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¹This degree offers two options: (1) Comprehensive and (2) Bookkeeping-Management. Both options are offered in conjunction with the Marietta-Cobb Area Vocational Technical School, or an approved equivalent.

²The first thirty hours represent AREA IV of the Core Curriculum.

³No degree credit; one hour of institutional credit is given for this course.

⁴Corequisite.

⁵Required.

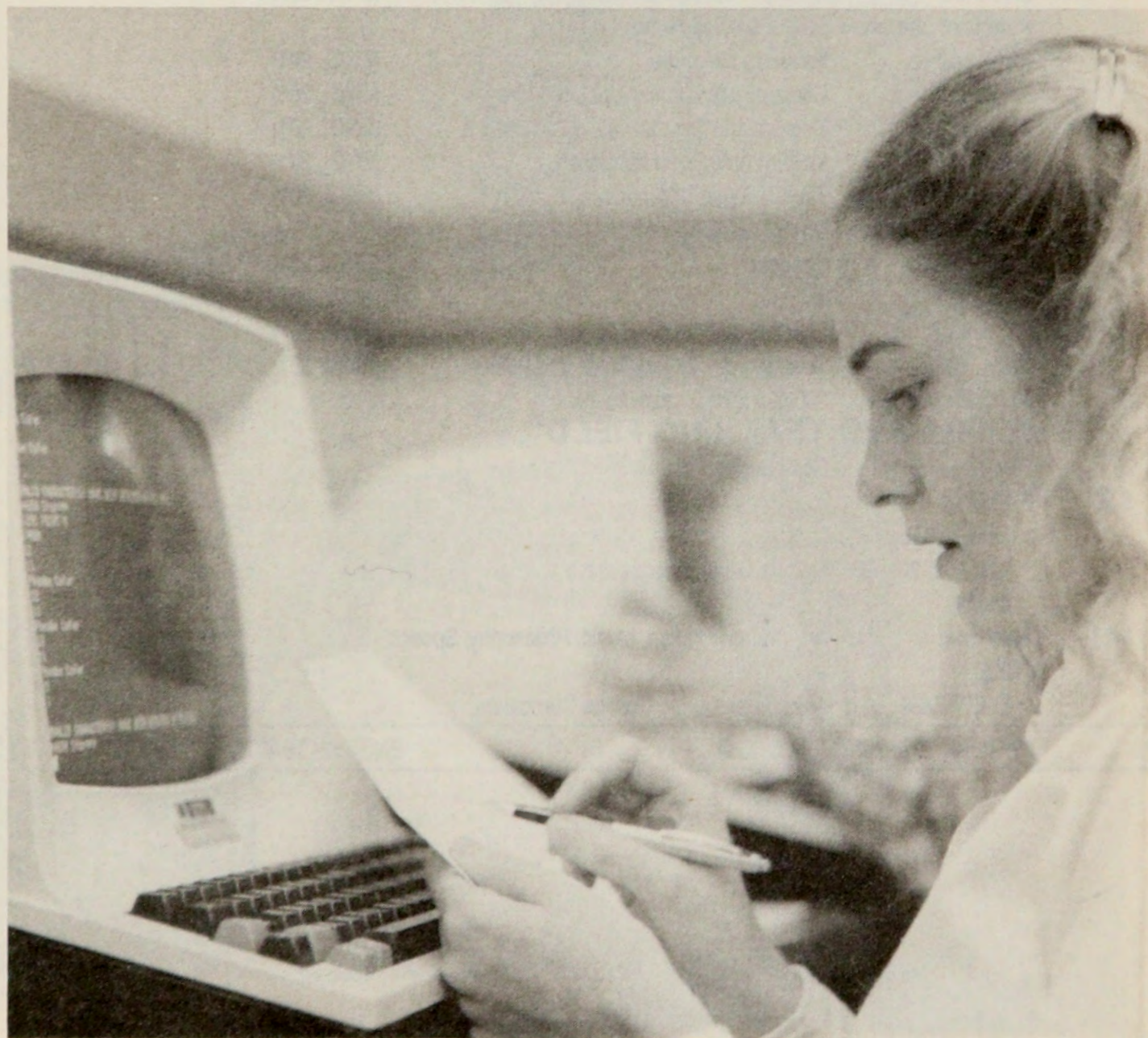
⁶Recommended.

⁷This course applies only in the Option II program (Bookkeeping-Management).

⁸This course applies only in the Option I program (Comprehensive).

⁹Satisfactory completion of appropriate skill courses at the Marietta-Cobb Area Vocational Technical School or an approved equivalent is required. The Comprehensive Option includes appropriate skill courses in Shorthand, Typing, Office Practices, and Bus. Machines. The Bookkeeping-Mgmt. Option includes courses in Typing, Office Practices, and Bus. Machines.

¹⁰Student teaching is a full-time commitment; no other courses may be taken.



EDUCATION—SECONDARY ENGLISH

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION

BACHELOR OF ARTS DEGREE

HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

CREDIT HOURS	COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
0	EDUC 099 ²	Decision-Making Seminar		0
5	EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
5	EDUC 203	Introduction to Education	(EDUC 099) ³	5
5	EDUC 205	Reading for Secondary Teachers	(EDUC 207) ³	5
5	EDUC 207	Curriculum Design and Implementation	(EDUC 099, 202 ³ , 203 ³)	5
5	ENGL 221	American Lit through the Civil War	(ENGL 102)	5
5	ENGL 222	American Lit after the Civil War	(ENGL 102)	5
30	SUBTOTAL		SUBTOTAL:	30
ENGLISH TEACHING FIELD				
5	ENGL 310	Advanced Grammar	(ENGL 201)	5
5	ENGL 309 or ENGL 311	Creative Writing or Advanced Composition	(ENGL 201)	5
5	ENGL 385	Shakespeare	(ENGL 201)	5
5	History and Criticism	One of the following:		5
	ENGL 401	History of the English Language	(ENGL 201)	
	ENGL 402	History of Literary Criticism	(ENGL 201)	
10	American Literature	Two of the following:		10
	ENGL 360	Southern Literature	(ENGL 201)	
	ENGL 370	Romanticism in American Literature	(ENGL 201)	
	ENGL 372	Realism and Naturalism in American Lit	(ENGL 201)	
	ENGL 475	Modern American Literature	(ENGL 201)	
	ENGL 490	Special Topics (if American Lit)	(ENGL 201)	
5	English Literature	One of the following:		5
	ENGL 380	Chaucer	(ENGL 201)	
	ENGL 390	Milton	(ENGL 201)	
	ENGL 430	Elizabethan Prose and Poetry	(ENGL 201)	
	ENGL 435	Seventeenth Century Prose and Poetry	(ENGL 201)	
10 ⁴	Major Electives	300-400 level English courses		10 ⁴
AFFILIATED TEACHING FIELD⁵				
	FA 401	Comparative Fine Arts		5
5-20 ⁶	FOREIGN LANGUAGE	101, 102, 201, 202 French, German, or Spanish and/or		
5-20	Electives: FREE	Art, Drama, English, Music, Philosophy, Speech		
	ELECTIVES:	Any courses in the College Curriculum		10
70	ENGLISH TEACHING FIELD TOTAL		ENGLISH TEACHING FIELD TOTAL:	60

PROFESSIONAL EDUCATION (7-12)

Phase I

5	EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
5	EDUC 307	Educational Assessment	(Admission to Program)	5
5	EDUC 311	Educational Psychology	(Admission to Program)	5

Phase II

5	EDUC 313	Educational Foundations	(Admission to Program)	5
10	EDUC 332	Secondary Instruction Design	(Admission to Program)	10

Phase III

15	EDUC 475 ⁷	Secondary Student Teaching	(Admission to Student Teaching)	15
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45	PROFESSIONAL EDUCATION TOTAL		PROFESSIONAL EDUCATION TOTAL:	45
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211	PROGRAM TOTAL		PROGRAM TOTAL:	201
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¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²No degree credit; one hour of institutional credit is given for this course.

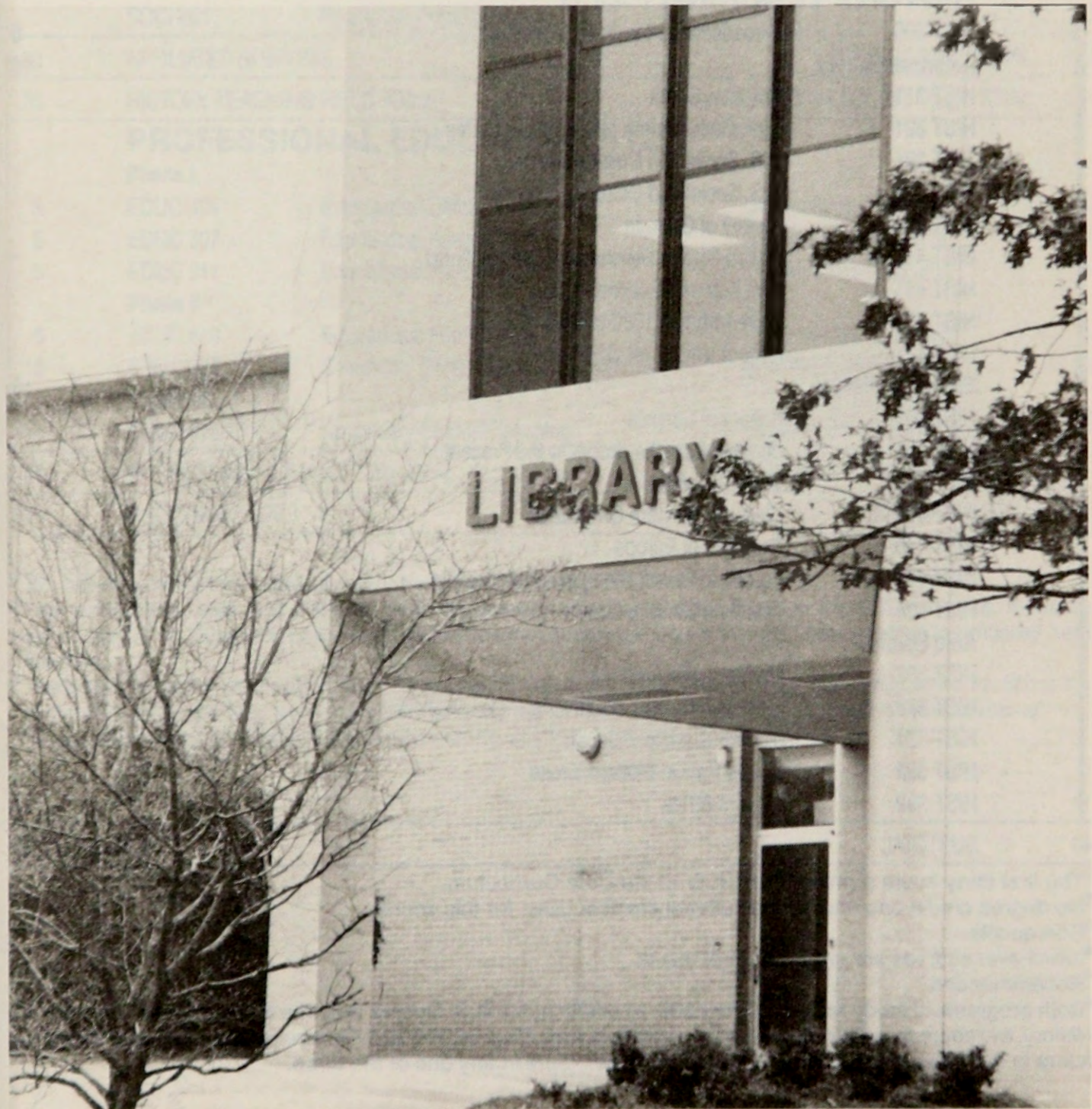
³Corequisite.

⁴Major electives must include one 400 level course after 1800 in each Degree program.

⁵In the B.A. program, no more than twenty hours of credit should be selected from Affiliated Teaching Field courses.

⁶Ten hours at intermediate level or twenty hours if begun in College.

⁷Student teaching is a full-time commitment; no other course work should be taken.



EDUCATION—SECONDARY HISTORY

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION

BACHELOR OF ARTS DEGREE

HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

CREDIT HOURS	COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
0	EDUC 099 ²	Decision-Making Seminar		0
5	EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
5	EDUC 203	Introduction to Education	(EDUC 099) ³	5
5	EDUC 205	Reading for Secondary Teachers	(EDUC 207) ³	5
5	EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ ; 203 ³)	5
5	HIST 111 ⁴	World Civilization I		5
	or	or		
	HIST 112 ⁴	World Civilization II	(HIST 111) ⁵	
5	HIST 251 ⁴	American History to the Civil War		5
	or			
	HIST 252 ⁴	American History Since the Civil War	(HIST 251) ⁵	
30	SUBTOTAL			SUBTOTAL: 30
HISTORY TEACHING FIELD⁶				
5	HIST 300	Introduction to the Study of History		5
	American History			15
	HIST 311	The New South		
	HIST 321	Diplomatic History of the United States		
	HIST 331	U.S. Social and Cultural History I		
	HIST 332	U.S. Social and Cultural History II		
	HIST 404	History of Georgia		
	HIST 411	United States: Revolution - Early National		
	HIST 451	Civil War and Reconstruction		
	HIST 461	United States: 1900 to World War II		
	HIST 471	Recent United States History		
	European History			10
	HIST 301	History of Science		
	HIST 351	England from the Tudors to the Present		
	HIST 361	Modern Russia		
	HIST 437	Classical Western Civilization		
	HIST 440	The Birth of Europe		
	HIST 444	Europe in Renaissance and Reformation		
	HIST 454	Twentieth Century Europe		
	Area Studies			10
	HIST 366	Modern Latin America		
	HIST 373	Modern India and South Asia		
	HIST 374	Modern China and Japan		
	HIST 382	Middle East in Modern Times		
	HIST 392	Modern Africa		
40	SUBTOTAL			SUBTOTAL: 40

¹The first thirty hours represent AREA IV of the Core Curriculum.

²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

⁴Whichever courses are not taken in AREA III.

⁵Recommended.

⁶Both programs of study require History 300. In addition, the B.S. Degree requires three courses in American History, two courses in European History, and two in Area Studies. The B.A. Degree requires a total of thirty-five hours in the three areas, with no more than fifteen hours in any one of the three.

EDUCATION—SECONDARY HISTORY

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION

BACHELOR OF ARTS DEGREE

HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

CREDIT HOURS	COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
AFFILIATED COURSES				
10-20 ⁷	FOREIGN LANGUAGE ^{7,8}	French, German, or Spanish		
	101, 102, 201, 202			
10-20	Additional Courses			
	ANTH 201	Man and His Culture		
	ECON 201	Principles of Economics - Macro		5
	or ⁹	or ⁹		
	ECON 202	Problems of Economics - Micro		
	GEOG 201	Introduction to Geography		5
	POLS 212	State and Local Government		5
	or ⁹	or ⁹		
	POLS 333	Contemporary International Politics	(POLS 201)	
	SOCI 201	Principles of Sociology		5
30	AFFILIATED SUBTOTAL		AFFILIATED SUBTOTAL:	20
70	HISTORY TEACHING FIELD TOTAL		HISTORY TEACHING FIELD TOTAL:	60
PROFESSIONAL EDUCATION (7-12)				
Phase I				
5	EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
5	EDUC 307	Educational Assessment	(Admission to Program)	5
5	EDUC 311	Educational Psychology	(Admission to Program)	5
Phase II				
5	EDUC 313	Educational Foundations	(Admission to Program)	5
10	EDUC 332	Secondary Curriculum and Instruction	(Admission to Program)	10
Phase III				
15	EDUC 475 ¹⁰	Secondary Student Teaching	(Admission to Student Teaching)	15
45	PROFESSIONAL EDUCATION TOTAL		PROFESSIONAL EDUCATION TOTAL:	45
211	PROGRAM TOTAL		PROGRAM TOTAL:	201

⁷Ten hours at the intermediate level or twenty hours if begun in College.

⁸The foreign language and affiliated field requirement must total thirty hours in the B.A. program. If twenty hours of French, Spanish, or German are taken, ten additional hours of credit are required in affiliated field courses.

⁹The Economics 201-202 and Political Science 212-333 alternatives apply to the B.S. program only. Students in the B.A. program may select any combination from these courses as well as those indicated above.

¹⁰Student teaching is a full time commitment; no other course work should be taken.

EDUCATION—SECONDARY MATHEMATICS

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
EDUC 099 ²	Decision-Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
EDUC 203	Introduction to Education	(EDUC 099) ³	5
EDUC 205	Reading for Secondary Teachers	(EDUC 207) ³	5
EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ , 203 ³)	5
ELECTIVES	One of the following ten hour sequences:		10
BIOL 200 and BIOL 201 or CHEM 240 and CHEM 241 or PHYS 201 and PHYS 202 or PHYS 203 and COMPUTER SCIENCE ⁴	Biological Principles I and Biological Principles II or Organic Chemistry I and Organic Chemistry II or General Physics I and General Physics II or General Physics III and Any Computer Science ⁴	(CHEM 122) ³ (CHEM 122) (CHEM 122) (CHEM 240) (MATH 103; MATH 201 ³) (PHYS 201, MATH 201) (PHYS 202)	

SUBTOTAL: 30

MATHEMATICS TEACHING FIELD

MATH 201	Calculus II	(MATH 103)	5
MATH 202	Calculus III	(MATH 201)	5
MATH 203	Calculus IV	(MATH 202)	5
MATH 260	Elementary Linear Algebra	(MATH 201)	5
MATH 300	Foundations of Mathematics	(MATH 201)	5
MATH 310	Ordinary Differential Equations	(MATH 202) ³	5
MATH 361	Algebra I	(MATH 260, 300)	5
MATH 371	Applied Mathematics I	(MATH 201)	5
or	or		
MATH 372	Applied Mathematics II	(MATH 201, 260)	
MATH 381	Advanced Calculus I	(MATH 203, 300)	5
MATH 395	Geometry	(MATH 103)	5
MATH 421	Mathematical Statistics I	(MATH 203)	5
Major Electives	Complete any one of the above sequences from the following:		5
MATH 362	Algebra II	(MATH 361)	
MATH 371	Applied Mathematics I	(MATH 201)	
MATH 372	Applied Mathematics II	(MATH 201, 260)	
MATH 373	Applied Mathematics III	(MATH 203, 310)	
MATH 382	Advanced Calculus II	(MATH 381)	
MATH 422	Mathematical Statistics II	(MATH 421)	
Computer Science⁴	Any two five hour courses in Computer Science⁴		10

MATHEMATICS TEACHING FIELD TOTAL: 70

PROFESSIONAL EDUCATION (7-12)

Phase I			
EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
EDUC 307	Educational Assessment	(Admission to Program)	5
EDUC 311	Educational Psychology	(Admission to Program)	5
Phase II			
EDUC 313	Educational Foundations	(Admission to Program)	5
EDUC 332	Secondary Instructional Design	(Admission to Program)	10
Phase III			
EDUC 475	Secondary Student Teaching ⁵	(Admission to Student Teaching)	15
PROFESSIONAL EDUCATION TOTAL:			45
PROGRAM TOTAL:			211

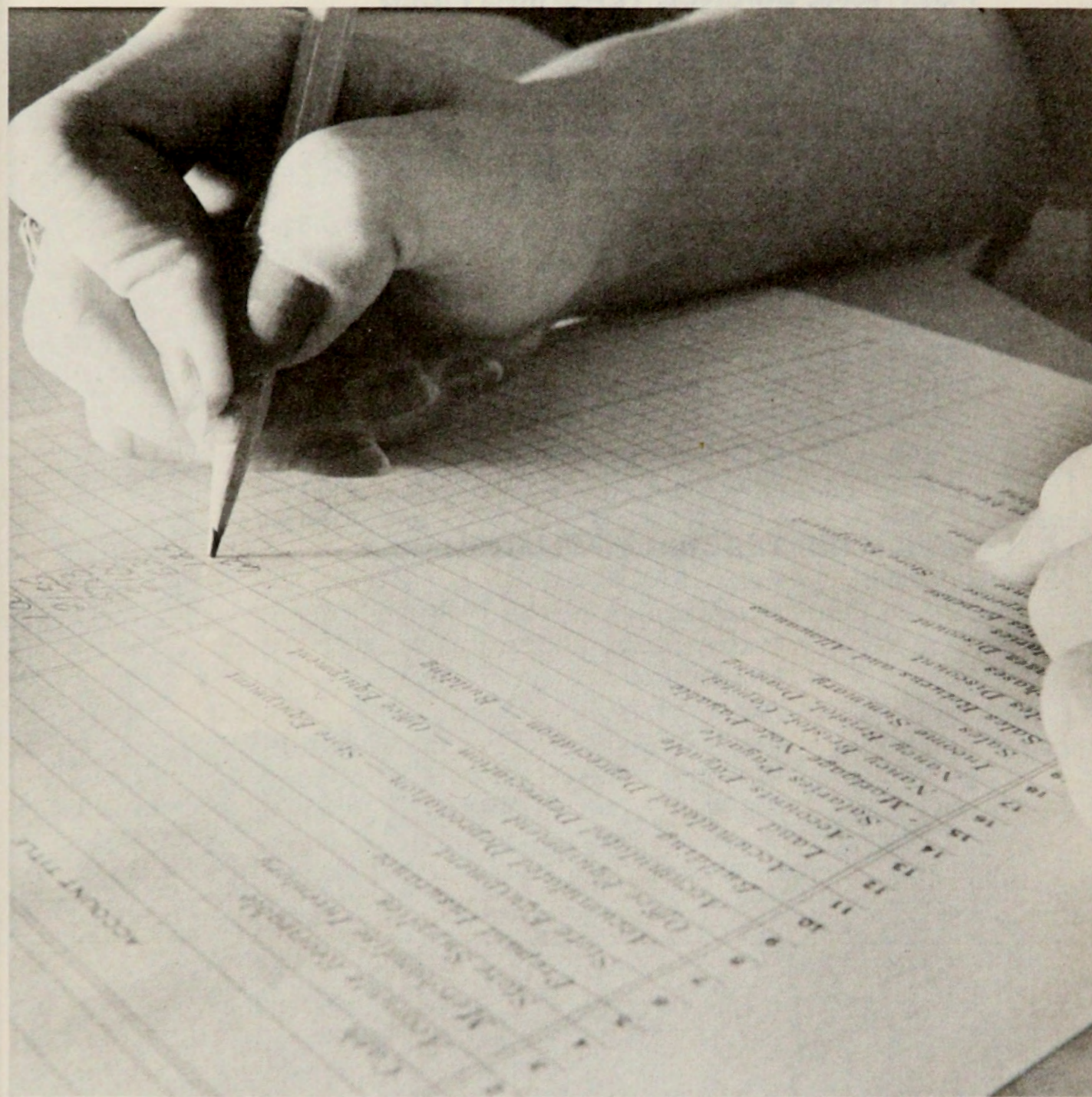
¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

⁴CS 100 is not to be selected.

⁵Student teaching is a full time commitment; no other course work should be taken.



EDUCATION—SECONDARY POLITICAL SCIENCE

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION

BACHELOR OF ARTS DEGREE

HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

CREDIT HOURS	COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
0	EDUC 099 ²	Decision Making Seminar		0
5	EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
5	EDUC 203	Introduction to Education	(EDUC 099) ³	5
5	EDUC 205	Reading for Secondary Teachers	(EDUC 207) ³	5
5	EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ , 203 ³)	5
5	POLS 202	Introduction to Political Science		5
5	POLS 212	State and Local Government		5
30	SUBTOTAL		SUBTOTAL:	30
POLITICAL SCIENCE TEACHING FIELD				
5	POLS 302	Political Science Research Methods	(POLS 201, 202)	5
5	POLS 333	Contemporary International Politics	(POLS 201)	5
5	POLS 334	Comparative Politics	(POLS 201)	5
5	POLS 415	American Constitutional Law II	(POLS 201)	5
5	POLS 424	American Political Thought	(POLS 201)	5
	American Government			10
	POLS 303	Politics and Public Policy Formation	(POLS 201)	
	POLS 360	The U.S. Congress	(POLS 201)	
	POLS 370	The U.S. Presidency	(POLS 201)	
	POLS 402	Political Parties	(POLS 201)	
15	POLS 410	American Legal System	(POLS 201)	
	Political Theory, Comparative and International Politics			5
	POLS 323	Issues in Political Philosophy	(POLS 201)	
	POLS 435	Foreign Policy of Major Nations	(POLS 201)	
	POLS 436	Politics of Developing Areas	(POLS 201)	
	POLS 440	U.S. National Security	(POLS 201)	
10	AFFILIATED TEACHING FIELD COURSES			
	ANTH 201 or	Man and His Culture or		5
	GEOG 201	Introduction to Geography		
	ECON 201 or	Principles of Economics - Macro or		5
	ECON 202	Problems of Economics - Micro		
	HIST 111 or	World Civilization I or		5
	HIST 112	World Civilization II	(HIST 111) ⁴	
	HIST 251 or	American History to the Civil War or		
	HIST 252	American History Since the Civil War	(HIST 251) ⁴	
	SOCI 201 or	Principles of Sociology		5
	SOCI 203	Social Problems	(SOCI 201) ⁴	
	FOREIGN LANGUAGE ⁵	French, Spanish, or German		
	101, 102, 201, 202			
50	POLITICAL SCIENCE TEACHING FIELD TOTAL		POLITICAL SCIENCE TEACHING FIELD TOTAL:	60

PROFESSIONAL EDUCATION (7-12)

Phase I

5	EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
5	EDUC 307	Educational Assessment	(Admission to Program)	5
5	EDUC 311	Educational Psychology	(Admission to Program)	5

Phase II

5	EDUC 313	Educational Foundations	(Admission to Program)	5
10	EDUC 332	Secondary Instructional Design	(Admission to Program)	10

Phase III

15	EDUC 475 ⁶	Secondary Student Teaching	(Admission to Student Teaching)	15
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45	PROFESSIONAL EDUCATION TOTAL		PROFESSIONAL EDUCATION TOTAL:	45
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191	PROGRAM TOTAL		PROGRAM TOTAL:	201
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¹The first thirty hours listed for each degree represent AREA IV of the Core Curriculum.

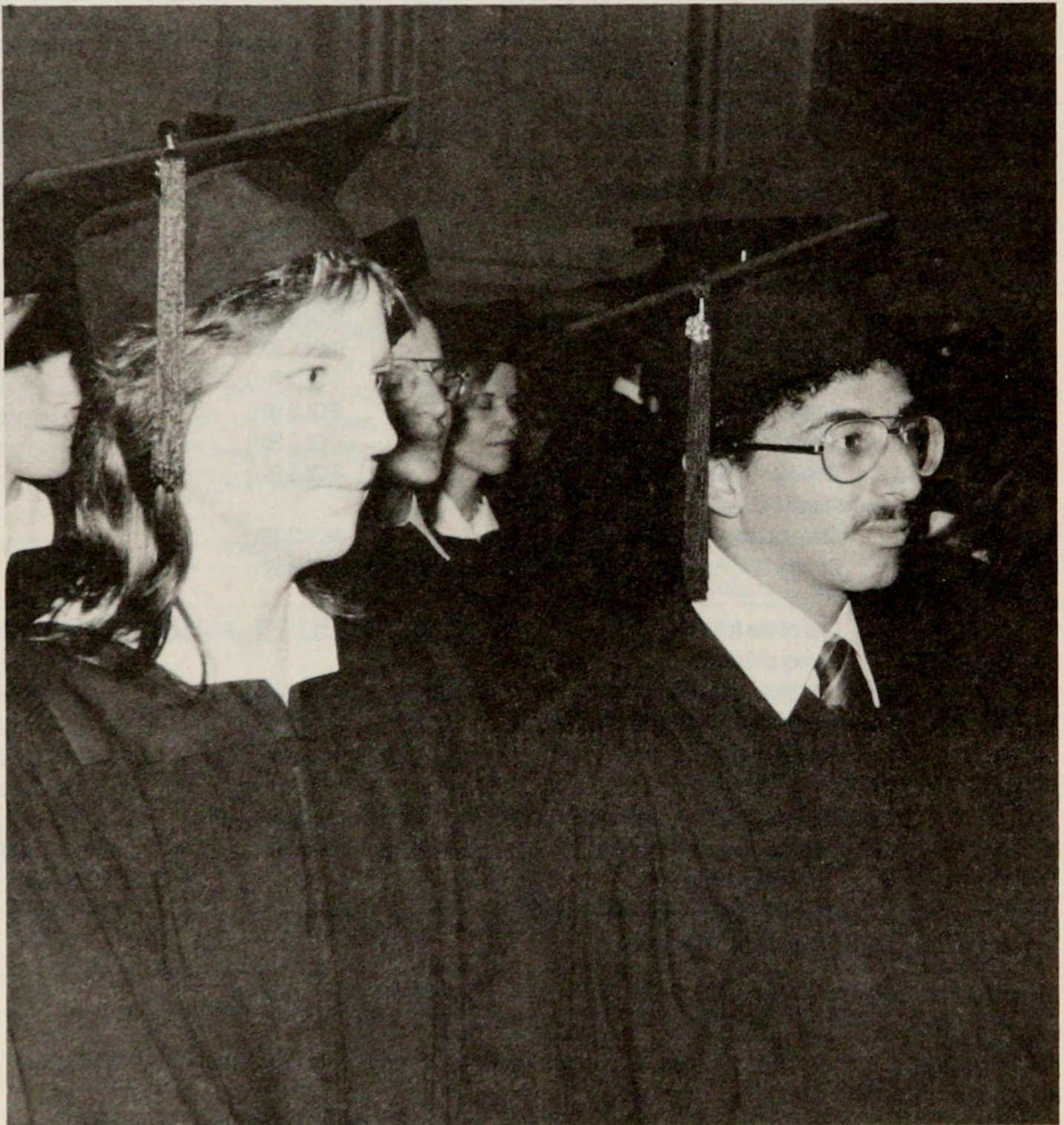
²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

⁴Recommended.

⁵The Foreign Language option applies only to the B.A. Program.

⁶Student teaching is a full-time commitment; no other course work should be taken.



EDUCATION—SECONDARY SOCIAL STUDIES

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
EDUC 099 ²	Decision-Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
EDUC 203	Introduction to Education	(EDUC 099) ³	5
EDUC 205	Reading for Secondary Teachers	(EDUC 207) ³	5
EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ , 203 ³)	5
HIST 111	World Civilization I		5
or	or		
HIST 112	World Civilization II	(HIST 111) ⁴	
HIST 251	American History to the Civil War		5
or	or		
HIST 252	American History Since the Civil War	(HIST 251) ⁴	
			SUBTOTAL: 30
SOCIAL STUDIES TEACHING FIELD			
ANTH 201	Man and His Culture		5
SSCS 303	Comparative Social Sciences		5
Sociology			
SOCI 314	Racial and Ethnic Minorities	(SOCI 201) ⁴	5
American Government One of the following:			
POLS 212	State and Local Government		5
POLS 323	Issues in Political Philosophy	(POLS 201)	
POLS 360	The U.S. Congress	(POLS 201)	
POLS 370	The U.S. Presidency	(POLS 201)	
POLS 402	Political Parties	(POLS 201)	
POLS 410	American Legal System	(POLS 201)	
POLS 415	American Constitutional Law II	(POLS 201)	
POLS 424	American Political Thought	(POLS 201)	
Comparative and International Politics			
POLS 333	Contemporary International Politics	(POLS 201)	5
POLS 334	Comparative Politics	(POLS 201)	5
Pre-Twentieth Century History			
One of the following:			
HIST 301	History of Science		5
HIST 331	U.S. Social and Cultural History I		
HIST 351	England from the Tudors to the Present		
HIST 361	Modern Russia		
HIST 404	History of Georgia		
HIST 411	United States: Revolution-Early National		
HIST 437	Classical Western Civilization		
HIST 440	The Birth of Europe		
HIST 444	European Renaissance and Reformation		
HIST 451	Civil War and Reconstruction		

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

⁴Recommended.

EDUCATION—SECONDARY SOCIAL STUDIES

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
Twentieth Century History			
	One of the following:		5
HIST 311	The New South		
HIST 321	Diplomatic History of the United States		
HIST 332	U.S. Social and Cultural History II		
HIST 404	History of Georgia		
HIST 454	Twentieth Century Europe		
HIST 461	United States: 1900 to World War II		
HIST 471	Recent United States History		
Area Studies			
	One of the following:		5
HIST 366	Modern Latin America		
HIST 373	Modern India and South Asia		
HIST 374	Modern China and Japan		
HIST 382	Middle East in Modern Times		
HIST 392	History of Modern Africa		
Geography and Economics			
	Complete Option I or Option II:		20
Option I			
FIN 351	Consumer Finance		
GEOG 201	Introduction to Geography		
GEOG 300	Urban Geography		
GEOG 310	Historical Geography		
Option II			
ECON 342	Comparative Economic Systems		
FIN 351	Consumer Finance		
GEOG 201	Introduction to Geography		
ECON 201	Principles of Economics - Macro		
or	or		
ECON 202	Principles of Economics - Micro		
			SOCIAL STUDIES TEACHING FIELD TOTAL: 65

PROFESSIONAL EDUCATION (7-12)

Phase I			
EDUC 304	Exceptional Children and Youth	(Admission to Program)	5
EDUC 307	Educational Assessment	(Admission to Program)	5
EDUC 311	Educational Psychology	(Admission to Program)	5
Phase II			
EDUC 313	Educational Foundations	(Admission to Program)	5
EDUC 332	Secondary Instructional Design	(Admission to Program)	10
Phase III			
EDUC 475 ⁵	Secondary Student Teaching	(Admission to Student Teaching)	15
			PROFESSIONAL EDUCATION TOTAL: 45
			PROGRAM TOTAL: 206

⁵Student teaching is a full time commitment; no other course work should be taken.

ENGLISH

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES
DEPARTMENT OF ENGLISH
HUMANITIES BUILDING

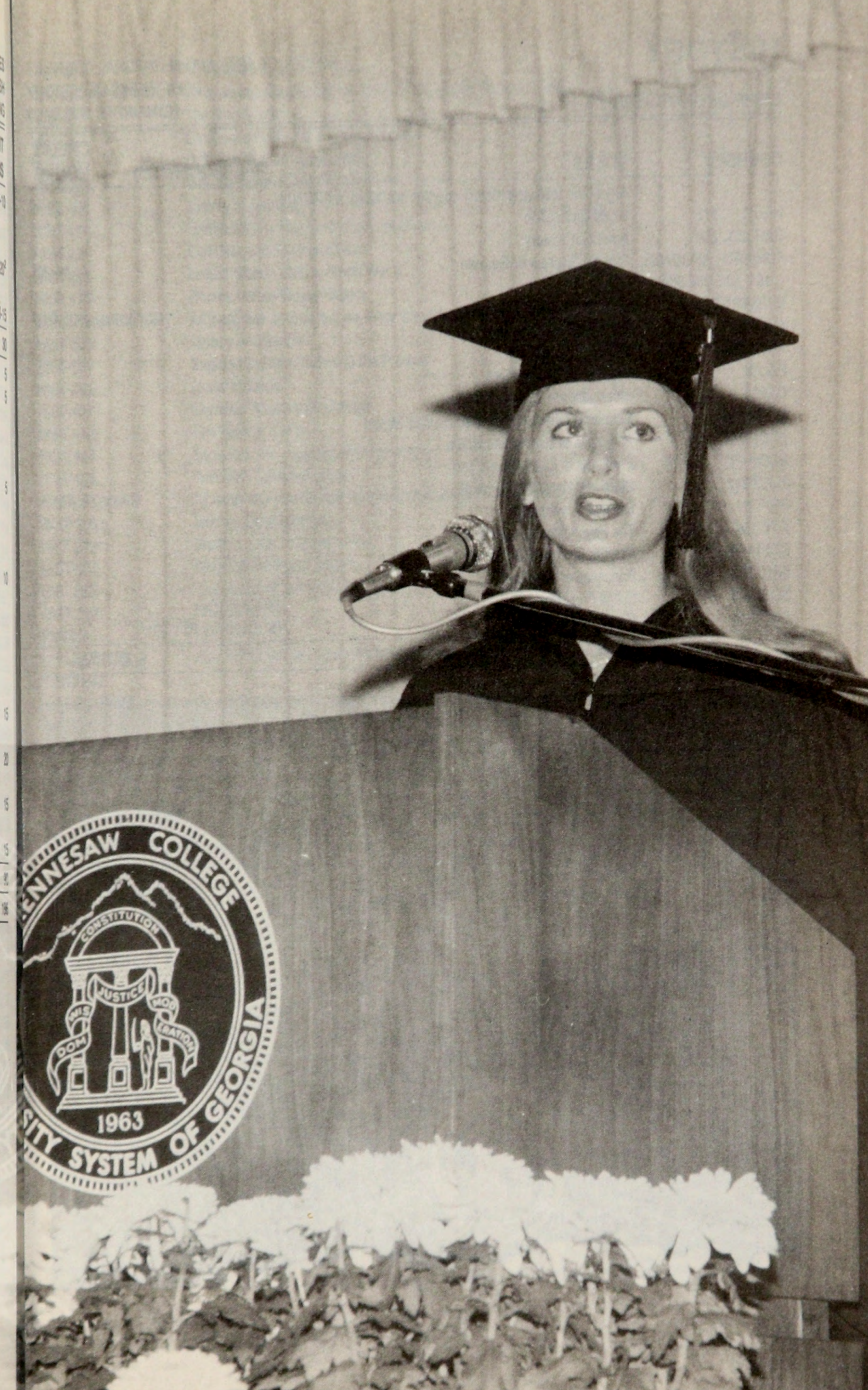
BACHELOR OF ARTS DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
ENGL 203, 204 or ENGL 221, 222	English Literature or American Literature	(ENGL 102)	5-10
FOREIGN LANGUAGE 101, 102, 201, 202	French, German, or Spanish		10-20 ²
ELECTIVES	Art, English, Music, Philosophy, Speech		0-15
			SUBTOTAL: 30
ENGL 385	Shakespeare	(ENGL 201)	5
HISTORY & CRITICISM	One of the following:		5
ENGL 401	History of the English Language	(ENGL 201)	
ENGL 402	History of Literary Criticism	(ENGL 201)	
AMERICAN LITERATURE	One of the following:		5
ENGL 370	Romanticism in American Literature	(ENGL 201)	
ENGL 372	Realism and Naturalism in American Lit	(ENGL 201)	
ENGL 475	Modern American Literature	(ENGL 201)	
ENGLISH LITERATURE	Two of the following:		10
ENGL 380	Chaucer	(ENGL 201)	
ENGL 390	Milton	(ENGL 201)	
ENGL 430	Elizabethan Prose and Poetry	(ENGL 201)	
ENGL 435	Seventeenth Century Prose and Poetry	(ENGL 201)	
MAJOR ELECTIVES³	Any 300 or 400 level courses in English		15
MINOR ELECTIVES	Any 300 or 400 level courses from any one discipline other than English		20
GENERAL ELECTIVES	Any 300 or 400 level courses from any discipline other than English		15
FREE ELECTIVES³	Any three courses in the College Curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 186

¹The first thirty hours represent AREA IV of the Core Curriculum.

²Ten hours at intermediate level or twenty hours if begun in college.

³Students with a special interest in writing should select Engl 309, 310 and 311 in these options.



HISTORY

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES
DEPARTMENT OF HISTORY
HUMANITIES BUILDING

BACHELOR OF ARTS DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
	Any of the following History courses not taken in AREA III		10
HIST 111, 112	World Civilization		
HIST 251, 252	American History		
FOREIGN LANGUAGE 101, 102, 201, 202	French, Spanish or German		10-20 ²
ELECTIVES	Choose from the following:		0-20
ACC 201	Principles of Accounting I		
ANTH 201	Man and His Culture		
BA 101	Introduction to Business		
CJ 201	Introduction to Criminal Justice		
ECON 133	Economic Development of the United States		
ECON 201	Principles of Economics-Macro		
ECON 202	Problems of Economics-Micro		
POLS 212	State and Local Government		
PSY 201	General Psychology		
PSY 258	The Psychology of Adjustment		
SOCI 133	Introduction to Social Services	(SOCI 201)	
SOCI 201	Principles of Sociology		
SOCI 203	Social Problems	(SOCI 201 ³)	
SOCI 204	Marriage and the Family	(SOCI 201 or PSY 201 ³)	
SUBTOTAL:			30



HIST 300	Introduction to Study of History	5
AMERICAN HISTORY	At least one course but no more than three of the following:	35
HIST 311	The New South	
HIST 321	Diplomatic History of the United States	
HIST 331	U.S. Social and Cultural History I	
HIST 332	U.S. Social and Cultural History II	
HIST 404	History of Georgia	
HIST 411	United States: Revolution-Early National	
HIST 451	Civil War and Reconstruction	
HIST 461	United States: 1900 to World War II	
HIST 471	Recent United States History	
EUROPEAN HISTORY	At least one course but no more than three of the following:	
HIST 301	History of Science	
HIST 351	England from the Tudors to the Present	
HIST 361	Modern Russia	
HIST 437	Classical Western Civilization	
HIST 440	The Birth of Europe	
HIST 444	European Renaissance and Reformation	
HIST 454	Twentieth Century Europe	
AREA STUDIES	At least one course but no more than three of the following:	
HIST 366	Modern Latin America	
HIST 373	Modern India and South Asia	
HIST 374	Modern China and Japan	
HIST 382	The Middle East in Modern Times	
HIST 392	Modern Africa	
MINOR		
ELECTIVES	Any 300 or 400 level courses from any one discipline other than History	20
GENERAL		
ELECTIVES⁴	Any 300 or 400 level courses from any discipline other than History	15
FREE		
ELECTIVES⁴	Any courses in the College Curriculum	15
		SUBTOTAL: 90
		PROGRAM TOTAL: 186

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²Ten hours at intermediate level or twenty hours if begun in college.

³Recommended.

⁴Hours earned from an internship or co-op must be included as general or free electives.

MANAGEMENT

BACHELOR OF BUSINESS
ADMINISTRATION DEGREE

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MANAGEMENT AND OFFICE ADMINISTRATION
BUSINESS ADMINISTRATION BUILDING

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
ACC 201	Principles of Accounting I		5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 201	Principles of Economics-Macro		5
ECON 202	Problems of Economics-Micro		5
ELECTIVES	Any two of the following:		10
BA 101	Introduction to Business		
BA 207	Computer Applications for Business	(ACC 202, MATH 137 or 236)	
BA 208	Business Communications	(ENGL 101, 102)	
BL 210	Legal Environment of Business		
CS 140	Introduction to Programming	(MATH 101, 116, 136)	
ECON 133	Economic Development of the United States		
SPCH 208	Fundamentals of Speech		
			SUBTOTAL: 30
BL 310	Business Law I		5
ECON 340	Money and Banking	(ECON 201, 202)	5
FIN 350	Principles of Finance	(ACC 202)	5
MKT 370	Principles of Marketing	(ACC 201 ² ; ECON 201 or 202 ³)	5
MATH 312	Business and Economic Statistics	(MATH 137, 201 or 236)	5
MGT 360	Principles of Management	(ACC 201 ² ; ECON 201 or 202 ³)	5
MGT 461	Personnel Administration	(MGT 360)	5
MGT 462	Organization Theory	(MGT 360)	5
MGT 463	Business Policy	(MGT 360; FIN 350; MKT 370)	5
MAJOR ELECTIVES	Any three of the following:		15
MGT 361	Small Business Management	(MGT 360)	
MGT 362	Business and Society	(MGT 360)	
MGT 464	Production Management	(MATH 236 and 312; MGT 360)	
MGT 465	Introduction to Organizational Communication	(MGT 360)	
MGT 466	Managerial Economics	(ECON 201 and 202; FIN 350; MATH 312)	
GENERAL			
ELECTIVES	Any three upper-division courses from any offering of the College other than Management. An internship in any area, including Management, may be taken.		15
FREE			
ELECTIVES	Any three courses in the College Curriculum		15
			PROGRAM TOTAL: 186

¹The first thirty hours listed for this Degree represent AREA IV of the Core Curriculum.

²Required.

³Recommended.

MARKETING

BACHELOR OF BUSINESS
ADMINISTRATION DEGREE

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MARKETING AND BUSINESS LAW
BUSINESS ADMINISTRATION BUILDING

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
ACC 201	Principles of Accounting I		5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 201	Principles of Economics-Macro		5
ECON 202	Problems of Economics-Micro		5
ELECTIVES	Any two of the following:		10
BA 101	Introduction to Business		
BA 207	Computer Applications for Business	(ACC 202; MATH 137 or 236)	
BA 208	Business Communications	(ENGL 101, 102)	
BL 210	Legal Environment of Business		
CS 140	Introduction to Programming	(MATH 101, 116, or 136)	
ECON 133	Economic Development of the United States		
SPCH 208	Fundamentals of Speech		
			SUBTOTAL: 30
BL 310	Business Law I		5
ECON 340	Money and Banking	(Econ 201, 202)	5
FIN 350	Principles of Finance	(ACC 202)	5
MGT 360	Principles of Management	(ACC 201 ² ; ECON 201 or 202 ³)	5
MATH 312	Business and Economic Statistics	(MATH 137, 201, or 236)	5
MKT 370	Principles of Marketing	(ACC 201 ² ; ECON 201 or 202 ³)	5
MKT 473	Marketing Research	(MKT 370; MATH 312)	5
MKT 475	Advertising	(MKT 370)	5
MKT 478	Marketing Management	(MKT 370, 473, 475)	5
MAJOR ELECTIVES	Three of the following:		15
MKT 471	Retail Management	(MKT 370)	
MKT 472	Sales Management	(MKT 370)	
MKT 474	Physical Distribution	(MKT 370)	
MKT 476	Consumer Behavior	(MKT 370)	
MKT 477	International Marketing	(MKT 370)	
GENERAL ELECTIVES	Any 300 or 400 level courses from any discipline other than Marketing. An internship in any area, including Marketing, may be taken.		15
FREE ELECTIVES	Any courses in the College Curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 186

¹The first thirty hours listed for this Degree represent AREA IV of the Core Curriculum.

²Required.

³Recommended.

MATHEMATICS

SCHOOL OF SCIENCE AND ALLIED HEALTH
DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE
SOCIAL SCIENCE BUILDING

BACHELOR OF SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
MATH 201	Calculus II	(MATH 103)	5
MATH 202	Calculus III	(MATH 201)	5
MATH 203	Calculus IV	(MATH 202)	5
MATH 260	Elementary Linear Algebra	(MATH 201)	5
ELECTIVES²	Two of the following:		10
BIOL 200/201	Biological Principles I/II	(CHEM 122) ³	
CHEM 240/241	Organic Chemistry I/II	(CHEM 122/240)	
PHYS 201/202	General Physics I/II	(MATH 103, 201 ⁴ /PHYS 201; MATH 201)	
PHYS 203 and	General Physics III Any course in Math, Computer Science, or Foreign Language ^{2,5}	(PHYS 202)	
			SUBTOTAL: 30
MATH 300	Foundations of Mathematics	(MATH 201)	5
MATH 310	Ordinary Differential Equations	(MATH 202) ³	5
MATH 361	Algebra I	(MATH 260, 300)	5
MATH 371	Applied Mathematics I	(MATH 201)	5
or	or		
MATH 372	Applied Mathematics II	(MATH 201, 260)	
MATH 381	Advanced Calculus I	(MATH 203, 300)	5
MATH 421	Mathematical Statistics I	(MATH 203)	5
MAJOR ELECTIVES	Complete any two of the above sequences from the following:		10
MATH 362	Algebra II	(MATH 361)	
MATH 371	Applied Mathematics I	(MATH 201)	
MATH 372	Applied Mathematics II	(MATH 201, 260)	
MATH 373	Applied Mathematics III	(MATH 203, 310)	
MATH 382	Advanced Calculus II	(MATH 381)	
MATH 422	Mathematical Statistics II	(MATH 421)	
MINOR ELECTIVES	Any 300 or 400 level courses from any one discipline other than Mathematics		20
GENERAL ELECTIVES	Any 300 or 400 level courses from any discipline other than Mathematics		15
FREE ELECTIVES	Any courses in the college curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 186

¹The first thirty hours listed for this Degree represent AREA IV of the Core Curriculum.

²Math 103 must be chosen as an AREA II elective unless credit for this course is earned in AREA II.

Math 103 is a prerequisite for Math 201 in AREA IV and either Math 101, 102, or 116 are prerequisites for Math 103.

³Corequisite.

⁴Math 201 is a corequisite for Physics 201.

⁵All 100 level Math classes and Computer Science 100 may not be used to satisfy this requirement.

MUSIC

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES

DEPARTMENT OF MUSIC

BACHELOR OF ARTS DEGREE

MUSIC BUILDING

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
MUSI 110	Survey of Musical Styles	(MUSI 120)	3
MUSI 121	Elementary Theory II	(MUSI 120)	3
MUSI 122	Elementary Theory III	(MUSI 121)	3
MUSI 150	Ensemble I		6
MUSI 220	Advanced Harmony I	(MUSI 122)	3
MUSI 221	Advanced Harmony II	(MUSI 220)	3
MUSI 222	Advanced Harmony III	(MUSI 221)	3
MUSI 160, 163, 260, 263	Performance-Applied Music ²		6
			SUBTOTAL: 30
MUSI 311	History of Music I	(MUSI 122)	3
MUSI 312	History of Music II	(MUSI 122)	3
MUSI 313	History of Music III	(MUSI 122)	3
MUSI 320	Form and Analysis	(MUSI 122; 222 ³)	3
MUSI 324	Instrumentation	(MUSI 122; 222 ³)	2
MUSI 330	Principles of Conducting	(MUSI 222)	2
MUSI 331 ⁴	Choral Conducting	(MUSI 222)	2
or	or		
MUSI 332	Instrumental Conducting	(MUSI 222)	
MUSI 350	Ensemble II		6
MUSI 360/363	Applied in one Area of Concentration		3
MUSI 420	Counterpoint	(MUSI 222)	3
MUSI 460/463	Applied in one Area of Concentration		3

¹The first thirty hours listed represent AREA IV of the Core Curriculum.

²The six hours of applied music must be taken in a single area of concentration.

³Recommended.

⁴Required of vocal area of concentration.



MUSIC

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES

DEPARTMENT OF MUSIC

MUSIC BUILDING

BACHELOR OF ARTS DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
MAJOR ELECTIVES	Chosen from the following:		7
MUSI 314 ⁵	Keyboard Literature	(MUSI 122)	3
MUSI 315 ⁴	Vocal Literature	(MUSI 122)	3
MUSI 317	Introduction to Opera		5
MUSI 318	Introduction to Symphonic Music		5
MUSI 319	Introduction to Jazz		5
MUSI 321	Advanced Ear Training	(MUSI 222)	2
MUSI 331	Choral Conducting	(MUSI 222)	2
MUSI 332	Instrumental Conducting	(MUSI 222)	2
MUSI 333 ⁵	Accompanying	(Applied Piano Study) ⁶	1
MUSI 334 ⁴	Italian and English Diction		1
MUSI 335 ⁴	German Diction		1
MUSI 336 ⁴	French Diction		1
MUSI 352	Opera Workshop	(Applied Vocal Study) ⁶	2
MUSI 365	Keyboard Skills I		2
MUSI 366	Keyboard Skills II	(MUSI 365) ²	2
MUSI 367	Vocal Skills I		2
MUSI 368	Vocal Skills II	(MUSI 367)	2
MUSI 370	Composition		1
MUSI 373	Composition		2
MUSI 410	Contemporary Music Literature	(MUSI 122)	3
MUSI 421	Twentieth Century Analysis	(MUSI 320)	3
MUSI 430 ⁵	Piano Pedagogy	(Applied Piano Study) ⁶	2
MUSI 470	Composition		1
MUSI 473	Composition		2
MINOR ELECTIVES⁷	Any 300 or 400 level courses from any one discipline other than Music or Any 300 or 400 level Music courses but including at least one course each from the following areas: Music Literature, Theory, Ensemble, and Applied (other than area of major concentration)		20
GENERAL ELECTIVES	Any 300 or 400 level courses from any discipline other than Music		15
FREE ELECTIVES	Any courses in the College Curriculum		15
SUBTOTAL:			90
PROGRAM TOTAL:			186

⁴Required of vocal area of concentration

⁵Required of keyboard area of concentration.

⁶Corequisite.

⁷Students planning professional programs or graduate study should choose the second option and elect minor courses in Music from outside the applied area of Music concentration.

NURSING

BACHELOR OF SCIENCE
IN NURSING DEGREE

SCHOOL OF SCIENCE AND ALLIED HEALTH
DEPARTMENT OF NURSING
ADMINISTRATION ANNEX BUILDING

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
BIOL 221	Human Anatomy and Physiology I	(BIOL 103 or CHEM 105)	5
BIOL 222	Human Anatomy and Physiology II	(BIOL 221)	5
BIOL 261	Fundamental Microbiology	(BIOL 103 or BIOL 221)	5
NURS 200 ³	Ecology of Health	(SOCl 201)	2
NURS 201 ³	Theoretical Base for Nursing	(PSY 201, SOCl 201)	3
NURS 210 ³	Nursing Science I	(ENGL 102; BIOL 261; MATH 107; CHEM 106; NURS 200 and 201; PSY 305)	5
PSY 201 or SOCl 201	General Psychology or Principles of Sociology		5
SUBTOTAL:			30
BIOL 317	Pathophysiology	(BIOL 222, 261; CHEM 106)	5
CHEM 301	Pharmacological Chemistry	(CHEM 106)	5
NURS 300 ³	Developmental Approach to Health	(PSY 305)	2
NURS 301 ³	Nutrition	(BIOL 222; CHEM 106)	3
NURS 302	Foundations of Research	(MATH 107)	5
NURS 310 ³	Nursing Science II	(NURS 210; BIOL 317 ² ; CHEM 301 ² ; NURS 300, 301 ²)	10
NURS 311 ³	Nursing Science III	(NURS 210; BIOL 317 ² ; CHEM 301 ² ; NURS 300, 301 ²)	10
NURS 312 ³	Nursing Science IV	(NURS 210; BIOL 317 ² ; CHEM 301 ² ; NURS 300, 301 ²)	5
NURS 400	Nursing Perspectives	(NURS 302, 310, 311, 312) ³	
NURS 410	Nursing Science V	(NURS 302, 310, 311, 312)	10
NURS 411	Nursing Science VI	(NURS 302, 310, 311, 312)	5
NURS 412	Nursing Science VII	(NURS 410, 411)	12
PSY 305	Developmental Psychology	(PHY 201)	5
MAJOR ELECTIVES	One of the following:		
NURS 420 or NURS 421	Ethical Issues in Nursing or Dying and Death		2
FREE ELECTIVES	Any 300-400 level courses in the College Curriculum		10
PROGRAM TOTAL:			188

¹The first thirty hours represent AREA IV of the Core Curriculum

²Corequisite

³Registered Nursing students can receive credit for these courses (forty hours in total) by completing Nursing 320.

POLITICAL SCIENCE

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES
DEPARTMENT OF POLITICAL SCIENCE AND SOCIOLOGY

BACHELOR OF ARTS DEGREE

SOCIAL SCIENCE BUILDING

BACHELOR OF SCIENCE DEGREE

CREDIT HOURS	COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
0- 5 ²	POLS 202	Introduction to Political Science		0-5 ²
10-20 ³	FOREIGN LANGUAGE 101, 102, 201, 202	French, German, or Spanish		
		At least two courses from one of the following options:		10-20 ⁴
	MATH 236	Decision Math	(MATH 101 or 116)	
	MATH 312	Business and Economics Statistics	(MATH 137, 201, or 236)	
	or	or		
	CS 245	Scientific Programming Languages	(CS 140)	
	CS 310	Advanced Programming	(CS 140)	
	CS 340	Computer Applications in Statistics	(CS 140 and Statistics)	
5-25	ELECTIVES	Foreign Language or any 100-200 level course in Business Administration, Humanities, Social Science, or Mathematics.		0-15
30	SUBTOTAL		SUBTOTAL:	30
5	POLS 302	Introduction to Research Methods		5
35		At least 35 hours from the following with no more than two (2) courses from any one of the following five areas:		35
		I. AMERICAN GOVERNMENT AND CONSTITUTIONAL LAW		
	POLS 315	American Constitutional Law I	(POLS 201)	
	POLS 360	U.S. Congress	(POLS 201)	
	POLS 370	U.S. Presidency	(POLS 201)	
	POLS 402	Political Parties	(POLS 201)	
	POLS 410	American Legal System	(POLS 201)	
	POLS 412	Urban Affairs	(POLS 201)	
	POLS 415	American Constitutional Law II	(POLS 201)	
	POLS 420	Judicial Process	(POLS 201)	
		II. POLITICAL THEORY		
	POLS 323	Issues in Political Philosophy	(POLS 201)	
	POLS 423	Great Political Thinkers	(POLS 201)	
	POLS 424	American Political Thought	(POLS 201)	
		III. COMPARATIVE GOVERNMENT		
	POLS 334	Comparative Politics	(POLS 201)	
	POLS 436	Politics of Developing Areas	(POLS 201)	
		IV. INTERNATIONAL RELATIONS		
	POLS 333	International Politics	(POLS 201)	
	POLS 435	Foreign Policy of Major Nations	(POLS 201)	
	POLS 440	U.S. National Security	(POLS 201)	
		V. PUBLIC ADMINISTRATION		
	POLS 303	Politics and Public Policy	(POLS 201)	
	POLS 343	Principles of Public Administration	(POLS 201)	
	POLS 444	Admin. Practices and Organizations	(POLS 201)	
20	MINOR			
	ELECTIVES	Any 300 or 400 level courses from any one discipline other than Political Science		20
15	GENERAL			
	ELECTIVES⁵	Any 300 or 400 level courses from any discipline other than Political Science		15
15	FREE ELECTIVES⁵	Any courses in the College Curriculum		15
90	SUBTOTAL		SUBTOTAL:	90
186	PROGRAM TOTAL		PROGRAM TOTAL:	186

PSYCHOLOGY

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES

DEPARTMENT OF PSYCHOLOGY

BACHELOR OF ARTS DEGREE

SOCIAL SCIENCE BUILDING

BACHELOR OF SCIENCE DEGREE

CREDIT HOURS	COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
5	PSY 299	Quantitative Psychology	(MATH 101 or 116; PSY 201 or MATH 107 ²)	5
5	PSY 201	General Psychology		5
	PSY 220	Psychology of Communication		
	PSY 258	Psychology of Adjustment		
10-20 ³	FOREIGN LANGUAGE 101, 102, 201, 202	French, German, or Spanish		
0-10	MATH/COMPUTER SCIENCES	Chosen from the following:		10-20
	CS 100	Computer Literacy		
	CS 140	Introduction to Programming	(MATH 101, 116 or 136)	
	CS 245	Scientific Programming Languages	(CS 140)	
	MATH 236	Decision Mathematics	(MATH 101 or 116)	
	Electives	Any courses in Humanities, Social Science, Natural Science or Foreign Language options ⁴		0-10
30	SUBTOTAL		SUBTOTAL:	30
5	PSY 300	Research Methods	(PSY 201; PSY 299)	5
5	PSY 301	Experimental Psychology	(PSY 300)	5
15		Three of the following:		15
	PSY 305	Developmental Psychology	(PSY 201)	
	PSY 320	Leadership and Group Dynamics	(PSY 201)	
	PSY 325	Social Psychology	(PSY 201)	
	PSY 335	Theories of Personality	(PSY 201)	
	PSY 345	Learning and Conditioning	(PSY 201)	
	PSY 370	Industrial Psychology	(PSY 201)	
15		Three of the following:		15
	PSY 410	Physiological Psychology	(PSY 301; BIOL 104 ²)	
	PSY 415	Theories of Perception	(PSY 301)	
	PSY 420	Applied Psychology	(One PSY 300 level)	
	PSY 425	Psychology of Women	(One PSY 300 level)	
	PSY 430	Abnormal Psychology	(One PSY 300 level)	
	PSY 455	Cognitive Psychology	(One PSY 300 level)	
	PSY 470	Personnel Psychology	(PSY 201; PSY 370 or MGT 360 ²)	
20	MINOR ELECTIVES	Any 300-400 level courses in any one discipline other than Psychology		20
15	GENERAL ELECTIVES	Any 300-400 level courses in any discipline other than Psychology ⁵		15
15	FREE ELECTIVES	Any courses in the College Curriculum ⁵		15
90	SUBTOTAL		SUBTOTAL:	90
186	PROGRAM TOTAL		PROGRAM TOTAL:	186

¹The first thirty hours listed represent AREA IV of the Core Curriculum for each Degree.

²Recommended.

³Ten hours at intermediate level or twenty hours if begun in college.

⁴The Natural Science and Foreign Language options apply only to the B.S. Degree in the elective category.

⁵Hours earned from an internship or co-op must be included as General or Free electives.

Political Science (continued)

¹The first thirty hours listed for each degree represent AREA IV of the Core Curriculum.

²If not taken in Area III.

³Ten hours at intermediate level or twenty hours if begun in college.

⁴Ten hours of Math or Computer Science must be completed. If the student elects a Computer Science sequence, Computer Science 140 should also be selected as an elective in AREA II of the Core. If the Math sequence is taken in AREA IV, then MATH 107 should be selected as an elective in AREA II.

⁵Hours earned from an internship or co-op must be included as general or free electives.

SECRETARIAL SCIENCE

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MANAGEMENT AND OFFICE ADMINISTRATION
BUSINESS ADMINISTRATION BUILDING

BACHELOR OF SCIENCE DEGREE¹

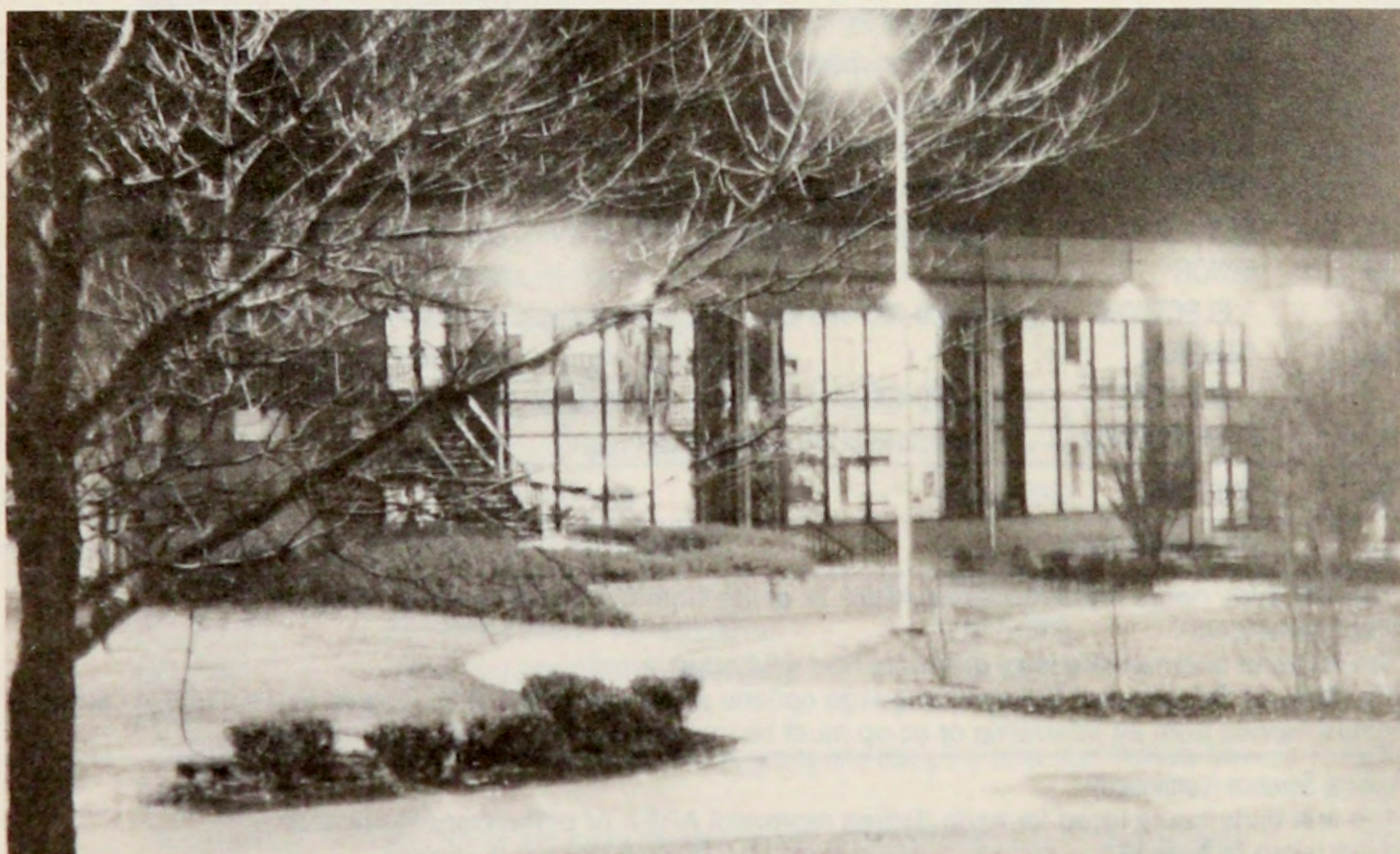
COURSES ²	TITLES	(PREREQUISITES)	CREDIT HOURS
ACC 202	Principles of Accounting II	(ACC 201)	5
BA 308	Administrative Communications	(ENGL 102)	5
BL 310	Business Law I		5
BL 410	Business Law II	(BL 310) ³	5
ECON 202	Problems of Economics-Micro		5
ECON 340	Money and Banking	(ECON 201, 202)	5
FIN 350	Principles of Finance	(ACC 202)	5
FIN 351	Consumer Finance		5
or	or		
FIN 451	Financial Management	(FIN 350)	
MATH 312	Business and Economic Statistics	(MATH 137, 201, or 236)	5
MGT 360	Principles of Management	(ACC 201; ECON 201 or ECON 202 ³)	5
MGT 461	Personnel Administration	(MGT 360)	5
or	or		
MGT 462	Organization Theory	(MGT 360)	
MKT 370	Principles of Marketing	(ACC 201; ECON 201 or 202 ³)	5
MKT 471	Retail Management	(MKT 370)	5
or	or		
MKT 472	Sales Management	(MKT 370)	
CO-OP	One year Secretarial Curriculum at the Marietta-Cobb Area Vocational Technical		
REQUIREMENT	School, or an approved equivalent.		45
GENERAL			
ELECTIVES	Four 300 or 400 level courses from any discipline		20

PROGRAM TOTAL: 196

¹This program is offered in conjunction with the Marietta-Cobb Area Vocational Technical School.

²ACC 202, plus ECON 202, and twenty hours of the Secretarial curriculum at the Marietta-Cobb Area Vocational Technical School, represent AREA IV of the Core Curriculum.

³Recommended



Associate Programs



ACCOUNTING

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF ACCOUNTING
BUSINESS ADMINISTRATION BUILDING

ASSOCIATE IN SCIENCE DEGREE¹

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
Elective	One of the following:		5
ART 101	Principles of Art		
ART 210	Introduction to Art		
ENGL 201	Literature of the Western World I	(ENGL 102)	
ENGL 202	Literature of the Western World II	(ENGL 102)	
MUSI 101	Music Appreciation		
PHIL 201	Introduction to Philosophy	(ENGL 102)	
SOCIAL SCIENCE			
HIST 251 or 252	American History		5
POLS 201	American Government		5
Elective	One of the following:²		5
ANTH 201	Man and His Culture		
CJ 201	Introduction to Criminal Justice		
HIST 111 or 112	World Civilization I or II		
POLS 212	State and Local Government		
PSY 201	General Psychology		
PSY 258	The Psychology of Adjustment		
SOCI 201	Principles of Sociology		
PHYSICAL EDUCATION			3
MAJOR FIELD REQUIREMENTS			
ECON 201	Principles of Economics-Macro		5
Electives	Any two of the following:²		10
BA 101	Introduction to Business		
BA 207	Computer Applications for Business	(ACC 202; MATH 137 or 236)	
BA 208	Business Communications	(ENGL 102)	
ECON 133	Economic Development of the United States		
ECON 202	Problems of Economics-Micro		
MATH 101	College Algebra		
MATH 107	Introduction to Statistics	(MATH 101, 116, or 137)	
MATH 116	Elementary Functions-Precalculus		
MATH 136	Decision Mathematics I		
CO-OP REQUIREMENT	One year Junior Accounting Curriculum at the Marietta-Cobb Area Vocational School, or an approved equivalent.		45

PROGRAM TOTAL: 93

¹This program is offered in conjunction with the Marietta-Cobb Area Vocational Technical School.

²Students who may later wish to earn a Bachelor of Science Degree offered in conjunction with the Marietta-Cobb Area Vocational-Technical School should choose HIST 111 or 112 as the Social Science Elective and ECON 202 plus MATH 101, 116, or 136 as Major Field Electives.

BUSINESS ADMINISTRATION

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MANAGEMENT AND OFFICE ADMINISTRATION
BUSINESS ADMINISTRATION BUILDING

ASSOCIATE IN SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
Elective	One of the following:		5
ART 101	Principles of Art		
ART 210	Introduction to Art		
ENGL 201	Literature of the Western World I	(ENGL 102)	
ENGL 202	Literature of the Western World II	(ENGL 102)	
MUSI 101	Music Appreciation		
PHIL 201	Introduction to Philosophy	(ENGL 102)	
NATURAL SCIENCE and MATHEMATICS			
MATH 136 ¹	Decision Mathematics I		5
MATH 137 ¹	Decision Mathematics II	(MATH 136)	5
or	or		
MATH 107	Introduction to Statistics	(MATH 101, 116, or 137)	
CS 140	Introduction to Programming	(MATH 101, 116, or 136)	
Elective	Natural Science, additional Math, or Computer Science		5
SOCIAL SCIENCE			
HIST 251 or 252	American History		5
POLS 201	American Government		5
Elective	One of the following:		5
ANTH 201	Man and His Culture		
CJ 201	Introduction to Criminal Justice		
HIST 111 or 112	World Civilization		
POLS 212	State and Local Government		
PSY 201	General Psychology		
PSY 258	The Psychology of Adjustment		
SOCI 201	Principles of Sociology		
PHYSICAL EDUCATION			6

MAJOR FIELD REQUIREMENTS

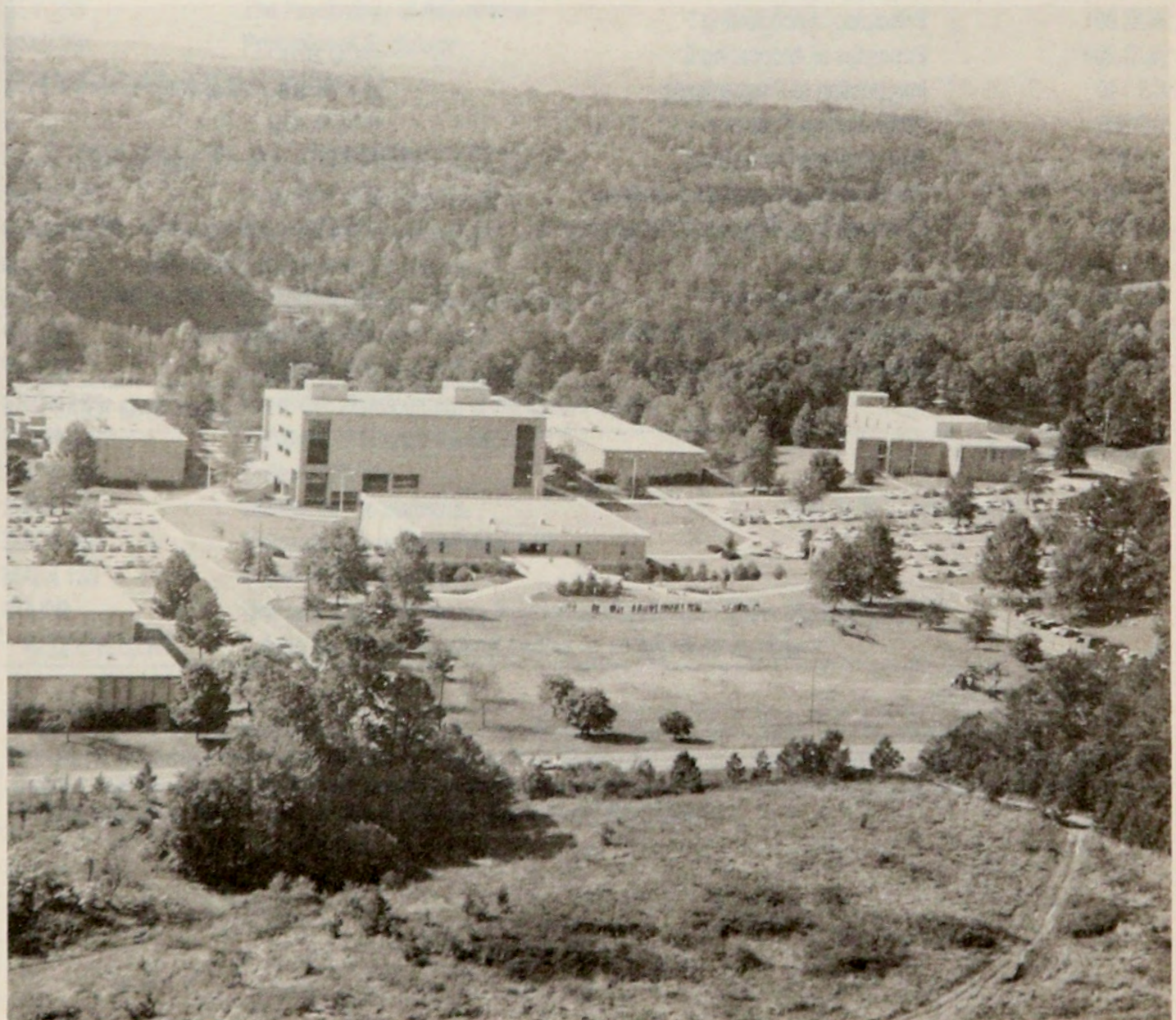
ACC 201	Principles of Accounting I		5
ACC 202	Principles of Accounting II	(ACC 201)	5
BA 208	Business Communications	(ENGL 102)	5
ECON 201	Principles of Economics—Macro		5
ECON 202	Problems of Economics-Micro		5
Electives	Four of the following:		20
ACC 331	Intermediate Accounting I	(ACC 202)	
ACC 332	Intermediate Accounting II	(ACC 331)	
ACC 333	Advanced Accounting	(ACC 332)	
BA 308	Administrative Communications	(ENGL 102)	
BL 310 ¹	Business Law I		
ECON 340 ¹	Money and Banking	(ECON 201, 202)	
ECON 341	Labor Relations	(ECON 201, 202)	
ECON 342	Comparative Economic Systems		
FIN 350 ¹	Principles of Finance	(ACC 202)	
FIN 351	Consumer Finance		
MATH 312 ¹	Business and Economic Statistics	(MATH 137, 201, or 236)	
MGT 360 ¹	Principles of Management	(ACC 201 ² ; ECON 201 or 202 ³)	
MKT 370 ¹	Principles of Marketing	(ACC 201 ² ; ECON 201 or 202 ³)	

PROGRAM TOTAL: 96

¹Students who plan to transfer into one of the four year Bachelor of Business Administration Degree programs should select from these courses.

²Required.

³Recommended.



COMPUTER PROGRAMMING

SCHOOL OF SCIENCE AND ALLIED HEALTH
DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE
SOCIAL SCIENCE BUILDING

ASSOCIATE IN SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
NATURAL SCIENCE AND MATHEMATICS			
MATH 136	Decision Mathematics I		5
MATH 137	Decision Mathematics II	(MATH 136)	5
MATH 220	Introduction to Discrete Mathematics	(MATH 102, 116, 137, or 236)	5
MATH 312	Business and Economic Statistics	(MATH 137, 201, or 236)	5
SOCIAL SCIENCE			
HIST 251	American History to the Civil War		5
or	or		
HIST 252	American History Since the Civil War	(HIST 251 ¹)	
POLS 201	American Government		5
PHYSICAL EDUCATION			
MAJOR FIELD REQUIREMENTS			
AREA IV			
ACC 201	Principles of Accounting I		5
ACC 202	Principles of Accounting II	(ACC 201)	5
CS 140	Introduction to Programming	(MATH 101, 116 or 136)	5
CS 220	Programming Principles I	(MATH 220)	5
CS 221	Programming Principles II	(CS 220)	5
CS 245	Scientific Programming Languages	(CS 140)	5
CS 301	Computer Organization and Programming	(CS 221 or 310 and MATH 220 and 137 or 236 or 260)	5
CS 310	Advanced Programming	(CS 221 or 240 or 245 or 340)	5
CS 340	Computer Applications in Statistics	(CS 140; MATH 107)	5
BA 308	Administrative Communications	(ENGL 102)	5
			PROGRAM TOTAL: 96

¹Recommended.

DATA PROCESSING

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MANAGEMENT AND OFFICE ADMINISTRATION
BUSINESS ADMINISTRATION BUILDING

ASSOCIATE IN SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
Elective	One of the following:		5
ART 101	Principles of Art		
ART 210	Introduction to Art		
ENGL 201	Literature of the Western World I	(ENGL 102)	
ENGL 202	Literature of the Western World II	(ENGL 102)	
MUSI 101	Music Appreciation		
PHIL 201	Introduction to Philosophy	(ENGL 102)	
SOCIAL SCIENCE			
HIST 251 or 252	American History		5
POLS 201	American Government		5
Elective	One of the following:		5
ANTH 201	Man and His Culture		
CJ 201	Introduction to Criminal Justice		
HIST 111 or 112	World Civilization I or II		
POLS 212	State and Local Government		
PSY 201	General Psychology		
PSY 258	The Psychology of Adjustment		
SOCI 201	Principles of Sociology		
PHYSICAL EDUCATION			3
MAJOR FIELD REQUIREMENTS			
ECON 201	Principles of Economics-Macro		5
Electives	Any two of the following:²		10
BA 101	Introduction to Business		
BA 207	Computer Applications for Business	(ACC 202; MATH 137 or 236)	
BA 208	Business Communications	(ENGL 102)	
BL 210	Legal Environment of Business		
ECON 133	Economic Development of the United States		
ECON 202	Problems of Economics-Micro		
MATH 101	College Algebra		
MATH 107	Introduction to Statistics	(MATH 101, 116, or 137)	
MATH 116	Elementary Functions-Precalculus		
MATH 136	Decision Mathematics I		
CO-OP	One year Data Processing Technology I Curriculum at the Marietta-Cobb		
REQUIREMENT	Area Vocational Technical School, or an approved equivalent.		45
			PROGRAM TOTAL: 93

¹This program is offered in conjunction with the Marietta-Cobb Area Vocational Technical School.

²Students who may later wish to earn a Bachelor of Science Degree offered in conjunction with the Marietta-Cobb Area Vocational-Technical School should choose HIST 111 or 112 as the Social Science Elective and ECON 202 plus MATH 101, 116, or 136 as Major Field Electives.

NURSING

SCHOOL OF SCIENCE AND ALLIED HEALTH
DEPARTMENT OF NURSING
ADMINISTRATION ANNEX BUILDING

ASSOCIATE IN SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 102)	5
NATURAL SCIENCE and MATHEMATICS			
BIOL 221	Human Anatomy and Physiology I	(BIOL 103 or CHEM 105)	5
BIOL 222	Human Anatomy and Physiology II	(BIOL 221)	5
BIOL 261	Fundamental Microbiology	(BIOL 103 or 221)	5
CHEM 105	Fundamental Chemistry	(MATH 099) ²	5
SOCIAL SCIENCE			
PSY 201	General Psychology		5
PSY 305	Developmental Psychology	(PSY 201)	5
SOCI 201	Principles of Sociology		5
PHYSICAL EDUCATION			
MAJOR FIELD REQUIREMENTS			
NURS 121 ³	Basic Nursing I	(CHEM 105; PSY 201) ⁴	5
NURS 122 ³	Basic Nursing II	(NURS 121; BIOL 221 ⁴ ; PSY 305 ⁴)	5
NURS 123 ³	Basic Nursing III	(NURS 122; BIOL 222 ⁴)	5
NURS 221	Advanced Nursing I	(NURS 123; BIOL 222)	10
NURS 222	Advanced Nursing II	(NURS 123; BIOL 222)	10
NURS 223	Advanced Nursing III	(NURS 221/222; BIOL 261; (SOCI 201) ⁴)	10

PROGRAM TOTAL: 96

¹To earn a degree from any unit in the University System, students must earn credit in Political Science 201 and History 251 or 252 or show by examination that they have a basic understanding of United States and Georgia History and the United States and Georgia Constitution.

²The prerequisite is MATH 099 or two years of high school algebra within the past five years.

³Nursing 121, 122, and 123 may be exempted by selected Licensed Practical Nurses via completion of Nursing 098.

⁴Corequisite.

SECRETARIAL SCIENCE

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MANAGEMENT AND OFFICE ADMINISTRATION
BUSINESS ADMINISTRATION BUILDING

ASSOCIATE IN SCIENCE DEGREE

COURSES ¹	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
Elective	One of the following:		5
ART 101	Principles of Art		
ART 210	Introduction to Art		
ENGL 201	Literature of the Western World I	(ENGL 102)	
ENGL 202	Literature of the Western World II	(ENGL 102)	
MUSI 101	Music Appreciation		
PHIL 201	Introduction to Philosophy	(ENGL 102)	
SOCIAL SCIENCE			
HIST 251 or 252	American History		5
POLS 201	American Government		5
Elective	One of the following:		5
ANTH 201	Man and His Culture		
CJ 201	Introduction to Criminal Justice		
HIST 111 or 112	World Civilization I or II		
POLS 212	State and Local Government		
PSY 201	General Psychology		
PSY 258	The Psychology of Adjustment		
SOCI 201	Principles of Sociology		
PHYSICAL EDUCATION			3
MAJOR FIELD REQUIREMENTS			
ECON 201	Principles of Economics-Macro		5
Electives	Any two of the following:		10
ACC 202	Principles of Accounting II	(ACC 201)	
BA 101	Introduction to Business		
BA 207	Computer Applications for Business	(ACC 202; MATH 137 or 236)	
BA 208	Business Communications	(ENGL 102)	
BL 210	Legal Environment of Business		
ECON 133	Economic Development of the United States		
ECON 202	Problems of Economics-Micro		
MATH 101	College Algebra		
MATH 107	Introduction to Statistics	(MATH 101, 116 or 137)	
MATH 116	Elementary Functions-Precalculus		
MATH 136	Decision Mathematics I		
CO-OP	One year Secretarial Curriculum at the Marietta-Cobb Area Vocational		
REQUIREMENT	Technical School, or an approved equivalent.		45
			PROGRAM TOTAL: 93

¹This program is offered in conjunction with the Marietta-Cobb Area Vocational Technical School.

²Students who may later wish to earn a Bachelor of Science Degree offered in conjunction with the Marietta-Cobb Area Vocational Technical School should choose HIST 111 or 112 as the Social Science Elective and ECON 202 plus MATH 101, 116, or 136 as Major Field Electives.

SOCIAL SERVICES

SCHOOL OF ARTS AND BEHAVIORAL SCIENCES
DEPARTMENT OF POLITICAL SCIENCE AND SOCIOLOGY
SOCIAL SCIENCE BUILDING

ASSOCIATE IN SCIENCE DEGREE¹

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
Electives	Any two courses in Humanities area		10
NATURAL SCIENCE AND MATHEMATICS²			
MATH 101	College Algebra		5
ELECTIVE	One course in Math or Science area		5
SOCIAL SCIENCE			
POLS 201	American Government		5
HIST 252	American History Since 1865	(HIST 251) ³	5
SOCI 201	Principles of Sociology		5
PSY 201	General Psychology		5
PHYSICAL EDUCATION			
MAJOR FIELD REQUIREMENTS			
SOCI 133	Introduction to Social Services	(SOCI 201)	5
SOCI 203	Social Problems	(SOCI 201) ³	5
SOCI 204	Marriage and the Family	(SOCI 201 or PSY 201) ³	5
PSY 258	Psychology of Adjustment		5
or	or		
PSY 220	Psychology of Communication		
Electives	Chosen from Anthropology, Criminal Justice, Economics, History, Political Science, Psychology, Recreation 172, or Sociology		20
			PROGRAM TOTAL: 96

¹This career program does not meet the requirements of the Core Curriculum and the student cannot be assured that the total program will be accepted for transfer by other colleges. Transfer of individual courses, on a course-by-course basis, may be possible.

²Math 136 and 137 may be used for this requirement.

³Recommended.

TEACHER ASSISTANCE

SCHOOL OF EDUCATION
DEPARTMENT OF CURRICULUM AND INSTRUCTION
HUMANITIES BUILDING

ASSOCIATE IN SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITES)	CREDIT HOURS
HUMANITIES			
ENGL 101	Composition		5
ENGL 102	Composition and Literature	(ENGL 101)	5
Elective	One of the following:		5
ART 101	Principles of Art		
ENGL 201	Literature of the Western World I	(ENGL 102)	
ENGL 202	Literature of the Western World II	(ENGL 102)	
MUSI 101	Music Appreciation		
PHIL 201	Introduction to Philosophy	(ENGL 102)	
NATURAL SCIENCE and MATHEMATICS			
MATH 101	College Algebra		5
LAB SCIENCE	Biology, Chemistry, or Physics		5
SOCIAL SCIENCE			
HIST 252	American History Since 1865	(HIST 251) ¹	5
POLS 201	American Government		5
PSY 201	General Psychology		5
PHYSICAL EDUCATION			
	Activity Courses		3
P ED 265	P ED Activities for Early and Middle Grades	(EDUC 202)	3
MAJOR FIELD REQUIREMENTS			
EDUC 099 ²	Decision-Making Seminar		0
EDUC 202	Child Growth and Development	(PSY 201; EDUC 099 ³)	5
EDUC 203	Introduction to Education	(EDUC 099) ³	5
EDUC 207	Curriculum Design and Implementation	(EDUC 099; 202 ³ , 203 ³)	5
EDUC 209	Introduction to Reading and Language Arts	(EDUC 207)	5
EDUC 220	Internship in Education	(Department Approval)	5
Electives	Five of the following:		25
ART 210	Introduction to Art		
ART 230	Arts and Crafts		
MUSI 101	Music Appreciation		
SOCI 201	Principles of Sociology		
	Any course in Anthropology, Business Administration, Economics, English, History, Mathematics, or Science		

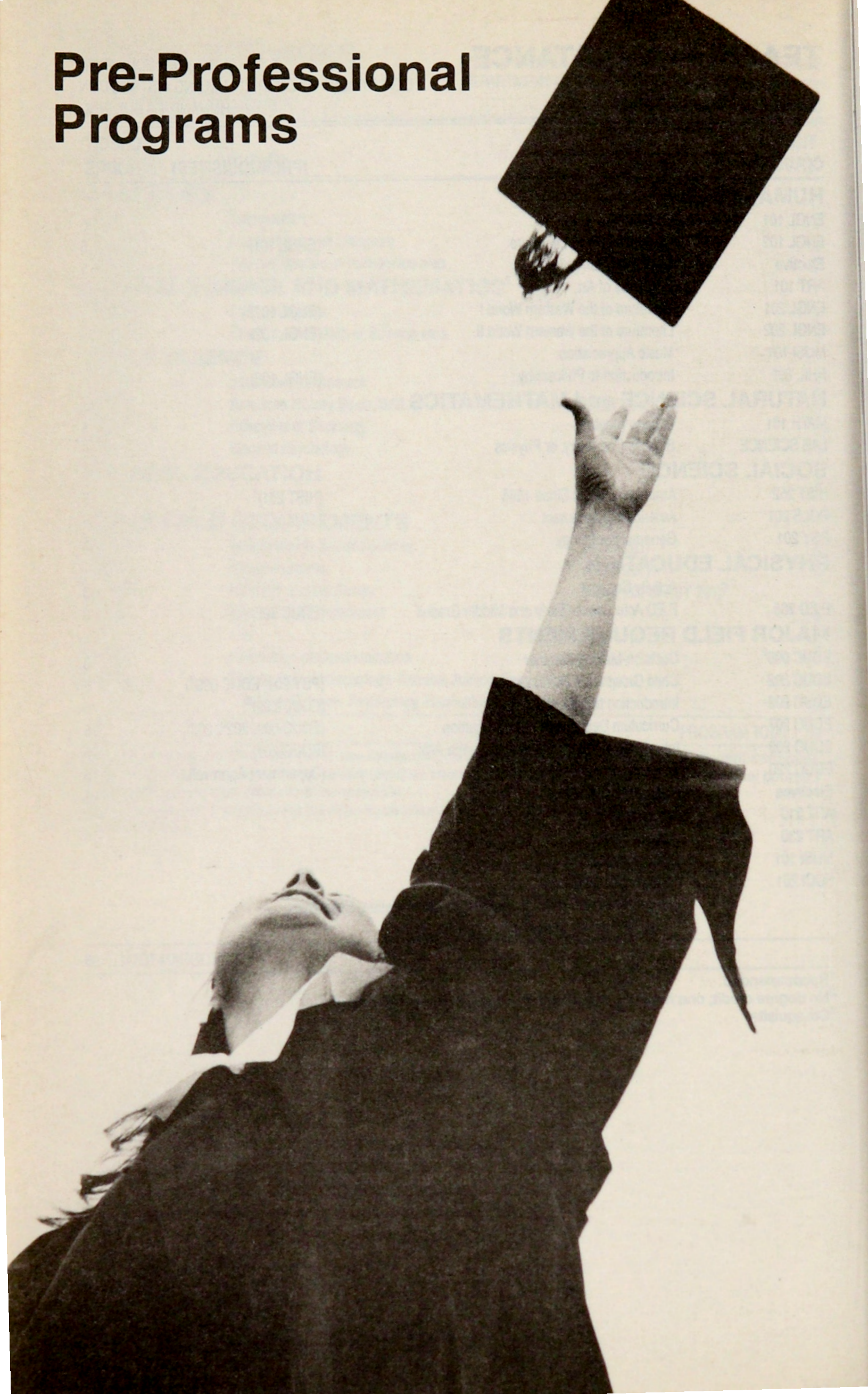
PROGRAM TOTAL: 96

¹Recommended.

²No degree credit; one hour of institutional credit is given for this course.

³Corequisite.

Pre-Professional Programs



PRE-PROFESSIONAL PROGRAMS OF STUDY

The programs which follow are designed to satisfy the entrance requirements of local or regional professional schools. However, experience has shown that these requirements are reasonably uniform nationwide and therefore should prepare you for admission to any school in the country. It is always a good idea to bring to your advisor the catalog from the school in which you are interested. This is particularly true if you are planning to attend an out-of-state school with admission requirements with which your advisor may not be familiar. Finally, you are urged to work the pre-professional requirements into a specific program of study at Kennesaw College for a Bachelor's Degree. This is particularly true for those contemplating a career in Medicine since the large majority of medical school admissions are from among those holding at least a Bachelor's Degree.

PRE-DENTISTRY

School of Sciences
and Allied Health

Area I	Follow any Program of Study
Area II	Elect Chemistry 121 and 122 as the Lab Science sequence and Math 116 or Math 101 and 102 as a minimum for math.
Area III	Follow any Program of Study
Area IV or Free Electives	Physics 127 and 128 or Physics 127 and 129 or Physics 201 and 202, Biology 200 and 201, Chemistry 240 and 241.
Upper Division Requirements	Chemistry 350 (strongly recommended)

PRE-MEDICINE

School of Sciences
and Allied Health

Area I	Follow any Program of Study
Area II	Elect Chemistry 121 and 122 as the Lab Science sequence and Math 116 or Math 101 and 102 as a minimum for math.
Area III	Follow any Program of Study
Area IV or Free Elective	Physics 127, 128, and 129 or Physics 201, 202, and 203. Biology 200 and 201. Chemistry 123 (see Upper Division Requirements) Chemistry 240 and 241.
Upper Division Requirements	Chemistry 310 (may be substituted for Chem 123) Chemistry 350 (strongly recommended) Biology 338, 350, and 430 (one or more recommended)

PRE-PHARMACY

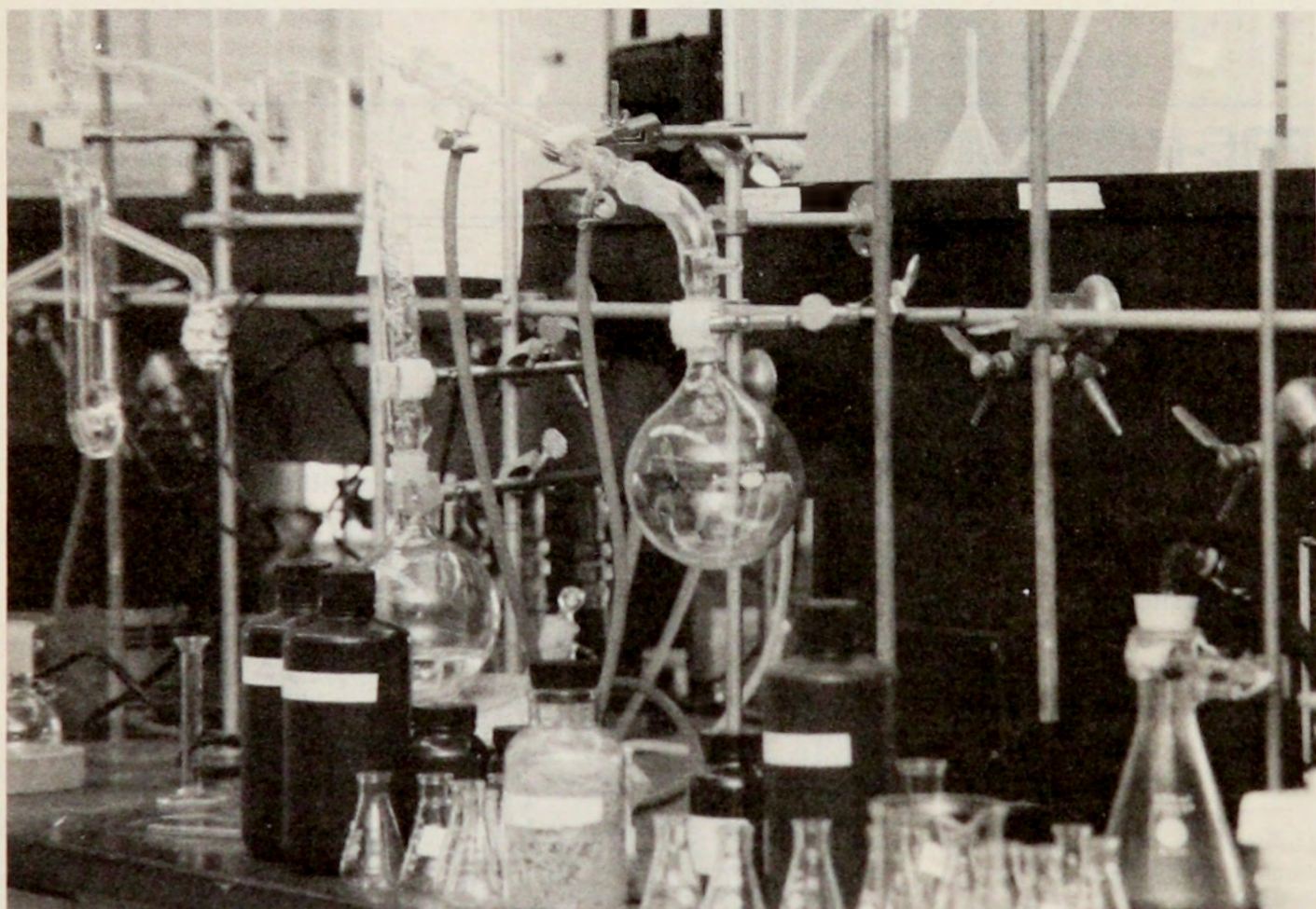
School of Sciences
and Allied Health

Area I	Follow any Program of Study, electing Speech 208.
Area II	Elect Chemistry 121 and 122 as the Lab Science sequence and Math 101 and 102 or Math 116 or Math 103 (116 or 103 preferred) for the Math requirement.
Area III	Follow any Program of Study, electing Economics 201 or 202 (202 preferred)
Area IV or Free Electives	Biology 103 and 104 or Biology 200 and 201. Physics 127 and 128. Chemistry 123. Chemistry 240 and 241.

PRE-VETERINARY MEDICINE

School of Sciences
and Allied Health

Area I	Follow any Programs of Study
Area II	Elect Chemistry 121 and 122 as the Lab Science sequence and Math 116 or Math 101 and 102 as a minimum for math.
Area III	Follow any Program of Study
Area IV or Free Electives	Biology 200 and 201 Chemistry 240 and 241; Chemistry 350 Physics 127 and 128; or Physics 127 and 129; or Physics 201 and 202
Upper Division Requirements	Biology 340 (required) Choose at least one from: Biology 300, 350, 390, 410, 430



PRE-ENGINEERING

School of Sciences
and Allied Health

Area I	Follow any Program of Study
Area II	Select Chemistry 121 and 122 as the Lab Science sequence and Math 101 and 102 or Math 116 and 103 (116 and 103 recommended) for the Math requirement.
Area III	Follow any Program of Study
Area IV or Free Elective	Math 103 (unless taken in Area II) and Math 201 and 202. Physics 201, 202, 203. Computer Science 245.

PRE-LAW

School of Arts and
Behavioral Sciences

A pre-law advisement program is provided by the Political Science faculty for students interested in entering the legal profession. Pre-law students are able to major in any 4 year program offered in the college. However, the college offers law courses in political science and business that are particularly helpful to students considering entering law school after completing their undergraduate programs. Pre-law students should contact the Chair of the Political Science Department for pre-law information and advisement.

PRE-FORESTRY

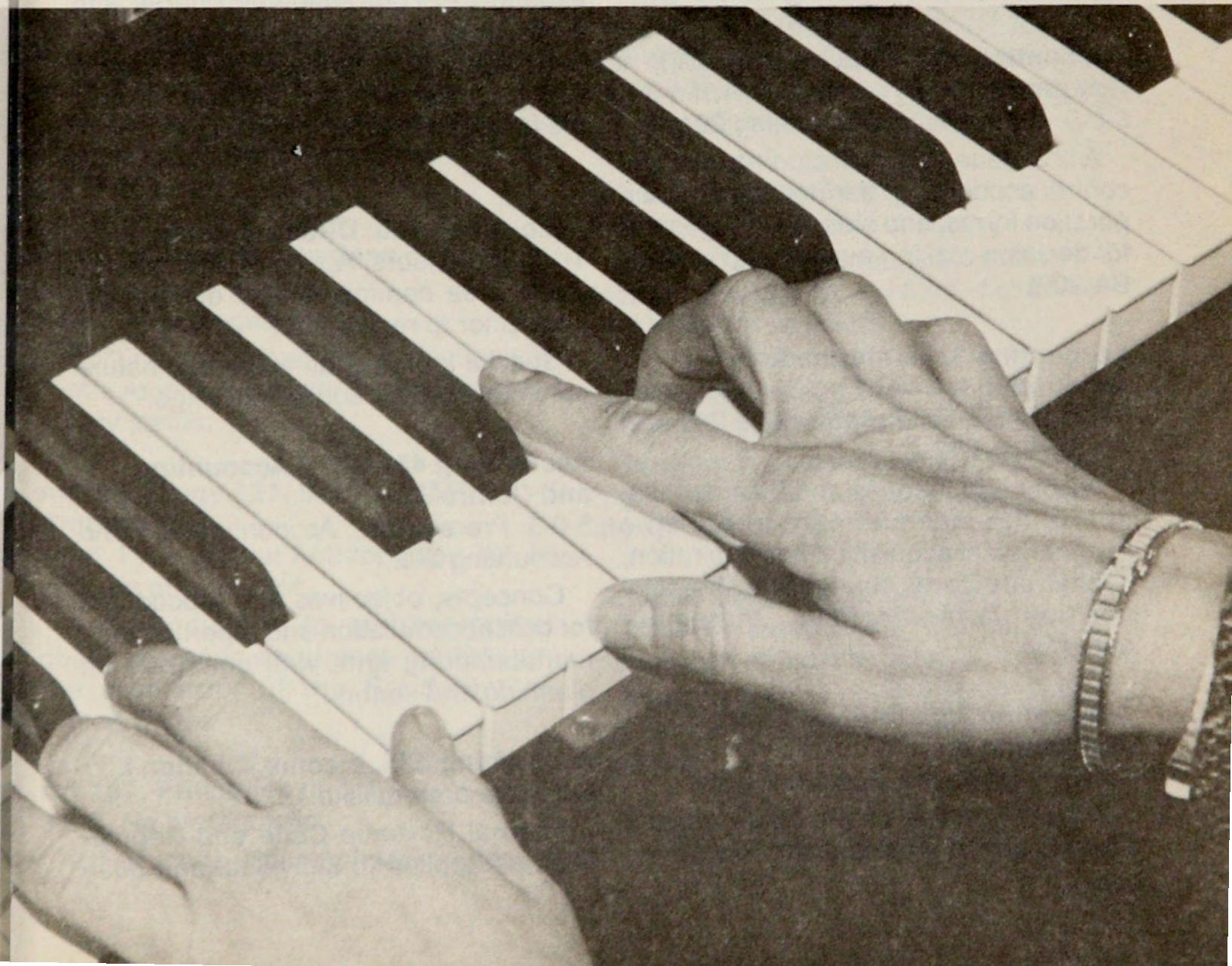
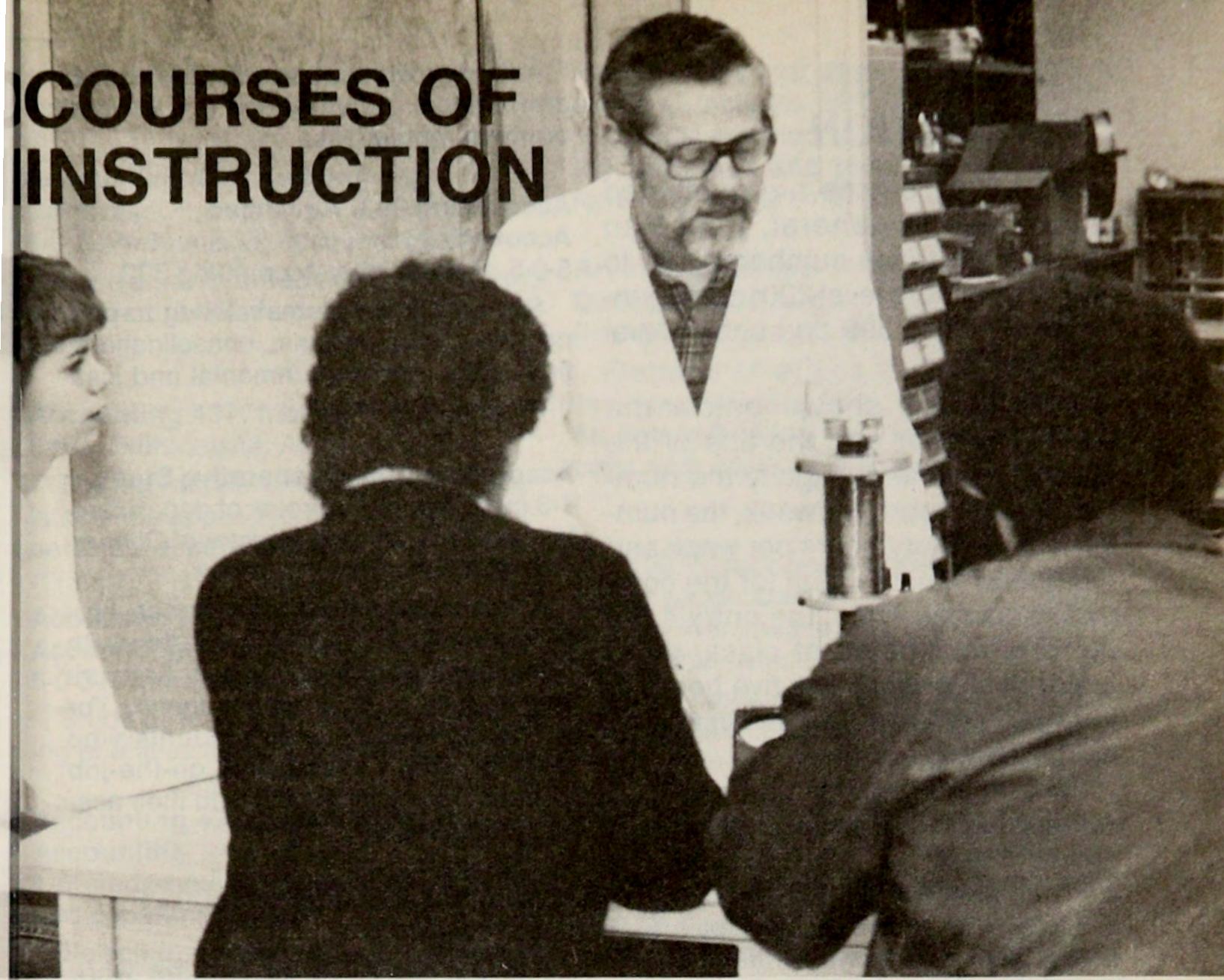
School of Sciences
and Allied Health

Kennesaw College offers a pre-professional program of study in forest resources in conjunction with the School of Forest Resources at the University of Georgia. The program entails a *minimum* of 90 hours of study at Kennesaw with subsequent transfer to the University of Georgia for completion of the Bachelor of Science degree in Forest Resources.

Area I	English 102* English 201 Speech 208 Humanities elective
Area II	Math 102 or 116* Chemistry 121 and 122 Math 103
Area III	History 111 or 112; or 251 or 252 Political Science 201 Economics 201 and 202
Area IV	Chemistry 240 Computer Science 140 Physics 127 Biology 200 and 201 Elective: Choose one from: Biology 310, 320, 350, or 370 (Biology 350 required for Fish and Wildlife Biology), or Computer Science 245, or Math 107 or 201, or Physics 128.

*These 90 hours are the *minimum* academic requirements for admission into the Professional curriculum. English 101 and/or Math 101 would be additional, as is the Physical Education requirement.

COURSES OF INSTRUCTION



COURSES OF INSTRUCTION

Non-degree courses are numbered below 100. In general, freshman courses are those numbered 100 to 199, sophomore level 200 to 299, junior level 300 to 399 and senior level 400 to 499.

The figures shown below the course number and the title of the course, in general, signify the number of class hours per week, the number of laboratory hours per week and the quarter hours credit for the completed course. Thus, the entry 4-3-5 denotes four hours of class, three hours of laboratory and five hours of degree credit. The courses are listed alphabetically.

Accounting 201. Principles of Accounting I.

5-0-5. No prerequisite.

Accounting concepts, principles and procedures, and fundamental accounting relationships. (Formerly BA 201)

Accounting 202. Principles of Accounting II.

5-0-5. Prerequisite: Accounting 201.

A broadened scope including cost and control accounting, partnership and corporation forms, and aids to management for decision-making purposes. (Formerly BA 202)

Accounting 331. Intermediate Accounting I.

5-0-5. Prerequisite: Accounting 201 and Accounting 202.

Accounting theories and their application to the measurement of periodic income, asset acquisition and expiration, capital structure, changes in financial position and financial statement analysis.

Accounting 332. Intermediate Accounting II.

5-0-5. Prerequisite: Accounting 331.

A continuation of the theories and applications of Intermediate Accounting

I, with emphasis on pronouncements of professional organizations and on government regulations.

Accounting 333. Advanced Accounting.

5-0-5. Prerequisite: Accounting 332.

Specialized problems relating to partnerships, corporations, consolidations, fiduciaries, and governmental and institutional accounting.

Accounting 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore-junior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Accounting 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas of the junior and/or senior years.

Accounting 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

Accounting 434. Cost Accounting and Control.

5-0-5. Prerequisite: Accounting 201 and Accounting 202.

Concepts, objectives and procedures for cost accumulation and reporting for a manufacturing firm, with emphasis on planning and control.

Accounting 435. Income Taxation I.

5-0-5. No prerequisite.

Internal Revenue Code and Regulations as applied to individual and busi-

ness income, deductions, credit and exclusions.

Accounting 436. Auditing and Controls.

5-0-5. Prerequisite: Accounting 331.

Internal and independent auditing, and the criteria for effective internal control.

Accounting 437. Income Taxation II.

5-0-5. Prerequisite: Accounting 331.

The Internal Revenue Code and Regulations, as applied to corporations, partnerships, estates and trusts.

Accounting 438. Governmental Accounting.

5-0-5. Prerequisite: Accounting 202.

Study of fund accounting and reporting practices for public organizations.

Accounting 490. Special Topics in Accounting.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Anthropology 201. Man and Culture.

5-0-5. No prerequisite.

Emphasis on cultural aspects of man's ways, principles and techniques in a variety of cultures.

Anthropology 321. Indians of North America.

5-0-5. No prerequisite.

Cultures of the original populations of North America, including their contemporary status.

Anthropology 421. Southeast U.S. Archaeology.

4-2-5. Prerequisite: Anthropology 201 or consent of instructor.

An introduction to archaeological goals, methods and interpretations on the prehistory of the Southeastern United States.

Art 101. Principles of Art.

3-4-5. No prerequisite.

Art structure with emphasis on design

fundamentals and visual and structural concept. Includes lectures, discussion, and studio experiences in drawing, painting, graphics and three dimensional forms; for non-art majors.

Art 110. Structure — Two Dimensional Design.

0-10-5. No prerequisite.

Elements of art and the principles of two-dimensional design, with emphasis on line and shape, texture, space and color and value; for art majors.

Art 120. Structure — Three Dimensional Design.

0-10-5. Prerequisite: Art 110 or permission of instructor.

Basic problems in three dimensional design with constructions and design forms in paper, wood, wire, plastics and clay. Form and space relationships emphasized.

Art 201. Visual Art for Early and Middle Grades.

5-0-5. No prerequisite.

Introduction to the basic concepts, materials, and skills appropriate for use with children at various levels of development, with emphasis on the integration of art experiences in classrooms.

Art 210. Introduction to Art.

5-0-5. No prerequisite.

Basic art concepts related to society — lecture, discussion, reading, field trips and limited studio activity.

Art 225. Beginning Drawing.

0-10-5. No prerequisite.

Drawing in a variety of media and techniques, including work from figure, still-life and landscape.

Art 226. Beginning Painting.

0-10-5. Prerequisite: Art 101, Art 225, or permission of the instructor.

Painting with acrylics with emphasis on composition and structure in picture making.

Art 230. Arts and Crafts.

0-10-5. No prerequisite.

Information and skills needed to plan and organize recreational crafts program. Emphasizes creative crafts requiring a minimum amount of equipment and materials.

Art 260. Introduction to Ceramics.

0-10-5. No prerequisite.

Basic processes in ceramics, including pinch pot, coil and slab method of building, and an introduction to ceramic decoration with engobes and textures.

Art 325. Intermediate Drawing.

0-10-5. Prerequisite: Art 225 or permission of instructor.

Pictorial composition with studies in use of line, form, value and texture, including work from nature, the human figure and set-ups.

Art 326. Intermediate Painting.

0-10-5. Prerequisite: Art 226 or permission of instructor.

Painting with acrylics emphasizing organizational structure, abstract relationships and technical considerations.

Art 330. Sculpture.

0-10-5. Prerequisite: Art 120 or permission of instructor.

Basic sculptural processes using wood, metal, clay, plaster and stone.

Art 350. Printmaking.

0-10-5. Prerequisite: Art 101, Art 110 or Art 225 or permission of instructor.

Basic printmaking processes including relief (wood block, linoleum), intaglio (etching, engraving) and stencil (silkscreen).

Art 360. Intermediate Ceramics.

0-10-5. Prerequisite: Art 260 or permission of instructor.

Experiences with hand-built and wheel thrown methods with emphasis on form, surface treatment, glazing and firing.

Biology 103. General Biology I.

4-3-5. No prerequisite.

Basic principles, theories, and philosophies of modern biology for non-science majors or minors with major emphasis on the cell and its integration into organisms. Relationships between energy and life, cell structure and function, the cell cycle, genetics and embryonic development. Not for Biology majors.

Biology 104. General Biology II.

4-3-5. Prerequisite: Biology 103.

Sequential to Biology 103. Emphasis on organisms and populations and how they adapt to their environments. Topics include population genetics, evolution, ecology, behavior and systems physiology. Not for Biology majors.

Biology 200. Biological Principles I.

4-3-5. Corequisite: Chemistry 122.

An organismal approach to the general evolutionary trends in life processes throughout the plant and animal kingdoms; for science majors.

Biology 201. Biological Principles II.

4-3-5. Prerequisites: Chemistry 121 and 122.

Emphasis on cell chemistry, cell structure and function, energy utilization and cell differentiation; for science majors.

Biology 221. Human Anatomy and Physiology I.

4-3-5. Prerequisite: Biology 103 or Chem 105.

Fundamentals of structure and function in the human organism from cellular organization through cardiovascular, excretory and respiratory systems physiology. Emphasis on homeostasis and microcirculation; primarily for nursing and education majors.

Biology 222. Human Anatomy and Physiology II.

4-3-5. Prerequisite: Biology 221.

A continuation of Biology 221 with emphasis on organ systems associated with integration and control, utilization of nutrient materials and human reproduction and development; primarily for nursing and education majors.

Biology 261. Fundamental Microbiology.

4-3-5. Prerequisite: Biology 103 or 221.

Basic principles and techniques of microbiology emphasizing the various types of microbes, their morphology, metabolic processes and their relationships to man; primarily for nursing and education majors.

Biology 300. General Genetics.

4-3-5. Prerequisites: Biology 104 or Biology 200 and Biology 201.

General principles of genetics emphasizing classical genetics, the nature of the gene, population genetics and the relationship of genetics to other divisions of biology.

Biology 310. Invertebrate Zoology.

4-3-5. Prerequisite: Biology 104 or Biology 200 and Biology 201.

Anatomy, physiology and phylogeny of representative invertebrates, from the protozoa through echinoderms and invertebrate chordates.

Biology 317. Pathophysiology.

5-0-5. Prerequisites: Biology 222, 261; Chemistry 106.

Examination of concepts of compensating and adaptive responses of the body to changes in normal functioning and regulation. Includes body response to injury, physiological deficits and specific disease models. For nursing majors.

Biology 320. Plant Morphology.

4-3-5. Prerequisite: Biology 104 or Biology 200 and Biology 201.

Shape and structure, both internal and external, of plants. Emphasis on phylogenetic relationships among and between non-vascular and vascular plants.

Biology 330. Field Biology and Sampling Techniques.

4-3-5. Prerequisite: Biology 104 or Biology 200.

Identification procedures and environmental analysis of the flora and fauna of aquatic and terrestrial habitats. Empha-

sis on environmental and biotic sampling procedures and statistical analysis of field data.

Biology 333. Instrumental Methods.

4-3-5. Prerequisite: Biology 201.

Use of common laboratory instruments and their applications in quantifying biological phenomena.

Biology 338. Histology.

4-3-5. Prerequisites: Biology 200 and Biology 201.

Plant and animal tissues will be investigated emphasizing their structural and functional relationships. Laboratory will emphasize analytic techniques involved in light microscopy.

Biology 340. Microbiology.

4-3-5. Prerequisite: Biology 201.

Microbial organisms emphasizing metabolism, cytology, genetics, physiology and pathogenicity.

Biology 345. Microtechnique.

3-6-5. Prerequisites: Biology 200 and Biology 201.

An introduction to the light microscope and in preparation of materials for its effective use. Preservation, staining histochemistry, sectioning methods and instrumentation will be emphasized.

Biology 350. Comparative Vertebrate Anatomy.

4-3-5. Prerequisite: Biology 104, or Biology 200 and Biology 201.

Anatomy of representative vertebrates emphasizing phylogenetic relationships.

Biology 360. Physical Ecology.

4-3-5. Prerequisite: Biology 104, or Biology 200 and Biology 201.

Origin, evolution and distribution of organisms on the earth as determined by micro- and macro-environmental factors. History, development and nature of the earth's atmosphere, hydrosphere, lithosphere and biosphere.

Biology 370. Ecology.

4-3-5. Prerequisite: Biology 104, or Biology 200 and Biology 201.

Relationships among plants, animals and their environments at the individual, population, community, ecosystem and biosphere levels.

Biology 375. Behavioral Biology.

4-3-5. Prerequisites: Biology 104, or Biology 200 and Biology 201.

An introduction to the major concepts of neurophysiology, classical behavior, and behavioral ecology, including the behavior of social organisms.

Biology 380. Biosystematics.

4-3-5. Prerequisite: Biology 104, or Biology 200 and Biology 201.

Principles of classification, identification, and nomenclature of organisms emphasizing evolutionary relationships.

Biology 390. Developmental Biology.

4-3-5. Prerequisite: Biology 300.

Developmental processes of animals from the formation of the gametes through the embryonic stages, birth, maturation and aging. Emphasis on anatomical development and experimental embryology.

Biology 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore or junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Biology 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Biology 399. Seminar.

1-0-1. Prerequisites: Biology 200 and Biology 201.

Selected topics of current interest, to be announced. Junior and Senior biology majors only. May be taken only two times for credit.

Biology 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration. Up to five hours may be applied to the major area.

Selected topics of an advanced nature which may include original research projects.

Biology 410. Cell and Molecular Biology.

5-0-5. Prerequisites: Biology 201 and Chemistry 240 and 241.

Cellular diversity from an experimental point of view. Emphasis on functional interactions among cellular substructures, laboratory procedures, and evaluation of experimental data.

Biology 420. Plant Physiology.

4-3-5. Prerequisites: Biology 200, Biology 201, and Chemistry 240.

Metabolic and physical processes of plants, emphasizing photosynthesis, respiration, water relationships, mineral utilization and hormonal reactions.

Biology 430. Vertebrate Physiology.

4-3-5. Prerequisites: Biology 200, Biology 201, and Chemistry 240.

Comparative systems physiology of various vertebrates, emphasizing quantitative methods of analysis.

Biology 440. Advanced Genetics.

4-3-5. Prerequisites: Biology 300, Chemistry 240 and 241.

Genetic principles from an experimental point of view using microbial, dipteran and mammalian systems. Topics from work on transformation, transduction, mutation, enzyme systems, mapping, developmental genetics, behavioral genetics and population theory.

Biology 490. Special Topics in Biology.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Business Administration 101. Introduction to Business.

5-0-5. No prerequisite.

Broad spectrum analysis of business enterprise, its nature, environment, organization, management, operation and control procedures.

Business Administration 207. Computer Applications for Business.

5-0-5. Prerequisites: Accounting 201 and 202; Math 136-137 or 101-236.

A course concentrating on accounting applications for micro-computers, with an introduction to business application programs on the University System Computer Network.

Business Administration 208. Business Communications.

5-0-5. Prerequisites: English 101 and English 102.

Principles, procedures and practices of effective business communications and their function in obtaining and maintaining better human relations.

Business Administration 308. Administrative Communications.

5-0-5. Prerequisites: English 101 and English 102.

Concepts and techniques of effective internal organizational communications with emphasis on the organizing and writing of business reports.

Business Administration 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisors and Director of Cooperative Education (CAPS Center).

A supervised work-experience program for up to six academic quarters with a previously approved business firm or government agency. For sophomore and junior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Business Administration 398. Internship.

1-15 credit hours. Prerequisite: Completion of all core-curriculum requirements and at least one upper-division course in the internship area. Approval of major area committee and department chair prior to registration.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm or government agency. For Junior or Senior students who wish to participate in an on-the-job experience in which they may apply their academic training. Credit is allowed only in elective areas.

Business Administration 400. Directed Study.

1-15. credit hours. Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

Business Administration 490. Special topics in Business Administration.

1-5. credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Business Law 210. Legal Environment of Business.

5-0-5. No prerequisite.

An introduction to the legal environment of business; the interaction between business and the legal areas of torts, legal system, government regulations, agency, and employment law.

Business Law 310. Business Law I.

5-0-5. No prerequisite.

A study of the relationship between business and the areas of contract, legal process, and property law.

Business Law 410. Business Law II.

5-0-5. No prerequisite (BL 310 recommended).

A study of legislation regulating business; partnerships, corporations, commercial paper, secured transactions, sales, consumer credit, bankruptcy.

Chemistry 105. Fundamental Chemistry.

4-3-5. Prerequisite: Two years of high school algebra (within the past five years) or satisfactory completion of Mathematics 099.

General principles of atomic structure, bonding, reactions, and equilibria as required for a basic understanding of physiological applications. Principles of organic compounds and their reactions with applications to biochemical systems. Chemical basis for both metabolism and body fluid interactions. Primarily for nursing and education majors.

Chemistry 106. Fundamentals of Organic and Biochemistry.

4-3-5. Prerequisite: Chemistry 105.

A study of organic reactions particularly applicable to biochemical systems; the chemical basis of metabolism, biochemical energetics, and body fluid interactions.

Chemistry 121. General Chemistry I.

4-3-5. Corequisite: Mathematics 101 or Mathematics 116.

Fundamental laws and principles of chemistry as related to the structure of the atom, the nature of the chemical bond, changes in states of matter and stoichiometry.

Chemistry 122. General Chemistry II.

4-3-5. Prerequisite: Chemistry 121.

A continuation of Chemistry 121 with emphasis on chemical kinetics, equilibria, thermochemistry, solutions, electrochemistry and organic chemistry.

Chemistry 240. Organic Chemistry I.

4-3-5. Prerequisite: Chemistry 122.

Reactions, methods of preparation and physical and chemical properties of organic compounds with emphasis upon modern electronic and mechanistic theories.

Chemistry 241. Organic Chemistry II.

4-3-5. Prerequisite: Chemistry 240.

A continuation of the study of the reactions, preparative methods and physical

and chemical properties of organic compounds.

Chemistry 301. Pharmacological Chemistry.

5-0-5. Prerequisite: Chemistry 106.

A study of naturally occurring and synthetic, pharmacologically active compounds and their effects on the human organism.

Chemistry 305. Fundamental Physical Chemistry.

5-0-5. Prerequisite: Mathematics 103 or consent of the instructor. Corequisite: Chemistry 241.

Thermodynamics, chemical equilibria, electrolytes, kinetics, and redox reactions as applied to biological systems. Not for chemistry majors.

Chemistry 310. Inorganic Chemistry.

4-3-5. Corequisite: Chemistry 241.

Atomic structure, bonding, coordination chemistry, symmetry and structure of compounds, reaction mechanisms, descriptive chemistry of the elements, and special topics. Laboratory emphasis on synthesis and characterization of inorganic compounds and complexes as well as quantitative and qualitative analytical techniques for the elements.

Chemistry 330. Instrumental Analytical Chemistry.

3-6-5. Prerequisite: Chemistry 241. Corequisite: Mathematics 201.

Theory and practice of modern instrumental methods. Included are spectroscopic and chromatographic methods, polarimetry, polarography, colorimetry, electroanalytical methods and classical quantitative methods.

Chemistry 342. Intermediate Organic Chemistry.

3-6-5. Prerequisite: Chemistry 241.

Extensions of the principles of organic chemistry to more complex systems, and including more comprehensive bonding theories. Polynuclear aromatics, heterocyclics, polymers, fats, carbohydrates, proteins and nucleic acids are included.

Chemistry 350. Biochemistry.

4-3-5. Prerequisite: Chemistry 241. Chemistry 305, 360, or 361 recommended.

Chemistry and biochemistry of proteins, lipids, carbohydrates and nucleic acids. Laboratory applications of these principles.

Chemistry 360. Physical Chemistry I.

4-3-5. Corequisite: Physics 202.

Physical properties of matter in the gaseous, liquid and solid states. Principles of chemical thermodynamics, equilibria, and solutions. Laboratory applications of these principles.

Chemistry 361. Physical Chemistry II.

4-3-5. Corequisite: Physics 202.

Principles of electrochemistry, kinetics of chemical reactions, quantum mechanics, and molecular spectroscopy. Laboratory applications of these principles.

Chemistry 396. Cooperative Study.

1-3 Credit hours. Approval of department co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For Junior or Senior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Chemistry 398. Internship.

1-15 Credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Chemistry 399. Seminar.

1-0-1. Prerequisite: Chemistry 241.

Selected topics of current interest, to be announced. Junior and senior chemistry majors only. May only be taken two times for credit.

Chemistry 400. Directed Study.

1-15 Credit hours. Approval of instructor, major area committee and department chair prior to registration. Up to five hours may be applied to the major area.

Chemistry 411. Advanced Topics in Inorganic Chemistry.

5-0-5. Prerequisites: Chemistry 310, Chemistry 360 or 361.

Survey of modern inorganic chemistry and current theories concerning atomic structure, bonding, coordination chemistry, spectroscopy including a discussion of symmetry and group theory as they apply to the characterization of inorganic compounds, ligand field theory, and other topics.

Chemistry 431. Advanced Topics in Analytical Chemistry.

5-0-5. Prerequisite: Chemistry 330.

Advanced theories and methods in analytical chemistry emphasizing newer analytical methods in practice in modern laboratories.

Chemistry 443. Advanced Topics in Organic Chemistry.

5-0-5. Prerequisite: Chemistry 342.

Advanced topics in organic chemistry as may fit the needs and interests of the students and faculty. Such topics might include stereo chemistry, physical organic chemistry, heterocycles, reaction mechanisms, and applications of spectroscopy of organic compounds.

Chemistry 451. Advanced Topics in Biochemistry.

5-0-5. Prerequisites: Chemistry 342 and Chemistry 350.

Topics relating to the chemistry of metabolic processes in living organisms.

Chemistry 462. Advanced Topics in Physical Chemistry.

5-0-5. Prerequisite: Chemistry 360 and 361 or consent of the instructor.

Advanced topics in physical chemistry with emphasis in such areas as statistical mechanics, polymer chemistry, quantum mechanics, kinetics, and molecular spectroscopy.

Chemistry 490. Special Topics in Chemistry.

1-5 credit hours. Prerequisite: Chemistry 241.

Selected advanced topics of general interest to the faculty and students.

Computer Science 100. Computer Literacy.

5-0-5. Prerequisite: Math 099, score above 429 on mathematics portion of SAT, satisfactory score of Basic Skills exam, or consent of instructor.

Computer Science 140. Introduction to Programming.

4-3-5. Prerequisite: Mathematics 101, mathematics 116, or Mathematics 136.

Principles, applications and programming of digital computers; problem solving techniques and algorithms using extended BASIC with particular attention to non-scientific applications and necessary file processing. (Formerly Mathematics 141)

Computer Science 220. Programming Principles I.

4-3-5. Prerequisite: Mathematics 220.

An introduction to problem-solving methods which lead to the construction of correct, well-structured algorithms for use in design, coding, debugging, and documentation of well-structured programs. Topics also include the fundamentals of computer system organization, information representation, and data organization. Pascal is used.

Computer Science 221. Programming Principles II.

5-0-5. Prerequisite: Computer Science 220 or consent of the instructor.

A continuation of techniques begun in Computer Science 220 with emphasis on algorithm development and structured programming, with extensive coverage of standard data-processing operations which create, use, and modify sequential and random access files. COBOL is used.

Computer Science 240. Business Programming Languages.

4-3-5. Prerequisite: Computer Science 140.

Especially COBOL, with emphasis on applications in the solution of record-keeping and business problems.

Computer Science 245. Scientific Programming Languages.

5-0-5. Prerequisites: Computer Science 140 or consent of instructor.

Especially FORTRAN, with emphasis on applications in the solution of technical problems in business and the behavioral and life sciences.

Computer Science 301. Computer Organization and Programming.

5-0-5. Prerequisites: Computer Science 221 or 310, and Mathematics 220 and either 137, 236, or 260.

An introduction to the principles of computers, using assembly language to aid in understanding computer structure and to illustrate important programming concepts. Topics include the nature and function of an assembler and linker/loader, sub-routines, macros, input/output, interrupts, re-entrance and recursion, and program relocation.

Computer Science 310. Advanced Programming.

5-0-5. Prerequisite: Computer Science 221 or 240 or 245 or 340.

Advanced programming techniques using extended BASIC, with emphasis on data structures, including input data verification and presentation of output data and the necessary attention to program efficiency and file size for both large and small computers.

Computer Science 320. Introduction to Data Structures.

5-0-5. Prerequisites: Computer Science 221 or 310, and Mathematics 220 and either 137, 236 or 260.

An introduction to data structures and their application to non-numeric programming. Topics include arrays, records, files, lists, stacks, queues, trees, and graphs, together with efficient

algorithms for implementation and manipulation. Pascal is used.

Computer Science 340. Computer Applications in Statistics.

5-0-5. Prerequisites: Computer Science 140 and any statistics course, or consent of the instructor.

Decision models of systems operating under conditions of uncertainty. Input requirements and interpretation of results from computer programs for business and behavioral and life sciences.

Computer Science 350. Computer Architecture.

5-0-5. Prerequisites: Computer Science 301 and Computer Science 320.

An overview of the structure of computers, computer components, and instruction sets. Topics include computer command structures for machines using single address, general register, and stack processing design; multiprogramming, multiprocessing, and parallel processing.

Computer Science 360. Systems Analysis and Design.

5-0-5. Prerequisites: Computer Science 320.

A detailed study of software system development. Topics include software design methodologies, problem formulation, machine requirements, file considerations, documentation. Team projects will include the organization, development and management of a large-scale software problem in a real-world environment.

Computer Science 396. Cooperative Study.

1-3 credit hours. Approval of department co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore or junior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Computer Science 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Computer Science 399. Seminar.

1-0-1. Topics to be announced. May be taken junior and senior years. May only be taken two times for credit.

Computer Science 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration. Up to five hours may be applied to the major area.

Special topics of an advanced nature which are not in the regular course offerings, seminars; internships.

Computer Science 401. Operating Systems.

5-0-5. Prerequisites: Computer Science 301 and Mathematics 320 and either 312 or 421.

A survey of techniques and procedures used to operate a computer system. Topics include input-output procedures, programming sequencing and protection, dynamic allocation of storage, garbage collection, management of tasks in a multiprogramming environment, error messages and diagnostics.

Computer Science 410. Systems Programming.

5-0-5. Prerequisites: Computer Science 350 and Mathematics 320 and either 312 or 421.

A detailed study of the nature and function of system software, with modification and extensions. Topics include software requirements for support of multiprogramming systems; operating systems; input/output management; spooling; interrupts system modules and interfacing, executive routines.

Computer Science 420. File Processing.

5-0-5. Prerequisites: Computer Science 320 and Mathematics 320 and either 312 or 421.

An introduction of concepts and techniques for manipulating data on bulk storage devices. Topics include file processing environment, sorting, searching, external storage devices, sequential-access files, hashing methods, indexed sequential-access files, and random-access files. COBOL is used.

Computer Science 430. Data Base Management.

5-0-5. Prerequisites. Computer Science 420.

An introduction to the concepts of data-base systems and a comparison with standard file-handling systems. Three main approaches—relational, hierarchical, and network—are explained.

Computer Science 450. Data Communications.

5-0-5. Prerequisites: Computer Science 350 and Mathematics 320 and either 312 or 421.

An introduction to data communications. Topics include media, codes, data transmission, multiplexing, communications software, protocols, switching, simple networks, and distributed systems.

Computer Science 490. Special Topics in Computer Science.

1-5 credit hours. Approval of instructor and department chair.

Selected special or current topics of interest to the computer science faculty and students.

Criminal Justice 201. Introduction to Criminal Justice.

5-0-5. No prerequisite.

The law enforcement practitioner and the criminal justice system in the united States including the system's history, constitutional limitations, philosophical backgrounds and the process used to achieve its goals.

Economics 133. Economic Development of the United States.

5-0-5. No prerequisite.

Growth, changing structure and performance of our leading economic institutions.

Economics 201. Principles of Economics - Macro.

5-0-5. No prerequisite.

Analysis of socio-economic goals, money and credit systems, theory of national income, employment and economics growth.

Economics 202. Problems of Economics - Micro.

5-0-5. No prerequisite.

Analysis of price and output determination under various market structures, income distribution, resource allocation, domestic problems, international trade and economic systems in developing countries.

Economics 340. Money and Banking.

5-0-5. Prerequisite: Economics 201 and Economics 202.

Monetary theory, monetary and fiscal policies, banking and the Federal Reserve System with emphasis on their effect upon economic activity and business decisions.

Economics 341. Labor Relations.

5-0-5. Prerequisite: Economics 201 and Economics 202.

Theory of labor markets with an examination of the institutional structure regulating the collective bargaining process.

Economics 342. Comparative Economic Systems.

5-0-5. No prerequisite.

The origin and development of economic systems; the organization of production and distribution of output and income under conditions of competition, mixed capitalism and centrally controlled, planned economies.

Economics 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Economics 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas of the junior and/or senior years.

Economics 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

Economics 442. Intermediate Micro-Economics.

5-0-5. Prerequisites: Economics 201 and Economics 202, Mathematics 312.

Theory of price-quantity determination of inputs and outputs within the various levels of competition.

Economics 443. Intermediate Macro-Economics.

5-0-5. Prerequisites: Economics 201 and 202.

Analysis of aggregate output determination emphasizing the influence of public sector fiscal and monetary policy.

Economics 445. International Trade and Finance.

5-0-5. Prerequisites: Economics 201 and Economics 202.

Principles of international trade and finance. Management of foreign operations of the firm within constraints of international environment; study of international currency flows, exchange rates, and international banking practices.

Economics 447. History of Economic Thought.

5-0-5. Prerequisites: Economics 201 and Economics 202.

A history of the development and evolution of economic concepts and doctrines. An analysis of the major contributions of modern economists from John Maynard Keynes to Nobel laureates.

Economics 490. Special Topics in Economics.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Education 099. Decision-Making Seminar.

0-2-0. (no degree credit, Institutional credit, 1 hour)

The purpose of this course is to allow students to explore the field of education, their own interests and skills and career opportunities in education. Activities will include speakers, field trips, completion of research and career planning advisement.

Education 202. Child Growth and Development.

5-0-5. Prerequisite: Psy 201; Corequisite: Education 099.

An introduction to the study of child development — physiological, intellectual, social and emotional. Focuses on the development from conception through adolescence with special emphasis upon normative sequences, factors which contribute to individual differences, and influences of child rearing and educational practices upon development.

Education 203. Introduction to Education.

4-3-5. Corequisite: Education 099.

A critical examination of issues and problems in American education from various perspectives. Students will be involved in public school experiences.

Education 205. Reading for Secondary Teachers.

4-3-5. Corequisite: Education 207.

An introduction to the process and problems of reading instruction in Secondary school subject matter areas. Strategies and activities which enable the classroom teacher to develop instruction around these processes and problems will be stressed.

Education 207. An introduction to Curriculum Design and Implementation.

5-0-5. Prerequisite: Education 099; Corequisites: Education 202 and 203.

Examines approaches to curriculum development and implications for educational practice. Emphasis will be placed on the development of instructional units, objective writing, and lesson and unit planning. Current trends in curriculum design will be studied.

Education 209. Introduction to Reading and the Language Arts.

5-0-5. Prerequisite: Education 207.

An introduction to the regular process and problems of reading instruction as it relates to the broader framework of the language arts. The course explores the introductory components of the reading process and organizational and management aspects of reading instruction. Broad language arts components deal with oral communication, written communication, and language strands.

Education 220. Internship.

5-0-5. Approval of Coordinator of Educational Field Experiences.

A practicum in a classroom during which the student will be actively involved in the teaching-learning process under the guidance of a professional teacher.

Education 304. Exceptional Children and Youth.

4-3-5. Prerequisite: Admission to Teacher Education program or permission of department chair.

Emphasizes the characteristics of exceptional children as they function in

today's schools. This course places special focus on the identification of intellectual, emotional, social and aesthetic needs of exceptional children.

Education 307. Educational Assessment.

5-0-5. Prerequisite: Admission to Teacher Education Program or permission of department chair.

Study of information-gathering strategies such as observations, interviews, and product analysis for use in instructional planning and evaluation. The course also emphasizes the development of communication skills for use in sharing information about learners with parents and other professionals.

Education 311. Educational psychology.

5-0-5. Prerequisite: Admission to Teacher Education Program or permission of department chair.

A study of the theory and principles of learning, motivation, instruction and evaluation and their application in a classroom setting.

Education 313. Education Foundation.

5-0-5. Prerequisite: Admission to Teacher Education program or permission of department chair.

Examines the major educational philosophies and their implications for educational practice. Historical, political, economic, social and intellectual forces and their effects on education and current educational issues will be studied.

Education 324. Children's and Adolescent literature.

5-0-5. Prerequisite: Education 209 or 205.

A survey of literature appropriate for early and middle grade readers, reviewing both current and traditional works in several genres and considering various approaches for teaching such literature.

Education 332. Secondary Instructional Design and Application.

8-6-10. Prerequisite: Admission to

Teacher Education Program.

The study of instructional planning, implementation, and evaluation in grades 7-12. The focus will be on planning and selection of instructional strategies, activities, materials, media, and evaluation methods appropriate for teaching courses in various subjects and applying these while teaching in a secondary school classroom.

Education 337. Instructional Design and Application — Math (K-4)

3-6-5. Prerequisite: Admission to Teacher Education Program.

Study of integrating mathematics concepts, principles, and processes into the teaching of mathematics in kindergarten through fourth grade. Emphasis will be placed upon curriculum goals and design as well as planning, implementing and evaluation instruction in mathematics. Includes an extensive field experience as well as media use.

Education 338. Instructional Design and Application — Science (K-4).

3-6-5. Prerequisite: Admission to Teacher Education Program.

Study of integrating science concepts, principles, and processes into the teaching of science in kindergarten through fourth grade. Emphasis will be placed upon curriculum goals and design as well as planning, implementing, and evaluation instruction in science. Includes an extensive field experience as well as media use.

Education 339. Instructional Design and Application — Social Studies (K-4).

3-6-5. Prerequisite; Admission to Teacher Education Program.

Approaches to developing an instructional program in social studies will be examined. The selection of instructional strategies, activities and materials, unit and lesson planning, organizational structures, classroom management and the development and use of media will be studied in depth. Includes an extensive field experience.

Education 342. Instructional Design and Application — Math (4-8).

3-6-5. Prerequisite: Admission to Teacher Education Program.

Study of integrating mathematics concepts, principles, and processes into the teaching of mathematics in grades four through eight. Emphasis will be placed upon curriculum goals and design as well as planning, implementing and evaluating instruction in mathematics. Includes an extensive field experience as well as media use.

Education 343. Instructional Design and Application — Science (4-8).

3-6-5. Prerequisite: Admission to Teacher Education program.

Study of integrating science concepts, principles and processes into the teaching of science in grades four through eight. Emphasis will be placed upon curriculum goals and design as well as planning, implementing, and evaluating instruction in science. Includes an extensive field experience as well as media use.

Education 344. Instructional Design and Application — Social Studies (4-8).

3-6-5. Prerequisite: Admission to Teacher Education Program.

Approaches to developing an instructional program in social studies will be examined. The selection of instructional strategies, activities and materials, unit and lesson planning, organizational structures, classroom management and the development and use of media will be studied in depth. Includes an extensive field experience.

Education 398. Internship.

1-15 credit hours. Prerequisite: Permission of Coordinator of Educational Field Experiences.

A supervised teaching experience for teachers seeking certification renewal credit.

Education 400. Directed Study.

1-15 credit hours. Prerequisite: Approval of instructor and department chair prior to registration.

A concentrated investigation of a particular aspect of education as a topic within a teaching field concentration or degree major. The content of the directed study will be determined jointly by the instructor and the student.

Education 418. Instructional Design and Application (K-4) — Reading Diagnosis.

3-6-5. Prerequisite: Admission to Teacher Education Program.

Study of procedures and techniques that can be utilized by the classroom teacher to make formal and informal diagnoses of children's reading needs and abilities to meet individual needs. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice. Media use is also stressed.

Education 419. Instructional Design and Application (K-4) — Language Arts.

3-6-5. Prerequisite: Admission to Teacher Education Program.

Study of advanced procedures and techniques to facilitate language arts and reading instruction. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice. Media use is also stressed.

Education 423. Instructional Design and Application (4-8) — Reading Diagnosis.

3-6-5. Prerequisite: Admission to Teacher Education Program.

Study of procedures and techniques that can be utilized by the classroom teacher to make formal and informal diagnoses of children's reading needs and abilities leading to the formulation of instructional prescriptions to meet individual needs. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice. Media use is also stressed.

Education 424. Instructional Design and Application (4-8) — Language Arts.

3-6-5. Prerequisite: Admission to Teacher Education Program.

Study of advanced procedures and techniques to facilitate language arts and reading instruction. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice. Media use is also stressed.

Education 473. Student Teaching (K-4).

2-39-15. Prerequisites: See Departmental Student Teaching Requirements.

Full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor.

Education 474. Student Teaching (4-8).

2-39-15. Prerequisites: See Departmental Student Teaching Requirements.

Full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor.

Education 475. Student Teaching (7-12).

2-39-15. Prerequisites: See Departmental Student Teaching Requirements.

Full-time teaching experience in biology, business, English, history, mathematics, music, political science or social studies under the supervision of a public school cooperating teacher and college supervisor.

Education 490. Special Topics in Education.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

English 020. The Principles of Writing.

5-0-0. (No degree credit. Institutional credit, 5 hours.)

This course is required of those students who have failed the Regents' Test.

Others may enroll for review purposes prior to taking the Regents' Test. A review of basic principles of writing. Primary attention is given to the writing of essays, paragraphs and outlines.

English 098. Writing Practice.

5-0-0. (No degree credit. Institutional credit, 5 hours.) Prerequisite: English 099 and recommendation of the 099 instructor.

An emphasis on practical applications of the material mastered in English 099. Focus is on short units of composition.

English 099. Developmental English.

5-0-0. (No degree credit. Institutional credit, 5 hours.) Prerequisite: Placement by examination, Developmental Studies Program, or the Admissions Office.

Prepares student for further courses in English by emphasizing functional grammar and writing skills with close attention to short units of composition.

English 101. Composition.

5-0-5. Prerequisite: English 099; or a verbal score above 429 on the SAT; or a satisfactory score on the English portion of the Basic Studies Examination.

Designed to teach the principles of good writing. Attention to grammar, sentences, punctuation, diction and mechanics, and the four major forms or discourse — narration, exposition, description, and argumentation. Themes, parallel readings and a short documented paper required.

English 102. Composition and Introduction to Literature.

5-0-5. Prerequisite: English 101.

A continuation of English 101. Advanced compositions growing out of parallel readings of literary works. A documented paper and themes required. Serves as an introduction to literature.

English 201. Literature of the Western World I.

5-0-5. Prerequisites: English 101, 102.

Homer through the Renaissance.

English 202. Literature of the Western World II.

5-0-5. Prerequisites: English 101, 102.

A continuation of English 201. The Neo-classic period through the twentieth century.

English 203. English Literature to 1800.

5-0-5. Prerequisites: English 101, 102.

English 204. English Literature after 1800.

5-0-5. Prerequisites: English 101, 102.

A continuation of English 203.

English 221. American Literature through the Civil War.

5-0-5. Prerequisites: English 101, 102.

Colonial Period through 1865.

English 222. American Literature after the Civil War.

5-0-5. Prerequisites: English 101, 102.

A continuation of English 221.

English 300. Introduction to the Study of English.

5-0-5. Prerequisite: English 201. (Recommended for Majors).

A practical orientation to literary history, research methods, and criticism. Course also surveys careers in journalism, advertising, public relations, publishing, and writing for business or government.

English 301. Fiction.

5-0-5. Prerequisite: English 201.

An in-depth study of the fiction writer's art, covering techniques, forms, and their effects. Readings will include short stories, novellas, and a novel.

English 303. Introduction to Poetry.

5-0-5. Prerequisite: English 201.

An introduction to poetry, its techniques and forms, with numerous readings from a variety of periods and authors.

English 305. Drama.

5-0-5. Prerequisite: English 201.

Drama as a literary form, its historical development, with representative readings.

English 309. Comparative Literary Forms and Creative Writing.

4-3-5. Prerequisite: English 201.

A study of the structure and function of major literary forms, culminating in the writing of one or more of these forms.

English 310. Advanced Grammar.

5-0-5. Prerequisite: English 201.

An in-depth study of sentence structure, emphasizing terminology, sentence construction and punctuation.

English 311. Advanced Composition.

5-0-5. Prerequisite: English 201.

Factual writing emphasizing organization/development and expository and argumentative writings. Regular writing and parallel readings required.

English 320. The Bible as Literature.

5-0-5. Prerequisite: English 201.

The structure, literary themes and literary techniques of books in the Old and New Testaments.

English 360. Southern Literature.

5-0-5. Prerequisite: English 201.

A chronological survey of Southern literature, emphasizing representative selections from writers of the mid-19th century to the present.

English 370. Romanticism in American Literature.

5-0-5. Prerequisite: English 201.

Course includes Emerson, Thoreau, Whitman, Hawthorne, Poe and Melville.

English 372. Realism and Naturalism in American Literature.

5-0-5. Prerequisite: English 201.

Selected authors including Dickinson, Howell, Twain, James, Wharton, Crane, Dreiser and Cather.

English 380. Chaucer.

5-0-5. Prerequisite: English 201.

Focus on *Canterbury Tales* and *Troilus and Criseyde* with attention to some early poetry.

English 385. Shakespeare.

5-0-5. Prerequisite: English 201.

Selected major tragedies, histories, and comedies. Biographical, historical and critical aspects of the period.

English 390. Milton.

5-0-5. Prerequisite: English 201.

A study of selected early poetry, selected prose, and the major poetry—*Paradise Lost*, *Paradise Regained*, and *Samson Agonistes*.

English 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

English 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

English 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Selected topics of an advanced nature which may include original research projects.

English 401. History of the English Language.

5-0-5. Prerequisite: English 201.

A chronological treatment of the development of the English language from its origins to the present.

English 402. History of Literary Criticism.

5-0-5. Prerequisite: English 201.

A study of major theoretical statements of literary critics and writers from classical times to the present. Readings.

English 410. English Drama to 1642.

5-0-5. Prerequisite: English 201.

A study of English drama from the beginning to the close of the theaters. Excludes Shakespeare.

English 430. Elizabethan Prose and Poetry.

5-0-5. Prerequisite: English 201.

English literature, excluding drama, from 1536 to 1625, with concentration upon religious writers, historians, sonneteers, Spenser, Sydney and Shakespeare.

English 435. Seventeenth Century Prose and Poetry.

5-0-5. Prerequisite: English 201.

Seventeenth Century major poets and essayists, excluding Milton, but including representative works of Donne, Herbert, Browne, Marvell and Vaughan.

English 440. Neo-classical Prose and Poetry.

5-0-5. Prerequisite: English 201.

A study of major figures including Johnson, Dryden, Pope, and Swift.

English 450. English Romanticism.

5-0-5. Prerequisite: English 201.

Selected writers including Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

English 460. Victorian Prose and Poetry.

5-0-5. Prerequisite: English 201.

Major authors, including Carlyle, Newman, Mill, Ruskin, Tennyson, Browning, and Arnold.

English 461. The English Novel to 1900.

5-0-5. Prerequisite: English 201.

Representative eighteenth and nine-

teenth century novelists, including Richardson, Fielding, Dickens, Eliot, Austen, Hardy, and Thackeray.

English 465. Modern British Literature.

5-0-5. Prerequisite: English 201.

Representative writers through 1950, including Conrad, Yeats, Joyce, Woolf, Lawrence, and Thomas.

English 470. Contemporary British and American Literature.

5-0-5. Prerequisite: English 201.

Study of outstanding literary works, primarily of the 1970's and 1980's. Includes authors such as Toni Morrison, Graham Greene, Isaac Bashevis Singer, Walker Percy, Iris Murdoch, William Golding, Anne Tyler, Joyce Carol Oates, Saul Bellow.

English 475. Modern American Literature.

5-0-5. Prerequisite: English 201.

Representative writers through 1950, including Wolfe, Faulkner, Hemingway, Fitzgerald, Eliot, and Frost.

English 490. Special Topics in English.

5-0-5. Prerequisite: English 201.

Selected subjects of interest to the non-English major as well as the English major.

Finance 350. Principles of Finance.

5-0-5. Prerequisites: Accounting 201 and Accounting 202.

An introductory course designed to develop a knowledge of the basic concepts, principles, and functions of managerial finance with emphasis on working capital management, capital budgeting, and capital structure strategies of the non-financial corporation.

Finance 351. Consumer Finance.

5-0-5. No prerequisite.

A non-technical course designed to develop an understanding of the basic principles and techniques as they apply to personal income, spending, and

investment. Emphasis is placed upon financial planning, budgeting, saving, home ownership, estate planning, and retirement.

Finance 396. Cooperative Study.

1-3 credit hours. Approval of departmental Co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Finance 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas of the junior and/or senior years.

Finance 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

Finance 451. Financial Management.

5-0-5. Prerequisite: Finance 350.

A case approach to the analysis of financial problems and policies in the acquisition and commitment of funds.

Finance 452. Investment Analysis.

5-0-5. Prerequisite: Finance 350.

An introduction to the principles and concepts of investments from the standpoint of individuals and institutions. Attention is focused on the analysis of potential returns and risks of individual securities and how they are efficiently combined into portfolios.

Finance 453. Institutional Finance.

5-0-5. Prerequisites: Finance 350, Economics 340.

Management policies and decisions including asset, liability, and capital management by financial institutions, focusing on commercial banks within the legal, competitive, and economic environment.

Finance 454. Real Estate Finance.

5-0-5. Prerequisite: Finance 350.

Financing of residential and commercial real estate and analysis of real estate as an investment.

Finance 456. Money and Capital Markets

5-0-5. Prerequisites: Economics 340 and Finance 350.

Role of finance and financial institutions in the money and capital markets in the U.S., including supply of and demand for funds, interest rates, and flow of funds analysis.

Finance 490. Special Topics in Finance.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Fine Arts 401. Comparative Fine Arts.

5-0-5. No prerequisite.

A study of the development and relationship of selected works of art, drama, and literature in Western culture. Also, a study of representative works of music from the major periods to modern times.

French 101. Elementary French I.

5-0-5. No prerequisite.

Emphasis developed of basic language skills of reading, writing, speaking, and comprehension while acquainting the student with cultural aspects of French speaking countries.

French 102. Elementary French II.

5-0-5. Prerequisite: French 101 or equivalent.

A continuation of French 101.

French 201. Intermediate French I.

5-0-5. Prerequisite: French 102 or equivalent, or subject to approval of instructor.

A completion of basic French grammar with readings acquainting the student with cultural aspects of French-speaking countries.

French 202. Intermediate French II.

5-0-5. Prerequisite: French 201 or approval of instructor.

Readings in French culture and a review of difficult grammar structures.

French 302. Practical Conversation and Composition.

5-0-5. Prerequisite: French 101 and 102 or equivalent, or approval of instructor.

Students learn to express themselves verbally and in writing on a variety of career-related subjects. Emphasis on class interaction, Individual grammar and pronunciation problems are discussed in personal conferences with the professor. Group excursions to places of international interest. Conducted in French.

French 310. French Literature.

5-0-5. Prerequisite French 201 or permission of the instructor.

French literature through the 17th century. A survey of the major works of French literature from the Middle Ages to the end of the reign of Louis XIV. Reading of entire works and extracts, discussion in French.

French 311. French Literature.

5-0-5. Prerequisite: French 201 or permission of the instructor.

A survey of French literature from the end of the reign of Louis XIV to the present. Emphasis on the development of major literary and philosophical movements: enlightenment, romanticism, symbolism, existentialism. Readings in original texts. Lectures and discussions in French.

French 401. Advanced Grammar and Pronunciation.

5-0-5. Prerequisite: French 201 or permission of the instructor.

A course designed to train the student to communicate effectively in written and spoken French. A review of elementary and intermediate grammar with special

attention to points that present the most difficulty to English speakers in the area of grammar and pronunciation.

French 402. Commercial French.

5-0-5. Prerequisite: French 201 or permission of the instructor.

A study of the French language as used in business. Students learn to write effective business letters and job applications. A study of commercial terminology in a variety of fields: agriculture, communications, public relations, industry, and government. Oral and written discussions in French. Emphasis on proper written and oral translation.

Geography 201. Introduction to Geography.

4-2-5. No prerequisite.

An introduction to physical geography — surveying climate, vegetation, soils landforms and water resources in their area interrelations and distributions — and to human geography — identification of basic geographic concepts, in analysis of social, economic and political problems at local, regional and world-wide scales.

Geography 300. Urban Geography.

5-0-5. No prerequisite.

An analysis of the location and distribution of urban centers, urban land uses and the geographical aspects of general urban issues.

Geography 310. Historical Geography.

5-0-5. No prerequisite.

Study of the geographic factors influencing the settlement pattern within the eastern United States and of human modification of the natural landscape from the colonial period through the nineteenth century.

German 101. Elementary German I.

5-0-5. No prerequisite.

An introductory course to the study of the German language and a study of its grammar and syntax, and the development of audio-lingual skills.

German 102. Elementary German II.
5-0-5. Prerequisite: German 101 or equivalent.

A continuation of German 101. Emphasis upon grammar, vocabulary development, and audio-lingual skills with drills in speaking, reading, and writing.

German 201. Intermediate German I.
5-0-5. Prerequisite: German 102.

Continued emphasis on the basic language skills as well as the acquisition of a large vocabulary through reading; continued study of German grammar. Use of the language laboratory strongly recommended. Conducted in German.

German 202. Intermediate German II.
5-0-5. Prerequisite: German 201 or Instructor's permission.

Intensive practice in conversation and reading. Topics taken from the modern German experience including customs, culture and geography.

History 111. World Civilization I.
5-0-5. No prerequisite.

From primitive man to 1650 with emphasis on the development of political, social, cultural and intellectual institutions.

History 112. World Civilization II.
5-0-5. No prerequisite; History 111 recommended.

From 1650 to the present emphasizing industrialism, nationalism, liberalism and communism as major forces in the modern world.

History 251. American History to the Civil War.

5-0-5. No prerequisite.

This English colonies to the Reconstruction Period. Special attention to forming a national government, the political problems of the Civil War and Reconstruction.

History 252. American History Since the Civil War.

5-0-5. No prerequisite; History 251 recommended.

Reconstruction to the present. Emphasizes political, social, economic and foreign affairs.

History 300. Introduction to the Study of History.

5-0-5. No prerequisite. (Required for Majors)

Historical research, organization and the use of evidence. Includes form and style in historical writing, philosophies of history, historiography, teaching techniques and job opportunities.

History 301. History of Science.

5-0-5. No prerequisite.

Scientific ideas and methods from ancient times to present, with special emphasis on intellectual trends that contributed to the modern world's scientific outlook.

History 311. The New South.

5-0-5. No prerequisite.

The South's social, political and economic development from 1865. Emphasizes reconstruction, the "New South Creed," industrialization and the region's national contemporary position.

History 321. Diplomatic History of the United States.

5-0-5. No prerequisite.

Major trends in United States diplomacy from 1898 to the present. Emphasizes U.S. rise to power, the resulting problems, World Wars I, II, the Cold War and relations with developing world areas.

History 331. United States Social and Cultural History I.

5-0-5. No prerequisite.

The United States from 1492 to 1865. Concerns developments in philosophy, religion, literature, technology, folkways, mores, minority problems, education and environment.

History 332. United States Social and Cultural History II.

5-0-5. No prerequisite.

The United States from 1865 until the present. Concerns developments in phi-

osophy, religion, literature, technology, folkways, mores, minority problems, education and the environment.

History 351. England from the Tudors to the Present.

5-0-5. No prerequisite.

English history from 1485. Emphasizes political, constitutional, legal, cultural and social developments.

History 361. Modern Russia.

5-0-5. No prerequisite.

Russian history from 1698 to the present. Emphasizes currents that encouraged revolutionary activity and the problems of Russian communism today.

History 366. Modern Latin America.

5-0-5. No prerequisite.

Latin America's political, social, intellectual, economic and diplomatic currents from independence in 1810 to present. Emphasizes the struggle between nationalist-socialist ideas and paternalist-capitalist theories.

History 373. Modern India and South Asia.

5-0-5. No prerequisite.

Emphasizes how Hindu, Buddhist, Islamic and other traditional cultures combined with British colonial rule and other modernizing influences to produce the India of today. Some attention will also be given to peripheral areas, particularly Pakistan and Bengla Desh.

History 374. Modern China and Japan.

5-0-5. No prerequisite.

Focuses chiefly upon China and Japan but with attention to Korea and Vietnam. Emphasizes how traditional culture, Western penetration, and modernizing forces have combined to produce the East Asia of today.

History 382. The Middle East in Modern Times.

5-0-5. No prerequisite.

Arab civilization from 6th century A.D. Consideration of twentieth century includes the advent of military, interna-

tional relations, economic development, social institutions and problem of minorities.

History 392. History of Modern Africa.

5-0-5. No prerequisite.

An examination of African cultural traditions as well as its economic and political systems during the modern era. The first portion of the course will consider the interaction between African traditions and colonial influences. The latter portion will consider regional studies and post-colonial ideological movements such as Pan-Africanism and apartheid.

History 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

History 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

History 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Covers special topics and seminars external to regular course offerings. May require internship.

History 404. History of Georgia.

5-0-5. No prerequisite.

A consideration of Georgia's political, economic, social and cultural development from the colonial period to the present including the Spanish in Georgia, the founding of a British colony, the

American Revolution, Indian removal, antebellum society, the Civil War, Reconstruction, the New South era, race relations and post-World War II prosperity and problems.

History 411. United States: Revolution—Early National.

5-0-5. No prerequisite.

Examination of political, social and economic factors that shaped the United States from 1763 through 1837. Examines causes of the Revolution and the Ages of Jefferson and Jackson.

History 437. Classical Western Civilization.

5-0-5. No prerequisite.

A history of Greece and Rome from the rise of the Greek city states to the collapse of the western Roman Empire with emphasis on the political, cultural and intellectual contributions these civilizations made to the development of western society.

History 440. The Birth of Europe.

5-0-5. No prerequisite.

A historical survey of the origins of European culture. Focuses on the period between the fourth and the fourteenth centuries, during which time Europe achieved its own form of cultural unity.

History 444. European Renaissance and Reformation.

5-0-5. No prerequisite.

A survey of the changing patterns of thought which radically altered European society between the fourteenth and seventeenth centuries. The renaissance of art, the triumph of individualism, the rise of the Protestant faith and the reformation of the church will be studied in their social, political, and intellectual context.

History 451. Civil War and Reconstruction.

5-0-5. No prerequisite.

Causes and development of the United States Civil War from 1830. Includes an analysis of the political, social and economic aspects of the Reconstruction Era.

History 454. Twentieth Century Europe.

5-0-5. No prerequisite.

The major political, social, intellectual, economic and cultural developments in Europe since 1914. Emphasizes Europe's problems in the modern world.

History 461. United States: 1900 to World War II.

5-0-5. No prerequisite.

Major domestic conditions and movements in the United States between 1900 and 1939. Specific attention to the Progressive Movement, the depression, the New Deal, and the effects of World War I.

History 471. Recent United States History.

5-0-5. No prerequisite.

Growth of U.S. society from 1939 to the present. Emphasizes foreign and domestic topics.

History 490. Special Topics in History.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Journalism 130. Introductory Reporting.

5-0-5. Prerequisite: English 101.

Basic Principles of news writing and fundamentals and techniques of news reporting. Practical Assignments.

KC 101: Freshman Seminar

2-0-2.

Management 360. Principles of Management.

5-0-5. Prerequisite: Accounting 201 plus Economics 201 or Economics 202 recommended.

Designed to introduce basic principles and concepts of management which are applicable to a variety of organizations. Topics include a history of the study of management, underlying ideas of "schools or management thought," and functional and behavioral aspects of management and organizational theory.

Management 361. Small Business Management.

5-0-5. Prerequisite: Management 360.

Emphasis on the essentials of entrepreneurship and the operation of a small business enterprise.

Management 362. Business and Society.

5-0-5. Prerequisite: Management 360.

Examines the external environment of the business firm and the ways the environment has influenced business decision making and operations. Corporate social responsibility is emphasized, and the implementation of social programs and the evaluation of social performances are investigated through case studies of actual business experiences.

Management 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Management 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas of the junior and/or senior years.

Management 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

Management 461. Personnel Administration.

5-0-5. Prerequisite: Management 360.

The principles and practices of per-

sonnel management, emphasizing human relations.

Management 462. Organization Theory.

5-0-5. Prerequisite: Management 360.

The theories of organization and the ways the structure, leadership and personality influence functions of an organization.

Management 463. Business Policy.

5-0-5. Prerequisites: Management 360, Finance 350 and Marketing 370.

A course designed for the last, or next to last quarter in the business program. A capstone course for several business disciplines, serving to prepare the student to conceptualize and formulate overall organizational policy and strategy.

Management 464. Production Management.

5-0-5. Prerequisites: Math 236; Math 312; Management 360.

An analytical approach to planning, operation and control of production processes; plant location and layout; inventory and quality control; production and project planning and control

Management 465. Introduction to Organizational Communication.

5-0-5. Prerequisite: Management 360.

Provides an understanding and knowledge of the communication process within organizations, and the management and dissemination of organizational information.

Management 466. Managerial Economics.

5-0-5. Prerequisites: Economics 201 and 202; Finance 350, and Mathematics 312.

Application of the concepts, tools, and methods of economic analysis to decision making within the business firm; analysis and estimation of market demand and cost of production in different market structures.

Management 490. Special Topics in Management.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Marketing 370. Principles of Marketing.

5-0-5. Prerequisite: Accounting 201 plus Economics 201 OR Economics 202 recommended.

Marketing concepts and activities relating to the flow of goods and services to consumers.

Marketing 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore or junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Marketing 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas of the junior and/or senior years.

Marketing 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

Marketing 471. Retail Management.

5-0-5. Prerequisite: Marketing 370.

Examines the practices and methods of retail distribution and merchandising as a rapidly changing part of the total marketing process, involving both large and small firms.

Marketing 472. Sales Management.

5-0-5. Prerequisite: Marketing 370.

Studies the recruitment, selection, training, motivation, and leadership of the sales force in developing an effective marketing organization.

Marketing 473. Marketing Research.

5-0-5. Prerequisites: Marketing 370; Math 312.

Research process of marketing information, and analysis and interpretation of information for decision-making purposes.

Marketing 474. Physical Distribution.

5-0-5. Prerequisite: Marketing 370.

An analysis of the transporting and storing functions of marketing and of the specialists who handle these functions.

Marketing 475. Advertising.

5-0-5. Prerequisite: Marketing 370.

While studying the various elements of advertising, this course emphasizes the strategic applications of advertising and promotion from the perspective of the marketing manager.

Marketing 476. Consumer Behavior.

5-0-5. Prerequisite: Marketing 370.

Examines the cultural, social, economic, and psychological aspects of household and individual purchase patterns which provide the bases for all marketing activities directed toward target-market analysis and strategy.

Marketing 477. International Marketing.

5-0-5. Prerequisite: Marketing 370.

Focuses on the management of the marketing functions within a global environment.

Marketing 478. Marketing Management.

5-0-5. Prerequisites: Marketing 370, Marketing 473, Marketing 475.

Integrates the full scope of marketing management, Development of complete marketing programs; discussion of major marketing problems; study and analysis of actual case problems.

Marketing 490. Special Topics in Marketing.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Mathematics 098. Elementary Algebra.

5-0-0. (No degree credit. Institutional credit 5 hours.) Placement by examination by Admissions Office or by Developmental Studies Program.

An introduction to the concepts of elementary algebra. Topics include an introduction to the real number system, integer exponents, operations in involving polynomials, properties of radicals, linear equations and applications.

Mathematics 099. Developmental Mathematics.

5-0-0. (No degree credit. Institutional credit 5 hours). Placement by examination, by Admissions Office, or by Developmental Studies Program.

An intensive review course preparatory to credit work in mathematics. Polynomials, factoring, algebraic fractions, integral and rational exponents, radicals, linear equations and inequalities, lines and slopes, and simple quadratic equations.

Mathematics 101. College Algebra.

5-0-5. Prerequisite: Mathematics 099; or score above 429 on the mathematics portion of the SAT, or a satisfactory score on the mathematics portion of the Basic Skills Examination.

Topics include linear and quadratic equations and inequalities, relations and functions, roots of polynomials and conic sections.

Credit earned in Mathematics 101 and 136 cannot both be used to meet degree requirements.

Mathematics 102. Trigonometry.

5-0-5. Prerequisite: Mathematics 101.

The basic ideas of trigonometry, including the trigonometric functions, their graphs and inverses and applications to practical problems of solving triangles, exponentials and logarithmic.

Mathematics 103. Analytic Geometry and Calculus I.

5-0-5. Prerequisites: Mathematics 101 and Mathematics 102, or Mathematics 116.

Basic theory, techniques, and applications of differential calculus and brief introduction to theory and applications of integral calculus.

Mathematics 107. Introduction to Statistics.

5-0-5. Prerequisite: Mathematics 101 or Mathematics 116 or Mathematics 137.

Emphasizes techniques and applications rather than derivation. Examples and problems drawn from fields in which statistics are used. Not for math majors.

Mathematics 116. Elementary Functions — Precalculus.

5-0-5. Prerequisite: Two years of high school algebra and trigonometry, or consent of the instructor.

For students with good mathematics backgrounds (two years of high school algebra and trigonometry) who need additional work before calculus. Including coordinate geometry functions and algebra of functions, polynomial and rational functions, exponential and logarithmic functions, circular and trigonometric functions.

If credit is earned in Mathematics 116, credit earned in either Mathematics 101 or Mathematics 102 may not be used in meeting the requirements for a degree.

Mathematics 136. Decision Mathematics I.

5-0-5. Prerequisite: Math 099, or score above 429 on the mathematics portion of the SAT, or a satisfactory score on the mathematics portion of the Basic Skills Examination.

Linear mathematics is developed and used for modeling situations arising from business and social sciences. Topics include linear equations and inequalities in one and two variables, linear systems of equations and inequalities, matrix methods, introductory linear programming, an introduction to probability and statistics and an algebraic treatment of exponentials and logarithms. The emphasis will be on applications of the

mathematics using an intuitive approach rather than formal proofs. Not for math majors.

Credit earned in Mathematics 101 and 136 cannot both be used to meet degree requirements.

Mathematics 137. Decision Mathematics II.

5-0-5. Prerequisite: Mathematics 136.

A continuation of Mathematics 136, this course will develop and use non-linear mathematics to analyze and model situations arising in business and social sciences. The ideas and techniques of the calculus of elementary functions will be introduced and use in optimization and in the study of change. The introduction of probability and statistics begun in Mathematics 136 will continue and will be used to study non-deterministic models. The approach in this course will be intuitive with the emphasis placed on applying the ideas and techniques learned to "real" situations. Not for math majors.

Credit earned in Mathematics 137 and 236 cannot both be used to meet degree requirements.

Mathematics 192. Number Systems and Geometry I.

5-0-5. Prerequisite: Mathematics 101 or Mathematics 116.

Concerns mathematical competencies needed for elementary school teaching. Topics include development of whole numbers, integers and rational numbers; arithmetical and geometric relations and operations; applications, including probability and statistics. Not for math majors.

Mathematics 201. Calculus II.

5-0-5. Prerequisite: Mathematics 103.

The basic theory, techniques and applications of integral calculus, and comprehensive exposition of the transcendental functions (exponential, logarithmic, trigonometric and inverse trigonometric) using both the differential and integral calculus.

Mathematics 202. Calculus III.

5-0-5. Prerequisite: Mathematics 201.

L'Hospital's rule, improper integrals, sequences and series, vector calculus, polar coordinates and three-dimensional analytic geometry.

Mathematics 203. Calculus IV.

5-0-5. Prerequisite: Mathematics 202.

Differential calculus of functions of several variables, multiple integration and further topics in integration.

Mathematics 220. Introduction to Discrete Mathematics.

5-0-5. Prerequisite: Mathematics 102, 116, 137 or 236.

An introduction to the background necessary to understand computer science as a science of clear and concise descriptions of computable, discrete sets. Provides an introduction to the conceptual tools necessary for any focus of study in computer science. Topics are from the areas of logic, algebra, combinatoric and graph theory, with application to computer science.

Mathematics 236. Decision Mathematics.

5-0-5. Prerequisite: Mathematics 101 or Mathematics 116.

Basic mathematical techniques required for the analysis of decision problems found in business setting. Lectures emphasize an intuitive approach to concepts rather than formal proofs.

Matrix algebra, linear systems, differential and integral calculus. Not for math majors.

Credit earned in Mathematics 137 and 236 cannot both be used to meet degree requirements.

Mathematics 260. Elementary Linear Algebra.

5-0-5. Prerequisite: Mathematics 201 or consent of instructor.

Linear systems, vector spaces, matrices, determinants, inverse matrices, linear transformations.

Mathematics 292. Number Systems and Geometry II.

5-0-5. Prerequisite: Mathematics 192.

A continuation of Mathematics 192 emphasizing the interrelation between geometry and number systems.

Mathematics 300. Foundations of Mathematics.

5-0-5. Prerequisite: Math 201 or equivalent.

A course designed to introduce the student to some of the basic foundations of mathematics. Topics to include introductory set theory, logic, a development of the real number system, induction, axiom of choice, well-ordering axiom, and transfinite induction.

Mathematics 310. Ordinary Differential Equations.

5-0-5. Corequisite: Mathematics 202.

Ordinary differential equations emphasizing linear differential equations and applications.

Mathematics 312. Business and Economics Statistics.

5-0-5. Prerequisite: Mathematics 201, Mathematics 236, or Mathematics 137.

Applications of statistical techniques to business problems. Includes descriptive statistics, business forecasting, statistical inference and regression. Not for math majors.

Mathematics 320. Discrete Mathematical Structures for Computer Science.

5-0-5. Prerequisite: Mathematics 220.

A continuation of the development of conceptual tools necessary for any focus of study in computer science. An algebraic and combinatorial approach to discrete structures is continued, with application to computer science.

Mathematics 345. Numerical Methods.

4-3-5. Prerequisite: Mathematics 260, Mathematics 310, Computer Science 245.

Numerical methods in the solution of classical problems in elementary mathematics through extensive computer use. Topics chosen from solutions to a single equation, systems of equations and ordi-

nary differential equations, interpolation, approximation, integration and the eigenvalue problem.

Mathematics 361. Algebra I.

5-0-5. Prerequisite: Mathematics 260 and 300 or consent of instructor.

A survey of algebraic structures, such as groups, rings and fields.

Mathematics 362. Algebra II.

5-0-5. Prerequisite: Mathematics 361.

Field theory and advanced linear algebra, including vector spaces and matrix theory.

Mathematics 371. Applied Mathematics I.

5-0-5. Prerequisite: Mathematics 201 or consent of instructor.

Analysis of mathematical models whose structure and techniques are discrete in nature. Topics chosen from graph theory, combinatorics, measurement and utility, group decision making.

Mathematics 372. Applied Mathematics II.

5-0-5. Prerequisite: Mathematics 201 and Mathematics 260.

Analysis of mathematical models associated with optimization. Topics chosen from linear and nonlinear programming, game theory, calculus or variations, network theory, queuing theory, Markov chains.

Mathematics 373. Applied Mathematics III.

5-0-5. Prerequisite: Mathematics 203 and Mathematics 310 or consent of instructor.

Analysis of mathematical models that are continuous in nature. Topics chosen from differential equations, multivariate calculus and calculus of variations.

Mathematics 381. Advanced Calculus I.

5-0-5. Prerequisite: Mathematics 203 and 300.

The real number system, continuity, differentiation, integration, vector calculus, sequences, series and applications.

Mathematics 382. Advanced Calculus II.

5-0-5. Prerequisite: Mathematics 381.

Continuation of Mathematics 381.

Mathematics 393. Early and Middle Grade Mathematics.

4-3-5. Prerequisite: Mathematics 292.

A continuation of the study of mathematics taught in grades K-4 and 4-8. Additionally, the course will provide the prospective early and middle grade teacher with a comparative view of mathematics for which the K-4 and 4-8 student is being prepared. Familiar arithmetical, algebraic and geometrical algorithms will be examined by the use of computer programming (BASIC Language), a mathematical system from a formal deductive standpoint will be studied as well as additional topics from the middle and secondary school mathematics curriculum. Not for math majors.

Mathematics 395. Geometry.

5-0-5. Prerequisite: Mathematics 103 or consent of instructor.

Topics chosen from Euclidean, projective, transformation and finite geometries.

Mathematics 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Mathematics 398. Internship.

1-15 credit hours.

A supervised, credit-earning experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Mathematics 399. Seminar.

1-0-1. Topics to be announced. May be

taken junior and senior years. May only be taken two times for credit.

Mathematics 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration. Up to five hours may be applied to the major area.

Special topics of an advanced nature which are not in the regular course offerings; seminars; internships.

Mathematics 421. Mathematical Statistics I.

5-0-5. Prerequisite: Mathematics 203 or consent of instructor.

Discrete, continuous and limiting distributions. Selected topics in estimations and testing hypotheses.

Mathematics 422. Mathematical Statistics II.

5-0-5. Prerequisite: Mathematics 421.

Continuation from Mathematics 421 of estimation and testing hypothesis. Further topics selected from regression theory, analysis of variance and non-parametric methods.

Mathematics 450. Complex Analysis.

5-0-5. Prerequisite: Mathematics 202.

Topics from complex function theory, including contour integration, power series and residue theory.

Mathematics 490. Special Topics in Mathematics.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Military Science 151. The Army of Today.

2-1-2. No prerequisite.

United States Army missions and organizations as related to national defense, land warfare, and national objectives; the role of the Army officer in today's dynamic environment.

Military Science 152. Army Operational Systems.

2-1-2. No prerequisite.

The missions, employment, and weapons of the United States Army general purpose forces. An examination of current and future operational systems.

Military Science 153. Terrain Analysis & Land Navigation.

2-1-2. No prerequisite.

Fundamental land navigation techniques; map and aerial photography interpretation, map-terrain association, use of the compass and basic navigation instruments. Emphasis is placed on practical application in land navigation tasks requiring movement across unfamiliar terrain.

Military Science 251. Basic Military Leadership.

2-1-2. No prerequisite.

Develops essential fundamental military capabilities required of the small unit leader, to include; Communications and military intelligence, basic command control techniques, and fundamental techniques of communicative skills.

Military Science 252. Analysis of Command Leadership.

2-1-2. No prerequisite.

Group dynamics, individual motivation and analysis of leadership functions at the small unit level. Peer group relationships. Case studies on success and failure while in leadership positions.

Military Science 253. Military Skills.

2-1-2. No prerequisite.

A course organized to develop essential military skills required by the small unit leader to include: weapons, first aid, communications and military intelligence.

Military Science 330. Military History.

4-1-5. No prerequisite.

Study of the role played by the armed forces in American society today through a study of the origins and development of military institutions, traditions, and practices in the United States from 1775 to

the present. The course will emphasize military policy, organization, and technology, relating them to political, social, and economic developments during this period. The course is organized around six themes, the democratic revolution, the industrial revolution, the managerial revolution, the mechanical revolution, the scientific revolution, and the social revolution.

Military Science 351. Advanced Military Navigation.

2-1-2. Prerequisite: Military Science 153 or consent of Department and Advanced Standing.

The movement of military land forces at nighttime and in periods of reduced visibility. Areas of emphasis: employing electronic navigation aids, determination of positions by use of heavenly bodies, dead reckoning, pilotage. Practical exercises requiring movement during hours of darkness while using all navigation aids and techniques. Practical exercises requiring the planning for and the execution of navigation instruction by each student.

Military Science 352. Tactical Decision Making I.

2-1-2. Prerequisite: Advanced Standing.

Tactical decision making at the small military organization (unit) level. Emphasis is placed on decision-making within a tactical environment requiring essential military skills including: enhanced communicative skills; decision and information briefings; written staff studies.

Military Science 353. Tactical Decision Making II.

2-1-2. No prerequisite.

Further study in tactical decision making at the small unit level. Instruction will stress hands-on practical exercise problems in the following areas: fundamentals of patrolling, offensive operations, defensive operations, and retrograde operations.

Military Science 451. The Military Team and the Junior Officer.

2-1-2. Prerequisite: Advanced Standing.

A study of the broad principles, concepts and operations of the combined arms team and its supporting elements from other branches and services. Emphasis is placed on the role of the junior officer in today's army.

Military Science 452. Military Management.

2-1-2. Prerequisite: Advanced Standing.

Study of the advanced management concepts and current management practices. Emphasis is placed on management of Army logistics, administration and legal systems.

Military Science 453. Professional Ethics Precommissioning Review.

2-1-2. No prerequisite.

Study of the pressures and influences imposed by contemporary society on the military officer; the standards of conduct, integrity and special trust by which the military officer must function. Additionally, a final review of basic military knowledge and military skills will be given to ensure competency in major fundamental areas.

Up to six hours of academic credit in Basic and up to nine hours of academic credit in Advanced Military Science courses can be applied as free elective credit towards a degree.

Music 101. Music Appreciation.

5-0-5. No prerequisite.

Music literature from the Renaissance to the present. Develops musical awareness and understanding.

Music 110. Survey of Musical Styles.

3-0-3. Prerequisite: Music 120 or permission of the instructor.

Introduction to music literature of the major style periods.

Music 120. Elementary Theory I.

2-2-3. No prerequisite.

A correlated study of rhythmic, melodic, and harmonic aspects of the common practice period. Keyboard harmony, sight singing and ear training are included.

Music 121. Elementary Theory II.

2-2-3. Prerequisite: Music 120 or permission of the instructor. For music majors.

Music 122. Elementary Theory III.

2-2-3. Prerequisite: Music 121 or permission of the instructor. For music majors.

Music 150. Ensemble I.

0-2-1. No prerequisite. May be repeated for up to 6 hours graduation credit.

Focus of the ensemble (chorus, jazz band, orchestra, etc.) will be listed on student's transcript as part of course title.

Music 165. Class Keyboard (Piano).

2-0-2. No prerequisite.

Basic keyboard skills and techniques for non-keyboard majors.

Music 220. Advanced Harmony I.

2-2-3. Prerequisite: Music 122 or permission of the instructor.

A continuation of the harmonic principles and practices of the common practice period. Keyboard harmony, sight singing, ear training, literature study, and composition are included. Music 222 includes an analytical study of twentieth century music. For music majors.

Music 221. Advanced Harmony II.

2-2-3. Prerequisite: Music 220 or permission of the instructor. For music majors.

Music 222. Advanced Harmony III

2-2-3. Prerequisite: Music 221 or permission of the instructor. For music majors.

Music 311. History of Music I.

2-2-3. Prerequisite: Music 122.

History of music to 1600.

Music 312. History of Music II

2-2-3. Prerequisite: Music 122.

History of music from 1600 to 1800.

Music 313. History of Music III

2-2-3. Prerequisite: Music 122.

History of music from 1800 to present.

Music 314. Keyboard Literature.

3-0-3. Prerequisite: Music 122 or permission of the instructor.

Keyboard literature from 1600 to the present.

Music 315. Vocal Literature.

3-0-3. Prerequisite: Music 122 or permission of the instructor.

Solo vocal literature from 1600 to the present.

Music 317. Introduction to Opera.

5-0-5. No prerequisite.

Dramatic literature from the Florentine Camerata to the present with emphasis on the standard repertory.

Music 318. Introduction to Symphonic Music.

5-0-5. No prerequisite.

Orchestral literature from pre-classic to present including symphony, concert overture, incidental music, program symphony, tone poem. Emphasis on standard literature.

Music 319. Introduction to Jazz.

5-0-5. No prerequisite.

Jazz schools, styles and personalities in historical perspectives.

Music 320. Form and Analysis.

3-0-3. Prerequisite: Music 122, Recommended Music 222.

Techniques of structural analysis of musical compositions.

Music 321. Advanced Ear Training.

2-0-2. Prerequisite: Music 222 or permission of the instructor.

Extended skills necessary for aural and visual comprehension in music.

Music 324. Instrumentation.

1-2-2. Prerequisite: Music 122. Recommended Music 222.

Characteristics of orchestral instruments and the resultant timbres when in combination.

Music 330. Principles of Conducting.

1-2-2. Prerequisite: Music 222 or permission of the instructor.

A basic approach and application of conducting skills.

Music 331. Choral Conducting.

2-0-2. Prerequisite: Music 222 or permission of the instructor.

Basic baton and choral rehearsal techniques.

Music 332. Instrumental Conducting.

2-0-2. Prerequisite: Music 222 or permission of the instructor.

Basic baton and rehearsal techniques for band and orchestra.

Music 333. Accompanying.

1-0-1. Corequisite: Applied piano study or permission of the instructor.

For majors with piano, voice or instrumental emphasis. Concerns the practical application of accompaniment techniques. Up to 3 hours credit.

Music 334. Italian and English Diction.

0-2-1. No prerequisite.

Music 335. German Diction.

0-2-1. No prerequisite.

Music 336. French Diction.

0-2-1. No prerequisite.

Music 350. Ensemble II.

0-2-1. No prerequisite. Up to 6 hours credit.

Focus of the ensemble (chorus, jazz band, orchestra, etc.) will be listed on student's transcript as part of course title.

Music 352. Opera Workshop.

1-2-2. Corequisite: Applied vocal study.

Techniques for the singing actor studied through the production of scenes from the dramatic repertory. Up to 6 hours credit.

Music 365. Keyboard Skills I.

2-0-2. Prerequisite: Permission of

instructor.

Keyboard proficiency for music majors and non-majors. Solo and ensemble playing.

Music 366. Keyboard Skills II.

2-0-2. Prerequisite: Music 365 or permission of the instructor.

Continuation of Music 365.

Music 367. Vocal Skills I.

2-0-2. Prerequisite: Permission of the instructor.

Vocal proficiency for music majors and non-majors. Emphasis on tone production, diction and performing skills.

Music 368. Vocal Skills II.

2-0-2. Prerequisite: Music 367 or permission of the instructor.

Continuation of Music 367.

Music 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Music 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Music 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Selected topics of an advanced nature which may include original research projects.

Music 410. Contemporary Music Literature.

3-0-3. Prerequisite: Music 122 or permission of the instructor.

Standard literature from Impressionism to the present.

Music 420. Counterpoint.

3-0-3. Prerequisite: Music 222.

Analysis and principles of writing in contrapuntal style of 16th century.

Music 421. Twentieth-Century Analysis.

3-0-3. Prerequisite: Music 320 or permission of the instructor.

Analysis techniques for twentieth-century music, with an emphasis on atonal and electronic compositions.

Music 430. Piano Pedagogy.

1-2-2. Corequisite: Applied piano study or permission of the instructor.

Beginning, elementary and intermediate level teaching materials and methods.

Music 490. Special Topics in Music.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

APPLIED MUSIC.

Applied Music encompasses the areas of instrumental and vocal performance as well as composition. Offered for 1-2 hours credit in the form of private lessons for music majors; also open to non-music majors as schedule permits.

A special fee will be charged for registration in all applied music courses. The registration fee for one 25-minute private lesson a week is \$50.00 per quarter; the fee for two 25-minute private lessons a week is \$100.00 per quarter. Each course may be repeated for credit, if necessary, until the quarterly faculty jury recommends advancement to the succeeding level. In performance

studies, the particular instrument will be listed on the student's transcript as part of the course title.

Performance Courses

Music 160. Performance.

(1/2 hour instruction-1 hour credit)

Music 163. Performance.

(1 hour instruction-2 hours credit)

Music 260. Performance.

(1/2 hour instruction-1 hour credit)

Continuation of Music 160.

Music 263. Performance.

(1 hour instruction-2 hours credit)

Continuation of Music 163.

Music 360. Performance.

(1/2 hour instruction-1 hour credit)

Continuation of Music 260.

Music 361. Performance for non-majors.

(1/2 hour instruction-1 hour credit)

Private instruction.

Music 362. Performance for non-majors.

(1 hour instruction-2 hours credit)

Private instruction.

Music 363. Performance.

(1 hour instruction-2 hours credit)

Continuation of Music 263.

Music 460. Performance.

(1/2 hour instruction-1 hour credit)

Continuation of Music 360.

Music 463. Performance.

(1 hour instruction-2 hours credit)

Continuation of Music 363.

Composition Courses.

Music 270. Composition.

(1/2 hour instruction-1 hour credit)

Prerequisite: Music 122.

Music 273. Composition.

(1 hour instruction-2 hours credit)

Prerequisite: Music 122.

Music 370. Composition.

(1/2 hour instruction-1 hour credit)

Continuation of Music 270.

Music 373. Composition.

(1 hour instruction-2 hours credit)

Continuation of Music 273.

Music 470. Composition.

(1/2 hour instruction-1 hour credit)

Continuation of Music 370.

Music 473. Composition.

(1 hour instruction-2 hours credit)

Continuation of music 373.

Music Education 201. Music for Early and Middle Grades.

5-0-5. No prerequisite.

Develops basic musical competencies and teaches methods of instruction enabling teachers to integrate musical experience into the classroom.

Music Education 314. Choral Literature.

3-0-3. Prerequisite: Music 110 or permission of the instructor.

A survey of large and small choral works from the Renaissance to the present with special attention to the variety of contemporary styles and emphasis on practical performing editions.

Music Education 332. Music Curriculum and Instruction.

2-6-5. Prerequisite: Phase I.

A competency-based course integrating curriculum theory with instructional approaches to teaching music. Observation of and participation in public school classroom activities.

Music Education 333. Music Practicum.

2-6-5. Prerequisite: Phase I.

Models of instruction and their philosophical-psychological bases are

examined in-depth with associated field experiences in a public school classroom.

Music Education 334. Foundations of Music Education.

5-0-5. Prerequisite: Phase I

An examination of the interaction of historical, social, and philosophical forces and the development of music education.

Music Education 355. Recreational Instruments.

0-2-1. No prerequisite.

A practical approach to the use of accompanimental instruments (guitar, autoharp, etc.), and recorded in social/recreational settings.

Music Education 366. Percussion Techniques.

2-0-2. Prerequisites: Education 202 and Music 222 or permission of instructor.

Class instruction in percussion instruments. Emphasis on rhythmic acumen for the choral and general major and on competence in percussion pedagogy for the instrumental major.

Music Education 367. Brass Techniques.

2-0-2. Prerequisites: Education 202 and Music 222 or permission of instructor.

Class instruction in brass instruments and brass pedagogy.

Music Education 368. Woodwind Techniques.

2-0-2. Prerequisites: Education 202 and Music 222 or permission of instructor.

Class instruction in woodwind instruments and woodwind pedagogy.

Music Education 369. String Techniques.

2-0-2. Prerequisites: Education 202 and Music 222 or permission of instructor.

Class instruction in string instruments and string pedagogy.

Music Education 370. Marching Band Techniques.

0-4-2. Prerequisites: Education 202 and Music 222 or permission of instructor.

Practicum in organization and training of marching bands. The planning of drills, formations, and shows. Supervised apprenticeship in public school settings.

Music Education 380. Orientation to Music Careers.

0-2-1. No prerequisite.

Investigation into the requisite skills and personality traits for specific careers in music. Emphasis on the educational careers.

Music Education 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Music Education 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved school, kindergarten, music studio, church music program, or other appropriate apprenticeship environment. Credit is allowed only in elective areas.

Music Education 400. Directed Study.

1-15 credit hours.

Approval of the instructor, major area committee, and department chair prior to registration. Selected topics of an advanced nature, which may include original research topics.

Music Education 470. Student Teaching.

2-38-15. Prerequisite: Admission to Student Teaching.

Full-time teaching experience under the supervision of a public school supervising teacher and a college supervisor.

Music Education 490. Special Topics in Music Education.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Nursing 098. Basic Nursing for LPN's.

3-2-4 (No degree credit. Institutional credit, 4 hours) Prerequisites: Chemistry 105, Psychology 305, and Biology 221; Corequisite: Biology 222.

Open to selected LPN's for advanced placement in the nursing sequence. Provides knowledge of basic nursing theory related to the practice of an RN and validates knowledge of nursing theory appropriate to the practice of an LPN. Completion of this course entitles the student to exemption credit for Nursing 121, 122 and 123.

Nursing 121. Basic Nursing I (Fall Quarter).

3-6-5. Corequisites: Chemistry 105, Psychology 201.

Provides basis for subsequent nursing courses. Introduces student to nursing and the role of the nurse focusing on bio-psycho-socio-cultural man and his needs, the nursing process, and beginning nursing interventions.

Nursing 122. Basic Nursing II (Winter Quarter).

3-6-5. Prerequisite: Nursing 121; Corequisites: Biology 221, Psychology 305.

Emphasis on man's need for safety and security, as well as assisting him when he is experiencing lack of need satisfaction. Beginning focus on utilization of nursing diagnoses and introduction of additional nursing interventions.

Nursing 123. Basic Nursing III (Spring Quarter).

3-6-5. Prerequisite: Nursing 122; Corequisite: Biology 222.

Emphasis on assisting man to meet physiological needs when interferences thwart need satisfaction. Additional nursing diagnoses are identified and nursing interventions appropriate to the nursing diagnoses are introduced.

Nursing 200. Ecology of Health.

2-0-2. Prerequisite: Sociology 201.

An introduction to the concepts of health, epidemiology, the health care system, health problems and health organizations.

Nursing 201. Theoretical Base for Nursing.

3-0-3. Prerequisites: Psychology 201; Sociology 201.

An introduction to the philosophy of professional nursing, its role in the health care system, the relationship of nursing to clients and the processes of nursing.

Nursing 210. Nursing Science I.

3-6-5. Prerequisites: English 102; Mathematics 107; Chemistry 106; Biology 261; Psychology 305; Nursing 200, 201.

Application of selected assessment and intervention skills to clients in both primary and secondary intervention.

Nursing 221. Advanced Nursing I (Fall Quarter).

5-15-10. Prerequisite: Nursing 123, Biology 222.

Focuses on man's physiological and psychological needs requiring a synthesis of previous nursing knowledge. Common interference models are utilized to introduce additional nursing diagnosis and advanced nursing interventions in order to assist man in satisfaction of his needs.

Nursing 222. Advanced Nursing II (Winter Quarter).

5-15-10. Prerequisite: Nursing 123, Biology 222.

Focuses on assisting clients and their families to meet needs for love and belonging while recognizing the interferences which produce alterations in need satisfaction. Additional nursing diagnoses and nursing interventions are presented.

Nursing 223. Advanced Nursing III (Spring Quarter).

5-15-10. Prerequisite: Nursing 221, Nursing 222, Biology 261. Corequisite: Sociology 201.

Emphasis on meeting personal needs for self-actualization as a graduate nurse through synthesizing previously learned knowledge and nursing interventions. Planning and care for groups of clients as well as leadership skills are introduced.

Nursing 300. Developmental Approach to Health.

2-0-2. Prerequisite: Psychology 305.

Analysis of the relationship of health problems and developmental principles throughout the life span.

Nursing 301. Nutrition.

3-0-3. Prerequisites: Chemistry 106; Biology 222.

Analysis of principles of normal nutrition and common physiological deviations due to age and pathologies.

Nursing 302. Foundations of Research.

5-0-5. Prerequisite: Mathematics 107.

Introduction to basic research language and concepts including issues of design, methodology and application to practice.

Nursing 310. Nursing Science II.

4-18-10. Prerequisite: Nursing 210. Corequisites: Nursing 300, 301; Chemistry 301; Biology 317.

Application of the processes of nursing to commonly encountered problems of middle aged and elderly clients.

Nursing 311. Nursing Science III.

4-18-10. Prerequisite: Nursing 210. Corequisites: Nursing 300, 301; Chemistry 301; Biology 317.

Application of the processes of nursing to commonly encountered problems of the young adult.

Nursing 312. Nursing Science IV.

2-9-5. Prerequisite: Nursing 210. Corequisites: Nursing 300, 301; Chemistry 301; Biology 317.

Application of the processes of nursing to commonly encountered problems of children and adolescents.

Nursing 320. Concepts of Professional Nursing.

5-15-10. (No degree credit. Institutional credit 10 hours). Prerequisites: Psychology 305; Sociology 201. Corequisites: Chemistry 301; Biology 317.

Integration of the unique components of professional nursing from Level II and Level III nursing courses for students who have previously completed an RN program. Validation of previous learning is included.

Nursing 400. Nursing Perspectives.

3-0-3. Prerequisites: Nursing 302, 310, 311, and 312; Chemistry 301; Biology 317.

Examination and discussion of historical, current and future perspectives in nursing and health care.

Nursing 410. Nursing Science V.

4-18-10. Prerequisites: Nursing 302, 310, 311, and 312.

Application of the processes of nursing to complex health problems of families.

Nursing 411. Nursing Science VI.

3-6-5. Prerequisites: Nursing 302, 310, 311 and 312.

Application of the processes of nursing to the health problems of a community.

Nursing 412. Nursing Science VII.

2-24-12. Prerequisites: Nursing 410 and 411.

Synthesis of previous learning into a student selected experience. Emphasis is on leadership, change agent skills and entry into professional practice.

Nursing 420. Ethical Issues in Nursing.

2-0-2. No Prerequisite.

Exploration of the ethical issues affecting current and future nursing practice and health care delivery.

Nursing 421. Dying and Death.

2-0-2. No prerequisite.

An exploration of current theories, problems and research related to dying as they affect the process of nursing.

Philosophy 101. Introduction to Religion.

5-0-5. Prerequisite: English 101, 102.

The major religious traditions of the West: Judaism, Christianity and Islam. Primary concentration on the historical settings of these traditions, and on the major periods of their development, including scriptural, doctrinal and structural aspects.

Philosophy 201. Introduction to Philosophy.

5-0-5. Prerequisites: English 101, 102.

An introduction to philosophy that addresses the following three areas: the nature and history of philosophy, critical reasoning skills, and selected issues from the philosophical tradition.

Philosophy 301. Ethics.

5-0-5. Prerequisites: English 101, 102.

An examination of the major ethical systems of thought and the applicability of these to selected contemporary moral questions.

Philosophy 305. Logic.

5-0-5. Prerequisite: English 101, 102.

An introduction to logic, including the origin and history of the traditional and contemporary forms of logic and logical argument and the basic elements of logic: deductive and inductive reasoning, the logic of truth functions, fallacies, application and philosophy of logic.

SECTION I:**Physical Education Activity Courses****Physical Education 123. Physical Fitness.**

1-2-2. No prerequisite.

Emphasizes an individualized exercise program with strong cardiovascular

component. Provides understanding of the physiological effects of vigorous physical exercise and the part it plays in the acquisition and maintenance of a high level of total fitness.

Physical Education 124. Basketball, Beginning.

1-2-2. No prerequisite.

Emphasizes basic skills, offensive and defensive play, endurance, teamwork and knowledge of strategy and rules.

Physical Education 125. Canoeing.

1-2-2. Prerequisite: Physical Education 180 or equivalent.

Emphasizes basic river canoeing techniques, equipment selection, river reading and trip planning. Student should be prepared to travel off campus for a variety of canoeing experiences.

Physical Education 126. Tennis, Beginning.

1-2-2. No prerequisite. (Racquet, 3 new USTA approved tennis balls, tennis attire).

Emphasis on basic ground strokes, service, footwork, strategy and rules.

Physical Education 127. Golf, Beginning.

1-2-2. No prerequisite. (12 new golf balls).

Includes chipping, pitching, putting and driving. Emphasizes rules, mechanics and etiquette.

Physical Education 128. Weight Training.

1-2-2. No prerequisite.

Emphasis is on free and fixed weights for general body development. Physiological principles, techniques, and safety factors.

Physical Education 134. Ballet, Beginning.

1-2-2. No prerequisite. (Leotards, tights and ballet shoes).

Includes basic movements, positions and discipline of ballet. Emphasis upon posture, body alignment and technique.

Physical Education 135. Badminton.
1-2-2. No prerequisite.

Stresses proper grip, forehand and backhand strokes, stance, footwork, court position, scoring, and strategy.

Physical Education 136. Bowling.
1-2-2. No prerequisite.

Includes elementary skills of grip, approach, aim, delivery, scoring, and knowledge of rules, etiquette, and picking up spares. (Additional fee charged).

Physical Education 137. Modern Dance, Beginning.

1-2-2. No prerequisite. (Leotards and tights).

Includes treatment of traditional dance forms and elementary choreography. Emphasizes technique, locomotor, and axial movements, rhythmic devices, kinetic perception of line, rhythm and grouping.

Physical Education 138. Diving, Beginning.

1-2-2. No prerequisite. (Bathing suit and cap; no two piece suit).

Emphasis on correct body mechanics in the performance of springboard stunt dives. Students entering this class should be proficient swimmers.

Physical Education 139. Flickerball.
1-2-2. No prerequisite.

Basic football rules, history, strategy, running and passing skills in extensive competition.

Physical Education 145. Cycling.
1-2-2. No prerequisite.

Operation, care and maintenance of the bicycle. Emphasizes improved endurance, technique and knowledge of safety rules and procedures used in city traffic and open road. Students will furnish their own bicycles.

Physical Education 146. Roller Skating.

1-2-2. No prerequisite.

Instruction in the fundamental skills as well as glides, jumps, spins, and rou-

tines. Emphasis will be placed on body mechanics in executing basic skills learned. (Additional fee charged).

Physical Education 147. Scuba Diving.

1-2-2. Prerequisite: Physical Education 180 or Equivalent. (Bathing Suit — no two-piece suits). Mask, fins, boots and snorkel will be provided by student.

Training in the underwater field; emphasis on developing skill and confidence in open water. Upon successful completion, the student will receive the Professional Association of Diving Instructor's Open Water Diver Certification. (Additional fee charged).

Physical Education 148 Racquetball.
1-2-2. No prerequisite. (Racquet, 2 new balls).

Fundamental skill instruction emphasizes strategy, fitness, knowledge of rules, terminology and play.

Physical Education 149. Soccer.

1-2-2. No prerequisite. (Sweat clothes.)

Emphasis on teamwork, basic skills and rules.

Physical Education 151. Gymnastics.
1-2-2. Prerequisite: Physical Education 159 or equivalent. (Leotards, tights or warm-ups).

Emphasizes apparatus, floor exercise and safety techniques.

Physical Education 152. Folk Dance.
1-2-2. No prerequisite.

Traditional folk dances, history, lore and costumes of the countries of their origins.

Physical Education 153. Ice Skating.
1-2-2. No prerequisite.

Emphasizes fundamental skills including skating forward, backward, the cross-over and stopping. (Additional fee charged).

Physical Education 154. Principles of Movement.

1-2-2. No prerequisite. (Leotards and tights).

Application of the basic principles of efficient movement. Deals with several aspects of fitness, relaxation, posture, balance, rhythm and weight control.

Physical Education 155. Recreational Sports.

1-2-2. No prerequisite.

This course is designed to offer a variety of low organized activities such as table tennis, paddleball, and unicycle riding.

Physical Education 156. Snow Skiing.

1-2-2. No prerequisite.

A basic approach and application to ski conditioning and knowledge of skiing as well as use of equipment. Basic skills include walking, climbing, straight running, snow plow, traversing, stemturns, stem-christie and parallel skiing. (Additional fee charged).

Physical Education 157. Speedball.

1-2-2. No prerequisite.

Instruction on the basic kicking, dribbling and throwing skills, combining skills of football, basketball and soccer.

Physical Education 158. Square Dance.

1-2-2. No prerequisite.

Basic square dance formations, positions and figures. Utilizes the patten and western singing call. Includes Kentucky Running Set.

Physical Education 159. Tumbling and Trampolining.

1-2-2. No prerequisite. (Leotards, tights or warm-ups).

Includes rules, safety techniques, and basic skills for free exercise and trampoline work.

Physical Education 166, 167, 168, 169. Special Exercises for Handicapped.

1-2-2. No prerequisite.

For the student who has a medical certificate and cannot meet the physical activity requirements in the regular activity program. May be repeated up to a total of six activity credit hours.

Physical Education 175. Power Volleyball.

1-2-2. No prerequisite.

Emphasizes basic skills — including bumping, setting, serving, spiking, and digs. Provides opportunity for competitive team play utilizing basic offensive and defensive strategies.

Physical Education 176. Camping and Outdoor Recreation.

1-2-2. No prerequisite.

Use of tools, the building of fires, outdoor cooking, erection of shelters, use of ropes and knot tying and survival techniques.

Physical Education 177. Handball.

1-2-2. No prerequisite.

Emphasizes skill, fitness, strategy and knowledge of rules and play.

Physical Education 178. Wrestling.

1-2-2. No prerequisite. (Wrestling tights or warm-ups).

Covers all phases of Intercollegiate Wrestling including takedowns, break-downs, reverses, escapes, pinning, combinations, and counters.

Physical Education 179. Archery.

1-2-2. No prerequisite.

Instruction in the fundamental skills and correct techniques, history, etiquette, rules and selection and care of equipment.

Physical Education 180. Swimming, Beginning.

1-2-2. No prerequisite. (Bathing suit and cap; no two-piece suits).

Concerns safety skills and knowledge. Proficiency in the front crawl, back crawl, elementary backstroke, sidestroke, breast-stroke, and drown-proofing are required. Red Cross certification can be attained.

Physical Education 201. Basketball, Intermediate.

1-2-2. Prerequisite: Physical Education 124 or equivalent.

Physical Education 219. Bowling, Intermediate.

1-2-2. Prerequisite: Physical Education 136 or equivalent. (Additional fee charged).

Physical Education 226. Tennis, Intermediate.

1-2-2. Prerequisite: Physical Education 126 or equivalent. (Racquet, 3 new USTA approved tennis balls, tennis attire).

Physical Education 227. Golf, Intermediate.

1-2-2. Prerequisite: Physical Education 127 or equivalent. (Golf clubs, glove, 12 new golf balls.)

Physical Education 228. Weight Training, Intermediate.

1-2-2. Prerequisite: Physical Education 128 or equivalent.

Emphasis on weight conditioning, power lifting, and body building techniques.

Physical Education 237. Modern Dance, Intermediate.

1-2-2. Prerequisite: Physical Education 137 or equivalent. (Leotards and Tights).

Physical Education 242. Ice Skating, Intermediate.

1-2-2. Prerequisite: Physical Education 153 or equivalent. (Additional fee charged).

Physical Education 248. Racquetball, Intermediate.

1-2-2. Prerequisite: Physical Education 148 or equivalent.

Physical Education 280. Swimming, Intermediate.

1-2-2. Prerequisite: Physical Education 180 or equivalent. (Bathing suit and cap; no two-piece suits).

Review of skills from beginning swimming plus trudgen, trudgen crawl, overarm sidestroke, and inverted breaststroke.

Physical Education 281. Life Saving.

1-2-2. Prerequisite: Physical Education

280 or equivalent. (Bathing suit and cap; no two piece suits).

Must be able to demonstrate various rescue techniques and pass written examination. Can receive lifesaving certification from the American Red Cross.

Physical Education 282. Water Safety Instructor.

2-2-3. Prerequisite: Red Cross Advanced Lifesaving Certificate or equivalent. (Bathing suit and cap; no two-piece suits).

An accredited course in the physical education department; certification as a Water Safety Instructor through the American Red Cross. Emphasis on teaching water safety and swimming skills.

SECTION II: Health and Physical Education Professional Preparation Courses

Physical Education 097. Proficiency Seminar I.

0-2-0. (No degree credit, Institutional credit, 1 hour).

Team sports proficiency seminar for physical education majors. A minimum of 2 competencies must be demonstrated.

Physical Education 098. Proficiency Seminar II.

0-2-0. (No degree credit, Institutional credit, 1 hour).

Individual and dual sports and activities seminar for physical education majors. A minimum of 4 individual and 4 dual competencies must be demonstrated.

Physical Education 099. Proficiency Seminar III.

0-2-0. (No degree credit, Institutional credit, 1 hour).

Swimming, fitness, and weight training seminar for physical education majors. Competencies in each area must be demonstrated.

Physical Education 187. Field Work, Elementary or Secondary.

1-9-5. Prerequisites: Physical Education 266, Psychology 201.

Practical experience in planning and conducting a physical education program stressing philosophy, administration, finance, facilities and leadership in an organized elementary or high school physical education program.

Physical Education 263. Safety Education.

3-0-3. No prerequisite.

Problems, policies, principles and methods involved in accident prevention programs in the school and community, and development of an attitude of safe living.

Physical Education 265. Physical Education Activities for Early & Middle Grade Classroom Teachers.

3-2-3. Prerequisite: Education 202. Activity credit for elementary education majors only.

An overview of the basic activity components and developmental principles that contribute to motor learning of K-4, 4-8 children. Emphasizes the structure and implementation of movement lesson plans appropriate for K-6 children.

Physical Education 266. Introduction to Health and Physical Education.

4-3-5. Prerequisite: Education 099.

A survey of the history, philosophy, principles, problems, biomechanical, physiological, psychological and sociological foundations of Health and Physical Education. Program options, career opportunities, personal characteristics and professional qualifications of the Health and Physical Educator will be stressed.

Physical Education 313. Secondary Physical Education.

4-3-5. Prerequisite: Education 207.

Materials, methods and techniques involved in organizing and teaching physical education activities at the secondary level. Students will be instructed in the development and use of various

audio-visual methods and materials. Observation and practical experience provided.

Physical Education 330. Instructional Design and Application in Health and Physical Education I.

3-6-5. Prerequisite: Phase I of Health and Physical Education Degree Program.

The study and integrating of concepts and principles concerning physical skill development, fitness and health into the teaching of health and physical education. Emphasis will be placed upon the planning, implementing and evaluating instruction in health and physical education (K-8).

Physical Education 331. Instructional Design and Application in Health and Physical Education II.

3-6-5. Prerequisite: Phase I of Health and Physical Education Degree Program.

The study of the various factors affecting curriculum development and its implementation. Emphasis will be placed on current methods utilized in developing, implementing and evaluating instruction in health and physical education.

Physical Education 340. Kinesiology.

4-3-5. Prerequisite: Biology 221.

Analysis of elements involved in human movement. Practical application of mechanical principles fundamental to posture and all physical activities.

Physical Education 341. Adaptive and Corrective Physical Education.

4-3-5. Prerequisite: Physical Education 340.

Kinesiology, theory, design and application of physical education programs for special populations.

Physical Education 342. Physiology of Exercise.

4-3-5. Prerequisite: Biology 221.

Overview of fundamental concepts describing reaction of organic systems to exercise; sport conditioning, muscular fatigue, metabolism, physical fitness; exercise and environmental stress.

Physical Education 344. Motor Learning.

4-2-5.

An in-depth study of information processing and how it relates to motor skills. Deals specifically with memory, perception, knowledge of results, transfer of learning, practice, motivation and related topics.

Physical Education 345. Measurement and Evaluation.

4-3-5.

The study of instruments and processes used to assess and evaluate physiological and psychomotor conditions, knowledge and skills in Health, Physical Education, and Athletics; practice in handling test data by basic statistical methods.

Physical Education 363. First Aid and Personal Safety.

4-3-5. No prerequisite: (3 hours activity credit for Nursing Students only).

Practice and application of standard and accepted principles. Satisfactory completion of requirement qualifies the student for the Standard and Instructors Certificate in First Aid and Personal Safety from the American Red Cross. Basic Rescue and Instructor Certification in CPR may also be received upon satisfactory completion of the requirements of the American Red Cross.

Physical Education 365. Early and Middle Grades Health Issues.

2-0-2. No prerequisites.

Contemporary health problems that affect early and middle grade students. A survey of community resources available to the teacher will be made. Detection of health related problems of students and the need for prompt and proper referral will be stressed.

Physical Education 366. Personal and Community Health.

4-3-5. No prerequisite.

An introduction to the basic issues, needs, trends, and interests in personal and community health. Students will assess their health status and behavior

in light of current scientific knowledge in contemporary health areas. Community health agencies and organizations will be reviewed with emphasis on the resources they provide.

Physical Education 380. Elementary School Physical Education Program.

4-3-5. Prerequisite: Education 202.

Presents an overview of elementary physical education including philosophy, design and implementation of various types of games and self-testing units, developmental differences, curriculum and motor skills learning theory. Special emphasis is placed on high skill attainment in the various activity components appropriate to elementary physical education teaching.

Physical Education 386. Physical Education Methods for Early and Middle Grade Classroom Teachers.

2-2-3. Prerequisite: Physical Education 265.

Provides basic instruction and practice with methods and materials appropriate for current physical education instruction of K-4 children. Carries a 20 hour field experience including observations and physical education teaching in a local school setting.

Physical Education 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Physical Education 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Physical Education 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration. Up to five hours may be applied to the major area.

Special topics of an advanced nature which are not in the regular course offerings, seminars; internships.

Physical Education 422. Officiating Individual and Team Sports.

4-3-5. No prerequisite.

Techniques, rules and roles of officiating sports.

Physical Education 424. Coaching Youth and Adult Sports.

4-3-5. No prerequisite.

Techniques and principles coaching with emphasis on age level, fundamentals, practice, organization and personnel.

Physical Education 434. The Administration of Physical Education and Athletics.

5-0-5.

A systematic approach to organizing and managing physical education and athletics, insight into the principles, objectives, policies, leadership, publicity, personnel, facilities, and fiscal matters will be taken.

Physical Education 436. Practicum in Health and Physical Education Instruction.

2-9-5. Prerequisite: Physical Education 330 and 432.

Instructional planning, implementation, and evaluation is examined in-depth with associated field experience in a health and/or a physical education classroom.

Physical Education 444. Nutrition and Fitness.

4-3-5. No prerequisite.

An in-depth study of the relationship between proper nutrition and a lifestyle of physical fitness. Covers all aspects of diet, weight control, energy usage, food supplements, fad foods, and fitness falla-

cies. Looks at current research on these topics.

Physical Education 445. Fitness Evaluation and Exercise Prescription.

4-3-5. Prerequisite: Physical Education 342.

A detailed examination of current test procedures used for determining body fat percentage, maximum oxygen uptake, cardiac stress testing, and respiratory efficiency. Thoroughly familiarizes student with lab procedures, test protocol, and construction of personalized exercise prescription.

Physical Education 446. Problems in Conditioning.

4-3-5. Prerequisites: Physical Education 342 and 344.

An in-depth study of the physiological and psychological problems encountered in conditioning programs. Students will make practical application of theory of programs in strength development, aerobic, anaerobic and localized muscle endurance, weight control, staleness, warm-up, and muscle soreness.

Physical Education 448. Care and Prevention of Athletic Injuries.

4-3-5.

Theory and practical study into preventing and providing temporary care and rehabilitation for common physical education and athletic injuries.

Physical Education 460. School Health Education.

4-3-5.

Innovative methods and strategies for communicating knowledge, influencing health attitudes and behaviors will be studied. Observation and work with Health Education classes in middle and secondary schools will be required.

Physical Education 465. Current Health Issues.

5-0-5. No prerequisite.

An in-depth study of selected contemporary health problems as they affect students including alcohol, drugs, human sexuality, smoking, suicide and others.

Causative factors and preventive measures will be explored.

Physical Education 471. Student Teaching in Physical Education and Health.

2-39-15. Prerequisite: Admission to Student Teaching.

Full-time teaching experience under the supervision of a public school supervising teacher and college supervisor.

Physical Education 482. Rhythms in Elementary Physical Education.

4-3-5. Prerequisites: Physical Education 380 and 344.

Provides a basic orientation to the teaching of rhythms to K-8 children. Emphasizes skill development in locomotor and non/locomotor patterns and musical phrasing; includes some fundamental dance compositions using concepts, songs, poetry, and music. Traditional dances also taught.

Physical Education 483. Movement Education.

4-3-5. Prerequisites: Physical Education 380 and 344.

Provides teachers of elementary and middle school physical education with the philosophy, rationale, theory, and content of movement education. Students receive field based practice teaching physical education activities through a child centered problem solving approach.

Physical Education 487. Developmental Assessment in Elementary Physical Education.

4-3-5. Prerequisite: Physical Education 380.

Provides instruction and field based practice in the selection and use of physical education data collection instruments and techniques appropriate for children 5-14 years. Also includes the use of some subjective techniques such as informal notes, descriptive codings of events, criterion referenced rating scales, and narrative reports as they apply to the learning and teaching of the elementary physical education activities.

Physical Education 488. Problems and Issues in Elementary Physical Education.

4-3-5. Prerequisite: Physical Education 380.

Examines the current literature dealing with problems and issues significant to organizing and administering a program of "elementary and middle school physical education." Includes consideration of the role of competitive activities, testing, parent involvement, the exceptional child and extra class activities.

Physical Education 490. Special Topics in Physical Education.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Physical Science 105. Introduction to Physical Science.

4-3-5. Prerequisite: Mathematics 101.

A study of the relationships among energy, matter and motion. Emphasis is placed on the structure of matter from subatomic particles to the universe in relationship to existing energy and its transformation and on the motion of energy and matter. Not for math or science majors.

Physics 115. Elementary Physics.

4-3-5. Prerequisites: Mathematics 101 and Physical Science 105.

Mechanics, heat, sound and electromagnetism are presented from a unified point of view. Emphasis will be given to the conservation laws and the fundamental forces of nature. Not for math or science majors.

Physics 127. Mechanics and Kinetic Theory.

4-3-5. Prerequisite: Mathematics 101.

Kinematics, dynamics, statics and many particle systems.

Physics 128. Electricity, Magnetism and Geometric Optics.

4-3-5. Prerequisite: Physics 127.

Basic principles of electricity, properties of light, and simple optics.

Physics 129. Heat, Light, Sound.

4-3-5. Prerequisite: Physics 127.

Wave properties of light and sound, quantum mechanical foundations of atomic and molecular structure, interactions of radiation with matter.

Physics 201. General Physics I.

4-3-5. Prerequisite: Mathematics 103. Corequisite: Mathematics 201. With Physics 202 and Physics 203 constitutes physics for science majors.

Covers mechanics including vector algebra, kinematics, Galilean transformations, Newton's law, work, work-energy principles, conservation of energy, conservation of momentum, rotational kinematics, equilibrium of rigid bodies, rotational dynamics and kinetic theory. More laboratory work and problems with calculus being used freely.

Physics 202. General Physics II.

4-3-5. Prerequisites: Physics 201; Mathematics 201.

Covers electromagnetism including Coulomb's law, electric fields, Gauss's law, potential Ohm's law, electromotive force, energy transformation in a circuit, charging and discharging a capacitor, energy density in an electric field, ammeter and voltmeter construction, magnetic fields, Hall effect, Ampere's law, Faraday's law, energy density in a magnetic field, inductance, a-c circuits, electromagnetic waves; laboratory work.

Physics 203. General Physics III.

4-3-5. Prerequisite: Physics 202.

Covers sound waves, geometric and physical optics, Michaelson-Morley experiment, Lorentz transformations, relativistic form of the laws of conservation of momentum and energy, black-body radiation, photoelectric effect, Bohr model of hydrogen, wave particle duality and the uncertainty principles and other topics in modern physics with an introduction to quantum mechanics. Laboratory work in wave phenomena.

Physics 350. Electronics Instrumentation.

3-6-5. Prerequisite: Mathematics 103.

Basic electronics, linear, and digital integrated circuits in modern laboratory instruments. Extensive experience with the design, construction, use and maintenance of electronic instruments.

Physics 360. Spectroscopy.

5-0-5. Prerequisite: Mathematics 103.

Principles of vibration, rotation, and electronic spectroscopy, and resonance techniques in the study of atomic and molecular structure.

Political Science 201. American Government.

5-0-5. No prerequisite.

Constitutional law, organization and functioning of the American national government, recent and current trends.

Political Science 202. An Introduction to Political Science.

5-0-5. No prerequisite.

This course acquaints students with different areas of political science, basic concepts and approaches to the study of political science.

Political Science 212. State and Local Government.

5-0-5. No prerequisite.

A general survey of state and local government; recent and current trends.

Political Science 302. Political Science Research Methods.

5-0-5. Prerequisites: Political Science 201 and 202.

A study of the empirical methods of analyzing political behavior. Quantitative methods for describing, explaining and predicting political behavior are emphasized. Laboratory work and field experiences may be utilized.

Political Science 303. Politics and Public Policy Formation.

5-0-5. Prerequisite: Political Science 201.

Origins, principles, structures, processes and practices of American national government. Stresses different perspectives on democratic theory and the adequacy of government institutions.

Political Science 315. American Constitutional Law I.

5-0-5. Prerequisite: Political Science 201.

The constitutional powers and limitations of the national legislative, executive and judicial branches are examined. The course includes analysis of the constitutional relationship of these political institutions and their relationship to the states regarding regulation of commerce, taxation and state courts.

Political Science 323. Issues in Political Philosophy.

5-0-5. Prerequisite: Political Science 201.

Emphasizes the issues of individualism and limits of political authority as dealt with by major political and social theorists.

Political Science 333. Contemporary International Politics.

5-0-5. Prerequisite: Political Science 201.

The interstate system, the assumptions and ideas of international politics, determinants of foreign policy and dynamics of political change using a comparative approach.

Political Science 334. Comparative Politics.

5-0-5. Prerequisite: Political Science 201.

An introduction to the comparative approaches for the study of politics, focusing on patterns of development and change in contemporary political systems.

Political Science 343. Principles of Public Administration.

5-0-5. Prerequisite: Political Science 201.

Problems of personnel, finance, administrative law and the growth and significance of administrative legislation and adjudication.

Political Science 360. The U.S. Congress.

5-0-5. Prerequisite: Political Science 201.

In-depth treatment of the origins, development, operation and reforms of the United States Senate and House of Representatives.

Political Science 370. The U.S. Presidency.

5-0-5. Prerequisite: Political Science 201.

Examines the historical development of the Presidency, the constitutional powers, the personalities, the roles, and the relationship with other governmental agencies.

Political Science 396. Cooperative Study.

1-15 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Political Science 398. Internship.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Political Science 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee and department chair prior to registration.

Covers special topics and seminars external to regular course offerings. May require internship.

Political Science 402. Political Parties.

5-0-5. Prerequisite: Political Science 201.

Examines the nature, structure and functions of political parties in differing national and cultural contexts with particular attention to the electoral activity of political parties in the United States.

Political Science 410. American Legal System.

5-0-5. Prerequisite: Political Science 201.

Basic concepts of American law, judicial selection, the legal profession, court systems, criminal justice and judicial behavior.

Political Science 412. Urban Affairs and Problems.

5-0-5. Prerequisite: Political Science 201.

Emphasis on the changing patterns of local and municipal governments and politics, impact of reapportionment and other problems generated by an urbanized society.

Political Science 415. American Constitutional Law II.

5-0-5. Prerequisite: Political Science 201.

An intensive study of the rights of Americans as guaranteed by the Constitution. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical, and political context of the cases studied.

Political Science 420. Judicial Process.

5-0-5. Prerequisite: Political Science 201.

Courts and judges as agents in the political system. Focus is on the judicial decision making process, with attention to psychological and other variables in that process. Relation of judicial process to legislative, administrative, and electoral processes emphasized.

Political Science 423. Great Political Thinkers.

5-0-5. Prerequisite: Political Science 201.

A survey of some of the world's great political thinkers, emphasizing those relevant to western civilization.

Political Science 424. American Political Thought.

5-0-5. Prerequisite: Political Science 201.

The history of American political thought from the 1600's through the twentieth century with primary attention given to changing and conflicting views on individualism and political organization.

Political Science 435. Foreign Policy of Major Nations.

5-0-5. Prerequisite: Political Science 201.

A study of governmental formulation and conduct of foreign policy, focusing on major problems of U.S. foreign policy with the Soviet Union and other major areas of the world.

Political Science 436. Politics of Developing Areas.

5-0-5. Prerequisite: Political Science 201.

This course confronts the patterns of development of governmental institutions and use of political processes in meeting the problems of the emerging nations of Asia, Africa, Latin America and the Middle East.

Political Science 440. U.S. National Security.

5-0-5. Prerequisite: Political Science 201.

An examination of the U.S. National Security System and current national security policies.

Political Science 444. Administrative Practices and Organization.

5-0-5. Prerequisite: Political Science 201.

The methods and procedures of governmental administration and the control of public bureaucracies in democratic societies.

Political Science 490. Special Topics in Political Science.

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

Psychology 201. General Psychology.

5-0-5. No prerequisite.

The scientific approach to the study of psychological phenomena, human development, learning and thinking, motivation and emotion, perception, testing and measurement, personality and behavior.

Psychology 220. Psychology of Communication.

5-0-5. No prerequisite.

A systematic approach to the theories and skills involved in communication. A detailed consideration of the principles that facilitate effective verbal communication between both individuals and groups is included.

Psychology 258. The Psychology of Adjustment.

5-0-5. No prerequisite.

The dynamics of normal and non-integrative adjustment, including the study of appropriate and inappropriate reactions to frustrations and stress; resolutions of conflicts, fears and anxiety; building emotional stability and preventing mental illness.

Psychology 299. Quantitative Psychology.

Prerequisites: Mathematics 101 or 116; Psychology 201 or Math 107 recommended.

An introduction to the use of quantitative methods in psychology and the social sciences with an emphasis on basic quantitative techniques, sampling, psychological testing and assessment, and the selection of appropriate measurements of behavior, their application, and their interpretation within the context of the research endeavor.

Psychology 300. Research Methods.

5-0-5. Prerequisites: Psychology 201; 299.

A study of the empirical methods of psychology. Course is designed to provide the student with a working knowledge of methods used in the planning and evaluation of psychological research including experimental design, research techniques, and the description and analysis of data.

Psychology 301. Experimental Psychology.

4-2-5. Prerequisite: Psychology 300. (Sequential to Psy 300.)

An overview of various areas of research in experimental psychology with emphasis on practical laboratory experience including conducting and reporting results of psychological experiments.

Psychology 305. Developmental Psychology.

5-0-5. Prerequisite: Psychology 201.

Human development from conception to death, emphasizing biological, cognitive, emotional, social and personality development.

Psychology 320. Leadership and Group Dynamics.

5-0-5. Prerequisite: Psychology 201.

Theory and application of psychological knowledge regarding group formation, group process, and leadership. Issues are examined in the context of ongoing intensive group discussion.

Psychology 325. Social Psychology.

4-2-5. Prerequisite: Psychology 201.

A survey of the effects of the social environment upon the behavior of the individual. Interpersonal attraction, affiliation, aggression, prejudice, conformity, attitudes and attitude change are discussed. Experimental research findings are emphasized.

Psychology 335. Theories of Personality.

5-0-5. Prerequisite: Psychology 201.

A survey of selected theories as well as research findings and possible therapeutic, educational and social applications. The theories of Freud, Adler, Jung, Erikson, Rogers, Skinner and other major theoretical systems are covered.

Psychology 345. Learning and Conditioning.

5-0-5. Prerequisite: Psychology 201.

Introduction to the basic learning process of habituation, classical conditioning, and operant conditioning in humans and lower organisms.

Psychology 370. Industrial Psychology.

5-0-5. Prerequisite: Psychology 201.

The application of psychological principles and research methodology to human problems in industry, including the psychological aspects of personnel selection and appraisal, motivation and work, leadership and human performance.

Psychology 396. Cooperative Study.

1-3 credit hours. Approval of departmental co-op advisor and Director of Cooperative Education (CAPS Center).

A supervised work experience program for up to six academic quarters with a previously approved business firm, private agency, or government agency. For sophomore and junior-level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

Psychology 398. Internship to Psychology.

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency, or government agency. Credit is allowed only in elective areas.

Psychology 400. Directed Study.

1-15 credit hours. Approval of instructor, major area committee, and department chair.

Covers special topics and seminars external to regular course offerings. May include original research projects and practicum experience.

Psychology 410. Physiological Psychology.

4-2-5. Prerequisite: Psychology 301 (Biology 103, 104, recommended) or consent of instructor.

Study of the nervous system, endocrine glands, and receptor and effector mechanisms as they influence behavior and personality.

Psychology 415. Theories of Perception.

4-2-5. Prerequisite: Psychology 301 or consent of instructor.

A study of various theories and phenomena of perceptions. Course includes experimental investigations of the characteristics of sensory systems including vision, audition, kinesthesia, and the vestibular and skin senses.

Psychology 420. Applied Psychology.

5-0-5. Prerequisite: One (1) 300 level Psychology course.

A consideration of selected contemporary psychological approaches to studying human behavior in applied settings. Methodologies available to the psychologists for the evaluation and/or modification of a variety of human problems will be explored.

Psychology 425. Psychology of Women.

5-0-5. Prerequisites: Psychology 201 and one 300 level psychology course.

Advanced study of psychological research and theory relevant to women. Focus will be on those areas where real and false gender differences manifest themselves.

Psychology 430. Abnormal Psychology.

5-0-5. Prerequisite: One (1) 300 level Psychology course.

A comprehensive study of the various forms of mental illness and maladjustment.

Psychology 455. Cognitive Psychology.

5-0-5. Prerequisite: One (1) 300 level Psychology course.

An examination of the experimental investigation of complex cognitive processes including the storage and retrieval of information, concept formation, reasoning, problem-solving, and decision-making.

Psychology 470. Personnel Psychology.

5-0-5. Prerequisite: Psychology 201, Psychology 370 or MGT 360.

An advanced study of the application of psychological research and theory to problems of organizational human resource utilization. Focus will be on individual differences in behavior and job performance and on methods of measuring and predicting such differences. Major areas of emphasis include job analysis and evaluation, recruitment, screening, validation, personnel selection, training and development, and performance appraisal.

Psychology 490. Special Topics in Psychology.

1-5 credit hours. Prerequisite: Satisfactory completion of 20 hours of 300-400 level Psychology courses and consent of instructor and department chair.

Reading 020. College Reading.

5-0-0. (No Degree Credit. Institutional credit, 5 hours).

This course is required of students who have failed the reading portion of the Regents' Test. Others may enroll in the course for review purposes prior to taking the Regents' Test. Primary attention is given to critical reading skills, rate, vocabulary, and test-taking techniques.

Reading 099. Developmental Reading.

5-0-0. (No degree credit. Instructional credit, 5 hours).

Individualized and classroom instruction in reading and study skills. Stressing comprehension, vocabulary and reading rate; work in textbook mastery, notetaking and organization.

Recreation 171. Introduction to Recreation (Fall).

5-0-5. No prerequisite.

Designed to introduce the student to the basic concepts of recreation. Includes history of recreation movement, theories of play and leisure, and philosophy of recreation.

Recreation 172. Recreation Leadership (Winter).

5-0-5. No prerequisite.

Deals with the philosophy of recreation programs, program building, the development of leadership skills and procedures in conducting the program.

Recreation 174., Field Work.

1-9-5. Prerequisites: Recreation 171, 172.

Practical experience under supervision including work with an agency.

Recreation 321. Foundations of Leisure.

5-0-5. No prerequisite.

Philosophical, historical, scientific foundations and developments in leisure including function and settings for organized services.

Recreation 331. Orientation to Special Populations.

5-0-5. No prerequisite.

Institutional and community recreation programming for retarded, physically handicapped, delinquent, correctional, and aging groups including special leadership and administrative techniques and adapted activities.

Recreation 341. Principles of Outdoor Recreation.

5-0-5. No prerequisite.

Administration of natural resources, multiple use of public lands and interpretative services.

Recreation 376. Camping.

3-0-3. No prerequisite.

Students will organize, lead and participate in group outdoor recreation experiences and week-end trips. Additional fee required.

Recreation 441. Organization and Administration of Recreation.

5-0-5. Prerequisite: Recreation 321.

Personnel, finance, programming, budgets, liability, area and facility management.

Recreation 451. Program Planning and Leadership.

5-0-5. Prerequisite: Recreation 321.

Procedures involved in establishing and operating a comprehensive recreation program, including leadership techniques, evaluation, facilities and activity selection.

Social Sciences 303. Comparative Social Sciences.

5-0-5. No prerequisite.

A comparative study of concepts, issues and methodologies of the social sciences. Appropriate field studies will be undertaken.

Sociology 133. Introduction to Social Services.

4-2-5. Prerequisite: Sociology 201.

The broad spectrum of career options relating to meeting human needs existent in the mid-twentieth century. Emphasis on terminal and transfer levels, attention to developing a philosophy of the helping relationship and direct exposure to field experiences in human services.

Sociology 201. Principles of Sociology.

5-0-5. No prerequisite.

Emphasis on the social nature of human behavior, group behavior, the structure of society, culture, social problems, social change and the scientific study of society.

Sociology 203. Social Problems.

5-0-5. Prerequisite: Sociology 201 recommended.

Current social problems facing American society with attention to developing insights into meaningful solutions.

Sociology 204. Marriage and the Family.

5-0-5. Prerequisite: Sociology 201 or Psychology 201 recommended.

The family in relation to society, its history, its structure and indications of change and human sexuality.

Sociology 314. Racial and Ethnic Minorities.

5-0-5. Prerequisite: Sociology 201 recommended.

Analysis of intergroup relations, emphasizing origin, maintenance, and consequences of prejudice and discrimination.

Sociology 324. Sex Roles in Modern Society.

5-0-5. Prerequisite: Sociology 201 recommended.

The implications of the changes in the kinship, economic, and political structures related to male-female relations, their impact on female equality in contemporary society.

Sociology 334. Sociology of Religion.

5-0-5. Prerequisite: Sociology 201 recommended.

Religion as a social institution in historical, comparative and contemporary terms.

Sociology 424. Aging in a Social Context.

5-0-5. Prerequisite: Sociology 201 recommended.

Problems of aging in modern society, including such topics as the impact of urbanization, the aged as a subculture, the effect of age-composition changes on the social structures.

Sociology 464. Population.

5-0-5. Prerequisite: Sociology 201 recommended.

An analysis of the size, growth, composition, distribution and characteristics of the population with emphasis on application of demographic information to socio-economic structure.

Spanish 101. Elementary Spanish I.

5-0-5. No prerequisite.

Emphasizes development of basic language skills of reading, writing, speaking, and comprehension while acquainting the student with cultural aspects of Spanish-speaking countries.

Spanish 102. Elementary Spanish II.

5-0-5. Prerequisite: Spanish 101 or equivalent.

A continuation of Spanish 101.

Spanish 201. Intermediate Spanish I.
5-0-5. Prerequisite: Spanish 102 or equivalent, or subject to approval of instructor.

A completion of basic Spanish grammar with readings acquainting the student with cultural aspects of Spanish-speaking countries.

Spanish 202. Intermediate Spanish II.
5-0-5. Prerequisite: Spanish 201 or approval of instructor.

Readings in Spanish culture and a review of difficult grammar structures.

Spanish 302. Practical Conversation and Composition.

5-0-5. Prerequisite: Spanish 101 and 102 or equivalent, or approval of instructor.

Students learn to express themselves verbally and in writing on a variety of career-related subjects. Emphasis on class interaction. Individual grammar and pronunciation problems are discussed in personal conferences with the professor. Group excursions to places of international interest. Conducted in Spanish.

Spanish 310. Spanish Literature.

5-0-5. Prerequisite: Spanish 201 or permission of the instructor.

A survey of major works of Spanish literature from the 16th century to the present. Readings and discussion in Spanish.

Spanish 311. Spanish Literature.

5-0-5. Prerequisite: Spanish 201 or permission of the instructor.

A survey of the major works of Spanish American literature from the 18th century to the present. Readings and discussions in Spanish.

Spanish 401. Advanced Grammar.

5-0-5. Prerequisite: Spanish 201 or permission of the instructor.

A study of Spanish grammar, including a review of basic grammar, and an introduction to more difficult points of Spanish grammar. Special emphasis is given to Spanish verb forms.

Spanish 402. Commercial Spanish.

5-0-5. Prerequisite: Spanish 201 or permission of the instructor.

A study of the Spanish language as used in business. Students learn to write business letters and documents in Spanish. Also, students learn economic, political, and sociological aspects of the Hispanic world needed to carry on business with the Spanish speaker.

Speech 208. Fundamentals of Speech.

5-0-5. No prerequisite.

Emphasis given to basic diction, public address, persuasion, contemporary theatre, speaker-listener relations, discussion and effective communication.

Studies Abroad, Spanish 395, 396, 397, 495, 496, 497.

Credit 5-15. Prerequisite: Four quarters of the language or equivalent.

A student who participates in the University System Studies Abroad Program in the areas of Classical Culture, French, German and Spanish conducted overseas may receive up to 15 quarter hours of credit at Kennesaw College. Credit is transferrable to other institutions within the University System of Georgia.

Studies Abroad, Classical Culture, 395, 396, 397, 495, 496, 497.

(See description above).

Studies Abroad, French 395, 396, 397, 495, 496, 497.

(See description above).

Studies Abroad, German 395, 396, 397, 495, 496, 497.

(See description above.)

STUDENT LIFE



STUDENT SERVICES

During the college years, students often confront important issues related to personal, academic and/or career development. To facilitate student growth in these important areas, a variety of student services programs are available at Kennesaw College.

Counseling, Advisement & Placement Services CAPS Center

The CAPS Center, located on the second floor, Old Library Building, incorporates the vital functions of personal and career counseling and job placement services for all students, and academic advisement for freshmen and transfer students who have not declared a major area of study. Appropriately trained personnel are available during Center hours to assist students with concerns or questions in any of the above areas. Specialized services are also available in the CAPS center to provide assistance to students with particular needs, e.g., international students, students over the traditional age or students with handicapping conditions.

Programs and services offered by the CAPS Center include:

Advisement — The advisement staff (a corps of trained faculty members) is available to offer guidance in academic planning for the student without a declared major area of study. Assisting the student in identifying an appropriate major area of study is a primary goal of the advisement staff. All the resources of the Center are available to the student as he/she considers this important decision.

Counseling & Testing — In an atmosphere of confidentiality, professional counselors offer vocational, educational and personal counseling and testing services to Kennesaw students. Individual or group counseling is available to assist the student with a variety of needs, e.g., assertiveness, career development, non-traditional student support, personal growth, student skills, or stress management.

Placement Services — Placement personnel are available to assist the Kennesaw student or alumnus with career related concerns. Students are encouraged to use these services early in their college career (at least by the junior year). Among the services offered are: career advisement and development, cooperative education opportunities, job opening notices, assistance in resume writing, interviewing, and job search.

Career Resource Library — This library is located in the CAPS Center and includes a collection of material about careers, colleges and graduate schools, as well as a computer terminal for use of the Georgia Career Information System (GCIS) and Computer Assisted Study Skills Instruction (CASSI).

KC 101 — An outreach program of the CAPS Center, KC 101 is an elective course (2 hours credit) available to freshmen who are interested in obtaining a thorough orientation to the college and to higher education in general. This quarter-long course is offered to small groups of students (15 maximum) and includes a variety of experiences directly related to successful adjustment to college, e.g., study skills, knowledge about college resources, exploration of personal goals.

Center for Excellence in Teaching and Learning (CETL)

Located on the fourth floor of the library, the Center for Excellence in Teaching and Learning (CETL) combines facilities for media services, learning laboratories and a curriculum center in an innovative approach to learning and instructional effectiveness. A variety of audio and visual instructional materials and equipment is available to the campus community.

Library

Our Kennesaw College Library acquires, catalogs and houses the books, periodicals and other materials needed by students, faculty and staff of the College. The Library staff provides professional guidance in the use of these resources.

Books may be borrowed from the collection of over 110,000 volumes, and copies may be made from the library's extensive holdings of over 1,100 periodicals and 67,000 microforms. The computer terminal provides a link to 1,000 major academic libraries in the U.S., and the card catalog is stored in microfilm terminals. For check-out of materials, the College identification card (ID) serves as a library card.

Serving as a federal depository for the Seventh District, the library has over 58,000 government documents and publications on file. A large art gallery features periodic exhibits by visiting and faculty artists, and a special collections room houses the rare book collection.

COMPUTING RESOURCES LABORATORY

An increasingly rich array of computing resources is developing at Kennesaw College. Interest in and use of computers is expanding rapidly in the academic programs and administrative operations of the college.

The primary computing resource supporting the academic programs is the University System Computer Network (USCN). The USCN links all of Georgia's public institutions of higher education and is regarded as one of the finest educational computer networks in the country.

Through the college's more than 30 terminals connected to the Network, students and faculty at Kennesaw have access to the computing power and extensive software libraries of large mainframes such as the CDC CYBER 170/750 and the IBM 370/158 in Athens. This system supports an extensive array of programming languages, statistical analysis packages, and computer-assisted instruction libraries and is used in an increasing number of courses in many different fields of study at Kennesaw College.

Multi-user and singler-user microcomputers are also available to support the academic programs at Kennesaw. Apples and IBM PC's with a generous software library are now available for student use in the Computing Resources Laboratory, second floor, Old Library.

In addition, most administrative data processing is conducted on the college's TI 990/12. This minicomputer is also used to provide high speed printing services for faculty and student users of the Network system.

HEALTH

Kennesaw College, being a non-residential college, does not assume the parental responsibility for the overall health and physical well-being of its students. The college does assume, however, a reasonable degree of responsibility for the safety and welfare of its student body by encouraging all students to participate in a nominally priced accident and sickness insurance plan and maintaining adequately equipped first-aid stations at strategic locations on campus.

No student with a contagious disease may attend classes. Every student is held individually responsible for adhering to this regulation.

Any student who requires special consideration because of any physical handicap should have his/her physician write an explanatory letter to the Dean of Student Affairs giving full details of the disability and any limitations/restrictions on his/her activities.

Should a student become seriously ill or be involved in an accident requiring medical attention, private physicians and comprehensive medical facilities are reasonably accessible to the campus.

In the event that it becomes necessary to seek medical attention beyond minor first aid treatment the following steps will be taken:

1. If the student is conscious, he/she will be asked for the name of his/her family physician and, if needed, and ambulance will be called;
2. If the student is unconscious, a college official will call an ambulance at the student's or parents' expense and have the student transported to the emergency room at Kennestone Hospital; and
3. Efforts will be made to contact the parents to inform them of the circumstances.

Student Housing

Kennesaw is a non-residential college. Students are expected to provide their own off-campus housing. In the event a student is unable to locate suitable living accommodations, assistance may be provided by the Office of the Dean of Student Affairs.

STUDENT ACTIVITIES PROGRAM

The co-curricular programs at Kennesaw College are many and diversified. The activities are designed to extend, reinforce and complement the academic experience and are an integral part of the college's educational program.

Students are encouraged to participate in out-of-classroom activities. Such experiences are enjoyable as well as beneficial to one's personal and educational development. Educational research supports the fact that such experience enhances career opportunities.

Activities include student government, publications, intramural athletics, pre-professional organizations, service organizations and hobby and special interest groups. All activities are organized under the supervision of the Director of Student Activities and the Office of Student Affairs, and all duly registered students are eligible to participate in these activities.

In order to qualify for and/or hold any elected or appointed office in any club or organization, a student must be in good academic standing and not on disciplinary probation.

Student Government

The Student Government Association promotes understanding and involvement among all members of the college community, encourages meaningful participation in student affairs and represents and legislates the interests of the student body in accordance with the faculty statutes and policies of the Board of Regents.

Each student enrolled at the college is a member of this organization. Membership in the SGA entitles a student to attend all meetings, to participate in discussions within meetings, to assume as many committee memberships as desired and to hold office. Every student is encouraged to participate and become an active member of the SGA.

Elected officers include the president, vice-president, secretary, treasurer and a maximum of fifteen senators (determined by size of enrollment).

Students serve on all major college councils with full voting privileges and have an active voice in the decision making process of the college. Students secure these positions either by virtue of holding elected office in SGA or are appointed by the SGA officers and senators.

Student Union

The Student Union is an organization whose purpose is to sponsor and coordinate through its committees out-of-class programming on campus.

The Union sponsors concerts featuring major "Pop" artists, dances, and other special events. Coffeehouses and movies are generally presented weekly. Nationally and internationally known authorities are brought to campus for lectures, seminars, and discussion groups to enhance the intellectual and cultural atmosphere of the college. Also sponsored by the Union are Fine Arts programs including professional drama, art exhibits and foreign films. Canoeing, backpacking, camping, table game competition and other recreational programs are offered.

The Student Union is governed by the Union Board composed of executive officers, at-large representatives, major committee chairpersons and elected faculty; however, the success of the Union depends upon the strength and depth of its committee membership

Further information concerning the Student Union and application forms for committee membership are available at the Information Booth, the Union Office, or the Office of the Director of Student Activities, all located in the James V. Carmichael Student Center.

Publications

The *Sentinel*, the student newspaper, is edited and published by students. It includes reports of campus activities, editorial comments, cartoons and feature articles. Any student who has an interest in newspaper work or simply feels that he/she could and would like to contribute to this publication, is

encouraged to join the staff. The Sentinel office is located on the second floor of the James V. Carmichael Student Center.

The *Montage* is the annual pictorial record of campus activities. The volume includes photographs of campus organizations, special interest groups, campus scenes and buildings as well as individual students, faculty and staff. The Montage office is located on the second floor of the James V. Carmichael Student Center.

Share is the Kennesaw College literary and creative magazine through which the creative and innovative talents of students, faculty and staff can be expressed. Within its pages are included poetry, short stories, photographs, art and other forms of creative expression. Share is published quarterly with the exception of summer quarter.

Intramural/Extramural Athletics

A comprehensive program of intramural athletics is offered under the supervision of the Department of Health, Physical Education and Recreation in cooperation with the staff of the Office of Student Activities.

A modern, well-equipped gymnasium, indoor swimming pool and eight tennis/handball courts make it possible to provide a wide variety of individual and group competitive activities. These activities include, but are not limited to: flag football, soccer, basketball, handball, softball, volleyball, swimming and badminton.

For detailed information concerning all intramural/extramural activities, consult the Department of Health, Physical Education and Recreation.

Intercollegiate Athletics

At Kennesaw College, academics and athletics are teammates. The Intercollegiate Athletics program encourages excellence in the classroom and participation in competitive sports. First begun in fall of '82, the program now includes men's teams in baseball, golf and soccer; women's teams in basketball, softball and volleyball; plus men and women's teams in tennis, cross country and track. To participate in any of these sports programs, contact the office of the Director of Intercollegiate Athletics on campus.

Clubs and Organizations

Described below are the clubs and organizations existing on the Kennesaw College campus at the time of this printing. Other groups may be recognized through established procedures. (See Student Handbook or contact the Director of Student Activities.) Membership in student clubs and organizations is open to all students.

The Alpha Group — This new honorary group recognizes outstanding achievement by students and faculty, and promotes excellence in all fields of higher education. Members are elected and selection is based on meeting specific academic requirements. Upon meeting charter criteria, this group plans to ultimately convert to Phi Kappa Phi, national scholastic honorary society.

KC Student Affiliates of the American Chemical Society — This organization exists to afford an opportunity for students of chemistry and related disciplines to become better acquainted, to obtain experience in preparing and presenting technical material, to foster a professional spirit and pride in chemistry and to foster an awareness of the responsibilities and challenges of the modern chemist.

The Baptist Student Union — The BSU is a part of a nation-wide organization located on college campuses. Its primary purpose is to be a witness for Christ and to strengthen and nurture Christians. Its activities are many and varied and are designed to meet the needs of the students at Kennesaw College. There are no membership requirements.

The Black Students Alliance — This is an organization which exists for the purpose of promoting an awareness of black culture and history, in and around campus, and within the society in which we live. Further, its activities are geared to the pursuit of academic excellence, achievement of career aspirations, the search for spiritual enlightenment, the attainment of physical perfection and moral integrity.

Blue Key — Blue key is a national honor fraternity that recognizes outstanding upperclass students — both men and women. Blue Key offers leadership training and serves the campus community as well as the community at large.

The Cobb Community Symphony Orchestra — Directed by Betty Shipman Bennett, the Symphony rehearses on Monday evenings in the Music building and performs six concerts per season. Membership is open to all students on a credit or non-credit basis by audition.

Computer Science Club — Promotes for students supplemental experiences in computer applications and provides a forum for business leaders or computer scientists from various areas of industry to discuss topics concerning computer technology.

The K.C. Choral — This music group is open to all K.C. students by audition for one hour's credit. The Chorale meets daily (except Fridays) at noon. Scholarships are available to those capable of providing leadership within their section.

The Concert Band — K.C.'s band meets Monday, Wednesday, and Friday at 11:00 and performs quarterly. The Band is open to all Kennesaw College students for one hour's credit, and scholarships are available to the leaders of each section.

Delta Chi Gamma — Sorority whose objects are to consider the goals and ideals of each member as continually applicable to campus and personal life; promote superior scholarship as basic to intellectual achievement; cooperate with member fraternities and the college administration in concern for and maintenance of high academic and moral standards; and to promote and provide for services for the college and surrounding community.

Executive Roundtable — Executive Roundtable (ERT) is an interdisciplinary organization established to promote the exchange of ideas on contemporary issues among outstanding students, faculty and community leaders. The programs revolve around a dinner and round table discussions, with an outstanding leader in the community serving as a guest speaker. All currently enrolled students with a minimum GPA of 3.0 are invited to apply for membership.

Fellowship of Christian Athletes (Larry Nelson Chapter) — FCA exists to present to athletes, coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationship and in the fellowship of the church.

Holistic Health Association — The purpose of this association is to provide information for those interested in holistic health, alternative healing techniques, preventative health care, and nutrition. The Holistic Health Association promotes overall personal well-being through group discussions, lectures, films and workshops.

Kennesaw Association of Accounting Students — The purpose of this organization is to encourage and give recognition to scholastic and professional excellence in the field of accounting.

Phi Alpha Theta — A professional society the objective of which is the promotion of the study of History by the encouragement of research, good teaching, publication, and the exchange of learning and thought among historians. It seeks to bring students, teachers and writers of History together both intellectually and socially.

Phi Beta Lambda — The purpose of this organization is to develop competent, aggressive business leaders; to create an understanding in the intelligent choice of business occupations; to encourage improvement in scholarship; to develop character; prepare for useful citizenship; and to foster patriotism. Club membership is open to all students who are interested in business programs at the college, alumni, faculty members, and interested businessmen and women.

Phi Eta Sigma — National college scholastic honor society for freshmen. Membership available to students having accumulative grade point average minimum 3.5 at close of any quarter during freshman year.

Phi Gamma Alpha — Social fraternity whose objects are to impress upon its members the true significance of fraternal relationship, create and perpetuate friendship among all persons, to develop and strengthen the character of its members and to promote the principles of virtue, diligence, and brotherly love.

Phi Mu Alpha Sinfonia Fraternity — The primary purpose of this national music fraternity is to encourage and actively promote the highest standards of creativity, performance, education, and research in music in America. Fur-

ther purposes include to develop and encourage loyalty to the Alma Mater, to foster the mutual welfare and brotherhood of students of music, to develop the truest fraternal spirit among its members, and to instill in all people an awareness of music's important role in the enrichment of the human spirit.

Pi Sigma Alpha — The national political science honorary rewards productive scholarship and stimulates intelligent interest in government. Membership requires a "B" average in political science courses.

Political Science Club — The Political Science Club is dedicated to free exchange of ideas regarding contemporary political issues, to promoting student interest in political affairs, and to providing a forum for expanded studies in the field of political science.

Psi Chi (National Honor Society in Psychology) — The purpose of this organization is to advance the science of psychology; and to encourage, stimulate, and maintain scholarship of the individual members in all fields, particularly in psychology.

Ranger Team — The purpose of the Ranger Team is to provide R.O.T.C. cadets and other college students with an opportunity to experience Ranger — oriented activities in the interest of morale and community relations. It is also a means by which a person may gain exposure to the Army with no commitment.

Sigma Alpha Iota — The purpose of this academic music fraternity is to raise the standards of productive musical work among the women students of the college, to further the development of music in America, and to organize the cultural life of its members as a contributing factor to their educational program.

Sigma Tau Delta — Among the purposes are to confer distinction for high achievement in the study of the English language and literature, to encourage fellowship among the members and the faculty, to provide cultural stimulation, and to further community interest in the college's English department.

Student Nurses Association — The Student Nurses Association of Kennesaw College (SNAK) is the local pre-professional organization for student nurses. All students who are declared nursing majors are eligible for membership. SNAK aids in preparing student nurses to assume professional responsibilities.

Students Over the Traditional Age — S.O.T.A. of Kennesaw College is dedicated to encouraging academic scholarship among non-traditional students, promoting interest in non-traditional students and developing an atmosphere of support, encouragement, and accomplishment among non-traditional students.

Toastmasters — The purpose of the Toastmasters Club is to help members to improve their abilities to communicate effectively. Members learn skills in speech preparation and delivery, conducting meetings and group discussions, leadership training, and how to read and listen analytically.

NOTE: Listed below are clubs that were determined to be inactive during the 1982-83 academic year. Interested students may reactivate any of these clubs by following established procedures described herein. If not reactivated during the 1983-84 academic year, the faculty of Kennesaw College will be asked to declare these clubs officially inactive.

Art Club — The purpose of the Art Club is to help stimulate an interest in and an awareness of the visual arts among the student body.

Circle K — The objective of Circle K International is to provide students with a means by which those individuals interested in helping others and being of service in society can express this concern through genuinely constructive involvement in the community and on campus.

Media Club — The club's overall purpose is to give the member experience with many types of media which will be of value to him/her in the future. More specifically, the club provides the opportunity to gain hands-on experience with various types of media equipment (television, film, slide shows, audio). In order for the member to become familiar with their functions, operations, and capabilities, the club provides information in the form of instructional seminars and guest speakers.

Veterans Association — Purposes include providing a medium through which members may cooperate in advancing their interest and preparing and presenting materials and programs designed to assist in the social, educational, and professional self-development of members. Full membership is open to all students, and associate membership is open to all faculty members and administrators who are veterans of the armed forces of the United States, as well as R.O.T.C. cadets, and veterans' dependents.



RULES AND REGULATIONS OF STUDENT LIFE

STUDENT RIGHTS

Grievance Procedures

Admissions, Privacy Rights and Other Non-Academic Matters

Within the framework of a student's relationship to Kennesaw College, several avenues exist for the expression of a grievance. Provision for hearing appeals by applicants denied admission to the college is outlined in Article VI, Section C, paragraph 2a, of the Bylaws of the Board of Regents. Appeal procedures for grievances related to student's privacy rights are contained in the college catalog (see section on confidentiality of student records). Grievances relative to other non-academic matters, e.g., athletics, clubs/organizations, standards of conduct, discipline, financial aid, student government procedures, publications and any other student activities will be heard by the Student Affairs Council.

Academic (other than violation of stated Grading Policy).

Student complaints related to final grades in any course of instruction where the student believes that the instructor violated the stated grading policy will be heard according to the grade appeal procedures as printed in the college catalog and the student handbook. Grievances related to other academic concerns, e.g., scholarship, curriculum, library matters or any other academic rules and regulations will be heard by the Academic Council. Every attempt will be made to resolve complaints/grievances at the lowest level possible in the chain-of-command. However, in instances where this is not possible, and the complaint cannot be satisfactorily resolved through procedures described above, the grievant may appeal in writing to the President of the College; the appeal should be communicated within five days after the action of which the student complains, or unsatisfactory resolution was reached at lower level. The President's decision is final so far as institutional grievance procedures are concerned.

Discrimination

All student grievances or complaints alleging action of a discriminatory nature shall be addressed in writing to the Deputy Title IX Coordinator, (Dean of Student Affairs). Once the Deputy Coordinator has received a written complaint containing specific allegations of discriminatory practice(s) regardless of whether based on race, religion, color, sex, handicap or national origin, and the complaint cannot be resolved at this level, the complaint will be routed to either the Academic Council or the Student Affairs Council. The respective councils shall be responsible for establishing from among their membership an ad hoc committee of three faculty members and two students to hear the complaint(s). The chairpersons will serve at the pleasure of the President. The committees may develop their own rules of procedure, but in the event of a tie vote, the tie shall be broken by the chairpersons. Also, a minimum due process protection shall include that the institution be given 10

working days to respond to any charges of discriminating. A committee's finding and recommendations will be rendered according to the principle of the preponderance of evidence. A committee, after reviewing all available evidence and hearing all verbal statements, shall within five days make its finding and report such to the President. It should be clearly understood that the opinions and recommendations offered by a committee to the President are advisory and in no way bind her to the recommended course of action. After consideration of a committee's report the President shall within five days make a decision which shall be final so far as the College is concerned. Should the aggrieved person(s) remain dissatisfied with the President's decision, further redress may be sought through internal channels by applying to the Board of Regents for a review of the decision, pursuant to the Bylaws of the Board of Regents, Article IX, p. xxvii.

Right to Accurate and Confidential Educational Records

The college recognizes its responsibility for maintaining accurate student information and academic records. Kennesaw College students have the assurance that their educational records, compiled and maintained by college officials, are recorded and retained in confidence in accordance with the regulations contained in the Family Education Rights and Privacy Act of 1974. Briefly, this act calls for:

1. Full access to student records by parents of students under 18, and to students 18 years of age and over.
2. Hearings to contest contents of personal records that are suspected to be inaccurate; and
3. Requirements of notice and written consent by students 18 and over, and parents of students under 18, before the records can be transmitted to most third parties.

The college will furnish annual notification to students of their right to inspect and review their educational records; the right to request amendment of educational records that are incorrect or misleading or that violate privacy or other rights; and of their right to a hearing to amend such records if necessary. This annual notice is published in the college catalog in greater detail listing the college official responsible for specific records as well as the hearing and appeal procedure.

Access to Records

Students have the right to be provided a list of the types of educational records maintained by the college which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the college to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as related to the student.

Students do not have access to financial records of their parents; confidential letters and statements of recommendation which are placed in the

educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.

Students do not have access to instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except a substitute; campus security records which are maintained apart from educational records, which are used solely for law enforcement purposes and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the alumni records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his/her capacity or to records created in connection with the treatment of the student under these conditions and which are not disclosed to anyone other than individuals providing treatment. These records, however, may be reviewed by a physician or appropriate professional of the student's choice.

Procedure for Access to Educational Records

Students should contact the appropriate college official (see listing in catalog) to inspect and review their records. The Registrar may require that a college official be present when a student inspects or reviews his/her educational records.

The college will release a student's educational record(s) upon the student's written request. In doing so, the student must:

1. Specify the records to be released.
2. Include the reasons for such release.
3. Specify to whom the records are to be released.
4. Have no outstanding financial obligations to the college.

The student may, upon request, receive without charge a copy of the record that is released.

The college may release a student's educational records, without the student's prior written consent, to the following:

1. College officials who have a legitimate educational interest.
2. Officials of other schools where the student seeks to enroll.
3. Representatives of Federal agencies authorized by law to have access to educational records.
4. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
5. Appropriate persons in connection with a student's application for or receipt of financial aid.
6. Organizations conducting studies for the college.
7. Accrediting organizations and associations.
8. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

9. Appropriate persons in emergency situations to protect health and safety of the student or other individuals.

10. Persons designated in lawfully issued subpoena or judicial order with the understanding that the student will be notified in advance insofar as possible.

No personal information on a student will be released without a statement from the college to the party receiving the information that no third party is to have access to such information without the written consent of the student.

Each office with educational records will maintain a record of each request and disclosure of personally identifiable information of a student except for information requested in writing by the student, information released to the student or the student's parents, directory information, and information released to college officials and instructors who have a legitimate educational interest in the records.

Amending Educational Records

A student may request that any information contained in his/her educational records which he/she considers to be inaccurate, misleading, or in violation of his/her privacy or other rights be amended or deleted from the records (a grade or other academic evaluations may not be amended, except that the accuracy of recording may be challenged).

A student who requests that information in his/her records be amended should first contact the official with primary responsibility for the information. (See listing in catalog.) If the matter is not resolved to the student's satisfaction, the student should direct his/her request to the Dean of the College. If the matter is not resolved to the student's satisfaction, he/she may request a formal hearing.

Should a student request a formal hearing to challenge information contained in his/her educational records, the hearing will be held within a reasonable time (not to exceed 45 days) and in a reasonable place. The student may be assisted or represented by a person of his/her choice and shall be afforded a full and fair opportunity to present evidence relevant to the issue(s).

The student or his/her representative should request the hearing in writing and should specifically identify the information he/she seeks to have amended. The request should be directed to the Dean of the College.

The Dean of the College will convene the Executive Committee of the faculty. Under the direction of the Dean, the Committee will render a decision within a reasonable period of time after the conclusion of the hearing and the decision shall be based solely upon the evidence presented at the hearing. The student shall be notified in writing of the reason(s) for the decision and summary of the evidence.

If the decision is that the information in the student's educational records is inaccurate, misleading or in violation of his/her rights and privacy, the statement(s) will be corrected or expunged from the student's records.

If the decision is that the information is not inaccurate, misleading, or in violation of the privacy or other rights of the student and that the information

is to remain in the student's educational records, the student shall be notified and given the opportunity to enter a statement in his/her records setting forth his/her explanation of the contents thereof. Students wishing to appeal the decision of the Executive Committee may do so in writing to the President of the College within five days after the action of the committee. Students wishing to file a complaint directly to the review board of H.E.W. should write to the Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, and is not intended to impose any restrictions or grant any rights not specifically required by this Act.

Types of Educational Records and Officials Responsible for Their Maintenance

The following are lists of student records and the officials responsible for their maintenance. These records will be made available to students upon individual written requests. Such requests must be addressed to the official responsible for the maintenance of the record.

Director of Admissions

Application for Admission
High School and College Transcripts
CEEB Scholastic Aptitude Test Scores

Director of Student Financial Aid

Institutional Application for Financial Assistance
Regents' Scholarship Application
Georgia Incentive Scholarship Application
Georgia Higher Education Assistance Corporation Application
Available Letters of Recommendation for Regents' Scholarship
Pell Grant Student Aid Report
College Work Study Program Job Assignment
Award Letter
Financial Aid Form
Affidavit of Educational Purpose and Draft Status

Director of Developmental Studies

Basic Skills Examination Scores
Placement Test Scores

Director of Academic Services/Registrar

College Level Examination Program Scores
Grades and Academic Standing Status
Petition for a Degree
Regents' Test Results
Georgia and U.S. History and Constitution Test Results

**Director of Counseling, Advisement & Placement Services (CAPS)
Center**

Individual Standardized Test Scores
Regents' Testing Program Scores
Georgia and U.S. History and Constitution Test Results

Dean of Student Affairs

Discipline File
Insurance Roster
Letters of Recommendation

Grade Appeal Procedure

Any student has the right in any course of instruction to appeal a final grade when he/she believes that the instructor has violated his/her stated grading policy. In such cases the following procedure will be applied:

- A. Each faculty member must specify his/her grading policy, at the first of the quarter. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible.
- B. If a student believes that his/her final grade is unfair in terms of the instructor's stated grading policy, he/she should first discuss the matter with the instructor.
- C. If the student remains unsatisfied with his/her grade, he/she may file an appeal with the Dean of the applicable school within 60 days. If the instructor involved happens to be a Dean, the appeal should be filed with the Vice-President for Academic Affairs.
- D. The Dean must appoint a School Hearing Committee consisting of three faculty members and three students. The members of the Hearing Committee should be appointed in a manner determined by the Dean. However, in cases where the complaint is filed against a Dean, the case is heard originally by the campus-wide Student Judicial Committee.
- E. Both the faculty member and the student have the right to an advisor to assist in preparing and arguing their case.
- F. The Hearing Committees may draw up their own rules of procedure, but minimum due process protections shall include the right of both parties to be notified in writing at least 72 hours in advance of the date, time, and place of the hearing; the right of the faculty member to be informed in writing of the specific nature of the complaint against him/her and of the evidence and/or witnesses on which it is based, and the right of both parties to present evidence and witnesses in their behalf and to cross examine adverse witnesses.
- G. A Hearing Committee has the right not to hear a case which the student presents to the committee, when it regards the complaint as frivolous or irresponsible on the basis of evidence which the student presents to the committee. In such circumstances the committee may want to recom-

mend that the student talk to one of the college counselors.

- H. All decisions will be rendered according to the principle of the preponderance of evidence.
- I. The Hearing Committee will be expected to produce a written report, summarizing the testimony, indicating its verdict, explaining why the committee reached the verdict which it rendered, and making recommendations, if desirable, to either or both parties. Copies of the written report will be submitted to both parties in the case, the Dean of Student Affairs, the Dean of the applicable school and the department chairperson.
- J. If the decision of the Hearing Committee is unanimous or if it is a 5 to 1 decision, no appeal to the college Student Judicial Committee is possible. Otherwise the losing party may appeal. In case of a tie vote by the committee, the student bringing the charges loses, and it is his/her responsibility to appeal, if he/she decides to do so.
- K. Appeals will be made to the Student Judicial Committee. If the Student Judicial Committee chooses to review the hearing committee's record, it shall provide both parties with the same due process protections as are specifically mentioned above.
- L. If the final decision should be in favor of the student, the instructor and the student must attempt to agree upon a mutually acceptable grade. The committee which last heard the case will participate in the discussion between the instructor and the student and try to mediate the dispute. However, if no agreement is reached, the student may be given a "W" for the course and then may be given the chance to earn credit for the course by special examination to be composed and graded by a faculty member not involved in the case. The faculty member who composes and grades the examination shall be of the same discipline and shall be selected by the Dean with the consent of the student. If the complaint was against a Dean, he/she shall be selected by the Vice-President for Academic Affairs with the consent of the student.

CODE OF CONDUCT

Board of Regents' Statement on Disruptive and Obstructive Behavior

"The Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with other, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

"The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities."

A. General Definition

Kennesaw College recognizes the student's right as an adult member of society and as a citizen of the United States of America, to respect and consideration of the Constitutionally guaranteed freedoms of speech, assembly and association. The college further recognizes the student's right within the institution to freedom of inquiry, and to the reasonable use of the services and facilities of the college which are intended for his/her education.

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, the following rules have been laid down by the students and other members of the college community acting in concert. These rules reasonably limit some activities and prescribe certain behavior which is harmful to the orderly operation of the institution and the pursuit of its legitimate goals. All students are held to be informed of these rules which are printed in the catalog and in the Student Handbook; copies of each publication are available in the Registrar's Office.

If any student is accused of a violation of any of these rules and he/she denies guilt, he/she is guaranteed a speedy and fair hearing before an appropriate hearing committee. Appropriate due process safeguards have been built into the procedures which govern each of these committees so that no permanent or recorded penalty shall be meted out until the student accused shall have had a fair chance to be heard. Appropriate appeals are allowed from the decisions of these committees and are detailed herein.

It is expected that each student will be law abiding and will obey the laws of Cobb County, the State of Georgia, and the United States. These regulations are not for the purpose of restricting the conduct or accomplishments of any individual or group of students, but are intended to set forth the requirements of the college to the end that the purpose of both the students and the college may be served with a minimum of misunderstandings. The rules are not comprehensive. A student may be dropped from the rolls of the college or subjected to other disciplinary actions for conduct illegal, immoral, or contrary to the best interests of the college, regardless of whether or not the particular offense is listed in these rules and regulations. In no instance, will a student accused of misconduct or violation of any of the College's rules and regulations be denied due process.

B. Prohibitions Defined

1. Academic Irregularities

a. Prohibitions

- i. The receiving or giving of unauthorized assistance in the preparation of any academic assignment is prohibited;
- ii. The taking or attempting to take, stealing or otherwise procuring in an unauthorized manner any material pertaining to the education process is prohibited.
- iii. The selling, giving, lending or otherwise furnishing to any unauthorized person the questions and/or answers to any examination known to be scheduled at any subsequent date is prohibited;
- iv. The fabricating, forging or falsifying of laboratory results, is prohibited; and

- v. Plagiarism (as defined in The American Heritage Dictionary) is prohibited.
- b. Punishments - Charged by an Instructor
For any conviction during the student's duration at the college and after the student has, in writing, waived his right to a hearing or after the student has exhausted all avenues of appeal at the institution and has been judged guilty, the instructor may change the student's grade for the course in which the academic irregularity occurred, require him to withdraw from the academic course within which the offense occurred, without credit for the course, change the student's grade for the work on which the irregularity occurred, require the student to take another test or do over the work on which the irregularity occurred, or deliver a reprimand to the student. In such cases, the student's due process protections are those listed in Section D, 1. below.
- c. Punishments - Charged by Administrative Officer
In certain severe cases, the Dean of Student Affairs, or his designated representative, may elect to bring charges against a student. These cases shall include, but not be limited to, multiple violations and the existence on campus of a cheating ring. The possible disciplinary sanctions in such cases are those listed above, and also expulsion, disciplinary suspension or disciplinary probation. In such cases the student's due process protections are those listed in Section D, 2.

2. Nonacademic Irregularities

- a. Prohibitions
 - i. Alcoholic Beverages
The possession or consumption of alcoholic beverages on college property or in college facilities is prohibited.
 - ii. Damage to Property
Malicious or unauthorized intentional damage or destruction of property belonging to the College, to a member of the College community or to a visitor to the campus is prohibited.
 - iii. Disorderly Assembly
 - a) Assembly on campus for the purpose of creating a riot, destruction or disorderly diversion which interferes with the normal operation of the college is prohibited. This should not be construed so as to deny the right of peaceful, non-disruptive assembly.
 - b) Obstruction of the free movement of persons about the campus, interference with the use of college facilities or materially interfering with the normal operation of the College is prohibited.
 - c) The abuse or unauthorized use of sound amplification equipment indoors or outdoors during the time when classes are in session is prohibited.
 - iv. Disorderly Conduct
 - a) Disorderly conduct or breach of the peace on college property or in college facilities is prohibited.
 - b) Pushing, striking or physically assaulting any member of the faculty, administration, staff, student body or any visitor to the campus is prohibited.

- c) Conduct on college property or in college facilities which materially interferes with the normal operations of the college is prohibited.
 - d) Entering or attempting to enter any dance, social, athletic or any other event sponsored or supervised by the college or any recognized college organization without credentials for admission, i.e., ticket, identification card, invitation, etc. is prohibited.
 - e) Interference with, or giving false identification to or failure to cooperate with any properly identified college faculty, administrator, or staff personnel while these persons are in the performance of their duties, is prohibited.
- v. **Controlled Substances**
The possession or use (without valid medical or dental prescription), manufacture, furnishing or sale of any narcotic or dangerous drug controlled by federal or Georgia law on college property or in college facilities is prohibited.
- vi. **Falsification of Records**
No student shall alter, counterfeit, forge, falsify or cause to be altered, counterfeited, forged, or falsified, any record, form, or document used by the college.
- vii. **Explosives**
No student shall possess, furnish, sell or use explosives of any kind in or on college property.
- viii. **Fire Safety**
- a) No student shall tamper with fire safety equipment.
 - b) The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.
 - c) No student shall set or cause to be set any unauthorized fire in or on college property.
 - d) The possession or use of fireworks in or on college property is prohibited.
 - e) No student shall make, or cause to be made, a false fire alarm.
- ix. **Weapons**
Students are prohibited from possession of firearms in or on college property (except with permission from the Dean of Student Affairs). The possession or use of any other offensive weapons is prohibited.
- x. **Hazing**
All acts, rites and ceremonies, of induction or initiation into any college club or organization which tend to inflict or allow physical or mental abuse are prohibited.
- xi. **Smoking, Eating and/or Drinking¹**
Smoking, eating and/or drinking are prohibited in areas so designated. Prohibited areas include all classrooms, laboratories and other areas where such restrictions are posted.
- xii. **Student Identification Cards**
- a) Lending, selling or otherwise transferring a student identification card is prohibited.
 - b) The use of a student identification card by anyone other than its original holder is prohibited.

- xiii. **Theft**
 - a) No student shall sell a textbook not his own without written permission of the owner.
 - b) No student shall take, attempt to take, or keep in his possession, items of college property, or items belonging to students, faculty, staff, student groups or visitors to the campus without proper authorization.
- xiv. **Unauthorized Entry or Use of College Facilities**
 - a) No student shall make unauthorized entry into any college building, office, or other facility nor shall any person remain without authorization in any building after normal closing hours.
 - b) No student shall make unauthorized use of any college facility.
- xv. **Gambling²**
The playing of cards or any other game of skill or chance for money or other items of value is prohibited.
- xvi. **Parking**
Parking is permitted only in appropriately designated areas: Vehicles parked in unauthorized areas will be subject to removal at owner's expense.

¹The only possible penalties which can be imposed for a first offense of this irregularity are reprimand or restitution. The repeated offense, of course, can carry a heavier penalty.

²The only possible penalties which can be imposed for a first offense of this irregularity are disciplinary probation, reprimand, and restriction. The repeated offense, of course, can carry a heavier penalty.

- xvii. **Repeated Violations**
Repeated violations of published rules or regulations of the college cumulatively indicating an unwillingness or inability to conform to the standards of the college for student life are prohibited.
- xviii. **Violation of local, state or federal law, on or off the campus, which violative act constitutes (or creates a substantial likelihood) of material interference with the normal, orderly operation and process of the college is prohibited.**

b. Punishments

The possible punishments which can be imposed for smoking, eating and/or drinking and for gambling are listed in the footnotes. For violation of the other nonacademic irregularities listed in Section B, 2a, and after the student has, in writing, waived his/her right to a hearing or after the student has exhausted all avenues of appeal at the institution and has been judged guilty, the Dean of Student Affairs may impose any of the following punishments:

- 1) Expulsion;
- 2) Forced Withdrawal;
- 3) Disciplinary Suspension;
- 4) Disciplinary Probation;
- 5) Reprimand (oral or letter);
- 6) Restrictions; and
- 7) Restitution

In such cases the student's due process protections are those listed in Section D, 2, below. Where reasonable and necessary, the President of the College or his/her designated representative may also impose a temporary suspension from a course, not to exceed three class meetings.

C. Disciplinary Sanctions Defined

The following are possible disciplinary measures which may be imposed upon an infraction of the Student Conduct Code. This list shall not be construed to be exhaustive and may be modified or enlarged at any given time.

1. Expulsion — permanent severance of one's relationship with the college.
2. Disciplinary Suspension — temporary severance of one's relationship with the college for a specific period of time.
3. Forced Withdrawal — from the academic course within which the offense occurred without credit for the course.
4. Temporary Suspension from a Course - temporary severance of a student's relationship with a course, not to exceed three class meetings.
5. Disciplinary Probation — notice to the student that any further major disciplinary violation may result in suspension; this action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand and restitution.
6. Reprimand
 - a. Oral reprimand — an oral disapproval issued to the student.
 - b. Letter reprimand — a written disapproval issued to the student.
7. Restrictions — exclusion from enjoying or participating in social activities or from holding office in college clubs and organizations.
8. Restitution — reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.
9. Change in grade for the course in which an academic irregularity occurred.
10. Change in grade for the test, paper or work in which an academic irregularity occurred.
11. Forced Retesting — for the test, paper, or work in which an academic irregularity occurred.

D. Due Process Procedures Defined

1. Academic Irregularity — Charged by an Instructor

- a. A formal charge of academic irregularity brought by an instructor against a student shall consist of a written statement specifying when and where the alleged irregularity occurred, the nature of the offense and a summary of the evidence on which the charge is based. The instructor shall give one copy of the statement to the student, by hand delivery if reasonably possible. A second copy shall be kept on file in the Office of Student Affairs for five years, or until the student is found innocent of the charge, or until the student has graduated from the college. A third copy shall be retained by the instructor.
- b. A student who is charged by an instructor with an academic irregularity shall be given a hearing unless, in writing, he admits guilt, waives

- his right to a hearing and requests that the instructor take appropriate action.
- c. The instructor may not force the student to withdraw from his/her course or punish the student in any other way until the student has in writing waived his/her right to a hearing or until the student has exhausted all avenues of appeal at the institution and has been judged guilty.
 - d. Hearing procedures shall begin by the instructor notifying his/her Dean in writing, that he/she has charged a student with an academic irregularity and that a hearing is necessary. If a Dean is bringing the charge against a student in his/her class, he/she shall notify the Vice-President for Academic Affairs.
 - e. The Dean must appoint a School Hearing Committee consisting of three faculty members and three students. The members of the School Hearing Committee should be appointed in a manner determined by the Dean. However, in cases where a Dean charges a student with an academic irregularity, the case shall be heard originally by the college Student Judicial Committee.
 - f. Both the faculty member and the student have the right to an advisor to assist in preparing and arguing their case.
 - g. The School Hearing Committee shall draw up their own rules of procedure, but minimum due process protections shall include the right of both parties to be notified in writing at least 72 hours in advance of the date, time, and place of the hearing; the right of the student to be informed in writing of the specific nature of the charge against him/her and of the evidence and/or witnesses on which it is based; and the right of both parties to present evidence and witnesses in their behalf and to cross examine adverse witnesses.
 - h. All decisions will be rendered according to the principle of the preponderance of evidence.
 - i. The Hearing Committee will be expected to produce a written report, summarizing the testimony, indicating its verdict, explaining why the committee reached the verdict which it rendered, and making recommendations, if desirable, to either or both parties. Copies of the written report should be submitted to both parties in the case, the Dean of Student Affairs, and Dean and department chairperson.
 - j. Both parties have the right of access, for the sole purpose of appealing a decision, to the tape recording and/or summary transcription of the proceedings, and the right to have made, at the party's own expense, a verbatim transcription of the proceedings.
 - k. If the decision of the School Hearing Committee is unanimous or if it is a 5 to 1 decision, no appeal to the college Student Judicial Committee is possible. Otherwise the losing party may appeal. In case of a tie vote by the committee, the committee will find the student not guilty, and it will be the responsibility of the faculty member to appeal, if he/she decides to do so.
 - l. Appeals will be made to the college Student Judicial Committee. The Student Judicial Committee shall provide both parties with the same due process protections as are specifically mentioned in subsections f-i above.
 - m. If the committee which last hears the case finds the student guilty, it

shall advise the instructor in determining the proper punishment to be imposed on the student, and this advice shall be put in writing. But the final decision on punishment shall be in the hands of the instructor, in conformity with the guidelines listed in Section B, 1, b, above.

- n. If the committee which last hears the case finds the student innocent, it shall, in consultation with the instructor and the student, determine the proper action to be taken. It shall attempt to reach a fair and a reasonable solution and will act in accordance with the following guidelines:
 - i. If the student completed the work in question before he/she was charged with an academic irregularity, he/she should ordinarily be given the grade which he/she earned on this work, as determined by the instructor.
 - ii. If the work in question was not completed before the student was charged with an academic irregularity, he/she should ordinarily be given the chance to take another test over the material covered by the examination or to complete the paper or work in question.
 - iii. The committee may, for good reason, determine that the student shall be given a "W" for the course and then be given the chance to earn credit for the course by special examination, to be graded by a faculty member not involved in the case. However, the student will continue to have the right to attend the class in which he/she was originally enrolled or to receive equivalent instruction from the faculty member who will compose and grade the special examination. The faculty member who composes and grades the examination shall be of the same discipline and shall be selected by the Dean, with the consent of the student. If the complaint was against a Dean, he/she shall be selected by the Vice-President for Academic Affairs with the consent of the student.

2. Academic or Nonacademic Irregularity — Charged by an Administrative Officer.

When a student is charged with violation of any of the nonacademic regulations listed in section B, 2, above or when a student is charged with an academic irregularity which carries the penalty of possible expulsion or suspension, disposition of the infraction shall be afforded the Constitutional requirements of due process and consistent with the procedures outlined below:

- a. All complaints of alleged violation by a student shall be made in writing to the Dean of Student Affairs.
- b. The student shall be notified in writing by the Dean of Student Affairs that he/she is accused of a violation and will be asked to appear for a conference to discuss the complaint. The letter shall include a statement of the alleged violations committed by the student and a notification of the student to bring an advisor to the conference.
- c. At the time of the conference, the student shall be advised that:
 - i. He/she may, in writing, admit or deny the alleged violation, waive all further hearing and request that the college official take appropriate action.

- ii. He/she may, in writing, admit or deny the alleged violation. If the infraction involved the possibility of suspension or expulsion, the Dean of Student Affairs shall refer the matter to the Student Judicial Committee for full disposition. Otherwise, the Dean of Student Affairs shall make full disposition of the case, except that he/she may, for good cause, refer any case to the Student Judicial committee.
- d. In cases referred to the Student Judicial Committee, the Dean of Student Affairs or designee shall, at least 5-10 days in advance of the hearing, notify the student in writing, by hand delivery if reasonably possible and otherwise by registered mail to the last local address of the student concerning the following:
 - i. the date, time and place of hearing;
 - ii. a statement of the infractions charged against him/her, including a summary of the evidence upon which the charges are based;
 - iii. the names of witnesses scheduled to appear;
 - iv. advice of his/her right to present evidence and witnesses in his/her behalf and to have an advisor of his/her choice.
- e. The decision reached at the hearing will be communicated in writing to the student and, if the student is a minor, to his/her parents or guardian.
- f. A student who has been suspended, or expelled by action of the hearing body or the Dean of Student Affairs (where student has not waived right to further hearing) shall be notified in writing of his/her right to appeal the hearing body's decision to the President of the College; the appeal shall be in writing and communicated within five days after the action of which the student complains (see Article VI, Section C, paragraph 2a and 2b, of the Bylaws of the Board of Regents, University System of Georgia).

3. Procedural Due process Requirements in Cases Involving Suspension or Expulsion.

Accused shall:

1. receive adequate (5-10 days) written notice of the date, time and place of hearing; the infraction(s) of the conduct code charged against him/her and the sanctions which may be applied if the charges are proven or he/she acknowledges guilt and waives, in writing, his/her right to a hearing;
2. be advised of the names of the witnesses who will appear against him/her and the substance of their testimony;
3. receive a fair hearing before a constituted impartial tribunal (students, faculty, and administration);
4. have the right to present a defense and witnesses in his/her own behalf, and the right to cross-examine adverse witnesses;
5. have the right to be assisted in his/her defense by an advisor of his/her choice;
6. have access to a transcript of the proceedings and the finding of the hearing committee; and
7. have the right to attend classes and college activities until a hearing is held and a decision is rendered, except in instances where his/her presence presents a clear and present danger of material interference

with the normal operation and processes of the college. In such cases, the Dean of Student Affairs may impose temporary protective measures, including suspension, pending a hearing. Normally a hearing will take place within a reasonable time (72 hours) of the imposition of the temporary suspension.

4. The Student Judicial Committee

1. The Student Judicial committee of the college shall consist of seven members of whom four shall be members of the faculty elected by the faculty of the college and three shall be regularly enrolled students recommended by the President of the Student Government Association and appointed by the President of the College.
2. The members of the committee shall select each year one of their own faculty members to act as presiding officer. The Office of Student Affairs shall be responsible for providing to the committee when necessary a member of its staff to perform recording functions.
3. The committee shall hear cases involving alleged violations of the Student Conduct Code which shall be referred to it by the Dean of Student Affairs, grade appeals from the School Hearing Committees, and appeals from the School Hearing Committee in cases involving academic irregularities.
4. Preliminary investigations of charges against students shall be made by the Dean of Student Affairs. Cases are referred to the Student Judicial Committee through its chairman. The chairman shall set the time and place for a hearing, shall notify other members and from that point all summoning of defendant(s) and witnesses shall be done by the Office of Student Affairs.
5. Decisions of the Student Judicial Committee shall be by majority vote and based on the principle of the preponderance of substantial evidence. A quorum shall consist of five members, three faculty and two students.
6. Any member of the committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or of the institution.
7. The Student Judicial Committee shall make a tape recording and/or summary transcription of the proceedings.
8. The hearing and other deliberations of the Student Judicial Committee shall be closed except to appropriate observers from the college administration. However, the student defendant may designate three persons from the faculty, his/her family, and/or student body to observe the hearing; the presiding officer of the committee may, for good cause, designate three observers from the faculty and/or student body. The committee, however, may exclude any person who may be reasonably expected to disrupt or interfere with the hearing or who does disrupt or interfere with the hearing.
9. In cases involving nonacademic irregularities or in academic cases where possible penalties include expulsion or suspension the committee shall provide a written report to the Dean of Student Affairs, and to the student involved, or to his/her parent or guardian if the student is a minor. The report shall include a summary of the testimony, the verdict rendered, and, if the student is found guilty, the punishment imposed,

and the reasons why the committee reached its conclusions.

10. Periodically the committee shall inform the faculty of the nature and number of cases which it has heard and shall make any recommendations to the faculty when it desires.

5. Appeal Procedure

The right of appeal does not entitle the accused to a full rehearing of his/her entire case. Rather, the appeal committee (Student Judicial Committee) shall limit its review of the hearing committee's record to these issues:

1. Did the hearing committee conduct itself in such a way that the accused had an adequate opportunity to prepare and present his/her defense?

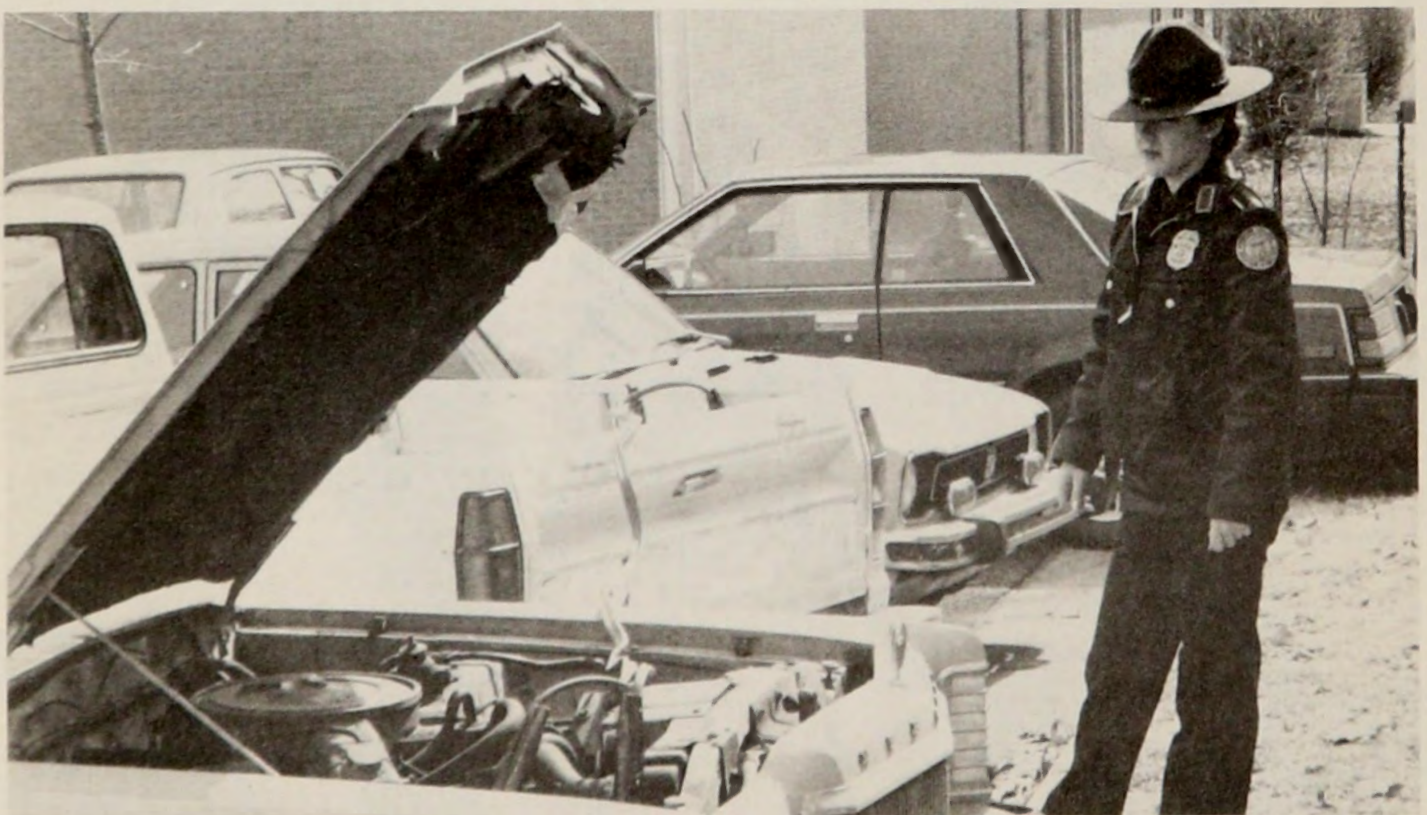
2. Was the evidence presented at the hearing "substantial" enough to justify a decision against the accused?

3. Was the sanction imposed in keeping with the gravity of the infraction?

Unless one or more of these issues are touched on in the accused's written complaint, the appeal will not be heard.

The appeal committee may accept the report and decision of any hearing committee, reverse a hearing committee's decision and return the case to that committee for further hearing in keeping with suggestions that the appeal committee might make, or reverse a hearing committee's decision and dismiss the case. They may also accept the decision of a hearing committee, but reduce the sanctions imposed. They may not increase the sanction.

If the appeal committee accepts the report of a hearing committee (whether it lowers the sanction or not), the matter is deemed final; except that either party may petition the original hearing committee to reopen the matter upon the discovery of new evidence. The original committee will judge the sufficiency of the new evidence and no appeal can be taken from their decision.



COMMUNITY/COLLEGE RELATIONS



COLLEGE RELATIONS

The Department of College Relations is the focal point for communication between the college and the community we serve. Our staff includes offices for Public Information, Publications, Special Events and Alumni Relations. Members of the College Relations team interface with the corporate, business and professional sectors of our community in all areas of public relations.

Public Information/Publications

As an important communication link between the college and the general public, the goal of the Public Information and Publications offices is to improve the understanding of Kennesaw College's purposes, services, achievements and mission. Our publicity and publications staff provides information about the college to the community, newspapers, radio, television and cable networks. Public Information Specialist coordinates publicity for campus events. The Publications Director edits the college catalog, programs of study brochures and designs and produces special publications for various departments on campus. Regular publications include *The Kennesaw* magazine and the monthly newsletter for faculty and staff, *The Collage*.

Special Events

As a direct public relations liaison between the community and the college, this office provides the logistical support needed by any community/civic organization for use of college facilities and resources. The Special Events Coordinator schedules meetings, seminars, workshops and speakers, events initiated by on-campus personnel, plus ongoing enrichment programs for students and faculty. A master calendar is maintained, and a special events calendar is published weekly. This office also coordinates the Kennesaw College Speakers Bureau, and publishes a directory listing faculty and staff who serve as platform or discussion speakers for business, industry and professional organizations.

Kennesaw College Alumni Association

The Kennesaw College Alumni Association was founded in 1977. Particular emphasis and concentration of its energies and resources are directed to (1) serving alumni, (2) creating institutional pride, (3) developing and enhancing Kennesaw College's public image and (4) meeting needs by raising funds, investing wisely, allocating judiciously, retaining reserves for contingencies and administering them for educational purposes at Kennesaw College.

All graduates of Kennesaw College and its predecessor, Kennesaw Junior College, are regular members of the association, as well as all former students who were regularly matriculated in degree credit courses. Active and retired members of the faculty and administrative staff are associate members. Active members of the association are those who have contributed either financially or personally to the alumni association or the Kennesaw College Foundation, Inc., either during the current or the preceding fiscal year.

CONTINUING EDUCATION CENTER

Kennesaw College's continuing education program provides adults an opportunity for personal and professional development and social interaction. Each quarter, a variety of non-degree short courses, seminars, and workshops are offered to the general public to answer immediate educational needs for coping with the 1980's.

Continuing Education is a practical means for upgrading professional, business or technical skills, enriching life, handling lifestyle changes and finding new careers. Each year, over 17,000 adults from Bartow, Cherokee, Cobb, North Fulton, and Paulding counties participate.

Kennesaw College continuing education hosts tax clinics, schools for bankers, conferences for health professionals, and seminars for managers and supervisors. The CPA Review is the latest addition to this series. The program also includes contract courses for specific companies or organizations which are held in-house or on campus. Popular contract courses are Performance Appraisal, Communication Skills, supervisory Development, Motivation and Goal Setting. Continuing Education also offers a certificate in horticulture for the commercial industry. Children's enrichment activities cover athletic campus, computer courses, drama series and Children's Art Studio.

The Cobb Symposium, of which Kennesaw College is a sponsor, is an example of the enrichment programs Continuing Education offers. The symposium brings together professionals, laymen, and public officials to explore timely issues. Past symposia themes include, "Can Free Enterprise Survive?" and "The American Story." The annual event has drawn many well-known speakers such as Margaret Mead, Max Lerner, Richard Leakey, Art Linkletter and Jonas Salk. Other enrichment programs include Financial Planning, Hypnosis Workshops, Basketry, and Conversational Languages.

Continuing Education Units (CEUs) are assigned to many of the continuing education courses. One CEU is defined as 10 contact hours of participation in an organized continuing education experience. A transcript of an individual's CEUs earned is kept by the Office of Academic Services/Registrar.

At Kennesaw College, Continuing Education is a creative, flexible approach to education, a way for people to inquire and seek expression through lifelong learning.



KENNESAW COLLEGE FOUNDATION, INC.

The Kennesaw College Foundation, Inc., organized in 1969, is dedicated to the expansion of the educational opportunities offered by the college. It provides the organizational means through which interested individuals, groups of individuals, organizations and agencies may give support for the continued growth and development of the college.

Fund drives are conducted annually by the Foundation to provide student honor scholarships, to support the development of an alumni association and to promote the college. Contributions to the Foundation are deductible for corporate and personal income tax purposes. Current tax regulations should be consulted for specific details.

The Foundation Board of Trustees is composed of 49 business and professional leaders from Bartow, Cherokee, Cobb, Fulton and Paulding counties. The trustees are: **H. Neil Barfield**, Group Vice President, First National Bank of Atlanta, Chairman; **Campbell K. Dasher**, Chairman of the Board, Damar, Inc., Vice Chairman; **Mark R. Kirk**, Vice President, Cobb Division of C&S National Bank, Secretary-Treasurer; **James T. Anderson, Jr.**, President, Anderson Motor Company; **Clarice Bagwell**, Community Leader; **Ernest W. Barrett**, President, Fair Oaks Cleaners & Laundry, Inc.; **Fred D. Bentley, Sr.**, Attorney; **Eugene M. Bishop**, President, Health Service Centers, Inc.; **Otis A. Brumby, Jr.**, Publisher, Mtt. Daily Jrnl. & Neighbor Newspapers; **William E. (Bill) Bullard**, President, Mayes Ward Funeral Home, Inc.; **A. L. Burruss**, President, Tip Top Poultry, Inc.; **R. Sidney Clotfelter**, President, Sidney Clotfelter Enterprises; **C. Howard Daniel**, President & Chief Executive Officer, Georgia International Life Ins. Co.; **William T. Duke**, Owner, Travis Duke & Associates, Inc.; **William B. Dunaway**, President, Dunaway Rexall Drug Company; **Howard Ector**, Vice President, Georgia International Life Ins. Co.; **Sarah Fortson**, Community Leader; **Cindy Foster**, Teacher; **Lamar H. Franklin, Sr.**, Chairman of the Board, J. W. Franklin & Sons, Inc.; **James S. Goodlet**, Physician; **James E. Henderson**, District Manager, Southern Bell; **P. Harris Hines**, Judge, Superior Court of Cobb County; **Elizabeth Davis Johnston**, Community Leader; **William Marett**, President, Marett Properties, Inc.; **Harry H. McNeel**, President, McNeel Builders, Inc.; **Henry D. Meaders, M.D.**; **Malinda Jolley Mortin**, Secretary & Treasurer, Lex Jolley & Co., Inc.; **J. Ed Mulkey**, Senior Vice President, First National Bank of Cobb County; **Jo Ann Petit**, Community Leader; **Marion T. Pope, Jr.**, Judge, State Court of Appeals; **James H. Powell**, Executive Vice President, Trust Company Bank of Cobb County; **Bob M. Prillaman**, Senior Vice President, Caraustar Industries, Inc.; **Charles L. Ray**, Vice President — Marketing, Lockheed-Georgia; **Spurgeon Richardson**, Vice President & General Manager, Six Flags Over Georgia; **Lee Rogers**, Special Assistant to the President, Lockheed-Georgia Company; **J. Alan Sellars**, President, Marietta Hardware Company; **J. C. (Bud) Shaw**, Chairman of the Board, Shaw Industries, Inc.; **Betty L. Siegel**, President, Kennesaw College; **Sam Smith**, President, Bartow County Bank; **C. Alex Spivey**, President and Chief Executive Officer, Commercial Bank of Cobb County; **Dicksie B. Tillman**, Community Leader; **R. Steve Tumlin**, Chairman of the Board, Marietta Lumber Company; **Charles R. Underwood**, General Surgeon; **Joe Mack Wilson**, Owner, Wilson Brothers Jewelers. **Trustee Emeriti: William H. Dunaway; W. A. Foster; Robert T. Garrison; Parks Rusk; Horace W. Sturgis.** **Honorary Trustee: Governor Joe Frank Harris.**

PERSONNEL



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 Stephen E. Scherer, Ph.D. Coordinator of Academic Computing
 Frederick C. Stilson, M.A. Director of Safety & Security
 James T. Studdard Director of Plant Operations
 Deborah T. Waller, M.A. Director of Placement Services
 Frank F. Wilson, M.Ed. Director of Student Activities
 Ross E. Young, Ph.D. Director of Personnel

AFFIRMATIVE ACTION OFFICERS

Dr. Joseph H. Silver, Coordinator of Minority Affairs
 & Assistant Professor of Political Science

Office: 108 Social Science Building

Telephone: 429-2930

EEO Officer

Title IX Coordinator (for faculty)

504 Coordinator

Mr. Roger E. Hopkins, Vice President for Business & Finance

Office: 129 Administration Building

Telephone: 429-2721

Deputy EEO Officer

Title IX Coordinator (for non-academic personnel)

Mr. Frank F. Wilson, Acting Dean of Students

Office: 208 Student Center

Telephone: 429-2980

Deputy Title IX Coordinator (for students)

Deputy 504 Coordinator (for students)

Board of Regents

Regent	District	Current Term Expires
JOHN H. ANDERSON, JR., Hawkinsville	State-at-Large	1990
JULIUS F. BISHOP, Athens	Tenth	1986
WILLIAM T. DIVINE, JR., Albany	Second	1989
MARIE WALTERS DODD, Atlanta	State-at-Large	1988
THOMAS H. FRIER, SR., Douglas	Eighth	1985
ARTHUR M. GIGNILLIAT, JR., Savannah	First	1990
JOSEPH D. GREENE, Thomson	State-at-Large	1991
JESSE HILL, JR., Atlanta	State-at-Large	1985
ELRIDGE W. McMILLAN, Atlanta	Fifth	1989
EDGAR L. RHODES, Bremen	Sixth	1985
JOHN H. ROBINSON, III, Americus	Third	1986
JOHN E. SKANDALAKIS, Atlanta	State-at-Large	1988
SIDNEY O. SMITH, JR., Gainesville	Ninth	1987
LLOYD L. SUMMER, JR., Rome	Seventh	1987
JACKIE M. WARD, Atlanta	Fourth	1991

Officers and Staff Members of the Board of Regents

- JOHN E. SKANDALAKIS, Chairman*
- SIDNEY O. SMITH, JR., Vice Chairman*
- VERNON CRAWFORD, Chancellor*
- H. DEAN PROPST, Executive Vice Chancellor*
- HENRY G. NEAL, Executive Secretary*
- SHEALY E. McCOY, Vice Chancellor—Fiscal Affairs and Treasurer*
- W. RAY CLEERE, Vice Chancellor—Academic Affairs
- FRANK C. DUNHAM, Vice Chancellor—Facilities
- KAY MILLER, Vice Chancellor—Public Relations
and Information Services
- HOWARD JORDAN, JR., Vice Chancellor—Services
- THOMAS F. McDONALD, Vice Chancellor—Student Services
- HARRY B. O'REAR, Vice Chancellor—Health Affairs
- HASKIN R. POUNDS, Vice Chancellor—Research and Planning
- ROBERT J. CANNON, Assistant Vice Chancellor—Affirmative Action
- JAMES L. CARMON, Assistant Vice Chancellor—Computing Systems
- WANDA K. CHEEK, Assistant Vice Chancellor—Planning
- GORDON M. FUNK, Assistant Vice Chancellor—Fiscal Affairs—
Accounting Systems and Procedures
- MARY ANN HICKMAN, Assistant Vice Chancellor—Academic Affairs
- H. GUY JENKINS, JR., Assistant Vice Chancellor—Facilities
- THOMAS E. MANN, Assistant Vice Chancellor—Facilities
- ROGER MOSSHART, Assistant Vice Chancellor—Fiscal Affairs—Budgets
- E. BETH SCHWARZMUELLER, Assistant Vice Chancellor—Research
- JACOB H. WAMSLEY, Assistant Vice Chancellor—Fiscal Affairs

*Officers of the Board

THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes 33 state-operated institutions of higher education located throughout the state—4 universities, 14 senior colleges, and 15 junior colleges.

The 15-member constitutional Board of Regents governs the System, which has been in operation since 1932. Appointments for seven-year terms of five Board members from the state-at-large and one Board member from each of the state's 10 Congressional Districts are made by the Governor, subject to confirmation by the State Senate.

The Chairperson, Vice Chairperson, and other Board officers are elected by the members of the Board. The Chancellor, who is not a Board member, is the Board's chief executive officer and the chief administrative officer of the University System.

Overall, programs and services of the University System are offered through three major components—instruction, public service/continuing education, and research.

INSTRUCTION encompasses programs of study leading toward degrees, ranging from the two-year associate level through the doctoral level, and certificates.

Each institution determines requirements for admission of students to instructional programs, pursuant to policies of the Board of Regents. The Board, which establishes minimum academic standards, leaves to each institution the prerogative of establishing higher standards. Applications for admissions should be addressed in all cases to the institutions.

For students whose goal is a degree beyond the associate level, a Core Curriculum of study for the freshman and sophomore years is in effect at each institution. The Core Curriculum, which facilitates transfer of freshman and sophomore degree credits within the University System, requires 90 quarter-credit-hours: 60 in general education and 30 in the student's chosen major.

PUBLIC SERVICE/CONTINUING EDUCATION encompasses, primarily, non-degree activities, including short courses, seminars, conferences, lectures, and consultative and advisory services. Some college-degree-credit courses of special types are also offered, typically through extension center programs and teacher education consortiums.

RESEARCH encompasses on-campus and off-campus investigations conducted primarily by the universities but also in moderate scope at some of the senior colleges, for discovery and application of knowledge. Research topics cover a large variety of matters related to the educational objectives of the institutions and to general needs of society.

The policies of the Board of Regents and the administrative actions of the Chancellor provide for each institution autonomy of high degree in academic and administrative matters. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are registered by, made to, and allocated by the Board of Regents. The largest share of state appropriations (approximately 52 percent) is allocated by the Board for Instruction. Percentages of funds derived from all sources for Instruction in the 1980-81 fiscal year were: 77 percent from state appropriations, 20 percent from student fees, 3 percent from other internal income from institutions.

Matriculation and nonresidential tuition fees for all institutions are set by the Board. All resident students pay matriculation fees; out-of-state students pay non-resident tuition in addition to matriculation. Fees for student services and activities are established by each institution, subject to the Board's approval.

INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h — On-Campus Student Housing Facilities

Degrees Awarded: A — Associate; B — Bachelor's; J — Juris Doctor;

M — Master's; S — Specialist in Education; D — Doctor's

Universities

- Athens 30602
University of Georgia — h; B,J,M,S,D
- Atlanta 30332
Georgia Institute of Technology — h; B,M,D
- Atlanta 30303
Georgia State University — A,B,M,S,D
- Augusta 30912
Medical College of Georgia — h; A,B,M,D

Senior Colleges

- Albany 31705
Albany State College — h;B,M
- Americus 31709
Georgia Southwestern College — h;A,B,M
- Augusta 30910
Augusta College — A,B,M
- Carrollton 30118
West Georgia College — h; A,B,M,S
- Columbus 31993
Columbus College — A,B,M
- Dahlonega 30597
North Georgia College — h; A,B,M
- Fort Valley 31030
Fort Valley State College — h;A,B,M
- Marietta 30061
Kennesaw College — A,B
- Marietta 30060
Southern Technical Institute — h; A,B
- Milledgeville 31061
Georgia College — h; A,B,M,S
- Savannah 31406
Armstrong State College — A,B,M
- Savannah 31404
Savannah State College — h; A,B,M
- Statesboro 30460
Georgia Southern College — h; A,B,M,S
- Valdosta 31601
Valdosta State College — h; A,B,M,S

Junior Colleges

- Albany 31707
Albany Junior College — A
- Atlanta 30310
Atlanta Junior College — A
- Bainbridge 31717
Bainbridge Junior College — A
- Barnesville 30204
Gordon Junior College — h; A
- Brunswick 31523
Brunswick Junior College — A
- Cochran 31014
Middle Georgia College — h; A
- Dalton 30720
Dalton Junior College — A
- Douglas 31533
South Georgia College — h; A
- Gainesville 30403
Gainesville Junior College — A
- Macon 31297
Macon Junior college — A
- Morrow 30260
Clayton Junior Colege — A
- Rome 30161
Floyd Junior College — A
- Swainsboro 30401
Emanuel County Junior College — A
- Tifton 31793
Abraham Baldwin Agri. College — A
- Waycross 31501
Waycross Junior College — A

University System of Georgia
244 Washington Street, S.W.
Atlanta, Georgia 30334

FACULTY

The Kennesaw College Faculty consists of student-oriented men and women who are dedicated to teaching and who are actively engaged in research, scholarly activity, and community and public service. They have studied at leading educational institutions in this country and abroad. Some have had Fulbright appointments for teaching and research overseas. Others have had grants from foundations, including the Ford, National Science, and various learned societies. The date in the parentheses after the name indicates the year of the appointment to the Kennesaw College faculty.

A

ARONOFF, CRAIG E. (1983) *Holder of the Chair of Private Enterprise and Professor of Management*. B.S.J. Northwestern University 1971, M.A. University of Pennsylvania 1974, Ph.D. University of Texas at Austin 1975.

B

BAIRAN, L. ANNETTE (1972) *Associate Professor of Nursing*. B.S.N. Medical College of Georgia 1970, M.N. Emory University 1972.

BARGO, MARTHA E. (1972) *Assistant Professor of English*. B.A. Furman University 1948, M.R.E. Southern Baptist Theological, University of Louisville 1952, M.A. Georgia State University 1972.

BARRIER, ROBERT G. (1976) *Assistant Professor of English*. B.A. Berea College 1965, M.A. Vanderbilt University 1967, Ph.D. University of Georgia 1980.

BEGGS, GEORGE H. (1966) *Dean, School of Arts and Behavioral Sciences and Professor of Political Science*. B.A. Emory University 1959, M.A. Stetson University 1962, Ph.D. University of Arizona 1966.

BENVENISTE, MARILYN (1983) *Special Assistant to the President for College Relations*. B.S. University of Alabama (Ed.) 1962.

BERGERON, A. WILLIAM (1978) *Assistant Professor of English*. A.B. Spring Hill College 1966, M.A. University of Dallas 1969, Ph.D. University of Georgia 1974.

BOSTICK, PETER E. (1971) *Professor of Biology*. B.S. University of Alabama

1961, M.A. University of North Carolina, Chapel Hill 1964, Ph.D. University of North Carolina 1966.

BRINKLEY, WILLIE M. JOHNSON (1980) *Instructor of Business Education*. B.S. Virginia State College 1969, M.A. Tennessee State University (Ed.) 1972

BROWN, LESLIE B. (1979) *Assistant Professor of Nursing*. B.S.N. East Tennessee State University 1971, M.S.N. Georgia State University 1979.

C

CALHOUN, MICHAEL LEE (1979) *Instructor of Physical Education*. B.S. Hardin-Simmons University 1977, M.S. Brigham Young University 1979.

CARTER, REBECCA A. (1981) *Assistant Librarian-Acquisitions*. B.A. University of Alabama 1977, M.L.S. University of Alabama 1981.

CHALLY, PAMELA S. (1982) *Instructor of Nursing and Acting Coordinator of Baccalaureate Nursing*. B.S.N. University of Illinois 1972, M.S.N. Emory University 1977.

CHAMPION, REBECCA A. (1980) *Instructor of Biology*. B.S. Brenau College 1971, M.S. Georgia State University 1974.

CHAN, MICAH Y. (1966) *Assistant Professor of Mathematics*. B.S. University of Southern Mississippi 1963, M.S. University of Tennessee 1965, Ph.D. University of Georgia 1982.

COLLIER, JULIA M. (1983) *Assistant Director of Admissions*. B.A. Berea College 1971, Ed.M. Temple University 1973, M.A. Eastern Kentucky University 1978.

COLLIER, WALTER W. (1980) *Accountant*. B.B.A. West Georgia College, 1977.

CRUTCHFIELD, ANN D. (1979) *Assistant Professor of Nursing*. B.S. Florida State University 1968, M.S. Georgia State University 1977.

CUTRER, M. WAYNE (1975) *Associate Professor of Mathematics*. B.S. Southeastern Louisiana College 1963, M.S. Louisiana State University 1965, Ph.D. Tulane University 1969.

D

DAVIS, BOWMAN O. (1970) *Professor of Biology*. B.S. East Tennessee State University 1965, M.A. East Tennessee State University 1967, Ph.D. Emory University 1971.

DAVIS, HERBERT L. (1970) *Dean, School of Science and Allied Health and Professor of Biology*. B.S. Berry College 1957, M.S. Emory University 1961, Ph.D. Emory University 1965.

DeCRISTOFORO, JOSEPH R. (1981) *Assistant Director of Academic Services*. B.A. University of Florida 1974, M.Ed. University of Florida 1980, Ed.S. University of Florida 1980.

DEEN, T. TERESA (1980) *Instructor of Reading*. B.A. Stetson University 1972, M.A. University of South Florida 1977.

DEES, WALTER W. (1978) *Director of Procurement Services*. B.S. University of Alabama 1962.

DENNIS, RODNEY W. (1983) *Assistant Professor of Psychology*. B.A. Brown University 1973, M.A. University of Kansas 1978, Ph.D. University of Kansas 1982.

DEVINE, PATRICK J. (1980) *Assistant Professor of Psychology*. B.A. John Carroll University 1974, M.Ed. Georgia State University 1975, Ph.D. Illinois Institute of Technology 1980.

DOOLEY, BARBARA LEE (1981) *Instructor of Management*. B.S. Georgia College 1970, M.S.A. Georgia College 1978.

DORMAN, B. REGINA (1982) *Temporary Instructor of Nursing*. B.S.N. Medical College of Georgia 1977, M.S.N. Georgia State University 1983.

DRISCOLL, ROBERT L. (1978) *Dean, School of Education and Professor of Education*. B.S. State University College at Brockport, N.Y. 1958, M.S. Alfred University 1961, Ph.D. Michigan State University 1970.

DUNNING, ARTHUR N. (1983) *Assistant to the Vice President for Academic Affairs and Associate Professor of Education*. B.A. University of Alabama, 1969, M.A. University of Alabama 1974, Ph.D. University of Alabama 1976.

DURRETT, WILLIAM E. (1972) *Director of Business Services*. B.B.A. Georgia State University 1964.

E

ECONOMOPOULOS, VASSILIS C. (1979) *Associate Professor of Sociology*. B.A. "PANTIOS" Athens, Greece 1962, M.S. Florida State University 1967, Ph.D. Emory University 1977.

ELLIS, ANN W. (1976) *Associate Professor of History*. B.S. University of Georgia 1965, M.A. University of Georgia 1967, Ph.D. Georgia State University 1975.

EVERETT, G. STEVEN (1978) *Assistant Professor of Music*. B.M. Florida State University 1975, M.M. Florida State University 1976, M.M. Florida State University 1977.

F

FARNSWORTH, BEVERLY J. (1973) *Instructor of Nursing*. B.S.N. University of South Carolina 1972, M.A. Ball State University 1975.

FAY, DONALD J. (1970) *Assistant Professor of English*. B.A. Shimer College 1966, M.A. Emory University 1973.

FLEISZAR, KATHLEEN A. (1976) *Associate Professor of Biology*. B.S. Loyola University 1969, Ph.D. University of Illinois 1976.

FORRESTER, DONALD W. (1981) *Associate Professor of Music*. A.B. Mercer University 1960, M.C.M. New Orleans Baptist Seminary 1962, Ed.D. University of Georgia 1969.

FOWLER, JOANNE E. (1982) *Assistant Professor of English/Developmental Studies*. B.A. Duke University 1962, M.Ed. Emory University 1971, Ph.D. Emory University 1982.

G

GALLIANO, GRACE (1974) *Assistant Professor of Psychology*. B.A. City College of New York 1965, M.A. New School for Social Research 1969, Ph.D. Georgia State University 1980.

GARRETT, CHARLES S. (1975) *Assistant Professor of Accounting*. B.B.A. Georgia State University 1958, M.B.A. Georgia State University 1973, CPA.

GAYLER, RICHARD A. (1976) *Assistant Professor of Mathematics*. B.S. Northwest Missouri State University 1971, M.S. Florida State University 1974, Ph.D. Florida State University 1976.

GIBSON, R. WAYNE (1972) *Chair, Department of Music and Associate Professor of Music*. B.A. Huntingdon College 1961, M.M. Northwestern University 1962, Ph.D. Northwestern University 1972.

GILES, MARTHA M. (1967) *Associate Librarian*. A.B. Alabama College 1948, M.Ln. Emory University 1949.

GILLSON, JANET T. (1983) *Temporary Instructor in Nursing*. B.S.N. Keuka College 1969.

GLYNN, K. DENISE (1982) *Assistant Professor of Education*. B.A. LaSalle College 1972, Ed.M. Temple University 1976, Ph.D. University of Georgia 1981.

GOLDEN, BEN R. (1976) *Associate Professor of Biology*. B.S. Middle Tennessee State University 1958, M.A. George Peabody College 1960, Ph.D. Brown University 1971.

GOOCH, THOMAS L. (1972) *Associate Professor of Mathematics*. B.S. University of Southwestern Louisiana 1967, M.A. University of Georgia 1970.

GOODMAN, WILLIAM D. (1982) *Instructor of Accounting*. B.S.B.A. Appalachian State University 1976, M.A. Appalachian State University 1977.

GOODRUM, CHARLES L., JR. (1979) *Counselor*. B.A. Georgia State University 1966, M.Ed. Georgia State University 1976, Ed.S. Georgia State University 1977.

GOODWIN, RANDALL B. (1982) *Chair, Economics and Finance Department and Assistant Professor of Economics*. B.A. Armstrong State College 1976, Ph.D. University of Georgia 1982.

GRAHAM, DOROTHY H. (1977) *Assistant Professor of English*. A.B. Mercer University 1971, M.A. University of Georgia 1977.

GREENE, ROBERT J. (1966) *Librarian*. B.S. Bowling Green State University Ohio 1954, M.S.L.S. Florida State University 1959, Ph.D. Florida State University 1973.

GREIDER, JOHN C. (1966) *Chair, Department of English and Professor of English*. B.A. University of Georgia 1953, B.D. New Orleans Baptist Theological Seminary 1955, M.A. George Peabody College 1956, Ph.D. University of Liverpool 1966.

GRIFFIN, ROBERTA T. (1983) *Assistant Professor of Art*. B.Ed. University of Miami 1958, M.A. University of Miami 1973, D.C.T. University of Miami 1975.

H

HALE, B. EDWARD, JR. (1978) *Assistant Professor of Sociology*. B.A. North Georgia College 1970, M.A. University of Georgia 1974, Ph.D. University of Georgia 1978.

HAMPTON, LAURELLE H. (1977) *Assistant Librarian*. A.B. Georgia College at Milledgeville 1945, M.Ed. University of Georgia 1974, M.S.L.S. Atlanta University 1977.

HARPER, CULLENE M. (1967) *Director of Development/Executive Secretary to Foundation*. B.A. University of Alabama 1955.

HARRIS, I. DAVID (1966) *Professor of Physical Education*. B.S. Georgia Teachers College 1955, M.Ed. Georgia Southern College 1963, Ed.D. University of Southern Mississippi 1969.

HEPLER, G. RUTH (1978) *Chair, Department of Psychology, Associate Professor of Psychology and Director of Counseling, Advisement and Placement Services*. B.S.N. Emory University 1964, M.N. Emory University 1965, M.A. Georgia State University 1973, Ph.D. Georgia State University 1977.

HILL, ELLIOTT M. (1969) *Associate Professor of English*. A.B. University of North Carolina Chapel Hill 1956, M.A. University of Kentucky 1961, Ph.D. Emory University 1969.

HILL, GEORGE W., IV (1979) *Assistant Professor of Psychology*. B.A. University of Georgia 1972, M.S. University of Georgia 1977, Ph.D. University of Georgia 1979.

HINKEL, DANIEL FARRIS (1983) *Temporary Assistant Professor of Business Law*. B.S.Ed. Eastern Illinois University 1969, J.D. University of Illinois 1972.

HINTON, VIRGINIA C. (1966) *Professor of English*. A.B.J. University of Georgia 1942, M.S. Auburn University 1948, Ph.D. University of Georgia 1967.

HODGES, LINDA C. (1980) *Assistant Professor of Chemistry*. B.S. Centre College of Kentucky 1972, Ph.D. University of Kentucky 1979.

HOLMES, JOAN J. (1979) *Instructor of Physical Education*. B.S. A & T State University of North Carolina 1972, M.A. Ball State University 1977.

HOLTZ, CAROL S. (1981) *Instructor of Nursing*. B.S.N. University of Cincinnati, College of Nursing and Health 1969, M.S.N. Georgia State University 1982.

HOLZMAN, JUDY M. (1972) *Assistant Professor of Spanish*, B.A. Auburn University 1969, Certificate - University of Madrid 1970, M.A. University of Georgia 1972, Ph.D. Georgia State University 1980.

HOPKINS, ROGER E. (1967) *Vice President for Business and Finance*. B.B.A. Georgia State College 1960, M.Ed. Georgia State University 1978.

HOPPER, ELEANOR T. (1970) *Associate Professor of Education*. B.S. University of Alabama 1950, M.A. University of Alabama 1965, Ed.D. University of Alabama 1970.

HUBBARD, ELAINE M. (1975) *Assistant Professor of Mathematics*. B.S. Georgia Institute of Technology 1972, M.S. Georgia Institute of Technology 1974, Ph.D. Georgia Institute of Technology 1980.

HUCK, EUGENE R. (1973) *Distinguished Professor of History and International Affairs*. A.B. Temple University 1952, M.A. University of Alabama 1954, Ph.D. University of Alabama 1963.

HUNT, HUGH C., JR. (1976) *Assistant Professor of Philosophy*. B.A. Emory University 1964, M.A. Emory University 1975, Ph.D. Emory University 1979.

J

JARRELL, WILLOUGHBY G. (1976) *Chair, Department of Political Science and Associate Professor of Political Science*. B.A. Indiana University 1962, M.A. Indiana University 1964, Ph.D. Emory University 1974.

JOHNSON, CARL W. (1966) *Laboratory Facilitator and Assistant Professor of Mathematics*. B.S. University of Alabama 1960, M.A. University of Alabama 1962.

JOHNSTON, PATRICIA ANN (1980) *Assistant Librarian*. B.S. University of Florida 1971, M.L.S. Florida State University 1972.

JONES, DAVID M. (1966) *Chair, Department of Liberal Studies and Associate Professor of English*. B.A. Emory University 1952, M.A. University of Georgia 1954.

K

KARCHER, BARBARA C. (1974) *Associate Professor of Sociology*. A.B. Loyola University 1967, M.A. University of Georgia 1970, Ph.D. University of Georgia 1974.

KEENE, THOMAS H. (1973) *Associate Professor of History*. A.B. Dickinson College 1967, M.A. Emory University 1969, Ph.D. Emory University 1974.

KING, NANCY S. (1972) *Instructor of English*. B.A. Mercer University 1964, M.A. Georgia State University 1970.

KOLKA, JAMES W. (1983) *Vice President for Academic Affairs and Professor of Political Science*. B.S. University of Wisconsin-Eau Claire 1960, J.D. University of Wisconsin-Madison 1963, Ph.D. University of Kansas 1969.

L

LANDRUM, JAMES D. (1980) *Athletic Director*. A.B. Mercer University 1940.

LANDRUM, MILDRED W. (1977) *Associate Professor of Business Education*. B.C.S. University of Georgia (Atl. Div.) 1950, M.B.E. Georgia State University 1967, Ph.D. Georgia State University 1974.

LASHER, HARRY J. (1984) *Dean of the School of Business Administration and Professor of Management*. B.S. Syracuse University 1965, M.B.A. Syracuse University 1966, Ph.D. Syracuse University 1970.

LEWIN, JONATHAN WALTER (1983) *Assistant Professor of Mathematics*. B.Sc. Witwatersrand University - Johannesburg 1964, M.A. University of Wisconsin - Madison 1968, Ph.D. University of Wisconsin - Madison 1970.

LINDSEY, KENNETH H. (1983) *Instructor of Management*. B.S. Carson-Newman College 1973, M.B.A. East Tennessee State University 1975.

LYLE, WILLIAM F., JR. (1982) *Assistant Professor of Business Administration*. B.S. University of Virginia 1949, M.B.A. West Virginia University 1964.

M

MANN, CAROLYNN A. (1983) *Temporary Instructor in Physical Education*. B.S. University of Tennessee 1969, M.E. Georgia State University 1979.

MARTIN, CHARLES F. (1968) *Associate Professor of Economics*. B.A. Wayne State University 1950, M.A. University of Mississippi 1957.

MATTHEWS, NATALINE JOYCE, (1983) *Temporary Instructor of Reading*. B.A. Mississippi Valley State University 1981, M.A. Atlanta University 1983.

McDUFFIE, JAMES M., JR. (1980) *Assistant Professor of Political Science*. B.A. Columbus College 1971, M.P.A. University of Georgia 1973, D.P.A. University of Georgia 1980.

MEEKS, JOSEPH D. (1975) *Associate Professor of Music*. B.M. University of Georgia 1961, M.F.A. University of Georgia 1963, M.M. Georgia State University 1976.

MIRZA, FAISAL K. (1981) *Assistant Professor of Finance*. B.A. Government College, Lahore, Pakistan 1970, M.A. Indiana University 1974, M.B.A. Indiana University 1976.

MITCHELL, JUDITH ANN (1978) *Chair, Department of Curriculum and Instruction and Associate Professor of Education*. A.B. University of California - Los Angeles 1963, M.S. University of Wisconsin-Madison 1971, Ph.D. University of Wisconsin-Madison 1977.

MORGAN, DAVID L. (1978) *Assistant Professor of Mathematics*. B.A. Washington State University 1961, M.A. Washington State University 1963, Ph.D. University of Wisconsin-Madison 1968.

MORGAN, INEZ P. (1966) *Director of Counseling Services*. B.A. Furman University 1953, M.Ed. University of Georgia 1966, Ed.S. Georgia State University 1973.

MORRIS, PAULA H. (1981) *Instructor of Accounting*. B.A. Georgia State University 1972, M.P.A. Georgia State University 1979, CPA.

MULKEY, MARIE H. (1978) *Assistant Professor of Nursing*. B.S.N. Medical College of Georgia 1976, M.N. Emory University. 1977.

N

NELSON, GARY T. (1982) *Instructor of Mathematics/Developmental Studies*. B.S. University of Georgia 1971, M.Ed. University of Georgia 1975.

NOBLE, VALERIE W. (1981) *Instructor of Speech*. B.A. Shorter College 1976, M.A. University of Georgia 1981.

NORMAN, C. DONALD (1977) *Associate Professor of Physics*. B.S. Berry College 1958, M.S. University of Georgia 1967, Ph.D. Oklahoma State University 1976.

O

O'BRIEN, MICHAELA A. (1982) *Instructor of English*. B.A. University of South Florida 1973, M.A. University of Georgia 1978.

P

PADDOCK, JOHN R. (1982) *Assistant Professor of Psychology*. B.A. Williams College 1977, M.A. Emory University 1981, Ph.D. Emory University 1982.

PALMER, C. GRADY (1966) *Chair, Department of Health, Physical Education and Recreation and Associate Professor of Physical Education*. B.S. Middle Tennessee State University 1956, M.A. Middle Tennessee State University 1956, M.A. Middle Tennessee State University 1966, Ed.D. University of Georgia 1973.

PAPAGEORGE, LINDA M. (1978) *Assistant Professor of History*. B.A. St. Norbert College 1964, M.A. Michigan State University 1966, Ph.D. Michigan State University 1973.

PATTERSON, THOMAS I. (1972) *Director of Student Financial Aid Services*. B.S. University of Alabama 1961, M.A. University of Alabama 1966.

PAUL, ROBERT C. (1978) *Assistant Professor of Biology*. B.S. S.U.N.Y., Stony Brook 1968, Ph.D. S.U.N.Y., Stony Brook 1975.

PAULK, DANIEL L. (1979) *Assistant Professor of Psychology*. B.A. Georgia State University 1972, M.A. Georgia State University 1973, Ph.D. Georgia State University 1976.

PERKINS, JULIA L. (1973) *Chair, Department of Nursing and Associate Professor of Nursing*. B.S.N. Medical College of Georgia 1965, M.S.N. University of California at San Francisco 1973, D.S.N. University of Alabama 1982.

PLATT, CARMEN L. (1983) *Temporary Instructor of Spanish/French*. B.A. Marymount Manhattan College 1965, M.A. University of Virginia 1967.

POLLARD, KATHY D. (1979) *Counselor*. B.A. Winthrop College 1975, M.Ed. Clemson University 1978.

POWELL, ANN M. (1978) *Temporary Instructor in Mathematics*. B.A.E. University of Mississippi 1960, M.A. University of Mississippi 1961.

PRESNELL, BETTY ANN (1981) *Instructor of Management*. B.S. Fitchburg State College 1967, M.S. Florida State University 1971, M.B.A. Rivier College 1982.

R

REGGIO, PATRICIA H. (1979) *Assistant Professor of Chemistry*. B.S. Louisiana State University 1971, Certificate - St. Mary's Dominican College 1975, Ph.D. University of New Orleans 1978.

RENAS, STANLEY R. (1983) *Visiting Professor of Marketing*. B.S. Columbia University 1949, M.A. Georgia State University 1967, D.B.A. Georgia State University 1970.

RHYNE, PAMELA JEAN (1974) *Associate Professor of Biology*. B.S. Clemson University 1967, M.S. Clemson University 1968, Ph.D. Georgia State University 1973.

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