Macon State College

2006-2007 Course Catalog

Prepared by

Digital Architecture

Mission Statement

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

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

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

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

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

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

Accreditation

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

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

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

The Nursing Program is accredited by the National League for Nursing Accreditation Commission (61 Broadway, New York, NY, 10006, (212) 363-5555, ext. 153) and approved by the Georgia Board of Nursing.

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

Affirmative Action Statement

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

Calendar

2006

Summer Semester 2006
<u>**MAY**</u>

May 1, Monday	Last Day to Apply for Admission for Regular Registration
May 25-26, Thursday - Friday	Regular Registration
May 27, Saturday	Saturday Classes Begin
May 29, Monday	Memorial Day Holiday
May 30, Tuesday	Regular and First Session Classes Begin

<u>**JUNE**</u>

June 2, Friday	Last Day to Make Class Schedule Changes
June 13, Tuesday	Last Day to Withdraw from a First Session Class with a "W"
June 22, Wednesday	First Session TR Classes End
June 26, Monday	First Session MWF Classes End First Session MW Classes End
June 27, Tuesday	Final Exams for First Session TR Classes Last Day to Withdraw from a Regular Session Class with a "W"
June 28, Wednesday	Final Exams for First Session MWF Classes Final Exams for First Session MW Classes
June 29, Thursday	Second Session Classes Begin

<u>**JULY**</u>

July 4, Tuesday	Independence Day Holiday
July 13, Thursday	Last Day to Withdraw from a Second Session Class with a "W"
July 25, Tuesday	Regular Session TR Classes End Second Session TR Classes End
July 28, Friday	Regular Session MW and MWF Classes End Second Session MW and MWF Classes End
July 29-August 3, Saturday - Thursday	Final Exams

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Fall Semester 2006

MARCH

March 20 - August 4	Early Registration

JULY

July 21, Friday	Last Day to Apply for Admission for Regular Registration

AUGUST

August 16 - 18, Wednesday-Friday	Regular Registration
August 19, Saturday	Saturday Classes Begin
August 21, Monday	Regular and First Session Classes Begin
August 24, Thursday	Last Day to Make Class Schedule Changes

SEPTEMBER

September 4, Monday	Labor Day Holiday
September 15, Friday	Last Day to Withdraw from First Session Classes with a "W"

OCTOBER

October 10, Tuesday	Last Day/Final Exams for First Session TR Classes
October 11, Wednesday	Last Day/Final Exams for First Session MW Classes
October 12 - 14, Thursday-Saturday	Fall Break
October 16, Monday	Second Session Classes Begin Last Day to Add a Class for Second Session
October 18, Wednesday	Last Day to Withdraw from Regular Session Classes with a "W"
October 31 - December 1	Early Spring Registration

NOVEMBER

November 9, Thursday	Last Day to Withdraw from Second Session Classes with a "W"
November 22, Wednesday	Classes End at Noon
November 23 - 24, Thursday-Friday	Thanksgiving Holidays

DECEMBER

December 6, Wednesday	Final Exams for Second Session MW Classes

December 7, Thursday	Final Exams for Second Session TR Classes
December 8, Friday	Regular Session Classes End
December 9 - 14, Saturday-Thursday	Final Exams for Regular Session Classes

2007

Spring Semester 2007
<u>**OCTOBER**</u>

October 31 - December 1	Early Registration

<u>**DECEMBER**</u>

December 1, Friday	Last Day to Apply for Admission for Regular Registration

<u>**JANUARY**</u>

January 4 - 5, Thursday-Friday	Regular Registration
January 6, Saturday	Saturday Classes Begin
January 8, Monday	Regular and First Session Classes Begin
January 11, Thursday	Last Day to Make Class Schedule Changes
January 15, Monday	Martin Luther King, Jr. Holiday

<u>**FEBRUARY**</u>

February 5, Monday	Last Day to Withdraw from First Session Classes with a "W"
February 27, Tuesday	Last Day/Final Exams for First Session TH Classes Last Day to Withdraw from Regular Session Classes with a "W"
February 28, Wednesday	Last Day/Final Exams for First Session MW Classes

<u>**MARCH**</u>

March 5 - 10, Monday-Saturday	Spring Break
March 12, Monday	Second Session Classes Begin
March 13, Tuesday	Last Day to Add Classes for Second Session
March 19, Monday	Early Summer and Fall Registration Begins

APRIL

April 5, Thursday	Last Day to Withdraw from Second Session Classes with a "W"
April 26, Thursday	Last Day/Final Exams for Second Session TR Classes
April 30, Monday	Last Day/Final Exams for Second Session MW Classes Regular Session Classes End

MAY

| May 1 - 5, Tuesday - Saturday | Final Exams for Regular Session Classes |
| May 11, Friday | Graduation |

Summer Semester 2007
APRIL

| April 30, Monday | Last Day to Apply for Admission for Regular Registration |

MAY

May 7, Monday	Maymester Classes Begin
May 16, Wednesday	Last Day to Withdraw from Maymester Classes with a "W"
May 24, Thursday	Maymester Classes End
May 24 - 25, Thursday - Friday	Regular Registration
May 25, Friday	Maymester Final Exams
May 28, Monday	Memorial Day Holiday
May 29, Tuesday	Regular and First Session Classes Begin

JUNE

June 1, Friday	Last Day to Make Class Schedule Changes
June 2, Saturday	Saturday Session Classes Begin
June 12, Tuesday	Last Day to Withdraw from First Session Classes with a "W"
June 21, Thursday	Last Day/Final Exams for First Session TR Classes
June 25, Monday	Last Day/Final Exams for First Session MW Classes
June 26, Tuesday	Last Day to Withdraw from Regular Session Classes with a "W"
June 27, Wednesday	Second Session Classes Begin

June 28, Wednesday	Last Day to Add Classes for Second Session

JULY

July 4, Wednesday	Independence Day Holiday
July 11, Wednesday	Last Day to Withdraw from Second Session Classes with a "W"
July 21, Saturday	Saturday Classes End
July 24, Tuesday	Last Day/Final Exams for Second Session TH Classes
July 25, Wednesday	Last Day/Final Exams for Second Session MW Classes Regular Session Classes End
July 26 - 31, Thursday - Tuesday	Final Exams for Regular Session Classes

Fall Semester 2007
MARCH

March 26 - August 3	Early Registration

JULY

July 20, Friday	Last Day to Apply for Admission for Regular Registration

AUGUST

August 15 - 17, Wednesday-Friday	Regular Registration
August 18, Saturday	Saturday Classes Begin
August 20, Monday	Regular and First Session Classes Begin
August 23, Thursday	Last Day to Make Class Schedule Changes

SEPTEMBER

September 3, Monday	Labor Day Holiday
September 14, Friday	Last Day to Withdraw from First Session Classes with a "W"

OCTOBER

October 9, Tuesday	Last Day/Final Exams for First Session TR Classes
October 10, Wednesday	Last Day/Final Exams for First Session MW Classes
October 11 - 13, Thursday-Saturday	Fall Break
October 15, Monday	Second Session Classes Begin

October 16, Tuesday	Last Day to Add a Class for Second Session
October 17, Wednesday	Last Day to Withdraw from Regular Session Classes with a "W"
October 29 - December 3	Early Spring Registration

<u>**NOVEMBER**</u>

November 8, Thursday	Last Day to Withdraw from Second Session Classes with a "W"
November 21 - 23, Wednesday-Friday	Thanksgiving Holidays

<u>**DECEMBER**</u>

December 5, Wednesday	Final Exams for Second Session MW Classes
December 6, Thursday	Final Exams for Second Session TR Classes
December 7, Friday	Regular Session Classes End
December 8 - 13, Saturday-Thursday	Final Exams for Regular Session Classes

2008

Spring Semester 2008
<u>**OCTOBER**</u>

October 29 - December 3	Early Registration

<u>**DECEMBER**</u>

December 3, Monday	Last Day to Apply for Admission for Regular Registration

<u>**JANUARY**</u>

January 3 - 4, Thursday-Friday	Regular Registration
January 5, Saturday	Saturday Classes Begin
January 7, Monday	Regular and First Session Classes Begin
January 10, Thursday	Last Day to Make Class Schedule Changes
January 14, Monday	Martin Luther King, Jr. Holiday

<u>**FEBRUARY**</u>

February 4, Monday	Last Day to Withdraw from First Session Classes with a "W"

February 26, Tuesday   Last Day/Final Exams for First Session TH Classes
                              Last Day to Withdraw from Regular Session Classes with a
                              "W"

February 27, Wednesday   Last Day/Final Exams for First Session MW Classes

MARCH

March 3 - 8, Monday-Saturday	Spring Break
March 10, Monday	Second Session Classes Begin
March 11, Tuesday	Last Day to Add Classes for Second Session
March 24, Monday	Early Summer and Fall Registration Begins

APRIL

April 4, Friday	Last Day to Withdraw from Second Session Classes with a "W"
April 24, Thursday	Last Day/Final Exams for Second Session TR Classes
April 28, Monday	Last Day/Final Exams for Second Session MW Classes
April 29, Tuesday	Regular Session Classes End
April 29 - May 3, Tuesday - Saturday	Final Exams for Regular Session Classes

MAY

| May 9, Friday | Graduation |

Summer Semester 2008

APRIL

| April 30, Wednesday | Last Day to Apply for Admission for Regular Registration |

MAY

May 7, Wednesday	Maymester Classes Begin
May 14, Wednesday	Last Day to Withdraw from Maymester Classes with a "W"
May 22, Thursday	Maymester Classes End
May 22 - 23, Thursday - Friday	Regular Registration
May 23, Friday	Maymester Final Exams
May 26, Monday	Memorial Day Holiday
May 27, Tuesday	Memorial Day Holiday
May 30, Friday	Last Day to Make Class Schedule Changes
May 31, Saturday	Saturday Classes Begin

JUNE

June 11, Wednesday	Last Day to Withdraw from First Session Classes with a "W"
June 19, Thursday	Last Day/Final Exams for First Session TR Classes
June 23, Monday	Last Day/Final Exams for First Session MW Classes
June 24, Tuesday	Second Session Classes Begin
June 25, Wednesday	Last Day to Add Classes for Second Session Last Day to Withdraw from Regular Session Classes with a "W"

JULY

July 4, Friday	Independence Day Holiday
July 10, Thursday	Last Day to Withdraw from Second Session Classes with a "W"
July 16, Tuesday	Last Day/Final Exams for Second Session MW Classes
July 17, Wednesday	Last Day/Final Exams for Second Session TH Classes Regular Session Classes End
July 18 - 23, Friday - Wednesday	Final Exams for Regular Session Classes

For the most current information about the Macon State College schedule, visit www.maconstate.edu.

History of Macon State College

History of Macon State College

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

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

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

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

Facilities

Macon Campus Facilities

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

The **Educational Technology Center** houses five large computer classrooms. The Center is used by Macon State College students, faculty, and staff and is also the site of state-supported training programs that help K-12 schoolteachers integrate technology into their classrooms.

The **Wellness Center/Gym** houses the University System of Georgia Graduate Center, the Macon State College Wellness Center, the Macon State College Health Clinic, and the gymnasium.

The **Information Technology Building** houses the Division of Information Technology as well as

classrooms. The Learning Support Building houses the Division of Learning Support, Continuing Education, and a multi-purpose 227-seat auditorium with connections for 146 computers as well as classrooms.

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

The **Humanities/Social Sciences Building** houses the Division of Social Sciences on the upper level as well as the Arts Complex. The Division of Humanities is located on the lower level as are the 224-seat Theatre and the Box Office. There are also classrooms and a GSAMS (Georgia Statewide Academic and Medical System) room.

The **Student Life Center** houses the Admissions, the Registrar's, the Student Life, Veterans' Affairs, and the Student Government and Publications Offices on the lower level. The bookstore, the cafeteria, the game room, cyber cafe, and honors study center are on the lower level. The Division of Business and Economics is located on the upper level as are the Academic Advising Center, the Academic Testing Center, the Counseling and Career Centers, Disability Services, Financial Aid Offices, and Student Support Services.

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

Houston County Facilities
The Robins Resident Center

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

Warner Robins Campus

This facility is located on Watson Boulevard in the city of Warner Robins near the Robins Air Force Base. At the Warner Robins Campus Macon State College offers courses and programs that lead to associate and baccalaureate degrees.

Services for Students

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

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

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

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

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

The **Career Center**, located on the second floor of the Student Life Center, assists students with career choices. Services include interest testing, computer- assisted assessments, career resource materials, seminars, and current job/labor market information. The Center also provides information about on-campus employment, internship/co-op opportunities, and other employment resources. The Career Center is part of the Counseling and Career Center and may be contacted at (478) 471-2714 or www.maconstate.edu/careercounseling/.

The **Counseling Center** offers individual counseling with a focus on academic, career, and personal issues. Referrals to off-campus providers and support groups are made as appropriate. The Counseling Center is part of the Counseling and Career Center, (478) 471-2714.

Disability Support Services coordinates the College's effort to ensure full access to all educational, cultural, and other programs for any qualified student with a documented disability. Students with visual, mobility, hearing, or learning disabilities as well as students with chronic health conditions may be eligible for support. Services include registration assistance, alternative testing, volunteer note takers and readers, and advocacy to resolve individual situations as well as information about community resources. Disability Support Services is part of the Counseling and Career Center, (478) 471-2714 or TDD (478) 471-5798.

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

The **Macon State College Library** houses more than 89,000 volumes and 316 print periodicals. It is also a participant in GALILEO, Georgia's statewide library information system. More information about the Library is available by calling (478) 471-2709 or by visiting the Library's website at www.maconstate.edu/library.

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

The Student Life Program serves the needs of a diverse student body by providing quality programs designed to complement instructional experiences by creating caring campus communities, encouraging mutual respect and understanding, promoting personal, academic, and professional development, providing for the general welfare of students, and serving as student advocates. The Student Life Program provides students with opportunities to interact with faculty, staff, and other students outside the classroom. Students can build networks of support that will sustain them through a challenging collegiate experience. Student Life also provides students with opportunities to develop positive leadership skills. A wide range of activities is offered, including: intramural athletics; the campus newspaper, *The Matrix*; the student literary magazine, *Fall Line Review*; the Wellness Program; the Honors Program, and many others. Additional information is available by visiting the Student Life Office (S-167), calling (478) 271-2710, or visiting the Student Life website at www.maconstate.edu/studentlife.

Student Support Services improves the retention and graduation rate of low-income, first-generation

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

Veterans' Affairs

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

1. Pre-approved veterans with service-connected disabilities.
2. Students with VA educational eligibility under the Montgomery/ GI Bill.
3. Certain eligible spouses and dependents of veterans who are totally and permanently disabled as a result of military service, those who died while in the military, or those whose death resulted from a military-connected disability.

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

1. Certifying persons for the receipt of VA educational benefits.
2. Monitoring class attendance and academic progress and report ing exceptions to the Veterans Administration.
3. Providing academic advising and tutorial referral service.

Students who attend the College under the Montgomery/GI Bill are required to pay College tuition and fees as regular students, since VA benefits are paid directly to recipients according to the following scale:

- full benefits for students carrying 12 or more semester credit hours;
- three-fourths benefits for students carrying 9-11 semester credit hours;
- one-half benefits for students carrying 6-8 semester credit hours;
- and according to program regulations for students carrying less than 6 semester credit hours.

Additional information concerning application procedures and VA educational benefits may be obtained from the Office of Veterans Affairs, which is located in the Student Life Center. The telephone number is (478) 757-2681.

Special Programs and Services

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

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

The Institute for Information Management

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

Intellectual Capital Partnership Program: ICAPP

In 1999, Macon State College became the fourth University System institution to participate in ICAPP, a state-funded economic development incentive program that allows Georgia colleges and universities to hire instructors, renovate facilities, and buy the technology necessary to customize education programs for companies that need more knowledgeable workers in order to grow.

Macon State College Alumni Council

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

Macon State College Foundation

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

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

Admissions

How To Apply To Macon State College

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

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

Application Materials

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

Official Documents Required

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

Admission Procedures

Admission to Macon State College requires the Office of Admissions to know as much as possible about the academic ability and conduct of its applicants. Acceptance is based on previous academic performance, test scores, conduct, and, when appropriate, results of personal interviews and other information deemed necessary to determine the applicant's general fitness for admission to an institution of higher learning. Only after such information is obtained is the College able to make an admissions decision in the best interest of both the applicant and the College. Macon State College reserves the right to refuse admission to an applicant based on the results of such appraisal. The

admission procedures outlined below should be followed in order to furnish the Office of Admissions with a complete set of relevant information. Applicants desiring an appeal of an admissions decision must do so in writing. The written request for appeal should be sent to the Director of Admissions.

Prospective students should:

1. Complete the application and return it along with the non-refundable application fee to the Office of Admissions, Macon State College, 100 College Station Drive, Macon, Georgia 31206-5145. Applications may also be completed on-line by visiting the Macon State College web site at www.maconstate.edu.
2. Have an official transcript mailed by the high school directly to the Office of Admissions **if entering directly from high school**.
3. Have an official transcript of GED test scores mailed by the State Department of Education directly to the Office of Admissions **if entering on the basis of a GED "High School Equivalency Diploma."**
4. Have an official transcript from each college attended mailed by the respective registrar's offices directly to the Office of Admissions at Macon State College **if entering as a transfer student.**
5. Have test scores sent directly to the Office of Admissions **if requested by the Admissions Office**.
6. Submit a Certificate of Immunization.
   A medical examination is not required of applicants for admission to Macon State College. However, all new students must submit a Certificate of Immunization prior to attending classes. The Office of Admissions will provide applicants with the required Immunization form.

Admissions Deadlines

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

Admission with Incomplete Documents

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

Admission of Dual Enrollment Students

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

school graduation.

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

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

Admission through the ACCEL Program

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

Admission as a Joint Enrollment Student

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

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

Admission as an Early Admissions Student

This program is designed for qualified students who, based on the combined judgments of high school and college officials, have demonstrated a level of social and academic maturity which would enable them to pursue a **full-time** college course of study following completion of their junior year of high

school. Students are not normally permitted to enter this program after having begun their senior year of high school.

Applicants for admission to this program must:

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

Admission as a Beginning Freshman

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

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

Minimum High School Grade Point Average

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

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

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

College PreparatORy Curriculum Requirements

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

4 Carnegie Units of Mathematics: Algebra I and II, geometry, and a higher level math unit.

4 Carnegie Units of English: Literature (American and world), grammar and usage, and advanced

composition skills.

3 Carnegie Units of Social Science: U.S. history, world history, and at least one-half unit each of U.S. government and economics.

3 Carnegie Units of Science: Two lab courses from life sciences and physical science.

2 Carnegie Units of the same Foreign Language: Emphasizing speaking, listening, reading, and writing.

16 total Carnegie Units

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

English

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

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

Mathematics

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

Science

Students graduating from high school with fewer than three units of science will be required to take BIOL 1001K or BIOL 1002K or PHSC 1011K and earn at least a "C" in the course.*

Social Sciences

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

Foreign Language

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

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

College PreparatORy Curriculum Deficiencies

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CPC General Regulations

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

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

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

CPC Enforcement

All students with outstanding College Preparatory Curriculum (CPC) deficiencies will have a "**CPC/ADVISING HOLD**" placed on their registrations the first semester of enrollment. They will be advised in the Academic Advising Center and will be permitted to register provided they enroll in the required CPC course(s). The hold will be removed when all CPC requirements have been met.

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

Beginning Freshman Placement Policy

Beginning freshman applicants whose SAT verbal score is 470 or below or whose ACT English score is 20 or below are required to take the COMPASS or Collegiate Placement Examination (CPE) in English and Reading. A COMPASS score of 82 (CPE score of 78) on the Reading Test is required to **exempt reading remediation**, and a COMPASS score of 78 (CPE score of 78) on the English Test is required to **exempt writing remediation**.

Beginning freshman applicants whose SAT mathematics score is 430 or below or whose ACT mathematics score is 18 or below are required to take the COMPASS or Collegiate Placement Examination (CPE) in Mathematics. A COMPASS score of 39 on the Algebra COMPASS or CPE score of 80 on the Math Test is required to **exempt math remediation**. Applicants with a CPC deficiency in English or math are also required to take the COMPASS or CPE regardless of SAT or ACT scores.

College Algebra Placement Test

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

0099 (Intermediate Algebra) as the entry level math course.

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

Admission as an Adult Student

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

Admission as a Transfer Student

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

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

Transfer of Credit Policies

1. Credit earned in collegiate institutions accredited by the appropriate regional accrediting association may be transferred at full value provided the course content is comparable to that of a course offered by Macon State College or, for non-comparable courses, those that satisfy the guidelines of the University System of Georgia.
2. Only 36 semester hours of academic credit and 2 semester hours of physical education activity credit may be applied by transfer toward an Associate Degree.
3. At least a "C" in freshman composition is required for transfer credit in English 1101.

4. The total number of combined hours earned through correspondence, extension, and military experiences shall not exceed 15 semester hours.
5. **No credit** is awarded for the College Level Examination Program (CLEP) "General Examinations."
6. Veterans with twelve months or more activity military service may file a copy of their DD-214 or an official CCAF transcript with the Office of the Registrar to request **a waiver of the required two semester hours of physical education credit**.
7. Transfer credit from colleges and universities outside the United States will be examined by the Office of Enrollment Services and the appropriate Division Chair. Information regarding appropriate credital evaluation services may be obtained by contacting the Office of Enrollment Services at (478) 471-2031.
8. Credit earned during a period of suspension or exclusion from a college or university will not be accepted for transfer to Macon State College.
9. A maximum of 11 semester hours of nursing credit with grades of "C" or higher may be accepted by transfer from another college. A validation examination will ordinarily be required.

Admission of Former Students

Students who have attended Macon State College within two calendar years and who have not attended any other institution in the interim are not required to reapply.

Formerly enrolled students who have attended other institutions since their enrollment at Macon State College must file an application for re-admission with the Office of the Registrar and must furnish official transcripts from each institution attended since last attending Macon State College.

Former students who have not attended Macon State College within the last two years or who were dismissed academically or suspended under the Learning Support Exclusion policy must file an application for readmission with the Office of the Registrar.

Admission for Auditing Purposes Only

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

Admission as a Non-Degree Major

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

Special Student Admission

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

catalog.

Transient Student Admission

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

International Student Admission

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

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

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

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

All applicants (including permanent resident aliens) educated in a country whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) and must attain a total minimum score of 550 (paper-based test) or 213 (computer-based test). Information regarding the TOEFL exam may be found at www.toefl.com.

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

international student to fully understand and comply with all U.S. immigration laws governing their visa status.

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

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

Senior Citizen Admission

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

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

Admission of Students with Disabilities

It is the policy of Macon State College to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No student with a disability who is qualified to enter Macon State College will be denied admission or be subject to discrimination in the application of admission standards. All accepted applicants are asked to call the Disability Support Center at (478) 471-2714 to schedule an appointment.

Students with disabilities have the responsibility of contacting the Disability Support Center at (478) 471-2714 for an interview to assess their needs prior to their first semester of enrollment at Macon State College. To qualify for services, students must verify disability by providing current documentation from a qualified health professional. Subsequently, these students have the responsibility of 1) submitting a class schedule each semester to the Counseling and Career Center in the Student Life Center, 2) identifying themselves and their needs to each professor at the first week of class each semester, and 3) notifying the Counseling and Career Center as soon as possible should any problems arise concerning their academic program.

A handbook describing the services for students with disabilities will be provided when the student registers with the Office. The Counseling and Career Center is housed in the Student Life Center. More

information is available by calling (478) 471-2714 or TDD (478) 471-5798, or by visiting the website at www.maconstate.edu/careercounseling.

Notification Of Acceptance

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

Advising

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

Students should understand that they will receive a grade in each class recorded on their Class Schedule. Students who do not attend those specific classes and sections will receive a grade of "F" in each class not attended unless they officially drop the class. Once classes begin, courses may be officially dropped only in the Office of the Registrar, the Night Office, the Robins Resident Center Office, or the Warner Robins Campus Office.

Student Finances

What Students Should Know About Tuition and Fees

All fees are due by the deadline published in the "Schedule of Classes" for each academic semester. Registration is not complete until all fees have been paid. All fees and other charges are subject to change at the end of any semester.

Payment may be made at the following locations:

- Business Office, located in the Administration Building on the Macon Campus;
- Payment Center, located within the Registrar's Office in the Student Life Building on the Macon Campus;
- Administrative Services Building, Warner Robins Campus;
- Robins Resident Center;
- Online at the Macon State College website.

The following forms of payment are accepted:

- Cash;
- Check (payable in US currency and drawn on a financial institution located in the United States);
- Credit Card (VISA, MasterCard, American Express);
- Student Financial Assistance.

The following tuition and other fees may apply to a student's enrollment:

1000 and 2000 Level Courses (Freshman and Sophomore)

- In-State Tuition: $67 per semester hour for students enrolled in less than 12 hours; $794 for students registered in 12 hours or more.
- Out-Of-State Tuition: $265 per semester hour for students enrolled in less than 12 hours; $3,175 for students registered in 12 hours or more.

3000 and 4000 Level Courses (Junior and Senior)

- In-State Tuition: $106 per semester hour for students enrolled in less than 12 hours; $1,268 for students registered in 12 hours or more.
- Out-Of-State Tuition: $423 per semester hour for students enrolled in less than 12 hours; $5,072 for students registered in 12 hours or more.

Student Activities Fee: $44 per semester at all locations.

Technology Fee: $50 per semester for all students enrolled.

Applied Music Fee: $100 for each applied music course with lessons of one-half hour per week. $200 for each applied music course with lessons of one hour per week.

Orientation Fee: $25 for all new students.

Liability Insurance Fee for Nursing and Health Sciences Students: $16 per year. This fee is non-refundable.

Student Health Insurance Fee: International students holding F or J visas and student enrolled in

nursing and respiratory therapy courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia.

Nursing and Respiratory Therapy Student Fees: Various testing fees will be required in the nursing program and respiratory therapy program.

WebBSIT: WebBSIT courses cost $265 per credit hour. The typical WebBSIT course is three credit hours, which equals $795 per course. In addition, the admission fee and technology fee apply.

Tuition and Fee Payment

All fees are due by the deadline published in the "Schedule of Classes." Registration is not complete until all fees have been paid. All fees and other charges are subject to change at the end of any semester.

Payment may be made by cash, credit card (Visa, MasterCard, or American Express only), financial assistance, scholarship, third party contract or by check payable in United States currency and drawn on a financial institution located in the United States. (The College reserves the right to determine the acceptability of all checks.) Checks must be made payable to Macon State College and have the checking account number encoded.

Students expecting to pay their fees with Financial Aid funds or third party accounts MUST go to any payment location OR call the Business Office at (478) 471-2705 to secure their classes. The application of financial aid to a student's tuition and fees is not an automatic process, and students are required to personally communicate their desire to apply the financial aid funds to their account. Failure to complete this step can result in cancellation of the student's schedule. Please call the Business Office for more information.

A student attending classes who has not completed registration with the Business Office through payment of fees will be held liable for the fees due plus any service fees assessed, applicable collection costs, court costs, and legal fees associated with collection efforts. A "HOLD" will be placed on the record of any student who has a financial obligation to the college. A "HOLD" on a student record will prevent registration for further course work, graduation, and release of grades and transcripts until the obligation is settled. The College reserves the right to void a student's registration for non-payment of fees at any time during the academic term.

Persons who have credit card payments or checks returned by a bank for any reason must settle that obligation with the College promptly. Failure to do so will result in the non-payment of fees.

If checks or credit cards given in payment of student fees, payment in the bookstore, or payment in the cafeteria are not honored by a banking institution, a student account "HOLD" will be placed on the student records. All returned checks and credit cards will be assessed a returned check fee of $20. Macon State College reserves the right to place students on "cash only" status for issuing checks that are not honored by the bank.

It is the responsibility of students to be informed of, and to observe, all regulations and procedures regarding the payment of fees and the entitlement of refunds. In no case will a regulation be waived or an exception be granted because students plead ignorance of the regulation or assert that they were not informed of the regulation by an advisor or other authority. All questions concerning fees and refunds should be directed to the Business Office. Verbal misinformation is not grounds for a waiver of a regulation.

Tuition and other charges are subject to change without notice.

<u>**Fees**</u>

Macon State College has a two-tiered tuition scale. Fees for Lower Division Courses, those numbered in the 1000s and 2000s, are assessed at a lower amount than the Upper Division Courses, those numbered in the 3000s and 4000s.

<u>**1000 and 2000 Level Courses**</u>

In-State Tuition

For resident students enrolled in fewer than 12 semester credit hours, $67 is charged for each semester hour of course work. The total in-state tuition for students registered in 12 or more semester credit hours is $794 plus all applicable fees.

Out-of-State Tuition

For students enrolled in fewer than 12 semester credit hours, $265 is charged for each semester hour of course work. The total non-resident tuition for students registered in 12 or more semester credit hours is $3,175 plus all applicable fees.

<u>**3000 and 4000 Level Courses**</u>

In-State Tuition

For resident students enrolled in fewer than 12 semester credit hours, $106 is charged for each semester hour of course work. The total tuition for students registered in 12 or more semester credit hours is $1,268 plus all applicable fees.

Out-of-State Tuition

For students enrolled in fewer than 12 semester credit hours, $423 is charged for each semester hour of course work. The total non-resident tuition for students registered in 12 or more semester credit hours is $5,072 plus all applicable fees.

Classification for Tuition Purposes

The citizens of Georgia, through the payment of taxes, support the operation of Macon State College. Hence, whether a student is classified as an in-state or an out-of-state student in the State of Georgia is a significant matter.

The Board of Regents of the University System of Georgia has adopted policies governing the classification of students as in-state and out-of-state for tuition purposes. These policies ensure that out-of-state students pay a fair and reasonable share of the cost of their education.

To register as a legal resident of Georgia at Macon State College and be assessed resident fees, students must establish the following facts:

   A. (1) If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

Exceptions:
    i. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.

B. A student who previously held residency status in the State of Georgia but moved from the state and then returned to the state in 12 or fewer months.
C. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.

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

D. If a parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
E. In the even that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
F. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

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

A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
D. Full-Time School Employees. Full-time employees in the public schools of Georgia or the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43).
E. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
F. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, February 2004).

G. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Trade & Tourism as being part of a competitive economic development project.
H. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
I. Students in ICAPP Advantage programs. Any student participating in an ICAPP Advantage program.
J. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provide reciprocal benefits to University System students.
K. Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution.
L. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

Out-of-State Student Classification Change

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

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

Appeal of Classification as an Out-of-State Student

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

Any residency decision may be finally appealed in writing to the President of the College.

Other Student Fees

Student Activities Fee

All students enrolled in four or more semester hours are assessed an activity fee. Students enrolled in three semester hours or less are not required to pay these fees. The activities fee is $44 per semester. This fee is used to support student publications, intramural sports, an artists and lecturers series, health and wellness programs, student organizations, and social and entertainment activities.

Orientation Fee

All beginning and transfer students pay a $25 orientation fee. This fee covers the cost of materials distributed during orientation, and it is nonrefundable.

Technology Fee

All students enrolled at Macon State College must pay a technology fee. The technology fee is $50 per semester. This fee is used to support technology improvements and/or upgrades on campus. This fee is non-refundable.

Applied Music Fee

Students enrolled in applied music courses will be charged an applied music fee. The applied music fee is $100 for each applied music course of one-half hour per week OR $200 for each applied course of one hour per week. This fee is non-refundable.

Liability Insurance (for the Nursing and Health Sciences Division)

Professional liability insurance is required at an annual cost of $16 for all students in all clinical areas. This fee is non-refundable.

Student Health Insurance

International students holding F or J visas and students enrolled in nursing and respiratory therapy courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia.

Nursing and Respiratory Therapy Student Fees

Various testing fees will be required in the nursing program and respiratory therapy program.

Additional Costs of Attendance

Textbooks and Supplies

Textbooks and school supplies are available in the College Bookstore. The cost of books and supplies

will vary with the courses selected by individual students. A fair estimate of this cost is from $150 to $400 each semester.

Nursing Students

Nursing students are required to purchase uniforms and instruments at a cost of approximately $300 per year.

Refund Policy (Non-Financial Aid)

The refund amount for students withdrawing from the institution will be based on a pro rata percentage. This is determined by dividing the number of calendar days in the semester the student has completed by the total number of calendar days in the semester. The total calendar days in a semester will include weekends. Scheduled breaks of five or more days and days that a student was on an approved leave of absence are excluded. The unearned portion will be refunded up to the point in time that the amount earned equals 60 percent.

Students who withdraw from the institution when the number of completed calculated days is greater than 60 percent are not entitled to a refund. Refunds will be disbursed via the Easy Refund Card. Contact the MSC Business Office for more information.

A refund of all non-resident fees, matriculation fees, and other mandatory fees will be made in the event of the death of a student at any time during the academic session.

NO fees will be refunded for the following:

1. Withdrawal after mid-term of the semester.
2. Failure to withdraw officially.
3. Suspension or forced withdrawal for disciplinary reasons.
4. Reduction in hours after the "last day to add classes."
5. Cancellation of registration.
6. Late registration fee payments.
7. Applied music fee payments.

The stop payment of a check does not constitute an official withdrawal from the college. The student will be held liable for all charges unless the Date of official withdrawal from Macon State College Is within the refund schedule, In which case the student Will be liable for that portion of the fee not refundable, Plus the returned check fee and any applicable collections cost.

Delivery of Refunds

Beginning Summer Semester 2005 Macon State College will utilize the Higher One debit card to deliver refunds of tuition, fees, scholarship, and/ or financial aid remaining balances. Higher One is a financial services company that exclusively serves higher education. The banking services of Higher One are designed to specifically meet the needs of college students.

Every student will receive an Easy Refund MasterCard debit card in the mail. This card is not a credit card, but it is a debit card that can be used anywhere other debit cards are used. Students must activate the card at www.EasyRefundCard.com.

During activation students must choose how they want their refund delivered. There are three options for delivery of refunds as follows:

1. Refund deposited directly to the student's debit card;

2. Refund deposited to another bank account of their choice;
3. Refund by paper check processed by Higher One and sent through the U.S. Mail.

Financial Aid remaining balance funds will continue to be released 14 days after the first day of class. Refunds deposited directly to the student's debit card will be available immediately, refunds deposited to another bank account will be available 3-5 days after release, and refunds made by paper check processed by Higher One should be received 5-7 days after release.

To learn more about Higher One, you may visit www.HigherOne.com.

Scholarships at Macon State College

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

The scholarships, which are available through Macon State College and the Macon State College Foundation, are awarded on a competitive basis.
Generally, recipients are selected on the basis of academic achievement and financial need.

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

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

Important Facts about Financial Aid

- Financial Aid provides assistance to students who, without aid, would be unable to attend college.
- Macon State College uses the Free Application for Federal Student Aid (FAFSA) results to determine the level of financial need.
- Students may pick up the FAFSA from the Financial Aid Office or may complete the online FAFSA at www.FAFSA.ed.gov.
- Financial Aid eligibility is reestablished each year beginning with the Fall semester; therefore, students must re-apply annually.
- Students must maintain satisfactory academic progress (SAP) to remain eligible for aid. A detailed explanation of MSC's SAP policy may be found here.
- Financial Aid awards are determined by the Financial Aid Office while the disbursement of funds occurs in the Business Office.
- Students who have lost financial aid eligibility may appeal in writing to the Office of Student Financial Aid.
- Students must contact the Business Office each term to have their financial aid applied to their account to prevent classes from being dropped.

Financial Aid

Macon State College is pleased to announce participation in the U.S. Department of Education's Quality Assurance Program. The mission of the Quality Assurance Program is to ensure that student financial aid is administered accurately, expediently, and with integrity. While participation in the Q.A.

program is voluntary, it represents the College's commitment to providing the best service possible to financial aid applicants.

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

The Office of Financial Aid provides assistance for students who, without such aid, would be unable to attend Macon State College. It is the intention of the College to help as many students as possible by providing assistance with loans, grants, scholarships, and student employment.

Macon State College utilizes the results of the Free Application for Federal Student Aid (FAFSA) in determining financial need. The family's financial strength is taken into consideration on the basis of gross income, number of dependents, allowable expenses and indebtedness, and total assets. The Free Application for Federal Student Aid (FAFSA) must be filed with the Office of Financial Aid prior to April 1 for maximum consideration for the following academic year.

Verification of Application Information

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

Students selected for verification will be asked to submit to the Office of Financial Aid a signed copy of their federal tax return and their parents' and/ or spouse's return, if applicable. It is recommended that students keep copies of federal tax returns for at least two years. The verification process must be completed within 45 days.

Financial Aid Program Descriptions

Grants

Federal Pell:* Citizens of the United States and eligible non-citizens who have not previously earned a bachelor's degree are eligible to apply for this grant. The amount of the grant will vary in proportion to the financial need of the student.

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

Federal Supplemental Educational Opportunity Grant: This grant is offered to students who have financial need as determined by Macon State College. Priority is given to Federal Pell Grant recipients.

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

HOPE (Helping Outstanding Pupils Educationally) Scholarships and Grants: These are available for qualified students attending Macon State College and may be applied to tuition and mandatory fees

not covered by other federal grants received. Recipients receive a book allowance of up to $150 per semester. Full-time enrollment is not required. HOPE eligibility is determined using attempted hours according to HOPE Program regulations.

HOPEScholarship:

HOPE Scholarship qualifications for freshmen are:

- Be a U.S. citizen or permanent resident alien.
- Be a Georgia resident as defined by HOPE regulations.
- Be a 1993 or later Georgia high school graduate.
- Earn a high school "B" average in a CPC Diploma track.
- Apply for the HOPE Scholarship to attend Macon State College.
- Beginning Summer 2004, freshmen attending one term full-time or three terms in a row part-time must have a cumulative 3.00 at the end of Spring term to remain eligible.

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

- Meet the above residency and citizenship requirements.
- Establish a cumulative grade point average of at least 3.00 at the completion of the 30th, 60th, and 90th **attempted** semester hour.
- Hold a cumulative GPA of at least 3.00 at the end of Spring term.
- Maintain financial aid satisfactory progress as defined by Macon State College.

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

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

Loans

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

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

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

2. Reach an agreement with the lender to add interest to the principal of the loan, but no more frequently than quarterly; this is called capitalization. If students do not make interest payments as scheduled while in school, in grace period, or during a period of authorized deferment, the lender may automatically capitalize the interest every three months. During other periods, students must pay this interest to the lender, unless the lender agrees to grant a forbearance, as explained in the promissory note.
3. Federal Origination Fee/Insurance Premium: Students may be charged up to a 4% federal origination fee/insurance premium on each disbursement of an unsubsidized loan. This fee will be deducted from each disbursement and paid to the federal government.

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

Employment

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

Student Assistant Program: This program, sponsored entirely by Macon State College, employs students on a part-time basis on campus. Although it is not entirely disregarded, financial need is not a major determinant.

Vocational Rehabilitation

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

Financial Aid Policies Governing the Administration of Awards:

1. Applicants for financial aid must be enrolled at the College before financial aid funds may be disbursed.
2. Financial aid is awarded on the basis of full-time enrollment (at least 12 semester hours). Awards will be adjusted for less than full-time status.
3. Payment of Awards: Students **must** make contact with the Business Office each term after registering to have semester amounts credited to their accounts. Student financial aid funds, which remain after all College obligations have been satisfied, are disbursed through Higher One by means chosen by the student, usually two weeks after the first day of class.
4. Federal aid and HOPE grants are available for qualified independent and part-time students.
5. The Office of Financial Aid reserves the right to cancel, reduce, or require repayment of any

award because of changes in financial aid policies, academic status, academic program, residency status, or enrollment status.

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

7. Recipients of financial aid who withdraw from classes completely or who drop a class without attending it may have any refund to which they are entitled returned to the student aid program(s) from which they received assistance. Students also may be required to repay funds received or credited to their accounts.

8. Federal Financial Aid regulations require students to begin attendance to be eligible. Therefore, students reported as "no shows" will have their aid adjusted accordingly.

9. Federal regulations state that the institution cannot assume a student receiving all F's has completed the term. Therefore the College is required to do a Title IV refund recalculation at the 50% mark. Students will be required to repay funds received or credited to their accounts.

10. Ordinarily, financial assistance is awarded for two semesters of the regular academic year. Summer semester will be treated separately from the regular academic year. **Students interested in attending summer semester will need to complete the Macon State College Summer Semester Financial Aid Application.**

11. Students given an award for the regular academic year who fail to enroll fall semester will automatically have all aid cancelled for the remainder of that year unless they notify the Financial Aid Office concerning spring semester enrollment.

12. Students in default on Federal or State Loan monies or who have outstanding financial commitments to any Federal or State Grant or Scholarship program will not be considered for any financial aid program at Macon State College.

13. Any financial aid applications received after the April 1 priority deadline will be considered on a first-come, first-served basis.

14. Students selected for verification in the Quality Assurance Program with the U.S. Department of Education must submit the required verification documents. If the verification documents are not submitted, all financial aid will be canceled, and students will be required to repay any financial aid funds already provided.

15. All students applying for a Stafford Loan will be required each year to complete an entrance and exit interview.

16. Students enrolled as transient students at Macon State College are **not** eligible for student financial aid. These students should check with their home institution for availability of aid.

Refund/Repayment Policy for Financial Aid Recipients

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

The amount of assistance earned is determined on a pro-rata basis. That is, if students completed 30

percent of the period of enrollment, they have earned 30 percent of the assistance originally scheduled. Once students complete more than 60 percent of the enrollment period, all assistance originally scheduled has been earned.

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

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

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

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

Satisfactory Academic Progress Policy

Students Receiving Financial Assistance

Introduction

In accordance with the Higher Education Act of 1965, as amended, financial aid recipients at Macon State College are required to meet the standards of satisfactory academic progress. Department of Education guidelines for determining satisfactory academic progress (SAP) specify the use of the student's entire academic history regardless of whether Title IV funding was actually received.

Qualitative Standards

Grade Point Average

Financial aid recipients are expected to maintain the **academic** standards of Macon State College as outlined in the college catalog. The GPA (**qualitative**) standard of satisfactory academic progress will be monitored during initial award consideration and reviewed at the end of each semester of enrollment.

Financial aid students who are placed on **academic probation** are also placed on **satisfactory academic progress (SAP) probation**. Students who are placed on **academic dismissal** from the College will have their financial aid terminated as required by the standards of satisfactory academic progress (**SAP dismissal**).

Quantitative Standards

In addition to maintaining the academic (GPA) standard required by the College, financial aid recipients must successfully complete a minimum percentage of hours each academic year and complete degree objectives within a specified maximum time frame.

Percentage of credit hours successfully completed

Students must successfully complete at least 66 percent (cumulative attempted hours) of the courses for which they registered. Grades of A, B, C, or D are considered successful. Grades of F, W, WF, V, or I do not constitute successful completion. This standard will be monitored annually at the end of spring semester.

Maximum Time-Frame

Student financial aid is available for up to 150 percent of the hours required to complete the program of study in which students are enrolled.

Students who change majors should understand that they may reach financial aid eligibility limits before actually obtaining their degree. In monitoring maximum time frame, SAP policies require that students' entire academic histories be considered, regardless of whether Title IV funding was utilized. Transfer hours, repeated courses, and courses dropped after the 100 percent refund period for the semester are included in the determination of the maximum time frame.

Learning Support courses (up to 30 attempted semester hours) are counted in the determination of maximum time frame. Students are advised that the maximum number of Learning Support hours which a financial aid award may cover is 30 semester hours.

Monitoring SAP

Qualitative standards of satisfactory academic progress (GPA) will be monitored at the end of each semester of enrollment.

Quantitative standards of satisfactory academic progress (percentage of credit hours successfully completed and maximum time frame) will be monitored annually at the end of spring semester.

Financial aid students who are found deficient in the standards of academic progress will have their aid terminated. Students who apply for financial aid during the academic year will have their eligibility checked as of their last term of enrollment.

Once aid is terminated for quantitative standards, students may apply for reinstatement of aid after obtaining satisfactory progress at Macon State College at the student's expense.

Student Appeals

Generally, satisfactory academic progress (SAP) dismissal appeals are granted only in exceptional cases. Students wishing to appeal a SAP dismissal should contact the Office of Financial Aid for appropriate instructions. While completing the appeal process, students are responsible for paying any outstanding fees by the published fee payment deadline for the term. Students wishing to appeal a (SAP) decision of the Office of Financial Aid may do so, in writing, to the SAP appeals committee. The decision of the committee is final.

Academic Requirements

Knowledge of Catalog

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

Academic Information

Academic Advising

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

Academic Credit

Academic credit is the number of hours which students earn by taking courses. These hours count toward the students' graduation requirements.
Learning Support courses do not have academic credit.

Academic Recognitions

- **President's List:** A student who earns a grade point average of 3.80 or above on an academic load of at least nine semester hours in any one semester will be placed on the President's List for the following semester provided the student has a cumulative academic grade point average of 3.00 or higher and no outstanding "I" grade for the semester. No student with an institutional average of less than 3.50 for the semester will be eligible.
- **Dean's List:** A student who earns a grade point average of 3.50 or above on an academic load of at least nine semester hours in any one semester will be placed on the Dean's List for the following semester provided the student has a cumulative academic grade point average of 2.50 or higher and no outstanding "I" grade
for the semester. No student with an institutional average of less than 3.30 for the semester will be eligible.
- **President's Scholar:** Students who complete the associate or baccalaureate degree program provided they have a cumulative academic grade point average of 3.80 or above will be designated President's Scholars and will graduate with high honors.

- **Dean's Scholar:** Students who complete the associate or baccalaureate degree program with a cumulative academic grade point average of 3.50 or above will be designated Dean's Scholars and will graduate with honors.
- **Graduation with Honors:** Scholastic recognition at graduation will be given to all baccalaureate students who complete at least 60 semester hours of course work at Macon State College and who earn a cumulative GPA of at least 3.50. Credit by examination, credit by validation, CLEP credit, AP credit, and courses specifically excluded by College policy cannot be used to meet the hours requirement for graduation with honors.
- **Honors Program Graduate:** Students who complete the Honors Program will receive a certificate. All graduating students who have completed the Honors Program at the associate or baccalaureate degree level at Macon State College and who also have a cumulative GPA of at least 3.50 will be designated an "Honors Program Graduate" and accorded the privilege of wearing an Honors Program medallion at the graduation ceremony. The designation "Honors Program Graduate" will be placed on the permanent academic record.

Academic RecORd

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

Academic Renewal Policy

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

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

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

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

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

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

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

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

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

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

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

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

Reentry into any program is not automatic.

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

Once granted Academic Renewal, students must complete twelve semester hours of academic courses for an associate degree (in the specific program's core curriculum) at Macon State College with a 2.0 or higher GPA before being considered for admission to a specific allied health program.

Academic Standing

- **Grade Point Average**

  Students are expected to make reasonable academic progress; therefore, students must maintain the following Institutional Grade Point Averages:

Status	Required Grade Point Average
Freshman (1-29 semester hours)	1.50
Sophomore (30-59 semester hours)	1.80
Junior (60-89 semester hours)	1.90
Senior (90 and above semester hours)	2.00

- **Academic Probation**
  When a student fails to maintain a sufficient Grade Point Average, the student's status changes from Good Standing to Academic Probation. The student's Grade Point Average must then be brought up to the Required GPA (as listed above) by the next semester in order to avoid

Academic Dismissal. Students will receive notification of their Academic Probation through the grade mailer sent by the Registrar's Office at the end of the term.

- **Academic Dismissal**
  When a student fails to maintain a sufficient Grade Point Average after having been placed on Academic Probation, the student will be dismissed from the College. The first dismissal is for one term. The subsequent dismissal is for one year. Students will receive notification of their Academic Dismissal through the grade mailer sent by the Registrar's Office at the end of the term.

Add/Drop

Students are allowed to add a class during the add/drop period which generally occurs during the first three days of class for the new term. To add or drop a class, students should request, complete, and submit the Add/Drop Form to the Registrar's Office during the specified three-day Add/Drop period. Students may add classes using online Banner Web registration for this same time period.

- Students with holds cannot add a class online.
- Students cannot drop classes using online Banner Web registration.
- Students can add or drop classes at the Macon Campus Registrar's Office, Warner Robins Campus, and Robins Resident Center main offices.
- Students in Learning Support must maintain enrollment in at least one Learning Support class unless they are withdrawing from the College.
- If students drop a class during the first three class days of the term, no entry of the course is made on the student's record.
- If students drop a class after the third day of classes or on or before mid-term, the course is entered on the student's academic record with a grade of W (withdrawal without penalty).
- If students drop classes after mid-term, a grade of WF (withdrawal with penalty) is assigned. A grade of WF is computed the same as an F in the Grade Point Average.
- Students will not be allowed to drop classes during the last two weeks of class.
- The official date a class is dropped is the date on which students properly execute the drop procedure in the Office of the Registrar, the main office at the Warner Robins Campus, or the main office at the Robins Resident Center.

Attendance Policy

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

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

Auditing

Students may register for and attend a class without being responsible for the work required in the

course. No credit is given, but tuition must be paid. Students who audit a course may not subsequently register for credit in that course nor apply for credit by examination during another term. A grade of V appears on the transcript.

<u>Computer and NetwORk Usage Policy</u>

Authorized users may use College computing facilities and resources, including transmission over the College network, for scholarly purposes, for official College business, and for personal purposes so long as such use:

- Does not violate any law or College policy
- Does not involves significant use of College resources, direct costs, or substantial interference with the performance of College duties, work, or data communications networks
- Does not result in commercial gain or private profit

With the exception of individuals authorized by the College to perform system and computer maintenance, users may not allow any other person to use their passwords or to share their accounts. It is the user's responsibility to protect the account from unauthorized use by following security procedures established by Technology Support Services (TSS) and the Computer Services unit.

Any attempt by any person or group to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not access another person's computing account, attempt to forge an account, or use a false account or e-mail address.

Transferring copyrighted materials to or from any system or via the College network without express consent of the owner may be a violation of federal law and/or state law.

It is forbidden to use electronic mail or other network communications facilities to harass, offend, or annoy other users, including impeding their computing systems, software, or data.

Each user of College resources is encouraged to report violations of College policies to College unit representatives on duty, appropriate faculty or staff, or the Office of Technology Support personnel. The TSS telephone number is 757-2634. Technical support can be requested online at www.maconstate.edu/technology/help.asp.

Cooperative Education Program

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

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

<u>Core Curriculum</u>

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

CORequisite

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

Course Load Status

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

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

Course Numbering

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

Credit by Examination

Advanced Placement Program of the College Entrance Examination Board
Students may apply for Advanced Placement Program credit only after being accepted and enrolled by Macon State College.

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

Advanced Placement Examination	Score	Equivalency	Credit Hours
English Language and Composition	3-4-5	English 1101	3
	3	English 1101	3
English Composition and Literature	4-5	English 1101-1102	6
	3-4-5	French 1001-1002	6
English Composition and Literature	3-4-5	Music 1211-1212	4
	3-4-5	Music 1100	3
French Language	3	*History 2111	3
Music Theory	4-5	*History 2111-2112	6
Music Listening and Literature	3-4-5	Math 1251	3
American History	3-4-5	Math 1251-1252	6
American History	3-4-5	Computer Science	3

Calculus A B	3	1301	4
Calculus B C	4-5	Biology 1001 K	8
Computer Science	3-4-5	Biology 1001K-1002K	3
Biology	3-4-5	Psychology 1101	3
Biology		*Political Science	
Psychology		1101	
Government and Political Science			

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

Advanced Standing by Examination

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

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

MSC Course	Cr. Hrs.	CLEP Tests	Scores
Accounting 2101, 2102	6	Principles of Accounting	50
Biology 1001K, 1002K	8	Biology	50
Chemistry 1211K, 1212K	8	General Chemistry	50
	3	Prin. of Macroeconomics	50
Economics 2105	3	Prin. of Microeconomics	50
Economics 2106	3	*English Composition	50
English 1101	6	American Literature	50
English 2131, 2132	6	College French	50
French 1001, 1002	6	Western Civilization	50
History 1111, 1112	3	**History of the U.S. I	50
History 2111	3	**History of the U.S. II	50
History 2112	3	College Algebra	50
Math 1111	3	Trigonometry	50
Math 1113	4	Calculus with Elementary	50
Math 1251	3	Functions	50
Political Science 1101	3	**American Government	50
Psychology 1101	3	General Psychology	50
Psychology 2103	3	Human Gro. & Develop	50
Sociology 1101	6	Intro to Sociology	50

Spanish 1001, 1002   College Spanish

* Before taking CLEP or DANTES, students must contact the Chair of the Humanities Division.
** In addition, a departmental exam is required to satisfy state legislative requirements.

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

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

* Before taking CLEP or DANTES, students must contact the Chair of the Humanities Division.

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

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

Division

An academic unit within the College. The divisions at Macon State College are: Business &

Economics, Education, Humanities, Information Technology, Learning Support, Natural Sciences & Mathematics, Nursing & Health Sciences, and Social Sciences.

Early Registration

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

Elective

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

Full-Time Status

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

Grades

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

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

    - The student will discuss the matter with the course instructor within ten working days of the receipt of the grade. (If the student is unable to contact the instructor, the student should seek the aid of the chair of the appropriate division.) The student will provide the instructor with a written statement that expresses the concern in very specific terms within ten working days of the discussion with the instructor. The instructor will respond in writing to the student within ten working days. A copy of this communication will also be forwarded to the division chair with a copy of the student's original written inquiry.
- If the matter is not resolved between the instructor and the student, the student will appeal to the division chair within ten working days of receiving the instructor's written response. The division chair will attempt to resolve the issue and will give the student a written response within ten working days of receipt of the communication from the student and the faculty member.
- If the matter cannot be resolved at the division level, the student should complete a Petition Form (available in the Office of the Vice President for Academic Affairs) and submit it to the Office of Academic Affairs within ten working days after receipt of the division chair's response.
- All documentation, the student's inquiry, the instructor's response, and the division chair's response will be turned over to the Vice President for Academic Affairs (VPAA).

- The VPAA will appoint a three-member panel selected from the associate vice presidents and the division chairs (excluding the division from which the appeal originated).
- The panel will determine if there is just cause for further appeal. If there is just cause, the panel will collect information concerning the appeal by research and
  interview. All information so gathered should remain completely confidential.
- After gathering the relevant information, the panel will make a recommendation to the VPAA who will decide whether the appeal has merit and if any further action should be taken. The VPAA may approve or deny the appeal.
- The instructor and the student will be informed in writing of the result of the appeal.
- If there is further appeal, all information will be given to the President of the College who will make the final decision. There is no further appeal.

  - **WF Grade Appeal**
    After officially dropping a course or withdrawing from the College after midterm, if a student wishes to appeal the WF grade because of hardships or non-academic circumstances beyond his or her control, the student must:
      1. Obtain and complete an Appeal of WF Grade Form from the Registrar's Office or the Office of Academic Affairs
- Attach documentation which supports the reason for withdrawing
- Submit the completed form and supporting documentation to the Office of Academic Affairs within five days of withdrawing

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

- **Grade Point Average (GPA)**
  Academic Standing is based on this average. The GPA is calculated by dividing the total number of academic credit hour quality points a student has earned by the total number of academic credit hours the student has attempted. (See Academic Standing for further information).
- **Grade Reports**
  Final grades are available to students through Banner Web, the Macon State College online registration system at www.maconstate.edu. Students who wish to have their grades mailed to them must fill out a request form for that service in the Registrar's Office.
- **Grade Symbols**
  The following grade symbols are used but are not included in computing the grade point average:

  I -   An I stands for an Incomplete and indicates that the student for
          non-academic reasons was unable to complete the requirements
          for a course. The instructor of the course and the student are to
          arrange for the course's completion before the midterm of the next
          semester the student is enrolled or by the end of one calendar year
          if the student is not enrolled. If the I is not removed in the defined
          time period, a grade of F is assigned to the course;

  IP -   This indicates that the student has made progress in a Learning
          Support course; however, the student is required to enroll in that
          course the next semester of enrollment.

  S -   This indicates that a student has passed the Regents' Writing Skills

course and/or the Regents' Reading Skills course and passed the corresponding Regents' Test.

U - This indicates that a student has not passed the Regents' Writing Skills course and/or the Regents' Reading Skills course and has not passed the corresponding Regents' Test.

W - This indicates a withdrawal without penalty and is assigned when students withdraw from courses by the midterm date. In cases of hardship, approved by the Office of Academic Affairs, students may receive the W after midterm.

WF - This indicates that the student withdrew from a course after the midterm date.

V - This indicates that the course was audited, and the student receives no quality points.

K - This indicates that the credit was granted via an Advanced Standing Credit Examination or a CLEP Examination.

- **Grading System**

A - Excellent work; four quality points per semester hour (4.0)
B- Good work; three quality points per semester hour (3.0)
C- Satisfactory work; two quality points per semester hour (2.0)
D- Passing work; one quality point per semester hour (1.0)
F - Failing work; does not yield quality points (0.0)
I- Incomplete work; does not yield quality points until the course is satisfactorily
W- completed
WF - Withdrawal; no quality points
Withdrawal failing; no quality points

Graduation

- **Degree Requirements**

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

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

after spring semester grades have been fully processed. Spring semester degree applications **will not** be accepted after **April 30**.

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

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

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

- **Choice of Catalog**

  Students must meet graduation requirements as listed in a single Macon State College catalog which is not more than five years old at the time of their graduation. Students must earn credit in at least one semester of the academic year covered by the catalog they choose to meet graduation requirements.

- **Hour Requirements**

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

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

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

- **Grade Point Average**

<u>Associate Degree</u>
Applicants must present a graduation GPA of at least 2.00 on all courses used to meet graduation requirements and a minimum cumulative GPA of 1.80.

<u>Baccalaureate Degree</u>
Applicants must present a graduation GPA of at least 2.00 on all work attempted at Macon State College.

Graduation Requirements to Graduate with Honors
To graduate with honors, students must have a grade point average of:

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

- **Residence Hour Requirement**
  <u>Associate Degree</u>
  Applicants must be a resident at Macon State College at least two semesters and earn twenty of the last thirty hours of work applicable to the degree from the College.

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

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

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

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

- **History and Constitution Requirements** (State of Georgia Legislative Requirements)
  Before being certified as having met all degree requirements, students must satisfy the Georgia legislative requisites of demonstrating proficiency in United States and Georgia history and

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United States and Georgia Constitutions.

Students must meet the United States and Georgia history requirement in one of the following ways:
- Successfully completing History 2111 or History 2112 at Macon State College, OR
- Transferring in an equivalent course from a University System institution, which designates that course as fulfilling the history requirement, OR
- Transferring in an equivalent course from a private institution in Georgia, whose catalog specifically indicates that the course satisfies the Georgia legislative history requirement.

Students have satisfied only the United States component of the history requirement under the following circumstances and must still successfully pass an examination on Georgia history:
- Transferring in a United States history course from an out-of-state institution.
- Transferring in a United States history course from a private institution in Georgia whose catalog does not specify that the course meets the requirement.
- Obtaining credit for History 2111 and/or History 2112 through Advanced Placement or CLEP exams.

Students may meet the United States and Georgia Constitutions requirement in one of the following ways:
- Successfully completing Political Science 1101 at Macon State College, OR
- Transferring in an equivalent course from a University System institution, which designates that course as fulfilling the Constitutions requirement, OR
- Transferring in an equivalent course from a private institution in Georgia, whose catalog specifically indicates that the course satisfies the Georgia legislative Constitutions requirement.

Students have satisfied only the United States component of the Constitution requirement under the following circumstances and must still successfully pass an examination on the Georgia Constitution:
- Transferring in an equivalent political science course from an out-of-state institution.
- Transferring in an equivalent political science course from a private institution in Georgia whose catalog does not specify that the course meet the requirement.
- Obtaining credit for Political Science 1101 through Advanced Placement or CLEP exams.

Students needing to take either the Georgia history or the Georgia Constitution exam, or both, must register with the Academic Testing Center at least one week in advance of the testing date shown on the calendar in College catalog. Students registering for the exam(s) must present to the Academic Testing Center their student copy of the "Evaluation of Transfer of Credit" form (received from Macon State College's Office of the Registrar) or proof of course credit gained through Advanced Placement or CLEP examination.

If a Macon State College degree program permits students to exempt either the United States history and/or the United States government course(s), students must still satisfy both the United States and the Georgia components of the legislative history requirement and/or legislative constitutions requirement. These students must register in the Academic Testing Center in the Student Life Center at least one week in advance of the testing date, presenting permission documentation from their academic advisors. Students opting to exempt History 2111 or History 2112 will be required to pass a CLEP test and pass the Georgia History test offered in the Academic Testing Center. Students opting to exempt Political Science 1101 will be required to pass a CLEP test and pass the Georgia Constitution test

offered in the Academic Testing Center.

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

- **Regents' Test**
  Students must pass the Regents' Test before they can be certified as having completed all degree requirements and graduate from the College.
- **Technology and Oral Competency**
  Students must demonstrate computer literacy and oral competency before they may receive a degree from the College.
- **Approval of Faculty**
  The names of all candidates for degrees are submitted to a vote of the faculty. If this vote is favorable, the President of the College is authorized by the Board of Regents to grant the degrees.

Certificate Requirements

- **Restriction**
  Students who have fulfilled the requirements for a degree may not apply major area credits used for the degree toward fulfillment of certificate requirements.
- **Application for a Certificate**
  Students should file an application for a certificate in the Office of the Registrar at least one semester before they expect to complete certificate requirements. An application for certificate fee of $20.00 must be paid in the Business Office before filing the application in the Office of the Registrar. Students who do not complete their requirements for the certificate must file a new application for certificate if they expect to complete certificate requirements during a subsequent semester.
- **Choice of Catalog**
  Students must meet graduation requirements as listed in a single Macon State College catalog which is not more than five years old at the time of their graduation. Students must earn credit least one semester of the academic year covered by the catalog they choose to meet certificate requirements.
- **Hour Requirements**
  Applicants for a certificate must complete a minimum of 30 semester hours of prescribed course.
- **Quality Point Requirements**
  Students must earn a cumulative grade point average of at least 2.00 on all courses used to meet graduation requirements and a minimum cumulative GPA of 1.80.
- **Residence Hour Requirement**
  Applicants for a certificate awarded by Macon State College must be residents at this College at least two semesters and earn the last 20 semester hours of work applicable to the certificate from this College. Credit earned via examination cannot be applied to, or included in, the 20-hour residence requirement

Honors Program
The Honors Program at Macon State College is designed to help academically advanced students develop their intellectual potential through challenging educational activities. Its main goal is to encourage these students in individual, rational, and creative thinking. In addition, the Honors Program

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seeks to promote academic excellence and intellectual independence on the part of each student.

- **Honors Admission**
  All entering students with a high school GPA of at least 3.50 and/or one of the following will be invited to participate in the Honors Program:
    - a combined score on the SAT of 1100 or above, with a verbal score of at least 580
- an ACT score of 24 or above
  Students who do not meet the high school GPA, SAT, or ACT requirements listed above may apply for admission to the program after earning fifteen or more semester hours of college-level work. Decisions on admission are made by the Honors Program Director and members of the Honors Program Committee after a review of the application, including the student's cumulative GPA, the SAT or ACT scores, faculty recommendations, and interview with the student.

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

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

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

- **Honors Designated Courses**
  A student enrolled in an associate degree program who has earned grades of A or B in three honors classes or a student enrolled in a baccalaureate program who has earned grades of A or B in six honors classes may petition the Honors Program Director to have an academic course of three or more semester hours designated as an honors course.

  A committee composed of the professor of the course, the Division Chair, the Honors Program Director, and at least two members of the Honors Program Committee will consider the student petitions. With the approval of this committee and the Vice President for Academic Affairs, students can proceed with the request by filing the "Notification of Intent for an Honors Designated Course" form.

- **Honors Completion**

  An eligible student enrolled in an associate degree program can complete the Honors Program by exercising one of the following options:

    - Completing four honors courses offered in four different subject areas with grades of A or B.
    - Completing twelve semester hours consisting of at least three honors courses and one "honors designated" course in four different subject areas with grades of A or B.

An eligible student enrolled in a baccalaureate program can complete the Honors Program by exercising one of the following options:

- Completing eight honors courses offered in four or more different subject areas with grades of A or B.
- Completing twenty-four semester hours consisting of at least six honors courses and two "honors designated" courses in four different subject areas with grades of A or B.

Internship Program

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

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

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

Learning SuppORt

Program
A special program of study is offered for students who desire to attend college but who, on the basis of their SAT or ACT scores, placement test scores, and high school records, do not appear to be academically prepared. Courses offered by the Division of Learning Support are listed under that heading as well as with the appropriate academic disciplines. They include Fundamentals of English, Reading, Basic Mathematics, and Intermediate Algebra.

In addition to those courses which may be required by institutional or University System policy, several elective courses are available to enrich the academic background of students: Mathematics Study Skills, College Vocabulary, and Core Knowledge.

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

Policy
The Learning Support (LS) program is designed so that students can complete all requirements in an area (English, reading, or mathematics) in a maximum of two semesters. A maximum of twelve semester hours or three semesters, whichever occurs first, may be taken in any area. **Students may not accumulate more than twenty hours of college-level credit before completing all Learning Support requirements.**

Transfer LS students who have enrolled in fewer than three semesters at an institution and who have earned fewer than twelve semester hours of credit in an area may be granted an additional semester (up to a total of sixteen semester hours) if making appropriate progress at the sending institution and ready

for the exit-level course at the receiving institution. (The purpose of this is to allow for variations that may occur in credit hours for courses at various institutions.)

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

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

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

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

Major

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

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

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

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

Online Courses

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

- **Who should take online courses?**
  Online courses are for students who are very self-disciplined, who do not need the classroom presence to keep them on schedule, and who can study independently. Online courses are for students who are comfortable with Internet technology and who use email regularly.
- **Are online courses less time-consuming?**
  No. It takes as much time and effort to do well in an online course, and, in fact, it may take more time. Some online courses also require occasional face-to-face meetings with classmates and the instructor.

- **Who should enroll in online courses?**
  For students who are willing and able to make the extra commitment required, online courses are a convenience which offers flexibility and saves travel time.
- **Who should <u>not</u> take online courses?**
  Online courses are <u>not</u> for students who need face-to-face interaction with the instructor and with other students. Students who need the structure of the classroom should not take online courses. Also, online courses are <u>not</u> for those who are new to computers or to Internet technology.
- **How do students know when class starts and what the assignments are?**
  Online classes usually start on the same date as do regular classes. Instructors will attempt to contact students on the first day of class. However, it is the student's obligation to go to the class web page and contact the instructor no later than the first day of class. Students must ensure that the instructor has a valid email address for them. They should also ensure that the instructor has another valid means of contacting them.

Assignments and other instructions will be posted on the class web page. It is the student's responsibility to contact the instructor with any questions.

<u>NOTE: It is recommended that students contact the instructor to find out more about the class before enrolling in an online section.</u>

<u>Overload</u>

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

<u>Prerequisite</u>

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

<u>Regents' Test</u>

- **Definition**
  The Regents' Test is an examination to assess the competency level in reading and writing of all degree-seeking students enrolled in undergraduate programs in the University System of Georgia institutions. Satisfactory completion of the Regents' Test is required of all degree-seeking students before they can be certified for graduation.

  If students are not classified as transfer students, they should register for the test during the semester they are enrolled in English 1102.

- **Regents' Test Exceptions**
  Students with SAT-I Verbal scores of at least 510 or ACT Reading scores of at least 23 will be considered to have fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test. Scores must be from a national administration of the SAT or ACT. (Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

  Students with College Board Advanced Placement (AP) English scores of at least 3, International Baccalaureate (IB) higher-level English scores of at least 4, or SAT II English

Writing scores of at least 650 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test. (There is no implication that such students should be given any course credit or exemption from English.)

Students with SAT-I Verbal scores of at least 530 or ACT English scores of at least 23 and a grade of 'A' in ENGL 1101 or SAT-I Verbal scores of at least 590 or ACT English scores of at least 26 and a grade of 'B' in ENGL 1101 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test. Scores must be from a national administration of the SAT or ACT. (Scores from the institutional SAT or residual ACT tests will not be acceptable for this purpose.)

- **Regents' Test Hold**
  Students who have not taken the Regents' Test by the first semester of enrollment after completing 30 semester hours of degree credit will have a **"Regents' Test Hold"** placed on their registration. When the student registers for the next administration of the Regents' Test, the "Regents' Test Hold" can be bypassed by an advisor to allow the student to register for classes for the next semester.

- **Regents' Test Remediation**
  Students on **"Regents' Test Hold"** who did not honor the commitment to take the Regents' Test will be prohibited from registering for subsequent semesters until they have taken the test. Students with fewer than forty-five semester hours who do not pass the Regents' Test may retake the test once without remediation, except that students with fewer than forty-five semester hours having at least a B in both English 1101 and English 1102 may retake the test twice without remediation.

  Students who have not taken or passed both parts of the test by the time they have earned forty-five semester credit hours must take **remediation for both the writing and reading each semester of enrollment until they have passed both parts**. These students are not permitted to take reading remediation one semester and essay remediation the following semester. The only exception is for part-time students taking one remedial course and no more than one degree credit course in a semester.

  Students who do not pass the reading portion of the Regents' Test and have at least forty-five semester hours of academic degree credit may not retake the Regents' Test until they have subsequently registered for credit in RGTR 0198 (Advanced Reading Skills) and obtained the signature of the reading instructor certifying that these students have attained a degree of reading proficiency approximating that required by the Regents' Test.

  Students who do not pass the writing portion of the Regents' Test and have at least forty-five semester hours of academic degree credit may not retake the Regents' Test until they have taken RGTE 0199 (Writing Laboratory) for credit and obtained the signature of their RGTE 0199 instructor certifying that these students have attained a degree of writing proficiency approximating that required by the Regents' Test.

- **Regents' Test and Transfer Students**
  All transfer students are subject to the Regents' Test policy. Transfer students with thirty or more semester credit hours transferring from outside the System or from a System program that does not require the Regents' Test should take the test during their first semester of enrollment

at Macon State College. Students who have not passed both parts of the test before the third semester of enrollment at Macon State College are subject to the same remediation requirements previously outlined. Having passed the Regents' Test is not a condition of admission to MSC. While both the reading and writing section of the Regents' Test must be passed, they need not be passed simultaneously. Once a section is passed, it need not be retaken; this provision is retroactive to the beginning of the Regents' Test program.

- **Regents' Test Essay Review**
  Students may request a formal review of their essay portion of the Regents' Test if they did not pass the essay portion only if their essays received at least one passing score among the three scores awarded and if the students have successfully completed English 1101. This review will be conducted in accordance with procedures approved by the Board of Regents and may be initiated by contacting the Chair of the Division of Learning Support no later than the tenth day of the student's first semester of enrollment after the semester in which the essay was not passed. No review may be initiated after one calendar year from the semester in which the student did not pass the essay.

- **Non-Native English Speakers**
  Students whose native language is other than English may petition the Vice President for Academic Affairs for permission to demonstrate their literacy competence in an alternative manner. If the petition is deemed appropriate, the Vice President for Academic Affairs may present such petitions to the Academic Affairs Committee for its consideration. Students in this category should petition the Vice President for Academic Affairs, supplying necessary documentation (medical records, birth certificates, naturalization papers, or professional evaluation) to support their petition.

- **Students with Disabilities**
  Students with documented disabilities must register for Regents' Test accommodations through Disability Support Services.

- **Registering for the Regents' Test**
  To apply to take the Regents' Test, students may register with their advisors, in the Academic Testing Center, or in the Academic Advising Center prior to the deadline for registering for the test, typically two to three weeks before the test. Students may also register online.

  Students need not be enrolled the semester during which they take the test unless Regents' Test remediation is required.

Registration Process

Before the scheduled date for registration, a schedule of the classes to be offered for the next semester is made available in print and on the MSC website. When registration opens, students may register on Banner Web, at the Registrar's desk on the Macon campus, through an advisor in a division, in the Academic Advising Center, and in the main offices located at the Warner Robins Campus and Robins Resident Center. When using Banner Web, students may register online at www.maconstate.edu and by clicking on the Banner Web icon. Detailed instructions are available at that page. Registration information and PIN # sign-on information are available on the Registrar's homepage at www.maconstate.edu/registrar.

Students are responsible for registering for the correct courses consistent with their programs of study as outlined in the MSC catalog. All students must abide by course prerequisites. Students must

also pay attention to scheduling sessions (regular session, first session, second session) as well as to time and location (Macon campus, Robins Resident Center, or Warner Robins Campus). Students are responsible for checking their printed schedules after they register to ensure that they intended courses are listed.

Students should understand that they will receive a grade in each class recorded on their class schedules. **Students who do not attend those specific classes and sections will receive a grade of "F" in each class not attended unless they officially drop the class. After classes begin, courses may be officially dropped only in the Office of the Registrar, the Night Office, the Robins Resident Center Office, or the Warner Robins Campus Office.**

Regents' Engineering Transfer Program

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

Repeated Courses

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

Second Degree

Requirements

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

- **Associate Degree**
  Students must earn a minimum of 18 hours in residence at the College in course work related to the degree being pursued. Credit earned via examination cannot be applied to or included in the 18-hour residence requirement. Where part of the degree requirement is offered by Macon State College and part by Central Georgia Technical College or Middle Georgia Technical College, students must complete additional semester hours of course work relevant to the program.
- **Baccalaureate Degree**
  Students who have earned a baccalaureate degree from a regionally accredited institution may earn a second baccalaureate degree from Macon State College by meeting the following requirements:

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

Students seeking a second baccalaureate degree may, under some special circumstances, use

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

Application for a Second Degree

1. Obtain two student copies of Macon State College transcripts from the Registrar's Office. One transcript is for the Division Chair and one for the Office of Academic Affairs.
2. Complete section one of the Application/Degree Plan for an Additional Degree.
3. Division Chair should complete section two.
4. The program outlined by the Division Chair must be approved by the Office of Academic Affairs.
5. Pay the degree fee of $20 to the Business Office.
6. File the completed Application/Degree Plan in the Registrar's Office at least ninety days before graduation.

Study Abroad Program

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

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

Withdrawal

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

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

Programs of Study

Baccalaureate Programs

Macon State College offers the Bachelor of Science degree in Biology, Business & Information Technology, Communications & Information Technology, Education, Health Information Management, Health Services Administration, Information Technology, Mathematics, Nursing, and Public Service.

- The Bachelor of Science degree in Biology, offered through the Division of Natural Sciences and Mathematics, is designed for students who plan to attend graduate and professional schools in health and biological science fields or who seek employment in the high tech workplace.

- The Bachelor of Science degree in Business & Information Technology, offered through the Division of Business and Economics, is an innovative baccalaureate program that offers a traditional foundation in business theory and practice supported by an understanding of the effect of new information technologies in the workplace.

- The Bachelor of Science degree in Communications & Information Technology is an interdisciplinary program emphasizing both information technology and the humanities. Completion of the degree provides students with knowledge of and skill in new media technologies and cross-cultural communication.

- The Bachelor of Science degree in Education prepares highly qualified teachers in early childhood and special education (PK- 5th) with the tools and skills needed to be effective in today and tomorrow's classrooms. Graduates of the program are trained to be facilitators, decision-makers, and educational leaders for student learning.

- The Bachelor of Science degree in Health Information Management includes study in health science, business administration, computer information technology, health records, statistics, and law. This mix of disciplines is important for the preparation of managers who will work in every sector of the health industry wherever information is collected, utilized, or maintained.

- The Bachelor of Science degree in Health Services Administration is designed to produce entry and middle level managers who will work in a variety of settings. Health service administrators are key members of health care delivery staff in hospitals, HMOs, public health agencies, clinics, extended care and rehabilitation centers, and in private practices.

- The Bachelor of Science degree in Information Technology represents a new and growing area of professional study. Completion of the degree prepares graduates for critical roles in technology transfer, with responsibility for interpreting emerging technologies and integrating them with an organization's changing needs.

- The Bachelor of Science degree in Mathematics, offered through the Division of Natural Sciences and Mathematics, is designed for students who plan to attend professional and graduate school in mathematics or who seek employment in mathematical related fields in the public and private sectors.

- The RN-BSN Completion Program in Nursing will allow students to complete a full baccalaureate program after graduating with a diploma or an associate degree in nursing and

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obtaining licensure as a registered nurse. Students pursuing the bachelor's degree will be able to attend classes on a part-time basis and continue to work in the profession if they choose.

- The Bachelor of Science in Public Service degree will prepare students for entry into a variety of public and private sector situations such as social/human service worker, vocational or residential counselor, and youth worker. The degree is also excellent preparation for graduate work in social work, psychology, counseling, and career planning.

Graduation Requirements for Baccalaureate Degrees

General

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

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

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

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

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

Health and Physical Education

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

Technology and Oral Competency Requirement

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

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

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Minimum Grade Point Averages Required

	Cumulative Grade Point Average
Hours Attempted at MSC	Required on MSC courses
Freshman (1-29 semester hours)	1.50
Sophomore (30-59 semester hours)	1.80
Junior (60-89 semester hours)	1.90
Senior (90 and above semester hours)	2.00

Second Baccalaureate Degree

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

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

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

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Business and Economics

Bachelor of Science Degree in Business & Information Technology

The Bachelor of Science Degree in Business & Information Technology, offered through the Division of Business and Economics, is an innovative baccalaureate program that offers students a traditional foundation in business theory and practice supported by an understanding of the effect of new information technologies in the workplace.

The curriculum produces an information professional with a strong balance of business, organizational, interpersonal, and technical skills. Students in the degree program take core courses in business and information technology and then select major tracks from among accounting, general business, marketing, or management.

Job Opportunities

Completion of the degree prepares graduates for employment opportunities in both the private and public sectors. Business professionals who are knowledgeable in business and information technology are an important part of any management team. They will be prepared to use and direct information technology resources for competitive advantage in their respective fields. They can contribute significantly toward making the American economy more efficient and competitive and its workers more productive.

Depending on the particular major track selected, graduates will find job opportunities in traditional areas of accounting, marketing, and management. The information technology component of this degree will make these graduates even more valuable in such traditional career areas.

Business & Information Technology Tracks

In the Accounting Major Track, accountants will find employment with private companies, government agencies, and not-for-profit institutions with positions in auditing, financial, tax, cost, or managerial accounting. Graduates also may seek careers with Certified Public Accounting firms. Accountants also have the opportunity to obtain several professional certifications such as the Certified Public Accountant (CPA), the Certified Management Accountant (CMA), and the Certified Internal Auditor (CIA).

In the General Business Major Track, students will study in each of the functional areas of business: accounting, management, and marketing. The General Business major will appeal to students who desire a broad background in all areas of business rather than specialization in any one field of business or who have an interest in law or employment at the entry level where the position requires knowledge of all fields of business but without the special emphasis of one particular discipline.

In the Marketing Major Track, students will learn about consumer behavior, marketing research, advertising, and promotion. Marketing graduates will be prepared for marketing and sales careers at the operational and managerial level. They will find job opportunities in the areas of marketing research, sales, public relations, industrial buying, distribution management, product management, advertising, retail management, and direct marketing. The information technology component of this degree will provide knowledge and skills to utilize multimedia programs, databases, networks, and electronic commerce in marketing activities.

In the Management Major Track, students will study production and operations management, organizational behavior, quantitative methods, labor relations, and human resource management. They

will have the opportunity to learn about small business development and international business. Management graduates will be prepared for administrative careers in the public and private sector. The curriculum offers courses that will prepare graduates for job opportunities in human resources management, labor relations, training and development, and operations management.

The Division of Business and Economics offers a transfer program of study in business administration leading to the Associate of Science degree.

The Associate of Science degree in Business Administration is designed for students who intend to complete two years of academic work at Macon State College in preparation for a major in accounting, business administration, economics, finance, management, marketing, and related areas, or for Macon State College's Bachelor of Science degree in Business & Information Technology, Communications & Information Technology, Health Services Administration, or Information Technology.

Business & Information Technology

Curriculum for Bachelor of Science in Business & Information Technology

Admissions Requirements: A two-year transfer degree or equivalent with at least a "C" grade in Principles of Accounting I and II, Business Communications, Business Information Applications, Macroeconomics, and Microeconomics and a minimum cumulative GPA of 2.00.

Beginning freshmen or sophomores at Macon State College should follow the curriculum for the transfer program in Business Administration leading to the Associate of Science degree.

The Business & Information Technology degree requires 60 credit hours beyond the associate degree.

A grade of at least a "C" is required in all 3000-4000 level courses used to meet the Business & Information Technology degree requirements.

Business Administration Core Credit: 27 hours

BUSA 3100 - Business and Society Credit: 3 hours
ECON 3175 - International Economics Credit: 3 hours
FINC 3131 - Business Finance Credit: 3 hours
LENB 3135 - Legal Environment of Business Credit: 3 hours
MGMT 3101 - Business Statistics Credit: 3 hours
MGMT 3141 - Principles of Management Credit: 3 hours
MGMT 3165 - Production and Operations Management Credit: 3 hours
MGMT 4195 - Strategic Management Credit: 3 hours
MKTG 3161 - Principles of Marketing Credit: 3 hours

AND

Information Technology Core Credit: 9-12 hours

ITEC 3155 - Systems Analysis and Design Credit: 3 hours
ITEC 3300 - Project Management Credit: 3 hours

ITEC Electives - Credit: 6 hours

Two ITEC electives may be selected from the following courses:

Accounting majors will take ACCT 4205 (Accounting Information Systems) to meet one of the ITEC elective requirements.

ITEC 3351 - Decision Support and Organizational Intelligence Credit: 3 hours
ITEC 4254 - Management of Information Resources Credit: 3 hours
ITEC 4288 - Electronic Commerce Systems Credit: 3 hours
ITEC 4710 - Seminar in IT and Globalization Credit: 3 hours

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Major Track Requirements

Students pursuing a Bachelor of Science degree in Business & Information Technology must complete one of the following major tracks:

Accounting Credit: 24 hours

ACCT 3101 - Intermediate Financial Accounting I Credit: 3 hours
ACCT 3102 - Intermediate Financial Accounting II Credit: 3 hours
ACCT 3103 - Intermediate Financial Accounting III Credit: 3 hours
ACCT 3110 - Cost Accounting Credit: 3 hours
ACCT 3120 - Principles of Taxation I Credit: 3 hours
ACCT 4135 - Auditing Credit: 3 hours
ACCT 4205 - Accounting Information Systems Credit: 3 hours

Accounting Elective - Credit: 3 hours

One accounting elective may be selected from the following:

ACCT 3111 - Advanced Cost Accounting Credit: 3 hours
ACCT 3125 - Governmental and Not-For-Profit Accounting Credit: 3 hours
ACCT 4110 - Advanced Accounting Credit: 3 hours
ACCT 4120 - Principles of Taxation II Credit: 3 hours
ACCT 4140 - Auditing II Credit: 3 hours
ACCT 4305 - Current Issues - Accounting and Auditing Credit: 3 hours
ACCT 4505 - Special Topics Credit: 1 – 3 hours
ACCT 4605 - Internship and/or Cooperative Education Credit: 1 – 9 hours

OR

General Business Credit: 21 hours

- ACCT 3000-4000 level - Credit: 6 hours
- MGMT 3000-4000 level - Credit: 6 hours
- MKTG 3000-4000 level - Credit: 6 hours
- One other 3000-4000 level business elective - Credit: 3 hours

OR

Management Credit: 21 hours

- One other 3000-4000 level business elective - Credit: 3 hours

MGMT 3155 - Organizational Behavior Credit: 3 hours
MGMT 3175 - Quantitative Methods Credit: 3 hours
MGMT 4105 - Human Resource Management Credit: 3 hours
MGMT 4115 - Collective Bargaining/Labor Relations Credit: 3 hours

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MGMT electives - Credit: 6 hours

Two MGMT electives may be selected from the following:

MGMT 4125 - Compensation and Benefits Credit: 3 hours
MGMT 4135 - Entrepreneurship Credit: 3 hours
MGMT 4145 (MKTG 4145) - International Business Credit: 3 hours
MGMT 4165 (MKTG 4165) - Small Business Management Credit: 3 hours
MGMT 4171 - Introduction to Lean/Six Sigma Credit: 3 hours
MGMT 4172 - Advanced Lean/Six Sigma Credit: 3 hours
MGMT 4173 - Lean/Six Sigma Capstone Project Credit: 3 hours
MGMT 4505 - Special Topics Credit: 1– 3 hours
MGMT 4605 - Internship and/or Cooperative Education Credit: 1 – 9 hours
MGMT 4805 - Independent Study Credit: 1 – 3 hours

OR

Marketing Credit: 21 hours

- One other 3000-4000 level business elective - Credit: 3 hours

MKTG 3162 - Consumer Behavior Credit: 3 hours
MKTG 4161 - Marketing Research Credit: 3 hours
MKTG 4166 - Marketing Promotion and Communication Credit: 3 hours
MKTG 4198 - Marketing Management Credit: 3 hours

MKTG electives - Credit: 6 hours

Two MKTG electives may be selected from the following:

MKTG 3167 - Retailing Credit: 3 hours
MKTG 3170 - Sales and Sales Management Credit: 3 hours
MKTG 4135 - Entrepreneurship Credit: 3 hours
MKTG 4162 - Business to Business Marketing Credit: 3 hours
MKTG 4163 - Services Marketing Credit: 3 hours
MKTG 4165 (MGMT 4165) - Small Business Management Credit: 3 hours
MKTG 4168 - International Marketing Credit: 3 hours
MKTG 4505 - Special Topics Credit: 1 – 3 hours
MKTG 4605 - Internship and/or Cooperative Education Credit: 1 – 9 hours
MKTG 4805 - Independent Study Credit: 1 – 3 hours

Education

Bachelor of Science Degree in Education

Macon State College has approval from the Board of Regents of the University System of Georgia and the Georgia Professional Standards Commission (GPSC), to offer a Bachelor of Science (B.S.) in Education program with a major in Early Childhood Education. The Macon State College (MSC) program applies a dual certification in early childhood education and special education for pre-kindergarten through fifth grade teachers. This will position highly qualified new teachers to reach diverse learners in Central Georgia's elementary schools (P-5). The Division of Education and authorized degree programs are accredited through the Georgia Professional Standards Commission and the National Council for Accreditation of Teacher Education.

General Requirements and Procedures for Admission to the Bachelor of Science in Education Program

The B.S. in Education program includes upper division level courses in education, mathematics, science, and humanities. MSC students are required to complete 129 semester credit hours to earn a B.S. degree in education - 62 hours of freshman/sophomore-level core courses plus 67 hours of junior/senior-level courses. The upper division courses can be completed with full-time enrollment in two years with one required summer session. Students are required to complete general education core courses in Areas A through E plus the appropriate education program in Area F prior to admission to the B.S. in Education program. Students may take upper division level courses after being admitted to the baccalaureate program.

Applications to MSC and to the B.S. in Education program are available online. Applications to the B.S. in Education program must be submitted to the Division of Education. Prospective students may contact the Division of Education for an application packet. Applications must be submitted with qualifying GPA and PRAXIS I/GACE Basic Skills Assessment (or SAT/ ACT/GRE exemption documentation) to be considered. Application materials must be complete for full acceptance.

Admission Requirements

Admission to the B.S. in Education program is competitive and granted on a space available basis. In order to be considered for admission, applicants must:

1. be admitted to MSC and in "good academic standing" with the College,
2. have completed 45 semester hours with an overall GPA of 2.50 or higher,
3. have passed the Regents' Test,
4. have a grade of at least a "C" in all Area A and Area F courses,
5. provide proof of a "passing" score on PRAXIS I or GACE Basic Skills Assessment (or exempt with a combined verbal and mathematics SAT score of 1000 or a combined verbal and mathematics ACT score of 43 or a combined verbal and quantitative GRE score of 1030),
6. complete the "Application for Admissions to the B.S. in Education program,"
7. attach a signed and notarized consent form authorizing a criminal background check, and
8. submit three professional recommendations using the provided forms.

Items 1-8 must be completed and submitted before the application will be considered. Incomplete applications will not be reviewed for admission; also disciplinary action at MSC and any other institution that the student has attended or in the military may prevent admission.

Students transferring to Macon State College from other schools must meet all criteria for admission to the B.S. in Education program as outlined. Transfer students not meeting the criteria for admission may

be advised to take additional courses to complete the core curriculum in education in order to qualify for admission. Since the curriculum in education is linked to state and national accreditation requirements and mandates, the curriculum is subject to change.

Acceptance

Applicants who meet all admission requirements will be reviewed and ranked according to their qualifications by the Division of Education faculty and the Teacher Education Council.Applicants who meet all admission requirements will be ranked according to their qualifications and admitted in order of their rank, starting with the most qualified, until all available spaces are filled. Review of completed applications will begin on March 1. The Division of Education reserves the right to ask for an interview with prospective candidates. The applicant must appear for the interview if requested.

Applicants selected for the B.S. in Education program will be notified in writing by the Division of Education. Due to the number of applicants and the limited number of spaces, applicants must submit the "Intent to Enroll" in the B.S. in Education program form by the designated date to secure their placement.

An individual program of study for progression through the early childhood education courses will be developed once the student has been accepted into the B.S. in Education program. Upon acceptance, students are referred to as "teacher candidates" and are required to submit proof of professional liability insurance coverage.

Admitted Candidates

Currently candidates are admitted only for full-time study. Teacher candi- dates are required to complete a minimum of 900 hours of field experience in a variety of school settings/placements in order to meet program requirements for graduation set forth by the USG Board of Regents' Teacher Preparation Principles. All candidates must participate in clinical experiences to meet specific course requirements, and all candidates must complete the internship of student teaching, which is available only on a full-time basis. Therefore, candidates will be required to verify that they are available for clinical experiences during the regular public school day.

The Education Admissions and Retention Committee admits candidates into the baccalaureate education program based on the evaluation of admissions criteria. The number of admissions will be limited by the number of candidates that can be served in college classes and school settings.

The program is planned according to the semester that candidates begin upper division professional education course work. This plan requires the candidate to remain in the planned sequence in order to remain in the professional education program and to complete the program of study on schedule.

Academic Progress and Policies

Teacher candidates must meet the following requirements to progress in the Education Program:

1. maintain an overall GPA of 2.50 or higher,
2. complete all professional education courses with at least a grade of "C" in each course,
3. students who have failed two education courses will not be admitted to or allowed to continue in the Education Program,
4. have professional liability insurance throughout the duration of the program,
5. have an overall GPA of 2.50 or higher prior to student teaching,
6. provide evidence of having taken PRAXIS II/GACE prior to student teaching. A passing score is required to pass student teaching.
7. adhere to all policies of MSC, the Division of Education, and associated Boards of Education,

8. adhere to Georgia Professional Standards Commission Policies on Ethics for Educators, and
9. complete MSC residency requirements for graduation.

<u>Re-entry</u>

A teacher candidate who voluntarily withdraws from the B.S. in Education program must submit a request in writing for readmission to the education program along with a completed education application form at least one semester prior to the semester in which the teacher candidate wishes to attend. A candidate must meet all of the admission/acceptance requirements, including an overall GPA of 2.50 or higher in order to be considered. Re-entry occurs on a space available basis.

Note: Teacher Preparation programs must meet current federal and state accreditation requirements and the Georgia Professional Standards Commission licensure requirements. Teacher candidates who re-enter the program may be subject to curriculum changes.

<u>Dismissal</u>

1. Failure to meet progression requirement(s) will result in dismissal from Teacher Education.
2. Unprofessional conduct, unsafe educational practices, or unethical professional practices will result in dismissal from Teacher Education.
3. The MSC candidate is responsible for fulfilling academic responsibilities in an honest and forthright manner. The Macon State College Student Handbook contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of faculty and administration should a candidate commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the education program.

Education

Core Courses Required for Bachelor of Science in Education Program

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

Area A Credit: 9 Hours

A minimum grade of "C" is required for all Areas A and F.

Essential Skills

- Area A Math Elective - Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.

  ENGL 1101 - English Composition I Credit: 3 hours
  ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective - Credit: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math & Technology

- Lab Science Elective - Credit: 4 hours
- Lab Science Elective - Credit: 4 hours
- Area D Elective - Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective - Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.
- Area E Elective - Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

POLS 1101 - American Government Credit: 3 hours

Area F Credit: 18 Hours

A minimum grade of "C" is required for all Areas A and F.

Major Field

- Major Electives - Credit: 9 hours
  Area F Major Electives: MATH and select two from SCIENCE, ENGL, HIST, or ARAP 1100.

  EDUC 2210 - The Exceptional Child Credit: 3 hours
  EDUC 2403 - Foundations of Education Credit: 3 hours
  PSYC 2103 - Introduction to Human Development Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Required Upper Division Courses

Fall Semester JuniOR Year - Credit: 16 Hours

ECED 3001 - Childhood Development Credit: 3 hours
EDUC 3003 - Classroom Management Credit: 3 hours
EDUC 3500 - Professionalism, Supervised Field Laboratory Credit: 3 hours
LART 3005 - Teaching of Reading Credit: 3 hours
MATH 3100 - Number Systems Credit: 3 hours

Spring Semester JuniOR Year - Credit: 16 Hours

EDUC 3501 - Professionalism, Supervised Field Experience Credit: 3 hours
LART 3007 - Diagnosis and Remediation of Reading Disabilities Credit: 3 hours
MATH 3110 - Informal Geometry Credit: 3 hours
SPED 3100 - Characteristics of Students with Mild Disorders Credit: 3 hours
SPED 4000 - Educational Assessment of Exceptional Children Credit: 3 hours

Summer Semester - Credit: 9 Hours

ARTS 3000 - Integrated Applied Arts Credit: 3 hours
EDUC 3300 - Integrated Social Studies Credit: 3 hours
PHYS 3000 - Science for Elementary Teachers Credit: 3 hours

Fall Semester SeniOR Year - Credit: 14 Hours

EDUC 4001 - Methods and Materials, Early Childhood Credit: 3 hours
EDUC 4203 - Internship Planning Credit: 3 hours
LART 3006 - Teaching Reading in the Content Areas Credit: 3 hours
MATH 3150 - Problem Solving and Connections Credit: 3 hours
SPED 4200 - Educational Interventions for Students with Mild Disabilities Credit: 3 hours

Spring Semester SeniOR Year - Credit: 12 Hours

EDUC 3540 - Applied Classroom Data Analysis Credit: 3 hours
EDUC 4204 - Internship Performance (Early Childhood) Credit: 3 hours
EDUC 4404 - Internship Performance (Special Education) Credit: 3 hours
LART 3090 - Language Arts and Children's Literature Credit: 3 hours

Total Hours: 67

Humanities

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

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

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

Communications & Information Technology

Curriculum for Bachelor of Science in Communications & Information Technology

Admissions Requirements: A two-year transfer degree or equivalent; at least a "C" English 1102, at least a "C" in Math 1101 or Math 1111, and a minimum GPA of 2.0. For students to be formally admitted to the CIT program, they must submit a letter of application to the chair of the Division of Humanities before midterm of their enrollment in English 3106 or 3107 or their first CIT class, whichever comes first. The letter must be written in standard business format. Guidelines listing what the letter should include are available at the following website: www.it.maconstate.edu.humanities/bs-cit.asp

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

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

New Media Track

Humanities Core (18 semester hours)

ENGL 3106 - Professional Communication Credit: 3 hours
ENGL 4481 - Survey of Film: Writing and Interpretation Credit: 3 hours
HUMN 3440 - Critical Perspectives Credit: 3 hours
HUMN 3460 - Media Criticism Credit: 3 hours
HUMN 4340 - Introduction to Ethics Credit: 3 hours
JOUR 3131 - Newswriting Practicum Credit: 3 hours

Information Technology Core (18 semester hours)

ITEC 3235 - Computer Interface Design Credit: 3 hours

Can be taken at the same time.

ITEC 3236 - Introduction to Multimedia Credit: 3 hours

Can be taken at the same time.

ITEC 4230 - Graphic Imaging Credit: 3 hours

AND

9 hours of the following:

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

- ITEC 4234 Credit: 3 hours

ITEC 4231 - Information Design Credit: 3 hours
ITEC 4232 - Desktop Publishing Credit: 3 hours
ITEC 4233 - Emerging Digital Media Credit: 3 hours
ITEC 4236 - Digital Video Production Credit: 3 hours
ITEC 4237 - 3-D Modeling and Animation Credit: 3 hours

New Media (24 hours)

ENGL 3999 - Special Topics Credit: 3 hours
ENGL 4450 - Visual Rhetoric: Principles of Production Credit: 3 hours
ENGL 4480 - History of Print Credit: 3 hours
ENGL 4483 - Senior Project Credit: 3 hours

or

ENGL 4483H - Honors Senior Project Credit: 3 hours
HUMN 3999 - Special Topics Credit: 3 hours
HUMN 4460 - Senior Seminar: New Media Credit: 3 hours

Electives - Credit: 6 hours

Choose from:

- Foreign Language (3–6 hrs) at the 2000 level or higher
- Or other appropriate electives approved by advisor.
- HUMN 4482 - Credit: 3 hours

BUSA 3153 (HUMN 3153) - Organizations, Work, and Literature Credit: 3 hours

or HUMN 3153 - Credit: 3 hours

CIT 4470 - Student Editor Internship Credit: 3 hours

Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.

CIT 4471 - Off-Campus Internship Credit: 3 hours

Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.

COMM 2010 - Interpersonal Skills for a Global Society Credit: 3 hours
ENGL 2105 - Introduction to Creative Writing Credit: 3 hours
ENGL 3206 - Gender Studies Credit: 3 hours
ENGL 4451 - Advanced Video Production: Broadcast Forms Credit: 3 hours
ENGL 4620 - Non-Western Literature Credit: 3 hours
HUMN 2111H - Honors Humanities Credit: 3 hours
HUMN 2151 - Humanities Credit: 3 hours
HUMN 2152 - Science, Poetry, and the Imagination Credit: 3 hours

or SCIE 2152 - Credit: 3 hours

HUMN 2155 - Survey of Humanities I Credit: 3 hours
HUMN 2156 - Survey of Humanities II Credit: 3 hours
HUMN 3145 - Technology and the Creative Artist Credit: 3 hours
HUMN 3501 - Applied Linguistics Credit: 3 hours
HUMN 4472 - Studies in Culture Credit: 3 hours

Cross Cultural Track

Humanities Core (18 semester hours)

- Foreign Language (6 hrs) At the 2000 level or above
  Note: Students may, with permission of their CIT advisors, substitute 6 hours of approved
  Humanities electives for foreign language in the Humanities core.

HUMN 3010 - Cross Cultural Issues Credit: 3 hours
HUMN 3440 - Critical Perspectives Credit: 3 hours
HUMN 3999 - Special Topics Credit: 3 hours
HUMN 4340 - Introduction to Ethics Credit: 3 hours

Information Technology Core (18 semester hours)

ITEC 3235 - Computer Interface Design Credit: 3 hours

Can be taken at the same time.

ITEC 3236 - Introduction to Multimedia Credit: 3 hours

Can be taken at the same time.

ITEC 4230 - Graphic Imaging Credit: 3 hours

AND

9 hours of the following:

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

- ITEC 4234 - Credit: 3 hours

ITEC 4231 - Information Design Credit: 3 hours
ITEC 4232 - Desktop Publishing Credit: 3 hours
ITEC 4233 - Emerging Digital Media Credit: 3 hours
ITEC 4236 - Digital Video Production Credit: 3 hours
ITEC 4237 - 3-D Modeling and Animation Credit: 3 hours

Cross Cultural Track (24 hours)

COMM 2010 - Interpersonal Skills for a Global Society Credit: 3 hours
ENGL 3206 - Gender Studies Credit: 3 hours
ENGL 3999 - Special Topics Credit: 3 hours
ENGL 4481 - Survey of Film: Writing and Interpretation Credit: 3 hours
ENGL 4620 - Non-Western Literature Credit: 3 hours
HUMN 4483 - Senior Project Credit: 3 hours

or

HUMN 4483H - Honors Senior Project Credit: 3 hours

Electives - Credit: 6 hours

Choose from:

- Foreign Language (3–6 hrs) at the 2000 level or above
- Other appropriate electives approved by advisor.

CIT 4470 - Student Editor Internship Credit: 3 hours

Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.

CIT 4471 - Off-Campus Internship Credit: 3 hours

Neither 4470 nor 4471 can be repeated for credit, nor can both be taken for credit.

ENGL 2141 - African American Literature I Credit: 3 hours
ENGL 2142 - African American Literature II Credit: 3 hours
ENGL 3106 - Professional Communication Credit: 3 hours

or

ENGL 3108 - Writing for Digital Media Credit: 3 hours
ENGL 4482 - Popular Culture Credit: 3 hours
HUMN 2111H - Honors Humanities Credit: 3 hours
HUMN 3145 - Technology and the Creative Artist Credit: 3 hours
HUMN 3501 - Applied Linguistics Credit: 3 hours

HUMN 4471 - Comparative Cultures Credit: 3 hours
HUMN 4472 - Studies in Culture Credit: 3 hours
JOUR 3131 - Newswriting Practicum Credit: 3 hours

Information Technology

Bachelor of Science Degree in Information Technology

The mission of the Information Technology Division is to educate students in information technology in ways that lead to fulfilling careers and enhance the economic vitality of Central Georgia. The Division will prepare its graduates to solve problems and apply new technologies within an increasingly interconnected and changing global environment. The Division pursues this mission as an educational leader in teaching excellence, scholarship, professional service, and community outreach.

The early part of the program provides students with knowledge in the core information technologies. The students then select a concentration track that will allow them to gain valuable knowledge in a specialized IT area, thereby enhancing their career opportunities. Students develop problem solving skills in IT, along with the communications, interpersonal, and management skills required to work with others in organizations. Career success through lifelong learning and professional development is emphasized at all levels of the curriculum.

Because of the nature of the IT curriculum, students of information technology should have their own personal computers and high-speed Internet access. They should already have basic keyboarding skills and the ability to use common word processing and office software applications. Students are given MSC email accounts and have access to campus computer labs, which also offer Internet connections.

As soon as enrolled students decide to pursue a degree in Information Technology, they should fill out a Change of Major form at the Registrar's Office.

Candidates for baccalaureate degree must complete all graduation requirements as outlined in the MSC Academic Catalog. Students pursuing the Bachelor of Science degree in Information Technology must complete, with at least a "C," the IT program courses normally taken in Area F of the Associate of Science IT degree program. In combination with the 12-hour upper division IT core, this early part of the program provides students with knowledge in the core information technologies. Students then select a concentration track that will allow them to gain valuable knowledge in a specialized IT area, thereby enhancing their career opportunities. Students develop problem solving skills in IT, along with the communications, interpersonal, and management skills required to work with other in organizations. Career success through lifelong learning and professional development is emphasized at all levels of the curriculum.

There are no formal procedures that must be completed before students take Information Technology (IT) courses. However, students should have taken College Algebra (MATH 1111) or Mathematical Modeling (MATH 1101) and earned at least a "C" in that course or a higher level mathematics course. The first IT-related course that should be taken is ITEC 2215, Introduction to Information Technology. At least a "C" in this course is a prerequisite for all the IT courses.

A student with a major in Information Technology is allowed no more than two grades of "D" in ITEC courses. If a third grade of "D" is received in any ITEC course, one of those three courses must be retaken and passed with a grade of at least a "C." A grade of at least a "C" is required for all ITEC

course prerequisites.

<u>Graduation Requirements for Bachelor of Science in IT</u>
A student must complete 20 courses beyond the associate's degree as part of their graduation requirements. At least 13 of these courses must be upper division courses and at least 7 must be upper division IT courses. The 20 courses are categorized as follows:

1 course - The fifth Information Technology (IT) Area F Elective not taken towards the associate's degree
4 courses - Information Technology (IT) core courses
8 courses - Information Technology (IT) concentration track
7 courses - Second Information Technology (IT) concentration track, or IT electives selected with an advisor

<u>Information Technology Core Courses</u>
The IT core courses are designed to develop problem solving skills in IT, along with the communications, interpersonal, and management skills required to work with others in organizations.

The core courses are:

ITEC 3155 Systems Analysis and Design
ITEC 3300 Project Management
ITEC 3310 Ethics and Law in IT
ITEC 4710 Seminar in Information Technology

<u>Information Technology Major Courses</u>
Students will complete at least one full concentration track in advanced IT coursework, meeting the requirements of the track as outlined in the catalog. In addition to this first track, students are encouraged to complete a second concentration track in a complementary area of IT. Students who complete the Leadership and Management in IT track must follow a second track program in order to meet the requirements of the degree.

Information Technology Tracks
The **Database Administration** track trains students in the analysis, development, and administration of databases. These skills will enable graduates to work as systems analysts, database administrators, end-user support specialists, and information systems managers. Database students will take:

ITEC 4241 Data Modeling
ITEC 4242 Database Administration
ITEC 4244 Structured Query Language and electives that may include
ITEC 4243 Database Development Tools
ITEC 4247 Database Administration using DB2
ITEC 4248 Database Administration using MS SQL Server
ITEC 4249 Data Modeling using Object Oriented Systems
ITEC 4252 Advanced Systems Analysis and Design
ITEC 3280 Server Applications with ASP
ITEC 3281 Server Applications with PHP
ITEC 4269 Software Development for Client/Server Database Systems

The **Digital Media** track prepares students to design and develop products for applications throughout the IT curriculum. Through various courses, students will develop competencies in evaluating user and

product needs and in designing, developing, and implementing digital media products to meet those needs. Students learn a broad range of skills, including graphic design and production, interface design, and analysis and design techniques for constructing interactive applications. Graduates will find opportunities as digital media designers and developers, specialists, and trainers. Digital Media students will take

ITEC 3235 Computer Interface Design
ITEC 4230 Graphic Imaging
ITEC 4236 Digital Video Production
ITEC 4237 3-D Modeling and Animation
ITEC 4238 Introduction to Motion Graphics
ITEC 4284 Streaming Digital Media

and electives that may include

ITEC 4231 Information Design
ITEC 4232 Desktop Publishing
ITEC 4233 Emerging Digital Media
ITEC 4235 Advanced Graphic Imaging
ITEC 4239 Intermediate Motion Graphics

The **Leadership and Management in Information Technology** track prepares students to apply their information technology skills in business environments. Graduates will understand the strategic application of technology to business problems and will be prepared to evolve into significant roles in helping companies achieve success in national or international arenas. Recognizing a world forever changed by globalization and multiculturalism, the program emphasizes core information technology skills, systems analysis, project management, ethical leadership, business problem solving, information requirements management, and the technologies supporting the collaborative nature of these activities in today's world. LMIT students will take

ITEC 3350 Entrepreneurship
ITEC 3351 Decision Support and Organizational Intelligence
ITEC 4252 Advanced Systems Analysis and Design
ITEC 4254 Management of Information Resources
ITEC 4288 Electronic Commerce Systems
ITEC 4700 Case Studies in Information Technology

To meet the LMIT requirements for graduation, students must also complete a second IT track, chosen from Database Administration, Digital Media, Networking and Administration, Software Development, or Web Development.

The **Networking and Administration** track trains students in the use of current concepts and technologies of networking. Students will learn to analyze the needs of organizations, communicate the needs to the users, and then design and build networks to meet those needs. Graduates will be prepared for positions in networking or systems administration. Networking and Administration students will take

ITEC 4221 Data Communications and Physical Media
ITEC 4222 Data Communications Message Routing
ITEC 4223 Data Communications Applications

ITEC 4321 Forensics/Data Recovery

and electives that may include

ITEC 3325 Windows Systems Administration
ITEC 4325 Advanced Windows Administration
ITEC 3328 Linux Systems Administration
ITEC 4228 Advanced Linux Administration

The Networking and Administration students have the option of continuing with the **Networking and Interactive Communications** track, which trains students in current and emerging interactive networking technologies. Students will learn to analyze the needs of organizations, communicate these needs to users, and design and build interactive networks that meet these needs. Graduates will be prepared for positions in the interactive networking arena. Networking and Interactive Communications students will take

ITEC 4322 Interactive Communications
ITEC 4323 High Performance Network Applications
ITEC 4324 Mobility: Networks and Applications
ITEC 4326 Network Programming
ITEC 4327 Server Architecture
ITEC 4328 Emerging Technologies

The **Software Development** track prepares students for the design, development, and implementation of software solutions. Graduates will find opportunities as software developers and systems and application programmers. Software Development students will take

ITEC 2270 Computer Programming II
ITEC 3264 Data Structures
ITEC 3265 Operating Systems
ITEC 4212 Computer Organization and Programming
ITEC 4266 C/C++

and electives that may include

ITEC 3260 Visual Basic.NET Programming
ITEC 4264 Software Engineering
ITEC 4267 COBOL Programming
ITEC 4268 Survey of Programming Languages
ITEC 4269 Software Development for Client/Server Database Systems
ITEC 3261 Web Page Design
ITEC 3280 Server Applications with ASP
ITEC 3281 Server Applications with PHP
ITEC 4284 Web Multimedia Delivery
ITEC 4242 Database Administration
ITEC 4243 Database Development Tools
ITEC 4244 Structured Query Language
ITEC 4247 Database Administration Using DB2
ITEC 4248 Database Administration Using MS SQL Server
ITEC 4251 Information Systems Concepts

ITEC 4252 Advanced Systems Analysis and Design

The **Web Development** track prepares students in the use of Internet technologies to manage the information processing needs of modern organizations. Students will acquire competencies to analyze and evaluate needs and to design, develop, and deploy Web-based systems to meet those needs. Courses cover a broad range of knowledge and skills for developing internal intranets, e-commerce systems, business-to-business data interchange systems, and other leading-edge applications. Students learn skills in interface design, Web page creation, browser programming, Web server programming and administration, database design and access, multimedia production and delivery, along with other techniques for innovative use of the Internet for information processing. Graduates will find employment opportunities as Web administrators, site designers, applications developers, programmers, media production and delivery specialists, and a host of other evolving careers in this progressive area of information technology. Web Development students will take

ITEC 3261 Web Page Design
ITEC 3280 Server Applications with ASP
ITEC 3281 Server Applications with PHP
ITEC 3283 Browser Applications with JavaScript
ITEC 4286 Advanced Server Applications with ASP
ITEC 4287 Advanced Server Applications with PHP

and electives that may include

ITEC 4284 Streaming Digital Media
ITEC 4285 Web Server Administration
ITEC 4299 Topics in Information Technology

Information Technology

Curriculum for Bachelor of Science in Information Technology

ADMISSIONS REQUIREMENTS: A two-year Georgia transfer degree or equivalent; however, in order to complete the Bachelor of Science in IT program, students must complete the following courses with at least a "C": ITEC 2215, 2220, 2260, 2320, 2330, 2340, 2380. Beginning freshmen or sophomores at Macon State College should follow the curriculum for the transfer program in Information Technology leading to the Associate of Science degree.

The 60 semester credit hours beyond the associate degree or equivalent that the IT major needs to graduate are categorized as follows:

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 12 hours     Courses in Information Technology Core
  3 hours     Fifth ITEC Area F Elective
 18-24 hours  ITEC Track
 21-27 hours  Second Track/ITEC Electives
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Information Technology Core Courses Credit: 12 Hours

- ITEC 3330 - Credit: 3 hours

  ITEC 3155 - Systems Analysis and Design Credit: 3 hours
  ITEC 3310 - Ethics and Law in Information Technology Credit: 3 hours
  ITEC 4710 - Seminar in IT and Globalization Credit: 3 hours

AND

ITEC Course Credit: 3 Hours

- Completion of ITEC Area F Fifth Elective - Credit: 3 hours

AND

Major Track Requirements

Students pursuing a Bachelor of Science degree in Information Technology must complete at least one, and preferably two, of the following major tracks:

Database Administration Credit: 18 Hours

- Database Admin. Electives - Credit: 9 hours

  ITEC 4241 - Data Modeling Credit: 3 hours
  ITEC 4242 - Database Administration Credit: 3 hours
  ITEC 4244 - Structured Query Language Credit: 3 hours

OR

Digital Media Credit: 24 Hours

- Digital Media Electives - Credit: 6 hours

  ITEC 3235 - Computer Interface Design Credit: 3 hours
  ITEC 4230 - Graphic Imaging Credit: 3 hours
  ITEC 4236 - Digital Video Production Credit: 3 hours
  ITEC 4237 - 3-D Modeling and Animation Credit: 3 hours
  ITEC 4238 - Introduction to Motion Graphics Credit: 3 hours
  ITEC 4284 - Streaming Digital Media Credit: 3 hours

OR

Leadership Management in IT Credit: 18 Hours

Leadership Management students must take a second track.

ITEC 3350 - Information Technology Entrepreneurship Credit: 3 hours
ITEC 3351 - Decision Support and Organizational Intelligence Credit: 3 hours
ITEC 4252 - Advanced Systems Analysis and Design Credit: 3 hours
ITEC 4254 - Management of Information Resources Credit: 3 hours
ITEC 4288 - Electronic Commerce Systems Credit: 3 hours
ITEC 4700 - Case Studies in Information Technology Credit: 3 hours

OR

Networking and Administration Credit: 18 Hours

Networking and Administration students have the option of completing the Networking and Interactive Communications track as a second track.

ITEC 4221 - Data Communications Physical Media Credit: 3 hours
ITEC 4222 - Data Communications Message Routing Credit: 3 hours
ITEC 4223 - Data Communications Applications Credit: 3 hours
ITEC 4321 - Forensics/Data Recovery Credit: 3 hours

and

ITEC 3325 - Windows System Administration Credit: 3 hours
ITEC 4325 - Advanced Windows Administration Credit: 3 hours

or

ITEC 3328 - Linux Systems Administration Credit: 3 hours
ITEC 4228 - Advanced Linux Network Administration Credit: 3 hours

OR

Networking and Interactivs Communications Credit: 18 Hours

ITEC 4322 - Interactive Communications Credit: 3 hours
ITEC 4323 - High Performance Network Applications Credit: 3 hours
ITEC 4324 - Mobility: Networks and Applications Credit: 3 hours
ITEC 4326 - Network Programming Credit: 3 hours
ITEC 4327 - Server Architecture Credit: 3 hours
ITEC 4328 - Emerging Technologies Credit: 3 hours

OR

Software Development Credit: 18 Hours

- Software Development Electives - Credit: 6 hours

ITEC 2270 - Computer Programming II Credit: 3 hours
ITEC 3264 - Data Structures Credit: 3 hours
ITEC 3265 - Operating Systems Credit: 3 hours
ITEC 4212 - Computer Organization and Programming Credit: 3 hours
ITEC 4266 - C/C++ Programming Credit: 3 hours

OR

Web Development Credit: 24 Hours

- Web Development Elective - Credit: 3 hours

ITEC 3261 - Web Page Design Credit: 3 hours
ITEC 3280 - Server Applications with ASP Credit: 3 hours
ITEC 3281 - Server Applications with PHP Credit: 3 hours
ITEC 3283 - Browser Applications with JavaScript Credit: 3 hours
ITEC 4286 - Advanced Server Applications with ASP Credit: 3 hours
ITEC 4287 - Advanced Server Applications with PHP Credit: 3 hours

AND

Major Elective Requirements Credit: 21-27 Hours

After completing on track, students may fulfill these hours by taking second track (preferred) and approved ITEC electives to make total of 60 hours or more beyond the associate degree.

Information Technology (WebBSIT)

The WebBSIT program is designed for people who want a Bachelor's degree in Information Technology, but whose lifestyles make it hard to attend traditional classes on campus. The WebBSIT is a Bachelor of Science in Information Technology degree offered via the Internet. It is a collaborative project of five University System of Georgia colleges and universities. The program of study provides a solid background in the technical, user-centric and managerial skills required by today's information technology managers. Graduates will pursue careers in programming, systems design, database design and e-commerce, among others.

To be a successful online learner, certain basic technology skills as well as mature work habits are required. Although E-Learning may be convenient, it is not necessarily easier than traditional college programs.

In terms of technology skills, students should know how to use email to send and receive attachments, and how to navigate on and between web sites. Students should also be able to create Microsoft Word documents, PowerPoint presentations and basic Excel spreadsheets.

Because of the nature of this curriculum, students must have their own personal computer with Windows XP or higher or a MacIntosh with OS X, a sound card with speakers or headphones and a VGA (or equivalent) or better monitor. It is strongly recommended that students have a printer connected to the computer, CD-ROM drive and microphone. Students must have Internet access with at least a 56k modem for dial-up connection. Software requirements include: Microsoft Office XP or beyond, including Word, Excel and PowerPoint, a JavaScript enabled Web browser such as Netscape 7.1, Internet Explorer 6.0 or newer, and virus protection software.

WebBSIT courses will be delivered through the Web using WebCT Vista. Students will have access to Vista training through tutorials within the courses.

To pursue a concentration area other than E-Commerce, students may take courses on-campus. Students will have to complete the equivalent of a twoyear Georgia transfer degree with an IT Area F for admission to the program.

Students must meet a residency requirement of 30 hours of coursework to be completed online via the WebBSIT, of which 24 hours must come from required core courses.

Tuition for the WebBSIT is determined by a special rate called E-Tuition, which reflects the extra costs of delivering material fully online. It is the same for in-state and out-of-state students, and is charged by the credit hour no matter how many or few courses students take.

Students may use financial aid to pay for WebBSIT courses just as with traditional campus classes. Financial aid information is available at the Financial Aid Office. Contact them for help with eligibility and application procedures or other questions about aid.

For more information, please visit: http://www.webbsit.org/.

Curriculum for Web Bachelor of Science in Information Technology

Area F Credit: 18 Hours

- MATH 1401 Credit: 3 hours
  Available through e-core

WBIT 1100 - Introduction to Information Technology Credit: 3 hours
WBIT 1310 - Programming and Problem Solving I Credit: 3 hours
WBIT 2000 - The Enterprise and IT Credit: 3 hours
WBIT 2300 - Discrete Math for IT Credit: 3 hours
WBIT 2311 - Programming and Problem Solving II Credit: 3 hours

Required Core Courses Credit: 42 Hours

WBIT 3010 - Technical Communication Credit: 3 hours
WBIT 3110 - Systems Analysis and Design Credit: 3 hours
WBIT 3111 - Information Technology Project Management Credit: 3 hours
WBIT 3200 - Database Design, Development and Deployment Credit: 3 hours
WBIT 3400 - Introduction to Multimedia Credit: 3 hours
WBIT 3410 - Web Applications Development Credit: 3 hours
WBIT 3500 - Architecture and Operating Systems Credit: 3 hours
WBIT 3510 - Data Communications and Networking Credit: 3 hours
WBIT 3600 - Introduction to E-Commerce Credit: 3 hours
WBIT 4020 - Professional Practices and Ethics Credit: 3 hours
WBIT 4030 - Senior Project & Portfolio Credit: 3 hours
WBIT 4112 - Systems Acquisition, Integration and Implementation Credit: 3 hours
WBIT 4120 - Human-Computer Interaction Credit: 3 hours
WBIT 4520 - Information Security Credit: 3 hours

AND

Concentration/Electives Credit: 18 Hours

E-Commerce Credit: 9 Hours

WBIT 4601 - Customer Relationship Management Credit: 3 hours
WBIT 4602 - E-Commerce Design and Development Credit: 3 hours
WBIT 4610 - E-Commerce Policy and Law Credit: 3 hours

AND

Free Electives Credit: 9 Hours

Biology

Bachelor of Science Degree in Biology

The broad field of biology offers diverse career opportunities to individuals with the appropriate training. The Bachelor of Science Degree in Biology is designed to prepare students planning to (1) attend professional and graduate school in health and biological science fields or (2) seek employment in industries using biologically related technology.

The Biology major is appropriate for students planning to enter graduate programs in health sciences such as medicine, dentistry, physician's assistance, physical therapy, veterinary, and pharmacology as well as biological graduate programs. Students who choose not to continue on to a graduate program will have a strong biological science foundation for seeking employment in the biological science job market.

A Biology Education track has been approved by the Board of Regents of the University System of Georgia and will be considered for approval by the Georgia Professional Standards Commission in Spring 2007.

Curriculum for Bachelor of Science in Biology

Core Courses Required for Bachelor of Science in Biology Program

Area A Credit: 9 Hours

Essential Skills

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

MATH 1251 (4 hours) may be used if student has required prerequisites. Additional hour of credit will be applied to Area F or upper level curriculum.

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credit: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math & Technology

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

Area E Credit: 11 Hours

Social Sciences

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

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

  BIOL 2107K - Principles of Biology I Credit: 4 hours
  BIOL 2108K - Principles of Biology II Credit: 4 hours

BIOL 2107K-2108K and CHEM 1211K-1212K are required in Area F if not taken in Area D. Students taking either the BIOL 2107K-2108K sequence or the CHEM 1211K-1212K sequence in Area D

should take CHEM 2241K-2242K in Area F.

BIOL 2998 - Research Methods Credit: 2 hours

or

BIOL 2999 - Special Topics in Biology Credit: 1 hour
CHEM 1211K - Principles of Chemistry I Credit: 4 hours
CHEM 1212K - Principles of Chemistry II Credit: 4 hours

BIOL 2107K-2108K and CHEM 1211K-1212K are required in Area F if not taken in Area D. Students taking either the BIOL 2107K-2108K sequence or the CHEM 1211K-1212K sequence in Area D should take CHEM 2241K-2242K in Area F.

Physical Education Credit: 2 Hours

Total Credit: 62 Hours

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

Upper Level Core Credit: 22 Hours

BIOL 3104K - Cell Biology Credit: 4 hours
BIOL 3310K - Biochemistry Credit: 4 hours
BIOL 3510K - Invertebrate Zoology Credit: 4 hours

or

BIOL 3520K - Vertebrate Zoology Credit: 4 hours
BIOL 3540K - Microbiology Credit: 4 hours
BIOL 4110K - Genetics Credit: 4 hours
BIOL 4120 - Senior Seminar Credit: 2 hours

Biology Track Credit: 38 Hours

Required Credit: 16 Hours

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

And Either

- CHEM 22141 - Credit: 4 hours
- CHEM 2142 - Credit: 4 hours
  or

  PHYS 2211K - Principles of Physics I Credit: 4 hours
  PHYS 2212K - Principles of Physics II Credit: 4 hours

Electives Credit: 22 Hours

Select 16 hours from the following:

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

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

Select 6 hours from the following:

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

Mathematics

The analytical and problem-solving skills cultivated by students majoring in mathematics are both versatile and highly valued in industry, government, and education. The Bachelor of Science Degree in Mathematics is designed to prepare students planning to (1) attend professional and graduate school in mathematics or (2) seek employment in mathematical related fields in the public and private sectors. Students majoring in mathematics may arrange their course work according to their interests.

The Mathematics major provides excellent preparation for graduate study or careers in which mathematical ideas and techniques are used to model and solve real world problems. It offers two areas of concentration, Operations Research and Statistics.

A Mathematics Education track has been approved by the Board of Regents of the University System of Georgia and will be considered for approval by the Georgia Professional Standards Commission in Spring 2007.

Curriculum for Bachelor of Science in Mathematics

Core Courses Required for Bachelor of Science in Mathematics Program

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credit: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math & Technology

- Lab Science Elective Credit: 4 hours
  PHYS 2211K-2212K or CHEM 1211K-1212K are recommended.
- Lab Science Elective Credit: 4 hours
  PHYS 2211K-2212K or CHEM 1211K-1212K are recommended.

MATH 1251 - Calculus I Credit: 4 hours

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives - Credit: 3 hours
  Select from MATH 1200 or MATH 1220.

CPSC 1301 - Computer Science I Credit: 4 hours
MATH 2252 - Calculus II Credit: 4 hours
MATH 2253 - Calculus III Credit: 4 hours
MATH 2260 - Introduction to Linear Algebra Credit: 3 hours

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Physical Education Credit: 2 Hours

Total Hours: 62

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

Upper Level Core Credit: 21 Hours

MATH 1251 - Calculus I Credit: 4 hours
MATH 2270 - Differential Equations Credit: 3 hours
MATH 3040 - Bridge to Higher Mathematics Credit: 3 hours
MATH 3600 - Probability and Statistics Credit: 3 hours
MATH 3900 - Economical Mathematics Credit: 2 hours
MATH 4150 - Linear Algebra Credit: 3 hours
MATH 4621 - Mathematical Statistics I Credit: 3 hours
MATH 4910 - Mathematical Models Credit: 3 hours

Applied Mathematics Track

Major Field Courses Credit: 9 Hours

MATH 4260 - Mathematical Analysis Credit: 3 hours
MATH 4651 - Numerical Analysis I Credit: 3 hours
MATH 4901 - Operations Research I Credit: 3 hours

Electives Credit: 12 Hours

- MATH Electives - Credit: 3 hours
  Any mathematics course above the 3000 level excluding Early Childhood Education courses (MATH 3100, MATH 3110, MATH 3150).
- Electives - Credit: 9 hours

Concentrations

Choose one of the following concentrations:

Operations Research

MATH 3251 - Applied Combinatorics Credit: 3 hours
MATH 4480 - Graph Theory Credit: 3 hours
MATH 4622 - Mathematical Statistics II Credit: 3 hours
MATH 4652 - Numerical Analysis II Credit: 3 hours
MATH 4902 - Operations Research II Credit: 3 hours
MATH 4905 - Optimization Credit: 3 hours

OR

Statistics

MATH 3251 - Applied Combinatorics Credit: 3 hours
MATH 4300 - Regression Analysis Credit: 3 hours
MATH 4480 - Graph Theory Credit: 3 hours
MATH 4622 - Mathematical Statistics II Credit: 3 hours
MATH 4630 - Topics in Applied Statistics Credit: 3 hours
MATH 4652 - Numerical Analysis II Credit: 3 hours

Nursing and Health Sciences

RN-BSN Completion Program in Nursing

Macon State College RN-BSN Completion Program is approved by the Georgia Board of Nursing and accredited by the National League for Nursing Accrediting Commission*. The purpose of the RN-BSN Completion Program is to provide Central Georgia Registered Nurses the opportunity to complete a baccalaureate nursing program. As a result, the program will provide Central Georgia health care facilities with baccalaureate- prepared nurses. Macon State College is committed to offering a flexible schedule of RN-BSN Completion courses with classes being taught during daytime and evening hours.

General Requirements and Procedures for Admission for the RN-BSN Completion Program

Current Academic Policies and Program Information is available online at www.maconstate.edu/.

Admission
The RN-BSN Completion Program includes upper level nursing and general education courses. The program can be completed in two years of full-time study. Students are required to complete all general education courses in Area A, Area E (except Social Science elective), and Area F (except major elective) prior to entering the nursing sequence.

Applications to Macon State College and the RN-BSN Completion Program are available online or by contacting the College or Nursing Programs Office. **Application to the RN-BSN Completion Program may be submitted at any time online at** www.maconstate.edu**.**

Admission to the RN-BSN Completion Program is competitive. In order to be considered for admission, applicants must:

1. (a) be enrolled or readmitted to the College in "good academic standing" with a minimum Macon State College GPA of 2.00 and a minimum overall academic GPA of 2.50 in courses required in the nursing curriculum.
   or
   (b) be admitted to Macon State College for the first time as a transfer student in "good academic standing" with a minimum overall transfer GPA of 2.00 and a minimum cumulative overall academic GPA of 2.50 in courses required in the nursing curriculum.
2. successfully complete the Regents' Test.
3. complete all ADN core requirements.
4. have graduated from an accredited AS degree or Diploma Nursing Program or fulfilled the Georgia RN-BSN articulation requirements.
5. have a current and valid RN license.
6. be licensed to practice in the state of Georgia.
7. submit an application for the RN-BSN Completion Program and a copy of the transcript(s).

Acceptance
The RN-BSN Admission, Recruitment, and Retention Committee will evaluate all applicants who meet the admission criteria and select the best qualified applicants. Faculty may request an interview with an applicant. Applicants must appear for the interview if requested. The number of students accepted for enrollment is determined by the availability of nursing faculty and clinical facilities.

An individual program of study for progression through the nursing courses will be developed once the student has been accepted into the nursing program. Upon acceptance, an applicant for the RN-BSN

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Completion Program must:

1. submit proof of current CPR certification through the American Heart Association.
2. submit health requirement forms completed within the last three months, including a complete history and physical form and required immunization form, before enrolling in the first nursing course.
3. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/ summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
4. enroll in the student professional liability insurance offered by the college (information provided by the Nursing Program).
5. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program.

NOTE: All RN-BSN Completion students taking nursing classes must enroll in the professional liability insurance offered through MSC at an annual cost of approximately $16. Enrolled nursing students will also be charged an annual testing fee of approximately $50.

The RN-BSN Completion Program adheres to the Georgia RN-BSN Articulation Plan for the admission and acceptance of students into the nursing program. Students who do not meet eligibility requirements for acceptance into the nursing courses will need to complete the following requirements prior to acceptance in to the RN-BSN Completion Program:

Georgia RN-BSN Articulation Plan

1. Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC accredited schools outside the state of Georgia, who graduated more than four years ago, and who have less than 1,000 clinical practice hours. Successful completion of the National League for Nursing (NLNAC-ACE II) validation tests are required to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing.
2. Clinical competencies will be validated through psychomotor skills evaluation by Nursing Faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN-BSN Completion Program.
3. Upon successful completion of examination and skills requirements, students will be eligible for the RN-BSN Completion Program.

Students have one opportunity to demonstrate clinical competencies on the psychomotor skills exams. If a student is not successful in completing one or more components of the required NLNAC-ACE II validation tests, an individual remediation plan will be developed. After completion of the remediation plan, the student will have a total of two opportunities to successfully complete the required testing in each area in which they were unsuccessful.

NOTE: Students who require validation testing for acceptance into the RN-BSN Completion Program will be charged a testing fee for the NLNAC-ACE II validation tests.

Special Standing

Students enrolled in the sophomore year of the Associate Degree Nursing program may take up to six semester credit hours of selected upperdivision RN-BSN nursing classes prior to graduating with the AS degree. This will allow AD students who have completed the core courses for a baccalaureate of science degree and have a minimum GPA of 2.50 to begin baccalaureate nursing studies. Courses that students are permitted to take in "special standing" are: NURS 3200: Physical Assessment (3 hours), NURS 3400 Concepts of Nurse as Educator (3 hours), NURS 3500 Gerontological Nursing (3 hours), and HLSA 3000: Research Methods for Health Sciences (3 hours). Students will be encouraged to apply for the RN-BSN Completion Program upon successful completion of the NCLEX-RN exam.

Progression

Students must meet the following requirements to progress in the Nursing Program:

1. Maintain a grade point average of 2.50 or higher.
2. Successfully complete each nursing course with a 2.00 (C) or higher before proceeding to the next nursing course.
3. Retake no more than one nursing course in which a grade of "D" or less is made.
4. Clinical affiliates require a Criminal Background Check and Urine Drug Screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.
5. Based on professional judgement of the faculty, random Criminal Background Check or Urine Drug Screen may be required while in the Nursing Program. This testing, if required, will be at the student's expense.
6. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/ summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
7. Maintain an active and valid RN license throughout enrollment in the Nursing Program.
8. Must enroll in all core curriculum requirements prior to or concurrently with enrollment in NURS 4300.
9. Adhere to all policies of MSC, the Division of Nursing and Health Sciences, and the clinical agencies.
10. Complete a minimum of 30 hours at MSC to be eligible for graduation.
11. Adhere to the current program of study as approved by the RNBSN faculty.

RN-BSN Program Probation

If a student's cumulative GPA drops below 2.50, the student will be given one semester in which to increase the GPA to 2.50. This must occur during the next academic semester of enrollment.

Re-entry

Students who voluntarily withdraw from the RN-BSN Completion Program or who fail a nursing course must submit a request in writing for readmission to the nursing program along with a completed nursing application form at least one semester prior to the semester in which they wish to attend. They must meet all of the admission/acceptance requirements including having a GPA of 2.50 in order to be considered. Re-entry occurs on a space available basis.

Dismissal

1. Failure to meet progression requirement may result in dismissal. Students who fail to make a

"C" or better on their second attempt to pass a nursing course will be dismissed from the program.

2. Unprofessional conduct or unsafe nursing practice will result in dismissal from the RN-BSN Completion Program.

3. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner. The *Macon State College Student Handbook* contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of faculty and administration should students commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the RN-BSN Completion Program.

Nursing Program

Mission Statement

The mission of the Macon State College Nursing Programs is to provide quality education and to prepare competent graduates who are committed to health promotion and illness prevention while providing quality care to individuals and families in a rapidly changing and increasingly global environment.

General Information

The curriculum leading to the Associate of Science in Nursing degree combines nursing and general education courses. Admission to the AS Nursing Program occurs twice each year, in the fall and spring semesters. The AS program can be completed in two years, but generally students elect to complete all or part of their general education courses prior to admission into the Nursing Program.

The Nursing Program is accredited by the National League for Nursing Accreditation Commission* and approved by the Georgia Board of Nursing. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a Registered Nurse (RN).

Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner. The *Macon State College Student Handbook* contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the Nursing Programs.

Clinical affiliates require a Criminal Background Check and Urine Drug Screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.

†* National League for Nursing Accreditation Commission, 61 Broadway, New York, NY, 10006, (212) 363-5555, Ext. 153.

Approval to admit applicants to the National Council Licensure Examination for Registered Nursing (NCLEX-RN) or to grant a license rests with the Georgia Board of Nursing. Applicants who have ever been arrested, convicted, sentenced, pled guilty, or plead nolo contendre or been given first offender status for any felony, a crime involving moral turpitude, or a crime violating federal law involving controlled substances or dangers drugs or a DUI or DWI, or who have been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted, or placed on probation) by any state board may take the RN licensing examination only at the discretion of the Georgia Board of Nursing. Furthermore, the license may not be issued until the matter has been resolved to the satisfaction of the Board.

General Requirements and Procedures for Admission to the Nursing Program.

1. Admission to the Nursing Program is competitive. To be considered for admission to the Nursing Program, applicants must:
   a) be enrolled or readmitted to the College in "good academic standing" with a minimum MSC GPA of 2.00 and a minimum cumulative overall academic GPA of 2.00 in courses required in the nursing curriculum.
   or
   (b) be admitted to Macon State College for the first time as a transfer student in "good academic standing" with a minimum overall transfer GPA of 2.00.
   or
   (c) have completed any required Learning Support courses and an additional six or more semester hours of courses required in the nursing curriculum with a 2.00 in courses required in the nursing curriculum.
   and
   (d) student may submit an application to the Nursing Program (available on-line at www.maconstate.edu) from January 2-March 1 for fall admission and July 1-October 1 for spring admission.
   and
   (e) applicant must be fully admitted to Macon State College by February 16 for fall admission and September 17 for spring admission. All admissions materials must be properly executed and submitted to the Admissions Office.
2. Applicants may have no more than 36 semester hours of academic credit and 2 semester hours of physical education credit applied by transfer toward an Associate Degree. A maximum of 11 semester hours of nursing credit with grades of at least a "C" may be accepted by transfer from another college. A validation examination will ordinarily be required.
3. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K and MATH 1101 or more advanced math course must attain a grade of at least a "C" in each course.
4. Using all available data, including the application, SAT scores, high school GPA, or college academic GPA in courses required in the nursing curriculum and number of completed core courses as required in the nursing curriculum, the Admissions, Recruitment, and Retention Committee of the Nursing Program will evaluate all applicants who meet the admission criteria and select the best qualified applicants. Acceptance into the Nursing Programs is highly competitive.
5. If the cumulative academic GPA in required nursing courses falls below 2.00 subsequent to their acceptance but prior to the first day of nursing classes, students will be denied admission to the program.
6. Applicants admitted to the Nursing Program in the Fall or Spring must complete the nursing course sequence to which they are admitted. Students cannot transfer between the Fall or Spring nursing sequence.
7. Applicants who are accepted for admission into the Nursing Program but do not enter the nursing class must reapply for admission.
8. An applicant who is not accepted to the Nursing Program may reapply or pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.
9. Applicants must submit a completed history and physical form, immunization form, and TB screening.
10. Students must complete Health Professional CPR certification through the American Heart Association prior to the first day of class. CPR classes will generally be provided to students at a nominal fee.
11. Nursing-enrolled students must enroll in the student professional malpractice liability

insurance offered by the college at a cost of $16 per year. A total program testing fee of approximately $400 will be incurred by the student.

12. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program.

13. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/ summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

14. Current Academic Policies and Program information is available online at www.maconstate.edu/.

General Requirements and Procedures for Admission to the LPN-RN MobilityTrack

In order to be considered for admission to the LPN-RN Mobility Track, applicants must:

1. (a) be enrolled or readmitted to the College in "good academic standing" with a minimum Macon State College GPA of 2.00 in courses required in the nursing curriculum.
   or
   (b) be admitted to Macon State College for the first time as a transfer student in "good academic standing" with a minimum overall transfer GPA of 2.00.
2. Have no more than 36 semester hours of academic credit and 2 semester hours of physical education credit applied by transfer toward an Associate Degree. A maximum of 11 semester hours of nursing credit with grades of at least a "C" may be accepted by transfer from another college. A validation examination will be required.
3. Submit a completed application to the Nursing Program (available on-line at www.maconstate.edu) between January 2 - March 1. Applicant must be fully admitted to MSC by February 16. All admissions materials must be properly executed and submitted to the Office of Admissions.
4. Be licensed as an LPN in good standing in the state of Georgia.
5. Macon State College LPN-RN Mobility Track follows the articulation guidelines as described in the Georgia LPN-ADN Plan for admission. **The following are the guidelines for articulation into the MSC LPN-RN Mobility Track:

Georgia LPN - ADN Articulation Plan

0-2 years past graduation from PN Program = No testing. No clinical practice requirement.

2-5 years past graduation from PN Program with 1,000 clinical practice hours in the past two years = No testing.

>5 years past graduation from PN Program with 1,000 clinical practice hours in the past two years = Testing required.

>5 years past graduation from PN Program without 1,000 clinical practice hours in the past two

years = Not an articulation candidate.

LPN students must submit to the Nursing Program an official transcript from the PN Program. Clinical practice hours must be validated by employer.

**This plan was developed by the PN-ADN Articulation Taskforce, BOR Subcommittee on Nursing, November 1998.

6. Students who must complete testing in order to be eligible for the LPN applicant pool will be allowed one opportunity to pass the articulation exam with a minimum score of 70. The exam is given once per year. A passing score is valid for a two-year period.
7. Complete a minimum of 21 hours of courses required in the nursing curriculum to include: BIOL 1114K, BIOL 1124K, BIOL 1134K, and MATH 1101 or more advanced math. It is recommended that 6 hours be in ENGL 1101 and ENGL 1102 and that the Regents' Test be completed successfully.
8. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, and MATH 1101 or more advanced math course must attain a grade of at least a "C" in each course.
9. Applicants must submit a completed history and physical form, immunization form, and TB screening.
10. Students must complete Health Professional CPR certification through the American Heart Association prior to the first day of class. CPR classes will generally be provided to students at a nominal fee.
11. If the cumulative GPA of students admitted to the LPN-RN Mobility Track falls below 2.00 subsequent to their acceptance but prior to their entering the Nursing Program, students will be denied admission to the program.
12. Once students have successfully completed Nursing 1124 with a grade of at least a "C," Advanced Standing Course Credit for Nursing 1111, 1115, and 1116 will occur. LPN-RN Mobility students will then follow the Progression, Dismissal, and Readmission Standards applicable to all nursing students.
13. Nursing-enrolled students must enroll in the student professional malpractice liability insurance offered by the college at a cost of $16 per year. A total program testing fee of approximately $400 will be incurred by the student.
14. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program.
15. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/ summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
16. LPN-RN Mobility students are allowed one opportunity to complete Nursing 1124 with a grade of "C" or better. Students who are unsuccessful may apply for admission to the MSC Associate Degree Program by the deadline posted.
17. Current Academic Policies and Program Information is available online at www.maconstate.edu.

Academic Standards for Nursing Program: Progression, Dismissal, and ReAdmission

In addition to the other academic regulations of the College, the following requirements apply to the Nursing Program:

1. A grade of at least a "C" is required for successful completion of each nursing course.
2. Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below. All nursing courses require a minimum grade of "C" (75%). A "D" is not acceptable as a passing grade in a nursing course. Rounding is done according to the second decimal place and occurs only on final course grades.
3. Clinical affiliates require a Criminal Background Check and Urine Drug Screen. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.
4. Based on professional judgement of the faculty Random Criminal Background Check or Urine Drug Screen may be required while in the Nursing Program. This testing, if required, will be at the student's expense.
5. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/ summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.
6. Students who have completed BIOL 1114K, BIOL 1124K, BIOL 1134K, and MATH must attain a grade of at least a "C" in each course.
7. Progression to the sophomore year requires a minimum cumulative academic GPA of 2.00 in courses required for the nursing curriculum.
8. Students must enroll in all core curriculum requirements prior to or concurrent with enrollment in NURS 2215.
9. Failure to meet progression requirements will result in dismissal from the Nursing Program.
10. Students must meet all present criteria for readmission to the Nursing Program, must submit a completed nursing application, and submit a letter of intent by the application deadline. All applications will be reviewed by the Nursing Admissions, Recruitment, and Retention Committee. Re-entry occurs on a space available basis.
11. The following requirements must be met prior to readmission to the Nursing Program: Re-Entry students must demonstrate competency in all skills taught in previous nursing classes and a drugs and solutions exam. Students will have only one opportunity to demonstrate competency in skills and one opportunity to pass the drugs and solutions exam with a grade of 80 or higher.
12. Any nursing course credit greater than five years at the time of admission or readmission will require program validation.
13. A student who has failed a total of two nursing courses from any nursing program will not be admitted to or allowed to continue in the Nursing Program.
14. Macon State College students are responsible for fulfilling their academic responsibilities in an honest and forthright manner. The *Macon State College Student Handbook* contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the Nursing Program.
15. Students must act as reasonably prudent nursing students (i.e., as nursing students with

the same educational experience would behave in a given situation) in the clinical laboratory experience. A student who is dismissed for unsafe nursing practice according to the Policy Regarding Safe Nursing Practice will not ordinarily be readmitted to the Nursing Program.

16.   Students must submit proof of recertification in CPR and health requirements currently adopted by the Nursing Program, including re-enrollment in the student professional liability insurance offered by the College.

RN ReEntry Program

The purpose of the RN ReEntry course is to provide a review of essential nursing information to professional registered nurses who have not practiced or been licensed in the past five years or longer. Completion of the program allows the student to reobtain RN license and reenter the clinical area as a registered nurse.

Criteria for Admission to the RN ReEntry Program

1. Admission into Macon State College
2. Application to the Georgia Board of Nursing for a temporary permit for RN ReEntry only. The Georgia Board of Nursing can be contacted at 478-207-1640.
3. Completion of the application for Admission to the RN ReEntry program.
4. Proof of current immunizations including TB, Tetanus, MMR, Varicella, Hepatitis, and a recent physical exam.
5. Current CPR certification through the American Heart Association.
6. Proof of malpractice insurance.
7. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Nursing Program.
8. Based on professional judgement of the faculty random Criminal Background Check or Urine Drug Screen may be required while in the Nursing Program. This testing, if required, will be at the student's expense.
9. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/ summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

For assistance or questions, the Nursing Program can be contacted at 478-471-2761 or at www.maconstate.edu/.

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Health Information Management

Bachelor of Science Degree in Health Information Management

The Health Information Management Program at Macon State College prepares its graduates to function in the changing health care environment. Classroom activities and supervised clinical experiences are taught in a learning environment that fosters critical thinking and problem-solving abilities. Flexibility, creativity, and lifelong learning are stressed because of the ever-changing health care field. The Health Information Management curriculum is a blend of the disciplines of medical science, computer information management, personnel management, and health care data management. This unique mixture provides graduates with a wide variety and growing number of employment opportunities.

The program follows a four-year curriculum leading to the Bachelor of Science degree in Health Information Management. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Administrator (RHIA).

Macon State College offers both an associate and a baccalaureate degree in Health Information Management. Students may fulfill the requirements for the associate degree and return later to complete the requirements for the baccalaureate degree. Health Information Management students must complete the general education core as well as the upper division major requirements.

Transfer students may be accepted into the Health Information Management Program. General education and supporting courses will be evaluated for credit during the admission process. All Health Information Management courses for transfer must be approved by the Director of the Health Information Management Program.

Registered Health Information Technicians, either with associate-degree preparation or AHIMA's Independent Study preparation, are welcome in the Health Information Management Program. Knowledge and course work will be evaluated on a case-by-case basis using transcripts and testing. All students must satisfy Areas A-F of the core curriculum as listed in the curriculum.

Students are stongly encouraged to complete BIOL 1114K and BIOL 1124K with at least a "C" prior to admission. If these courses have not been completed, there are several HIMA courses that cannot be taken until the Anatomy and Physiology requirements are satisfied.

To be considered for admission to the HIM program, students must:

1. Be accepted to Macon State College
2. Have a cumulative grade point average of 2.00 or better.
3. Have received a grade of at least a "C" in both ENGL 1101 and ENGL 1102
4. Complete a Health Information Management program application.

In addition to the academic regulations of the College, the following requirements apply to students in the HIM program:

1. A grade of at least a "C" is required for all HIMT, HIMA, BUSA, HLSA, and ITEC courses.
2. A grade of at least a "C" is required in BIOL 1114K and BIOL 1124K.

3. The student is responsible for adhering to all of the policies and procedures outlined in the Health Information Management Student Handbook which can be found on the Health Information Student Resource Center in Vista.
4. Clinical affiliates require a criminal background check, urine drug screen testing, and other screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student will not be allowed to progress in the program.
5. Students will be dismissed from the program for academic misconduct.

Students making "D's" in two HIMT, HIMA, or HLSA courses are dismissed from the HIM program. Students making a grade of "F" in any HIMT, HIMA, or HLSA courses are dismissed from the HIM program. Readmission is at the discretion of the Program Director.

Curriculum for Bachelor of Science in Health Information Management

Area A Credit: 9 Hours

Essential Skills

> ENGL 1101 - English Composition I Credit: 3 hours

and

> ENGL 1102 - English Composition II Credit: 3 hours
> MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

or

> MATH 1111 - College Algebra Credit: 3 hours

or

> MATH 1113 - Precalculus Credit: 3 hours

Area B Credit: 4 Hours

- Area B Elective Credit: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours

    COMM 1110 - Public Speaking Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

Choose one of the following science sequences:

    MATH 1200 - Elementary Statistics Credit: 3 hours

Choose one of the following science sequences:

    BIOL 1001K - Introductory Biology I Credit: 4 hours
    BIOL 1002K - Introductory Biology II Credit: 4 hours
    BIOL 2107K - Principles of Biology I Credit: 4 hours
    BIOL 2108K - Principles of Biology II Credit: 4 hours
    CHEM 1151K - Survey of Chemistry I Credit: 4 hours
    CHEM 1152K - Survey of Chemistry II Credit: 4 hours
    CHEM 1211K - Principles of Chemistry I Credit: 4 hours
    CHEM 1212K - Principles of Chemistry II Credit: 4 hours
    PHYS 1111K - Introductory Physics I * Credit: 4 hours
    PHYS 1112K - Introductory Physics II Credit: 4 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Electives Credit: 6 hours
    Select from PSYC 1101, SOCI 1101, ECON 2105, ECON 2106.

    HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 39 Hours

Major Field - Lower Division

    BIOL 1114K - Anatomy and Physiology I Credit: 4 hours

and

BIOL 1124K - Anatomy and Physiology II Credit: 4 hours
BUSA 2201 - Business Information Applications Credit: 3 hours
HIMT 2000 - Medical Terminology Credit: 2 hours
HIMT 2020 - Health Care Delivery Systems Credit: 2 hours
HIMT 2100 - Health Data Concepts Credit: 3 hours
HIMT 2110 - Health Data Management Credit: 2 hours
HIMT 2120 - Health Care Statistics Credit: 1 hour
HIMT 2140 - Performance Improvement Credit: 2 hours
HIMT 2220 - Fundamentals of Medical Science Credit: 3 hours
HIMT 2330 - Coding I Credit: 3 hours
HIMT 2340 - Coding II Credit: 3 hours
HIMT 2750 - Professional Practice Experience I Credit: 2 hours
HIMT 2850 - Professional Practice Experience II Credit: 2 hours
ITEC 2245 - Introduction to Databases Health Sciences Credit: 3 hours

Upper Division Credits: 39 Hours

HIMA 3200 - External Forces Credit: 3 hours
HIMA 4000 - Health Information Management Methods Credit: 3 hours
HIMA 4070 - Management of Health Information Credit: 3 hours
HIMA 4090 - Financial Administration Credit: 2 hours
HIMA 4100 - Fundamentals of Health Information Systems Credit: 3 hours
HIMA 4110 - Applications of Health Care Information Systems Credit: 3 hours
HIMA 4750 - Professional Management Experience Credit: 5 hours
HIMA 4900 - Seminar Credit: 2 hours
HLSA 3000 - Research Methods for Health Sciences Credit: 3 hours
HLSA 3320 - Health Care Management Credit: 3 hours
HLSA 4100 - Human Resource Management in Health Care Credit: 3 hours
HLSA 4410 - Health Law and Ethics Credit: 3 hours
ITEC 3155 - Systems Analysis and Design Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours Credit: 122 Hours

Health Services Administration

Bachelor of Science Degree in Health Services Administration

The Bachelor of Science degree in **Health Services Administration** is designed to offer a solid understanding of the organization, financing, and delivery of health care services, incorporating a strong foundation of management principles and functions applied to health care settings and facilities. The focus is upon the relationship between theory and practice through the identification and resolution of problems unique to health care. The externship, if required, allows the opportunity to apply the skills and knowledge gained in the classroom to the field of practice. Special emphasis is placed upon the manager's role in assuring the delivery of high quality services in a socially and economically responsible fashion.

Admission Requirements: Most students will have completed an associate degree in business administration, nursing, respiratory therapy, or an equivalent health sciences degree. Beginning freshmen should follow the curriculum for one of the associate degrees. Transfer students with equivalent academic credit or students with undecided majors nearing the end of the sophomore year may also apply before earning an associate's degree.

For full admission to the major of Health Services Administration, students will have successfully completed:

1. All University System of Georgia baccalaureate core requirements
2. The Regents' Test
3. All legislatively mandated requirements (U.S. and Georgia Constitution and History).
4. Two courses in the major: HLSA 3310 (American Health Care System) and HLSA 3320 (Health Care Administration), both with a grade of at least a "C"
5. Academic misconduct may result in dismissal from the program as outlined in the Student Handbook. Students enrolled in the HLSA program at Macon State College must assume responsibility for reading, understanding, and abiding by the MSC Student Code of Conduct, which is included in the MSC Student Handbook and is available at www.maconstate.edu/studentlife/studenthandbook.pdf
6. Clinical affiliates may require a criminal background check and urine drug screen testing. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student may not be allowed to progress in the program.

A science sequence is required in Area D.

Electives
Students who have NOT completed an Associate Degree Program must complete a minimum of 30 hours of major electives, including a minimum of 15 hours of upper division HLSA coursework to equal 122 hours total.

Students who HAVE completed an Associate Degree in an Allied Health Career Program, and after review by the HLSA Program Director and Division Chair, must complete a minimum 9 hours of electives in order to complete 39 hours of upper division coursework and equal 122 hours minimum total.

In order to receive a degree, students must demonstrate technology and oral competency through one of the following: Pass MSCC 1000; Demonstrate oral and technology competency through a designated course approved by the Vice President for Academic Affairs; or Pass the oral competency exam and technology exam in the Academic Testing Center.

Curriculum for Bachelor of Science in Health Services Administration

The sixty semester credit hours beyond the associate degree or equivalent that the Health Services Administration major needs to graduate are categorized as follows:

30 hours - Courses in HLSA Core
30 hours - Electives

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours

and

ENGL 1102 - English Composition II Credit: 3 hours
MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

Area B Credit: 4 Hours

In order to receive a degree, students must demonstrate technology and oral competency through one of the following: Pass MSCC 1000; Demonstrate oral and technology competency through a designated course approved by the Vice President for Academic Affairs; or Pass the oral competency exam and technology exam in the Academic Testing Center.

- Area B Electives Credit: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours

COMM 1110 - Public Speaking Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

    MATH 1200 - Elementary Statistics Credit: 3 hours

Choose one of the following science sequences:

    BIOL 1001K - Introductory Biology I Credit: 4 hours
    BIOL 1002K - Introductory Biology II Credit: 4 hours
    BIOL 2107K - Principles of Biology I Credit: 4 hours
    BIOL 2108K - Principles of Biology II Credit: 4 hours
    CHEM 1151K - Survey of Chemistry I Credit: 4 hours
    CHEM 1152K - Survey of Chemistry II Credit: 4 hours
    CHEM 1211K - Principles of Chemistry I Credit: 4 hours
    CHEM 1212K - Principles of Chemistry II Credit: 4 hours
    PHYS 1111K - Introductory Physics I * Credit: 4 hours
    PHYS 1112K - Introductory Physics II Credit: 4 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Electives Credit: 6 hours
  Select from PSYC 1101, SOCI 1101, ECON 2105, ECON 2106

    HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

For students who have NOT completed an Associate Degree Program Major Field— Lower Division

    ACCT 2101 - Principles of Accounting I Credit: 3 hours
    ACCT 2102 - Principles of Accounting II Credit: 3 hours
    BUSA 2201 - Business Information Applications Credit: 3 hours
    ITEC 2245 - Introduction to Databases Health Sciences Credit: 3 hours
    MATH 1200 - Elementary Statistics Credit: 3 hours
    PSYC 2103 - Introduction to Human Development Credit: 3 hours

Area F Credit: 6 Hours

For students who HAVE completed an Associate Degree in an Allied Health Career Program

Upper Division - 60 Hours

Core Requirements Credit: 30 Hours

- ENGL 3106 - Professional Communication Credit: 3 hours
- HLSA 3000 - Research Methods for Health Sciences Credit: 3 hours
- HLSA 3310 - American Health Care System Credit: 3 hours
- HLSA 3320 - Health Care Management Credit: 3 hours
- HLSA 3360 - Quality Management and Improvement Credit: 3 hours
- HLSA 4100 - Human Resource Management in Health Care Credit: 3 hours
- HLSA 4410 - Health Law and Ethics Credit: 3 hours
- HLSA 4470 - Design & Management Credit: 3 hours
- HLSA 4480 - Health Care Financial Management Credit: 3 hours
- HLSA 4490 - Integrative Issues in Health Care Administration Credit: 3 hours

Electives

Electives other than those on this list require the approval of the Program Director.

Students who have NOT completed an Associate Degree Program must complete a minimum of 30 hours of major electives, including a minimum of 15 hours of upper division HLSA coursework to equal 122 hours total.

Students who HAVE completed an Associate Degree in an Allied Health Career Program must complete a minimum 9 hours of major electives, or a higher amount necessary to complete 39 hours of upper division coursework to equal 122 hours minimum total.

List of Approved Electives

Electives other than those on this list require the approval of the Program Director.

- ACCT 3101 - Intermediate Financial Accounting I Credit: 3 hours
- ACCT 3102 - Intermediate Financial Accounting II Credit: 3 hours
- ACCT 3103 - Intermediate Financial Accounting III Credit: 3 hours
- BUSA 3100 - Business and Society Credit: 3 hours
- FINC 3131 - Business Finance Credit: 3 hours
- HIMA 4100 - Fundamentals of Health Information Systems Credit: 3 hours
- HLSA 3315 - Holistic Health Care Services Credit: 3 hours
- HLSA 3340 - Public Administration and Health Care Credit: 3 hours
- HLSA 3345 - Government, Politics, and American Health Care Credit: 3 hours
- HLSA 3350 - Public Health and Epidemiology Credit: 3 hours
- HLSA 3370 - Women's Issues in Health Care Credit: 3 hours
- HLSA 4400 - Rural Health Care Services Credit: 3 hours
- HLSA 4420 - Long-term Care Administration Credit: 3 hours

HLSA 4425 - Ambulatory Care Services Credit: 3 hours
HLSA 4430 - Health Care Economics Credit: 3 hours
HLSA 4435 - Managed Care Credit: 3 hours
HLSA 4450 - Applied Learning Experience Credit: 3 hours
HLSA 4451 - Applied Learning Experience II Credit: 3 hours

Students with no health care experience may repeat this course.

HLSA 4463 - Case Management Concepts and Services Credit: 3 hours
HLSA 4475 - Regulatory Aspects of Long Term Care Credit: 3 hours
HUMN 3440 - Critical Perspectives Credit: 3 hours
MGMT 3141 - Principles of Management Credit: 3 hours
MGMT 3155 - Organizational Behavior Credit: 3 hours
MGMT 3165 - Production and Operations Management Credit: 3 hours
MGMT 3175 - Quantitative Methods Credit: 3 hours
MGMT 4125 - Compensation and Benefits Credit: 3 hours
MKTG 3161 - Principles of Marketing Credit: 3 hours
PBSV 3001 - Social Context of Public Service Agencies Credit: 3 hours
PBSV 3010 - Public Service Management Credit: 3 hours
PBSV 3020 - Research Methods Credit: 3 hours
PBSV 3040 - Conflict Resolution and Negotiation Credit: 3 hours
PBSV 4030 - Program Funding and Evaluation Credit: 3 hours
PSYC 3150 - Gerontology Credit: 3 hours

RN-BSN Completion Program in Nursing

Core Courses Required for RN-BSN Completion Program

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

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours
MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

More advanced math course acceptable.

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credit: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
  More advanced math course acceptable.
- Lab Science Elective Credit: 4 hours
  More advanced math course acceptable.

MATH 1200 - Elementary Statistics Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Electives Credit: 3 hours

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

  HIST 2112 - United States History Since 1865 Credit: 3 hours
  POLS 1101 - American Government Credit: 3 hours
  PSYC 1101 - Introduction to General Psychology Credit: 3 hours

Area F Credit: 18 Hours

Major Field

- Major Elective Credit: 3 hours
  Course supportive of the Nursing major.

  BIOL 1114K - Anatomy and Physiology I Credit: 4 hours

and

  BIOL 1124K - Anatomy and Physiology II Credit: 4 hours
  BIOL 1134K - Microbiology for Health Sciences Credit: 4 hours
  PSYC 2103 - Introduction to Human Development Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours Credit: 62 Hours

Upper Division Nursing Courses Required for RN-BSN Completion Program

HLSA 3000 - Research Methods for Health Sciences Credit: 3 hours
NURS 3100 - Concepts of Professional Nursing Credit: 2 hours
NURS 3200 - Physical Assessment Credit: 3 hours
NURS 3300 - Pathopharmacology Credit: 4 hours
NURS 3400 - Concepts of Nurse as Educator Credit: 3 hours
NURS 3500 - Gerontological Nursing Credit: 3 hours
NURS 4000 - Concepts of Community Health and Transcultural Nursing Care Credit: 5 hours
NURS 4200 - Concepts of the Nurse as Leader/Manager Credit: 3 hours
NURS 4300 - Practicum in Professional Nursing Credit: 4 hours

Total Hours Credit: 30 Hours

Social Sciences

Bachelor of Science Degree in Public Service

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

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

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

Admission:
Freshman and sophomore students should follow the curriculum outlined for the degree. Transfer students may be accepted into the Public Service program. General education and supporting courses will be evaluated for credit during the admission process. All upper-level transfer courses must be approved by the Chair of the Division of Social Sciences. This will be done on a case-by-case basis using transcripts and appropriate college catalog course descriptions. Students transferring academic credits into the program must meet all College residence and transfer-of-credit requirements. A transfer grade intended to satisfy any Public Service core requirement, Human Service requirement or major track elective course must be at least a "C."

Admission Requirements:
Submission of the "Application for Admission to the Bachelor of Science in Public Service - Human Services Program." Included in the application are the following requirements for admission:

1. Admission to Macon State College and in "good standing" with the College.
2. Completion of at least 45 semester hours with an overall GPA of 2.00 or higher.
3. Completion of Areas A-E of the Core Curriculum.
4. Successful completion of the Regents' Test.
5. Completion of PSYC 1101 (Introduction to General Psychology), PSYC 2103 (Introduction to Human Development), MATH 1200 (Elementary Statistics), and SOCI 1101 (Introduction to Sociology), all with grades of at least a "C."
6. Completion of all legislatively mandated requirements (U.S. and Georgia history and U.S. and Georgia Constitution requirements).
7. Signed and notarized authorization for a background check.

In addition to the academic regulations of the College, all PBSV core and major track required/elective courses must be completed with a grade of "C" or higher. Students must maintain a minimum GPA of 2.00 to remain in good standing.

Public Service

Curriculum for Bachelor of Science in Public Service – Human Services

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours

and

ENGL 1102 - English Composition II Credit: 3 hours

or

ENGL 1102H - Honors English Composition II Credit: 3 hours

MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

or

MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credit: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math & Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours

  MATH 1200 - Elementary Statistics Credit: 3 hours

or

  MATH 1200H - Honors Elementary Statistics Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

or

  HIST 2112 - United States History Since 1865 Credit: 3 hours

or

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

or

  POLS 1101H - Honors American Government Credit: 3 hours
  SOCI 1101 - Introduction to Sociology Credit: 3 hours

or

  SOCI 1101H - Honors Introduction to Sociology Credit: 3 hours

Area F Credit: 18 Hours

Courses recommended for Area F Major Electives are: ANTH 1102, CRJU 1100, CRJU 2202, CRJU 2204, CRJU 2210, CRJU 2231, HIST 1111, HIST 1112, HIST 2112, HIST 2280, POLS 2101, POLS 2201, POLS 2301, POLS 2401, POLS 2501, POLS 2601, SOCI 1160, and SOCI 2293.

- Major Electives Credit: 3 hours
- Major Electives Credit: 3 hours
- Major Electives Credit: 3 hours
- Major Electives Credit: 3 hours

PSYC 1101 - Introduction to General Psychology Credit: 3 hours

or

PSYC 1101H - Honors Introduction to General Psychology Credit: 3 hours
PSYC 2103 - Introduction to Human Development Credit: 3 hours

Physical Education Credit: 2 Hours

Total Credit: 62 Hours

Additional Requirements

The sixty semester credit hours beyond the associate degree or equivalent that the Public Service major needs to graduate are categorized as follows:

30 hours - PBSV Core Courses
15 hours - Major Track Electives
15 hours - Electives

Public Service Core Credit: 18 Hours

- PBSV 3030 - Credit: 3 hours

PBSV 3001 - Social Context of Public Service Agencies Credit: 3 hours
PBSV 3010 - Public Service Management Credit: 3 hours
PBSV 3020 - Research Methods Credit: 3 hours
PBSV 3040 - Conflict Resolution and Negotiation Credit: 3 hours
PBSV 4950 - Senior Project Credit: 3 hours

or

PBSV 4996 - Internship in Public Service Credit: 3 hours

Human Services Credit: 12 Hours

PSYC 3030 - Psychological Statistics Credit: 3 hours
PSYC 3101 - Psychology of Adjustment Credit: 3 hours
PSYC 3265 - Abnormal Psychology Credit: 3 hours
PSYC 3330 - Interviewing Credit: 3 hours

Major Track Electives Credit: 15 Hours

- PSYC 3298 - Credit: 3 hours

PSYC 3256 - Social Psychology Credit: 3 hours
PSYC 3277 - Personality Theory Credit: 3 hours
PSYC 3500 - Child and Adolescent Psychology Credit: 3 hours
PSYC 4030 - Psychological Testing Credit: 3 hours
PSYC 4990 - Seminar in Abnormal Psychology Credit: 3 hours
SOCI 3225 - Social Stratification Credit: 3 hours
SOCI 3510 - Community/Urban Sociology Credit: 3 hours
SOCI 4110 - Deviance and Social Control Credit: 3 hours
SOCI 4120 - Addiction Studies Credit: 3 hours

Select Either:

PSYC 3150 - Gerontology Credit: 3 hours
SOCI 3150 - Gerontology Credit: 3 hours

Select Either:

PSYC 3260 - Group Dynamics Credit: 3 hours
SOCI 3260 - Group Dynamics Credit: 3 hours

Select Either:

PSYC 3285 - Industrial/Organizational Behavior Credit: 3 hours
SOCI 3285 - Industrial/Organizational Behavior Credit: 3 hours

Electives Credit: 15 Hours

Select from the following electives, if not used to satisfy requirements in another area. At least 9 hours must be at the 3000- and 4000- level.

1000-2000 Level Credit: 0-6 Hours

ACCT 2000 - Survey of Accounting Credit: 3 hours
ACCT 2101 - Principles of Accounting I Credit: 3 hours
ACCT 2102 - Principles of Accounting II Credit: 3 hours
BUSA 2105 - Communicating in the Business Environment Credit: 3 hours
BUSA 2201 - Business Information Applications Credit: 3 hours
COMM 1110 - Public Speaking Credit: 3 hours
CRJU 1100 - Introduction to Criminal Justice Credit: 3 hours
CRJU 2202 - Introduction to Criminology Credit: 3 hours
CRJU 2204 - Introduction to Criminal Law Credit: 3 hours
CRJU 2210 - IntroductiontoJuvenileDelinquency Credit: 3 hours
CRJU 2231 - Introduction to Corrections Credit: 3 hours

HUMN 2205 (SSCI 2205) - Gender, Social Science, and Art Credit: 3 hours
ITEC 2215 - Introduction to Information Technology Credit: 3 hours
JOUR 2131 - News Writing and Reporting Credit: 3 hours
POLS 2101 - Introduction to Political Science Credit: 3 hours
POLS 2201 - State and Local Government Credit: 3 hours
POLS 2301 - Introduction to Comparative Politics Credit: 3 hours
POLS 2401 - Introduction to Global Issues Credit: 3 hours
POLS 2501 - Introduction to Domestic Issues Credit: 3 hours
POLS 2601 - Introduction to Public Administration Credit: 3 hours

3000-4000 Level Credit: 9-15 Hours

- HIST 3120 - Credit: 3 hours
- HIST 3620 - Credit: 3 hours
- HIST 4350 - Credit: 3 hours

ACCT 3101 - Intermediate Financial Accounting I Credit: 3 hours
ACCT 3125 - Governmental and Not-For-Profit Accounting Credit: 3 hours
BUSA 3153 (HUMN 3153) - Organizations, Work, and Literature Credit: 3 hours
ENGL 3106 - Professional Communication Credit: 3 hours
ENGL 3206 - Gender Studies Credit: 3 hours
ENGL 4482 - Popular Culture Credit: 3 hours
HLSA 3000 - Research Methods for Health Sciences Credit: 3 hours
HLSA 3310 - American Health Care System Credit: 3 hours
HLSA 3315 - Holistic Health Care Services Credit: 3 hours
HLSA 3320 - Health Care Management Credit: 3 hours
HLSA 3340 - Public Administration and Health Care Credit: 3 hours
HLSA 3345 - Government, Politics, and American Health Care Credit: 3 hours
HLSA 3350 - Public Health and Epidemiology Credit: 3 hours
HLSA 3370 - Women's Issues in Health Care Credit: 3 hours
HLSA 4463 - Case Management Concepts and Services Credit: 3 hours
HUMN 3010 - Cross Cultural Issues Credit: 3 hours
HUMN 3153 (BUSA 3153) - Organizations, Work, and Literature Credit: 3 hours
HUMN 4340 - Introduction to Ethics Credit: 3 hours
HUMN 4471 - Comparative Cultures Credit: 3 hours
ITEC 3236 - Introduction to Multimedia Credit: 3 hours
ITEC 3261 - Web Page Design Credit: 3 hours
MGMT 3101 - Business Statistics Credit: 3 hours
MGMT 3141 - Principles of Management Credit: 3 hours
MGMT 3155 - Organizational Behavior Credit: 3 hours
MGMT 4105 - Human Resource Management Credit: 3 hours
MGMT 4125 - Compensation and Benefits Credit: 3 hours
MKTG 3161 - Principles of Marketing Credit: 3 hours
MKTG 3162 - Consumer Behavior Credit: 3 hours
POLS 3030 - Introduction to Public Policy Credit: 3 hours
POLS 3040 - Public Personnel Administration Credit: 3 hours
POLS 3065 - Ethics in Public Service Management Credit: 3 hours
POLS 3085 - Minority Politics Credit: 3 hours

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POLS 3101 - Political Science Credit: 3 hours
POLS 3201 - State and Local Government Credit: 3 hours

Macon State College Core Curriculum

A. Essential Skills (9 hours required)

ENGL 1101 - English Composition I Credit: 3 hours

and

ENGL 1102 - English Composition II Credit: 3 hours

or

ENGL 1102H - Honors English Composition II Credit: 3 hours

Math Elective Credit: 3 Semester Hours

Choice of 3 hours from the following courses:

(4 hours—3 hrs. in Area A, 1 hr. in Area F)

MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours
MATH 1111 - College Algebra Credit: 3 hours
MATH 1113 - Precalculus Credit: 3 hours

Required of students majoring in biology, chemistry, computer science, pre-pharmacy, physics, physical therapy, engineering technology, and mathematics.

MATH 1113H - Honors Precalculus Credit: 3 hours

Required of students majoring in biology, chemistry, computer science, pre-pharmacy, physics, physical therapy, engineering technology, and mathematics.

MATH 1251 - Calculus I Credit: 4 hours

Required of students majoring in Pre-Engineering, Regents' Engineering Transfer Program, and Pre-Engineering leading to a Certificate of Completion.

B. Institutional Options (4 hours required)

Area B Elective Credit: 3 hours

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

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- HUMN 1005
- MATH 1001

BIOL 1004 - Perspectives on the Human Body Credit: 3 hours
HS 1000 - Perspectives on Health Care Credit: 3 hours
HS 1002 - Perspectives on Death and Dying Credit: 3 hours
HS 1003 - Perspectives on Wellness Credit: 3 hours
HS 1004 - Perspectives on Women's Health Credit: 3 hours
HUMN 1001 - Perspectives on Narrative Credit: 3 hours
HUMN 1001H - Honors Perspectives on Narrative Credit: 3 hours
HUMN 1002 - Perspectives on Society in Film Credit: 3 hours
HUMN 1003 - Perspectives on Humor, Romance, and War Credit: 3 hours
HUMN 1004 - Perspectives on Ethics Credit: 3 hours
ITEC 1001 - Perspectives on the History of Computing Credit: 3 hours
SSCI 1001 - Perspectives on the Human Mind Credit: 3 hours
SSCI 1002 - Perspectives on Music and Society Credit: 3 hours
SSCI 1003 - Perspectives on Diversity Credit: 3 hours
SSCI 1004 - Perspectives on American Religious Diversity Credit: 3 hours

C. Humanities/Fine Arts (6 hours required)

Literature-based Elective Credit: 3 Semester Hours

Choice of 3 hours from the following courses:

English

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

French

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

Spanish

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

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

Area C Elective Credit: 3 hours

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

Art

ARAP 1100 - Art Appreciation Credit: 3 hours

Communication

COMM 1110 - Public Speaking Credit: 3 hours

French

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

Humanities

- HUMN 2153

HUMN 2111H - Honors Humanities Credit: 3 hours
HUMN 2151 - Humanities Credit: 3 hours
HUMN 2152 - Science, Poetry, and the Imagination Credit: 3 hours
HUMN 2154 - Environmental Issues Credit: 3 hours
HUMN 2155 - Survey of Humanities I Credit: 3 hours
HUMN 2156 - Survey of Humanities II Credit: 3 hours
HUMN 2999 - Special Topics Credit: 3 hours

Music

MUSC 1100 - Music Appreciation Credit: 3 hours

Spanish

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

Theatre

THEA 1100 - Theatre Appreciation Credit: 3 hours

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

Lab-Science Electives Credits: 8 Semester Hours

While the two courses selected from the list below do not have to be taken in sequence, students may take courses only for which they have the necessary prerequisites.

Choice of 8 hours from the following courses:

Astronomy

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

Biology

BIOL 1001K - Introductory Biology I Credit: 4 hours

and

BIOL 1002K - Introductory Biology II Credit: 4 hours

OR

BIOL 1001K-H - Honors Introductory Biology I Credit: 4 hours

and

BIOL 1002K-H - Honors Introductory Biology II Credit: 4 hours

or

BIOL 2107K - Principles of Biology I Credit: 4 hours

and

BIOL 2108K - Principles of Biology II Credit: 4 hours

Students can receive credit for graduation only with either BIOL 2107 and 2108 or with BIOL 1001 and 1002.

Chemistry

CHEM 1101K - Introductory Chemistry I Credit: 4 hours
CHEM 1102K - Introductory Chemistry II Credit: 4 hours
CHEM 1151K - Survey of Chemistry I Credit: 4 hours
CHEM 1152K - Survey of Chemistry II Credit: 4 hours
CHEM 1211K - Principles of Chemistry I Credit: 4 hours

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

Physical Science

PHSC 1011K - Physical Science Principles Credit: 4 hours

Physics

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

Area D Elective Credit: 3 Semester Hours

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

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

Biology

- BIOL 2053

BIOL 1003 - Introductory Biology III Credit: 3 hours

Computer Science

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

Math

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

Physical Science

    PHSC 1012 - Physical Science Applications Credit: 3 hours

Science

- SCIE 2240

    SCIE 1150 - Science, Technology, and the Citizen Credit: 3 hours
    SCIE 2152 - Science, Poetry, and the Imagination Credit: 3 hours
    SCIE 2154 - Environmental Issues Credit: 3 hours

E. Social Science (12 hours required)

HistORy Credit: 3 Semester Hours

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

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

Political Science Credit: 3 Semester Hours

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

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

Area E Electives Credit: 6 Semester Hours

Choice of 6 hours from the following courses:

Anthropology

    ANTH 1102 - Introduction to Anthropology Credit: 3 hours.

Economics

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

History

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

Psychology

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

Sociology

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

F. Major Field (18 hours required)

Student selects 18 hours of course work appropriate to the major field

(See curriculum in the Transfer Programs)

Total Academic Hours: 60

Transfer Programs

Transfer programs leading to the Associate of Arts degree are available at Macon State College in the areas of art, economics, English, foreign language, general studies, history, journalism and mass communications, music, political science, psychology, social welfare, sociology, and theatre and communication. The Associate of Science degree is available in the areas of biology, business administration, chemistry, computer science, criminal justice, engineering technology, information technology, mathematics, nursing, physical therapy, physics, pre-engineering, pre-pharmacy, and teacher education. Qualifying students may also enroll in the Regents' Engineering Transfer Program offered in cooperation with Georgia Institute of Technology.

The transfer programs, encompassing the core curriculum, allow transfer to a senior college or university within the University System of Georgia without loss of credit. For those who wish to enter into a career immediately after completing their two-year college education, career programs are available. Both the transfer programs and the career programs include mandatory physical education requirements. A Learning Support program is provided for students who need additional preparation before entering regular college courses.

Macon State College Core Curriculum

Students at Macon State College may satisfy the requirements of the University System core curriculum by observing the guide at the following link: Macon State College Core Curriculum.

Physical Education

1. Requirements: Macon State College requires two hours of physical education. Physical education courses cannot be repeated for credit toward the two credit hour requirement needed for graduation. Except for the exemptions listed in Part 2, this requirement may be satisfied by:
   a. Two hours of physical education activity courses or
2. Two hours of non-activity physical education courses or HLTH 1000, or
3. Two hours of a combination of physical education activity courses and physical education non-activity courses.
4. Exemptions: Those students who have completed Basic Military Training or who are Active Military personnel may be exempted from the physical education requirements by filing a copy of their DD 124 or CCAF transcript with the Office of the Registrar. These students will then be granted two hours of credit.

Oral and Technology Competency

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

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

Comparative Chart of Requirements

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

_____

[1] Students in Baccalaureate Programs must satisfy same requirements as students in Transfer Programs.
* This is a Macon State College requirement; all other requirements on this sheet are requirements of the University System of Georgia.
** Learning Support in an area is required only if students are to enroll in core curriculum (Areas A, B, C, D, E, F) courses with Learning Support prerequisites in that area.

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Business Administration

Division of Business and Economics

The Division of Business and Economics offers a transfer program of study in business administration leading to the Associate of Science degree.

The Associate of Science degree in Business Administration is designed for students who intend to complete two years of academic work at Macon State College in preparation for a major in accounting, business administration, economics, finance, management, marketing, and related areas, or for Macon State College's Bachelor of Science degree in Business & Information Technology, Communications & Information Technology, Health Services Administration, or Information Technology.

Transfer Program in Business Administration Leading to Associate of Science

This curriculum is designed to meet the admission requirements for Macon State College's Bachelor of Science degree in Business & Information Technology, with major tracks in accounting, general business, management, and marketing. This curriculum is also appropriate for students pursuing the baccalaureate degree in accounting, finance, general business, health services administration, information technology, management, marketing, and related business administration majors.

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours
  Choose from MATH 1101, 1111, 1113, or 1251.

  ENGL 1101 - English Composition I Credit: 3 hours
  ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours

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- Area C Elective Credit: 3 hours
  A foreign language course is recommended.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours
  MATH 1200 is a prerequisite for Macon State College's Bachelor of Science degree in Business & Information Technology.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

  HIST 2112 - United States History Since 1865 Credit: 3 hours
  POLS 1101 - American Government Credit: 3 hours
  PSYC 1101 - Introduction to General Psychology Credit: 3 hours

or

  SOCI 1101 - Introduction to Sociology Credit: 3 hours

Area F Credit: 18 Hours

Major Field

  ACCT 2101 - Principles of Accounting I Credit: 3 hours
and
  ACCT 2102 - Principles of Accounting II Credit: 3 hours
  BUSA 2105 - Communicating in the Business Environment Credit: 3 hours
  BUSA 2201 - Business Information Applications Credit: 3 hours
  ECON 2105 - Principles of Macroeconomics Credit: 3 hours
and
  ECON 2106 - Principles of Microeconomics Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Art

Division of Humanities

The Division of Humanities offers transfer programs of study in art, English, foreign language, general studies, journalism and mass communications, music, and theatre and communication leading to the Associate of Arts degree.

Transfer Program in Art Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours

    ENGL 1101 - English Composition I Credit: 3 hours
    ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

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

Physical Education Credit: 2 Hours

Total Hours: 62

English

Division of Humanities

The Division of Humanities offers transfer programs of study in art, English, foreign language, general studies, journalism and mass communications, music, and theatre and communication leading to the Associate of Arts degree.

Transfer Program in English Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

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

Area F Credit: 18 Hours

Major Field

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

FREN 1001 - Elementary French I Credit: 3 hours

Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.

FREN 1002 - Elementary French II Credit: 3 hours
FREN 2001 - Intermediate French I: Language, Culture and Literature Credit: 3 hours
FREN 2002 - Intermediate French II: Language, Culture and Literature Credit: 3 hours

or

SPAN 1001 - Elementary Spanish I Credit: 3 hours

Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements.

SPAN 1002 - Elementary Spanish II Credit: 3 hours
SPAN 2001 - Intermediate Spanish I: Language, Culture and Literature Credit: 3 hours
SPAN 2002 - Intermediate Spanish II: Language, Culture and Literature Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Foreign Language

Division of Humanities

The Division of Humanities offers transfer programs of study in art, English, foreign language, general studies, journalism and mass communications, music, and theatre and communication leading to the Associate of Arts degree.

Transfer Program in Foreign Language Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours

- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

POLS 1101 - American Government Credit: 3 hours

Area F Credit: 18 Hours

Major Field

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

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

and

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

or

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

and

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

Physical Education Credit: 2 Hours

Total Hours: 62

General Studies

Division of Humanities

The Division of Humanities offers transfer programs of study in art, English, foreign language, general studies, journalism and mass communications, music, and theatre and communication leading to the Associate of Arts degree.

Transfer Program in General Studies Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Area C Electives Credit: 0-6 hours
- Area D Electives Credit: 0-6 hours
- Area E Electives Credit: 0-6 hours
- Approved Electives Credit: 0-12 hours
  Approved academic electives are those deemed to be appropriate to the special academic and career goals of the student.

Physical Education Credit: 2 Hours

Total Hours: 62

Journalism and Mass Communications

Division of Humanities

The Division of Humanities offers transfer programs of study in art, English, foreign language, general studies, journalism and mass communications, music, and theatre and communication leading to the Associate of Arts degree.

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

   HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

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

   JOUR 1135 - Mass Communications Survey Credit: 3 hours
   JOUR 2131 - News Writing and Reporting Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Theatre and Communication

Division of Humanities

The Division of Humanities offers transfer programs of study in art, English, foreign language, general studies, journalism and mass communications, music, and theatre and communication leading to the Associate of Arts degree.

Transfer Program in Theatre and Communication Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 Hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
  Select from ARAP 1100, ECON 2105, 2106, ENGL 2105, 2111, 2112, 2121, 2122, 2131, 2132, HIST 1111, 1112, HUMN 2151, 2152, 2153, 2154, 2155, 2156, MUSC 1100, PSYC 1101, 2103, SOCI 1101, 1160.

  COMM 1110 - Public Speaking Credit: 3 hours
  THEA 1100 - Theatre Appreciation Credit: 3 hours

And Select Either:

Not over two credits for any one course.

  COMM 1211 - Beginning Forensic Activity Credit: 1 hour
  COMM 2211 - Advanced Forensic Activity Credit: 1 hour

or

  THEA 1221 - Theatre Crafts Basic Credit: 1 hour
  THEA 2221 - Theatre Crafts Intermediate Credit: 1 hour

Physical Education Credit: 2 Hours

Total Hours: 62

Information Technology A.S.

Division of Information Technology

The Associate of Science degree in Information Technology requires 60 semester credit hours of academic work. Two hours of physical education courses are also required by those students who do not meet one of the exemptions listed in the academic catalog.

Transfer Program in Information Technology Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

or

ENGL 1102H - Honors English Composition II Credit: 3 hours
MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

or

MATH 1111 - College Algebra Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours
  COMM 1110 is recommended.

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Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours
  Select from MATH 1200 or MATH 1200H or MATH 1220.

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

or

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

or

POLS 1101H - Honors American Government Credit: 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 12 hours

ITEC 2215 - Introduction to Information Technology Credit: 3 hours
ITEC 2260 - Computer Programming I Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

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Biology A.S.

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Biology Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 10 hours
  Select from BIOL 2264K, 2504K, 2999, CHEM 1212K, 2241K, 2242K, CPSC 1010, FREN or SPAN 1001, 1002, 2001, 2002, MATH 1200, 1251, 2252, PHYS 1111K, 1112K, 2211K, 2212K.

  BIOL 2107K - Principles of Biology I Credit: 4 hours
  BIOL 2108K - Principles of Biology II Credit: 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Biology (Pre-Professional)

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Biology (Pre-Professional) Leading to Associate of Science

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours
MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

(* See footnote below)

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
  (** See footnote below)
- Lab Science Elective Credit: 4 hours
  (** See footnote below)
- Area D Elective Credit: 3 hours
  (*** See footnote below)

Area E Credit: 12 Hours

Social Sciences

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

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Lab Science Credit: 8 hours
  (# See footnote below)
- Major Elective Credit: 10 hours
  (## See footnote below)

Physical Education Credit: 2 Hours

Total Hours: 62

Footnotes

Pre-Medicine/Dentistry/Veterinary

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

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* MATH 1111
** CHEM 1211K and 1212K strongly recommended
# BIOL 2107K and 2108K
Select from the following: BIOL 2504K, 2264K, 2999, CHEM 2241, 2242, PHYS 1111K, 1112K

Pre-Pharmacy

By September 15 of their sophomore year, students should contact the pharmacy school of their choice to schedule the required Pharmacy College Admission Test, which takes place in November.

* MATH 1113
** CHEM 1211K and 1212K strongly recommended
*** MATH 1251
# BIOL 2107K and 2108K
CHEM 2241K and 2242K required and select from the following: BIOL 2999, CHEM 2999, Math 1251

Chemistry

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Chemistry Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

PHYS 2211K-2212K sequence is strongly recommended.

- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

POLS 1101 - American Government Credit: 3 hours

Area F Credit: 18 Hours

Major Field

CHEM 1211K - Principles of Chemistry I Credit: 4 hours

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

CHEM 2241K - Fundamental Organic Chemistry I Credit: 4 hour

CHEM 2242K - Fundamental Organic Chemistry II Credit: 4 hours

CHEM 2999 - Special Topics in Chemistry Credit: 2 hours

or Major Elective Credit: 2 hours

Select from BIOL 2107K, MATH 1200, 2253, 2260, 2270, PHYS 2211K.

Physical Education Credit: 2 Hours

Total Hours: 62

Computer Science

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Computer Science Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

PHYS 2211K-2212K sequence is strongly recommended.

MATH 1251 - Calculus I Credit: 4 hours

PHYS 2211K-2212K sequence is strongly recommended.

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 5 hours
  Select any CPSC course, MATH 1200, 1220, 2253, 2260, 2270.

CPSC 1301 - Computer Science I Credit: 4 hours
CPSC 1302 - Computer Science II Credit: 4 hours
MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251then one hour of credit will be applied to Area F.

MATH 2252 - Calculus II Credit: 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Engineering Technology

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Engineering Technology Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
  Select either PHYS 1111K - 1112K **or** PHYS 2211K - 2212K.
- Lab Science Elective Credit: 4 hours

Select either PHYS 1111K - 1112K **or** PHYS 2211K - 2212K.

MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251then one hour of credit will be applied to Area F.

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

CPSC 1301 - Computer Science I Credit: 4 hours
ENGR 2210 - Statics Credit: 3 hours
ENGR 2220 - Dynamics Credit: 3 hours
ENGR 2230 - Mechanics of Deformable Bodies Credit: 3 hours
MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251then one hour of credit will be applied to Area F.

MATH 2252 - Calculus II Credit: 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Mathematics A.S.

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Mathematics Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

PHYS 2211K - 2212K sequence is strongly recommended.

MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251then one hour of credit will be applied to Area F.

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
  Select from CHEM 1211K, 1212K, CPSC 1301, 1302, MATH 1200, 1220, 2260, 2270, PHYS 2211K, 2212K.

MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251then one hour of credit will be applied to Area F.

MATH 2252 - Calculus II Credit: 4 hours
MATH 2253 - Calculus III Credit: 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Pre-Physical Therapy

The post-baccalaureate physical therapy programs at different schools do not have the same course prerequisites. Students should keep abreast of curriculum and admission requirements of the physical therapy program to which they intend to apply.

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Pre-Physical Therapy Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours
MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
  CHEM 1211K and 1212K are strongly recommended.
- Lab Science Elective Credit: 4 hours
  CHEM 1211K and 1212K are strongly recommended.
- Area D Elective Credit: 3 hours
  Select from BIOL 1101, BIOL 1102, BIOL 2107, BIOL 2108, CHEM 1101, CHEM 1102, CHEM 1211, CHEM 1212, MATH 1200.

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 10 hours
  BIOL 1114K and BIOL 1124K are strongly recommended. Select from BIOL 1101, BIOL 1102, BIOL 2107, BIOL 2108, BIOL 1114K, BIOL 1124K, BIOL 2999, CHEM 1101, CHEM 1102, CHEM 1211, CHEM 1212, MATH 1200.

PHYS 1111K - Introductory Physics I * Credit: 4 hours
PHYS 1112K - Introductory Physics II Credit: 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Physics

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Physics Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

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

  MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251then one hour of credit will be applied to Area F.

Area E Credit: 12 Hours

Social Sciences

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

  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Elective Credit: 1 hour
  Select from CPSC 1301, 1302, MATH 2260, 2270, PHYS 2999.

  MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251then one hour of credit will be applied to Area F.

  MATH 2252 - Calculus II Credit: 4 hours
  MATH 2253 - Calculus III Credit: 4 hours
  PHYS 2211K - Principles of Physics I Credit: 4 hours
  PHYS 2212K - Principles of Physics II Credit: 4 hours

Physical Education Credit: 2 Hours

Total Hours: 62

180

Pre-Engineering

This curriculum is designed for students wishing to complete the lower division engineering requirements of senior engineering schools. A Certificate of Completion for the Pre-Engineering Program will be awarded to those students who complete this list of courses. Students wishing to earn an associate degree may add courses to meet the guidelines for Transfer Program in Physics Leading to an Associate of Science.

To keep abreast of curriculum and admissions requirements, students should maintain communication

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers transfer programs of study in biology (includes pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary), chemistry, computer science, engineering technology, mathematics, nursing (includes pre-physical therapy), physics, and preengineering leading to the Associate of Science degree. Also offered is the Regents' Engineering Transfer Program.

Transfer Program in Pre-Engineering Leading to a Certificate of Completion

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

Area A Credit: 9 Hours

Essential Skills

> ENGL 1101 - English Composition I Credit: 3 hours
> ENGL 1102 - English Composition II Credit: 3 hours
> MATH 1251 - Calculus I Credit: 4 hours

If students are required to take MATH 1251 and 1252 then one hour of credit for each will be applied to Area F.

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 0-3 Hours

Humanities/Fine Arts

- Area C Elective Credit: 3 hours

Area D Credit: 11 Hours

Science, Math and Technology

CHEM 1211K - Principles of Chemistry I Credit: 4 hours

and

CHEM 1212K - Principles of Chemistry II Credit: 4 hours
MATH 2252 - Calculus II Credit: 4 hours

If students are required to take MATH 1251 and 1252 then one hour of credit for each will be applied to Area F.

Area E Credit: 6-9 Hours

Social Sciences

- Area E Elective Credit: 0-3 hours

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 38-43 Hours

Major Field

- Major Electives Credit: 9 hours
  Choose from CHEM 2241K, 2242K, CPSC 1302, ENGR 2025, 2040, 2220, 2230, 2240.
  or
  For the RETP program in Pre-Civil, select ENGR 2220, 2230.
  or
  For the RETP program in Pre-ELectrical, select CPSC 1302, ENGR 2025, 2040.
  or
  For the RETP program in Pre-Mechanical, select ENGR 2220, 2230.

CPSC 1301 - Computer Science I Credit: 4 hours
ENGR 1110 - Introduction to Engineering Credit: 3 hours

ENGR 1120 - Introduction to Visual Communication and Engineering Design Credit: 2 hours
ENGR 2210 - Statics Credit: 3 hours
MATH 1251 - Calculus I Credit: 4 hours

and

MATH 2252 - Calculus II Credit: 4 hours

If students are required to take MATH 1251 and 1252 then one hour of credit for each will be applied to Area F.

MATH 2253 - Calculus III Credit: 4 hours
MATH 2260 - Introduction to Linear Algebra Credit: 3 hours
MATH 2270 - Differential Equations Credit: 3 hours
PHYS 2211K - Principles of Physics I Credit: 4 hours

and

PHYS 2212K - Principles of Physics II Credit: 4 hours

Physical Education Credit: 2 Hours

Total Hours: 70-81

Regents' Engineering Transfer Program (RETP)

Qualified students seeking a Bachelor of Engineering degree may begin their college studies at Macon State College through the Regents' Engineering Transfer Program (RETP). Upon successful completion of the RETP curriculum, students may transfer to the Georgia Institute of Technology to complete the degree requirements. It is expected that students in this program, like other Georgia Tech graduates, will normally require four to five and one-half years to complete the degree requirements, depending on their pre-college preparation, involvement in extracurricular activities, and engineering major.

To be admitted to the Regents' Engineering Transfer Program at Macon State College, applicants must present proof of acceptance at Georgia Tech or have achieved at least:

1. A combined SAT score of at least 1090 (including a minimum of 560 on the math and 440 on the verbal portion) and
2. A high school GPA of at least 3.0

Students who do not meet the initial admission criteria may qualify for the RETP after the end of their

freshman year by:

1. Completing the first chemistry and the first physics courses and Calculus I and II (CHEM 1211K, PHYS 2111K, MATH 1251 and 2252) with grades of 3.0 (B) or higher, and
2. Attaining a cumulative grade point average of 3.0 or higher.

Finally, students who complete the courses included in the first two years of the desired Tech engineering program with a GPA of 2.7 or higher in those courses may be admitted to the RETP at the discretion of the Georgia Tech RETP coordinator.

The Macon State College faculty members have worked closely with the Georgia Tech faculty to assure a curriculum which is well coordinated with that of Georgia Tech. Specific dates have been established for students to visit the Georgia Tech campus and meet with representatives of their anticipated Georgia Tech major.

Regents' Engineering Transfer Program students who satisfactorily complete the RETP curriculum and apply for transfer will be accepted to Georgia Tech. However, admission to the most popular majors, as for other Georgia Tech students, will be based upon overall grade point average, performance in the required prerequisite courses, and availability of student spaces.

Criminal Justice (A.S.)

Division of Social Sciences

The Division of Social Sciences offers transfer programs of study, leading to the Associate of Arts degree, in history, political science, psychology, social welfare, and sociology. The Division also offers transfer programs of study, leading to the Associate of Science degree, in criminal justice and teacher education. Further, the Division offers, as career programs, one-year certificates in the areas of criminal justice and paraprofessional education. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Criminal Justice Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 3 hours
  Select from ANTH 1102, ECON 2105, POLS 2101, 2201, 2601, PSYC 2103.

CRJU 1100 - Introduction to Criminal Justice Credit: 3 hours
CRJU 2202 - Introduction to Criminology Credit: 3 hours
CRJU 2204 - Introduction to Criminal Law Credit: 3 hours

or

CRJU 2210 - IntroductiontoJuvenileDelinquency Credit: 3 hours

or

CRJU 2231 - Introduction to Corrections Credit: 3 hours

or

SOCI 1160 - Introduction to Social Problems Credit: 3 hours

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Physical Education Credit: 2 Hours

Total Hours: 62

Teacher Education

Division of Social Sciences

The Division of Social Sciences offers transfer programs of study, leading to the Associate of Arts degree, in history, political science, psychology, social welfare, and sociology. The Division also offers transfer programs of study, leading to the Associate of Science degree, in criminal justice and teacher education. Further, the Division offers, as career programs, one-year certificates in the areas of criminal justice and paraprofessional education. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Teacher Education Leading to Associate of Science

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.

  ENGL 1101 - English Composition I Credit: 3 hours
  ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.
- Area E Elective Credit: 3 hours
  Courses recommended for Areas A-E are: Area A-MATH 1101 or 1111; Area C-COMM 1110, SPAN; Area D-MATH 1101, 1113, or 1200; Area E-PSYC 1101 and SOCI 1101.

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
  Major electives are dependent upon the student's intended baccalaureate objectives, as follows:

  Elementary Education: MATH and select two from SCIENCE, ENGL, HIST, or ARAP 1100.

  Middle Grades Education: Select two courses from one Area of Concentration and one course from second Area of Concentration: Select from LANG ARTS, MATH, SCIENCE, and SOCIAL SCIENCE.

  Outdoor or Physical Education: BIOL 1114K and BIOL 1124K.

  Secondary Education: Electives should be selected from the intended area of specialization. Note: This curriculum is not transferable to all baccalaureate intitutions. Some schools may require secondary education majors to complete a baccalaureate degree in the area of specialization and then take education courses in a one-year master's degree program. Students should consult the catalog of the institution to which they intend to transfer.

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Special Education: Select any PSYC and/or SPAN.

EDUC 2210 - The Exceptional Child Credit: 3 hours

A minimum grade of "C" is required for graduation.

EDUC 2403 - Foundations of Education Credit: 3 hours

A minimum grade of "C" is required for graduation.

PSYC 2103 - Introduction to Human Development Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

History

Division of Social Sciences

The Division of Social Sciences offers transfer programs of study, leading to the Associate of Arts degree, in history, political science, psychology, social welfare, and sociology. The Division also offers transfer programs of study, leading to the Associate of Science degree, in criminal justice and teacher education. Further, the Division offers, as career programs, one-year certificates in the areas of criminal justice and paraprofessional education. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in History Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours

- Area D Elective Credit: 3 hours

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

POLS 1101 - American Government Credit: 3 hours

Area F Credit: 18 Hours

Major Field

- Foreign Language Credit: 3-6 hours
  All history majors must take six hours of foreign language at the freshman-sophomore level. These can be taken in Areas C or F. Majors are encouraged to take at least three hours outside of Area F.
- Major Electives Credit: 6-9 hours
  Select from ANTH 1102, HIST 1111, 1112, 2111, 2112, 2280, MATH 1200, POLS 2201, 2301, 2401, 2501, PSYC 1101, 2103, SOCI 1101, 1160.

HIST 1111 - History of World Civilizations to 1650 Credit: 3 hours

or

HIST 1112 - History of World Civilizations Since 1650 Credit: 3 hours

or

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Political Science

Division of Social Sciences

The Division of Social Sciences offers transfer programs of study, leading to the Associate of Arts degree, in history, political science, psychology, social welfare, and sociology. The Division also offers transfer programs of study, leading to the Associate of Science degree, in criminal justice and teacher education. Further, the Division offers, as career programs, one-year certificates in the areas of criminal justice and paraprofessional education. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Political Science Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

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

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

POLS 1101 - American Government Credit: 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
Select from ANTH 1102, ECON 2105, 2106, HIST 1111, 1112, 2111, 2112, 2280, MATH 1200, POLS 2101, 2201, 2301, 2401, 2501, 2601, PSYC 1101, 2103, SOCI 1101, 1160, 2293.

POLS 2101 - Introduction to Political Science Credit: 3 hours

or

POLS 2201 - State and Local Government Credit: 3 hours

or

POLS 2301 - Introduction to Comparative Politics Credit: 3 hours

or

POLS 2401 - Introduction to Global Issues Credit: 3 hours

or

POLS 2501 - Introduction to Domestic Issues Credit: 3 hours

or

POLS 2601 - Introduction to Public Administration Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Psychology

Division of Social Sciences

The Division of Social Sciences offers transfer programs of study, leading to the Associate of Arts degree, in history, political science, psychology, social welfare, and sociology. The Division also offers transfer programs of study, leading to the Associate of Science degree, in criminal justice and teacher education. Further, the Division offers, as career programs, one-year certificates in the areas of criminal justice and paraprofessional education. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Psychology Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Credit: 3 hours

  ENGL 1101 - English Composition I Credit: 3 hours
  ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

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

Area E Credit: 12 Hours

Social Sciences

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

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

POLS 1101 - American Government Credit: 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 12 hours
  Select from ANTH 1102, Foreign Language (3 hours), HIST 1111, 1112, 2112, MATH 1200, POLS 2601, SOCI 1160, 2293.

PSYC 1101 - Introduction to General Psychology Credit: 3 hours

PSYC 2103 - Introduction to Human Development Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

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Social Welfare

Division of Social Sciences

The Division of Social Sciences offers transfer programs of study, leading to the Associate of Arts degree, in history, political science, psychology, social welfare, and sociology. The Division also offers transfer programs of study, leading to the Associate of Science degree, in criminal justice and teacher education. Further, the Division offers, as career programs, one-year certificates in the areas of criminal justice and paraprofessional education. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Social Welfare Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

- Literature Elective Credit: 3 hours
- Area C Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.
- Area E Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area C-COMM 1110, SPAN; Area D-MATH 1200, SCIE 2240; Area E-PSYC 1101, SOCI 1101.

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours

POLS 1101 - American Government Credit: 3 hours

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
  Select from ANTH 1102, BIOL 1114K, 1124K, CRJU 1100, 2202, 2204, 2210, 2231, PSYC 2103, SOCI 1101.

SOCI 1160 - Introduction to Social Problems Credit: 3 hours

SOCI 2293 - Introduction to Marriage and the Family Credit: 3 hours

Physical Education Credit: 2 Hours

Total Hours: 62

Sociology

Division of Social Sciences

The Division of Social Sciences offers transfer programs of study, leading to the Associate of Arts degree, in history, political science, psychology, social welfare, and sociology. The Division also offers transfer programs of study, leading to the Associate of Science degree, in criminal justice and teacher education. Further, the Division offers, as career programs, one-year certificates in the areas of criminal justice and paraprofessional education. These programs are designed to provide access to baccalaureate programs in these fields as offered by senior institutions or to provide basic educational training for a variety of professional programs open to graduates.

Transfer Program in Sociology Leading to Associate of Arts

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

Area A Credit: 9 Hours

Essential Skills

- Area A Math Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.

  ENGL 1101 - English Composition I Credit: 3 hours
  ENGL 1102 - English Composition II Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Elective Credits: 3 hours

Area C Credit: 6 Hours

Humanities/Fine Arts

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

Area D Credit: 11 Hours

Science, Math and Technology

- Lab Science Elective Credit: 4 hours
- Lab Science Elective Credit: 4 hours
- Area D Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.

Area E Credit: 12 Hours

Social Sciences

- Area E Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.
- Area E Elective Credit: 3 hours
  Courses recommended for Areas A-E: Area A-MATH 1101; Area D-MATH 1200, Area E-ECON 2105, HIST 2112.

HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 18 Hours

Major Field

- Major Electives Credit: 9 hours
  Select from ANTH 1102, CRJU 2202, ECON 2105, 2106, HIST 1112, 2112, MATH 1200, POLS 2101, PSYC 1101, 2103.

SOCI 1101 - Introduction to Sociology Credit: 3 hours

and

SOCI 1160 - Introduction to Social Problems Credit: 3 hours
SOCI 2293 - Introduction to Marriage and the Family Credit: 3 hours

Physical Education Credit: 2 Hours

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Total Hours: 62

Career Programs

Career programs leading to the Associate of Applied Science degree are available at Macon State College in the areas of criminal justice studies, fire service administration, general business, health science, and public management. There are also career programs leading to the Associate of Science degree in the areas of health information technology, nursing, and respiratory therapy. Admission requirements to career programs leading to the associate degree require that applicants take the SAT or the ACT and the CPE, if necessary, and be governed accordingly for placement in appropriate areas. Applicants do not, however, have to satisfy the requirements of the College Preparatory Curriculum. The Regents' Test is a requirement for graduation.

Certificates are offered in the areas of business, business management, criminal justice, education, and information technology. While students do not have to meet the requirements of the College Preparatory Curriculum, they do have to take the SAT or ACT and the CPE, if necessary, and be governed accordingly for placement in appropriate areas. The Regents' Test is not a requirement.

Business

Division of Business and Economics - Certificate

The Division of Business and Economics offers Certificates in Business and Business Management.

Curriculum for the Certificate in Business (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Math, and Reading unless exempted.

- Electives Credit: 12 hours
  Select from ACCT, BUSA, ECON, INTR, ITEC (except ITEC 2210), MGMT, or MKTG. For a concentration in ACCT, MGMT, or MKTG, select three electives from that discipline.

ACCT 2101 - Principles of Accounting I Credit: 3 hours
ACCT 2102 - Principles of Accounting II Credit: 3 hours
BUSA 2201 - Business Information Applications Credit: 3 hours
ECON 2105 - Principles of Macroeconomics Credit: 3 hours

or

ECON 2106 - Principles of Microeconomics Credit: 3 hours
ENGL 1101 - English Composition I Credit: 3 hours
MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

or

MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

or

MATH 1251 - Calculus I Credit: 4 hours

Total Hours: 30

Business Management

Division of Business and Economics - Certificate

The Division of Business and Economics offers Certificates in Business and Business Management.

Curriculum for the Certificate in Business Management (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Math, and Reading unless exempted.

ACCT 2101 - Principles of Accounting I Credit: 3 hours
BUSA 2105 - Communicating in the Business Environment Credit: 3 hours
BUSA 2201 - Business Information Applications Credit: 3 hours
COMM 1110 - Public Speaking Credit: 3 hours
ECON 2105 - Principles of Macroeconomics Credit: 3 hours
ECON 2106 - Principles of Microeconomics Credit: 3 hours
ENGL 1101 - English Composition I Credit: 3 hours
MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

or

MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

or

MATH 1251 - Calculus I Credit: 4 hours
MGMT 3141 - Principles of Management Credit: 3 hours
MKTG 3161 - Principles of Marketing Credit: 3 hours

Total Hours: 30

Information Technology (Certificate)

Curriculum for the Certificate in Information Technology (Career)

A student completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

ENGL 1101 - English Composition I Credit: 3 hours
ITEC 2215 - Introduction to Information Technology Credit: 3 hours
ITEC 2220 - Computer Hardware and Software Concepts Credit: 3 hours
ITEC 2260 - Computer Programming I Credit: 3 hours
ITEC 2320 - Networking Essentials Credit: 3 hours
ITEC 2330 - Interactive Digital Media Credit: 3 hours
ITEC 2340 - Database Design Credit: 3 hours
ITEC 2380 - Web Development Credit: 3 hours
MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

or

MATH 1111 - College Algebra Credit: 3 hours
MATH 1200 - Elementary Statistics Credit: 3 hours

or

MATH 1200H - Honors Elementary Statistics Credit: 3 hours

or

MATH 1220 - Discrete Mathematics Credit: 3 hours

Total Hours: 30

Health Science

Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers a career program leading to the Associate of Applied Science degree in Health Science.

Curriculum for Associate of Applied Science in Health Science (Career)

Students entering this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

The degree in Health Science is awarded following completion of the curriculum listed below, the completion of an allied health professional program accredited by an approved professional accrediting agency, and certification by the specific professional association.

The approved program must have been completed no longer than five years prior to entry in the college program, or students must show proof of continuous and full-time employment in the field of certification for a period not less than five years prior to entering the college program. The college provides no examination for the validation of the student's professional competence.

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours
MATH 1111 - College Algebra Credit: 3 hours

Area B Credit: 4 Hours

Institutional Options

- Area B Electives Credit: 3 hours

Area C Credit: 0 Hours

Humanities/Fine Arts

Area D Credit: 8 Hours

Science, Math & Technology

BIOL 1114K - Anatomy and Physiology I Credit: 4 hours

and

BIOL 1124K - Anatomy and Physiology II Credit: 4 hours

Area E Credit: 9 Hours

Social Sciences

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours
POLS 1101 - American Government Credit: 3 hours
PSYC 1101 - Introduction to General Psychology Credit: 3 hours

Area F Credit: 36-42 Hours

Major Field

- JRCERT Program Credit: 30 hours
  A professional training program accredited by the Joint Review Committee on Education in Radiologic Technology or a similar agency in the appropriate field.
- Electives Credit: 3-9 hours
  Electives should be chosen according to standard requirements for higher degrees in the specific allied health profession. Students interested in Radiologic Technology should choose from BIOL 1134K, CHEM 1151K, 1101K, 1102K, PHYS 1111K, 1112K, MATH 1113, SOCI 1101.

BUSA 2201 - Business Information Applications Credit: 3 hours

Physical Education Credit: 2 Hours

Select from Physical Education activity courses.

Total Credit: 70-76 Hours

Health Information Technology

The Associate of Science Degree in Health Information Technology (HIT) includes study in medical science, coding, quality management, and health care data management. This mix of disciplines is important for the preparation of managers who will work in every sector of the healthcare industry, wherever information is collected, utilized, or maintained.

HIT professionals collect, analyze, integrate, and disseminate information that steers the healthcare industry. A career in HIT combines healthcare, management, and technology.

Job opportunities are increasing as more paperwork generated by the medical and business sides of healthcare is converted to computerized form. Emerging HIT roles are highly technological, with opportunities ranging from coder to clinical data manager.

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician.

To be considered for admission to the Health Information Technology Program, applicants must:

1. Be accepted to Macon State College
2. Have a cumulative grade point average of at least 2.00.
3. Have received a grade of at least a "C" in both ENGL 1101 and ENGL 1102
4. Complete a Health Information Technology progam application.

Students are stongly encouraged to complete BIOL 1114K and BIOL 1124K prior to admission. If these courses have not been completed, there are several courses that cannot be taken until the Anatomy and Physiology requirements are satisfied.

In addition to the academic regulations of the College, the following requirements apply to students in the HIT program:

1. A grade of at least a "C" is required for all HIMT, BUSA, and ITEC courses.
2. A grade of at least a "C" is required in BIOL 1114K and BIOL1124K.
3. The student is responsible for adhering to all of the policies and procedures outlined in the Health Information Technology Student Handbook which can be found on the Health Information Student Resource Center in Vista.
4. Clinical affiliates require a criminal background check, urine drug screen testing, or other screening. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet the classroom, lab, or practicum objectives, the student will not be allowed to progress in the program.
5. Students will be dismissed from the program for academic misconduct.

Students who make a "D" in two HIMT courses are dismissed from the HIT program. Students making a grade of "F" in any HIMT courses are dismissed from the HIT program. Readmission is at the discretion of the Program Director.

Curriculum for Associate of Science in Health Information Technology (Career)

Students entering this curriculum must satisfy Learning Support requirements in English, Reading, and Mathematics.

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours
MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

or

MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

Area B Credit: 0 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests. Institutional Options

Area C Credit: 0 Hours

Humanities/Fine Arts

Area D Credit: 8 Hours

Science, Math & Technology

BIOL 1114K - Anatomy and Physiology I Credit: 4 hours
BIOL 1124K - Anatomy and Physiology II Credit: 4 hours

Area E Credit: 6 Hours

Social Sciences

    HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

Area F Credit: 46 Hours

Major Field

- HIMT 2900 Credit: 1 hour

    BUSA 2201 - Business Information Applications Credit: 3 hours
    HIMT 2000 - Medical Terminology Credit: 2 hours
    HIMT 2020 - Health Care Delivery Systems Credit: 2 hours
    HIMT 2100 - Health Data Concepts Credit: 3 hours
    HIMT 2110 - Health Data Management Credit: 2 hours
    HIMT 2120 - Health Care Statistics Credit: 1 hour
    HIMT 2130 - Legal Concepts in Health Care Credit: 3 hours
    HIMT 2140 - Performance Improvement Credit: 2 hours
    HIMT 2220 - Fundamentals of Medical Science Credit: 3 hours
    HIMT 2330 - Coding I Credit: 3 hours
    HIMT 2340 - Coding II Credit: 3 hours
    HIMT 2360 - Advanced Coding Credit: 2 hours
    HIMT 2500 - Computers in Healthcare Credit: 2 hours
    HIMT 2600 - Billing and Reimbursement Credit: 2 hours
    HIMT 2620 - Supervision and Management Credit: 4 hours
    HIMT 2750 - Professional Practice Experience I Credit: 2 hours
    HIMT 2850 - Professional Practice Experience II Credit: 2 hours
    ITEC 2245 - Introduction to Databases Health Sciences Credit: 3 hours

Physical Education Credit: 2 Hours

Total Credit: 71 Hours

Respiratory Therapy

Respiratory Therapy is a health care profession dedicated to the care, management, and life-support of individuals having deficiencies and abnormalities associated with the cardiopulmonary system. Respiratory Therapists are experts in the use of therapeutic and diagnostic aids to respiration. They must have a working knowledge of chemistry, microbiology, and physiology as well as respiratory therapy.

The program is accredited by the Committee on Accreditation for Respiratory Care and the Commission on Accreditation of Allied Health Education Programs. Graduates will be eligible to take the Certified Respiratory Therapy (CRT) exam and Registered Respiratory Therapy (RRT) exam administered by the National Board of Respiratory Care (NBRC). Application must be made for State Licensure to work in the State of Georgia.

The Respiratory Therapy Program at Macon State College solicits input from an Advisory Committee. The Advisory Committee meets regularly to review the program's goals and objectives and to make recommendations to ensure that these goals and objectives are met. The committee is made up of the Medical Director, physicians, managers, respiratory therapists, faculty, and students. The Respiratory Therapy Program's Medical Director provides input to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet the standards of medical practice.

General Requirements and Procedures for Admission to the Respiratory Therapy Program

1. Admission to the Respiratory Therapy Program is competitive and limited. To be considered for admission or readmission to the program, applicants must first:
(a) be admitted to the College in "good academic standing" with a minimum cumulative academic GPA of 2.0,
or
(b) be enrolled in the College in "good academic standing" with a minimum cumulative academic GPA of 2.0 in the core curriculum courses required in the respiratory program.
2. Once students qualify under either of the above described conditions, they may obtain application materials required for admission to the program from the Office of Respiratory Therapy.
3. Using all available data, including the application, SAT scores when available, high school GPA or college academic GPA in courses required in the respiratory therapy curriculum, letters of reference, and a personal interview, the Admissions Committee of Respiratory Therapy will evaluate all applicants who meet the admission criteria and select the best qualified applicants for admission. Limited numbers of students are formally accepted each year due to the intensive hospital training. Acceptance is competitive.
4. If the cumulative GPA in required courses falls below the minimum 2.0 subsequent to their acceptance but prior to fall semester, they will be denied the privilege of entering the program.
5. Applicants who are accepted for admission into the program but who do not enter the fall class must reapply in order to be considered for admission to a future class.
6. Applicants who are not accepted to the program may pursue another major at the College by notifying the Office of the Registrar that they wish to change majors.
7. Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Respiratory Therapy Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student

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must be approved by the clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Respiratory Therapy Program.

Based on professional judgement of the faculty, random Criminal Background Check or Urine Drug Screen may be required while in the Respiratory Therapy Program. This testing, if required, will be at the student's expense.

Students enrolled in Respiratory Therapy courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

Academic Standards for Respiratory Therapy Program: Progression, Dismissal, and Readmission.

In addition to the other academic regulations of the College, the following requirements apply to the Respiratory Therapy Program:

1. A grade of at least a "C" is required for successful completion of each required respiratory therapy course.
2. A grade of at least a "C" is required in BIOL 1114K, 1124K, 1151K or, CHEM 1101K, MATH 1111 or 1113, ENGL 1101.
3. Students should complete all core courses listed in #2 above prior to starting the program.
4. Failure to meet progression requirements will result in dismissal from the Respiratory Therapy Program.
5. Students in good standing who voluntarily withdraw from the respiratory program may re-enter the program on a space available basis.
6. In addition to the requirements set forth in the MSC Academic Catalog, the student is responsible for adhering to all of the policies and procedures outlined in the Respiratory Therapy Student Handbook.
7. Academic misconduct, in any form, will not be tolerated and may result in dismissal from the program or not being admitted into the program.

Note: Applicants who are accepted for admission into the Respiratory Therapy Program must submit to the Director of Respiratory Therapy a certificate in CPR for health professionals, a physical examination report, and health requirements as adopted by the department. Enrolled respiratory therapy students must enroll in the student professional liability insurance offered by the College. Certificate and insurance must be valid during the freshman and sophomore years.

While students who have been convicted of a felony may be admitted to the Respiratory Therapy Program, such a conviction may prohibit them from taking the national and Georgia board licensing examinations. Permission to sit for and write the examination rests solely with the Georgia State Composite Medical Board which governs Respiratory Care.

Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Respiratory Therapy Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the

clinical agency in order to participate in clinical experiences and progress in the program. If a clinical affiliate does not allow a student to attend clinicals and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress in the Respiratory Therapy Program.

Based on professional judgement of the faculty, random Criminal Background Check or Urine Drug Screen may be required while in the Respiratory Therapy Program. This testing, if required, will be at the student's expense.

Students enrolled in Respiratory Therapy courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. The approximate cost of this insurance coverage is $400 for the fall and $500 for the spring/summer. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.studentinsurance.com. Individual or Association Policies will not be considered for a waiver.

Performance Standards.
A Respiratory Care Practitioner (RCP) is an integral part of the health care profession that supports and maintains respiration by administering therapies or by providing diagnostic services. The RCP must demonstrate cognitive, psychomotor, and affective skills in such a manner as to not place one's self, another health care worker, or the patient in any danger. Failure to demonstrate any of the abilities listed below is cause for dismissal from the RT program.

As mandated by the American Disabilities Act and the Rehabilitation Act of 1973 (Section 504), any impairment will be given careful consideration judged by the accommodations which must be made and by the ability to be educated and employed in the field of Respiratory Therapy.

An applicant should inform the Director of Respiratory Therapy prior to Admission to the program of any documented disabilities that relate to the identified performance standards.

The following is a list of the essential job functions of a RCP that must be performed independently on a daily basis.

Visual Acuity

1. Ability to see all colors of the spectrum.
2. Ability to distinguish calibrated markers of 0.1mm.
3. Ability to identify digital displays and controls in low light conditions.
4. Ability to determine the depth of instrument placement.
5. Ability to read small print on medicine containers.

Hearing Acuity

1. Ability to hear alarms, beepers, and pages.
2. Ability to hear breath sounds with a stethoscope.
3. Ability to distinguish different alarm sounds on mechanical device.

Physical Ability

1. Ability to perform all ranges of body motion, including walking, bending, stretching, reaching, and twisting of the upper arm and lower back.
2. Ability to lift 35 pounds (weight of a small child or small equipment) without assistance.
3. Ability to stand at work at a fast pace for long periods of time.
4. Ability to position patients in the bed or transfer them from bed to wheelchair.
5. Ability to perform CPR - use of the hands for manually compressing a resuscitator bag and use of the hands and body for giving compressions to the chest.

6. Ability to perform fine motor skills to manipulate precision instruments, palpate the pulse, perform arterial punctures, manipulate suction catheters, and adjust control dials or touch pads.
7. Ability to write legibly in patient's charts.

Communication

1. Ability to communicate with physicians, nurses, other health care workers, the patient, and the patient's family.

Mental Stress

1. Ability to function appropriately under stress without hesitation using all skills needed to perform the task.
2. Ability to work long hours (8-12), adapting to changes required by patient treatment loads and emergency situations.
3. Ability to function as a team member and to follow chain of command.
4. Ability to use patient assessment data to make quick life saving decisions.

Readmission to the Program
Readmission to the program is at the discretion of the director. In order to be considered for readmission into the program, the student must be in "good academic standing," pass a written exam, and pass lab exam(s) from the point of exit. The student must pass the written exam with a 75% or greater and the lab exam(s) at a 90% pass rate or greater. Only upon meeting all requirements will the student be readmitted at the point of exit. No more than one year shall pass or the student will be required to start at the beginning.

Curriculum for Associate of Science in Respiratory Therapy (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

This Respiratory Therapy program is accredited by the Commission on Accrediation of Allied Health Education Programs and the Committee on Accreditation for Respiratory Care.

Area A Credit: 6-9 Hours

Essential Skills
ENGL 1101, BIOL 1114K, 1124K, MATH 1111 or 1113, and PSYC 1101 or 2103 are prerequisites for entering the program.

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours
MATH 1111 - College Algebra Credit: 3 hours

or

MATH 1113 - Precalculus Credit: 3 hours

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Area B Credit: 0 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests in the Academic Testing Center. Institutional Options

Area C Credit: 0 Hours

Humanities/Fine Arts

Area D Credit: 16 Hours

Science, Math & Technology

ENGL 1101, BIOL 1114K, 1124K, MATH 1111 or 1113, and PSYC 1101 or 2103 are prerequisites for entering the program.

> BIOL 1114K - Anatomy and Physiology I Credit: 4 hours
> BIOL 1124K - Anatomy and Physiology II Credit: 4 hours
> BIOL 1134K - Microbiology for Health Sciences Credit: 4 hours

or higher

> CHEM 1151K - Survey of Chemistry I Credit: 4 hours

or higher

Area E Credit: 3-9 Hours

Social Sciences

> HIST 2111 - United States History to 1865 Credit: 3 hours

Students must satisfy both the U.S. and Georgia History and U.S. and Georgia Constitution requirements through course transfer, obtaining credit through exams, or enrolling for credit in HIST 2111 or HIST 2112 and/or POLS 1101. Refer to History and Constitution Requirements in Catalog.

> HIST 2112 - United States History Since 1865 Credit: 3 hours

Students must satisfy both the U.S. and Georgia History and U.S. and Georgia Constitution requirements through course transfer, obtaining credit through exams, or enrolling for credit in HIST 2111 or HIST 2112 and/or POLS 1101. Refer to History and Constitution Requirements in Catalog.

> POLS 1101 - American Government Credit: 3 hours

Students must satisfy both the U.S. and Georgia History and U.S. and Georgia Constitution

requirements through course transfer, obtaining credit through exams, or enrolling for credit in HIST 2111 or HIST 2112 and/or POLS 1101. Refer to History and Constitution Requirements in Catalog.

PSYC 1101 - Introduction to General Psychology Credit: 3 hours

ENGL 1101, BIOL 1114K, 1124K, MATH 1111 or 1113, and PSYC 1101 or 2103 are prerequisites for entering the program.

or

PSYC 2103 - Introduction to Human Development Credit: 3 hours

ENGL 1101, BIOL 1114K, 1124K, MATH 1111 or 1113, and PSYC 1101 or 2103 are prerequisites for entering the program.

Area F Credit: 51 Hours

Major Field

RESP 1101 - Respiratory Physiology and Assessment Credit: 3 hours
RESP 1102 - Respiratory Therapy Procedures and Equipment Credit: 4 hours
RESP 1103 - Respiratory Pathophysiology Credit: 3 hours
RESP 1104 - Clinical Experience I Credit: 3 hours
RESP 1105 - Arterial Blood Gases Credit: 3 hours
RESP 1106 - Pharmacology Credit: 3 hours
RESP 1107 - Hemodynamics Credit: 3 hours
RESP 1108 - Respiratory Medical Terminology Credit: 2 hours
RESP 2201 - Basic Mechanical Ventilation Credit: 2 hours
RESP 2202 - Clinical Experience II Credit: 3 hours
RESP 2203 - Mechanical Ventilation Credit: 4 hours
RESP 2204 - Case Studies in Respiratory Care and Ethical Issues Credit: 3 hours
RESP 2205 - Pediatrics/Neonatology Credit: 3 hours
RESP 2206 - Clinical Experience III Credit: 3 hours
RESP 2207 - Advanced Cardiac Life Support Credit: 2 hours
RESP 2208 - Ambulatory Care Credit: 1 hours
RESP 2209 - Clinical Experience IV Credit: 3 hours
RESP 2213 - Pediatric Advanced Life Support Credit: 1 hour
RESP 2215 - Advanced Airway Techniques Credit: 2 hours

Physical Education Credit: 2 Hours

Total Credit: 78-87 Hours

Nursing

Curriculum for Associate of Science in Nursing (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

This program is accredited by the National League for Nursing Accrediting Commission and approved by the Georgia Board of Nursing.

National League for Nursing Accrediting Commission 61 Broadway, New York, NY 10006 (212) 363-5555, ext. 153.

Area A Credit: 9 Hours

Essential Skills

ENGL 1101 - English Composition I Credit: 3 hours
ENGL 1102 - English Composition II Credit: 3 hours
MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours

More advanced math course acceptable, except MATH 1200.

Area B Credit: 0 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests.

Institutional Options

Area C Credit: 0 Hours

Humanities/Fine Arts

Area D Credit: 12 Hours

Science, Math & Technology

BIOL 1114K - Anatomy and Physiology I Credit: 4 hours

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BIOL 1124K - Anatomy and Physiology II Credit: 4 hours
BIOL 1134K - Microbiology for Health Sciences Credit: 4 hours

Area E Credit: 9 Hours

Social Sciences

HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours
POLS 1101 - American Government Credit: 3 hours
PSYC 1101 - Introduction to General Psychology Credit: 3 hours

Area F Credit: 39 Hours

Major Field

NURS 1110 - Introduction to Health Concepts Credit: 6 hours
NURS 1111 - Psychiatric/Mental Health Nursing Credit: 3 hours
NURS 1115 - Adult Health Care Concepts I Credit: 7 hours
NURS 1116 - Women and Infant Health Care Concepts Credit: 3 hours
NURS 1124 - Transition to Professional Health Care Concepts Credit: 6 hours

NURS 1124 is a requirement of LPNs who have been accepted into the LPN-RN Mobility Track during summer semester.

NURS 2210 - Adult Health Care Concepts II Credit: 7 hours
NURS 2211 - Children's Health Care Credit: 3 hours
NURS 2215 - Complex Health Care Concepts Credit: 8 hours
NURS 2216 - Trends and Issues in Health Care Credit: 2 hours

Physical Education Credit: 2 Hours

Total Credit: 71 Hours

Criminal Justice (Certificate)

Students completing this curriculum must satisfy Learning Support requirements in English, Math, and Reading unless exempted.

Division of Social Sciences - Certificate

The Division of Social Sciences offers career programs leading to Certificates in Criminal Justice and Education.

Curriculum for the Certificate in Criminal Justice (Career)

- Major Electives Credits: 9 hours
  Select from POLS 1101, 1101H, 2201, 2601, SOCI 1101, 1101H, 1160.
- Outside Electives Credits: 3 hours
  One course from Areas A-E to be selected in consultation with the major advisor.

CRJU 1100 - Introduction to Criminal Justice Credit: 3 hours

CRJU 2202 - Introduction to Criminology Credit: 3 hours

CRJU 2204 - Introduction to Criminal Law Credit: 3 hours

CRJU 2210 – Introduction to Juvenile Delinquency Credit: 3 hours

CRJU 2231 - Introduction to Corrections Credit: 3 hours

Select Either:

BUSA 2105 - Communicating in the Business Environment Credit: 3 hours

or

ENGL 1101 - English Composition I Credit: 3 hours

Education [Paraprofessional/Teacher Aide]

Division of Social Sciences - Certificate

The Division of Social Sciences offers career programs leading to Certificates in Criminal Justice and Education.

Curriculum for the Certificate in Education (Paraprofessional/Teacher Aide) (Career)

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

- MATH Elective Credit: 3 hours

  BUSA 2201 - Business Information Applications Credit: 3 hours
  EDUC 2000 - Introduction to Education in a Diverse Society Credit: 3 hours
  EDUC 2210 - The Exceptional Child Credit: 3 hours
  EDUC 2403 - Foundations of Education Credit: 3 hours
  ENGL 1101 - English Composition I Credit: 3 hours
  ENGL 1102 - English Composition II Credit: 3 hours
  PSYC 1101 - Introduction to General Psychology Credit: 3 hours
  PSYC 2103 - Introduction to Human Development Credit: 3 hours
  SOCI 1101 - Introduction to Sociology Credit: 3 hours

Total Hours: 30

Business (Cooperative)

Curriculum for the Cooperative Associate of Applied Science in Business

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

With Options In:

Accounting - CGTC and MGTC
Business and Office Technology - CGTC and MGTC
Computer Information Systems - CGTC and MGTC
Computer Programming - MGTC
Information & Office Technology - MGTC
Management & Supervisory Development - CGTC
Marketing Management - MGTC
Microcomputer Specialist - MGTC

Associate of Applied Science Curriculum

These degrees are a joint program offered by Macon State College and Central Georgia Technical College and Middle Georgia Technical College. Students may first apply to either institution but are required to meet all admission, academic, and graduation requirements of both schools, including the Regents' Test at Macon State College. Students may attend either institution initially or both concurrently.

Courses to be completed at Macon State College

- Math Elective Credit: 3 hours

BUSA 2201 - Business Information Applications Credit: 3 hours

May be exempted by exam, but students who exempt BUSA 2201 must still satisfy technology and oral competency requirements.

COMM 1110 - Public Speaking Credit: 3 hours
ENGL 1101 - English Composition I Credit: 3 hours
HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours
POLS 1101 - American Government Credit: 3 hours
PSYC 1101 - Introduction to General Psychology Credit: 3 hours

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or

SOCI 1101 - Introduction to Sociology Credit: 3 hours

Total Macon State College Hours: 21 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests.

Other courses for the options listed above will be completed at the respective Technical College.

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Health (Cooperative)

Curriculum for the Cooperative Associate of Applied Science in Health

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

With Options In:

Medical Assisting - CGTC
Medical Laboratory Technology - CGTC
Paramedic Technology - CGTC
Pharmacy Technology - CGTC
Practical Nursing - MGTC
Radiological Technology - MGTC
Surgical Technology - CGTC

Associate of Applied Science Curriculum

These degrees are a joint program offered by Macon State College and Central Georgia Technical College and Middle Georgia Technical College. Students may first apply to either institution but are required to meet all admission, academic, and graduation requirements of both schools, including the Regents' Test at Macon State College. Students may attend either institution initially or both concurrently.

Courses to be completed at Macon State College

- Math Elective Credit: 3 hours

  BUSA 2201 - Business Information Applications Credit: 3 hours

May be exempted by exam, but students who exempt BUSA 2201 must still satisfy technology and oral competency requirements.

  COMM 1110 - Public Speaking Credit: 3 hours
  ENGL 1101 - English Composition I Credit: 3 hours
  HIST 2111 - United States History to 1865 Credit: 3 hours

or

  HIST 2112 - United States History Since 1865 Credit: 3 hours
  POLS 1101 - American Government Credit: 3 hours
  PSYC 1101 - Introduction to General Psychology Credit: 3 hours

or

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SOCI 1101 - Introduction to Sociology Credit: 3 hours

Total Macon State College Hours: 21 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests.

Other courses for the options listed above will be completed at the respective Technical College.

Services

Curriculum for the Cooperative Associate of Applied Science in Services

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

With Options In:

Child Development and Related Care - CGTC

Associate of Applied Science Curriculum

These degrees are a joint program offered by Macon State College and Central Georgia Technical College and Middle Georgia Technical College. Students may first apply to either institution but are required to meet all admission, academic, and graduation requirements of both schools, including the Regents' Test at Macon State College. Students may attend either institution initially or both concurrently.

Courses to be completed at Macon State College

- Math Elective Credit: 3 hours

BUSA 2201 - Business Information Applications Credit: 3 hours

May be exempted by exam, but students who exempt BUSA 2201 must still satisfy technology and oral competency requirements.

COMM 1110 - Public Speaking Credit: 3 hours
ENGL 1101 - English Composition I Credit: 3 hours
HIST 2111 - United States History to 1865 Credit: 3 hours

or

HIST 2112 - United States History Since 1865 Credit: 3 hours
POLS 1101 - American Government Credit: 3 hours
PSYC 1101 - Introduction to General Psychology Credit: 3 hours

or

SOCI 1101 - Introduction to Sociology Credit: 3 hours

Total Macon State College Hours: 21 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from

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MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests.

Other courses for the options listed above will be completed at the respective Technical College.

Technology

Curriculum for the Cooperative Associate of Applied Science in Technology

Students completing this curriculum must satisfy Learning Support requirements in English, Reading, and Math unless exempted.

With Options In:

Advanced Drafting - CGTC
Aerospace Planning & Production - MGTC
Air Conditioning Technology - MGTC
Aircraft Structural Technology - CGTC
Applied Manufacturing Technology - CGTC
Automated Manufacturing Technology - CGTC
Aviation Maintenance Technology - MGTC
Building & Facilities Maintenance - CGTC
Drafting - CGTC and MGTC
Electronics Technology - CGTC

Associate of Applied Science Curriculum

These degrees are a joint program offered by Macon State College and Central Georgia Technical College and Middle Georgia Technical College. Students may first apply to either institution but are required to meet all admission, academic, and graduation requirements of both schools, including the Regents' Test at Macon State College. Students may attend either institution initially or both concurrently.

Courses to be completed at Macon State College

- Math Elective Credit: 3 hours

  BUSA 2201 - Business Information Applications Credit: 3 hours

May be exempted by exam, but students who exempt BUSA 2201 must still satisfy technology and oral competency requirements.

  COMM 1110 - Public Speaking Credit: 3 hours
  ENGL 1101 - English Composition I Credit: 3 hours
  HIST 2111 - United States History to 1865 Credit: 3 hours

or

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

PSYC 1101 - Introduction to General Psychology Credit: 3 hours

or

SOCI 1101 - Introduction to Sociology Credit: 3 hours

Total Macon State College Hours: 21 Hours

Students must demonstrate computer literacy and oral competency before they receive a degree from MSC. This requirement may be met by passing MSCC 1000 or by passing technology and oral competency tests.

Other courses for the options listed above will be completed at the respective Technical College.

Courses Descriptions

Accounting
Division of Business and Economics

ACCT 2000 Survey of Accounting
Credit: 3 hours
This is a survey course of the fundamentals of financial and managerial accounting designed for the non-business major. The course includes the conceptual background for the measurement of income and analyzing the financial conditions of businesses and information used in applying managerial accounting techniques. This course is not open to students who have had ACCT 2101. Three hours per week.

ACCT 2101 Principles of Accounting I
Credit: 3 hours
Prerequisite: ENGL 1101 and Area A MATH
A study of the underlying theory and application of financial accounting concepts. Focuses on the development, analysis, and interpretation of financial statements and their use in decision making. Three hours per week.

ACCT 2102 Principles of Accounting II
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 2101
A study of the underlying theory and application of managerial accounting concepts. The a study of financial and non-financial information for use by internal decision makers in merchandising, manufacturing, and service organizations. Focuses on the application of concepts to decision making. Three hours per week.

ACCT 3101 Intermediate Financial Accounting I
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 2102
The study of the theory, principles, and procedures of financial accounting. Focuses on the preparation of financial statements and emphasizes the time value of money, cash, receivables, and inventory. Three hours per week.

ACCT 3102 Intermediate Financial Accounting II
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 3101
The study of the theory, principles, and procedures of financial accounting begun in ACCT 3101. Emphasizes long term assets, current and long term liabilities, and shareholders' equity. Three hours per week.

ACCT 3103 Intermediate Financial Accounting III
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 3102
The study of the theory, principles, and procedures of financial accounting begun in ACCT 3102. Emphasizes the analysis, recording, reporting, and disclosure of complex accounting issues including but not limited to leases, pensions, deferred income taxes, cash flows, and interim reporting. Three hours per week.

ACCT 3110 Cost Accounting
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 2102
The study of the preparation and analysis of information to assist management in decision making, planning, and controlling business activities. Emphasizes the use of management accounting information for costing products and services, budgeting, pricing and product mix decisions, and evaluating operation performance. Three hours per week.

ACCT 3111 Advanced Cost Accounting
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 3110
This course is a continuation of Cost Accounting. The emphasis is on non-routine decisions, balanced scorecard, customer-profitability analysis, cost allocation, inventory management, and capital budgeting. Three hours per week.

ACCT 3120 Principles of Taxation I
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 2102
The study of the application of tax accounting and ethics as it applies mainly to individuals. Introduces research and analysis as it applies to solving tax problems. Three hours per week.

ACCT 3125 Governmental and Not-For-Profit Accounting
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 3101
The study of financial accounting and reporting for state and local governments as well as selective other nonprofit entities. Emphasizes fund

accounting for governmental entities. Three hours per week.

ACCT 4110 Advanced Accounting
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 3102
The study of accounting and reporting for selective complex topics with primary emphasis on business combinations, partnerships, and trusts and estates. Three hours per week.

ACCT 4120 Principles of Taxation II
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 3120
The study of the federal taxation of corporations, partnerships, and estates and trusts. Emphasizes the impact of the tax law regarding choice of entity decisions. Requires research. Three hours per week.

ACCT 4135 Auditing
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 3102
The study of the authoritative literature, generally accepted auditing standards, providing guidance for the independent audit of financial statements. Emphasizes the risk-based audit process used by the independent auditor to conduct an examination of and render a report on financial statements. Three hours lecture per week.

ACCT 4140 Auditing II
Credit: 3 hours
Prerequisite: At least a "C" in ACCT 4135
This course is a continuation of the study of auditing with emphasis upon advanced auditing topics, including audit sampling, computerized systems, forensic auditing, generalized audit software, and attestation reporting. Three hours per week.

ACCT 4205 Accounting Information Systems
Credit: 3 hours
Prerequisite: At least a "C" in both ACCT 3101 and BUSA 2201
The study of the design, documentation, and operation of the accounting information systems that collect, process, and report economic data generated by the major transaction cycles. Three hours per week.

ACCT 4305 Current Issues - Accounting and Auditing
Credit: 3 hours
Prerequisite: At least a "C" in both ACCT 3103 and ACCT 4135
The study of the most recent current events and issues impacting the accounting profession. Topics

may include updates on official releases from authoritative bodies such as the FASB, GASB, SEC, AICPA, updates on state and/or federal legislation and regulation, and updates on trends in the profession. Three hours per week.

ACCT 4505 Special Topics
Credit: 1 – 3 hours
Prerequisite: Division Chair approval
The study of topics not covered in regular course offerings. Emphasizes course design that meets the special needs of students and/or the community. Faculty sponsor and students arrange contact hours.

ACCT 4605 Internship and/or Cooperative Education
Credit: 1 – 9 hours
Prerequisite: Division Chair and faculty sponsor approval
This is an individually designed and planned learning experience involving field experience and study in the private or public sector.

Anthropology
Division of Social Sciences

ANTH 1102 Introduction to Anthropology
Credit: 3 hours.

This is a survey of general anthropology, the comparative study of humankind as a whole, including its major subdisciplines: cultural anthropology, archaeology, linguistics, and physical anthropology. Through ethnographic descriptions, comparisons across time, and cross-cultural analysis, emphasis is placed on the great variety of cultural adaptations which various peoples have developed to survive and to meet human needs. Three hours per week.

Art
Division of Humanities

ARAP 1100 Art Appreciation
Credit: 3 hours

This is an understanding of the arts, built upon an exposure to painting, sculpture, architecture, and other arts of contemporary and historical times. Illustrated lectures and "hands-on" field trips to augment classroom lectures, videos, and tapes. Three hours per week.

ARTH 2145 Art History
Credit: 2 hours
This is a survey course in art history from pre-

historic art through the 20th century. Students will be given individual assignments to be researched and will present to the class their findings. Some assignments will include visual supplementation while others will involve a "hands on" approach exploring the actual type of art work studied. Numerous field trips will be taken to see art work displayed in the area. A trip to Atlanta to the High Museum will be mandatory. Two hours per week.

ARTS 1341 Drawing
Credit: 4 hours
This is a basic course in drawing, using shading to give a three-dimensional effect of volume on a two-dimensional ground. Illustrated demonstrations and critiques each week. Media: charcoal, pencil, pen and ink, and pastels. Six hours laboratory per week.

ARTS 1342 Two- and Three-Dimensional Design
Credit: 4 hours
This is a basic design in two and three dimensions, including the underlying concepts of the design process related to a detailed examination of the perceptual characteristics of well-ordered two- and three-dimensional forms. Color theory will be explored as well as spatial concepts and manipulation of three-dimensional materials. Six hours laboratory per week.

ARTS 2341 Multi-Media
Credit: 4 hours
Prerequisite: ARTS 1341 and ARTS 1342 or permission of instructor
This is experimental graphics and creative drawing in mixed media. Drawing vocabulary expanded to understand and illustrate complex ideas involving the human figure. Media: pen and ink wash, wood-relief, plexiglass intaglio, collage and encaustic. Six hours laboratory per week.

ARTS 2342 Painting: Transparent and Opaque
Credit: 4 hours
Prerequisite: ARTS 1341 and ARTS 1342 or permission of instructor
This is a study of the substance of painting—elements, their qualities, relations and functions—and of the operations and procedures involved in the construction of transparent and opaque paintings. Media: watercolor, opaque watercolor, and oil or acrylic paints. Six hours laboratory per week.

ARTS 3000 Integrated Applied Arts
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education

Program This course is designed to give students experiences in selecting and presenting art activities, music and dance activities which enhance and are, in turn, enhanced by other subject areas within a thematic unit framework.

Astronomy
Division of Natural Sciences and Mathematics

ASTR 1010K Astronomy of the Solar System
Credit: 4 hours
Prerequisite: MATH 1101 or MATH 1111
The course will cover astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies, plus the origin and evolution of the solar system also will be covered. Three hours lecture and two hours laboratory per week.

ASTR 1020K Stellar and Galactic Astronomy
Credit: 4 hours
Prerequisite: ASTR 1010K or permission of instructor
This course will cover the study of the sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe. Three hours lecture and two hours laboratory per week.

Biology
Division of Natural Sciences and Mathematics

BIOL 1003 Introductory Biology III
Credit: 3 hours
This non-major's course is designed to enable students to fulfill the Area D elective requirement with a science course. Topics will vary with the instructor but will consistently be designed to continue the development of an appreciation for basic biological concepts including the scientific method and experimental design. Currently, the course is designed to focus on the science of the study of insects (Entomology) in which the areas of insect life styles, ecological roles, diversity and relations to other organisms will be investigated. Through- out the course, the effects of insects on people, society, and history will be related. Three hours per week.

BIOL 1004 Perspectives on the Human Body
Credit: 3 hours
Prerequisite: MSCC 1000
This course is designed to promote an interest in science through a better understanding of the human body. The organization, maintenance, and control of the body will be examined through the

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study of specific body systems in health and disease. Discussions will include the scientific process of investigation, cellular activity and cancer, basic concepts of energy and the digestive system, the relationship between structure and functions in the musculoskeletal system, and the role of hormones in regulating body functions. Students will learn how critically to evaluate information and keep current of the rapidly changing scientific world through news media and Internet activities. Three hours per week.

BIOL 1005 Perspectives on the Environment
Credit: 3 hours
Corequisite: MSCC 1000
An introduction to basic environmental principles and possible solutions to environmental problems. Topics will include discussions of how the environment is organized, problems associated with natural resources' availability and mis-use, and practical strategies that could assure the sustainability of our planet. Students will learn how to evaluate critically various sources of information about the environment from several types of media. Three hours per week.

BIOL 1104 Survey of Human Anatomy and Physiology
Credit: 4 hours
This course is open only to ICAPP students. An introduction to the basic concepts of the structural and functional organization of the human body. Topics to be considered include an overview of the human body plan, cells and tissues, and a more detailed study of the organ system. Students in health-related fields requiring A & P must take BIOL 1114K and 1124K. Four hours per week.

BIOL 1105 Introduction to Environmental Biology
Credit: 3 hours
A non-majors biology course exploring the concepts and issues regarding the relationship between man and his environment. Topics include the structure and management of ecosystems, human population, energy and natural cycles, renewable resources and pollution. Three hours per week.

BIOL 2998 Research Methods
Credit: 2 hours
Prerequisite: BIOL 2107K
This course is a survey of research methodology with an emphasis on the projects' specific hypotheses and aims, methodology, and the analyses of possible outcomes. Discussions will include applications and limitations of current techniques in biological research. Two hours per week.

BIOL 2999 Special Topics in Biology
Credit: 1 hour
Prerequisite: BIOL 1114K or BIOL 2107K
An independent study course in which students are expected to perform research on specific topics in biology and present findings in class discussions and in a research paper. Students should have a strong background in the biological sciences. One hour per week.

BIOL 4120 Senior Seminar
Credit: 2 hours
Prerequisite: Student must have completed 90 or more hours
This seminar course is intended for students in the last year of their program. Through lectures and the scientific literature and class discussions, students will be introduced to particular areas of active research. Students will be expected to undertake individual projects which may include oral and/or written presentations and preparation of mini-grant applications. Two hours per week.

BIOL 1001K Introductory Biology I
Credit: 4 hours
Corequisite: BIOL 1001L
This non-major's course, the first in a lab sequence, is designed to develop an appreciation for the biological sciences and to strengthen understanding of scientific method and experimental design through applied thinking. An appreciation of biological concepts and literacy also will be attained. The course will concentrate on the cellular and molecular levels of biology and will include topics such as an introduction to biological chemistry, cell biology, genetics, and evolutionary mechanisms will be presented. Students can receive credit for graduation only with either BIOL 2107 and 2108 or BIOL 1001 and 1002 Three hours lecture and two hours laboratory per week.

BIOL 1001K-H Honors Introductory Biology I
Credit: 4 hours
Prerequisite: Admission to the Honors Program
Corequisite: BIOL 1001H Laboratory
This non-majors' honors course, the first in a lab sequence, is designed to develop an appreciation for the biological sciences and to strengthen understanding of scientific method and experimental design through applied thinking. An appreciation of biological concepts and literacy also will be attained. The course will concentrate on the cellular and molecular levels of biology and will include topics such as an introduction to biological chemistry, cell biology, genetics, and evolutionary mechanism. Students will participate in an honors laboratory

section where they will conduct an in-depth study of the methods of scientific investigation. Students will be required to submit projects related to lecture subjects. Three hours lecture and two hours laboratory per week.

BIOL 1002K Introductory Biology II
Credit: 4 hours
Prerequisite: BIOL 1001K
Corequisite: BIOL 1002L
This non-major's course, the second in a lab science sequence, is designed to increase an appreciation for the basic concepts of biology including an understanding of the scientific method and experimental design. To achieve the goal, the subject areas of organismal diversity and organismal anatomy and physiology will be investigated. Organ systems to be covered will include the digestive system, respiratory system, immune system, cardiovascular system, excretory system, endocrine system and reproductive system. Students can receive credit for graduation only with either BIOL 2107 and 2108 or BIOL 1001 and 1002 Three hours lecture and two hours laboratory per week.

BIOL 1002K-H Honors Introductory Biology II
Credit: 4 hours
Prerequisite: Admission to the Honors Program and BIOL 1001K or BIOL 1001K-H
Corequisite: BIOL 1002H Laboratory
This non-majors' honors course, the second in a lab sequence, is designed to increase an appreciation for the basic concepts of biology, including an understanding of the scientific method and experimental design. To achieve the goal, the subject areas of organismal diversity and organismal anatomy and physiology will be investigated. Organ systems to be covered will include the digestive system, respiratory system, immune system, cardiovascular system, excretory system, endocrine system, and reproductive system. Students will participate in an honors laboratory section where they will conduct an in-depth study of the methods of scientific investigation. Students will be required to submit projects related to lecture subjects. Students can receive credit for graduation only with either BIOL 2107 and 2108 or BIOL 1001 and 1002 Three hours lecture and two hours laboratory per week.

BIOL 1114K Anatomy and Physiology I
Credit: 4 hours
Corequisite: BIOL 1114L
This course is an introduction to the structure and function of the human body beginning with the study of cell structure and function, control systems, and

homeostasis, tissue types and continuing with the study of skeletal, muscular, and nervous systems. Students enrolling should have prior knowledge equivalent to BIOL 1001K or should have completed the college preparatory curriculum. Three hours lecture and two hours laboratory per week.

BIOL 1124K Anatomy and Physiology II
Credit: 4 hours
Prerequisite: BIOL 1114K
Corequisite: BIOL 1124L
A continuation of BIOL 1114K, this course involves an integrated approach to the study of the endocrine, integumentary, circulatory, urogenital, respiratory, and gastrointestinal systems. Three hours lecture and two hours laboratory per week.

BIOL 1134K Microbiology for Health Sciences
Credit: 4 hours
Prerequisite: BIOL 114K
Corequisite: BIOL 1134L
This course introduces the student to medically significant microorganisms, their mode of pathogenesis and treatment, and the host's immune response. It has six major sections: bacteriology, virology, mycology, parasitology, immunology, and infectious disease. Three hours lecture and three hours laboratory per week.

BIOL 2107K Principles of Biology I
Credit: 4 hours
Prerequisite: Pre/CHEM 1211K
Corequisite: BIOL 2107L
This is a major course where students investigate the principles and applications of biology. Topics include the scientific method, cell structure and function, basic chemistry of life, cellular reproduction and genetics, biotechnology, taxonomy and relationships among organisms (bacteria, fungi, protist, and plants). Students can receive credit for graduation only with either BIOL 2107 and BIOL 2108 or BIOL 1001 and BIOL 1002 Three hours lecture and two hours laboratory per week.

BIOL 2108K Principles of Biology II
Credit: 4 hours
Prerequisite: BIOL 2107K
Corequisite: BIOL 2108L
This is a continuation of BIOL 2107K. Areas of study include a survey of the animal kingdom with emphasis on diversity and evolutionary relationships, selected topics in plant anatomy and physiology, and vertebrate anatomy and physiology with emphasis on the human and ecology. Students can receive credit for graduation only with either BIOL 2107 and BIOL 2108 or BIOL 1001 and BIOL 1002 Three hours lecture and two hours laboratory

per week.

BIOL 3104K Cell Biology
Credit: 4 hours
Prerequisite: BIOL 2108K
Corequisite: BIOL 3104L
This is a general cell biology course covering the structure and function of a diversity of cell types, including their architecture and organization, modes and mechanisms of cell division, various membrane phenomena, organellogenesis, signal transduction, physiology, energy transduction, gene expression, and various cellular control mechanisms. Additional topics will include cell evolution, cellular diversity, and multicellularity. Three hours lecture and two hours laboratory per week.

BIOL 3115K Parasitology
Credit: 4 hours
Prerequisite: BIOL 3540K
Corequisite: BIOL 3115L
This course seeks to investigate and examine the basic principles and evolution of the parasitic lifestyle of various groups of organisms and includes a survey of the most common parasitic species in a laboratory setting. Special emphasis will be placed on the parasites of humans and domestic animals. Three hours of lecture and two hours of laboratory per week.

BIOL 3310K Biochemistry
Credit: 4 hours
Prerequisite: CHEM 2242K and BIOL 2108K
Corequisite: BIOL 3310L
This is a one-semester course on the principles of biological chemistry with an emphasis on the study of the principal compounds of biochemical importance: proteins, lipids, carbohydrates, their chemistry, metabolic breakdown and biosynthesis, enzymes, co-factors, nucleic acids, regulation of cellular systems. Three hours lecture and two hours laboratory per week.

BIOL 3350K Ecology
Credit: 4 hours
Prerequisite: BIOL 2108K
Corequisite: BIOL 3350L
This is a study of the interactions of plants and animals with their non-living environment and with each other. Topics include: species diversity, population structure and dynamics, organization and classification of communities, and nutrient and energy flows in ecosystems. Three hours lecture and two hours laboratory per week.

BIOL 3360K Plant Biology
Credit: 4 hours
Prerequisite: BIOL 2108K
Corequisite: BIOL 3360L
This is a plant biology course that deals with the biology of plants at the organismal and ecological levels. Topics include: plant anatomy, plant physiology, evolution, and diversity of plants, algae, and fungi; environmental interactions; global environmental issues and ethnobotany. Three hours lecture and two hours laboratory per week.

BIOL 3510K Invertebrate Zoology
Credit: 4 hours
Prerequisite: BIOL 2108K
Corequisite: BIOL 3510L
This is an introduction to the natural history of the invertebrate phyla, with emphasis on the major groups: their phylogeny, comparative structure and physiology, ecology, and embryology necessary for an understanding of homology. Three hours lecture and two hours laboratory per week. Three hours lecture and two hours laboratory per week.

BIOL 3520K Vertebrate Zoology
Credit: 4 hours
Prerequisite: BIOL 2108K
Corequisite: BIOL 3520L
This is an introduction to the natural history of the phylum Chordata with an emphasis on the vertebrate classes: their phylogeny, comparative structure and physiology, ecology, historical distribution patterns, and embryology necessary for understanding of homology. Three hours lecture and two hours laboratory per week.

BIOL 3530K Biotechnology
Credit: 4 hours
Prerequisite: BIOL 3540K
Corequisite: BIOL 3530L
Biotechnology encompasses a set of recent biological and biochemical discoveries that have led to techniques for manipulating newly discovered genes in novel ways. These advances have provided the means for the development of products that will dramatically affect the health and lives of humans, animals, and plants. This course explores the process of genetic engineering, and the impact of these discoveries on medicine, agriculture, and industry. Three hours lecture and two hours laboratory per week.

BIOL 3540K Microbiology
Credit: 4 hours
Prerequisite: BIOL 2108K
Corequisite: BIOL 3540L
This course presents the basic subdivisions of microbiology, including the study of viruses, fungi, and microscopic eukaryotes, but with an emphasis

on bacteriology. Topics covered include the following: microbial taxonomy and evolution, microbial physiology, microbial genetics, microbial pathogenesis, and the tools and techniques of microbiology. The impact of microbiology on medicine, the environment, basic research, and biotechnology is discussed. Three hours lecture and two hours laboratory per week.

BIOL 3710K Animal Physiology
Credit: 4 hours
Prerequisite: BIOL 21087K
Corequisite: BIOL 3710L
This is an examination of the physiological processes which contribute to whole animal homeostasis. This course will compare the strategies and adaptations used by different animals to meet the challenges of circulation, gas exchange, metabolism, temperature regulation, water balance, sensation, and locomotion in the context of their environments. Emphasis will be on the integrative actions of the nervous and endocrine systems. Three hours lecture and two hours laboratory per week.

BIOL 4110K Genetics
Credit: 4 hours
Prerequisite: BIOL 2108K
Corequisite: BIOL 4110L
This course serves as an introduction to the basic principles of heredity. Classical Mendelian principles of inheritance and molecular principles of inheritance are discussed. This course includes the structure, function, regulation, and transmission of hereditary materials in viruses, prokaryotes, and eukaryotes. Three hours lecture and two hours laboratory per week.

BIOL 4130K Immunology
Credit: 4 hours
Prerequisite: BIOL 3540K
Corequisite: BIOL 4130L
Immunology is an upper-level undergraduate course intended to familiarize students with the vertebrate immune system. Topics will include concepts and mechanisms of the immune system, including the roles of antigens, antibodies, compliment, lymphokines, and the various immune cells in humoral and cell-mediated immune responses. Related topics such as the production and application of monoclonal and polyclonal antibodies will also be covered. Labs will focus on serologic testing methods and the application of antibodies to diagnostics and research. Three hours lecture and two hours laboratory per week.

Business

Division of Business and Economics

BUSA 1201 Keyboarding
Credit: 3 hours
This course introduces students to keyboarding rules and techniques. Emphasis is on mastery of the keyboard. Three hours lecture and laboratory combination per week.

BUSA 2105 Communicating in the Business Environment
Credit: 3 hours
Prerequisite: ENGL 1102
This is a course emphasizing both interpersonal and organizational communications to include written and oral exercises appropriate to business practice. Three hours per week.

BUSA 2201 Business Information Applications
Credit: 3 hours
This is a course designed to provide an overview of information analysis concepts and applications in today's business environment. Topics include a brief history of information technology use in business, the information processing cycle, networking, and business operations in the online world. Emphasis is on business productivity software including spreadsheets, business databases, presentation software, e-mail, basic Web page development, and Internet utilization. Students make oral presentations using PowerPoint presentation software. Three hours lecture and laboratory combination per week.

BUSA 3100 Business and Society
Credit: 3 hours
An analysis of business's social and ethical responsibilities to both external and internal groups that have a stake in the firm or its actions and decisions. A stakeholder management perspective is employed to allow the integration of ethical issues into the firm's strategic plans and operations. Three hours per week.

BUSA 4505 Special Topics
Credit: 3 hours
Prerequisite: Approval of Division Chair
This is a customized course under the direction of a faculty sponsor that meets special needs of students and/or the community. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses. Three hours per week.

BUSA 3153 (HUMN 3153) Organizations, Work, and Literature
Credit: 3 hours

Prerequisite: ENGL 1102 or ENGL 1102H
The aim of this course is for students to examine through the windows of literature the individual within the organization and how the individual is shaped as a participant within a particular organization by various cultural and social indices. The approach will be interdisciplinary. The course will examine poems, stories, novels, plays, films, television programs, and essays to explore how literature represents the worlds of work and leadership. Philosophies of capital and labor will be discussed through issues of workplace policy, gender assumptions, organizational values, and family. Three hours per week.

LENB 3135 Legal Environment of Business
Credit: 3 hours
This is a study of the legal and regulatory environment of business that focuses on ethical, global, political, economic, social, environmental, technological, and diversity issues. Three hours per week.

Chemistry
Division of Natural Sciences and Mathematics

CHEM 2999 Special Topics in Chemistry
Credit: 2 hours
Corequisite: CHEM 2241K
This is a special topics course involving a current chemical/environmental problem. Students will produce a report requiring extensive literature search. Two hours per week.

CHEM 1101K Introductory Chemistry I
Credit: 4 hours
Corequisite: CHEM 1101L
This is the first course in a two-semester sequence covering the basic principles and applications of chemistry designed for non-science majors. Topics to be covered include atomic structure and isotopes, periodicity, and chemical equations. Laboratory exercises supplement the lecture material. Students can receive credit for graduation only with either CHEM 1101 and CHEM 1102 or CHEM 1211 and CHEM 1212. Three hours lecture and two hours laboratory per week.

CHEM 1102K Introductory Chemistry II
Credit: 4 hours
Prerequisite: CHEM 1101K
Corequisite: CHEM 1102L
This is the second course in a two-semester sequence covering the basic principles and applications of chemistry designed for non-science majors. Laboratory exercises supplement the lecture material. Students can receive credit for

graduation only with either CHEM 1101 and CHEM 1102 or CHEM 1211 and CHEM 1212. Three hours lecture and two hours laboratory per week.

CHEM 1151K Survey of Chemistry I
Credit: 4 hours
Corequisite: CHEM 1151L
This is the first course in a two-semester sequence covering elementary principles of general, organic, and biochemistry designed for allied health professions majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Laboratory exercises supplement the lecture material. Three hours lecture and two hours laboratory per week

CHEM 1152K Survey of Chemistry II
Credit: 4 hours
Prerequisite: CHEM 1151K
Corequisite: CHEM 1152L
This is the second course in a two–semester sequence covering elementary principles of general, organic, and biochemistry designed for allied health professions majors. Laboratory exercises supplement the lecture material. Three hours lecture and two hours laboratory per week.

CHEM 1211K Principles of Chemistry I
Credit: 4 hours
Prerequisite: High School Chemistry, or CHEM 1101K, or CHEM 1151K, or permission of instructor
Pre/MATH 1111
Corequisite: CHEM 1211L
This is the first course in a two–semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. Laboratory exercises supplement the lecture material. Students can receive credit for graduation only with either CHEM 1101 and CHEM 1102 or CHEM 1211 and CHEM 1212. Three hours lecture and three hours laboratory per week.

CHEM 1212K Principles of Chemistry II
Credit: 4 hours
Prerequisite: CHEM 1211K
Corequisite: CHEM 1212L
This is the second course in a two–semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Laboratory exercises supplement the lecture material. Students can receive credit for graduation only with either CHEM 1101 and CHEM 1102 or CHEM 1211 and CHEM 1212. Three hours lecture and three hours laboratory per week.

CHEM 2241K Fundamental Organic Chemistry I
Credit: 4 hour
Prerequisite: CHEM 1212K
Corequisite: CHEM 2241L
This is an introduction to nomenclature, structure and reactions of aliphatic and aromatic hydrocarbon compounds. The concepts of stereochemistry, reaction mechanisms, resonance theory, and aromaticity will be discussed. The laboratory session provides the training for basic laboratory techniques of modern organic chemistry. Three hours lecture and three hours laboratory per week.

CHEM 2242K Fundamental Organic Chemistry II
Credit: 4 hours
Prerequisite: CHEM 2241K
Corequisite: CHEM 2242L
This is a study of functional group derivatives of hydrocarbon compounds such as alcohols, ethers, aldehydes, ketones, carboxylic acids, and their amines and amides. The reactions, synthesis, and spectrophotometric identification of organic compounds will be emphasized. Special topics such as heterocyclic compounds, orbital symmetry, and biomolecules will be explored. Microscale technique will be used in the laboratory. Three hours lecture and three hours laboratory per week.

Communication
Division of Humanities

COMM 1110 Public Speaking
Credit: 3 hours
Prerequisite: English 1102 or permission of instructor
This is an introductory course on basic public speaking with emphasis on theory, research, organization, writing, and delivery. Students will receive instruction through lecture, class discussion, and application of informative, persuasive, and impromptu speaking. Three hours per week.

COMM 1211 Beginning Forensic Activity
Credit: 1 hour
The course is designed to prepare students for competition in Individual Events (Public Address, Oral Interpretation, Limited Presentation). Students will be responsible for researching and analyzing material, organizing and writing speeches, and participating in practice speech rounds. They will also be responsible for attending and participating in forensic tournaments at the novice level. One hour lecture and two hours laboratory per week.

COMM 2010 Interpersonal Skills for a Global Society
Credit: 3 hours

Prerequisite: ENGL 1102 or permission of instructor
This is an introduction to the study and practice of basic strategies, skills, and principles of effective interpersonal communication in intercultural contexts. Major emphasis will be placed on understanding how cultural issues affect interpersonal communication effectiveness, the role of communication attitudes, values, and behaviors in intercultural adaptation, developing and improving intercultural, interpersonal communication skills, and transcending cultural differences to build community. Three hours per week.

COMM 2211 Advanced Forensic Activity
Credit: 1 hour
Prerequisite: Two units of COMM 1211
The course is designed for students with previous collegiate competitive public speaking experience. Students will continue study/practice in Individual Events with competition at the varsity level. One hour lecture and two hours laboratory per week.

Communications and Information Technology
Division of Humanities

CIT 4470 Student Editor Internship
Credit: 3 hours
Prerequisite: ITEC 2215 and at least a "C" in English 3106 or 3107
This is an on-campus internship designed to provide students with an opportunity to apply their academic training by working as an editor or student leader for an on-campus, student-run media organization such as The Matrix or The Fall Line Review. This course can be taken only once.

CIT 4471 Off-Campus Internship
Credit: 3 hours
Prerequisite: ITEC 2215 and at least a "C" in English 3106 or 3107
The off-campus internship in CIT is designed to provide students with opportunity to apply their academic training by working in an appropriate position with an off-campus company or organization. Arrangements for internships must be made before the semester begins but not during a break between semesters. The off-campus internship must be approved by a CIT advisor. Typically, students make the outside contact. The course can be taken only once.

Computer Science
Division of Natural Sciences and Mathematics

CPSC 1010 Introduction to Computer Science
Credit: 3 hours
Prerequisite: At least a "C" in MATH 1101, MATH

1111, or a year of high school math beyond Algebra II

This course introduces the student to programming with emphasis on algorithmic development and modular design. Topics in addition to design and development elements include input, output, control statements, looping, functions, arrays, and files. Three hours per week.

CPSC 1301 Computer Science I
Credit: 4 hours
Prerequisite: At least a "C" in MATH 1113 and CPSC 1010 or at least a "C" in MATH 1251
This course includes an overview of computers and programming; problem solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one-- and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent). Four hours per week.

CPSC 1302 Computer Science II
Credit: 4 hours
Prerequisite: At least a "C" in CPSC 1301
This course includes an overview of abstract data types (ADT's); arrays (multidimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). Four hours lecture per week.

CPSC 2310 Introduction to the 'C' Language
Credit: 3 hours
Prerequisite: At least a "C" in CPSC 1301
This is a continuation of the development of computer programming solutions for solving problems with emphasis on algorithmic design, top-down development, implementation using ANSI C, and testing of solutions. Concepts include the review and reinforcement of topics studied in Computer Science I, procedural and data abstraction, dynamic data structures, text file processing, and data communication within modular programming design. Programming assignments are completed in the ANSI C language in a Unix environment. Three hours per week.

CPSC 2320 Introduction to Programming in Ada
Credit: 3 hours
Prerequisite: At least a "C" in CPSC 1301
This is a continuation of the development of computer programming solutions for solving problems with emphasis on algorithmic design, top-down development, implementation using Ada, and testing of solutions. Concepts include the review and reinforcement of topics studied in Computer Science I, procedural abstraction, the use of packages as a mechanism for encapsulation and data abstraction, text file processing, private types, exceptions and exception handling, and use of generics. Programming assignments are completed in the Ada language in a Unix environment. Three hours per week.

CPSC 2330 Object-Oriented Design
Credit: 2 hours
Prerequisite: At least a "C" in CPSC 1301
This is a continuation of the development of computer programming solutions for solving problems with emphasis on object-oriented design, top-down development, and testing of solutions. Concepts include the Object Model, classes and objects, classification, notation, and process. Programming assignments and examples will be in object-oriented language. May be repeated for credit with a different language. Two hours per week.

Cooperative Education
Division of Natural Sciences and Mathematics

COOP 2291 Cooperative Education I
Credit: 1 hour
Prerequisite: Acceptance in the Cooperative Education Program
This is a work/study course in an approved cooperative education position.

COOP 2292 Cooperative Education II
Credit: 1 hour
Prerequisite: COOP 2291 and permission of the Coordinator of Cooperative Education
This is a work/study course in an approved cooperative education position.

COOP 2293 Cooperative Education III
Credit: 1 hour
Prerequisite: COOP 2292 and permission of the Coordinator of Cooperative Education
This is a work/study course in an approved cooperative education position.

COOP 2294 Cooperative Education IV
Credit: 1 hour
Prerequisite: COOP 2293 and permission of the Coordinator of Cooperative Education
This is a work/study course in an approved cooperative education position.

Criminal Justice

Division of Social Sciences

CRJU 1100 Introduction to Criminal Justice
Credit: 3 hours
This is a historical and contemporary survey of law enforcement and the structure, functions, and operations of criminal justice agencies, including the police, courts, and corrections. Three hours per week.

CRJU 2202 Introduction to Criminology
Credit: 3 hours
This is a survey of the field of criminology, including theories of causation, statistical trends, criminal behavior systems, and behavior within law enforcement and rehabilitative structures. Three hours per week.

CRJU 2204 Introduction to Criminal Law
Credit: 3 hours
This is an introduction to criminal law as it relates to enforcement, judicial, and correctional processes. Included are the history and basic concepts of criminal law, essential elements of selected crimes, and constitutional considerations. Three hours per week.

CRJU 2210 IntroductiontoJuvenileDelinquency
Credit: 3 hours
Prerequisite: SOCI 1101 and CRJU 2202
This is an introduction to the historical and contemporary philosophies affecting juveniles who come into contact with the justice system. Trends in juvenile delinquent and status offenses are outlined. Specific procedures used in processing children and youths, from intake to disposition, are examined. Three hours per week.

CRJU 2231 Introduction to Corrections
Credit: 3 hours
This is a historical and contemporary survey of mechanisms of social control and societal responses to criminality in the United States, including the philosophical underpinnings of these responses: i.e., retribution, rehabilitation, restitution, deterrence, and incapacitation. Special emphasis is given to the contemporary implementation of these correctional philosophies. Three hours per week

Economics
Division of Business and Economics

ECON 2105 Principles of Macroeconomics
Credit: 3 hours
Prerequisite: Area A Math
This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Three hours per week.

ECON 2106 Principles of Microeconomics
Credit: 3 hours
Prerequisite: Area A Math
This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy. Three hours per week.

ECON 3105 Money, Banking, and Financial Markets
Credit: 3 hours
Prerequisite: ECON 2105 or ECON 2105H and ECON 2106 or ECON 2106H
This course is a study of monetary and financial instruments, institutions, and markets from the perspective of theory, practice, and policy. Topics include the types and functions of money, financial markets, financial and banking systems, the Federal Reserve System, and monetary theory. Three hours per week.

ECON 3106 Managerial Economics
Credit: 3 hours
Prerequisite: ECON 2105 or ECON 2105H and ECON 2106 or ECON 2106H
Managerial Economics deals with the study and application of decision making in business and managerial environments. The student will develop an understanding of intermediate microeconomic theory and learn to use economic reasoning in a prescriptive manner. Three hours per week.

ECON 3175 International Economics
Credit: 3 hours
Prerequisite: ECON 2105 and ECON 2106
This is an analysis of fundamental economic principles, institutions, and governmental policies that determine the economic relations between nations under conditions of increasing global interdependence. Three hours per week.

ECON 4505 Special Topics
Credit: 1 - 3 hours
Prerequisite: Approval of Division Chair
This is a customized course under the direction of a faculty sponsor that meets special needs of students and/or the community. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses. Three hours per week.

ECON 2105H Honors Principles of

Macroeconomics
Credit: 3 hours
Prerequisite: Admission to the Honors Program and an Area A Math
This is an honors course in principles of economics intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Three hours per week.

ECON 2106H Honors Principles of Microeconomics
Credit: 3 hours
Prerequisite: Admission to the Honors Program and an Area A Math
This is an honors course in principles of economics intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy. Three hours per week.

Education
Division of Education

ECED 3001 Childhood Development
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course examines the roles played by heredity, maturation, and experience in the social, emotional, physical, and intellectual development of children from the prenatal period through middle childhood. Observation experiences of school and/or school aged children are required.

EDUC 2000 Introduction to Education in a Diverse Society
Credit: 3 hours
Students will be introduced to teaching and learning strategies appropriate in a diverse society. The course will familiarize students with the role of the professional educator, including ethical and effective practice. One focus will be on how teachers can accommodate students' diverse cognitive styles, including learning styles and multiple intelligences. Various communication styles will be examined, with special emphasis on the role of gender, race, language, class, sexual orientation, and religion. Presentation and research skills necessary to a career in education will be developed, especially those skills based upon information technology. Three hours per week.

EDUC 2210 The Exceptional Child
Credit: 3 hours
This course surveys the field of special education of exceptional children. Topics include the legal foundation for special education; the referral and placement process; collaboration with families, community, and professionals; characteristics of students with sensory, communication, physical, and health impairments; instructional methods for students with mild disabilities; students with moderate disabilities and severe mental retardation; students who are talented and gifted; behavior management of students; and adapting environments using technology. Students will be required to complete 15 hours of field work experience in partner schools during the semester. Three hours per week.

EDUC 2403 Foundations of Education
Credit: 3 hours
The course is designed to help students develop an understanding of education in America. Both historical and contemporary issues in American education will be discussed and explored. These issues will include philosophies of education, the teaching profession and unionization, local control of schools, power at state and national levels, the effects of social structure on American education, equality of educational opportunity, multi-cultural education, curriculum issues, and the courts and the schools. Students will be required to complete 20 hours of field experience in partner schools during the semester. Three hours per week.

EDUC 3003 Classroom Management
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course is designed to provide classroom teachers with an opportunity to learn the design and organization of effective classroom settings with an emphasis on the planning and demonstration of effective management skills in diverse public school settings.

EDUC 3300 Integrated Social Studies
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
A study of the instructional strategies appropriate to the P-5 social studies curriculum. Consideration is given to the topics of critical thinking skills, interdisciplinary themes, and diversity.

EDUC 3500 Professionalism, Supervised Field Laboratory
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course provides a field experience in a diverse setting, focusing on elementary and upper elementary development of reading instruction. A

minimum of 15 hours per week in a (daytime) school setting is required.

EDUC 3501 Professionalism, Supervised Field Experience
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course provides a field experience in a diverse setting, focusing on elementary and upper elementary development of mathematics instruction. A minimum of 15 hours per week in a (daytime) school setting is required.

EDUC 3540 Applied Classroom Data Analysis
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program.Scholastic standing of at least 2.50, completion of all professional and major courses with a grade of "C" or better, enrollment at MSC for at least two prior semesters and written appli
This course requires preservice teachers in their final semester of training to demonstrate skills in data collection and analysis. Candidates will demonstrate their ability to bring diverse groups of elementary school students to high levels of learning, and communicate those outcomes through a variety of formal and informal oral and written modes. In addition, preservice teachers will be required to validate their own professional development through completion and presentation of portfolio projects.

EDUC 4001 Methods and Materials, Early Childhood
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course provides a study of basic techniques involved in the effective guidance of learners in early childhood classrooms and various instructional materials adapted for use at these levels. Extensive daytime observation and participation in area schools is required.

EDUC 4203 Internship Planning
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program. Scholastic standing of at least 2.50, completion of all professional and major courses with a grade of "C" or better, enrollment at MSC for at least two prior semesters and written application in advance.
This course prepares the candidate for an internship experience in early childhood and special education classrooms.

EDUC 4204 Internship Performance (Early Childhood)
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program. Scholastic standing of at least 2.50, completion of all professional and major courses with a grade of "C" or better, enrollment at MSC for at least two prior semesters and written application in advance.
This course is designed to give the candidate a capstone experience in a classroom setting.

EDUC 4404 Internship Performance (Special Education)
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program. Scholastic standing of at least 2.50, completion of all professional and major courses with a grade of "C" or better, enrollment at MSC for at least two prior semesters and written application in advance
This course is designed to give the candidate a capstone experience in a classroom setting.

Engineering
Division of Natural Sciences and Mathematics

ENGR 1110 Introduction to Engineering
Credit: 3 hours
Corequisite: ENGR 1110L
This is a survey of the fields of engineering, the functions of an engineer, and the design process. Student teams will be required to complete a design project and build a prototype during the semester. Two hours lecture and two hours laboratory per week.

ENGR 1120 Introduction to Visual Communication and Engineering Design
Credit: 2 hours
The course covers theory and application of the design process using conventional drafting as well as CAD techniques. Assigned design project and report. Elements and projection theory that enhance ability to communicate graphically. Two hours per week.

ENGR 2025 Introduction to Signal Processing
Credit: 4 hours
Corequisite: MATH 1251 and CPSC 1301
This course is an introduction to signal processing for discrete-time and continuous-time signals. Filtering Frequency response. Fourier Transform, and Z Transform will be discussed. Laboratory emphasis on computer-based signal processing. Three hours lecture three hours laboratory per

week.

ENGR 2040 Circuit Analysis
Credit: 3 hours
Prerequisite: MATH 2252
This course is an introduction to basic concepts of circuit elements, circuit models, and techniques for circuit analysis. Time domain analysis, ac circuits, and two-part networks will be discussed. Three hours per week.

ENGR 2210 Statics
Credit: 3 hours
Prerequisite: PHYS 1111 or PHYS 2211
The course covers the elements of statics in two and three dimensions, centroids, analysis of structures and machines, and friction. Three hours per week.

ENGR 2220 Dynamics
Credit: 3 hours
Prerequisite: ENGR 2210 and MATH 2252
The course covers kinematics and kinetics of rigid bodies in plane motion. Three hours per week.

ENGR 2230 Mechanics of Deformable Bodies
Credit: 3 hours
Prerequisite: ENGR 2210
The course covers the definition of stress and strain, application to axially loaded members, torsion, bending of beams, introduction to simple plasticity, and an introduction to column stability. Three hours per week.

ENGR 2500 Thermodynamics
Credit: 3 hours
Prerequisite: MATH 2252
The course covers the fundamentals of engineering thermodynamics, thermodynamic properties and matter, first and second laws of thermodynamics, and applications to engineering. Three hours per week.

English
Division of Learning Support

ENGL 98 Fundamentals of English for International Students
Credit: 4 hours
Especially designed to improve English usage and writing skills of students whose native language is not English. Topics covered will include English sentence structure, grammar, usage, punctuation, and mechanics as well as their application in writing effective paragraphs and essays. Satisfactory completion of this course fulfills the English requirement for Learning Support for international

students. Four hours per week.

ENGL 99 Fundamentals of English
Credit: 4 hours
This is a course in basic grammar, punctuation, usage, mechanics and their application in writing effective paragraphs and essays. Designed for students who are placed by entrance test scores or who wish to prepare for English 1101. Satisfactory completion of this course fulfills the English requirement for Learning Support. Four hours per week.

Division of Humanities

ENGL 1101 English Composition I
Credit: 3 hours
This is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. Three hours per week.

ENGL 1102 English Composition II
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1101
This is a composition course that develops writing skills beyond the level of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation based on an introduction to fiction, drama, and poetry, and that incorporates a variety of more advanced research methods. An oral communication component may also be required. Three hours per week.

ENGL 2105 Introduction to Creative Writing
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This is an introduction to the problems and processes of writing poetry, short fiction, and/or drama. Each student will write 20 pages of fiction or drama, five poems, and a review of a recent work of fiction, poetry, or drama. Class emphasis will be on individual manuscripts in the workshop setting. Students will develop oral communication skills as they learn to critique their classmates' work. Student writers will keep a critical journal of peer responses, and each student will meet with the instructor to discuss individual progress. The final grade will be based on a portfolio of final drafts. One hour lecture and two hours laboratory per week.

ENGL 2111 World Literature I
Credit: 3 hours
Prerequisite: ENGL 1102

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This is a survey of important works of world literature from ancient times through the mid--seventeenth century with particular emphasis on Western literature. Three hours per week.

ENGL 2112 World Literature II
Credit: 3 hours
Prerequisite: ENGL 1102
This is a survey of important works of world literature from the mid--seventeenth century to the present. Three hours per week.
ENGL 2121 British Literature I
Credit: 3 hours
Prerequisite: ENGL 1102
This is a survey of important works of British literature from the Old English period through the neoclassical age. Three hours per week.

ENGL 2122 British Literature II
Credit: 3 hours
Prerequisite: ENGL 1102
This is a survey of important works of British literature from the Romantic era to the present. Three hours per week.

ENGL 2131 American Literature I
Credit: 3 hours
Prerequisite: ENGL 1102
This is a study of American literature from the pre--colonial age to the late nineteenth century. Three hours per week.

ENGL 2132 American Literature II
Credit: 3 hours
Prerequisite: ENGL 1102
This is a study of American literature from the mid--nineteenth century to the present. Three hours per week.

ENGL 2141 African American Literature I
Credit: 3 hours
Prerequisite: ENGL 1102
The course is designed to introduce students to various forms of literature from the Black Experience. The course will survey ideas and themes in writings, music, and film from the 1700s to the 1920s. Three hours per week.

ENGL 2142 African American Literature II
Credit: 3 hours
Prerequisite: ENGL 1102
This is a survey of important African American literature from 1920 to the present. Three hours per week.

ENGL 3106 Professional Communication
Credit: 3 hours

Prerequisite: At least a "C" in ENGL 1102; at least a "C" in BUSA 2201
The course emphasizes the importance of effective communication in the workplace. Students will learn and demonstrate skills through written and oral exercises, assignments, and projects, such as letters, memos, and reports. Three hours per week.

ENGL 3108 Writing for Digital Media
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This class addresses digital writing in various forms through individual effort and group collaboration. In developing Web and other projects, students will consider issues such as language (written and visual), information architecture, communication, and community. Specific topics might include writing for the Web (e.g. blogs, wikis, and Web sites), writing for hypermedia (e.g. presentation software and DVSs), and writing for publication (e.g. document design and desktop publishing). Three hours per week.

ENGL 3206 Gender Studies
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course is a study of literature with gender as the primary category of analysis. Viewing gender as a social construct, the course will examine texts which explore such issues as gender roles in society, the interaction between private and personal life, and self-definition in a culture with gendered expectations. Three hours per week.

ENGL 3999 Special Topics
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102 or ENGL 1102H
This is an intensive study of a significant topic in language and literature not otherwise covered in course offerings. Three hours per week.

ENGL 4450 Visual Rhetoric: Principles of Production
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course explores the historical and theoretical background of visual communication, focusing on the development of digital and experimental rhetoric. Students work on a number of short projects throughout the semester that engage the theoretical problems and technological challenges involved in digital production. Students develop three to five minute final videos that reflect the theoretical and aesthetic issues that the course explores. Three hours per week.

ENGL 4451 Advanced Video Production: Broadcast Forms
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 4450
This course introduces students to the conventions and forms of fictional and documentary video. Students will explore these forms by producing short video projects that apply the rhetorical and technical skills they developed in ENGL 4450. Students will oversee each project from pre-production through to a finished product. At the end of the course, students will have developed a professional portfolio of their work.

ENGL 4480 History of Print
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
The course traces writing from its very beginnings, looking at such issues as memory, literacy, scribes, the Gutenberg Bible and moveable type, public and private libraries, reading and privacy, reading as self-loss and selfimprovement, subscriptions and periodicals, newspapers and political power, broadsheets and book publishing. Three hours per week.

ENGL 4481 Survey of Film: Writing and Interpretation
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This is a survey of film from the early silent era to the "talkies." The course covers theories of film, major directors, the studio era, the star era. The course will examine many of the major genres, such as the Western, science fiction, the romance, police and crime drama, foreign film, and social realism. Students will write research papers which explore themes/influences among films/directors in one of the above genres. Students will also write two short analytical papers describing the relationships between a particular film/ actor and the period in history. Three hours per week.

ENGL 4482 Popular Culture
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course will cover a range of "texts" from American mass culture including popular fiction, advertising, television, popular music, popular magazines, and cyberculture. The course will emphasis methods of analyzing these texts and examine questions they raise about the nature of popular culture in America. The course will explore what these products of mass culture have in common, what distinguishes them from other cultural artifacts (such as those of high culture and folk culture), and the political and social implications of those differences.

ENGL 4483 Senior Project
Credit: 3 hours
Prerequisite: ENGL 4480, ENGL 4481, and ENGL 4482
This is a capstone course for students in the New Media track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students will plan, propose, and develop an individual project that uses applied technology (e.g. multimedia) to create a highly interesting, hands-on, interactive exploration of a set of ideas the student has developed. As with all other CIT courses, this class will be writing intensive, requiring a formal proposal, a weekly journal of the students' thinking and research, and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience, making a formal oral presentation. This course is normally offered only in the spring. Three hours lecture per week.

ENGL 4620 Non-Western Literature
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
The course is an examination of various non-Western literature, including South American, African, Oriental, Middle Eastern, and subcontinental India. The aim is to explore global cultures through their respective literatures. Three hours lecture per week.

ENGL 1102H Honors English Composition II
Credit: 3 hours
Prerequisite: At least a "B" in ENGL 1101 and admission to the Honors Program
This is an honors composition course that develops writing skills beyond the level of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation based on an introduction to fiction, drama, and poetry, and that incorporates a variety of more advanced research methods. An oral communication component may also be required. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Three hours per week.

ENGL 2131H Honors American Literature I
Credit: 3 hours
Prerequisite: ENGL 1102 and admission to the Honors Program
This is a study of American literature from the pre--colonial age to the midnineteenth century. Special emphasis will be placed on the hemispheric context

of American literature. Required is an end-of-semester research project focusing on a particular work of American literature and its relationship to the wider historical and cultural moment. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Three hours per week.

ENGL 2132H Honors American Literature II
Credit: 3 hours
Prerequisite: ENGL 1102 and admission to the Honors Program
This is a study of American literature from the mid-nineteenth century to the present. Special emphasis will be placed on understanding the historical and cultural context behind the texts examined. Required is an end-of-semester research project focusing on a particular work of American literature and its relationship to the wider historical moment; the resulting document from the project will be published in the form of a resource manual for future students' use in American Literature II, and additionally, the document will be published online, linked to the Honors Program website. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Three hours per week.

ENGL 4483H Honors Senior Project
Credit: 3 hours
Prerequisite: ENGL 4480, ENGL 4481, and ENGL 4482; and admission to the Honors Program
This is a capstone course for students in the New Media Track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students will plan, propose, and develop and individual project that uses applied technology (e.g. multimedia) to create a highly interesting, handson, interactive exploration of a set of ideas the student has developed. As with all other CIT courses, this class will be writing intensive, requiring a formal proposal, a weekly journal of the students' thinking and research, and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience, making a formal oral presentation. The Honors Senior Project is for the superior student, and admission to this course is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Students are expected to demonstrate advanced, superior skills in research, writing, oral presentation, and creation of the technological component. Three hours per week. This course is offered only in the spring.

Finance
Division of Business and Economics

FINC 3131 Business Finance
Credit: 3 hours
Prerequisite: ACCT 2102, ECON 2105, and ECON 2106
This is an introductory course in finance, an understanding of basic financial concepts and techniques, and an ability to apply them in arriving at management decisions within the context of specific business situations. Three hours lecture per week.

First Year Student Seminar
Division of Learning Support

FYSS 1100 First-Year Student Seminar
Credit: 2 hours
The course is designed to promote the progress of first-year students as they become life-long learners. The general themes of the course will include techniques for achieving academic competence, setting academic and career goals, establishing and maintaining a healthy lifestyle, and staying motivated to learn. Does not satisfy degree requirements. Two hours per week.

French
Division of Humanities

FREN 1001 Elementary French I
Credit: 3 hours
Corequisite: FREN 1001L
This is an introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. French 1001 is appropriate for students with no background in a foreign language or for students whose high school foreign language requirement was met through a two-year sequence of a different language. Students should register as auditors if they wish to review the material. (This course carries only institutional credit if the same language was used for their college preparatory curriculum.) Basic pronunciation, conversation, and structure are emphasized. Many system institutions will not accept the first elementary course in a foreign language to meet degree requirements. Three hours lecture and two hours laboratory per week.

FREN 1002 Elementary French II
Credit: 3 hours
Prerequisite: At least a "C" in FREN 1001
Corequisite: FREN 1002L

The course covers continued listening, speaking, reading, and writing in French with further study of the culture of French-speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of French 1001 or is appropriate for students who have two years of high school French (with at least a "B" average) or the equivalent. Three hours lecture and two hours laboratory per week.

FREN 2001 Intermediate French I: Language, Culture and Literature
Credit: 3 hours
Prerequisite: At least a "C" in FREN 1002
Corequisite: FREN 2001L
This course reviews and continues the study of the four language skills: listening, speaking, reading, and writing. Students also study, in French, cultures where the language is spoken. Students complete an intensive review of French grammar. Students move beyond controlled composition exercises to more advanced exercises in writing. Discussion will be conducted in French with an introduction to the skill of translation for literary works. This level is appropriate for students who have had three years of high school French (with at least a "B" average); students are encouraged to take a test for placement at this level. Three hours lecture and two hours laboratory per week.

FREN 2002 Intermediate French II: Language, Culture and Literature
Credit: 3 hours
Prerequisite: At least a "C" in FREN 2001
Corequisite: FREN 2002L
Students complete an intensive review of French grammar while continuing their study of the four language skill areas (listening, speaking, reading, and writing) and expanding their study of French cultures. Extensive readings include contemporary materials and literary selections as well as the expanded use of techniques of translation and literary analysis. Discussions will be conducted in French. Students move beyond controlled composition exercises to more advanced exercises in writing. This level is appropriate for students with a strong background (three or four years in high school with at least a "B" average) or native speakers with limited formal education or experience in the language. Three hours lecture and two hours laboratory per week.

FREN 2999 Special Topics Study Abroad
Credit: 3-6 hours
Prerequisite: French 1002 or equivalent or permission of instructor
This course covers French study abroad on significant topics of cultural interest not otherwise covered in course offerings at Macon State College. The content of this course will change each time it is offered. Therefore, it may be repeated for credit for up to 6 hours total.

FREN 3001 Grammar and Composition
Credit: 3 hours
Prerequisite: At least a "C" in FREN 2002 or permission of instructor
This course provides a general review of basic grammar and covers certain topics in more depth, such as uses of the subjunctive and a contrastive, comparative analysis of the syntax of English and French. Students will study and compose documents (such as letters, memos, summaries, etc.) which will be applicable to their work environment. Two hours class and one hour of supervised work per week.

FREN 3002 Language and Francophone Culture
Credit: 3 hours
Prerequisite: At least a "C" in FREN 3001 or permission of the instructor
This course provides experience in reading, understanding, and eventually analyzing communication patterns and paralinguistic aspects of spoken French. In addition, students learn about everyday life in countries where French is spoken. Cultural readings include information about the culture and examples of the language as it is used within the cultural context. Videos and multimedia materials, including resources found on the internet and through e-mail and listserv opportunities, are used in class and in lab settings. Three hours per week.

FREN 3003 Conversation I
Credit: 3 hours
Prerequisite: At least a "C" in FREN 3001 or permission of instructor
This course provides a forum for the discussion of topics chosen by the class. Readings, videos, interviews with native speakers, and oral in-class presentations are used to determine the topics for discussion and, where appropriate, role-play. Three hours per week.

FREN 3999 Special Topics Study Abroad
Credit: 3-6 hours
Prerequisite: French 2001 or equivalent or permission of instructor
This course covers advanced French study abroad on significant topics of cultural interest not otherwise covered in course offerings at Macon State College. The content of this course will change each time it is offered. Therefore, it may be repeated for credit for

up to 6 hours total.

Health
Division of Nursing and Health Sciences

HLTH 1000 Health
Credit: 2 hours
This is a study of the scientific information in the area of health as it applies to healthful living. Two hours per week.

Health Information Management
Division of Nursing and Health Sciences

HIMA 3200 External Forces
Credit: 3 hours
Prerequisite: HIMT 2340 and declared major in Health Information Management
This course provides an overview of some of the major external forces affecting the Health Information Management profession. The focus will be placed on Joint Commission on Accreditation of Healthcare Organization, the Health Insurance Portability and Accessibility Act of 1996, billing and reimbursement. Three hours per week.

HIMA 4000 Health Information Management Methods
Credit: 3 hours
Prerequisite: HLSA 3320 and declared major in Health Information Management
This is a study and application of the methods used to analyze and improve the management of health information; project management, total quality management, productivity standards, decision making, selection and utilization of physical resources, and ergonomic design of an office work space. Three hours per week.

HIMA 4070 Management of Health Information
Credit: 3 hours
Prerequisite: Declared major in Health Information Management
Corequisite: HLSA 3320
This is the study of management issues critical to health information management. These issues include reimbursement systems, biomedical support, managing health information functions, etc. Other topics are intrapreneurial and entrepreneurial skills, employee training, consulting, conducting meetings, and marketing. Three hours per week.

HIMA 4090 Financial Administration
Credit: 2 hours
Prerequisite: HIMA 3320
Corequisite: HIMA 4090L
Restriction: Must be enrolled in Health Information

Management (accepted) This course introduces Health Information Management students to financial tools required to manage department or project. These tools include accounting, cost accounting, cost benefit analysis, budgeting, financial reports, financial management, capitation, and cost containment techniques. One hour lecture and two hours laboratory per week.

HIMA 4100 Fundamentals of Health Information Systems
Credit: 3 hours
Prerequisite: Declared major in Health Information Management or Health Services Administration
This is an introduction to the management of information systems in a health care enterprise. Topics include clinical information systems, networks, financial information systems, data security, decision support, managed care systems, impact of information systems on the organization, information resource management, systems design and selection, and contingency planning. Examines the importance of information systems in providing information to administration, clinicians, and other users. Three hours per week.

HIMA 4110 Applications of Health Care Information Systems
Credit: 3 hours
Prerequisite: HIMA 4100 and declared major in Health Information Management or Health Services Administration
This course builds upon the skills learned in HIMA 4100 through the use of discussion, exercises, and case studies. Topics include data modeling, contract negotiation, human factors, user interface design, and systems life cycle.

HIMA 4750 Professional Management Experience
Credit: 5 hours
Prerequisite: Successful completion of all HIM baccalaureate degree requirements or permission of program director
During this five-week supervised professional management experience, students will perform management-level activities at an approved health care facility. The management activities are designed to prepare the student for entry-level management roles in health information management settings.

HIMA 4900 Seminar
Credit: 2 hours
Prerequisite: Permission of the instructor
This is a discussion of the most recent issues and trends in the health care field which impact health information management practice; case studies, the

professional rights and responsibilities of a health information management professional; job seeking strategies; and comprehensive exams. Two hours per week.

Health Information Technology
Division of Nursing and Health Sciences

HIMT 2000 Medical Terminology
Credit: 2 hours
This is an introduction to medical terminology, including root words, prefixes, suffixes, and combining forms. Includes the proper pronunciation and use of medical terms in medical reports as well as a study of the use and spelling of 100 drugs. Two hours per week

HIMT 2020 Health Care Delivery Systems
Credit: 2 hours
This is an introductory overview of the components of the health care delivery system: the organizations that provide health care, the regulations and standards that apply to the health care organizations, the reimbursement methods used, and the professionals who provide the services. Examination of the organizational components of health care facilities: the governing board, the administration, and the professional/medical staff. Two hours per week.

HIMT 2100 Health Data Concepts
Credit: 3 hours
This is a study of the origin, content, and format of health care data across the continuum of health care including both paper and computer–based systems; accreditation, certification, and licensure standards applicable to health care data and methods of assuring the standards are met; forms and screen design and control. Three hours per week.

HIMT 2110 Health Data Management
Credit: 2 hours
Prerequisite: Declared major in Health Information Technology or Health Information Management
This is a study of methods to access and retrieve health data and patient records. These methods include numbering, filing, and indexing systems; record retention policies and procedures; organization, requirements, and contents of disease registries; data abstracting and retrieval techniques. One hour lecture and two hours laboratory per week.

HIMT 2120 Health Care Statistics
Credit: 1 hour
Prerequisite: MATH 1101 or MATH 1111 or MATH 1113 and BUSA 2201 and declared major in Health Information Technology or Health Information Management
This is a study of the methods/formulas used in computing and preparing statistical reports for health care services and vital records. Study of methods and techniques used in presenting statistical data. One hour per week.

HIMT 2130 Legal Concepts in Health Care
Credit: 3 hours
Prerequisite: Declared major in Health Information Technology
Corequisite: HIMT 2130L
This is a study of legal principles related to patient care and patient records; confidentiality, release of confidential information, subpoenas for patient information, security of patient records; legal terminology and procedures, court systems; liability of health care providers, informed consent for treatment, and patient rights. Three hours per week.

HIMT 2140 Performance Improvement
Credit: 2 hours
Prerequisite: HIMT 2100 and declared major in Health Information Technology or Health Information Management
This is an investigation of peer review in health care, the components of quality assessment and improvement programs in health care facilities, including quality assessment, utilization management, and risk management, and the peer review organizations. Two hours per week.

HIMT 2220 Fundamentals of Medical Science
Credit: 3 hours
Prerequisite: At least a "C" in BIOL 1114K and 1124K and declared major in Health Information Technology or Health Information Management
Corequisite: HIMT 2000
This is a study of disease processes with emphasis on diagnosis and treatment, including symptoms, tests, and current therapies. Case studies included in classroom activities. Three hours per week.

HIMT 2330 Coding I
Credit: 3 hours
Prerequisite: At least a "C" in BIOL 1114K and BIOL 1124K, and declared major in Health Information Technology
Corequisite: HIMT 2000, HIMT 2100, and HIMT 2220
This is an introduction to and application of professional standards in the assignment of codes to diagnoses and procedures using the International Classification of Diseases–9th Revision–Clinical

Modification (ICD–9–CM). Coding rules will be applied to case studies. DRGs will be assigned using a grouper. Two hours lecture and two hours laboratory per week.

HIMT 2340 Coding II
Credit: 3 hours
Prerequisite: At least a "C" in HIMT 2330, BIOL 1114K and BIOL 1124K, and declared major in Health Information Technology or Health Information Management
Corequisite: HIMT 2340L
Restriction: Must be enrolled in Health Information Technology (accepted) This is an introduction to and application of codes using CPT/HCPCS system. Codes will be applied to workbook exercises and to case studies. Codes will be assigned by encoder as well as manually. Two hours lecture and two hours laboratory per week.

HIMT 2350 Coding III
Credit: 3 hours
Prerequisite: HIMT 2330 and HIMT 2340
Corequisite: HIMT 2350L
Restriction: Must be enrolled in Health Information Technology (accepted) This is an advanced coding class. Students will go to a Health Information Management Department to use live medical records to apply coding principles learned in Coding I and Coding II. Charts will coded based on the for reimbursement and research needs of the facility. Three hours per week.

HIMT 2360 Advanced Coding
Credit: 2 hours
Prerequisite: At least a "C" in HIMT 2330, HIMT 2340, and declared major in Health Information Technology
Students will build on their basic coding knowledge in both ICD-9-CM and CPT coding systems. Students will apply coding guidelines by coding case studies and mock medical records. Two hours per week.

HIMT 2500 Computers in Healthcare
Credit: 2 hours
Prerequisite: Declared major in Health Information Technology
Corequisite: HIMT 2100
The impact of computers on healthcare and the Health I formation Management Department will be discussed. Emphasis will be placed on use of Course computers in the HIM Department, confidentiality and security of patient information. Two hours per week.

HIMT 2600 Billing and Reimbursement

Credit: 2 hours
Prerequisite: HIMT 2330 and declared major in Health Information Technology
Corequisite: HIMT 2340
This is an introduction to commonly used healthcare reimbursement systems and of medical billing practices. Reimbursement systems include, but are not limited to: Diagnostic Related Groups, Ambulatory Payment Classifications and Resource Utilization Groups. Focus will be placed on how the reimbursement systems and billing impact Health Information Management. Two hours per week.

HIMT 2620 Supervision and Management
Credit: 4 hours
Prerequisite: Declared major in Health Information Technology
This is a study of the principles of authority and responsibility, delegation and communication; organization charts, job descriptions, policies and procedures; employee motivation, discipline, employment law, and performance evaluation. Four hours per week.

HIMT 2750 Professional Practice Experience I
Credit: 2 hours
Prerequisite: Declared major in Health Information Technology or Health Information Management
Corequisite: HIMT 2100, HIMT 2110, HIMT 2330
This is a supervised internship in acute care settings. Activities to include application of health information management procedures learned in the classroom and lab. Six hours clinical per week.

HIMT 2800 HIT Seminar
Credit: 1 hour
Prerequisite: Permission of instructor
This is a discussion of the most recent trends in the health information field. The course also prepares the HIT student to critically apply his or her knowledge in health information. Case studies, a comprehensive project, and a mock national exam will be used. One hour lecture per week.

HIMT 2850 Professional Practice Experience II
Credit: 2 hours
Prerequisite: HIMT 2750 and declared major in Health Information Technology or Health Information Management
Corequisite: HIMT 2340
This course provides additional supervised internship activities in various alternative health care settings or functions. Activities require rotational visits at various settings to apply activities learned in the classroom and lab in the collection and management of health care data.

Health Science
Division of Nursing and Health Sciences

HS 1000 Perspectives on Health Care
Credit: 3 hours
Corequisite: MSCC 1000
Perspectives on Health Care reviews critical dimensions of America's health and health behaviors. Students will utilize available technologies, research a related health care issue both on the Internet and in the library, prepare a paper using a word processor, and provide an oral presentation about the health care issue they research. This class is a three credit hour class consisting of lectures, guest speakers, field trips, and/or group activity each week.

HS 1002 Perspectives on Death and Dying
Credit: 3 hours
Corequisite: MSCC 1000
Loss, death, and the process of dying will be examined from physiological, psychological, sociocultural, and ethical/legal perspectives. The idea of death across the lifespan will be approached from viewpoints of the individual, family, significant others, and health care providers. The concepts of "death with dignity" will be explored. Using available technology, students will research a related topic on the Internet and prepare a paper using word processing. Three hours per week.

HS 1003 Perspectives on Wellness
Credit: 3 hours
Corequisite: MSCC 1000
Based on the most current, accurate health information available, this course focuses on the basic components of wellness and physical fitness in an individualized manner. Students learn to make decisions concerning personal health behaviors by developing and regularly updating a personal plan for physical fitness and wellness. The concepts of exercise, nutrition, illness prevention, and various other dimensions of well being will be explored. Students will use computer software to develop a personalized nutrient analysis. Through group process, students will prepare and present orally to the class various concepts of wellness and fitness. Using available technology, students will research a related topic on the Internet and prepare a paper using word processing. Three hours per week.

HS 1004 Perspectives on Women's Health
Credit: 3 hours
Corequisite: MSCC 1000
This course reviews issues related to women's levels of wellness throughout the lifespan. Maturation of the female from puberty to the older adult will be explored. Issues such as reproductive health, pregnancy, cancer, sexually transmitted diseases, the female heart, and physical disorders will be discussed. Students will put together a journal that will be reflective of their own health status. Also students will utilize library resources and online material to prepare a paper on a women's health topic of interest and develop an oral presentation about the issue researched. Three hours per week.

Health Services Administration
Division of Nursing and Health Sciences

HLSA 3000 Research Methods for Health Sciences
Credit: 3 hours
Prerequisite: MATH 1200
This course provides an introduction to research principles and methods involved in planning, designing, analyzing, interpreting, and communicating research. Emphasis is placed on research designs and outcomes that will enable students to become critical consumers of professional health care literature.

HLSA 3310 American Health Care System
Credit: 3 hours
This course examines the health care delivery system of the United States from a systems perspective in terms of historical and current development. The course includes the political, cultural, philosophical, and social factors which have influenced the evolution of the health care delivery system. Three hours per week.

HLSA 3315 Holistic Health Care Services
Credit: 3 hours
This is an introduction to comprehensive and total care of an individual. In the holistic approach to health care, needs are explored in all areas of functioning such as physical, emotional, social, spiritual, and economic. Topics will include strategies and treatment in the prevention of disease and the attainment and maintenance of wellness. Three hours per week.

HLSA 3320 Health Care Management
Credit: 3 hours
This course presents the foundation of management principles and processes and their changing role in health care organizations. The major management functions of decision making, planning, organizing, staffing, leading, and controlling will be explored. Three hours per week.

HLSA 3340 Public Administration and Health Care
Credit: 3 hours

Prerequisite: POLS 1101 or POLS 1101H
This course presents a study of government
bureaucracies and their relationship to the American
health care system. Three hours per week.

HLSA 3345 Government, Politics, and American
Health Care
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of the principle governmental and
political factors affecting American health care.
Students who have not met the stated
prerequisite(s) may get the permission of instructor
to enroll in course. Three hours per week.

HLSA 3350 Public Health and Epidemiology
Credit: 3 hours
This is an introduction to the essentials of public
health and epidemiology which includes the study of
contemporary health issues critical to the operation
of infection control in the acute care hospital and
ambulatory care centers. Three hours per week.

HLSA 3360 Quality Management and Improvement
Credit: 3 hours
Prerequisite: HLSA 3310 and 3320
This is an introduction to the management of quality
in health care services, including the types and
forms of measuring quality. The focus will be on
outcome-based assessment. Discussion will include
the requirements of various regulatory organizations
which assess and monitor quality in health care
settings. Three hours per week.

HLSA 3370 Women's Issues in Health Care
Credit: 3 hours
This is a survey of women's specific health issues
and medical care, promotion of health and
prevention of illness, and a study of the tools
needed by today's healthcare administrators for
creation of diverse and inventive leadership
strategies. Three hours per week.

HLSA 4000 Special Topics in Health Care
Credit: 1-6 hours
Prerequisite: HSLA 3310 and HLSA 3320, or
permission of the instructor
Courses are designed to focus on topics that are
not otherwise offered but for which there is a current
need. Students are expected to do a project in the
area of Health Care and will review appropriate
related professional journal articles. This course
may be repeated.

HLSA 4100 Human Resource Management in
Health Care
Credit: 3 hours

Prerequisite: HLSA 3320
This is an introduction to the management of human
resources, including, recruiting, retention, training,
counseling, termination, outsourcing, human
resource legislation, etc. Issues related specifically
to healthcare, including Joint Commission on
Accreditation of Healthcare Organizations
standards, medical staff credentialing, certification,
etc. Three hours per week.

HLSA 4200 Independent Study
Credit: 3 hours
Prerequisite: HLSA 3310 and HLSA 3320
This course is individually designed under the
direction of faculty to allow students opportunities to
explore a specific area of interest. This course may
be repeated.

HLSA 4400 Rural Health Care Services
Credit: 3 hours
Prerequisite: HLSA 3310 and HLSA 3320
This is an examination of the delivery and
management of health care services in rural areas.
The availability of services is directly impacted by
the demographic, economic, and social conditions
which exist within the rural environment. Three
hours per week.

HLSA 4410 Health Law and Ethics
Credit: 3 hours
Prerequisite: HLSA 3310 and HLSA 3320
This is an examination of the legal and ethical
aspects of health care administration. Includes
discussion of case studies illustrative of the current
legal and political environment in the health care
industry. Three hours per week.

HLSA 4420 Long-term Care Administration
Credit: 3 hours
Prerequisite: HLSA 3310 and HLSA 3320
Restriction: Must be enrolled in Health Services
Administration This course provides a foundation for
understanding nursing home administration, the
environment in which nursing homes operate, and
the management processes which produce positive
outcomes in the long-term care setting. Three hours
per week.

HLSA 4425 Ambulatory Care Services
Credit: 3 hours
Prerequisite: HLSA 3310 and HLSA 3320
Restriction: Must be enrolled in Health Services
Administration This course examines the
management of various ambulatory health care
settings, including subacute care, physicians'
offices, community health centers, medical group
practices, rehabilitation centers, and behavioral

health centers/clinics. Exploration of legal and financial issues, clinical trends, and support services and their coordination will be emphasized. Three hours per week.

HLSA 4430 Health Care Economics
Credit: 3 hours
Prerequisite: HLSA 3310 and HLSA 3320
This is an examination of the trends, financing, and principles of health economics. Includes an overview of both microeconomics and macroeconomics. Three hours per week.

HLSA 4435 Managed Care
Credit: 3 hours
Prerequisite: HLSA 4430
This is a study of the essentials of managed health care, including the various structures of managed care and the dynamic political and economic forces driving this approach to the financing and delivery of health care services. Three hours per week.

HLSA 4450 Applied Learning Experience
Credit: 3 hours
Prerequisite: HLSA 3310, HLSA 3320, and HLSA 4480
Restriction: Must be enrolled in Health Services Administration Students without a background in health care may elect to complete a health services administration externship in a health care setting as part of the requirements for completion of the degree. The experiences will be individually designed by program faculty. Time per week in a health care facility will be based on a ratio of 1 credit hour to 3 hours per week.

HLSA 4451 Applied Learning Experience II
Credit: 3 hours
Prerequisite: HLSA 3310, HLSA 3320, HLSA 4480, and HLSA 4450 Restriction: Must be enrolled in Health Services Administration
This is a second course in a two course sequence of externship experience. Students without a background in health care may elect to complete a second health services administration externship in a health care setting as part of the elective requirements for completion of the degree. The experiences will be individually designed by program faculty. Time per week in health care facility will be based on a ratio of 1 credit hour to 3 hours per week. This course may be repeated one time.

HLSA 4463 Case Management Concepts and Services
Credit: 3 hours
The philosophy and principles of case management,

including identifying treatment modalities, establishing goals and treatment plans through assessment of clinical information, establishing referral sources, and becoming a patient/client advocate. Three hours per week.

HLSA 4470 Design & Management
Credit: 3 hours
Prerequisite: HLSA 3310 and HLSA 3320
An overview of the field of health informatics, fundamental concepts of information systems, and day-to-day management and applications of information systems in healthcare. This course is designed to develop intelligent consumers/managers of healthcare information technology. Three hours per week.

HLSA 4475 Regulatory Aspects of Long Term Care
Credit: 3 hours
Prerequisite: HLSA 3310, HLSA 3320, HLSA 4420
The structure, function, and role of accreditation agencies for long term care institutions are examined. Emphasis is placed on the examination of the accreditation process and mechanisms that allow it to be in compliance with accreditation standards and guidelines. Federal, state, and local legislation regulations, and their relationship to accreditation and approval are addressed. Three hours per week.

HLSA 4480 Health Care Financial Management
Credit: 3 hours
Prerequisite: HLSA 3360, ACCT 2101, and ACCT 2102
This is an introduction to accounting terminology and procedures, financial statements, the budgeting process, and financial decision making in health care organizations. Emphasis will be placed on the use of financial information in administrative decision making. Three hours per week.

HLSA 4490 Integrative Issues in Health Care Administration
Credit: 3 hours
Prerequisite: Restriction: Must be enrolled in Health Services Administration
This capstone course serves to integrate the issues dealing with the most current health care system changes. Factors impacting upon the system such as economic trends, legal/ethical issues, employment trends, new technological developments, and population demographics will be explored and discussed, including the implications of these factors for the management of various types of health care organizations. This should be the student's final course.

History
Division of Social Sciences

HIST 1111 History of World Civilizations to 1650
Credit: 3 hours
This is a survey of world history to early modern times. Special emphasis will be placed on the political, intellectual, cultural, and economic aspects of early civilizations in the world environment. Three hours per week.

HIST 1112 History of World Civilizations Since 1650
Credit: 3 hours
This is a survey of world history from early modern times to the present. Special emphasis will be placed on the political, intellectual, cultural, and economic aspects of modern civilizations in the world environment. Three hours per week.

HIST 2111 United States History to 1865
Credit: 3 hours
This is a survey of U.S. history to the post-Civil War period. Special emphasis will be placed on the political, intellectual, cultural, and economic forces that transformed the U.S. during the period. Meets state legislative requirements for United States and Georgia history. Three hours per week.

HIST 2112 United States History Since 1865
Credit: 3 hours
This is a survey of U. S. history from the post-Civil War period to the present. Special emphasis will be given to the political, social, cultural, intellectual, and economic forces that transformed the U.S. during the period. Meets state legislative requirements for United States and Georgia history. Three hours per week.

HIST 2280 History of African-Americans in the United States
Credit: 3 hours
This is a survey of the events, issues, forces, and ideas that shaped the African- American experience from colonial times to the present. Special emphasis will be given to the upheavals and transformations in the lives of African- Americans caused by slavery, racism, emancipation, segregation, and the struggle for equality and human rights. Three hours per week.

HIST 2111H Honors United States History to 1865
Credit: 3 hours
Prerequisite: Admission to the Honors Program
This is a survey of U.S. history to the post-Civil War period. For advanced students, this course will place special emphasis on historical interpretation and provide opportunities to do directed research and/or special projects. This course is open only to those students who have been admitted to the Honors Program. Meets state legislative requirement for United States and Georgia history. Three hours per week.

HIST 2112H Honors United States History Since 1865
Credit: 3 hours
Prerequisite: Admission to the Honors Program
This is a survey of U.S. history from the post-Civil War period to the present. For advanced students, this course will place special emphasis on historical interpretation and provide opportunities to do directed research and/or special projects. This course is open only to those students who have been admitted to the Honors Program. Meets state legislative requirements for United States and Georgia history. Three hours per week.

Humanities
Division of Humanities

HUMN 1001 Perspectives on Narrative
Credit: 3 hours
Corequisite: MSCC 1000
The course examines two things: 1) how one employs storytelling for the purpose of self-discovery and self-expression, 2) how a writer composes a story in the literary form called narrative. In addition to composing personal narratives, students study selected literary autobiographies. Three hours per week.

HUMN 1002 Perspectives on Society in Film
Credit: 3 hours
Corequisite: MSCC 1000
The course examines various connections between American films and American society and culture. Looking at films from different genres and different eras, the course will emphasize three general connections between film and society: how films record prevailing American values and attitudes, how films sometimes protest and attempt to change values and attitudes, and how some historical films attempt to revise our understanding of historical events and eras. Three hours per week.

HUMN 1003 Perspectives on Humor, Romance, and War
Credit: 3 hours
Corequisite: MSCC 1000
This is an introduction to the relationships between the arts and culture. Through the study of various creative works of literature, print and visual media, theatre, and music, students will examine and respond to various creative cultural expressions that

are prompted by war. The artistic works studied will be limited to those dealing with humor and/or romance. Three hours per week.

HUMN 1004 Perspectives on Ethics
Credit: 3 hours
Corequisite: MSCC 1000
This course examines ethical questions as reflected in literature and film from various times and places. Traditional theories of ethics and literacy interpretation will be used for analysis. Three hours per week.

HUMN 2151 Humanities
Credit: 3 hours
Prerequisite: ENGL 1102
The course will explore significant themes and ideas of 20th century culture through the manifestation of these themes and ideas in literature, music, and art. Three hours per week.

HUMN 2152 Science, Poetry, and the Imagination
Credit: 3 hours
Prerequisite: ENGL 1102 or ENGL 1102H
This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course examines the use of metaphor and symbol in understanding poetry and the use of model in understanding scientific theory. Three hours per week.

HUMN 2154 Environmental Issues
Credit: 3 hours
Prerequisite: ENGL 1102 or permission of instructor
This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course is designed to examine fundamental principles of the environment from a scientific, global perspective as well as to consider how understanding of environmental concepts is revealed historically in literature. Three hours per week.

HUMN 2155 Survey of Humanities I
Credit: 3 hours
Prerequisite: ENGL 1102
This is a survey of the development of philosophy, religion, art, architecture, literature, drama, music, and dance in the ancient and medieval worlds and in the early Renaissance. Emphasis on the traditions which have been carried from one age and culture to another. Three hours per week.

HUMN 2156 Survey of Humanities II
Credit: 3 hours
Prerequisite: ENGL 1102
This is a survey of the development of philosophy,

religion, art, architecture, literature, drama, music, dance, film, and other media from the Renaissance and the Enlightenment to the contemporary period. Emphasis on the traditions which have been carried from one age and culture to another. Three hours per week.

HUMN 2999 Special Topics
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This is a study of a significant topic in the humanities not otherwise covered in course offerings at Macon State College.

HUMN 3010 Cross Cultural Issues
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
The purpose of this course is to enable students to analyze and identify culturally determined patterns in society and to understand the role these patterns play in communication. Students will study concepts of culture and everyday cultural patterns. Students will plan, organize, conduct, and summarize studies (using both oral and written formats) of U.S. culture as well as other cultures. Technology and media will be a common thread of this course. Three hours per week.

HUMN 3145 Technology and the Creative Artist
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course will identify major trends in technology and materials and examine how such changes have affected and/or created new kinds of art and new thinking regarding high art and popular art. Three hours per week.

HUMN 3440 Critical Perspectives
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This is a study of various critical approaches to texts. Three hours per week.

HUMN 3460 Media Criticism
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
An introduction to the critical approaches used to analyze and evaluate media (television, radio, film, for example). This course is designed to provide students with a critical framework for doing in-depth analyses of media "texts" in terms of their structure, production, and/or reception. Three hours per week.

HUMN 3501 Applied Linguistics
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102

A course in Applied Linguistics and Second Language Acquisition in a Cross Cultural Context. Emphasis on those elements of morphology, phonology, syntax, and culture that are relevant to the acquisition of languages other than one's native language, as well as problems likely to be encountered in that acquisition. Especially appropriate for those preparing to work in the international arena, those preparing for graduate work in a foreign language, or those preparing for a career in teaching English to speakers of other languages (ESOL). The course will include theories of language acquisition and comparative analysis of language, as well as levels of formality of usage and cultural constraints on discourse and the use of idiomatic expressions.

HUMN 3600 Digital Storytelling
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course explores storytelling in a digital era, examining, in particular, the impact of technology on individuals and cultures. Students will learn to craft engaging stories, analyze and critique each others' stories, work with the tools necessary to present material in digital format, and other skills. Ongoing assignments include reading, discussion, writing and scripting, presentations, and other class work as appropriate. Three hours per week.

HUMN 3999 Special Topics
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This is an intensive study of a significant topic in the humanities not otherwise covered in course offerings.

HUMN 4340 Introduction to Ethics
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course will examine ethical issues resulting from the use of the Internet and other cyber-technologies. Beginning with a survey of traditional ethical and philosophical concepts, the course will stress the ways the use of technology raises issues of privacy, gender, and ethical norms in commercial enterprises. Three hours per week.

HUMN 4460 Senior Seminar: New Media
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 110
This is a survey of new media genres, including e-mail, listservs, bulletin boards, chat rooms, online radio, online journals, newspapers, ebooks, and the transformation of traditional media (as well as print text) by these new forms. Three hours per week.

HUMN 4471 Comparative Cultures
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course compares religion, ethics, art, history, and social mores of different cultures in order to understand models of cultural identity. Choice of cultures for study will vary. Three hours per week.

HUMN 4472 Studies in Culture
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
This course will examine ways in which cultural values and attitudes are shaped, both from an historical and a comparative perspective. Choice of cultures for study will vary. Three hours per week

HUMN 4483 Senior Project
Credit: 3 hours
Prerequisite: ENGL 1102 and permission of instructor
This is a capstone course for students in the Cross Cultural track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students plan, propose, and develop an individual project that uses applied technology (e.g. multimedia) to create a highly interesting, hands-on, interactive exploration of a set of ideas that they have developed. This course is writing intensive, requiring a formal proposal and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience and give a formal oral presentation. Three hours per week. This course is normally offered in the spring.

HUMN 1001H Honors Perspectives on Narrative
Credit: 3 hours
Prerequisite: Admission to the Honors Program
Corequisite: MSCC 1000
The course examines two things: 1) how one employs storytelling for the purpose of self-discovery and self-expression, 2) how a writer composes a story in the literary form called narrative? In addition to composing personal narratives, students study selected literary autobiographies. Three hours per week.

HUMN 2111H Honors Humanities
Credit: 3 hours
Prerequisite: ENGL 1102 or ENGL 1102H and admission to the Honors Program
The honors seminar will focus on the investigation and study of selected issues and themes in the arts and literature. Readings will be connected to the annual study topic of Phi Theta Kappa International Honor Society. This course may be repeated.

Three hours per week.

HUMN 2205 (SSCI 2205) Gender, Social Science, and Art
Credit: 3 hours
Prerequisite: ENGL 1102
This interdisciplinary course examines specific topics concerning gender, art, and society. It explores the portrayal of gender in the artistic works of a selected area of the humanities (art, literature, music, drama, or speech) and in one of the social sciences (anthropology, history, political science, psychology, or sociology). Three hours per week.

HUMN 3153 (BUSA 3153) Organizations, Work, and Literature
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102
The aim of this course is for students to examine through the windows of literature the individual within the organization and how that individual is shaped as a participant within a particular organization by various cultural and social indices. The approach will be interdisciplinary. The course will examine poems, stories, novels, plays, films, television programs, and essays to explore how literature represents the worlds of work and leadership. Philosophies of capital and labor will be discussed through issues of workplace policy, gender assumptions, organizational values, and family. Three hours per week.

HUMN 3999H Honors Special Topics
Credit: 3 hours
Prerequisite: At least a "C" in ENGL 1102 and admission to the Honors Program
This is an intensive study of a significant topic in the humanities not otherwise covered in course offerings. Required is an end of semester research project that reflects rigorous intellectual engagement with a topic and advanced independent research skills. This course is for the superior student, and admission is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Three hours per week.

HUMN 4483H Honors Senior Project
Credit: 3 hours
Prerequisite: ENGL 1102, permission of the instructor, and admission to the Honors Program
This is a capstone course for students in the Cross Cultural Track of the CIT program. Students will undertake a project that serves as a bridge between the Humanities curriculum and the Information Technology coursework. Students will plan, propose, and develop and individual project that uses applied technology (e.g. multimedia) to create a highly interesting, handson, interactive exploration of a set of ideas the student has developed. As with all other CIT courses, this class will be writing intensive, requiring a formal proposal, a weekly journal of the students' thinking and research, and a final report (15-20 pages) that synthesizes and explores. Students must demonstrate the project to a small audience, making a formal oral presentation. The Honors Senior Project is for the superior student, and admission to this course is by invitation of the English faculty to selected students who have been admitted to the Honors Program. Students are expected to demonstrate advanced, superior skills in research, writing, oral presentation, and creation of the technological component. Three hours per week. This course is offered only in the spring.

Information Technology
Division of Information Technology

ITEC 1001 Perspectives on the History of Computing
Credit: 3 hours
Corequisite: MSCC 1000
This course will explore the development of the modern computer, from precomputer times to present day, with special emphasis placed on people, places, and machines as well as the societal impact of computing. Three hours per week.

ITEC 2215 Introduction to Information Technology
Credit: 3 hours
This is an introduction to the nature and applications of Information Technology. Students become familiar with the concepts and terminology of IT including hardware, software, networks, databases, and the Internet. They also study examples of ways in which the tools of IT are applied in the workplace. Three hours per week.

ITEC 2220 Computer Hardware and Software Concepts
Credit: 3 hours
Prerequisite: ITEC 2215
This course covers the architecture, function, and configuration of computer hardware, along with basic operating system software functions. Emphasis is placed on the troubleshooting and maintenance of computer equipment. Three hours per week.

ITEC 2245 Introduction to Databases Health Sciences
Credit: 3 hours

Prerequisite: At least a "C" in BUSA 2201
This course covers principles and practices in information modeling and database design; systems development life cycle approach to determining and analyzing information requirements, devising data models, constructing schemas, and implementing models within common database management software; use of DBMS software to create databases, perform queries, produce reports, and perform standard maintenance functions. Three hours per week.

ITEC 2260 Computer Programming I
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
Corequisite: MATH 1200 or MATH 1220
This course is an introduction to computer programming, logic, design and implementation. Topics include software design, documentation, coding methods, data types, data structures, functions, subroutines and program control structures. Three hours per week.

ITEC 2270 Computer Programming II
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2260
This course is a continuation of ITEC 2260. The course emphasizes objectoriented programming and concepts such as encapsulation, inheritance, composition, and polymorphism. Three hours per week.

ITEC 2320 Networking Essentials
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course provides students with an introduction to network and communications concepts, principles, components, practices, common networking standards, topologies, architectures, and protocols. It encompasses operational issues surrounding network planning, configuration, monitoring, trouble shooting, and management. Three hours per week.

ITEC 2330 Interactive Digital Media
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course covers basic design principles and tools for creating digital media components to be used in interactive systems. Topics include audio, graphics, and instructional video theory; the tools used to create and edit audio and image files; the implementation of prepared video and animations in multimedia presentations; project planning and management; content outlining, flowcharts, presentation design, storyboarding, and prototyping. Testing, implementation, and multimedia

development documentation are also discussed. Three hours per week.

ITEC 2340 Database Design
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course covers the basic practices and principles of database design and database management systems. Topics include methods of analyzing and designing data systems; database design logic; database management system components and functions; and data management issues and practices. Three hours per week.

ITEC 2380 Web Development
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course introduces concepts and practices associated with Web site development. Focus is on site and page design, page layout techniques, styling methods, coding practices, selection of typography, graphics, and multimedia, accessibility issues, site publishing, testing and maintenance, and site marketing. Three hours per week.

ITEC 3155 Systems Analysis and Design
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2215 or BUSA 2201
After learning systems analysis and design basics, students will participate in either a simulation or case study in order to experience the operational flow of organizational systems. Using the object-oriented approach, students will analyze and define, using UML, the system requirements of the organization. The technology independent logical model showing what the system is required to do will then be created. Three hours per week.

ITEC 3225 Data Communications and Networks
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course covers computer network and communications concepts, principles, components, and practices; coverage of common networking standards, topologies, architectures, and protocols; design and operational issues surrounding network planning, configuration, monitoring, troubleshooting, and management. Three hours per week.

ITEC 3235 Computer Interface Design
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course covers principles and applications of proper interface design for human interaction with computer systems; contributions from psychology, engineering, physiology, and ergonomics to the

design of menus, icons, pointing devices, commands, and other graphic, audio/video, and hypermedia components; principles illustrated through the creation of interfaces with common software packages. Three hours per week.

ITEC 3236 Introduction to Multimedia
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course covers basic design principles and tools for creating multimedia instructional systems; use of an authoring package to produce educational and training software; coverage of the techniques for capturing, editing, storing, and retrieving instructional content for presentation through scripted interactive software; delivery of instruction through PCs, CD-ROMs, and Web methods. Three hours per week.

ITEC 3245 Database Principles
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course covers the basic principles and practices behind the modern database management system including: the models and methodologies that enable us to analyze and design data systems; the logical concepts that stand behind "good database design"; and the functional components of the DBMS and how they work together to bring about the management of data. Three hours per week.

ITEC 3260 Visual Basic.NET Programming
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 227
This course covers advanced programming techniques using the Visual Basic.NET language. Topics include: object-oriented methods, classes, events, delegates, abstract base classes, composition, inheritance, interfaces, and polymorphism. Three hours per week.

ITEC 3261 Web Page Design
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course is a survey of techniques and tools for developing basic web pages for delivery of text and graphic information. Focus will be on page markup languages, page design principles, page layout techniques, markup language syntax, and page styling methods. Three hours per week.

ITEC 3264 Data Structures
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2270
This course is an introduction to the basic data structures commonly used in software problem

solutions. The course emphasizes analysis, implementation, and application of data structures as they apply to programming problem solutions. Three hours per week.

ITEC 3265 Operating Systems
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2220
This course addresses major aspects of operating systems internal processes and capabilities such as processes and threads, deadlocks, memory management, input/output, file systems, single and multiple processor systems and security. Three hours per week

ITEC 3280 Server Applications with ASP
Credit: 3 hours
Prerequisite: At least a "C" in both ITEC 2260 and ITEC 3261
This is an introduction to server-based Web processing within an Active Server Page (ASP) development environment; coverage of browser- and serverbased scripting languages, data structuring and data exchange languages, file and database access methods, dynamic page styling, and other technologies for creating dynamic, data-driven Web sites. Three hours per week.

ITEC 3281 Server Applications with PHP
Credit: 3 hours
Prerequisite: At least a "C" in both ITEC 2260 and ITEC 3261
This is an introduction to server-based web processing within a PHP Hypertext Preprocessor (PHP) development environment; coverage of server-side scripting elements, database access methods, dynamic content, and other technologies for creating dynamic, data-driven Web sites. Three hours per week.

ITEC 3283 Browser Applications with JavaScript
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3261
The course covers advanced coverage of browser-based Web processing; coverage of the browser document object model, dynamic formatting and styling, browser scripting languages, user interaction and personalization, data validation, and processing of browser-side data structures. Three hours per week.

ITEC 3300 Project Management
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2215 or ITEC 3155
This course introduces the concepts and practices associated with Project Management. The focus is

on the following knowledge areas in project management: scope, time, cost, quality, human resource, communication, risk, and procurement. Three hours per week.

ITEC 3310 Ethics and Law in Information Technology
Credit: 3 hours
Prerequisite: At least a "C" in all of the following: ITEC 2215, 2220, 2260,2320, 2330, 2340, and 2380
This course provides the opportunity for IT majors to learn about the ethical, legal, and regulatory issues of IT. The course concentrates on the theory and practice of computer ethics based on an understanding of current laws. Students will study the basis for ethical decision-making and apply a methodology for reaching ethical decisions concerning information technology. Three hours per week.

ITEC 3325 Windows System Administration
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
Using a networked laboratory, the student will learn to manage, via Microsoft networking software, a wide variety of network capabilities, such as directory structures, drive mappings, security issues, printing domains, user environments, and network utility services. Three hours per week.

ITEC 3328 Linux Systems Administration
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
This course explores the Linux operating system environment and fundamental Linux systems administration principles. Aspects such as origins of this operating system, its differences with Unix, the use of the command line, file and memory management, Linux GUI environments, and basic Linux systems administration are covered. Three hours per week.

ITEC 3350 Information Technology Entrepreneurship
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2380
This course analyzes and explores the various aspects involved in turning an idea or a venture in IT into an enterprise. The student will formulate and produce an actual plan for the IT venture that the student chooses. Three hours per week.

ITEC 3351 Decision Support and Organizational Intelligence
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3155
This course introduces the concepts and practices associated with systems that provide for decision support and organizational intelligence in the organization context. The focus is on the techniques, approaches, and tools associated with the design, implementation, and mining of information to provide knowledge for a firm. Three hours per week.

ITEC 4205 Legal Issues in Information Technology
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course provides the opportunity for IT majors to learn about the legal, regulatory, and ethical issues involved in the field of information technology. The legal concepts and laws which govern computers and technology will be studied. Topics include ethics, security, privacy, and current legal issues. Three hours per week.

ITEC 4212 Computer Organization and Programming
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2260
This course is an introduction to computer organization and programming. The course emphasizes internal representation of programs, data, memory addressing modes, CPU instructions, execution cycle, computer arithmetic, machine instructions, and programming. Three hours per week.

ITEC 4221 Data Communications Physical Media
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
This course addresses the physical properties of data transmission and the various types of transmission media. It covers the major topics comprising the ISO OSI Reference Model, layers 1 and 2. This includes how to construct physical transmission media such as cabling, how the telephone system operates, noise effects on transmission, and wireless communications. Three hours per week.

ITEC 4222 Data Communications Message Routing
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
This course addresses the characteristics, capabilities, and performance of networks at the routing message level. It covers the major topics comprising the ISO OSI Reference Model, layers 3 and 4. Various routing algorithms, flow control and

congestion resolution issues, and end-to-end reliability are covered. Three hours per week.

ITEC 4223 Data Communications Applications
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
This course addresses the characteristics, capabilities, and performance of network applications, such as electronic mail, file transfers, remote login capability, and network management. It covers the major topics comprising the ISO OSI Reference Model, layers 5 through 7. Considerations such as which network application to select and implement, how network management is accomplished, and the performance issues involved in transferring data are addressed. Three hours per week.

ITEC 4226 Wireless Communication
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
This course will examine the many diverse aspects of wireless communica252 tions such as satellites, microwave systems, cellular telephony, and wireless LANs. Issues such as international cooperation, standardization, and frequency allocation will be discussed. Three hours per week.

ITEC 4228 Advanced Linux Network Administration
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 3328 or ITEC 4227
This course offers a disciplined approach to planning, designing, and implementing advanced activities associated with the Linux server and networking environment. Three hours per week.

ITEC 4229 Telephony
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
This is an introductory course that will provide students with principles and concepts covered in the telecommunications industry. The course will touch on aspects of terminology, technology, finance, regulatory, organizational, and operation aspects of the telecommunications industry. Three hours per week.

ITEC 4230 Graphic Imaging
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2330 or ITEC 3236
This course will examine industry techniques for providing an effective presentation of graphic images. The students will also survey tools that are used for production. Students will be provided with the necessary background to pursue a course of study in graphic design and digital media development. Completed projects can be used for desktop publishing projects, authoring, and web-based delivery applications. Three hours per week.

ITEC 4231 Information Design
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215
This course introduces the student to the principles of designing effective instructional content. Topics include the project design cycle, audience/needs assessment, the roles of project team members, documentation design, training/ service manuals, and help file construction. Three hours per week.

ITEC 4232 Desktop Publishing
Credit: 3 hours
Prerequisite: ITEC 4230
This is a study of the processes and tools involved in designing for print media. This course covers design theory, image, text, and page preparation, and management of desktop publishing processes and tools. Topics may include design constraints and limitations, preparing graphics for print, and pre-press management. Three hours per week.

ITEC 4233 Emerging Digital Media
Credit: 3 hours
Prerequisite: ITEC 4230
This course provides students with hands-on experience using current versions of popular multimedia software. Static and dynamic images are created, manipulated, and integrated into applications. Topics may include video conferencing, streaming audio and video, DVD authoring, and audio production. Three hours per week.

ITEC 4235 Advanced Graphic Imaging
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 4230
This course will examine advanced techniques that are used in the industry to produce graphic images. Topics to be covered will include advanced image manipulation and creation, graphic design, color usage and adjustment, and image composition. Three hours per week.

ITEC 4236 Digital Video Production
Credit: 3 hours
Prerequisite: ITEC 4230
The processes of digital capturing and editing techniques for both audio and video are discussed for use in interactive presentations. Pre- and Post-

Production principals are discussed. Three hours per week.

ITEC 4237 3-D Modeling and Animation
Credit: 3 hours
Prerequisite: ITEC 4230
This course covers the transition from 2D to 3D structures and motion. Students explore techniques for 3D model creation: simple, path-based, and character animation. Three hours per week.

ITEC 4238 Introduction to Motion Graphics
Credit: 3 hours
Prerequisite: ITEC 4230
This course will examine techniques that are used in the industry to produce vector-based animations and interactive, web-friendly presentations using a popular timeline driven tool. Topics to be covered will also include storyboarding, scriptwriting, and vector graphic design. Three hours per week.

ITEC 4239 Intermediate Motion Graphics
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 4238
This course will examine techniques that are used in the industry to produce a vector-based interactive presentation using a popular timeline driven tool. Dynamic, graphical web content will be introduced into the presentations to create robust applications including simple games. Advanced vector animation and movie production techniques will also be discussed. Three hours per week.

ITEC 4241 Data Modeling
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2340 or ITEC 3245
In this course, students will learn the basics of abstraction, models, and modeling. Students will apply this knowledge to object-oriented models and describe those models using UML. Using the object-oriented approach, the student will develop techniques for identifying, documenting, and organizing the objects of a system and learn how to build requirements models that describe what the system is required to do. Three hours per week.

ITEC 4242 Database Administration
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2340 or ITEC 3245
This course will teach basic database features, tools, and administrative tasks. The administrative tasks involved are installation and upgrade of a DBMS, user account and security management, backup and recovery procedures, and performance monitoring and tuning. These tasks will be

discussed in relation to database planning, design, implementation, operation, and maintenance. Three hours per week.

ITEC 4243 Database Development Tools
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2340 or ITEC 3245
This course teaches topics of database development tools using Oracle Database Management System and the Oracle Developer tool set. This will include creating and modifying database objects, PL/SQL programming, creating block and custom forms and reports, and using graphics and project builder. Three hours per week.

ITEC 4244 Structured Query Language
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2260 and at least a "C" in either ITEC 2340 or ITEC 3245
This course provides a comprehensive introduction to the SQL language. The course not only covers the syntax of SQL but also shows how SQL can be used to create and maintain a database and retrieve information from it, with an emphasis on the use of the command line query language in relation to relational databases. In addition to exploring concepts, the course includes a variety of assignments to reinforce the understanding of business and industry needs, opportunities, and constraints as they apply to the administration of an organization's data. Three hours per week.

ITEC 4247 Database Administration using DB2
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2340 or ITEC 3245
This course teaches topics of database administration, including database design, database implementation, user support, change-control procedures, planning for growth, and technology evaluation using DB2 database management system. Three hours per week.

ITEC 4248 Database Administration using MS SQL Server
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2340 or ITEC 3245
This course teaches topics of database administration, including database design, database implementation, user support, change-control procedures, planning for growth, and technology evaluation using MS SQL Server. Three hours per week.

ITEC 4249 Data Modeling Using Object Oriented

Systems
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2340 or ITEC 3245
This course emphasizes the role of the database administrator in converting a conceptual model into an object-oriented data model. The student will use business rules for developing classes, objects, relationships, object query language (OQL), and operations definitions for an object-oriented database management system. Students will develop a database from a case study. Three hours per week.

ITEC 4251 Information Systems Concepts
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3155
This is a survey of various concepts and topics related to information systems. This course covers the theory of systems and organizational modeling and develops an understanding of the role and importance of information systems in business. Three hours per week.

ITEC 4252 Advanced Systems Analysis and Design
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3155 and at least a "C" in one of the following: ITEC 2270, ITEC 2340, or ITEC 3245
Building upon previous work, students will learn advanced concepts that underlie modern systems analysis and design work. Class members will work from the logical design level model of an organization, converting it into a physical design model showing how the system will be developed. Information technology solutions will be developed and implemented in a classroom environment. Three hours per week.

ITEC 4253 Information Technology in Business
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3155
This is a survey and study of current and emerging information technologies that are used as tools for improving organizational performance and productivity. Explores information technologies in business areas such as accounting, finance, management, and office administration. Three hours per week.

ITEC 4254 Management of Information Resources
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3155
This course discusses issues related to management of information resources (i.e., hardware, software, and people) in a manner conducive to effective and efficient methods employed in the organizational context. Focus is on the tools, techniques, and approaches leveraged in contemporary firms. Three hours per week.

ITEC 4261 Introduction to Java Programming
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2270
This is a course in developing JAVA software applications. Topics include modular application programming, expressions and operations, statements, functions, conditional statements, loops, arrays, structures, and pointers. Object-oriented programming is emphasized. Three hours per week.

ITEC 4264 Software Engineering
Credit: 3 hours
Prerequisite: At least a "C" in one 4000-level IT programming course
Topics include programming theory, design methods, requirements and specification, validation and program testing, programming in teams, costs, decomposition, project management, and planning for change. Three hours per week.

ITEC 4266 C/C++ Programming
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2270
Students review computer problem-solving strategies and methods. Then the focus is on C/C++ syntax for implementing basic control structures, elementary data types, and arithmetic and logical operations. Design and use of subroutines, functions, pointers, templates, classes and objects, inheritance, arrays, data structures, and records is included. Programming assignments emphasize modular design within an information processing, rather than system programming, context. Three hours per week.

ITEC 4267 COBOL Programming
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2260
This is a study of elementary COBOL programming, using structured design and programming concepts. The course emphasizes the use of COBOL in solving common business, commercial, and managerial problems. Topics include COBOL program organization, sequential file I/O, control structures, arithmetic operations and report editing, control break processing, table handling, direct and indexed sequential access methods, sorting and searching, and database system access using commands embedded in the source code. Students write programs that adhere to specific programming and documentation standards. Three hours per week.

ITEC 4268 Survey of Programming Languages
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2270
This is a study of several programming languages, showing how each incorporates fundamental operations studied in the programming track courses. Candidate languages include assembly, LISP, PROLOG, ADA, and RPG. Weekly programming assignments will reinforce the features of each language. Three hours per week.

ITEC 4269 Visual Basic for Client/Server Systems
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2260 and in either ITEC 2340 or ITEC 3245
Students use Visual Basic to design and implement systems that operate in a client/server, network-delivered, database environment. Topics include database administration, design, creation, developing end-user input and output screens, reports, and the use of SQL. Students will develop enterprisewide production-quality applications. Three hours per week

ITEC 4271 Learning and Technology
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3235
This class will study the theoretical foundations of human cognition and how understanding those conceptual processes relate to the use of technology in the learning processes. The purpose is to help students understand instructional and computer design features that will facilitate the creation of effective instructional materials and activities. Three hours per week.

ITEC 4275 Readings in Educational Technology
Credit: 3 hours
Prerequisite: At least a "C" in both ITEC 4231 and ITEC 4271
This is a seminar course that deals with issues in educational technology. The current literature and electronic resources provide the material that is studied. The emphasis is on identifying and translating ideas into practical programs. A research project and paper are also required. Three hours per week.

ITEC 4284 Streaming Digital Media
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2380
This course covers digital capture, editing, production, and distribution software and techniques for delivering digital media through file access or streaming methods; review of graphics and audio/video capture and editing tools and techniques; encoding and packaging of digital media for ondemand and live broadcast; scripting techniques for integrating digital content within Web applications. Three hours per week.

ITEC 4285 Web Server Administration
Credit: 3 hours
Prerequisite: At least a "C" in both ITEC 2320 and ITEC 2380 or at least a "C" in both ITEC 3225 and ITEC 3261
This course covers installation, configuration, and administration of Web servers and services; focus on Windows-based network operating systems running Internet Information Services (IIS) and Apache Web Services; setting up, securing, and managing services including hypertext transfer protocol (HTTP), file transfer protocol (FTP), and simple mail transport protocol (SMTP); extensive hands-on work in a network laboratory. Three hours per week.

ITEC 4286 Advanced Server Applications with ASP
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 3280 or ITEC 4280
The course covers advanced technologies for creating interactive, datadriven Web sites within the Active Server Pages (ASP) environment; coverage of technologies for developing production-quality Web sites for internal information management, electronic commerce, and business-to-business processing; comprehensive project to implement full range of client and server technologies. Three hours per week.

ITEC 4287 Advanced Server Applications with PHP
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 3281 or ITEC 4281
This course covers advanced technologies for creating interactive, datadriven Web sites within the PHP Hypertext Preprocessor (PHP) environment; coverage of technologies for developing fully functional websites for administrative, operating, and workflow applications, for electronic commerce, and for business-to-business processing; comprehensive project that integrates technologies introduced in previous courses. Three hours per week.

ITEC 4288 Electronic Commerce Systems
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3155
Students will study applications in web-based electronic commerce systems set in a client/server environment. The course will include surveys of Internet technologies, network architectures, web

development techniques, ecommerce models and software, electronic catalogs, purchase and payment systems, interfaces with business systems, marketing and promotion, and design and implementation of e-commerce systems. Three hours per week.

ITEC 4299 Topics in Information Technology
Credit: 3 hours
Prerequisite: Permission of the instructor
Topics covered include the design and implementation of information technology in areas such as electronic commerce, process centered analysis and design, professionalism and ethics, techniques of auditing, etc. The content of this course will change each time it is offered. Therefore, it may be repeated for credit. Three hours per week.

ITEC 4321 Forensics/Data Recovery
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 2320 or ITEC 3225
This course offers a disciplined approach to implementing a comprehensive accident-response plan with a focus on being able to detect intruders, discover what damage they have caused, and discover their identities. Three hours per week.

ITEC 4322 Interactive Communications
Credit: 3 hours
Prerequisite: At least a "C" in the following: ITEC 4221, ITEC 4222, and ITEC 4223
This course provides an introduction to various interactive communications technologies including VoIP, SIP, and H.323. The historical, cultural, and technical environments surrounding these technologies are explored. Three hours per week.

ITEC 4323 High Performance Network Applications
Credit: 3 hours
Prerequisite: At least a "C" in the following: ITEC 4221, ITEC 4222, and ITEC 4223
This course provides an introduction to various high performance communications technologies and applications such as Gigabyte System Network (GSN), High Performance Parallel Interface (HPPI) networking, enhanced satellite applications, and a wide range of audio/visual applications needing increased bandwidth as well as other emerging high performance network applications. Three hours per week.

ITEC 4324 Mobility: Networks and Applications
Credit: 3 hours
Prerequisite: At least a "C" in the following: ITEC 4221, ITEC 4222, and ITEC 4223

This course provides an introduction to various mobility technologies, both current and emerging. These include cellular, WLANs, 802.11 wireless technologies, and others. Architecture, standards, and the impact of these technologies are addressed. Three hours per week.

ITEC 4325 Advanced Windows Administration
Credit: 3 hours
Prerequisite: At least a "C" in either ITEC 3325 or ITEC 4225
This course offers a disciplined approach to planning, designing, and implementing advanced activities associated with the Windows server and networking environment. Three hours per week.

ITEC 4326 Network Programming
Credit: 3 hours
Prerequisite: At least a "C" in the following: ITEC 4221, ITEC 4222, and ITEC 4223
This course provides an introduction to the planning, design, and development of network protocols. In this class, students will develop network protocols using various software development tools and techniques. Three hours per week.

ITEC 4327 Server Architecture
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2220
This course covers server issues and technology, including installation, configuration, upgrading, maintenance, environment, troubleshooting, and disaster recovery. Specific topics include, but are not limited to, server planning, hardware requirements and installation, RAID, media access methods, and network operating systems. Three hours per week.

ITEC 4328 Emerging Technologies
Credit: 3 hours
Prerequisite: At least a "C" in the following: ITEC 4221, ITEC 4222, and ITEC 4223
This course covers the historical and technical aspects of a wide range of emerging network technologies. Three hours per week.

ITEC 4501 Special Projects in Information Technology
Credit: 3 hours
Prerequisite: Completion of IT core courses and permission of instructor
This is a work/study course that serves as a substitute in those cases where the IT student has already satisfied the workplace objectives of an internship course. Students, in consultation with

faculty advisors, will design and carry out one or more special projects that will employ the skills and knowledge of the student's major area of emphasis. The projects for this course will change each time it is offered. Therefore, it may be repeated for credit. Three hours per week.

ITEC 4700 Case Studies in Information Technology
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 4252
Building upon knowledge acquired and skills developed in previous course work, students will prepare a comprehensive system study, to include comparative case studies from the literature. Three hours per week.

ITEC 4701 Internship in Information Technology
Credit: 3 - 6 hours
Prerequisite: Senior standing and permission of the instructor
This is a work/study course in Information Technology; student work is in an appropriate position and on an appropriate project in information technology for an assigned employer; work project is under direction of a faculty advisor in consultation with the employer. Students must submit abstracts to the instructor 30 days before the start of the semester. This course may be repeated for credit of up to 6 hours total.

ITEC 4710 Seminar in IT and Globalization
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 3155 and ITEC 3300
This is a course on ideas and issues surrounding information technology. Students are required to conduct research, to make presentations, and to lead and participate in discussions on topics pertinent to the field. The course emphasizes the use and impact of the Internet and collaborative technologies in a world where these tools are increasingly becoming central to organizational competitive posture in the national and international arenas. Three hours per week.

ITEC 3235H Honors Computer Interface Design
Credit: 3 hours
Prerequisite: At least a "C" in ITEC 2215 and admission to the Honors Program
This course is similar to ITEC 3235 with additional activities and assignments to qualify it as an Honors course. Three hours per week.

ITEC 3261H Honors Web Page Design
Credit: 3 hours
Prerequisite: At least a "B" in ITEC 2215 and admission to the Honors Program

This course is a survey of techniques and tools for developing basic web pages for delivery of text and graphic information. The focus will be on page markup languages, page design principles, page layout techniques, markup language syntax, and page styling methods. This course is for the superior student, and admission is limited to students who have been admitted to the Honors Program. Three hours per week.

ITEC 4720H Honors Seminar in Technology Management
Credit: 3 hours
Prerequisite: At least a 3.0 overall GPA, at least a 3.5 GPA in IT courses,and permission of the instructor.
This is an honors seminar in which students will discuss the management and implementation of technology in the workplace, the management of technical and creative employees, and similar topics. The course content will be drawn from articles in the current literature, principally the Harvard Business Review. A term paper also will be required. Three hours per week.

Internship
Division of Macon State College

INTR 2201 Internship I
Credit: 3 hours
MSC recognizes the need and value of integrating traditional academic work and practical application. An internship is an important way for students to have on-the-job experience in conjunction with academic credit. To enroll, students must be approved in advance by the Counseling and Career Center. Internships require 15 hours per week of supervised work experience.

INTR 2202 Internship II
Credit: 3 hours
Prerequisite: INTR 2201
MSC recognizes the need and value of integrating traditional academic work and practical application. An internship is an important way for students to have on-the-job experience in conjunction with academic credit. To enroll, students must be approved in advance by the Counseling and Career Center. Internships require 15 hours per week of supervised work experience.

INTR 2203 Internship III
Credit: 3 hours
Prerequisite: INTR 2202
MSC recognizes the need and value of integrating traditional academic work and practical application. An internship is an important way for students to

have on-the-job experience in conjunction with academic credit. To enroll, students must be approved in advance by the Counseling and Career Center. Internships require 15 hours per week of supervised work experience.

Journalism
Division of Humanities

JOUR 1135 Mass Communications Survey
Credit: 3 hours
This is a survey of the structure and function of contemporary mass media from an historical and descriptive perspective, with attention paid to problems and criticisms of the media. Three hours per week.

JOUR 1231 Mass Communications Laboratory
Credit: 1 hour
This is an introduction to the techniques of newspaper production and a practical application of those techniques. This course is limited to those students working on the school newspaper and is open to all majors. May be repeated three times for institutional credit or toward completing Area F requirements in journalism/mass communications. One hour lecture and three hours laboratory per week.

JOUR 2131 News Writing and Reporting
Credit: 3 hours
This is a study of basic reporting, writing, and editing practices, with practical assignments in the various media. Three hours per week.

JOUR 2231 Advanced Mass Communications Laboratory
Credit: 1 hour
This is a work/study course designed for editors of the campus newspaper, The Matrix. Students will receive hands-on training in newspaper production and management, as well as advanced training in editing, layout and graphic design, and advertising sales. Students are required to spend a total of fifteen hours a week working under the direction of the faculty advisor. Credit may be used toward completing Area F requirements in journalism/mass communications. One hour lecture and three hours laboratory per week.

JOUR 3131 Newswriting Practicum
Credit: 3 hours
Prerequisite: JOUR 2131
This offers supervised experience in on-campus media environments. Extensive practice in the various techniques of reporting. Quality of writing will be a paramount and continuing consideration.

Language Arts
Division of Education

LART 3005 Teaching of Reading
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course is an intensive study of reading skills in the areas of readiness, vocabulary development, phonics, word recognition, and comprehension. Students will become familiar with research-based practices in methods and curriculum as well as strategies for organizing classrooms to support literacy development in diverse school populations.

LART 3006 Teaching Reading in the Content Areas
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course is a study of the scope and sequence of skills and methods related to the teaching of comprehension, vocabulary, study skills, and critical reading in the content areas. Strategies for improving content area instruction and developing appreciation and interest in reading are addressed.

LART 3007 Diagnosis and Remediation of Reading Disabilities
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course is designed to provide future teachers working with diverse and at-risk school populations with research-based prevention and intervention strategies. Informal reading assessment, remedial strategies for individuals, small and large groups, characteristics and needs of special populations, and research-based preventative practices are addressed.

LART 3090 Language Arts and Children's Literature
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course is designed to address the evaluation and study of books for children and the integration of conventional and creative forms of written expression into elementary school curriculum. This course will focus on the utilization of children's literature and writing to support academic, social, emotional, and cultural awareness and development.

Learning Support
Division of Learning Support

LSDS 102 Math Study Skills
Credit: 2 hours
The course is designed for students having difficulty in successfully completing Learning Support and first-semester mathematics courses. The course offers assistance to students in these areas: improving test-taking skills, controlling math and test anxiety, and investigating different learning styles. Two hours per week.

LSDS 196 College Vocabulary
Credit: 2 hours
This course is designed to improve and develop students' word recognition skills and usage ability in writing and speaking situations. The course will focus on comprehending context clues, using the dictionary, and learning the meanings of prefixes, roots, and suffixes. Two hours per week.

LSDS 197 Core Knowledge
Credit: 2 hours
This is an overview and review of those terms and concepts widely regarded as fundamental to reading and writing at the college level. Included are geographical names, historical events, famous people, literary terms and titles, folklore, and scientific terms. Two hours per week.

LSDS 198 Understanding the Computer
Credit: 2 hours
This course provide a basic introduction to the use of a personal computer. It is intended only for those who have had little or no exposure to academic computing. Students will obtain a working knowledge of personal computing at a level appropriate to a first-year college student. Two hours per week.

Macon State College Courses
Division of Macon State College

MSCC 1000 Perspectives on Information and Communication
Credit: 1 hour
This is a series on the discovery, use, and presentation of information. Students will learn the role and use of research materials and how to use technology in the discovery of information as well as the critical analysis of information in knowledge building. Students also will learn how logically and effectively to present information. One hour per week.

MSCC 1003 Perspectives on Mathematics
Credit: 3 hours
Corequisite: MSCC 1000
The course explores ideas, history, and problems in mathematics that reveal the influence and nature of math. Students will realize mathematics is not an isolated subject of mere manipulations, theorems, and irrelevant topics. The course seeks to bring awareness of the inseparable relationship of math and the world around us and to give insight as to what math is, what it attempts to accomplish, and how to think mathematically. Though students have heterogeneous backgrounds, a careful selection of topics and chapters allows all levels of students to effectively study the material. Three hours per week.

MSCC 1004 Perspectives on Prime-Time TV
Credit: 3 hours
Corequisite: MSCC 1000
The course will help students learn to better analyze their television viewing habits and interpret the messages TV communicates so as not to be passive consumers of information. As a result, students will learn to think more clearly and concretely about the effect television has on their lives and to think more deeply about cultural issues. The course will use prime-time TV as a vehicle for discussing the importance of making critical judgements. Three hours per week.

MSCC 1005 Perspectives on European Monetary Union
Credit: 3 hours
Corequisite: MSCC 1000
This course focuses on the European Monetary Unit (EMU). It explores the evolution of monetary integration of Western European countries from its post-World War II origins to the present day, analyzing the changes in roles and objectives of each Member State. It also examines the political and economic impact and challenges facing the EMU as it completes the final stages and enters into the Single Market. Comparisons will be made with the U.S. and other countries in the world. Lastly, it examines the prospective enlargement of the EMU and the subsequent political and economic tasks and challenges facing the Union because of enlargement. Three hours per week.

Management
Division of Business and Economics

MGMT 3101 Business Statistics
Credit: 3 hours
Prerequisite: MATH 1200 and junior standing or permission of instructor
The course covers the theory and application of statistical methods in decision making, emphasizing inferential applications including analysis of variance, multiple regression and correlation,

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business forecasting, and nonparametric approaches to decision making. Three hours per week.

MGMT 3141 Principles of Management
Credit: 3 hours
Prerequisite: Junior standing or permission of instructor
This is an introduction to the management process emphasizing planning and strategy, organizational theory and structure, and organizational behavior, direction and control including leadership, motivation, team building, management information systems and current managerial issues such as total quality management, multicultural impact and ethical management. Three hours per week.

MGMT 3155 Organizational Behavior
Credit: 3 hours
Prerequisite: MGMT 3141 or HLSA 3320
This is a comprehensive study of human behavior and its interrelationship with the organizational environment. Emphasis will be on the contributions of the behavioral sciences and the constraints imposed by cultural diversity. Three hours per week.

MGMT 3165 Production and Operations Management
Credit: 3 hours
Prerequisite: MGMT 3101 and MGMT 3141
This is an introduction to the design and control of production and service operation systems. Topics include material requirements planning, layout, scheduling, work measurement, quality control, and the use of quantitative tools in planning and allocating resources. Computer-assisted problem solving applications are included. Three hours per week.

MGMT 3175 Quantitative Methods
Credit: 3 hours
Prerequisite: MGMT 3101
This is a study of quantitative tools useful in management decision-making. Topics include linear programming, networking, scheduling models, queuing and game theory, and forecasting including computer-assisted problem solving. Three hours per week.

MGMT 4105 Human Resource Management
Credit: 3 hours
Prerequisite: MGMT 3141
The course examines the overall personnel function in business including acquisition, use, maintenance and development of human resources. Emergent issues including legislative requirements affecting personnel management will be examined together with the constraints imposed thereon. Three hours per week.

MGMT 4115 Collective Bargaining/Labor Relations
Credit: 3 hours
Prerequisite: MGMT 3141
This is an analysis of the major problems and grievances of employers, employees, and consumers arising from our competitive economic system and a consideration of efforts to solve these problems, including labormanagement conflict and resolution and the collective bargaining process. Three hours per week.

MGMT 4125 Compensation and Benefits
Credit: 3 hours
Prerequisite: MGMT 3141
The course covers basic compensation and benefits systems. Topics include a study of the employment environment and its impact on compensation programs, including job evaluation methods and salary determinations. Benefit programs and governmental policy implications will be considered. Three hours per week.

MGMT 4135 Entrepreneurship
Credit: 3 hours
Prerequisite: FINC 3131, MGMT 3141, and MKTG 3161
This is a study of the business formation process. It focuses on characteristics of successful entrepreneurs, creativity, risk taking, and the necessary planning associated with new business ventures. Students will develop an idea for a new business venture, conduct a feasibility analysis, identify resources, and conclude with a comprehensive business plan. Three hours per week.

MGMT 4171 Introduction to Lean/Six Sigma
Credit: 3 hours
Prerequisite: MGMT 3165 and MGMT 3175
This course is an introduction to Lean and Six Sigma principles. Lean topics include understanding value, identifying the value chain, creating flow, using pull, and pursuing perfection. Additionally, students will learn how and when to use process improvement tools such as 5S/6S, value stream mapping, rapid improvement events (Kaizen), DMAIC, Pareto, Fishbone diagramming, statistical process control charts, and others. Performance will be measured with in-class examinations and quizzes, individual/group case analyses, and other suitable methods. Three hours per week.

MGMT 4172 Advanced Lean/Six Sigma
Credit: 3 hours

Prerequisite: MGMT 4171
This course will build on the knowledge students gained in the Introduction to Lean/Six Sigma course. The emphasis of this course will be on using software packages such as Minitab, Visio, and PowerPoint for defining, measuring, analyzing, improving, and controlling business processes. The class will feature guest speakers and possibly field trips to companies who are using the Lean/Six Sigma philosophy and tools. Additionally, the philosophy and tools students learn will be used to study engineering, supply chains, manufacturing, and administrative systems. Performance will be measured with in-class examinations and quizzes, individual/group case analyses, and other suitable methods. Three hours per week.

MGMT 4173 Lean/Six Sigma Capstone Project
Credit: 3 hours
Prerequisite: MGMT 4172
This course will require students to integrate the knowledge they gained from the Introduction to Lean/Six Sigma and Advanced Lean/Six Sigma courses. The focus of the course will be for each student (or group of students when appropriate) to complete a real-world process improvement project for a local firm. Students will gain valuable experiences in how to deal with typical problems such as scheduling conflicts, politics, opponents to change, and others. Performance will be measured based on the outcomes of the student's process improvement project, a final report, a final presentation, and other suitable methods. Students taking this class should be prepared to spend several hours per week spread over two to three days per week at the client's place of business during normal business hours. Three hours per week.

MGMT 4195 Strategic Management
Credit: 3 hours
Prerequisite: BUSA 3100, ECON 3175, FINC 3131, LENB 3135, MGMT 3101, MGMT 3141, MGMT 3165, MKTG 3161, and senior standing
This is a capstone course designed to integrate knowledge gained in the various functional business areas and to exercise the student's analytical skills in problem identification, strategy formulation, integration and decision implementation, including international and ethical considerations. Three hours per week.

MGMT 4505 Special Topics
Credit: 1– 3 hours
Prerequisite: Approval of Division Chair
This is a customized course under the direction of a faculty sponsor that meets special needs of

students and/or the community. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses.

MGMT 4605 Internship and/or Cooperative Education
Credit: 1 – 9 hours
Prerequisite: Approval of Division Chair
This is an individually designed and planned learning experience involving field experience and study in the private or public sector. Three hours lecture per week.

MGMT 4805 Independent Study
Credit: 1 – 3 hours
Prerequisite: Approval of Division Chair
This is an investigation of a topic of interest with reports given to instructor.

MGMT 4145 (MKTG 4145) International Business
Credit: 3 hours
Prerequisite: MGMT 3141
This course surveys the environmental, political, and social constraints on doing business abroad and analyzes the management and operational strategies of firms engaged in international business. Three hours per week.

MGMT 4165 (MKTG 4165) Small Business Management
Credit: 3 hours
Prerequisite: FINC 3131, MGMT 3101, MGMT 3141, MKTG 3161, or permission of the instructor
This is a hands-on experience concerned with the problems and responsibilities of starting and operating a small business. Students work in teams, consulting with small business and/or entrepreneurs on actual business cases. Three hours per week.

Marketing
Division of Business and Economics

MKTG 3161 Principles of Marketing
Credit: 3 hours
Prerequisite: ECON 2105, ECON 2106, junior standing, or permission of instructor
This is an introduction to the basic principles of marketing and the marketing environment with a focus on development of an understanding of ethical planning, implementing, and controlling marketing activities on a local, national, and international scale. Three hours per week.

MKTG 3162 Consumer Behavior
Credit: 3 hours
Prerequisite: MKTG 3161

This is a study of the consumer decision-making process and the factors influencing it. Psychological, sociological, economic, and cultural anthropological factors are examined. Their impact on marketing formulation, both domestic and international, is emphasized. Three hours per week.

MKTG 3167 Retailing
Credit: 3 hours
Prerequisite: MKTG 3161
This is a study of the retail strategy as it helps form the philosophy, objectives, activities, and control mechanisms for a retailer. Three hours per week.

MKTG 3170 Sales and Sales Management
Credit: 3 hours
Prerequisite: MKTG 3161
This course is a study of methods of professional selling and sales management. The focus is on how sales fits into the overall marketing function, including the theory, practice, and current behavioral concepts of personal selling and the elements of managing a successful sales force necessary for meeting marketing objectives. Three hours per week.

MKTG 4135 Entrepreneurship
Credit: 3 hours
Prerequisite: FINC 3131, MGMT 3141, and MKTG 3161
This is a study of the business formation process. It focuses on characteristics of successful entrepreneurs, creativity, risk taking, and the necessary planning associated with new business ventures. Students will develop an idea for a new business venture, conduct a feasibility analysis, identify resources, and conclude with a comprehensive business plan. Three hours per week.

MKTG 4161 Marketing Research
Credit: 3 hours
Prerequisite: MGMT 3101 and MKTG 3161
This course is a study of the development of the basic methodology in research design for primary and secondary data, including requirements for collection, analysis, editing, coding, and presentation of data to support marketing decisions. Three hours per week.

MKTG 4162 Business to Business Marketing
Credit: 3 hours
Prerequisite: MKTG 3161
This course is a study of the marketing of products and services to institutions, including businesses, government, and non-profit organizations. The course focuses on the practices, strategies, and managerial problems unique to development of the business-to-business marketing mix. Three hours per week.

MKTG 4163 Services Marketing
Credit: 3 hours
Prerequisite: MKTG 3161
This course is a study of the unique challenges of managing a marketing mix of for-profit and non-profit services. The course covers theory, service quality attainments, service design and strategy, and implementation plans. It includes an examination of social marketing, which seeks to influence social behaviors not to benefit the marketer but to benefit the target audience and society. Three hours per week.

MKTG 4166 Marketing Promotion and Communication
Credit: 3 hours
Prerequisite: MKTG 3161
This is a study of the theoretical and practical aspects of effective marketing communication as a means of market promotion. The course stresses economic, social, and ethical aspects of promotion and requires the student to develop a program for a specific purpose including layouts and story boards. Three hours per week.

MKTG 4168 International Marketing
Credit: 3 hours
Prerequisite: MKTG 3161
This course is a study of the international business environment, including the social, cultural, political, technological, and institutional factors. The course focuses on how companies compete for customers around the world by examining the global implications of managing the marketing mix and understanding the global economy, cultural forces, and the political and regulatory climate. Three hours per week.

MKTG 4198 Marketing Management
Credit: 3 hours
Prerequisite: MKTG 316, plus two other 3000/4000-level marketing courses, and senior standing
This is a study of the marketing environment. Application of the development of the marketing plan and strategy coupled with techniques to ethical marketing management is stressed by the use of cases or computer simulation. Three hours per week.

MKTG 4505 Special Topics
Credit: 1 – 3 hours
Prerequisite: Approval of Division Chair

This is a customized course that meets special needs of students and/or the community under the direction of a faculty supervisor. It is designed to offer students an opportunity to study at a level or on topics not covered in regularly scheduled courses.

MKTG 4605 Internship and/or Cooperative Education
Credit: 1 – 9 hours
Prerequisite: Approval of Division Chair
This is an individually designed and planned learning experience involving field experience and study in the private or public sector.

MKTG 4805 Independent Study
Credit: 1 – 3 hours
Prerequisite: Approval of Division Chair
This course is an investigation of a topic of interest with reports given to instructor.

MKTG 4145 (MGMT 4145) International Business
Credit: 3 hours
Prerequisite: MGMT 3141
This course surveys the environmental, political, and social constraints on doing business abroad and analyzes the management and operational strategies of firms engaged in international business. Three hours per week.

MKTG 4165 (MGMT 4165) Small Business Management
Credit: 3 hours
Prerequisite: FINC 3131, MGMT 3101, MGMT 3141, MKTG 3161, or permission of the instructor
This is a hands-on experience concerned with the problems and responsibilities of starting and operating a small business. Students work in teams consulting with small business and/or entrepreneurs on actual business cases. Three hours per week.

Mathematics
Division of Learning Support

MATH 97 Introductory Algebra
Credit: 4 hours
The course covers the basic concepts of algebra, including signed numbers, variable and numerical expressions, and linear equations and inequalities. Designed for students placed by entrance CPE scores in developmental mathematics who need a foundation in algebraic principles before taking MATH 0099. Four hours per week.

MATH 99 Intermediate Algebra
Credit: 4 hours
The course covers intermediate algebra skills for

students placed by entrance CPE scores in developmental mathematics or for those who need additional instruction to prepare for MATH 110 1 or MATH 1111. The course includes linear equations and inequalities, quadratic, rational, and radical equations,and graphing of linear functions. Satisfactory completion of this course fulfills the mathematics requirement for Learning Support. Four hours per week.

Division of Natural Sciences and Mathematics

MATH 1002 Perspectives on The History of Mathematics
Credit: 3 hours
Corequisite: MSCC 1000
An elementary survey of the origins and development of mathematics from the classical to the modern. Topics will include numerical systems, and the origins of algebra, geometry, and calculus. The focus will be on the mathematicians and historical background surrounding these developments. Three hours per week.

MATH 1101 Introduction to Mathematical Modeling
Credit: 3 hours
Prerequisite: Completion of Learning Support mathematics requirements
This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore realworld data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze problems and questions supported by the use of appropriate technology, and on effective communication of quantitative concepts and results. The course includes a study of linear, quadratic, polynomial, exponential, and logarithmic models. A TI-83 graphing calculator is required. Three hours per week.

MATH 1111 College Algebra
Credit: 3 hours
Prerequisite: Completion of Learning Support mathematics requirements with at least a "C" in MATH 0099 and a score of 12 or higher on the College Algebra Placement Test; or at least a "C" in MATH 1101; or a math SAT score of at least 550. This course, designed for students who plan to take MATH 1113, MATH 1200, or MATH 1251, is a functional approach to algebra which incorporates the use of appropriate technology. Emphasis is placed on the study of functions (linear, quadratic, piecewise defined, rational, polynomial, exponential and logarithmic), their graphs, and inequalities. Appropriate applications are included. A graphing calculator is required. Three hours per week.

MATH 1113 Precalculus
Credit: 3 hours
Prerequisite: At least a "C" in MATH 1111, or a math SAT score of at least 550, or permission of instructor
This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of trigonometric functions and their graphs, trigonometric identities, complex numbers, DeMoivre's Theorem, and the conic sections. A graphing calculator is required. Three hours per week.

MATH 1200 Elementary Statistics
Credit: 3 hours
Prerequisite: At least a "C" in MATH 1101 or MATH 1111, or permission of instructor
This is an introduction to the basic concepts and principles of statistics with elementary applications. Topics include data organization, data description, probability, normal distributions, sampling distributions, confidence intervals and hypothesis testing. A statistical or graphing calculator is required. Three hours per week.

MATH 1220 Discrete Mathematics
Credit: 3 hours
Prerequisite: At least a "C" in MATH 1111 or a math SAT score of at least 550
This course is an introduction to discrete sets. Selected topics include sets, logic, counting, graph theory, trees, and algorithms. The course is designed primarily for Computer Science majors. Three hours per week.

MATH 1251 Calculus I
Credit: 4 hours
Prerequisite: At least a "C" in MATH 1113, or a math SAT score of at least 600
This is the first course in a three-course sequence designed primarily to provide mathematics and natural science majors with necessary mathematical understanding and skills. Topics include limits, continuity, differentiation of algebraic and trigonometric functions, applications of the derivative, definite and indefinite integrals, the Fundamental Theorem of Calculus, and applications of the integral. A graphing calculator is required. Four hours per week.

MATH 2252 Calculus II
Credit: 4 hours
Prerequisite: At least a "C" in MATH 1251, or a math SAT score of at least 700, or permission of instructor
This is the second course in a three-course sequence designed primarily to provide

mathematics and natural science majors with necessary mathematical understanding and skills. Topics include differentiation of logarithmic, exponential, and inverse trigonometric functions, techniques of integration, L'Hospital's rule, improper integrals, numerical methods, infinite series, and polar coordinates. A graphing calculator is required. Four hours per week.

MATH 2253 Calculus III
Credit: 4 hours
Prerequisite: At least a "C" in MATH 2252 or permission of instructor
This is the third course in a three-course sequence designed primarily to provide mathematics and natural science majors with necessary mathematical understanding and skills. Topics include vector spaces and analytic geometry in two and three-space, calculus of vector-valued functions, calculus of functions of several variables, and vector analysis. A graphing calculator is required. Four hours per week.

MATH 2260 Introduction to Linear Algebra
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252 or permission of instructor
This is a matrix-oriented introduction to linear algebra through the study of systems of linear equations, determinants, Euclidean vector spaces, linear transformations, eigenvalues and eigenvectors, and related topics. A graphing calculator is required. Three hours per week.

MATH 2270 Differential Equations
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252
This is an introduction to the solution of differential equations with emphasis upon linear differential equations. Topics include systems of equations, series solutions, numerical methods, and applications. It is highly recommended that students take MATH 2253 and MATH 2260 prior to this course. A graphing calculator is required. Three hours per week.

MATH 3010 History of Mathematics
Credit: 3 hours
Prerequisite: At least a "C" in MATH 1251
This course is a study of the development of mathematics from primitive times to the twenty-first century; including numeral systems, arithmetical methods, origins of algebra, geometry, trigonometry, analytic geometry, calculus, and selected topics from modern mathematics. Three hours per week.

MATH 3040 Bridge to Higher Mathematics
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252
This course serves as a bridge to upper level mathematics courses. Topics include propositional and predicate logic, mathematical induction, logic and structure of sets as related to mathematical proof, relations, and cardinality. Three hours per week.

MATH 3100 Number Systems
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
Topics include problem-solving strategies, sets and counting, logic, numeration systems, number systems, number theory, ration and proportion, and an introduction to plane figures. Three hours per week.

MATH 3110 Informal Geometry
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program and MATH 3100
Topics include plane figures, polygons and tessellations, space figures, symmetric figures, systems of measurement, area and perimeter, volume and surface area, congruence and similarity mappings, and topological mappings. Three hours per week.

MATH 3150 Problem Solving and Connections
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program and MATH 3100
This course designed for pre-service teachers focuses on recognizing and using mathematics in the context of real-world problems. Connections to the sciences, social sciences, and fine arts incorporate mathematical topics from probability, discrete mathematics, algebraic and non-algebraic functions, and data analysis.

MATH 3251 Applied Combinatorics
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252
This course is an in-depth study of counting principles. Topics include combinations, permutations, generating functions, recurrence relations, principles of inclusion and exclusion, and Polya's theory of counting. Three hours per week.

MATH 3510 Foundations of Geometry
Credit: 3 hours
Prerequisite: At least a "C" in MATH 3040
This course is a study of Euclidean and non-Euclidean plane geometry from both synthetic and metric approaches. Topics include concepts related to incidence, betweenness, plane separation and convexity, congruence, and parallelism, with some attention given to geometric transformations. Three hours per week.

MATH 3600 Probability and Statistics
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252
This course is a post-calculus treatment of probability and statistics. Topics include descriptive statistics, probability distributions for discrete and continuous random variables, statistical inference, one way analysis of variance, and regression analysis. Three hours per week.

MATH 3900 Economical Mathematics
Credit: 2 hours
Prerequisite: At least a "C" in MATH 2252
This course is a treatment of the mathematical theory and the practical applications of the various measures of interest. Included in the topics to be covered are simple and compound interest, continuous annuities, varying annuities, amortization, sinking funds, bonds, valuation of securities. Two hours per week.

MATH 4110 Number Theory
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252
Topics in this course include elementary properties of integers, including divisibility, unique factorization, progressions and prime numbers, linear congruences and residue classes' complete and reduced residue systems; Chinese Remainder Theorem; quadratic residues, law of quadratic reciprocity; the theorems of Fermat and Wilson; Fibonacci and perfect numbers; sums of squares; and elementary theory of continued fractions. Three hours per week.

MATH 4150 Linear Algebra
Credit: 3 hours
Prerequisite: At least a "C" in both MATH 2260 and MATH 3040
Topics in this course include an introduction to the theory of vector spaces, with emphasis on finite-dimensional vector spaces, linear systems, matrices, linear transformations, eigenvalues, and related subjects. Three hours per week.

MATH 4260 Mathematical Analysis
Credit: 3 hours
Prerequisite: At least a "C" in MATH 3040
This course is a study of the principles of mathematical analysis; point set topology of real numbers, numerical sequences and series,

continuity, differentiation, integration, sequences and series of functions, and metric spaces. Three hours per week.

MATH 4300 Regression Analysis
Credit: 3 hours
Prerequisite: At least a "C" in MATH 3600
Topics in this course include simple and multiple regression; model selection procedures; analysis of variance; simultaneous inference; and design and analysis of experiments. Three hours per week.

MATH 4480 Graph Theory
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252
Topics in this class include structure of graphs, directed graphs, trees, and connectivity; Eulerian and Hamiltonian graphs; planar graphs; graph colorings; matchings; independence; and domination. Additional topics may include symmetry of graphs, external graph theory, graph embeddings, and probabilistic methods in graph theory. Three hours per week.

MATH 4621 Mathematical Statistics I
Credit: 3 hours
Prerequisite: At least a "C" in both MATH 2253 and MATH 3600
This is the first in a two-course sequence. Topics in this course include distributions of random variables; conditional probability and stochastic independence; multivariate and some special distributions; and distributions of functions of random variables. Three hours per week.

MATH 4622 Mathematical Statistics II
Credit: 3 hours
Prerequisite: At least a "C" in MATH 4621
This is the second in a two-course sequence. Topics in this course include statistical inference, sufficient statistics, estimation theory, theory of statistical tests, and inferences about normal models. Three hours per week.

MATH 4630 Topics in Applied Statistics
Credit: 3 hours
Prerequisite: At least a "C" in MATH 3600
Topics in applied statistics will be selected from quality control, sampling theory, nonparametric statistics, experimental design, computational statistics, and regression analysis. Three hours per week.

MATH 4651 Numerical Analysis I
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252 and

CPSC 1301
This is the first in a two-course sequence. Topics in this course include the development and implementation of efficient numerical methods; locating roots of nonlinear equations; solving systems of linear equations; numerical differentiation and integration; interpolation; and approximation of functions. Three hours per week.

MATH 4652 Numerical Analysis II
Credit: 3 hours
Prerequisite: At least a "C" in MATH 4651 and MATH 3270
This is the second in a two-course sequence. Topics in this course include the determination of eigenvalues and eigenvectors of matrices; method of least squares, and curve fitting; numerical solutions of ordinary and partial differential equations. Three hours per week.

MATH 4901 Operations Research I
Credit: 3 hours
Prerequisite: At least a "C" in MATH 4150
This course is an introduction to the mathematical aspects and applications of operations research. Topics are selected from linear programming (mainly), integer programming, and dynamic programming. Three hours per week.

MATH 4902 Operations Research II
Credit: 3 hours
Prerequisite: At least a "C" in MATH 4621
This course is an introduction to stochastic operations research. Topics are selected from stochastic modeling and optimization, probability models, queuing theory, and Monte Carlo simulation. Note that MATH 4901 is not a prerequisite for this course. Three hours per week.

MATH 4905 Optimization
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2252
Topics in this course include Lagrange multipliers, gradient methods, search techniques, variational methods and control problems, dynamic programming, and nonlinear programming. Three hours per week.

MATH 4910 Mathematical Models
Credit: 3 hours
Prerequisite: At least a "C" in MATH 2253 and MATH 3600
This course is an introduction to basic principles and applications of classical mathematical models, optimization models, and probabilistic models. Three hours per week.

MATH 1113H Honors Precalculus
Credit: 3 hours
Prerequisite: Admission to the Honors Program and a math SAT score of at least 550
This is an honors course designed to prepare students for calculus, physics, and related technical subjects. The course includes an intensive study of algebraic functions and transcendental functions (including the trigonometric functions) accompanied by analytic geometry. A graphing calculator is required. Three hours per week.

MATH 1200H Honors Elementary Statistics
Credit: 3 hours
Prerequisite: Admission to the Honors Program and at least a "B" in MATH 1101 or MATH 1111 or a higher level mathematics course
This is an introduction to the basic concepts and principles of statistics with elementary applications. Topics include data organization, data description, probability, normal distributions, sampling distributions, confidence intervals and hypothesis testing. A TI-83/84 calculator is required. Three hours per week.

Music
Division of Humanities

MUSC 1100 Music Appreciation
Credit: 3 hours
This is an introduction to the history of music. It surveys important examples of music literature, style periods, and representative composers and addresses musical language, form, instrumentation, and expression through listening. Three hours per week.

MUSC 1102 Sightsinging/Eartraining I
Credit: 1 hour
Corequisite: Corequisite for MUSC 1101
This course focuses on developing basic sightreading/sightsinging skills, including melodic, harmonic, and rhythmic sightsinging and dictation. One hour per week.

MUSC 1103 Elementary Theory II
Credit: 2 hours
Prerequisite: MUSC 1101
Corequisite: MUSC 1104
This is the study of elementary materials of music theory, including scales, intervals, keys, terminology, diatonic harmony, instrument transpositions, and rudimentary score analysis. Two hours lecture and three hours laboratory per week. Two hours lecture and three hours laboratory per week

MUSC 1104 Sightsinging/Eartraining II
Credit: 1 hour
Prerequisite: MUSC 1102
Corequisite: MUSC 1103
This course focuses on developing basic sightreading/sightsinging skills, including melodic, harmonic, and rhythmic sightsinging and dictation. One hour lecture per week.

MUSC 1300 Classical Guitar Instruction
Credit: 1 hour
Corequisite: MUSC 1333
Private or small class guitar lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree. One hour laboratory per week.

MUSC 1333 Guitar Ensemble
Credit: 1 hour
A classical guitar ensemble specializing in developing performances by chamber guitar groups. Please contact the Music Department for more information. A maximum of two semester hours is applicable towards the music degree. Three hours laboratory per week.

MUSC 1400 Piano Instruction
Credit: 1 hour
Corequisite: MUSC 1888
Private or small class piano lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree. One hour laboratory per week.

MUSC 1500 Voice Instruction
Credit: 1 hour
Corequisite: MUSC 1888
Private or small class voice lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree. One hour laboratory per week.

MUSC 1888 Chamber Singers
Credit: 1 hour
Chamber choir of students, faculty, staff, and community members with onand off-campus performances. Auditions will be held at the discretion of the director. Please contact the Music Department for more information. A maximum of two hours may be applied toward the music degree. Three hours laboratory per week.

MUSC 2201 Intermediate Music Theory I
Credit: 2 hours
Prerequisite: MUSC 110
This is a continuation of the music theory sequence. Topics include advanced concepts in melodic analysis, harmonic analysis, and score analysis, as well as the study of form. Two hours lecture and three hours laboratory per week.

MUSC 2203 Intermediate Music Theory II
Credit: 2 hours
Prerequisite: MUSC 2201
This is a continuation of the music theory sequence. Topics include advanced concepts in melodic analysis, harmonic analysis, and score analysis, as well as the study of form. Two hours lecture and three hours laboratory per week.

MUSC 2300 Classical Guitar Instruction
Credit: 1 hour
Corequisite: MUSC 1333
Private or small class guitar lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree. One hour laboratory per week.

MUSC 2333 Guitar Ensemble
Credit: 1 hour
A classical guitar ensemble specializing in developing performances by chamber guitar groups. Please contact the Music Department for more information. A maximum of two semester hours is applicable towards the music degree. Three hours laboratory per week.

MUSC 2400 Piano Instruction
Credit: 1 hour
Corequisite: MUSC 1888
Private or small class piano lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree. One hour laboratory per week.

MUSC 2500 Voice Instruction
Credit: 1 hour
Corequisite: MUSC 2888
Private or small class voice lessons. Private lessons meet one hour per week; small class meets two hours per week. Open to students of any major, though Music majors receive scheduling priority. Maximum of two hours may apply towards the music degree. One hour laboratory per week.

MUSC 2888 Chamber Singers
Credit: 1 hour
Chamber choir of students, faculty, staff, and community members with onand off-campus performances. Auditions will be held at the discretion of the director. Please contact the Music Department for more information. A maximum of two hours may be applied toward the music degree. Three hours laboratory per week.

Nursing
Division of Nursing and Health Sciences

NURS 1000 Enrichment for Nurses
Credit: 3 hours
Prerequisite: Licensed LPN in the state of Georgia or by permission of the nursing faculty
This is an elective course for nursing students. Content includes academic learning strategies and a review of clinical skills. This course is designed to prepare nursing students for the entrance test and transition into the LPN-RN Mobility Track. Two hours lecture and three hours laboratory per week.

NURS 1003 Clinical Calculations
Credit: 2 hours
Uses metric, apothecary, and household systems of measurement with a ratio/proportion method to calculate and plan preparation and administration of medications for all ages. Includes critical thinking for safety and accuracy in dosage calculations for medication administration. Web-based (online) course.

NURS 1110 Introduction to Health Concepts
Credit: 6 hours
Prerequisite: Pre- or Co-requisite: At least a "C" in BIOL 1114K, at least a "C" in MATH 1101 or in a more advanced math course, admission to the Nursing Program, NURS 1110L, and NURS 1111
This course is an introduction to the practice of associate degree nursing with a focus on providing basic care to individuals. Concepts of critical thinking, wellness, nursing process, functional health patterns, communication, and community are presented as a basis for nursing practice. Basic psychomotor skills are introduced and practiced in selected laboratory and health care settings. Three hours lecture and nine hours laboratory per week.

NURS 1111 Psychiatric/Mental Health Nursing
Credit: 3 hours
Prerequisite: At least a "C" in BIOL 1114K, at least a "C" in MATH 1101 or in a more advanced math course, and admission to the Nursing Program
Corequisite: NURS 1111L and NURS 1110

This course focuses on concepts of mental health and mental illness. Course content offers a knowledge base that is essential to care effectively for individuals and families who are experiencing compromised psychosocial functioning. Communication skills and the nursing process are used as the basis for providing care for these clients who are in diverse settings. Two hours lecture and three hours laboratory per week.

NURS 1115 Adult Health Care Concepts I
Credit: 7 hours
Prerequisite: NURS 1110, NURS 1111, at least a "C" in BIOL 1114K, and at least a "C" in MATH 1101 or in a more advanced math course Pre- or Co-requisite: At least a "C" in BIOL 1124K
Corequisite: NURS 1115L
This course builds upon concepts and skills from previous nursing courses to assist the client to achieve optimal health in a variety of settings. Management of the client response to the perioperative experience and selected health problems are included. Psychomotor behaviors are expanded to include complex technical, expanded assessment, and critical thinking skills. Four hours lecture and nine hours laboratory per week.

NURS 1116 Women and Infant Health Care Concepts
Credit: 3 hours
Prerequisite: NURS 1110, NURS 1111, at least a "C" in BIOL 1114K, and at least a "C" in MATH 1101 or in a more advanced math course Pre- or Co-requisite: At least a "C" in BIOL 1124K
Corequisite: NURS 1116L
This course focuses on health care concepts essential to the provision of nursing care of women and the childbearing family. Building on previously learned health care concepts, the student explores use of critical thinking and communication while caring for the childbearing family and various women's health issues. Two hours lecture and three hours laboratory per week.

NURS 1124 Transition to Professional Health Care Concepts
Credit: 6 hours
Prerequisite: At least a "C" in BIOL 1114K, BIOL 1124K, at least a "C" in MATH 1101 or in a more advanced math course, and admission to the LPNRN Mobility Track
Corequisite: Pre- or At least a "C" in BIOL 1134K
This course is an introduction to the concepts of professional nursing, and is designed to facilitate the transition from LPN to Associate Degree nurse. The essential processes of caring, professionalism, communication, and critical thinking are integrated

in the comprehensive individualized care of psychiatric, acute medical-surgical, and women's health clients. Six hours lecture per week.

NURS 2210 Adult Health Care Concepts II
Credit: 7 hours
Prerequisite: NURS 1115 and NURS 1116 or NURS 1124 Pre- or At least a "C" in BIOL 1134K
Corequisite: NURS 2210L
This course focuses on concepts essential to the management and provision of comprehensive nursing care of clients experiencing a variety of increasingly complex health problems. Learning experiences continue to focus on achieving client's optimal health in a variety of health care settings. Four hours lecture and nine hours laboratory per week.

NURS 2211 Children's Health Care
Credit: 3 hours
Prerequisite: NURS 1115 and NURS 1116 or NURS 1124 Pre- or Co-requisite: At least a "C" in BIOL 1134K
Corequisite: NURS 2211L
This course presents concepts essential to managing the comprehensive nursing care of children within families, groups, and communities. Learning experiences focus on achieving a child's optimal health in a variety of health care settings. Two hours lecture and three hours laboratory per week.

NURS 2215 Complex Health Care Concepts
Credit: 8 hours
Prerequisite: NURS 2210, NURS 2211, and at least a "C" in BIOL 1134K
Corequisite: NURS 2215L
This course focuses on integration and synthesis of nursing concepts learned throughout the curriculum. Emphasis is placed on critical thinking in the caring and managing of complex high risk clients. Clinical practice occurs in the primary, secondary, and tertiary health care settings. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in collaboration with a nursing faculty. Three hours lecture and fifteen hours clinical laboratory per week.

NURS 2216 Trends and Issues in Health Care
Credit: 2 hours
Prerequisite: NURS 2210, NURS 2211, or NURS 1110, NURS 1111, and NURS 1116
Corequisite: NURS 2215 or NURS 2215H and NURS 2215L, or NURS 1115 and NURS 1115L
This survey course examines pertinent health care trends and issues which impact the associate degree nurse entering the professional practice

arena. Two hours lecture per week.

NURS 2299 RN Re-Entry Course
Credit: 7 hours
Prerequisite: Current immunizations, CPR, a recent physical exam, proof of malpractice insurance and application to the Georgia Board of Nursing for temporary permit for RN re-entry only.
The purpose of the course is to offer a review of essential nursing information to professional registered nurses who have not practiced or been licensed in the past five years or longer. Completion of the course allows the student to reobtain the RN license and reenter the clinical area as a registered nurse. Areas of study include Georgia Board of Nursing Rules and Regulations with a focus on the Nurse Practice Act, JCAHO standards of patient care, Universal precautions, and a basic review of common clinical conditions including their diagnostic tests, nursing assessment and management, pharmacological therapy and treatments. A brief review of specialty areas will also occur. Clinical experiences take place in the secondary care setting where supervised clinical practice serves to reinforce classroom content. 42 hours lecture and 160 hours of laboratory total.

NURS 2600 Independent Study
Credit: 1 - 3 hours
This course is individually designed under the direction of faculty to allow students opportunities to explore a specific area of interest. This course may be repeated.

NURS 2900 Special Topics
Credit: 1 - 3 hours
Courses are designed to focus on topics that are not otherwise offered. Groups of students will explore a specific area of interest under the direction of a faculty member. This course may be repeated.

NURS 3100 Concepts of Professional Nursing
Credit: 2 hours
Prerequisite: Accepted into the RN-BSN Completion Program
The focus of this course is to provide nurses with the skills and knowledge necessary for effective practice in a dramatically changing health care system. Students study the conceptual foundations of professional nursing, including analysis of the historical contributions of nursing to health care, the art and science of caring practices, nursing theories, and legal and ethical implications of practice. Processes that guide nursing practice such as effective communication, group change, the use of technology and informatics, health care economics,

and cultural and spiritual dimensions of nursing are explored. Current trends in nursing care including violence, the nurse's role in genetic counseling, the nursing shortage, continuing professional development and future visions for nursing are discussed. Two hours per week.

NURS 3160 Diploma Nurse Transition
Credit: 1-30 hours
Prerequisite: NURS 3100
After acceptance into the RN-BSN Completion Program and completion of NURS 3100, Registered Nurses who graduated from Diploma Nursing Programs will receive 1-30 hours of "block credit" for nursing courses that were completed in a non-academic nursing program. Information regarding the Georgia Board of Nursing Articulation Model can be obtained through the nursing program.

NURS 3200 Physical Assessment
Credit: 3 hours
Prerequisite: At least a "C" in BIOL 1114K, BIOL 1124K, and BIOL 1134K, or permission of the instructor
This course focuses on health history and physical examination skills, as well as health promotion, restoration, and maintenance activities related to caring for the adult client. Emphasis is on the cognitive, affective and psychomotor skills necessary to perform a complete head-to-toe physical examination. It also includes clinical variations, developmental tasks, and health promotion, restoration, and maintenance activities related to the infant, child, and older adult, as well as significant cultural variations. Application of clinical assessment and clinical judgement is assessed in the laboratory setting. Two hours lecture and three hours laboratory per week. Two hours lecture and three hours laboratory per week.

NURS 3300 Pathopharmacology
Credit: 4 hours
Prerequisite: BIOL 1001K or BIOL 2107K or CHEM 1151K or PHYS 111K
Corequisite: BIOL 1002K or BIOL 2108K or CHEM 1152K or PHYS 1112K
This course explores the pathophysiologic basis of common disorders and diseases affecting humans of all ages, and correlates it to appropriate accepted pharmacological interventions used to correct or compensate for these pathophysiologic changes. Activities requiring critical thinking are used to integrate pathophysiologic alterations encountered in caring for clients in clinical practice with the theoretical foundation presented in class. Four hours per week.

NURS 3400 Concepts of Nurse as Educator
Credit: 3 hours
This course presents the foundations for effective healthcare teaching. Theories and concepts of learning, cognition, instruction, and evaluation are presented. Students will learn basic instructional design that will guide the development of teaching programs for patients and peers. Students will discuss teaching and learning styles that will facilitate precepting of novice nurses and students. Methods of enhancing caring practices through educator-to-student, nurse-to-client, and nurse-to-nurse relationships will be emphasized. Students will examine the role of nurse as educator; characteristics of learners; the ethical, legal, and economic foundations for the educational process; the impact of race, gender, and economic status of learning; learning needs of special populations and techniques and strategies for teaching and learning. Three hours per week.

NURS 3500 Gerontological Nursing
Credit: 3 hours
Prerequisite: PSYC 2103
This course is an introduction to gerontological nursing. It offers a foundation in the physiology, psychology, and sociology of aging. Health promotion, restoration, maintenance behaviors, and activities specific to the unique and complex needs of older adults are emphasized. Three hours per week.

NURS 3600 Independent Study
Credit: 1-3 hours
This course is individually designed under the direction of faculty to allow students opportunities to explore a specific area of interest. This course may be repeated.

NURS 4000 Concepts of Community Health and Transcultural Nursing Care
Credit: 5 hours
Prerequisite: PSYC 2103 and NURS 3200
Corequisite: NURS 3300 and NURS 3500
This course explores the role of the nurse in providing health care to clients in a variety of culturally diverse communities. Students will learn methods for assessing community health needs, techniques used to restore and maintain the health care of diverse populations, and strategies for promoting wellness. Cultural and ethic factors impacting health care beliefs and practices will be explored. Students will be challenged to use introspection and conscious examination of their own belief and value systems to increase their sensitivity, respect, and caring for others. Clinical experiences will expose students to a variety of community health environments providing opportunities to practice health promotion behaviors in the delivery of health care to diverse populations. Three hours lecture and six hours laboratory per week.

NURS 4200 Concepts of the Nurse as Leader/Manager
Credit: 3 hours
This course focuses on the study of the symbiotic roles of leadership and management for the professional nurse in various healthcare settings, including examination of related theories. It will include exploration of major management functions, as well as essential components of leadership, with an emphasis on problem solving and critical thinking, in the currently challenging and changing healthcare environment. Three hours per week.

NURS 4300 Practicum in Professional Nursing
Credit: 4 hours
Prerequisite: NURS 3100, NURS 3200, NURS 3300, NURS 3400, NURS 3500, and NURS 4000
Corequisite: NURS 4200 and HLSA 3000
This course focuses on the synthesis of knowledge from past and current learning experiences and promotes professional practice emphasizing principles of life-long learning and caring practices. It also focuses on communication and clinical application of the principles of the roles of professional practice including educator, consumer of research, leader/ manager, and provider of care within the community. Collaboration with other health care providers to improve evidence-based outcomes of individuals, families, and communities in a diverse society is emphasized. One hour lecture and nine hours laboratory per week.

NURS 4900 Special Topics
Credit: 1-3 hours
Courses are designed to focus on topics that are not otherwise offered, but there is a current need. Groups of students will explore a specific area of interest under the direction of a faculty member. Examples: Holistic Health Care, Health Care Ethics, Genetics, Critical Health Care and Chronic Health Care. This course may be repeated.

NURS 2215H Honors Complex Health Care Concepts
Credit: 8 hours
Prerequisite: NURS 2210, NURS 2211, at least a "C" in BIOL 1134K, and admission to the Honors Program
Corequisite: NURS 2215L
This course focuses on integration and synthesis of nursing concepts learned throughout the curriculum.

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Emphasis is placed on critical thinking in the caring and managing of complex high risk clients. Clinical practice occurs in the primary, secondary, and tertiary health care settings. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in collaboration with a nursing faculty. Admission is by invitation of the nursing faculty to students who meet the Honors course criteria. Honors course criteria will include a cumulative GPA of 3.50 and written recommendations from at least two nursing faculty members recommending students who have demonstrated excellent clinical skills. Three hours lecture and fifteen hours clinical laboratory per week.

Physical Education
Division of Nursing and Health Sciences

PHED 1010 First Aid
Credit: 1 hour
This is an introduction to basic first aid care for injury and/or sudden illness. One hour per week.

PHED 1100 Walking
Credit: 1 hour
This is a basic introduction to fitness walking. Fitness walking techniques, knowledge, attitudes, and skills necessary for participation in a lifelong fitness program are stressed. Two hours laboratory per week.

PHED 1120 Jogging
Credit: 2 hours
This is a basic introduction to jogging. Jogging techniques, knowledge, attitudes, and skills necessary for participation in a lifelong fitness program are stressed. One hour lecture and two hours laboratory per week.

PHED 1130 Aerobics
Credit: 1 hour
This class is designed to enhance the cardiovascular component of fitness with a combination of vigorous high, low, and non-impact aerobic exercise combined with music. The student will gain knowledge of important exercise information as it pertains to the various forms of aerobic exercise. Two hours laboratory per week.

PHED 1140 Physical Fitness
Credit: 2 hours
This is an introduction to the components of fitness such as cardiovascular fitness, flexibility, muscular strength, muscular endurance, and body composition. The student will be introduced to skills needed for each component as well as information

to carry over for lifelong activities. One hour lecture and two hours laboratory per week.

PHED 1150 Physical Fitness for the Non-Traditional Student
Credit: 2 hours
This course is designed for students with medical or age exemptions from the basic activity courses offered by the Physical Education Department. Its purpose is to help the student achieve a standard of fitness through participation in an exercise program. One hour lecture and two hours laboratory per week.

PHED 1200 Tennis
Credit: 1 hour
This is a basic introduction to the game of tennis to include strokes, scoring, history, terminology, and tennis etiquette. Two hours laboratory per week.

PHED 1210 Golf
Credit: 1 hour
This is an introduction to the basic skills required to play the game of golf Practice at local golf courses may require a fee. Two hours laboratory per week.

PHED 1300 Volleyball
Credit: 1 hour
This course is an introduction to volleyball, including fundamental volleyball skills. Two hours laboratory per week.

PHED 1310 Basketball
Credit: 1 hour
This course is an introduction to basketball, including fundamental basketball activities. Two hours laboratory per week.

PHED 1320 Softball
Credit: 1 hour
This course stresses basic fundamentals necessary to play softball. Two hours laboratory per week.

PHED 1500 Beginning Swimming I
Credit: 1 hour
This course is designed for non-swimmers. Two hours laboratory per week.

Physical Science
Nursing and Health Sciences

PHSC 1012 Physical Science Applications
Credit: 3 hours
Prerequisite: PHSC 1011K
This course is an introductory survey of the applications of physical principles to a variety of physical sciences. Topics will include chemistry,

astronomy, meteorology, and geology. Three hours per week.

PHSC 1011K Physical Science Principles
Credit: 4 hours
Prerequisite: High school algebra or MATH 0099
Corequisite: PHSC 1011L
This course is an introductory survey of the principles and concepts required for an understanding of the physical sciences. Topics include mechanics and dynamics, electricity and magnetism, thermal physics and the gas laws, waves and optics, and elements of atomic and nuclear physics. The level of mathematics required will be algebra of one equation and one unknown and will be developed at the level needed. Three hours lecture and two hours laboratory per week.

Physics
Natural Sciences and Mathematics

PHYS 2999 Special Topics in Physics
Credit: 1 hour
Corequisite: PHYS 2212K
This is a special topics course in physics or applied physics (earth science, meteorology, astronomy, etc.). Students will conduct a supervised investigation of some relevant topic(s) involving a literature search and/or experimental work or observations. Students will provide a detailed report of results at the end of the course. Students can receive credit for graduation only with either PHYS 1111 and PHYS 1112 or PHYS 2211 and PHYS 2212. One hour seminar per week.

PHYS 3000 Science for Elementary Teachers
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program and MATH 3100
This course is for teachers of grades P-5. It deals with the everyday aspect of physics, chemistry, and astronomy as they might need to be explained by the elementary teacher. The work will include demonstrations and suitable experiments that can be performed with materials available in the average elementary school and home situation. Three hours per week.

PHYS 1111K Introductory Physics I *
Credit: 4 hours
Prerequisite: MATH 1111
Corequisite: PHYS 1111L
This introductory course will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used. Students can receive credit for graduation only with either PHYS 1111 and PHYS 1112 or PHYS 2211

and PHYS 2212. Three hours lecture and two hours laboratory per week.

PHYS 1112K Introductory Physics II
Credit: 4 hours
Prerequisite: PHYS 1111K
Corequisite: PHYS 1112L
This introductory course will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used. Three hours lecture and two hours laboratory per week.

PHYS 2211K Principles of Physics I
Credit: 4 hours
Prerequisite: MATH 1251
Corequisite: PHYS 2211L
This introductory course will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used. Students can receive credit for graduation only with either PHYS 1111 and PHYS 1112 or PHYS 2211 and PHYS 2212. Three hours lecture and three hours laboratory per week.

PHYS 2212K Principles of Physics II
Credit: 4 hours
Prerequisite: MATH 2252 and PHYS 2211K
Corequisite: PHYS 2212L
This introductory course will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. Students can receive credit for graduation only with either PHYS 1111 and PHYS 1112 or PHYS 2211 and PHYS 2212. Three hours lecture and three hours laboratory per week.

Political Science
Social Sciences

POLS 1101 American Government
Credit: 3 hours
This is a survey of basic American constitutional principles, stressing the three major branches of the federal government and the Georgia government and the political forces affecting these branches. It meets state legislative requirements for United States and Georgia Constitutions. Three hours per week.

POLS 2101 Introduction to Political Science
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is the study of basic political science concepts and methods. Three hours per week.

POLS 2201 State and Local Government

Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of American state and local
government, with emphasis on contemporary
problems in Georgia. Three hours per week.

POLS 2301 Introduction to Comparative Politics
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a comparative study of the political systems
of selected countries and/ or world regions. Three
hours per week.

POLS 2401 Introduction to Global Issues
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of the principal historic forces
molding the world today, with a focus on the nation-
state and international organizations as responsive
to these forces. Three hours per week.

POLS 2501 Introduction to Domestic Issues
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of current issues in American
domestic politics with concentration on one or more
of these issues each semester. Three hours per
week.

POLS 2601 Introduction to Public Administration
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of both traditional and behavioral
theories of public administration and their
application to American bureaucracies. Three
hours per week.

POLS 3025 Administrative Law
Credit: 3 hours
Prerequisite: POLS 1101
This is a study of the legal powers of American
administrative agencies (federal, state, and local)
with emphasis on agencies involved in urban
policies. Three hours per week.

POLS 3030 Introduction to Public Policy
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of American policy-making,
implementation, and evaluation. Stress will be
placed on urban policies. Three hours per week.

POLS 3035 Public Finance
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of general fiscal and budgetary
policies of American governments, with emphasis

on the impact of these policies on urban areas.
Three hours per week.

POLS 3040 Public Personnel Administration
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of formal rules and informal practices
governing governmental personnel in America.
Three hours per week.

POLS 3045 Political Behavior
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of theoretical and practical aspects
of political behavior. Three hours per week.

POLS 3050 American Constitutional Law
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of the principles of the constitution
of the United States as these principles have been
enunciated in decisions of the Supreme Court of the
United States. Three hours per week.

POLS 3055 Parties and Elections
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of American political parties and
elections, with emphasis on urban areas. Three
hours per week.

POLS 3060 Policy Implementation Topics
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H and
permission of instructor
This is an in-depth study of a specific problem or
problems in the implementation of urban policy.
Three hours per week.

POLS 3065 Ethics in Public Service Management
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of the principal ethical problems
faced by public administrators. Three hours per
week.

POLS 3070 Urban Politics
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of political parties, interest groups,
public opinion, and elections in American urban
areas. Three hours per week.

POLS 3075 Interest Groups
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
The activities of lobbyist and interest groups in the

United States as they relate to the initiation, formulation, enactment, and interest group administration of public policies. Three hours per week.

POLS 3080 Urban Issues in State and Local Government
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of the structural and procedural aspects of American state and local governments in relationship to American urban problems. Three hours per week.

POLS 3085 Minority Politics
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of the impact of race, ethnicity, and gender on the American political system, with emphasis given to African-Americans, Hispanics, and women. The course will examine culture, race, and gender differences with respect to political participation. Three hours per week.

POLS 3101 Political Science
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is the study of basic political science concepts and methods. Students taking this course at the junior level will be required to produce an additional independent project. Three hours per week.

POLS 3201 State and Local Government
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of American state and local government with emphasis on contemporary problems in Georgia. Students taking this course at the junior level will be required to produce an additional independent project. Three hours per week.

POLS 3301 Urban Government
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a survey of the structure, processes, and problems of American city government with emphasis on medium to large cities. Three hours per week.

POLS 3320 Metropolitan Government and Planning
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H
This is a study of the problems facing metropolitan areas with emphasis on the principal proposed solutions to these problems and discussion of the role of planning in dealing with the problems. Three

POLS 3403 Metropolitan Government: Special Topics
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H and permission of instructor
This is a study of a particular problem or problems related to the government of metropolitan areas, with special attention to the Macon-Warner Robins area. Three hours per week.

POLS 1101H Honors American Government
Credit: 3 hours
Prerequisite: Admission to the Honors Program
This is an in-depth analysis of basic American constitutional principles, stressing the three major branches of the federal government and the Georgia government and the political forces affecting these branches. This course is open only to those students who have been admitted to the Honors Program. It meets state legislative requirements for United States and Georgia Constitutions. Three hours per week.

POLS 2301H Honors Introduction to Comparative Politics
Credit: 3 hours
Prerequisite: POLS 1101 or POLS 1101H and Admission to the Honors Program
This is an in-depth analysis and comparative study of the political systems of selected countries and/or world regions. Three hours per week.

Psychology
Social Sciences

PSYC 1101 Introduction to General Psychology
Credit: 3 hours
Behavior in humans and the other animals is studied from a scientific perspective. Research findings and clinical reports are explored with regard to their applicability to modern thought and practice. Students are encouraged to analyze behavior critically according to common methods used in psychology. Three hours per week.

PSYC 2103 Introduction to Human Development
Credit: 3 hours
Prerequisite: At least a "C" in PSYC 1101 or PSYC 1101H
This course presents information which focuses on human development from conception to death with emphasis on biological, cognitive, emotional, social, and personality issues. Cross-cultural emphasis will be used to compare and contrast developmental changes. Three hours per week.

PSYC 3030 Psychological Statistics
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course provides an introduction to statistics with application in the social sciences. Topics will include graphical and numerical methods for invariate data, bivariate data organization and measures of association, contingency table analysis, sampling distributions, estimation and hypothesis testing, and introduction to linear regression and correlation. Three hours per week.

PSYC 3101 Psychology of Adjustment
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This is an overview of human psychological adjustments to the challenges faced in modern society. Topics include stress and health, gender, sexuality, relationships, change and life transitions, among others. A major course focus is turning such challenges into opportunities for personal growth and learning new coping skills. Particular emphasis is placed on applying psychological theory and research findings to the common problems of everyday living. Three hours per week.

PSYC 3150 Gerontology
Credit: 3 hours
Prerequisite: Admission to the PBSV program or declared major in Health Services Administration
This course covers the scientific study of aging. It examines the biological, psychological, and behavioral changes that occur at individual ages. Students will explore the socio-cultural context in which individuals age. Relevant psychological theory and research findings about aging will receive special emphasis. Three hours per week.

PSYC 3256 Social Psychology
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course is a survey of human social behavior from a psychological perspective. The course will consider such topics as the nature of social psychological research, interpersonal attraction, attitude formation and change, advertising and persuasion, aggression, prosocial behavior, and group dynamics. Lecture and demonstration will be emphasized, but group interaction will be included. Three hours per week.

PSYC 3260 Group Dynamics
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course covers the scientific study of the behavior of individuals in group settings. The course will focus on why people join groups, group structure, leadership, social facilitation, group processes, social identity, prejudice, group think, intergroup conflict, intragroup cohesion, group polarization, and social loafing. Three hours per week.

PSYC 3265 Abnormal Psychology
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This is an introduction to maladaptive behavior and psychological disorders as classified by the Diagnostic and Statistical Manual of Mental Disorders. Historical perspectives on the field of mental illness, etiology, application of psychological theory, and research findings will be emphasized. Three hours per week.

PSYC 3277 Personality Theory
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course considers the formation, dynamics, and assessment of personality. Personality will be studied from the five major theoretical perspectives – psychodynamic, trait, cognitive-social learning, humanistic, and biological. Representative theorists from each perspective will be considered in depth. Emphasis is on "normal" personality development and functioning. Three hours per week.

PSYC 3285 Industrial/Organizational Behavior
Credit: 3 hours
Prerequisite: Admission to the PBSV program
The course is designed to introduce students to concepts, principles, and theories of behavior in the work setting with topics focusing on personnel selection, job training and evaluation, individual and group dynamics, stress in the workplace, and the work environment. Three hours per week.

PSYC 3330 Interviewing
Credit: 3 hours
Prerequisite: Admission to the PBSV program
The purpose of this course to teach interviewing skills. Students will learn the basic elements of good communication, practice good listening skills, and learn to form quality interview questions. A component of the course will be the cultural context of communication. Both theoretical and applied aspects will covered as they relate to work in human service agencies. Three hours per week.

PSYC 3500 Child and Adolescent Psychology
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course will investigate the issues and problems of children and adolescent psychology. The

biological, psychological, and behavioral patterns and changes that occur from birth through adolescence will be summarized from a developmental perspective. The network of intervention services for children and adolescents in crisis will also be examined. Three hours per week.

PSYC 4030 Psychological Testing
Credit: 3 hours
Prerequisite: Admission to the PBSV program and at least a "C" in PSYC 3030
This course provides a survey of the nature and application of psychological tests, including the value and limitations of various types of test. Both "objective" and "projective" techniques will be covered, with emphasis on personality, ability, and intelligence testing. Discussion of testing ethics, reliability and validity, specific test uses and misuses, and analysis of test results will be included. Three hours per week.

PSYC 4298 Applied Learning
Credit: 3 hours
Prerequisite: Admission to the PBSV program
The major approaches to learning in psychology are discussed, and applications for each in such areas as methods for studying, child rearing, adult learning, gender differences, and language learning are considered. The objective is to give the student a clear understanding of how learning works in humans (with some reference to animal modes) and how those principles might be used to enhance personal learning pursuits. Three hours per week.

PSYC 4990 Seminar in Abnormal Psychology
Credit: 3 hours
Prerequisite: Admission to the PBSV program and at least a "C" in PSYC 3265
The purpose of the seminar is to provide the student with experience in applying psychological theory to actual case studies of psychological disorder. Relevant treatment practices will be stressed. The ethics of psychological disorders (as outlined in the Diagnostic and Statistical Manual) and a variety of treatment approaches is presumed. Three hours per week.

PSYC 1101H Honors Introduction to General Psychology
Credit: 3 hours
Prerequisite: Admission to the Honors Program
Behavior in humans and the other animals is studied from a scientific perspective. Research findings and clinical reports are explored with regard to their applicability to modern thought and practice. Students are encouraged to analyze behavior critically according to common methods used in

psychology. The course is enriched by field trips, classroom discussions, and projects that permit students to apply various psychological concepts to life experience. This course is open only to those students who have been admitted to the Honors Program. Three hours per week.

Public Service
Division of Social Sciences

PBSV 3001 Social Context of Public Service Agencies
Credit: 3 hours
Prerequisite: At least a "C" in PSYC 1101, SOCI 1101, PSYC 2103, and MATH 1200
This course is designed to provide students with a comprehensive overview of the theories, practices, and trends current in the helping professions. This will be accomplished through an examination of the specific tasks and purposes evinced by selected social agencies. Each agency's unique function and philosophy will be examined, along with how it fits into the public service network. The course will include some combination of classroom lectures, discussions, field visits, presentations by representatives from the helping professions, and/or other appropriate instructional techniques. Three hours per week.

PBSV 3010 Public Service Management
Credit: 3 hours
Prerequisite: Admission to the PBSV program or declared major in Health Services Administration
This is a study of the basic principles of public administration, both in government and in the private, non-profit sector. It includes an examination of ethics in public service. Three hours per week.

PBSV 3020 Research Methods
Credit: 3 hours
Prerequisite: Admission to the PBSV program or declared major in Health Services Administration and at least a "C" in PSYC 3030
This course will explore the role of theory in selecting research designs, sampling, data collection, and measurement in social research. Ethical issues of human subject research will be explored. Original surveys will be designed and implemented by students. Three hours per week.

PBSV 3040 Conflict Resolution and Negotiation
Credit: 3 hours
Prerequisite: Admission to the PBSV program or declared major in Health Services Administration
Conflict is universal. This course will address such topics as sources of conflicts, barriers to effective communication, theories of conflict resolution,

negotiation theory, cultural contexts in conflict resolution, and mediation processes. Students will also practice listening and communication skills as well as mediation skills. Three hours per week.

PBSV 4030 Program Funding and Evaluation
Credit: 3 hours
Prerequisite: Admission to the PBSV program or declared major in Health Services Administration
This is a review of program funding and program evaluation as they apply to public service agencies. Topics will include the location and requirements of various funding sources; fundamentals of grantsmanship; the need for program evaluation; a review of appropriate designs, methods, and processes for evaluating program effectiveness; and the proper use of evaluation results to effect change. Three hours per week.

PBSV 4950 Senior Project
Credit: 3 hours
Prerequisite: Completion of all PBSV and Human Service required courses with at least a "C" in each
This is a capstone course in which students will undertake a project that is complementary to their research interests and career goals. Students will pursue scholarly endeavors. Students must demonstrate proficiency in relevant software and technology, produce a final report (approximately 30 pages in length, including documentation), and make a formal presentation of findings. Three hours per week.

PBSV 4996 Internship in Public Service
Credit: 3 hours
Prerequisite: Senior status and completion of all PBSV and major track required courses with a minimum grade of "C" in each
This is a supervised internship experience in a vocationally appropriate setting. Students spend a minimum of fifteen hours per week under supervised conditions in an approved agency or service organization germane to student interest. The course also includes assignments, log keeping, and weekly classroom meetings. Professional liability insurance is required, and appropriate insurance fees apply. In-service students cannot use their agencies/organizations of employment to satisfy the internship experience.

Reading
Macon State College

READ 99 Reading
Credit: 4 hours
This course is designed to improve skills in vocabulary, comprehension, and reading rate, and to develop strategies for reading in the content areas to meet the demands of successful academic reading at the college level. Satisfactory completion of this course fulfills the Reading requirement for Learning Support. Four hours per week.

Regents' Test Courses
Macon State College

RGTE 199 Writing Laboratory
Credit: 2 hours
This is an intensive study in the theory and practice of writing short essays Designed as an aid to students wishing to correct writing deficiencies or to prepare for the writing portion of the Regents' Test. It is mandatory for students required to take remediation under Regents' Testing policies. In addition to class time, students will be required to work 15-20 hours in the Academic Resource Center. This is not a Learning Support course. Two hours laboratory per week.

Macon State College

RGTR 198 Advanced Reading Skills
Credit: 2 hours
This is an advanced reading course designed to improve vocabulary, comprehension, reading rate, and test-taking techniques. Designed for students who have failed the reading portion of the Regents' Test and recommended for those preparing for it. This is not a Learning Support course. Two hours per week.

Respiratory Therapy
Division of Nursing and Health Sciences

RESP 1101 Respiratory Physiology and Assessment
Credit: 3 hours
Prerequisite: Formal acceptance into the program
This is a comprehensive study of general physical and respiratory assessment, cardiopulmonary physiology, and pulmonary function studies. Three hours per week.

RESP 1102 Respiratory Therapy Procedures and Equipment
Credit: 4 hours
Prerequisite: Formal acceptance into the program
Corequisite: RESP 1102L
The course covers basic therapeutics and equipment: oxygen gas, humidity, aerosol administration, IPPB, CPT, and incentive spirometry. Three hours lecture and three hours laboratory per week.

RESP 1103 Respiratory Pathophysiology
Credit: 3 hours
Prerequisite: Formal acceptance into the program
This is a comprehensive study of the disease process in obstructive and restrictive lung diseases. Three hours per week.

RESP 1104 Clinical Experience I
Credit: 3 hours
Prerequisite: Formal acceptance into the program
Corequisite: RESP 1104L
This is clinical application of intermediate didactic knowledge and laboratory skills for fundamental floor therapies. Sixteen hours clinical and one hour seminar per week.

RESP 1105 Arterial Blood Gases
Credit: 3 hours
Prerequisite: RESP 1102
This is the study of blood gas analysis and its clinical application. Major topics include: oxygen and carbon dioxide transport, acid-base balance, blood gas interpretation, dead space, shunt, cardiac output, and oxygen consumption and analysis. Three hours per week.

RESP 1106 Pharmacology
Credit: 3 hours
Prerequisite: RESP 1102
This is a study of pharmacology with an emphasis on cardiopulmonary drugs. Indications and contradictions are discussed. Three hours per week.

RESP 1107 Hemodynamics
Credit: 3 hours
Prerequisite: Formal acceptance in the program
This is a study of electrocardiograms, arterial and multiple lumen catheters and their clinical application. EKG, arterial, CVP, PAP, and PCWP along with interpretations are included. Three hours lecture per week.

RESP 1108 Respiratory Medical Terminology
Credit: 2 hours
Prerequisite: Formal acceptance in the program
This course focuses on building a medical vocabulary of each major body system with heavy emphasis on the Respiratory system, Cardiovascular system, Urinary system, Nervous system, and Radiological techniques and interpretations. Two hours lecture per week.

RESP 2201 Basic Mechanical Ventilation
Credit: 2 hours
Basic mechanical ventilation theory including modes of ventilation. Ventilation techniques and the relationship to the compliance and resistance of the lung will be explored. Emphasis placed upon ventilation equations and calculations. Two hours per week.

RESP 2202 Clinical Experience II
Credit: 3 hours
Prerequisite: RESP 1104
Corequisite: RESP 2202L
This is clinical application of intermediate didactic knowledge and laboratory skills. It will include patient transport, pulmonary function, electrocardiogram and stress testing. Sixteen hours clinical and one hour seminar per week.

RESP 2203 Mechanical Ventilation
Credit: 4 hours
Prerequisite: RESP 1104
Corequisite: RESP 2203L
This course covers the techniques of mechanical ventilation (e.g., SIMV, PEEP, CPAP, PS) and airway management (e.g., intubation, suctioning). Three hours lecture and three hours laboratory per week.

RESP 2204 Case Studies in Respiratory Care and Ethical Issues
Credit: 3 hours
Prerequisite: RESP 1104
This is a study of cardiopulmonary disease entities and related intensive respiratory care procedures including hemodynamics. Situated cognition exploration in lectures and computer simulations will enhance the student's critical thinking skills. Ethical and legal issues of the day are explored as they pertain to respiratory care and critical care medicine. Three hours lecture.

RESP 2205 Pediatrics/Neonatology
Credit: 3 hours
Prerequisite: RESP 1104
The course provides knowledge necessary for working in a neonatal respiratory intensive care unit. Students will be exposed to topics including fetal development, normal and abnormal deliveries, evaluation of newborn infants, acid-base and electrolyte disturbances, pulmonary disorders, and neonatal respiratory care equipment and supplies. Three hours per week.

RESP 2206 Clinical Experience III
Credit: 3 hours
Prerequisite: RESP 2202
Corequisite: RESP 2206L
This is clinical application of advanced didactic knowledge and laboratory skills. It will include neonatal pediatrics, transport and skilled nursing

facilities. Sixteen hours clinical and one hour seminar per week.

RESP 2207 Advanced Cardiac Life Support
Credit: 2 hours
Prerequisite: RESP 2202
Theory and techniques of advanced cardiac life support will be studied. Two hours per week.

RESP 2208 Ambulatory Care
Credit: 1 hours
Prerequisite: RESP 2202
This is a study of Respiratory care outside the acute care facility. One hour per week.

RESP 2209 Clinical Experience IV
Credit: 3 hours
Prerequisite: RESP 2206
Corequisite: RESP 2209L
This is clinical experience in advanced and ambulatory care procedures. Sixteen hours clinical and one hour seminar per week.

RESP 2211 Independent Study
Credit: 1 – 4 hours
This course is individually designed to allow students to do research in areas of cardiopulmonary care which are of interest and are not covered in the normal content of the program. This course may be repeated.

RESP 2212 Registry Review
Credit: 3 hour
Patient management problems are presented in a clinical simulation format. Techniques of information gathering, data analysis, and problem solving are included. Three hours per week.

RESP 2213 Pediatric Advanced Life Support
Credit: 1 hour
This course provides health care professionals the tools to stabilize a child presenting with cardiac or respiratory failure. Three hours of laboratory per week.

RESP 2215 Advanced Airway Techniques
Credit: 2 hours
Prerequisite: RESP 1104
Theory and clinical application of identifying difficult airways and the techniques needed to open and maintain a compromised airway. Techniques will include bronchoscopy, insertion of LMA's, direct laryngoscopy, and other invasive techniques. One hour lecture and three hours laboratory per week.

RESP 3010 Advanced Mechanical Ventilation
Credit: 3 hours
Prerequisite: Formal acceptance into the Applied Science program
Advanced Mechanical Ventilation will cover a more indepth look at all areas of mechanical ventilation, current research in the field of mechanical ventilation, and advanced monitoring. Three hours per week.

RESP 3020 Intensive Respiratory Physiology
Credit: 3 hours
Prerequisite: Formal acceptance into the Applied Science program
This is an advanced course of study that brings the scientific basis of Respiratory Physiology into the Respiratory Therapists' practice. Three hours per week.

RESP 3030 Respiratory Research
Credit: 3 hours
Prerequisite: Formal acceptance into the Applied Science program
This is an introduction to qualitative and quantitative research. Descriptive statistical methods are described. Approaches to qualitative design, conducting, and writing are presented. Three hours per week.

RESP 3040 Advanced Pediatrics/Neonatology
Credit: 3 hours
Prerequisite: Formal acceptance into the Applied Science program
This is a study of advanced pediatrics and neonatology in the intensive care setting. Students increase knowledge in assessment and evaluation, identification and utilization of critical skills, and procedures used in the intensive care settings in a general review of perinatal/pediatric respiratory care. Three hours per week.

RESP 3050 Advanced Adult Critical Care
Credit: 3 hours
Prerequisite: Formal acceptance into the Applied Science program
This is a holistic study of cardiopulmonary diseases and the necessary treatment, monitoring and patient care necessary for support of patients in the intensive care settings. Three hours per week.

Science
Division of Natural Sciences and Mathematics

SCIE 1150 Science, Technology, and the Citizen
Credit: 3 hours
This is an investigation of the interaction of developments resulting from the recent convergence of World Technology and Globalization. The events which permit third world

countries to participate in the success of Globalization and what it means to U.S. citizens are explored. Three hours per week.

SCIE 2152 Science, Poetry, and the Imagination
Credit: 3 hours
Prerequisite: ENGL 1102 or ENGL 1102H
This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course examines the use of metaphor and symbol in understanding poetry and the use of model in understanding scientific theory. Three hours per week.

SCIE 2154 Environmental Issues
Credit: 3 hours
Prerequisite: ENGL 1102 or ENGL 1102H or permission of instructor
This is an interdisciplinary course connecting humanities and natural sciences and mathematics. This course is designed to examine fundamental principles of the environment from a scientific, global perspective as well as to consider how our understanding of environmental concepts is revealed historically in literature. Three hours per week.

SCIE 3110 Scientific Thought and Theory
Credit: 3 hours
Prerequisite: ENGL 1102 or ENGL 1102H
This course examines the development of scientific thought and theory from a historical perspective. This course takes an in-depth look at the evolution of scientific ideas and the formation of scientific theories in the natural sciences. Three hours lecture per week.

SCIE 3120 Human Disease and Society
Credit: 3 hours
Prerequisite: ENGL 1102 or ENGL 1102H and BIOL 3540K
This course covers the historical and contemporary impact of disease upon society as well as the influences of society on disease. Genetic, contagious, and environmental diseases will be examined. Three hours lecture per week.

SCIE 3130 Ethical Issues in Science
Credit: 3 hours
Prerequisite: ENGL 1102 or ENGL 1102H and BIOL 2108K
This course is designed to inform students of new issues facing the scientific community and society as a result of advances in science and medicine. It examines the importance and value of scientific research from different perspectives. Three hours lecture per week.

Social Sciences
Division of Social Sciences

SSCI 1001 Perspectives on the Human Mind
Credit: 3 hours
Corequisite: MSCC 1000
This course introduces beginning students to knowledge about the mind as it is understood in the social sciences. Topics will include altered states of consciousness (drugs, sleep, awareness), learning and studying, emotions, language development, the abnormal mind, concepts of morality, and social interaction. Special emphasis will be placed on critical thinking and problem solving functions of the mind. The level of presentations is designed to be within reach of most students. Three hours per week.

SSCI 1002 Perspectives on Music and Society
Credit: 3 hours
Corequisite: MSCC 1000
This course is a theoretically grounded exploration of the interface between music and society. Sociological theories and concepts are used to describe the development of Blues, Jazz, and Rock 'n' Roll. Sound recordings produced by artists from these musical streams are examined in relation to twentieth century American social movements. Topics may include methods and theories for studying popular music, the Civil Rights Movement and American music, feminist issues in modern music, music and the making of the Counterculture, music and class politics, and youth movements and censorship. Three hours per week.

SSCI 1003 Perspectives on Diversity
Credit: 3 hours
Corequisite: MSCC 1000
This course is designed to assist students in exploring diversity and multiculturism in recent times in America. Students will be challenged to engage in critical thinking as they examine their values to determine their degrees of selfacceptance as well as the acceptance of others and to identify and examine diverse cultures. Topics will include ethnocentrism and multiculturism, inclusion and exclusion in education, politics, religion and the media, intercultural interacting, and an examination of various cultures. Critical thinking will be exercised as students are encouraged to examine myths and stereotypes. Three hours per week.

SSCI 1004 Perspectives on American Religious Diversity
Credit: 3 hours
Corequisite: MSCC 1000

This course explores the diversity of religious expression in the United States. Using historical and sociological perspectives, discussion will center on America's diverse religious groups, and on religious perspectives in American popular culture. The theme of this course is that religion is influential in America, not only in its institutional expressions (churches, synagogues, mosques, etc.), but also in secular life (film, music, sports, etc.) Three hours per week.

Sociology
Division of Social Sciences

SOCI 1101 Introduction to Sociology
Credit: 3 hours
This is a survey of the discipline of sociology. Topics will include sociological theory, methods, and selected substantive areas. The course uses core concepts to explore the relationship between private experience and social structure. Substantive topics may include the sociological perspective, culture, institutions, socialization, social interaction, deviance, stratification, social change, and global citizenry. Three hours per week.

SOCI 1160 Introduction to Social Problems
Credit: 3 hours
This is a theoretical and empirical analysis of selected major social problems confronting American society. Selected topics may include social inequality, crime, drugs, family violence, poverty, the criminal justice system, environmental pollution, resource depletion, illiteracy, war, and health care. Three hours per week.

SOCI 2293 Introduction to Marriage and the Family
Credit: 3 hours
This is an introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. Analyzed from historical, present day, and cross--cultural perspectives, topics may include family law, mate selection, sexuality, stages of family development, divorce, and remarriage. Strong emphasis will be placed on life skills such as communication styles and conflict resolution. Three hours per week.

SOCI 3150 Gerontology
Credit: 3 hours
Prerequisite: Admission to the PBSV program or declared major in Health Services Administration
This course covers the scientific study of aging. It examines the biological, psychological, and behavioral changes that occur at individual ages. Students will explore the socio-cultural context in which individuals age. Relevant psychological

theory and research findings about aging will receive special emphasis. Three hours per week.

SOCI 3225 Social Stratification
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course deals with the diversity of subcultures in contemporary U.S. society. It includes a theoretical analysis of stratification markers such as ethnicity, color, gender, religion, age, regionality, and alternative life styles. Three hours per week.

SOCI 3260 Group Dynamics
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course covers the scientific study of the behavior of individuals in group settings. The course will focus on why people join groups, group structure, leadership, social facilitation, group processes, social identity, prejudice, group think, intergroup conflict, intragroup cohesion, group polarization, and social loafing. Three hours per week.

SOCI 3285 Industrial/Organizational Behavior
Credit: 3 hours
Prerequisite: Admission to the PBSV program
The course is designed to introduce students to concepts, principles, and theories of behavior in the work setting with topics focusing on personnel selection, job training and evaluation, individual and group dynamics, stress in the workplace, and the work environment. Three hours per week.

SOCI 3510 Community/Urban Sociology
Credit: 3 hours
Prerequisite: Admission to the PBSV program
The social, economic, and political processes shaping urban areas are examined against the theoretical backdrop of classic urban ecology and contemporary political economy. Topics covered may include methods and theories of community analysis, the origins of cities, suburbanization, urban subcultures, urban problems, city planning, community politics and reform, and global cities. Three hours per week.

SOCI 4110 Deviance and Social Control
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course is a study of deviant behavior from a sociological perspective. The course will focus upon definitions and theories, problems of research, the creation and maintenance of deviant categories, and the development of deviant identities, careers, and subcultures. Three hours per week.

SOCI 4120 Addiction Studies
Credit: 3 hours
Prerequisite: Admission to the PBSV program
This course will acquaint students with the
physiological effects of the common drugs of abuse,
both licit and illicit. It will present contemporary
theories - biological, sociological, and psychological
- for the addictive process, its social responses, and
its treatment. Three hours per week.

SOCI 1101H Honors Introduction to Sociology
Credit: 3 hours
Prerequisite: Admission to the Honors Program
This is a survey of the discipline of sociology.
Various substantive topics will include core
sociological theory, methods, concepts and findings
in a context that provides an opportunity to do a
guided research project. This course employs the
sociological perspective to analyze the interplay
among social structure, individuals, and groups.
This course is open only to students who have been
admitted to the Honors Program. Three hours per
week.

Spanish
Division of Humanities

SPAN 1001 Elementary Spanish I
Credit: 3 hours
Corequisite: SPAN 1001L
This is an introduction to listening, speaking,
reading, and writing in Spanish and to the culture of
Spanish--speaking regions. Spanish 1001 is
appropriate for students with no background in a
foreign language or for students whose high school
foreign language requirement was met through a
two-year sequence of a different language.
Students should register as auditors if they wish to
review the material. (This course carries only
institutional credit if the same language was used
for their college preparatory curriculum.) Basic
pronunciation, conversation, and structure are
emphasized. Three hours lecture and two hours
laboratory per week. Many system institutions will
not accept the first elementary course in a foreign
language to meet degree requirements.

SPAN 1002 Elementary Spanish II
Credit: 3 hours
Prerequisite: At least a "C" in SPAN 1001
Corequisite: SPAN 1002L
This is continued listening, speaking, reading, and
writing in Spanish with further study of the culture of
Spanish--speaking regions. Basic pronunciation,
conversation, and structure are stressed. This
course is a continuation of Spanish 1001 or is
appropriate for students who have two years of high

school Spanish (with at least a "B" average) or the
equivalent. Three hours lecture and two hours
laboratory per week.

SPAN 2001 Intermediate Spanish I: Language,
Culture and Literature
Credit: 3 hours
Prerequisite: At least a "C" in SPAN 1002
Corequisite: SPAN 2001L
This course reviews and continues the study of the
four language skills: listening, speaking, reading,
and writing. Students also study, in Spanish,
cultures where the language is spoken. Students
complete an intensive review of Spanish grammar.
Students move beyond controlled composition
exercises to more advanced exercises in writing.
Discussion will be conducted in Spanish with an
introduction to the skill of translation for literary
works. This level is appropriate for students who
have had three years of high school Spanish (with
at least a "B" average); students are encouraged to
take a test for placement at this level. Three hours
lecture and two hours laboratory per week.

SPAN 2002 Intermediate Spanish II: Language,
Culture and Literature
Credit: 3 hours
Prerequisite: At least a "C" in SPAN 2001
Corequisite: SPAN 2002L
Students complete an intensive review of Spanish
grammar while continuing their study of the four
language skills (listening, speaking, reading, and
writing) and expanding their study of Spanish
cultures. Extensive readings include contemporary
materials and literary selections as well as the
expanded use of techniques of translation and
literary analysis. Discussions will be conducted in
Spanish. Students move beyond controlled
composition exercises to more advanced exercises
in writing. This level is appropriate for students with
a strong background (three or four years in high
school with at least a "B" average) or native
speakers with limited formal education or
experience in the language. Three hours lecture
and two hours laboratory per week.

SPAN 2999 Special Topics Study Abroad
Credit: 3-6 hours
Prerequisite: Spanish 1002 or equivalent or
permission of instructor
This course covers Spanish study abroad on
significant topics of cultural interest not otherwise
covered in course offerings at Macon State College.
The content of this course will change each time it is
offered. Therefore, it may be repeated for credit for
up to 6 hours total.

SPAN 3001 Grammar and Composition
Credit: 3 hours
Prerequisite: At least a "C" in SPAN 2002 or permission of instructor
This course provides general review of basic grammar and covers certain topics in more depth, such as uses of the subjunctive and a contrastive/comparative analysis of the syntax of English and Spanish. Students will study and compose documents (such as letters, memos, summaries, etc.) which will be applicable to their work environment. Two hours of class and one hour of supervised lab work.

SPAN 3002 Language and Culture
Credit: 3 hours
Prerequisite: At least a "C" in SPAN 3001 or permission of instructor
This course provides experience in reading, understanding, and eventually analyzing communication patterns and paralinguistic aspects of spoken Spanish. In addition, students learn about everyday life in countries where Spanish is spoken. Cultural readings include information about the culture and examples of language as it is used within the cultural context. Videos and multimedia materials, including resources found on the internet and through e-mail and listserv opportunities, are used in class and in lab settings. Three hours per week.

SPAN 3003 Conversation I
Credit: 3 hours
Prerequisite: At least a "C" in SPAN 3001 or permission of instructor
This course provides a forum for the discussion of topics chosen by the class. Readings, videos, interviews with native speakers, and oral in-class presentations are used to determine the topics for discussion and, where appropriate, role-play. Three hours per week.

SPAN 3999 Special Topics Study Abroad
Credit: 3-6 hours
Prerequisite: Spanish 1002 or equivalent or permission of instructor
This course covers advanced Spanish study abroad on significant topics of cultural interest not otherwise covered in course offerings at Macon State College. The content of this course will change each time it is offered. Therefore, it may be repeated for credit for up to 6 hours total.

Special Eductaion
Division of Education

SPED 3100 Characteristics of Students with Mild Disorders
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
A course designed to address the characteristics of students from diverse backgrounds with mild intellectual, emotional/behavioral, and/or learning disabilities. Legal issues, development of individual education plans, diagnostic and intervention practices, and working with parents are examined in the context of both general education and special education settings.

SPED 4000 Educational Assessment of Exceptional Children
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course is designed to provide a background of formal and informal evaluative procedures for use with children from diverse backgrounds with learning problems. An in-depth diagnostic evaluation of a school-aged child is required.

SPED 4200 Educational Interventions for Students with Mild Disabilities
Credit: 3 hours
Prerequisite: Formal acceptance into the Bachelor of Science in Education Program
This course is designed to provide future teachers with practical applications of research based curriculum and methodology utilized in the teaching of students from diverse populations with mild disabilities in interrelated and inclusionary classroom settings. Effective planning, lesson implementation, and monitoring of student progress in collaborative situations is addressed. Research based methodologies including direct instruction and cooperative learning are applied in classroom settings.

Theatre
Division of Humanities

THEA 1100 Theatre Appreciation
Credit: 3 hours
This is a survey of the significant movements and periods in the history of the theatre from the Greeks to the present. Three hours per week.

THEA 1221 Theatre Crafts Basic
Credit: 1 hour
This course is designed to further the student's knowledge of the basics of stage craft and performance through direct involvement in theatre productions on and off campus. One hour lecture and two hours laboratory per week.

THEA 2221 Theatre Crafts Intermediate
Credit: 1 hour
This course is designed to further the student's knowledge of the basics of stage craft and performance through direct involvement in theatre productions on and off campus. One hour lecture and two hours laboratory per week.

WebBSIT
Division of Information Technology

WBIT 1100 Introduction to Information Technology
Credit: 3 hours
This course is an introductory course in information technology. Topics include foundations in hardware, software, data and an overview of the use of information technology in organizations. Topics include structured programming techniques, systems development, database design and networking, with an emphasis on appropriate business ethics, interpersonal skills and team building.

WBIT 1310 Programming and Problem Solving I
Credit: 3 hours
Prerequisite: At least a "C" in an Area A mathematics course and in WBIT 1100
This course helps students to develop basic problem-solving skills using the Java programming language. Students are introduced to fundamentals of Java programming language with emphasis on primitive data types, control structures, methods, arrays, classes, objects, abstraction, inheritance and polymorphism. Students learn basic techniques of good programming style, design, coding, debugging, and documentation. Students are able to create programs to solve basic practical problems.

WBIT 2000 The Enterprise and IT
Credit: 3 hours
Prerequisite: WBIT 1100
This course will look at the structure and management of an information technology infrastructure. From the management aspect the course will touch on principles and practices of managing both people and technology to support an organization. The course will emphasize how to make an information technology infrastructure effective, efficient, and productive. The management of hardware, software, data, networks and other supporting IT functions will be studied.

WBIT 2300 Discrete Math for IT
Credit: 3 hours
Prerequisite: Pre-calculus, Survey of Calculus,

Finite Mathematics, or equivalent
Discrete (as opposed to continuous) mathematics is of direct importance to the fields of Computer Science and Information Technology. This branch of mathematics includes studying areas such as set theory, logic, relations, graph theory, and analysis of algorithms. This course is intended to provide students with an understanding of these areas and their use in the fields of Computer Science and Information Technology.

WBIT 2311 Programming and Problem Solving II
Credit: 3 hours
Prerequisite: WBIT 1310 and WBIT 2300
The emphasis of this course is on advanced programming techniques in Java including GUI's, software reuse through component libraries, recursion, event-driven programming, database processing, file processing, and exception handling. Students are able to create event-driven, graphical programs or text-based programs solving practical problems incorporating databases and external files.

WBIT 3010 Technical Communication
Credit: 3 hours
Prerequisite: ENGL 1102
This course covers workplace communication at the intermediate level. Topics include audience analysis, research proposal and report writing, document and visual design, editing and presentation design.

WBIT 3110 Systems Analysis and Design
Credit: 3 hours
Prerequisite: WBIT 1310 and WBIT 2000
Introduces the fundamental principles of the design and analysis of IT applications. In this course, students will learn to apply the tools and techniques commonly used by systems analysts to build and document IT applications. Classical and structured tools for describing data flow, data structure, process flow, file design, input and output design, and program specification will be studied, as will object-oriented techniques.

WBIT 3111 Information Technology Project Management
Credit: 3 hours
Prerequisite: WBIT 3110 and MATH 1401
Project management techniques and tools as applied to information systems projects including resource and personnel management allocation, product testing, scheduling, and project management software. Students will study examples of both successful and unsuccessful projects and apply lessons learned to a class

project.

WBIT 3200 Database Design, Development and Deployment
Credit: 3 hours
Prerequisite: WBIT 2311
This is an advanced course in database design, development and deployment. Course emphasizes database design drawing distinctions between data modeling and process modeling using various modeling techniques including Entity-Relationship Modeling, Object Modeling and Data Flow Diagramming; database development using the relational model, normalization, and SQL; database deployment including control mechanisms, forms, reports, menus and web interfaces. Additional topics include procedures, functions, packages and triggers. Students will design, create and process a database to demonstrate competency in the course content.

WBIT 3400 Introduction to Multimedia
Credit: 3 hours
This course covers the basic design principles and tools for creating multimedia components used in web-based systems; use of tools to create and edit graphics, sounds, and animations to be used in multimedia presentations.

WBIT 3410 Web Applications Development
Credit: 3 hours
Prerequisite: WBIT 1100
This course provides a survey of techniques and tools for developing basic web pages for delivery of text and graphic information; focus on page markup languages, client-side scripting, page design principles, page layout techniques, markup language syntax, and page styling methods.

WBIT 3500 Architecture and Operating Systems
Credit: 3 hours
Prerequisite: WBIT 1100
This course introduces students to the architectures of computer systems and the operating systems that run on them. It explores and gives experience with some common computer designs and operating systems. Topics include basic computer architecture, instruction set architecture, memory, memory management, processes, and file systems.

WBIT 3510 Data Communications and Networking
Credit: 3 hours
Prerequisite: WBIT 3500
This course covers computer network and communications concepts, principles, components, and practices; coverage of common networking standards, topologies, architectures, and protocols;

design and operational issues surrounding network planning, configuration, monitoring, troubleshooting, and management.

WBIT 3600 Introduction to E-Commerce
Credit: 3 hours
Prerequisite: WBIT 3110 and WBIT 3410
The emphasis of this course is on basic principles and practices of E-business and E-commerce. Topics include infrastructures and applications of E-Commerce, E-Tailing, E-Marketing, advertisement, B2B, B2C, C2C, E-Government, M-Commerce, E-Learning, electronic payment systems, security, and legal issues. Students also learn to build simple dynamic E-Commerce sites using server-side scripting.

WBIT 4020 Professional Practices and Ethics
Credit: 3 hours
Prerequisite: Senior standing
This course covers historical, social, economic and legal considerations of information technology. It includes studies of professional codes of ethicalconduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the Internet and various laws that affect an information technology infrastructure.

WBIT 4030 Senior Project & Portfolio
Credit: 3 hours
Prerequisite: Senior standing
A capstone course for BSIT majors that includes completion of a digital portfolio, and electronic resume representing skills acquired and projects completed. The portfolio will be introduced in an earlier course and students will be expected to add to the portfolio selected assignments during their last few semesters. Faculty will include Portfolio comments and students will be expected to record reflections on accomplishments. Finally, in cooperation with the IT industry, students will be expected to secure an internship and document internship hours, objectives and supervisor evaluations in the Portfolio.

WBIT 4112 Systems Acquisition, Integration and Implementation
Credit: 3 hours
Prerequisite: WBIT 3110, WBIT 3200, and WBIT 4520
Most IT applications used by organizations are configured from components that have been purchased from third-party vendors. This includes both hardware components and, increasingly, software components. In this course, students will study the component acquisition process, and methods and techniques for integrating these

components into and existing IT infrastructure.

WBIT 4120 Human-Computer Interaction
Credit: 3 hours
Prerequisite: WBIT 1100, WBIT 1310, and WBIT 2311
Fundamentals of human-machine interfaces, both cognitive and physical. Learning styles and effects of short-term memory on cognition and reaction will affect hardware and software development. Students will design a prototype interface.

WBIT 4520 Information Security
Credit: 3 hours
Prerequisite: WBIT 3500
Corequisite: WBIT 3510
This course is an introduction to information security in computing. Topics include computer, network (distributed) system and cyber security, digital assets protection, data backup and disaster recovery, encryption, cryptography, computer virus, firewalls, terrorism and cyber crimes, legal, ethical and professional issues, risk management, information security design, implementation and maintenance.

WBIT 4601 Customer Relationship Management
Credit: 3 hours
Prerequisite: WBIT 3111, WBIT 3200, and WBIT 3600
The deployment of IT applications has allowed many organizations to collect large amounts of data on their clients and to use such data to improve the relationships with their customers. In this course, students will study customer relationship management systems, including the reasons for their emergence, the functionalities that they provide and the issues one would have to face to successfully introduce a Customer Relationship Management System into an organization.

WBIT 4602 E-Commerce Design and Development
Credit: 3 hours
Prerequisite: WBIT 2311, WBIT 3200, and WBIT 3600
Students will develop an understanding of the complexities of electronic commerce. The course will include surveys of Internet technologies, web development software, e-commerce models, purchase and payment systems, interfaces with business systems, legal issues, international issues, and marketing and promotion of e-commerce systems. Students will develop prototypical electronic commerce systems.

WBIT 4610 E-Commerce Policy and Law
Credit: 3 hours
Prerequisite: WBIT 3600
This course will focus on the legal implications of conducting business over the Internet, including current understanding of Internet contracts, copyright, trademark and patent law. Further, this course will examine cutting-edge cases relating to e-commerce and emerging ethical issues and trends.

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Vylene Bryant, Custodian
Daisy Carracter, Custodian
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