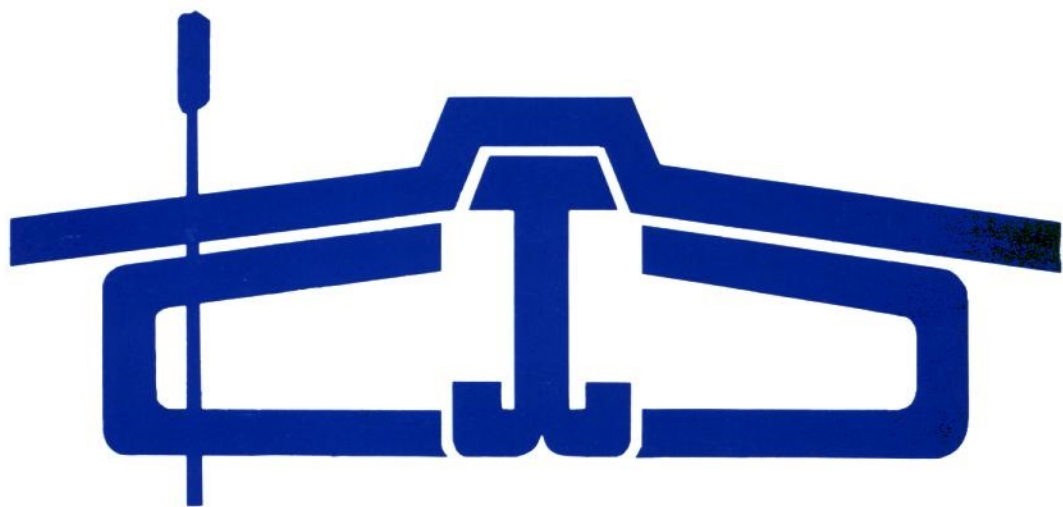


Clayton Junior College



1973-1974 CATALOG

CLAYTON JUNIOR COLLEGE

1973-1974 Catalog

Volume 4, Number 1



An Institution of the University System of Georgia

Serving South Metropolitan Atlanta

THE BLUE SECTIONS OF THIS CATALOG REFER TO

1. Degree requirements for the student planning to enroll in a College-Transfer Program;
2. Degree requirements for the student planning to enroll in a Career Program;
3. Course Descriptions.

PURPOSE OF THE COLLEGE

Clayton Junior College, a unit of the University System of Georgia, was established to provide educational opportunities for the community within commuting distance of the college. The offerings of the college are limited to the resources available to the college, and to the practical consideration that the college should not needlessly duplicate programs of study provided at a reasonable cost to the individual by other institutions in the community.

The purpose of Clayton Junior College is, therefore, to serve the educational and cultural needs of the community through the following programs:

- Transfer Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees.
- Career Programs designed to prepare students for gainful employment.
- Developmental courses designed for students who need to strengthen their academic backgrounds before entering college level programs of study.
- Community Service and adult education programs for individuals in the community who may wish to participate in programs of continuing education.

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ACADEMIC CALENDAR

SUMMER QUARTER, 1973

June	12	Advisement and Registration; Rising Junior Test
June	13	Classes begin, Summer Quarter
June	14-15	Schedule Change Days
June	18-19	Schedule Change Days
July	4	Holiday
July	6	Last day to drop courses without penalty
July	23	U.S. and Georgia Constitution Examination
July	30	U.S. and Georgia History Examination
July	30	
through		Advisement for Early Registration
August	3	
August	6	Early Registration for Fall Quarter
August	20	Classes end, Summer Quarter
August	21-24	Final Examinations, Summer Quarter

FALL QUARTER, 1973

September	4	Deadline for Fall Quarter Applications
September	18	Examinations of the Advanced Placement Program
September	24-25	Advisement and Registration
September	24	Rising Junior Test
September	26	Classes begin, Fall Quarter
September	27	
through		Schedule Change Days
October	2	
October	2	Examinations of the Advanced Placement Program
October	26	Last day to drop courses without penalty
October	29	U.S. and Georgia History Examination
November	5	U.S. and Georgia Constitution Examination
November	12-19	Advisement for Early Registration
November	20	Early Registration for Winter Quarter, 1974
November	22-23	Thanksgiving Holidays
November	30	Dental Hygiene Aptitude Test
December	5	Classes end, Fall Quarter
December	6-11	Final Examinations, Fall Quarter
December	13	Deadline for Winter Quarter Applications

WINTER QUARTER, 1974

January	2	Advisement and Registration; Rising Junior Test
January	3	Classes begin, Winter Quarter
January	7-8	Schedule Change Days
January	8	Examinations of the Advanced Placement Program
January	25	Last day to drop courses without penalty
February	8	Dental Hygiene Aptitude Test
February	11	U.S. and Georgia History Examination

WINTER QUARTER, 1974 (Cont'd.)

February	11-18	Advisement for Early Registration
February	19	Early Registration for Spring Quarter, 1974
February	25	U.S. and Georgia Constitution Examination
March	6	Deadline for Spring Quarter Applications
March	13	Classes end, Winter Quarter
March	14-19	Final Examinations, Winter Quarter

SPRING QUARTER, 1974

March	25	Advisement and Registration; Rising Junior Test
March	26	Classes begin, Spring Quarter
March	27-28	Schedule Change Days
April	2	Examinations of the Advanced Placement Program
April	19	Last day to drop courses without penalty
May	6	U.S. and Georgia History Examination
May	6-13	Advisement for Early Registration
May	10	Dental Hygiene Aptitude Test
May	13	U.S. and Georgia Constitution Examination
May	14	Early Registration for Summer Quarter, 1974
May	29	Deadline for Summer Quarter Applications
June	3	Classes end, Spring Quarter
June	4-7	Final Examinations, Spring Quarter
June	8	Graduation

SUMMER QUARTER, 1974

June	17	Advisement and Registration; Rising Junior Test
June	18	Classes begin, Summer Quarter
June	19-20	Schedule Change Days
June	25	Examinations of the Advanced Placement Program
July	1	U.S. and Georgia History Examination
July	4	Holiday
July	5	Last day to drop courses without penalty
July	15	U.S. and Georgia Constitution Examination
August	6	Early Registration for Fall Quarter, 1974
August	19	Deadline for Fall Quarter Applications
August	20	Classes end, Summer Quarter
August	21-23	Final Examinations, Summer Quarter

1973-74 Calendar

1973

1974

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
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GENERAL INFORMATION

Clayton Junior College is a two year non-residential community college located 12 miles south of Atlanta in northern Clayton County. Although the college is readily accessible from downtown Atlanta, its campus encompasses 154 wooded acres and three lakes. The college's seven modern buildings have been constructed and landscaped to blend with the natural beauty of their surroundings.

Clayton Junior College opened in September, 1969, as a unit of the University System of Georgia. The Board of Regents of the University System is the governing body for all state-operated institutions of higher learning in the state. As a public institution, Clayton Junior College is able to offer a wide variety of educational programs at a minimum cost. Most credit courses of the college are offered both during the day and at night, providing a unique opportunity for many persons to acquire a college education.

Clayton Junior College currently offers the first two years of college work in major fields of study common to the University System of Georgia. *All credits earned within college-transfer programs are transferable without loss to any other unit of the University System.* In addition, Clayton Junior College offers career programs combining general education courses with specialized professional or paraprofessional training to prepare the graduate for immediate employment. Each graduate of Clayton Junior College is awarded the Associate in Arts Degree. A graduate of a career program offered by the college in cooperation with Atlanta Area Vocational-Technical School also is awarded the Certificate of that institution.

Each student admitted to Clayton Junior College is eligible to accelerate his program of study through a broad program of *Advanced Placement* with college credit by examination. A gifted high school senior is encouraged to begin his first year of college work while completing his final year of high school under a *Freshman Scholar Program for High School Seniors.*

In addition, Clayton Junior College offers a *Developmental Program* through its Department of Developmental Studies for the student whose academic record indicates that he is not yet prepared to do college level work and for the student returning to school who requires a review of basic academic skills.

Clayton Junior College offers basic courses of instruction in Military Science in conjunction with Georgia State University and the Department of the Army. Credits earned in these courses are completely transferable to any four-year institution offering an *ROTC Program*, and completion of the courses enables the student to be formally enrolled in an advanced ROTC Program during his junior and senior years.

The Office of Community Services of Clayton Junior College offers a regular program of *Continuing Education Courses and Seminars* to provide personal and career enrichment and to meet special educational needs for members of and groups within the community.

ACCREDITATION AND MEMBERSHIPS

Clayton Junior College is a unit of the University System of Georgia; therefore, credits earned within college-transfer programs at the college are accepted by all other units of the University System.

Clayton Junior College is accredited by the Southern Association of Colleges and Schools. The college has been approved for the following state and federal programs:

- Veterans Administration Benefits
- College Work-Study Program
- Educational Opportunity Grants
- Law Enforcement Educational Grants and Loans
- Regents' Scholarships
- National Direct Student Loans
- Nursing Student Scholarships and Loans
- Georgia Vocational Rehabilitation Grants
- Georgia State Teacher Scholarships
- Georgia State Scholarships
- Georgia Guaranteed Loans

The college holds membership in the following organizations:

- American Association of Junior Colleges
- Southern Association of Colleges and Schools
- Southern Association of Junior Colleges
- Georgia Association of Junior Colleges
- Georgia Association of Colleges
- National League for Nursing

SERVICEMEN'S OPPORTUNITY COLLEGE

Clayton Junior College has been recognized as a Servicemen's Opportunity College by the American Association of Community and Junior Colleges and by the Department of Defense. As such, the college's policies fully reflect the criteria inherent in the Servicemen's Opportunity College concept.

These include "non-traditional" advantages open to all students of Clayton Junior College such as admission to the college based on successful completion of the General Educational Development (GED) test, eligibility for advanced placement with college credit by examination, and a full program of evening courses through which all degree requirements of the college may be met.

In addition, a veteran attending Clayton Junior College under the G.I. Bill or a serviceman enrolled at Clayton Junior College is eligible to participate in the Veteran's Tutorial Program, which provides funds for veterans and servicemen requiring tutors. Information about the Veteran's Tutorial Program is available through the Office of the Dean of Students.

Clayton Junior College pledges to its servicemen and veterans a continuous effort on the part of the institution to fulfill its commitment to them by maintaining these educational standards and by seeking, with the advice of the local college chapter of the Servicemen's and Veteran's Advisory Council, new approaches to better meet the educational needs of servicemen and veterans.

ADMISSIONS

Clayton Junior College extends a cordial invitation to persons interested in obtaining a quality education. The college admits persons of good moral character who hold a high school diploma or its equivalent and who possess the physical and mental health to meet the challenges of an academic program. Each applicant to Clayton Junior College must meet the standards prescribed by the college; in addition, an applicant to a career program must meet the requirements of his individual program.

Clayton Junior College, and each institution of the University System of Georgia, operates on a quarter system academically and each quarter represents an independent unit of study. With the quarter as the basic academic calendar unit, four quarters, each approximately eleven weeks in length, comprise an academic calendar year. Each student except the candidate for a two-year career program in Dental Hygiene or Nursing may apply for admission to Clayton Junior College prior to any of the four quarters of the academic year. Because the curriculums for the career programs in Dental Hygiene and Nursing are highly sequential in nature, the student is accepted into these programs only once each year in the fall. Admission procedures for acceptance into these programs are given on pages 17-18-19 of this catalog.

The Office of Admissions and Records is responsible for evaluating each student application, determining transfer of credit from previously-attended institutions, creating class rolls, processing and mailing grade reports, determining graduation lists, and maintaining a permanent record of credit earned by each student. A veteran enrolled at Clayton Junior College may obtain information about veteran's benefits and assistance through the Office of Admissions and Records.

To be considered for admission to Clayton Junior College, an applicant must complete and return all required forms to the college at least 20 days before the Registration Day of the quarter in which he plans to enter. The following is required of each applicant:

1. **Completed Application*

Application for admission forms will be provided by the Office of Admissions and Records.

2. *Social Security Number*

Each student applying for admission to Clayton Junior College must furnish his Social Security Number in the proper place on the printed application form.

** Note to Veterans:*

The college requires that each full-time student enrolled in a College-Transfer Program who is registered for day classes complete one quarter credit hour in physical education for each quarter of full-time registration up to a maximum of six quarter credit hours. A veteran shall receive one quarter hour of physical education credit for each three month period of active duty. The veteran applying for admission to the college should establish proof of service by attaching his DD. 214 to his completed application for admission.

3. *Health Examination*

Forms for the required health examination will be provided by the Office of Admissions and Records.

BEGINNING FRESHMEN

In addition, a student entering college for the first time must provide the college with the following:

1. *High School Transcript*

A high school senior or high school graduate will submit a transcript of all high school work completed. Transcripts must come to Clayton Junior College directly from the high school.

Or Equivalency Certificate

An applicant who has received a High School Equivalency Certificate issued by the State Department must attach a photostatic copy of his scores to the application for admission. An applicant who has not completed high school and who has taken the General Educational Development (GED) Test will be considered for admission based on his scores. A minimum of 225 total points, the grade required by the State Department of Education for an Equivalency Certificate, is required by the college for admission.

2. *Scholastic Aptitude Test Scores*

Each applicant seeking admission to college for the first time will take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. Information about the test is available from high school guidance officers or from the Office of Admissions and Records of Clayton Junior College.

FRESHMAN SCHOLAR PROGRAM FOR HIGH SCHOOL SENIORS

The Freshman Scholar Program offers an opportunity for an outstanding high school senior to begin college courses while completing requirements for high school graduation.

Minimum standards for admission to Clayton Junior College as a Freshman Scholar are the following:

1. Have attained a minimum of 225 quarter hours (15 units) toward graduation and be classified as a high school senior;
2. Have an average in academic subjects of 3.0 (B) or higher;
3. Have a minimum composite score on the Scholastic Aptitude Test of 1000;

OR

Have a minimum composite score on the Preliminary Scholastic Aptitude Test of 100*;

*Although acceptance is granted for admission based on the PSAT scores, a student must present Scholastic Aptitude Test scores to the Office of Admissions and Records before enrolling in the Freshman Scholar Program.

4. Be recommended by the high school principal and counselor;

5. Secure approval of parents.

Further information about the Freshman Scholar Program is published in the section on Academic Information of this catalog.

ADVANCED PLACEMENT PROGRAM

Each student planning to enroll at Clayton Junior College is eligible to take nationally standardized examinations in subjects in which he is well prepared to qualify for advanced placement with full college credit. Further information about the Advanced Placement Program is published in the section on Academic Information of this catalog.

DEVELOPMENTAL PROGRAM

A beginning freshman whose high school grades and Scholastic Aptitude Test scores reveal serious deficiencies in basic academic skills is accepted into the Developmental Program rather than a college-transfer or a career program. Developmental courses also may serve as an academic review for a student returning to school after a period of absence. Developmental courses carry credit; however, they are not applicable toward any degree program currently offered by the college and are not transferable to other institutions. Further information about the Developmental Program is published in that section on page 74 of this catalog. Please also refer to pages 79 - 80 for a listing of Developmental Courses.

ADMISSION TO DEGREE PROGRAMS IN HEALTH SCIENCES

In addition to completing the admission procedure required of each student, an applicant to a career program in Health Sciences must fulfill the requirements listed beneath his respective program.

Dental Hygiene

1. Be a citizen of the United States;
2. Be a graduate of an accredited high school with a grade average of "C" or higher;
3. Be free of a health problem which would interfere with the applicant's ability to practice dental hygiene;
4. Have taken high school courses in mathematics and chemistry or plan to take freshman courses in these two areas before beginning the dental hygiene curriculum;
5. Have a 2.0 or higher predicted Freshman Grade Point Average and/or college Transfer Average of "C" or higher from an accredited college or university;

6. Mark the completed application forms "Dental Hygiene";
7. Complete the Personal Data Sheet for the Dental Hygiene Program;
8. Have the Dental Form of the Dental Hygiene Program completed by a dentist;
9. Take the Dental Hygiene Aptitude Test. A minimum average of "4" on the test is required. (The Dental Hygiene Aptitude Test is administered on campus through the Office of the Dean of Students and the dates on which the test will be administered are published in the Academic Calendar. Applications for the test are available from the Office of Admissions and Records. A student should plan to take the Dental Hygiene Aptitude Test during the Fall or Winter Quarter *prior* to the Fall Quarter for which he seeks admission to the Dental Hygiene Program.)

Formal admission to the Dental Hygiene Program at Clayton Junior College is accomplished only after the student has completed one quarter of full-time work with a minimum overall Grade Point Average of 2.0 and has attained a grade of "C" or higher in the first clinical dental hygiene course.

Medical Laboratory Technology

1. Be free of a health problem which would interfere with the applicant's ability to function as a medical laboratory technician;
2. Have taken high school courses in mathematics and chemistry or plan to take freshman courses in these two areas before beginning the medical laboratory technology curriculum;
3. Have a 2.0 or higher Predicted Freshman Grade Point Average and/or college Transfer Average of "C" or higher from an accredited college or university;
4. Mark the completed application forms "M.L.T. Program";
5. Complete the Personal Data Sheet for the Medical Laboratory Technology Program.

Nursing

1. Be free of a health problem which would interfere with the applicant's ability to practice nursing;
2. Have taken high school courses in chemistry and mathematics or plan to take freshman courses in these two areas before beginning the nursing curriculum;
3. Have a 2.0 or higher Predicted Freshman Grade Point Average and/or college Transfer Average of "C" or higher from an accredited college or university;
4. Mark the completed application forms "Nursing";
5. Complete the Personal Data Sheet for the Nursing Program;
6. Have the Dental Form of the Nursing Program completed by a dentist;
7. Send, or have sent, two letters of reference directly to the Office of Admissions and Records from non-family members (teacher,

employers, or other qualified persons) who have known the applicant for at least three years;

8. Send, or have sent, a certified copy of the applicant's birth certificate to the Office of Admissions and Records.

Formal admission to the Nursing Program at Clayton Junior College is accomplished only after the student has completed one quarter of full-time work with a minimum overall Grade Point Average of 2.0 and has attained a grade of "C" or higher in the first nursing course.

TRANSFER STUDENTS

A student who previously has been enrolled at another college or university will be considered a transfer student whether or not he has received any college credit. A student entering Clayton Junior College with prior college credits may transfer up to 60 quarter hours of credit (exclusive of physical education activity courses) applicable toward a degree program at the college.*

Acceptable courses presented for transfer which are a part of the Core Curriculum at a unit of the University System of Georgia will be credited toward the appropriate area. If only a fractional part of the Core Curriculum is completed at the home institution, Clayton Junior College will give full credit for those hours taken but will determine which courses will be taken to satisfy Clayton Junior College's requirements. Credit for courses taken at institutions other than units of the University System will be evaluated individually.

In addition to information required of each applicant, a transfer student must provide the college with the following:

1. *College Transcripts*

An applicant must request that an official transcript from *each* college or university previously attended be sent directly to the Office of Admissions and Records of Clayton Junior College.

2. *Scholastic Aptitude Test Scores and High School Transcript*

A transfer student who has less than 15 quarter hours of transferable college credit must furnish the Office of Admissions and Records with his College Entrance Examination Board Scholastic Aptitude Test scores and his official high school transcript.

TRANSIENT STUDENTS

A student who has done previous academic work of a satisfactory nature at an accredited or approved institution may apply for admission to Clayton Junior

*A student transferring 60 quarter credit hours from another institution of the University System of Georgia who has not successfully completed the Rising Junior Test of the University System of Georgia will be required to take the examination during his first quarter of attendance at Clayton Junior College.

College for one quarter as a transient student. A student applying as a transient student must file a completed application form for admission together with a statement from the dean or registrar of the institution he last attended recommending his admission as a transient student. A transient student should be advised in writing by his own institution concerning recommended courses to be taken at Clayton Junior College.

FORMER STUDENTS

A student of Clayton Junior College who does not attend for one quarter may re-enroll without applying for readmission providing he does not attend another college during that quarter. The student who attends another college during a one-quarter absence from Clayton Junior College must apply for readmission. Each former student who has not attended Clayton Junior College for two or more quarters must apply for readmission whether or not he has attended another college in the interim. Readmission applications must be filed at least 10 days prior to the Registration Day of the quarter in which the student plans to re-enroll. Whenever attendance at other colleges has occurred in an interim, transcripts must be sent directly from those colleges to Clayton Junior College before a readmission decision can be made.

AUDITORS

A student who wishes to enroll for a course or courses at Clayton Junior College and receive no college credit may apply as an auditor. A student registering as an auditor must meet all admission requirements of the college except that of the Scholastic Aptitude Test and must pay the regular fees for enrollment. A student registering as an auditor is prohibited from receiving credit at any later date for courses he has audited.

INTERNATIONAL STUDENTS

In addition to meeting regular admission requirements, prospective international students must demonstrate proficiency in the English language by taking Test of English as a Foreign Language (TOEFL). A brochure for international students is available upon request from the Office of Admissions and Records indicating degree programs available, admission requirements, fees, and other basic information helpful to applicants from other countries.

REGULATIONS GOVERNING ADMISSION OF STUDENTS

All institutions of the University System of Georgia operate under a common statement of regulations governing the admission of students. The preceding paragraphs summarize the pertinent points of these regulations as they apply to Clayton Junior College. A complete copy of the regulations is available in the Office of Admissions and Records.

ACADEMIC INFORMATION

DEGREE OF THE COLLEGE

Clayton Junior College offers the Associate in Arts Degree through two types of degree programs: (1) the college-transfer program which consists of the first two years of regular college studies leading to baccalaureate and professional degrees, and (2) the career program which consists of two-year courses of study designed to prepare the student for immediate gainful employment.

COURSE CREDIT

Credit for study at Clayton Junior College, and at each institution of the University System of Georgia, is measured quantitatively in quarter hours. One class hour scheduled each week throughout an academic quarter represents one quarter hour. The class hour consists of approximately 50 minutes rather than the usual 60 minute clock hour. Most courses offered at Clayton Junior College are scheduled for five class hours each week and carry five quarter hours of credit. A laboratory or activity period of two or three clock hours in such areas as art, choir, the laboratory sciences, and physical education, for example, is considered the equivalent of one class hour, since out-of-class preparation usually is not required.

COURSE LOAD

A student scheduling 12 or more quarter hours of credit is classified by the college as a full-time student. One scheduling fewer than 12 quarter hours of credit is classified as a part-time student. (The classification given by the college does not necessarily coincide with that of the Veteran's Administration.) If a student wishes to schedule more than 17 quarter hours of credit, he must request written approval from the Dean of the College for an academic overload. In general, a student must have been at Clayton Junior College for two quarters and have achieved an overall "B" average before he should consider attempting an overload.

ACADEMIC ADVISEMENT

In the Advisement Program provided for the student at Clayton Junior College, faculty advisors are available for each of the major areas of study offered by the college. In addition, an Advisement Team is eager to assist the student who has not yet selected a major area of study. Faculty advisors maintain regular office hours to encourage additional student conferences

whenever questions arise or further information is needed during the academic quarter.

REGISTERING FOR CLASSES

A Schedule of Classes for each academic quarter is published approximately six weeks before that quarter begins. On Registration Day, the student registers for the class schedule he has developed with his faculty advisor, or adjusts this schedule with suggested alternates, depending upon the availability of class space at the time of registration.

A student's schedule is determined officially by the course cards he deposits in his name with the Office of Admissions and Records on Registration Day. Since there may well be a variation between these cards and his originally anticipated schedule, the student is responsible for avoiding conflicts and for recording the schedule represented by the course cards. Unless a course is dropped officially with the Office of Admissions and Records, a student is enrolled in that course and section and will receive a grade at the end of the quarter, even if he should choose never to attend class.

CHANGING SCHEDULES

Schedules may be changed after classes begin each quarter only within one calendar week after Registration Day if such a change is approved by the Dean of the College on Schedule Change Days published in the Academic Calendar.

DROPPING COURSES

The student's class schedule effective one calendar week after Registration Day becomes the official quarterly schedule for the student. Any courses dropped prior to this time are not shown on the official student record.

A student may officially drop a course by the designated date published in the Academic Calendar and receive a "W" grade for the quarter. The "W" grade is not computed in the student's average. A course is officially dropped by completing a Course Drop Request Form, obtaining the required approvals, and depositing it in the Office of Admissions and Records.

A course may not be dropped after the published deadline except with the approval of the Dean of the College for reasons of extenuating personal hardship. In such a case, the instructor involved will determine whether the grade assignment is to be a "W" or an "F", depending on whether the student was passing or failing the course at the time of withdrawal.

A student who stops attending a course without processing a Course Drop Request Form will automatically receive a grade of "F" in the course.

AUDITING COURSES

Any regularly enrolled student wishing to audit a course must obtain approval from the Registrar prior to registering for the course as an Auditor.

GRADING SYSTEM

Every course listed on a student's official quarterly schedule will be listed on the student's permanent record with some grade designation, even though the student may not complete the quarter's work.

The following grading system is used at Clayton Junior College:

Grade	Numerical Equivalent
A	4
B	3
C	2
D	1
F	0
W (Withdrawal)	No Equivalent
*I (Incomplete)	No Equivalent

GRADE POINT AVERAGE

The Grade Point Average is the ratio of the cumulative quality points earned to the cumulative quarter credit hours attempted. Quality points are determined by multiplying the numerical equivalent of the letter grade received in each course by the number of quarter credit hours awarded for completing the course.

REPEATING COURSES

Courses completed at Clayton Junior College with grades of "D" or "F" (but no others) may be repeated to raise the student's Grade Point Average. Although the record of all courses attempted will remain on the student's permanent record, only the last grade received for such courses repeated at Clayton Junior College will be used in calculating the Grade Point Average. A student is urged to repeat courses with "D" or "F" grades *immediately* in order to raise his Grade Point Average. Delaying the repeating of these courses may result in the student's being suspended or being placed on Academic Probation. It may be important to note that some units of the University System of Georgia include grades for all courses attempted when computing an acceptable Grade Point Average for admittance as a transfer student.

ACADEMIC HONORS

A student with a quarterly average of 3.5 or higher on 12 or more quarter hours of course work will be placed on the Dean's List for that quarter. A

*The grade of "I" may be recorded whenever the student has not completed some part of a course's requirements. An Incomplete may be assigned only in the event of illness or emergency. Such incomplete work must be completed during the next quarter of enrollment or the "I" will automatically be changed to an "F". The assignment of a grade of "I" may be made only with the written approval of the Dean of the College.

student with a quarterly average of 3.5 or higher on fewer than 12 quarter hours of course work will be placed on Dean's Merit. The hours considered here are exclusive of hours completed in the Developmental Program.

A student eligible for graduation who has taken a minimum of 30 quarter hours of study at Clayton Junior College, has an average on all transferred credit of no less than 3.5, and has a final cumulative average at Clayton Junior College of no less than 3.5 will be graduated with honors.

PROBATION/SUSPENSION

Academic Deficiency

Probationary status at Clayton Junior College is based on the concept of officially informing a student when his cumulative average is so low that graduation within a reasonable time is in doubt. Although grades transferred to Clayton Junior College are not included in the computation of a student's Grade Point Average, for a transfer student the left-hand column in the table below refers to the sum of transferred hours, plus hours taken at Clayton Junior College, less any courses taken and repeated at Clayton Junior College.

A student on probation is advised to repeat those courses in which he has received below average grades. A student who is below the minimum acceptable standard for two successive quarters will be subject to suspension from the college. A student who earns no grade of "C" or higher in any one quarter may be subject to suspension, regardless of the student's cumulative academic average. A suspended student will be counseled to assist him in determining the best course of action upon leaving the college. A student suspended for two quarters is eligible to apply for readmission if there is any indication that further progress toward graduation is probable.

The following table lists the minimum acceptable academic level of achievement, below which the student has placed himself on probation.

Quarter Hours With Computable Grades Less Repeated Courses	Minimum Acceptable Grade-Point Average
0-15	No Minimum
16-30	1.6
31-45	1.7
46-60	1.8
61-75	1.9
76-up	2.0

Degree Requirement Deficiency

The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all three

parts of a competency examination in reading, writing, and English composition. Each student is required to take the Rising Junior Test of the University System of Georgia during the academic quarter following the completion of 60 quarter credit hours. The student who fails to meet this requirement will be placed on academic probation. The student who fails to take the Rising Junior Test during the second academic quarter following the completion of 60 quarter credit hours will be subject to suspension from the college.

ADVANCED PLACEMENT PROGRAM

Clayton Junior College offers to its students a broad program of advanced placement with full college credit through general and subject examinations of the College-Level Examination Program of the College Entrance Examination Board. These examinations are administered on campus through the Office of the Dean of Students. Successful completion of one or more of these examinations entitles a student to full college credit in the subject or subjects in which he is being examined. Such credit is entered without a letter grade on his Clayton Junior College transcript and is transferable to any other unit of the University System of Georgia. The college also grants credit in certain subjects for successful completion of Advanced Placement Program examinations of the CEEB administered by high schools. Clayton Junior College places no limit on the number of college credit hours which a student may earn by examination.

EXAMINATIONS AND COURSE CREDITS OF THE ADVANCED PLACEMENT PROGRAM

(Both General and Subject Examinations are administered on the Clayton Junior College campus.)

	Clayton Junior College Course for which Credit Will Be Given	Minimum Score Required for Credit	Credit Hours Earned
<i>General Examinations</i>			
English Composition	ENGL 111 and 112	600	10
	ENGL 111	500	5
Mathematics	MATH 105	500	5
Natural Sciences	SCI 105	500	5
<i>Subject Examinations</i>			
American Government	POLI 105	50	5
American History	HIST 113	50	5
Biology	BIOL 111 and 112	50	10
College Algebra	MATH 111	50	5
English Literature	ENGL 211 and 212	50	10
General Chemistry	CHEM 151 and 152	50	10
General Psychology	PSYC 105	50	5

Introductory Sociology	SOCI 105	50	5
Trigonometry	MATH 112	50	5
Western Civilization	HIST 111 and 112	50	10

HIGH SCHOOL ADVANCED PLACEMENT PROGRAM EXAMINATIONS

English	ENGL 111	3	5
French	FREN 111	3	5
German	GERM 111	3	5
Physics B	PHYS 111 and 112	3	10
Spanish	SPAN 111	3	5

Further information about the Advanced Placement Program at Clayton Junior College is available from the Office of the Dean of Students. Information about high school Advanced Placement Program examinations is available from high school counselors.

FRESHMAN SCHOLAR PROGRAM FOR HIGH SCHOOL SENIORS

The Freshman Scholar Program offers an opportunity for an outstanding high school senior to accelerate his educational program by electing courses at Clayton Junior College which also will serve to satisfy high school graduation requirements. The program is offered by the college in cooperation with local Boards of Education to enable the student who satisfactorily completes such courses to earn transferable college credit while he fulfills graduation requirements at his high school.

A student who meets the admission requirements of the Freshman Scholar Program may enroll at Clayton Junior College during the summer following completion of his junior year in high school or during any subsequent academic quarter.

A student admitted as a Freshman Scholar may elect courses at Clayton Junior College within the following guidelines:

1. A student who is not enrolled in any academic subject at his high school may enroll as a full-time college student carrying up to 15 quarter credit hours;
2. A student enrolled in one or two academic subjects at his high school must limit college enrollment to 10 quarter credit hours;
3. A student enrolled in three academic subjects at his high school must limit college enrollment to 5 quarter credit hours.

While enrolled as a Freshman Scholar at Clayton Junior College, a student must fulfill the following requirements:

1. Remain on the official roll of his high school;

2. Receive certification from his high school principal and counselor that courses elected at Clayton Junior College will satisfy the graduation requirements of his high school.

Further information about the Freshman Scholar Program is available from high school counselors or from the Office of Admissions and Records of Clayton Junior College.

APPLICATION FOR GRADUATION

A student should file an application for graduation with the Registrar of the College two quarters prior to completion of graduation requirements to insure that all graduation requirements will be satisfied. Any student who plans to be graduated at the end of Spring Quarter should file an application during the preceding Winter Quarter.

A student may satisfy the requirements for a degree by meeting all of the requirements listed in any one of the catalogs in effect during the period of his enrollment in the college. A given catalog is "in effect" for a student only if that student's date of matriculation is prior to the ending date of the Spring Quarter printed in the Academic Calendar of that catalog. Degree requirements for the student enrolled in a college-transfer program are published on pages 30-31 of this catalog; those for the student enrolled in a career program are published on pages 52-53.

Although a student may graduate at the end of any quarter in which he fulfills the degree requirements of the college, one formal commencement exercise is held each year at the end of Spring Quarter. The diploma of a degree candidate will bear the date of the annual formal commencement at which the degree is awarded.

COLLEGE-TRANSFER PROGRAMS

College-transfer programs offered by Clayton Junior College are designed to comply with the Core Curriculum of the University System of Georgia. The Core Curriculum was established by the Board of Regents in 1969 for the general purpose of aiding and facilitating the educational progress of students as they pursue baccalaureate degrees within and among the units of the University System. Under the guidelines of the Core Curriculum, the student who successfully completes the approved core or any portion of it at Clayton Junior College may transfer this work to any other junior college, senior college, or university of the University System without loss of credit. The Core Curriculum of the University System of Georgia provides the following four areas of study: Area I, Humanities; Area II, Mathematics and the Natural Sciences; Area III, Social Sciences; (20 quarter credit hours within each preceding area of study); and Area IV, Major Field Studies (30 quarter credit hours).

The general curriculum to be followed by each college-transfer student at Clayton Junior College to fulfill requirements within Areas I, II, and III of the Core Curriculum is as follows:

CORE CURRICULUM REQUIREMENTS, AREAS I, II, III

	Course	Number	Title	Quarter Credit Hours
AREA I - HUMANITIES				
A.	Engl	111-112	Composition	10
B.	Choose two of the following:			10
	Art	213	Survey of Art I	
	Art	214	Survey of Art II	
	Engl	201	Survey of World Literature I	
	Engl	202	Survey of World Literature II	
	Engl	211	Survey of English Literature I	
	Engl	212	Survey of English Literature II	
	*Fren	111	Elementary French	
	*Fren	112	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	*Span	111	Elementary Spanish	
	*Span	112	Elementary Spanish	—
				20

*Please also refer to "Note 1" under "Fulfilling Degree Requirement", page 30.

AREA II - NATURAL SCIENCES AND MATHEMATICS

	Course	Number	Title	Quarter Credit Hours
A.	Choose one of the following:			5
	Math	105	Introduction to College Mathematics	
	Math	111	College Algebra	
	Any mathematics course numbered higher than 111			
B.	Choose one of the following:			10
	Biol	111 and 112	Principles of Biology	
	Chem	111 and 112	General Chemistry	
	Chem	151 and 152	Principles of Chemistry	
	Phys	111 and 112	Introductory General Physics	
	Phys	201 and 202	General Physics I and II	
C.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose one of the following:			5
	a) one additional course from the science courses listed above;			
	b) any mathematics course beyond that previously completed;			
	c) Comp	201	Introduction to Computer Science	
	d) Sci	105	Environmental Science	—
				20

AREA III - SOCIAL SCIENCES

**A.	Hist	111-112	Western Civilization I and II	10
B.	Choose two of the following:			10
	Econ	105	Economic Development of the U.S.	
	Hist	113	America and Georgia	
	**Poli	105	American Government	
	Psyc	105	Introductory Psychology	
	Soci	105	Introduction to Sociology	—
				20
			Total	60

In addition, each college-transfer student completes 30 quarter credit hours within his chosen field of study to fulfill the 90 quarter credit hours required for the Associate in Arts Degree. Area IV courses required within each major field of college-transfer study offered by the college are listed on pages 31 through 51 of this catalog.

Choosing a Course of Study

A student who is undecided about the major course of study he wishes to pursue should follow the general guidelines for Areas I, II, and III of the Core Curriculum until he has selected a major. Each student is required to declare a major field of study with the Office of Admissions and Records when he has completed 60 quarter credit hours of work. Although an Advisement Program is provided the student at Clayton Junior College, *each college-transfer student is*

**Please also refer to "Note II" under "Fulfilling Degree Requirements", page 30.

responsible for knowing and for fulfilling the curriculum requirements within his major and the graduation requirements of the college.

Fulfilling Degree Requirements

For graduation with the Associate in Arts Degree, the following requirements must be completed by each student enrolled in a College-Transfer Program in accordance with the academic regulations stated in this catalog:

1. Satisfy Core Curriculum requirements for Areas I, II, and III: 60 quarter credit hours;

Note 1: Foreign Language. When a foreign language is required, or chosen as an elective, within a major, a student taking 10 quarter hours must complete this credit within the *same* language. A student with proven competence in a language will receive advanced placement.

Note II: History and Constitution Requirements. The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate a knowledge of the history and Constitution of the United States and of Georgia. The history requirement may be met through *one* of the following methods:

- a) Successfully completing History 112 and its accompanying unit module located in the college Library;
- b) Successfully completing History 113;
- c) Scoring 70 or above on the exemption test administered once during each academic quarter by the history faculty of the college. The dates on which history exemption tests will be administered are published in the Academic Calendar. (This test is administered only to students registered at Clayton Junior College.)

The Constitution requirement may be met by successfully completing Political Science 105 or by passing a prescribed examination in lieu of the formal course. This examination is administered once during each academic quarter. The dates on which Constitution exemption tests will be administered are published in the Academic Calendar.

2. Satisfy Core Curriculum requirements for Area IV for one specific major field of study: 30 quarter credit hours.
3. Satisfy the college's requirement in Health and Physical Education: 6 quarter credit hours;

Note III: Health and Physical Education Requirement. Each full-time student enrolled in a College-Transfer Program who is registered for day classes shall complete one quarter credit hour in physical education for each academic quarter of full-time registration up to a maximum of six quarter credit hours.

Veterans shall receive one quarter hour of physical education credit for each three month period of active duty. A student who is a veteran should establish proof of service by attaching his DD.214 to his completed application for admission.

4. Complete the above requirements with a minimum 2.0 Grade Point Average;
5. Complete a minimum of 30 quarter credit hours of degree requirements at Clayton Junior College and be registered at the college during the academic quarter that all graduation requirements are satisfied;
6. Successfully complete the Rising Junior Test of the University System of Georgia.

Note IV: Rising Junior Test. The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all three parts of a competency examination in reading, writing, and English composition. This examination is a requirement during the academic quarter following the completion of 60 quarter credit hours. The Rising Junior Test of the University System of Georgia is administered at Clayton Junior College once during each quarter through the Office of the Dean of Students. The dates on which the Rising Junior Test will be administered are published in the Academic Calendar.

It is the responsibility of each institution of the University System to provide a program of remedial instruction for the student who does not successfully complete the Rising Junior Test. It is the responsibility of each student who does not successfully complete the examination to complete the remedial program prescribed by the college in order to be permitted to retake the examination at a later date.

A student transferring 60 quarter hours from another institution of the University System of Georgia who has not successfully completed the Rising Junior Test will be required to take the examination during his first quarter of attendance at Clayton Junior College.

AREA IV REQUIREMENTS: COLLEGE-TRANSFER PROGRAMS

AGRICULTURAL ENGINEERING

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Biol	111	Principles of Biology	5
B.	Math	113-114-212	Analytic Geometry and Calculus I, II, & III	15
C.	Phys	111-112	Introductory General Physics	<u>10</u>
			Total	30

Note: It is recommended that a student majoring in agricultural engineering complete Math 111-112 in fulfilling requirements for Area II.

AGRICULTURE

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol	111-112	Principles of Biology	10
B.	Math	231	Introductory Statistics	5
C.	Choose from the following:			15
	Biol	202	Principles of Botany	
	Biol	203	Vertebrate Zoology	
	Chem	111-112	General Chemistry	
	OR			
	Chem	151-152	Principles of Chemistry	
	Econ	201	Principles of Economics I	
	Econ	202	Principles of Economics II	
	Math	111	College Algebra	
	Math	112	College Algebra and Trigonometry	
	Math	113	Analytic Geometry and Calculus I	
	Phys	111-112	Introductory General Physics	—
	Total			30

Note: It is recommended that a student majoring in agriculture complete Math 111-112 in fulfilling requirements for Area II.

ART

Advising Division: Humanities

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Art	111	Art Structure I	5
B.	Art	112	Art Structure II	5
C.	Art	113	Art Structure III	5
D.	Art	114	Art Structure IV	5
E.	Art	115	Media Survey	5
F.	Art	213	Survey of Art I	5
	OR			
	Art	214	Survey of Art II	5
	Total			30

ART EDUCATION

Advising Division: Humanities

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Art	111	Art Structure I	5
B.	Art	112	Art Structure II	5
C.	Art	113	Art Structure III	5
D.	Art	114	Art Structure IV	5
*E.	Educ	201	Introduction to Education	5
*F.	Psyc	204	Child Growth and Development	5
	Total			30

*Psyc 204 is a co-requisite for Educ 201.

BIOLOGY

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol	111-112	Principles of Biology	10
B.	Biol	201	Cell Biology	5
C.	Choose from the following:			15
	*Biol	202	Principles of Botany	
	OR			
	Biol	203	Vertebrate Zoology	
	Chem	151-152	Principles of Chemistry	
	**A foreign language			
	Math	111-112	College Algebra and Trigonometry	
	Phys	111-112	Introductory General Physics	—
	Total			30

*Only one may be elected unless Biol 111 and/or 112 are exempted; a maximum of 20 hours of biology courses may be transferred to a senior college.

**It is recommended that a student majoring in biology complete a foreign language in fulfilling requirements for Area I.

It is also recommended that a student majoring in biology complete Math 111-112 and Chem 151-152 in fulfilling requirements for Area II.

BUSINESS ADMINISTRATION/ECONOMICS/INDUSTRIAL MANAGEMENT

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Acct	201-202	Principles of Accounting I and II	10
B.	Econ	201-202	Principles of Economics I and II	10
C.	Choose two of the following:			10
	Bsad	205	Business Communications	
	Comp	201	Introduction to Computer Science	
	Econ	105	Economic Development of the U.S.	
	Econ	110	Consumer Economics	
	Engl	121	Principles of Speech	
	*Math	241	Principles of Decision Mathematics	—
	Total			30

*Recommended for a student planning to transfer into a baccalaureate degree program in business administration. It is also recommended that such a student complete Math III in fulfilling requirements for Area II.

CHEMISTRY

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Choose from the following:			20
	Chem	151-152	Principles of Chemistry	
	Chem	201-202	Chemical Analysis	
	Chem	251-252	Organic Chemistry	
B.	Choose from the following:			10
	Math	112	College Algebra and Trigonometry	
	Math	113-114-212	Analytic Geometry and Calculus I, II, III	
	Phys	201-202-203	General Physics I, II, III	—
	Total			30

Note: It is recommended that a student majoring in chemistry complete Math 112-113 and Chem 151-152 in fulfilling requirements for Area II.

CRIMINAL JUSTICE

A student planning to transfer into a baccalaureate degree program in criminal justice at a senior institution of the University System of Georgia should complete the career curriculum in criminal justice at Clayton Junior College. This curriculum, published on pages 54-55 of this catalog, fulfills the Core Curriculum requirements of the University System of Georgia.

ENGLISH

Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
A.	Engl	211-212	Survey of English Literature I and II	10
B.	French			10
C.	Choose two of the following:			10
	Art	213	Survey of Art I	
	Art	214	Survey of Art II	
	Hist	250	Problems in History	
	Hist	251	American History I	
	Hist	252	American History II	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
	Psyc	105	Introductory Psychology	
	Psyc	201	General Psychology	
	Psyc	204	Child Growth and Development	—
	Total			30

FORESTRY

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Biol	111-112	Principles of Biology	10
B.	Chem	251	Organic Chemistry	5
C.	Math	231	Introductory Statistics	5
D.	Choose one of the following:			10
	Chem	151-152	Principles of Chemistry	
	Phys	111-112	Introductory General Physics	—
	Total			30

Note: It is recommended that a student majoring in forestry complete Math 111-112 and Chem 151-152 in fulfilling requirements for Area II.

FRENCH

Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
A.	Fren	211-212	Intermediate French	10
B.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose four of the following:			20
	Art	213	Survey of Art I	
	Art	214	Survey of Art II	
	Econ	105	Economic Development of the U.S.	
	Econ	201	Principles of Economics I	
	Econ	202	Principles of Economics II	
	Engl	121	Principles of Speech	
	Hist	250	Problems of History	
	Hist	251	American History I	
	Hist	252	American History II	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
	Poli	200	State and Local Government	
	Psyc	105	Introductory Psychology	
	Psyc	201	General Psychology	
	Psyc	204	Child Growth and Development	
	Soci	105	Introduction to Sociology	
	Soci	201	Contemporary Social Issues	—
	Total			30

Note: It is recommended that a student majoring in French complete Fren 111-112 in fulfilling requirements for Area I.

GEOLOGY

Advising Division: Natural Sciences and Mathematics

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A. Choose from the following:			30
Biol	111-112	Principles of Biology	
Chem	151-152	Principles of Chemistry	
*Math	113-114	Analytic Geometry and Calculus I & II	
Phys	111-112	Introductory General Physics	—
Total			30

* It is recommended that a student majoring in geology planning to elect Math 113-114 complete Math 111-112 in fulfilling requirements for Area II. Math 111 also is a pre-requisite for Chem 151.

HISTORY

Advising Division: Social Sciences

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A. Hist			10
B. A foreign language			(10)
and			
Choose two of the following:			(10)
C. Or choose four of the following:			(20)
Comp	201	Introduction to Computer Science	
Econ	201	Principles of Economics I	
Math	231	Introductory Statistics	
Poli	200	State and Local Government	
Psyc	105	Introductory Psychology	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	—
Total			30

HOME ECONOMICS

Advising Division: Natural Sciences and Mathematics

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A. Choose from the following:			15
Art	111	Art Structure I	
Art	112	Art Structure II	
Chem	111	General Chemistry	
Chem	112	General Chemistry	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Educ	201	Introduction to Education	
Phys	201	General Physics I	
Phys	202	General Physics II	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
B. Choose from the following:			15
Biol	111	Principles of Biology	
Biol	112	Principles of Biology	
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Dhyg	110	Fundamentals of Nutrition	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Math	113	Analytic Geometry & Calculus I	
Math	114	Analytic Geometry & Calculus II	
Phys	201	General Physics I	
Phys	202	General Physics II	
Psyc	201	General Psychology	
Psyc	204	Child Growth and Development	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
Soci	204	Marriage and the Family	—
Total			30

JOURNALISM

Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A.		A foreign language	10
B.		Making sure that no more than a total of 10 hours is being elected in any one subject, choose four of the following:	20
Art	213	Survey of Art I	
Art	214	Survey of Art II	
Econ	105	Economic Development of the U.S.	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Engl	121	Principles of Speech	
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Hist	250	Problems of History	
Hist	251	American History I	
Hist	252	American History II	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Phil	221	Introduction to Logic	
Poli	200	State and Local Government	
Psyc	105	Introductory Psychology	
Psyc	201	General Psychology	
Psyc	204	Child Growth and Development	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
		Total	30

MATHEMATICS

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A.	Math 212-213	Analytic Geometry & Calculus III & IV	10
B.		Elective courses in mathematics	(0-10)
C.		A foreign language	(0-10)
D.		Elective courses appropriate to major (Specific courses to be determined by the student in consultation with the advisor for mathematics majors)	(0-10)
		Total	30

Note: It is recommended that a student majoring in mathematics complete Math 112-113 and Phys 201-202 in fulfilling requirements for Area II.

MEDICAL ILLUSTRATION

Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A.	Art 111-112-113-114	Art Structure I, II, III, & IV	20
B.	Biol 111-112	Principles of Biology	10
		Total	30

MEDICAL RECORDS ADMINISTRATION

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A.	Biol 151-152	Human Anatomy and Physiology	10
B.	Comp 201	Introduction to Computer Science	5
C.	Math 111	College Algebra	5
D.	Math 231	Introductory Statistics	5
E.		Choose one of the following:	5
	Art 213	Survey of Art I	
	Engl 121	Principles of Speech	
	Phil 211	Introduction to Philosophy	
	Phil 221	Introduction to Logic	
	Psyc 105	Introductory Psychology	
	Secr 111	Beginning Typing	
	Secr 112	Intermediate Typing	
	Secr 113	Advanced Typing	
		Total	30

Note: It is recommended that a student majoring in medical records administration who has not had high school chemistry complete Chem 111 in fulfilling requirements for Area II.

MUSIC

Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A.	Musi 100	Music Literature Survey	2
B.	Musi 111-112-113-201-202-203	Music Theory	12
C.	Musi 152-252	Applied Music	12
D.	Musi 191	Ensemble	6
		Total	32

PHILOSOPHY

Advising Division: Humanities

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	A foreign language		10
B.	Phil 211	Introduction to Philosophy	5
C.	Phil 221	Introduction to Logic	5
D.	Elective courses in art, mathematics, music, natural sciences, or social sciences		10
Total			30

PHYSICAL EDUCATION/HEALTH

Advising Division: Social Sciences

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol 151	Human Anatomy and Physiology	5
B.	Educ 201	Introduction to Education	5
C.	Psyc 105	Introductory Psychology	5
D.	Phed 250	Personal and Community Health	5
E.	Phed 265	Physical Education in the Elementary School	5
F.	Elective course in art, crafts, music, or speech and drama		5
Total			30

Note: It is recommended that a student majoring in physical education or health who has not had high school chemistry complete Chem 111-112 in fulfilling requirements for Area II.

PHYSICS/PRE-ENGINEERING

Advising Division: Natural Sciences and Mathematics

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Phys 201-202-203	General Physics I, II, and III	15
B.	Choose from the following:		15
Chem	151-152	Principles of Chemistry	
Math	112	College Algebra and Trigonometry	
Math	113-114- 212-213	Analytic Geometry and Calculus I, II, III, IV	
Total			30

Note: It is recommended that a student majoring in physics or pre-engineering complete Math 112-113 and Chem 151-152 in fulfilling requirements in Area II.

(A student planning to transfer to Southern Technical Institute to major in some field of engineering technology should refer to Area IV requirements for Technology on page 50 of this catalog.)

POLITICAL SCIENCE

Advising Division: Social Sciences

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
1.	Choose one of following: A foreign language		10
	OR		
Comp	201	Introduction to Computer Science	
	and		
Math	231	Introductory Statistics	
2.	Choose four of the following:		20
Econ	201	Principles of Economics I	
Hist	252	American History II	
Poli	200	State and Local Government	
Psyc	105	Introductory Psychology	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
Total			30

PRE-DENTAL HYGIENE

Advising Division: Health Sciences

This program is intended to give the student initial college work toward the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. It should not be confused with the two-year career program in dental hygiene offered by Clayton Junior College. The student is advised to consult with the Dean of the School of Dental Hygiene at the Medical College of Georgia in order to obtain optimum choice of courses at Clayton Junior College.

	Course	Number	Title	Quarter Credit Hours
A.	Biol	151-152	Human Anatomy and Physiology	10
B.	Chem	111-112	General Chemistry	10
C.	Engl	121	Principles of Speech	5
D.	Psyc	105	Introductory Psychology	5
		Total		30

PRE-DENTISTRY

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Biol	111-112	Principles of Biology	10
B.	Chem	251-252	Organic Chemistry	10
C.	Phys	111-112	Introductory General Physics	10
		Total		30

Note: It is recommended that a student majoring in pre-dentistry complete Math 111-112 and Chem 151-152 in fulfilling requirements for Area II.

PRE-LAW

Advising Division: Social Sciences

A student majoring in pre-law should fulfill Area IV requirements in history or political science.

PRE-MEDICAL TECHNOLOGY

Advising Division: Health Sciences

This program is intended to give the student initial college work toward the baccalaureate degree in medical technology offered by Georgia State University. It should not be confused with the two-year career program in medical laboratory technology offered by Clayton Junior College in cooperation with Atlanta Area Vocational-Technical School. The student is advised to consult with the Dean of the School of Allied Health at Georgia State University in order to obtain optimum choice of courses at Clayton Junior College.

	Course	Number	Title	Quarter Credit Hours
A.	Biol	111-112	Principles of Biology	10
B.	Math	111 or 112	College Algebra and Trigonometry	5
C.	Choose from the following:			15
	Chem	151-152	Principles of Chemistry	
	Chem	201-202	Chemical Analysis	
	Phys	111-112	Introductory General Physics	
		Total		30

Note: It is recommended that a student majoring in pre-medical technology complete Math 111, Chem 151-152, and Phys 111 in fulfilling requirements for Area II.

PRE-MEDICINE

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Choose from the following:			20
	Biol	111-112	Principles of Biology	
	Chem	151-152	Principles of Chemistry	
	Chem	201	Introduction to Chemical Analysis	
	Phys	111-112	Introductory General Physics	
B.	Choose from the following:			10
	Biol	201	Cell Biology	
	Biol	203	Vertebrate Zoology	
	Chem	202	Quantitative Chemical Analysis	
	Chem	251	Organic Chemistry	
	Chem	252	Organic Chemistry	
	Math	112	College Algebra and Trigonometry	
	Math	113	Analytic Geometry and Calculus I	
	Math	114	Analytic Geometry and Calculus II	
		Total		30

Note: It is recommended that a student majoring in pre-medicine complete Math 111, Biol 111-112, and Chem 151 in fulfilling requirements for Area II.

PRE-NURSING

Advising Division: Health Sciences

This program is intended to give the student initial college work toward the baccalaureate degree in nursing offered by Georgia State University or Valdosta State College. It should not be confused with the two-year career program in nursing offered by Clayton Junior College. The student is advised to consult with the academic advisor for the School of Nursing at the senior institution to which he intends to transfer in order to obtain optimum choice of courses at Clayton Junior College.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol	151-152	Human Anatomy and Physiology	10
B.	Biol	250	Microbiology	5
C.	Elective courses in biology, chemistry, natural sciences, philosophy, psychology, or sociology. (No more than 10 hours in philosophy, psychology, and sociology.)			15
Total				30

Note: It is recommended that a student majoring in pre-nursing who has not had high school chemistry complete Chem 111 in fulfilling requirements for Area II.

PRE-OCCUPATIONAL THERAPY

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol	151-152	Human Anatomy and Physiology	10
B.	Psyc	201	General Psychology	5
C.	Psyc	258	Psychology of Adjustment	5
D.	Soci	105	Introduction to Sociology	5
E.	Soci	201	Contemporary Social Issues	5
Total				30

Note: It is recommended that a student majoring in pre-occupational therapy who has not had high school chemistry complete Chem 111 in fulfilling requirements for Area II.

PRE-PHARMACY

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Econ	105	Economic Development of the U.S.	5
B.	Choose from the following:			25
	Biol	111-112	Principles of Biology	
	Chem	151-152	Principles of Chemistry	
	Chem	201	Introduction to Chemical Analysis	
	Chem	251-252	Organic Chemistry	
	Math	112	College Algebra and Trigonometry	
	Phys	111-112	Introductory General Physics	
Total				30

Note: It is recommended that a student majoring in pre-pharmacy complete Math 111, Chem 151-152, and Phys 111 in fulfilling requirements for Area II.

PRE-PHYSICAL THERAPY

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Psyc	201	General Psychology	5
B.	Choose from the following:			25
	Biol	111-112	Principles of Biology	
	*Chem	151-152	Principles of Chemistry	
	*Phys	111-112	Introductory General Physics	
	Psyc	258	Psychology of Adjustment	
Total				30

*It is recommended that a student majoring in pre-physical therapy planning to elect either Chem 151 or Phys 111 complete Math 111 in fulfilling requirements for Area II.

PRE-RADIOLOGIC TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Phys	111-112	Introductory General Physics	10
B.	Choose from the following:			20
	Biol	111-112	Principles of Biology	
	Chem	111-112	General Chemistry	
	Math	112	College Algebra and Trigonometry	—
	Total			30

Note: It is recommended that a student majoring in pre-radiologic technology complete Math 111 in fulfilling requirements for Area II.

PRE-VETERINARY MEDICINE

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Making sure that no more than a total of 15 hours is being elected in any one subject, choose from the following:			30
	Biol	111-112	Principles of Biology	
	Biol	201	Cell Biology	
	Biol	203	Vertebrate Zoology	
	Chem	151-152	Principles of Chemistry	
	Chem	201-202	Chemical Analysis	
	Chem	251-252	Organic Chemistry	
	Phys	111-112	Introductory General Physics	—
	Total			30

Note: It is recommended that a student majoring in pre-veterinary medicine complete Math 111, Biol 111-112, and Chem 151 in fulfilling requirements for Area II.

PSYCHOLOGY

Advising Division: Social Sciences

	Course	Number	Title	Quarter Credit Hours
A.	Psyc	201	General Psychology	5
B.	Choose five of the following:			25
	Biol	111	Principles of Biology	
	Biol	112	Principles of Biology	
	Biol	151	Human Anatomy and Physiology	
	Biol	152	Human Anatomy and Physiology	
	Biol	203	Vertebrate Zoology	
	Comp	201	Introduction to Computer Science	
	Econ	201	Principles of Economics I	
	Math	111	College Algebra	
	Math	231	Introductory Statistics	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
	Psyc	204	Child Growth and Development	
	Psyc	258	Psychology of Adjustment	
	Soci	105	Introduction to Sociology	
	Soci	201	Contemporary Social Issues	
	Total			30

RECREATION

Advising Division: Social Sciences

This program is intended to give the student initial college work toward baccalaureate degree programs in recreation offered by senior institutions of the University System of Georgia. It should not be confused with the two-year career program in recreation offered by Clayton Junior College. The student is advised to consult with the academic advisor for recreation at the senior institution to which he intends to transfer in order to obtain an optimum choice of courses at Clayton Junior College.

	Course	Number	Title	Quarter Credit Hours
A.	Psyc	204	Child Growth and Development	5
B.	Rec	201	Introduction to Recreation Services	5
C.	Elective courses in art, crafts, drama, or music			10
D.	Other elective courses appropriate to major			10
	Total			30

SOCIOLOGY/ANTHROPOLOGY

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Choose from the following:			(5-15)
	Soci	105	Introduction to Sociology	
	Soci	201	Contemporary Social Issues	
	Soci	204	Marriage and the Family	
B.	Choose from the following:			(5-15)
	Comp	201	Introduction to Computer Science	
	A foreign language (10)			
	Math	111	College Algebra	
	Math	231	Introductory Statistics	
	Phil	221	Introduction to Logic	
C.	Choose from the following:			(5-15)
	Econ	201	Principles of Economics I	
	Poli	200	State and Local Government	
	Psyc	105	Introductory Psychology	
	Psyc	201	General Psychology	
	Psyc	258	Psychology of Adjustment	
	Total			30

SPANISH

Advising Division: Humanities

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Span	211-212	Intermediate Spanish	10
B.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose four of the following:			20
	Art	213	Survey of Art I	
	Art	214	Survey of Art II	
	Econ	105	Economic Development of the U.S.	
	Econ	201	Principles of Economics I	
	Econ	202	Principles of Economics II	
	Engl	121	Principles of Speech	
	Hist	250	Problems of History	
	Hist	251	American History I	
	Hist	252	American History II	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
	Poli	200	State and Local Government	
	Psyc	105	Introductory Psychology	
	Psyc	201	General Psychology	
	Psyc	204	Child Growth and Development	
	Soci	105	Introduction to Sociology	
	Soci	201	Contemporary Social Issues	
	Total			30

Note: It is recommended that a student majoring in Spanish complete Span 111-112 in fulfilling requirements for Area I.

SPEECH/DRAMA

Advising Division: Humanities

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Engl	121	Principles of Speech	5
B.	A foreign language			10
C.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose three of the following:			15
	Art	213	Survey of Art I	
	Art	214	Survey of Art II	
	Econ	105	Economic Development of the U.S.	
	Econ	201	Principles of Economics I	
	Econ	202	Principles of Economics II	
	Engl	201	Survey of World Literature I	
	Engl	202	Survey of World Literature II	
	Engl	211	Survey of English Literature I	
	Engl	212	Survey of English Literature II	
	Hist	250	Problems of History	
	Hist	251	American History I	
	Hist	252	American History II	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
	Poli	200	State and Local Government	
	Psyc	105	Introductory Psychology	
	Psyc	201	General Psychology	
	Psyc	204	Child Growth and Development	
	Soci	105	Introduction to Sociology	
	Soci	201	Contemporary Social Issues	
	Total			30

TEACHER EDUCATION

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Educ	201	Introduction to Education	5
B.	Psyc	204	Child Growth and Development	5
C.	Elective course in art, crafts, music, or speech and drama			5
D.	Other elective courses appropriate to major			15
	Total			30

TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Math	113-114-212	Analytic Geometry and Calculus I, II, and III	15
B.	Choose from the following:			15
	Acct	201	Principles of Accounting I	
	Chem	151-152	Principles of Chemistry	
	Econ	201	Principles of Economics I	
	Phys	201-202-203	General Physics, I, II, III	
	Psyc	201	General Psychology	
	Soci	105	Introduction to Sociology	
			Total	30

Note: It is recommended that a student majoring in technology complete Math 111-112 in fulfilling requirements for Area II.

(A student planning to transfer to Southern Technical Institute to major in some field of engineering technology should consult with the faculty advisor for pre-engineering in the Division of Natural Sciences and Mathematics at Clayton Junior College.)

UNDECIDED MAJOR

The student who is undecided about the major course of study he wishes to pursue should follow the general guidelines for Areas I, II, and III of the Core Curriculum outlined on pages 28-29 of this catalog. Each student is required to declare a major field of study when he has completed 60 quarter credit hours of work.

URBAN LIFE

Advising Division: Social Sciences

	Course	Number	Title	Quarter Credit Hours
A.	Econ	105	Economic Development of the U.S.	5
		OR		
	Econ	201	Principles of Economics I	
B.	Psyc	105	Introductory Psychology	5
		OR		
	Psyc	201	General Psychology	
C.	Soci	105	Introduction to Sociology	5
		OR		
	Soci	201	Contemporary Social Issues	
D.	Choose three from <i>one</i> of the following (A, B, or C):			(15)
A.	Econ	201	Principles of Economics I	
	Econ	202	Principles of Economics II	
	Psyc	201	General Psychology	
	Psyc	258	Psychology of Adjustment	
	Poli	200	State and Local Government	
	Soci	201	Contemporary Social Issues	
B.	Art	213	Survey of Art I	
	Art	214	Survey of Art II	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
C.	Cjus	201	Introduction to Criminal Justice	
	Cjus	202	Criminology	
	Cjus	204	Corrections	
	Cjus	253	Constitutional Law	
			Total	30

CAREER PROGRAMS

Clayton Junior College offers ten career programs combining general education courses with specific professional or paraprofessional training to prepare the student for immediate employment upon graduation. A career graduate who later decides to continue study toward a higher degree will find that a majority of his credits will transfer to a senior institution of the University System of Georgia.

Fulfilling Degree Requirements

For graduation with the Associate in Arts Degree, the following requirements must be completed by each student enrolled in a Career Program in accordance with the academic regulations stated in this catalog:

1. Complete the prescribed career curriculum with a minimum 2.0 Grade Point Average for all courses in the curriculum and with a minimum 2.0 average for all courses in the major;

Note I: History and Constitution Requirements. The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate a knowledge of the history and Constitution of the United States and of Georgia. The history requirement may be met through *one* of the following methods:

- a) Successfully completing History 112 and its accompanying unit module located in the college library;
- b) Successfully completing History 113;
- c) Scoring 70 or above on the exemption test administered once during each academic quarter by the history faculty of the college. The dates on which history exemption tests will be administered are published in the Academic Calendar. (This test is administered only to students registered at Clayton Junior College.)

The Constitution requirement may be met by successfully completing Political Science 105 or by passing a prescribed examination in lieu of the formal course. This examination is administered once during each quarter. The dates on which Constitution exemption tests will be administered are published in the Academic Calendar.

2. Complete a minimum of 30 quarter hours of degree requirements at Clayton Junior College and be registered during the quarter that all graduation requirements are satisfied;

Note II: Dental Hygiene and Nursing Students. A dental hygiene or nursing student should expect to complete all professional courses within his major at Clayton Junior College.

3. Successfully complete the Rising Junior Test of the University System of Georgia.

Note III: Rising Junior Test. The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all three parts of a competency examination in reading, writing, and English composition during the academic quarter following the completion of 60

quarter credit hours. The Rising Junior Test of the University System of Georgia is administered at Clayton Junior College once during each quarter through the Office of the Dean of Students. The dates on which the Rising Junior Test will be administered are published in the Academic Calendar.

It is the responsibility of each institution of the University System to provide a program of remedial instruction for the student who does not successfully complete the Rising Junior Test. It is the responsibility of each student who does not successfully complete the examination to complete the remedial program prescribed by the college in order to be permitted to retake the examination at a later date.

A student transferring 60 quarter credit hours from another institution of the University System of Georgia who has not successfully completed the Rising Junior Test will be required to take the examination during his first quarter of attendance at Clayton Junior College.

CRIMINAL JUSTICE

Advising Division: Social Sciences

The Criminal Justice Program at Clayton Junior College is designed to benefit both the working law enforcement agency employee and the student without experience in law enforcement who plans a career in that field. A graduate of the program may complete his study with an associate degree or continue to work toward a baccalaureate degree at a senior institution of the University System of Georgia without loss of credit.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I – HUMANITIES			
1. Engl	111-112	Composition	10
2. Choose two of the following:			10
Art	213	Survey of Art I	
Art	214	Survey of Art II	
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Fren	111	Elementary French	
Fren	112	Elementary French	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Span	111	Elementary Spanish	
Span	112	Elementary Spanish	—
			20
AREA II - NATURAL SCIENCES AND MATHEMATICS			
1. Choose one of the following:			5
Math	105	Introduction to College Mathematics	
Math	111	College Algebra	
Any mathematics course numbered higher than 111			
2. Choose one of the following:			10
Biol	111 and 112	Principles of Biology	
Chem	111 and 112	General Chemistry	
Chem	151 and 152	Principles of Chemistry	
Phys	111 and 112	Introductory General Physics	
Phys	201 and 202	General Physics I and II	
3. Making sure that no more than a total of 10 hours is being elected in any one subject, choose one of the following:			5
a) one additional course from any science course listed above;			
b) any mathematics course beyond that previously completed;			
c) Comp	201	Introduction to Computer Science	
d) Sci	105	Environmental Science	—
			20

Course Number Title

*Quarter
Credit Hours*

AREA III – SOCIAL SCIENCES

1. Hist	111-112	Western Civilization I and II	10
2. Choose two of the following:			10
Poli	105	American Government	
Hist	113	America and Georgia	
Econ	105	Economic Development of the U.S.	
Psyc	105	Introductory Psychology	
Soci	105	Introduction to Sociology	—
			20

AREA IV – MAJOR FIELD REQUIREMENTS

1. CJus	275	Introduction to Criminal Law	5
2. Choose five of the following:			25
CJus	201	Introduction to Criminal Justice	
CJus	202	Criminology	
CJus	204	Corrections	
CJus	252	Criminal Justice Administration	
CJus	253	Constitutional Law	
*CJus	295	Survey of Criminal Justice Problems	—
			30
Total			90

*Requires sophomore standing.

DENTAL HYGIENE

Advising Division: Health Sciences

Students are accepted into the dental hygiene sequence courses once each year in the fall. Each dental hygiene course has a pre-requisite beginning with Dental Hygiene 101, and all dental hygiene courses must be taken in sequence. Seven consecutive quarters in the Dental Hygiene Program are required. A student may begin the general education courses required in the program during any quarter.

Each applicant to the Dental Hygiene Program must be a citizen of the United States and a graduate of an accredited high school with a grade average of "C" or higher. There are no definite age requirements or restrictions.

The major portion of the applicant's secondary school work should be in the college preparatory program and should include two years of mathematics and a good foundation in chemistry and biology. The quality of the candidate's work in high school English and social studies is most important in evaluating his total qualifications for acceptance into the Dental Hygiene Program.

Also required for acceptance is an acceptable score (composite-verbal and mathematical) on the Scholastic Aptitude Test and a minimum average of "4" on the Dental Hygiene Aptitude Test.

A dental hygiene student is responsible for providing his own transportation between the campus and community agencies when assigned for field experience. A student is expected to wear the official student uniform of the Dental Hygiene Program. Uniforms are ordered during the Winter Quarter and may be purchased from the college Bookstore. A student accepted for the Dental Hygiene Program will be sent information on supplies and equipment needed for the Fall Quarter approximately two weeks before the opening of school.

FRESHMEN

Fall Quarter

Dental Hygiene 101 Embryology, Oral Histology, and Tooth Morphology	5
Dental Hygiene 103 Pre-Clinical Dental Hygiene	1
English 111 Composition	5
Biology 151 Human Anatomy & Physiology	5
	<u>16</u>

Winter Quarter

Dental Hygiene 102 Head and Neck Anatomy	3
Dental Hygiene 104 Clinical Dental Hygiene I	4
Biology 152 Human Anatomy & Physiology	5
Psychology 105 Introductory Psychology	5
	<u>17</u>

Spring Quarter

Dental Hygiene 105 Clinical Dental Hygiene II	4
Dental Hygiene 107 Periodontics	2
English 121 Principles of Speech	5
Biology 250 Microbiology	5
	<u>16</u>

SOPHOMORES

Fall Quarter

Dental Hygiene 106 General and Oral Pathology	2
Dental Hygiene 202 Clinical Dental Hygiene III	7
Sociology 105 Introduction to Sociology	5
Physical Education Elective	1
	<u>15</u>

Spring Quarter

Dental Hygiene 204 Clinical Dental Hygiene V	7
Dental Hygiene 212 Community Dental Health II Directed Field Experience	3
History 113 America and Georgia	5
Physical Education Elective	<u>1</u>
	<u>16</u>
Total	112

Summer Quarter

Health & Physical Education 250 Personal & Community Health	5
Dental Hygiene 205 Dental Health Education	2
Dental Hygiene 201 Pharmacology & Anesthesiology	2
Dental Hygiene 110 Nutrition	5
Physical Education Elective	<u>1</u>
	<u>15</u>

Winter Quarter

Dental Hygiene 203 Clinical Dental Hygiene IV	7
Dental Hygiene 108 Dental Materials	3
Dental Hygiene 211 Community Dental Health I	2
Political Science 105 American Government	5
	<u>17</u>

FIRE SCIENCE TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

Clayton Junior College offers a career program in fire science technology jointly with Southern Technical Institute to assist the fireman in meeting the increasingly technical demands of his profession and to provide him with an opportunity for professional advancement through both academic and specialized training. A student in fire science technology is trained primarily for fire department supervision; however, the very nature of the curriculum provides him with a comprehensive background in fire prevention and extinguishment techniques and so equips him for entry positions in the fire services and in related fire protection agencies and organizations.

Under the joint program, the student in fire science technology acquires a basic academic background during 45 quarter credit hours taught by the faculty of Clayton Junior College and specialized technical training during 45 quarter credit hours taught by the faculty of Southern Technical Institute.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I – HUMANITIES			
A.	Engl. 111	English Composition	5
B.	Engl 121	Principles of Speech	5
C.	Choose one of the following:		5
	Art 213	Survey of Art I	
	Engl 112	English Composition	
	Musi 211	Music Appreciation	
	Phil 211	Introduction to Philosophy	
			15
AREA II – NATURAL SCIENCES AND MATHEMATICS			
A.	Math 111	College Algebra	5
B.	Chem 111	General Chemistry	5
C.	Phys 111	Introductory General Physics	5
			15
AREA III – SOCIAL SCIENCES			
A.	Hist 112	Western Civilization II	
	OR		
	Hist 113	America and Georgia	5
B.	Poli 105	American Government	5
C.	Choose one of the following:		5
	Poli 200	State and Local Government	
	Econ 105	Economic Development of the U.S.	
	Psyc 105	Introductory Psychology	
	Soci 105	Introduction to Sociology	
			15
			45

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA IV - MAJOR FIELD REQUIREMENTS			
A.	Fst 101	Introduction to Fire Protection and Prevention	5
B.	Fst 102	Introduction to Fire Suppressions	5
C.	Fst 104	Inspection and Investigation Principles	5
D.	Fst 106	Industrial Fire Protection	5
E.	Fst 201	Firefighting Tactics and Strategy	5
F.	Fst 211	Firefighters' Hydraulics	5
G.	Fst 213	Chemistry of Hazardous Materials	5
H.	Choose from the following:		10
	Fst 111	Fire Department Organization and Administration	(5)
	Fst 116	Emergency Rescue Operations	(3)
	Fst 121	Firefighters' Photography	(1)
	Fst 126	Rural and Forestry Fire Protection	(2)
	Fst 131	Mutual Aid Organization	(2)
	Fst 202	Aircraft Fire Protection and Safety	(2)
	Fst 203	Grading Schedules, Construction Codes, and Material Rating	(5)
	Fst 204	Fire Causes and Detection	(3)
	Fst 214	Firefighters' Law	(3)
			45
		Total	90

MEDICAL ADMINISTRATION

Advising Division: Social Sciences

The Medical Administration Program at Clayton Junior College provides the student with a general knowledge of managerial skills and with a specific knowledge of geriatric care. It is designed to benefit the manager of an extended care facility or the student without experience in medical administration who plans a career in that field. A graduate of the program may complete his study with an associate degree or transfer a majority of his credits into a baccalaureate degree program at a senior institution of the University System of Georgia.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I – HUMANITIES				
1.	Engl	111-112	Composition	10
2.	Choose two of the following:			10
	Art	213	Survey of Art I	
	Art	214	Survey of Art II	
	Engl	201	Survey of World Literature I	
	Engl	202	Survey of World Literature II	
	Engl	211	Survey of English Literature I	
	Engl	212	Survey of English Literature II	
	Fren	111	Elementary French	
	Fren	112	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Span	111	Elementary Spanish	
	Span	112	Elementary Spanish	—
				20

AREA II - NATURAL SCIENCES AND MATHEMATICS

1.	Choose one of the following:			5
	Math	105	Introduction to College Mathematics	
	Math	111	College Algebra	
	Any mathematics course numbered higher than 111			
2.	Choose one of the following:			10
	Biol	111 and 112	Principles of Biology	
	Chem	111 and 112	General Chemistry	
	Chem	151 and 152	Principles of Chemistry	
	Phys	111 and 112	Introductory General Physics	
	Phys	201 and 202	General Physics I and II	
3.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose one of the following:			5
	a) one additional course from any science course listed above;			
	b) any mathematics course beyond that previously completed;			
	c) Comp	201	Introduction to Computer Science	
	d) Sci	105	Environmental Science	—
				20

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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AREA III – SOCIAL SCIENCE

1.	Hist	111-112	Western Civilization I and II	10
2.	Choose two of the following:			10
	Poli	105	American Government	
	Hist	113	America and Georgia	
	Econ	105	Economic Development of the U.S.	
	Psyc	105	Introductory Psychology	
	Soci	105	Introduction to Sociology	—
				20

AREA IV – MAJOR FIELD REQUIREMENTS

*1.	Acct	201-202	Principles of Accounting I and II	10
*2.	Econ	201-202	Principles of Economics I and II	10
3.	Madm	201	Medical Administration I	5
4.	Madm	202	Medical Administration II	5
				—
				30
			Total	90

*It is recommended that the student complete Math 111 in fulfilling requirements in Area II and before scheduling either Acct 201 or Econ 201.

MEDICAL LABORATORY TECHNOLOGY

Advising Division: Health Sciences

The Medical Laboratory Technology Program at Clayton Junior College is offered in cooperation with Atlanta Area Vocational-Technical School to train men and women as medical laboratory technicians to work in medical laboratories under the direct supervision of a medical technologist.

A medical laboratory technician is a medical fact-finder, producing evidence to aid physicians' diagnoses by exacting laboratory tests on blood and body fluids; by preparing tissue specimens; by identifying micro-organisms found in air, food, milk, and body materials; and by operating special apparatuses and precision instruments.

For these reasons, an applicant to the Medical Laboratory Technology Program should have an interest in health and science and a strong background of high school courses in chemistry and biology. Personal qualifications essential for success as a medical laboratory technician include a sense of responsibility, an exacting nature and an ability to be precise with detail, and a willingness to work in order to reach goals. A graduate of the program will find employment with hospitals, clinics, and individual physicians in all parts of the country.

An applicant to the Medical Laboratory Technology Program may begin the general education courses required during any quarter of the academic year. However, the five quarters of work required at Atlanta Area Vocational-Technical School are sequential in nature and admission is made into the course sequence only twice during the year. A student should consult closely with the Division of Health Sciences at Clayton Junior College and with the Office of Admissions at Atlanta Area Vocational-Technical School in working toward his cooperative degree and certificate in medical laboratory technology.

A medical laboratory technology student is responsible for providing his own transportation between the campus and community agencies when assigned for laboratory classes and experience.

COURSES TO BE TAKEN AT CLAYTON JUNIOR COLLEGE

First Quarter

Mathematics III	5
College Algebra	
Chemistry 151	5
Principles of Chemistry	
Political Science 105	5
American Government	
	15

Second Quarter

English III	5
Composition	
Biology III	5
Principles of Biology	
History 113	5
America and Georgia	
	15

COURSES TO BE TAKEN AT ATLANTA AREA VOCATIONAL-TECHNICAL SCHOOL

First Quarter

Professional Orientation	
Medical Terminology	
Body Structure and Function	
Medical Laboratory Chemistry	
Parasitology	
Communications Skills I	15

Second Quarter

Urinalysis	
Bacteriology	
Serology	
Hematology	15

Third Quarter

Clinical Chemistry	
Blood Bank	
Special Tests	15

Fourth Quarter

Experience in Clinical Laboratory	15
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Fifth Quarter

Experience in Clinical Laboratory	15
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Total	105
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NURSING

Advising Division: Health Sciences

The Nursing Program at Clayton Junior College is designed to train women and men who desire a career in nursing and to meet the expressed need for nurses in the south Atlanta metropolitan area. A graduate of the program is eligible to take the examination of the Board of Examiners of Nurses for Georgia; successful completion of the examination licenses the graduate as a Registered Nurse.

Students are accepted into the nursing sequence courses once each year in the fall. Each nursing course has a pre-requisite course beginning with "Introduction to Nursing", and all nursing courses must be taken in sequence. Six consecutive quarters in the Nursing Program are required. A student may begin the general education courses required in the program during any quarter.

A candidate for acceptance into the Nursing Program should display previous achievement through his secondary school records, a strong science background of high school chemistry and mathematics, ability as measured by the Scholastic Aptitude Test, and those personal qualifications appropriate to nursing. An applicant who, in the judgement of the Admissions Committee, presents high overall qualifications is selected for acceptance.

It is recommended that an applicant who has been away from school for a considerable period of time enroll in at least one course in an accredited college during the school year or summer preceding the applicant's planned entrance into the Nursing Program.

A nursing student is responsible for providing his own transportation between the campus and clinical areas such as community hospitals and other health agencies. A student is required to wear the official student uniform of the Nursing Program. Uniforms are ordered during the Winter Quarter and may be purchased from the college Bookstore. A student accepted for the Nursing Program will be sent information on supplies and equipment needed for the Fall Quarter approximately two weeks before classes begin.

FRESHMEN

Fall Quarter		Winter Quarter	
Nursing 105	6	Nursing 111	8
Introduction to Nursing		Maternal-Child Health I	
Biology 151	5	Biology 152	5
Human Anatomy & Physiology		Human Anatomy & Physiology	
*English 111	5	*Psychology 105	5
Composition	—	Introductory Psychology	—
	16		18

Spring Quarter

Nursing 112	8
Maternal-Child Health II	
Biology 250	5
Microbiology	
*Sociology 105	5
Introduction to Sociology	—
	18

SOPHOMORES

Fall Quarter

Nursing 211	8
Nursing in Physical and Mental Illness I	
*History 113	5
America and Georgia	
Physical Education Elective	1
	14

Winter Quarter

Nursing 212	8
Nursing in Physical and Mental Illness II	
*Political Science 105	5
American Government	
Physical Education Elective	1
	14

Spring Quarter

Nursing 213	10
Advanced Nursing Problems	
*A Humanities Elective	5
Physical Education Elective	1
	16
Total	96

*These courses may be taken any sequence; however, it is recommended that English, psychology, and sociology be taken during the first year.

RECREATION

Advising Division: Social Sciences

The Recreation Program at Clayton Junior College is designed to provide training for men and women desiring careers in the field of recreation and to meet the expressed need for recreation specialists in the Atlanta metropolitan area and in the state. The recreation specialist works under the general supervision of a recreation supervisor to perform the following functions:

1. Develop, organize, and lead specific recreation activities including arts and crafts, sports and athletics, aquatics, dramatics, music, dance, social recreation, and camping;
2. Personally organize, promote, and direct assigned portions of a recreation program;
3. Manage, maintain, issue, and use recreational supplies, equipment, and facilities.

For these reasons, an applicant to the Recreation Program should enjoy working with people of both sexes and of all ages in a variety of group and one-to-one situations.

A student enrolled in the Recreation Program will be assigned to various campus and community agencies for field experience and will be required to provide his own transportation when assigned off-campus.

FRESHMEN

First Quarter

English 111	5
Composition	
Sociology 105	5
Introduction to Sociology	
Recreation 201	5
Introduction to Recreation Services	
Physical Education	<u>1</u>
	16

Second Quarter

Mathematics 105	5
Introduction to College Mathematics	
Political Science 105	5
American Government	
Recreation 205	5
Social Recreation and Group Leadership	
Physical Education	<u>1</u>
	16

Third Quarter

Psychology 105	5
Introductory Psychology	
Recreation 210	5
Area and Facility Management	
Recreation 215	5
Program Planning and Organization	
Physical Education	<u>1</u>
	16

SOPHOMORES

First Quarter

English 121	5
Principles of Speech	
Psychology 204	5
Child Growth and Development	
Recreation 230	3
Field Experience	
Physical Education	<u>2</u>
	15

Second Quarter

History 113	5
American Government	
Art	5
Arts and Crafts	
Recreation 231	3
Field Experience	
Music or Drama	<u>5</u>
	18

Third Quarter

Recreation 220	5
Outdoor Recreation	
Recreation 232	3
Field Experience	
Physical Education	2
Any Elective Course	<u>5</u>
	15
Total	97

Note: Transfer of Credit: The career curriculum for recreation specialists does not fulfill the Core Curriculum requirements of the University System of Georgia. Although the graduate may be able to transfer some courses to a senior institution of the University System on a course-by-course basis, the student cannot be assured that the total program will be accepted for transfer. Therefore, a student planning to complete a baccalaureate degree in recreation is advised to follow the college-transfer curriculum in recreation printed on page 47 of this catalog.

SECRETARIAL STUDIES

Advising Division: Social Sciences

The Secretarial Studies Program at Clayton Junior College is designed to provide a program of study for persons interested in a career as a secretary and to meet the expressed need for well-qualified secretaries in the south Atlanta metropolitan area. The curriculum provides for general education as well as for specialized training in modern office practices.

The student who completes the Secretarial Studies Program will be qualified for immediate employment. If the student decides to continue his studies at a senior institution of the University System of Georgia, the majority of his secretarial studies course credits may be transferred toward a Bachelor of Science Degree. All credits completed within courses required under the Core Curriculum may be transferred without loss to any other institution of the University System.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>	
AREA I – HUMANITIES				
1.	Engl	111-112	Composition	10
2.	Choose one of the following:			5
	Art	211	Art Appreciation	
	Engl	201	Survey of World Literature I	
	Engl	202	Survey of World Literature II	
	Engl	211	Survey of English Literature I	
	Engl	212	Survey of English Literature II	
	Fren	111	Elementary French	
	Fren	112	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Span	111	Elementary Spanish	
	Span	112	Elementary Spanish	—
				15

AREA II – NATURAL SCIENCES AND MATHEMATICS

1.	Choose one of the following:		5	
	Math	105	Introduction to College Mathematics	
	Math	111	College Algebra	
	Any mathematics course numbered higher than 111			
2.	Choose one of the following:		5	
	Biol	111 or 112	Principles of Biology	
	Chem	111 or 112	General Chemistry	
	Chem	151 or 152	Principles of Chemistry	
	Phys	111 or 112	Introductory General Physics	
	Phys	201 or 202	General Physics I or II	—
				10

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>	
AREA III – SOCIAL SCIENCES				
*1.	Hist	113	America and Georgia	5
2.	Poli	105	American Government	5
*3.	Choose two of the following:		10	
	Econ	105	Economic Development of the U.S.	
	Econ	110	Consumer Economics	
	Psyc	105	Introductory Psychology	
	Soci	105	Introduction to Sociology	—
				20

AREA IV – MAJOR FIELD REQUIREMENTS

**1.	Secr	111-112- 113	Beginning, Intermediate, and Advanced Typing	9
**2.	Secr	151-152- 153-201	Shorthand	20
3.	Secr	202	Office Machines	3
4.	Secr	203	Office Management	5
5.	Secr	204	Secretarial Accounting	5
6.	Bsad	205	Business Communications	5
7.	Secr	206	Filing and Records Management	5
8.	Secr	207	Secretarial Office Practice	5
				<u>57</u>
			Total	102

* Other social sciences courses may be substituted with the approval of the Coordinator of Secretarial Studies.

** A student may be exempted from SECR 111 and SECR 151 with the successful completion of a Placement Test.

TEACHER ASSISTANTS

Advising Division: Social Sciences

The Teacher Assistants Program at Clayton Junior College is designed to prepare the graduate to qualify as a licensed paraprofessional teacher in the Georgia public schools. The teacher assistant, or paraprofessional teacher, works under the direct supervision of a professional teacher in the classroom both to relieve the teacher of many time-consuming duties and to help children individually in study, in inquiry, in expressing their ideas, and in organized play.

A paraprofessional teaching position may be viewed either as a means of making an active contribution in education without completing a four-year degree or as a step on a "career ladder" leading to eventual professional or specialized certification.

The curriculum for a student planning to become a teacher assistant is based on the college's two-year transfer program in elementary education with additional courses designed to prepare the graduate to work in specific areas of instruction. The graduate who wishes to continue work toward a higher degree will find that all of his credits will transfer toward a baccalaureate degree in education at West Georgia College and that a majority of his credits will transfer toward a baccalaureate degree at other senior institutions of the University System of Georgia.

FRESHMEN

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
Engl	111-112	Composition	10
Educ	104	Utilization of Media	5
Phed	265	Physical Education in the Elementary School	5
Psyc	105	Introductory Psychology	5
Educ	106	Introduction to the Teaching of Reading	5
Educ	105	Introduction to the Teaching of Mathematics	5
Musi	230	General Music	5
Elective course appropriate to the teaching field			<u>5</u>
			45

SOPHOMORES

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
Educ	201	Introduction to Education	5
Psyc	204	Child Growth and Development	5
Engl	121	Principles of Speech	5
Poli	105	American Government	5
Hist	112	Western Civilization	5
OR			
Hist	113	America and Georgia	5
Educ	102	Teacher Assistants Practicum	5
Secr	111	Beginning Typing	3
Elective courses appropriate to the teaching field			<u>15</u>
			<u>48</u>
Total			93

Note: It is recommended that a student enrolled in the Teacher Assistants Program fulfill the college's requirement in physical education by completing PHED 102 (First Aid), PHED 103 (Principles of Movement), PHED 160 (Folk Dance), and one of the following:

Phed	105	Archery
Phed	131	Tumbling - Trampoline
Phed	145	Beginning Swimming
Phed	161	Square Dance

WATER QUALITY CONTROL TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

Clayton Junior College offers the associate degree in Water Quality Control Technology in cooperation with Atlanta Area Vocational-Technical School. Under the cooperative program, the student acquires a basic academic background during three quarters at Clayton Junior College and specialized technical training during four quarters at Atlanta Area Vocational-Technical School. The purpose of the cooperative program is to provide the student with the educational background and technical training to enter the growing field of water quality control technology and to meet the increasing demand for personnel qualified in this field.

A graduate of this program will find employment opportunities both for technicians and for supervisory personnel in governmental agencies, in regulatory agencies and laboratories, with private engineering consulting firms, and with large industrial firms which operate their own water treatment facilities.

COURSES TO BE TAKEN AT CLAYTON JUNIOR COLLEGE

First Quarter		Second Quarter	
Chemistry 111 General Chemistry	5	Chemistry 112 General Chemistry	5
Mathematics 111 College Algebra	5	Mathematics 112 College Algebra & Trigonometry	5
English 111 Composition	5	English 112 Composition	5
Physical Education Elective	<u>1</u>	Physical Education Elective	<u>1</u>
	16		16

Third Quarter

Biology 111 Principles of Biology	5
Political Science 105 American Government	5
History 112 or 113 Western Civilization II or America and Georgia	5
Physical Education Elective	<u>1</u>
	16

COURSES TO BE TAKEN AT ATLANTA AREA VOCATIONAL-TECHNICAL SCHOOL

Fourth Quarter		Sixth Quarter	
WQCT 101 Physics I	5	WQCT 202 Hydraulics II	4
WQCT 111 Surveying I	5	WQCT 212 Liquid Waste Treatment II	4
WQCT 105 Water Supply & Purification	5	WQCT 222 Sanitary Chemistry & Biology II	4
WQCT 107 Drafting I	2	WQCT 225 Electricity Control Systems I	4
	<u>17</u>		<u>16</u>

Fifth Quarter

WQCT 210 Hydraulics I	4
WQCT 211 Liquid Waste Treatment I	4
WQCT 221 Sanitary Chemistry & Biology I	4
WQCT 113 Calculus I	5
	<u>17</u>

Seventh Quarter

WQCT 112 Surveying II	5
WQCT 213 Liquid Waste Treatment III	5
WQCT 223 Sanitary Chemistry & Biology III	5
	<u>15</u>
Total	113

DEVELOPMENTAL PROGRAM

Advisement: Department of Developmental Studies

For a variety of reasons, some applicants to Clayton Junior College find themselves unable to progress satisfactorily in a regular college degree program. Some have not followed a program of study which prepared them for college. Others have decided after a record of poor school studies that further education is desirable. Still others have decided to undertake college studies many years after high school graduation or after leaving school. For such students, Clayton Junior College offers a program of developmental courses designed to "bridge the gap" between school and college.

A student is initially placed in the Developmental Program when evaluation of his high school and/or previous college transcript and Scholastic Aptitude Test scores indicates serious deficiencies in basic academic skills. The specific developmental courses to be taken are determined through additional testing at scheduled orientation sessions prior to the Registration Day of each academic quarter.

The primary purpose of the Developmental Program at Clayton Junior College is to identify and to assist the student who needs to develop and/or to review basic academic skills in reading, English, and/or mathematics - skills vital to competency in all other academic areas. In addition, a Developmental Seminar (Psychology 98) is offered to assist the student in his orientation to college; in the exploration of his interests, aptitudes, and abilities; and in the establishment of appropriate educational and vocational goals.

Developmental courses are not applicable to any degree programs currently offered by the college and are not transferable to other institutions. However, a student who successfully proceeds through the Developmental Program will be able to schedule a full program of degree-applicable courses during the second quarter, and some students may even be able to schedule some degree-applicable courses during the first quarter of attendance.

For an adult who has been removed from an academic environment for several years, developmental courses may be elected to review basic academic skills in preparation for regular college classes. When space permits, developmental courses may be elected by a student who is experiencing academic difficulties in a regular degree program.

Please refer to pages 79-80 of this catalog for a listing of specific developmental courses offered by the college.

COURSE DESCRIPTIONS

In all course descriptions, the three digits following each course title refer to weekly class hours, weekly laboratory hours, and quarter credit hours, respectively. For example, 4-3-5 represents a course meeting classes for four hours weekly and a laboratory period for three hours weekly, with resulting credit of five quarter hours for successful completion of the course.

ART

ART 111 - Art Structure I (0-10-5)

A study of the visual and spatial relationships between objects of different shapes, textures, and sizes in a two-dimensional plane with an introduction to color.

ART 112 - Art Structure II (0-10-5)

A study of work in three dimensions in wood, paper, metal, clay, and plastic.

ART 113 - Art Structure III (0-10-5)

An introduction to oil and water base paints and to the general principles of drawing and painting. Concentration on still life, the figure, and the transition from realism to other types of work.

Pre-requisite: ART 111.

ART 114 - Art Structure IV (0-10-5)

A continuation of work in the three-dimensional area studying the relationship between an object and the space in which it exists. Major emphasis on wood, clay, plaster, and metal.

Pre-requisite: ART 112.

ART 115 - Media Survey (0-10-5)

An introduction to printing techniques, photography, the area of crafts, and various other media.

ART 213 - Survey of Art I (5-0-5)

Introduction to a chronological survey of art forms of the ancient Orient, Crete, Greece, Rome, and the Middle Ages.

ART 214 - Survey of Art II (5-0-5)

A continuation of Art 213, surveying European art from the Renaissance to the present.

BIOLOGY

BIOL 111 - Principles of Biology (4-3-5)

Structure and function of the cell and cell organelles, tissue organization, and bioenergetic processes.

BIOL 112 - Principles of Biology (4-3-5)

A continuation of Biology 111. Genetics, reproduction, development, evolution, ecology, and a survey of the animal kingdoms.

Pre-requisite: BIOL 111.

BIOL 151, 152 - Human Anatomy and Physiology (4-3-5 each course)

A study of the structure and functions of the systems of the human body integrated with principles of inorganic, organic, and biochemistry most pertinent to students enrolled in programs in the health sciences. High school chemistry on CHEM 111 is a pre-requisite for BIOL 151. BIOL 151 is a pre-requisite for BIOL 152. (These courses do not fulfill the Core Curriculum laboratory science sequence requirement under Area II.)

BIOL 201 - Cell Biology (4-3-5)

Cell structure and ultrastructure; metabolic process of the organelles; division and differentiation; gene action.

Pre-requisites: BIOL 111-112 or consent of instructor.

Pre-requisite or co-requisite: CHEM 151.

BIOL 202 - Principles of Botany (4-3-5)

Plant structures and functions; physiology and environmental relations; evolution and survey of the plant kingdom.

Pre-requisites: BIOL 11-112 or consent of instructor.

BIOL 203 - Vertebrate Zoology (4-3-5)

A comparative study of the vertebrate phyla in basic structure, function, phylogeny, ecology, and behavior.

Pre-requisites: BIOL 111-112 or consent of instructor.

BIOL 250 - Microbiology (3-4-5)

A study of the morphology, growth, modes of transmission, and relationship to diseases of pathogenic micro-organisms. Some aspects of human anatomy and physiology are emphasized, together with means of protecting humans from infection.

Pre-requisite: BIOL 152.

BUSINESS ADMINISTRATION/ECONOMICS/INDUSTRIAL MANAGEMENT

ACCT 201 - Principles of Accounting I (5-0-5)

Financial Accounting. A study of the basic processes and concepts of the accounting cycle; includes the preparation and analysis of financial statements for external use.

ACCT 202 - Principles of Accounting II (5-0-5)

Managerial Accounting. An analysis of the accumulation and utilization of accounting information for internal management purposes.

Pre-requisite: ACCT 201.

BSAD 205 - Business Communications (5-0-5)

Knowledge and application of principles of oral and written communications in business situations. Letter writing and report writing: planning, organizing, outlining, writing, and rewriting to get a final manuscript.

Pre-requisite: ENGL 111.

ECON 105 - Economic Development of the United States (5-0-5)

The course emphasizes socio-economic and historical factors, fundamental forces, problems, and achievements which characterize economic growth in the United States.

ECON 110 - Consumer Economics (5-0-5)

The study of all phases of personal finance from taxes to consumer protection. Other areas to be studied will include home buying, interest, insurance, transportation, and a variety of other vital areas of consumer economics.

ECON 201 - Principles of Economics I (5-0-5)

An introductory survey of macroeconomic principles: the scope and method of economics; basic supply and demand theory; money and prices; national income analysis; and economic stabilization.

ECON 202 - Principles of Economics II (5-0-5)

Applications of microeconomic principles to economic problems: the theory of production; market structures; income distribution; government regulation and business; labor organization; and international trade.

Pre-requisite: ECON 201.

CHEMISTRY

CHEM 111, 112 - General Chemistry (4-2-5 each course)

A two-quarter lecture-laboratory sequence on the basic principles and application of chemistry useful to the non-science major or a student who will take only one or two quarters of chemistry.

CHEM 111 is a pre-requisite for CHEM 112.

CHEM 151, 152 - Principles of Chemistry (4-3-5 each course)

A study of the fundamental principles of chemistry, including the traditional concepts of general chemistry. A two-quarter lecture-laboratory sequence primarily for science majors who will take additional science courses. MATH 111 is a pre-requisite or co-requisite for CHEM 151. CHEM 151 is a pre-requisite for CHEM 152.

CHEM 201 - Introduction to Chemical Analysis (3-6-5)

A third-quarter chemistry course for science majors involving the study of equilibria and elementary analytical chemistry. Laboratory involves the qualitative analysis of mixtures by traditional schemes and by instrumental analysis.

Pre-requisite: CHEM 152.

CHEM 202 - Quantitative Chemical Analysis (4-3-5)

An advanced chemistry course for chemistry majors and students in other science-related fields. Involves the study of the fundamental theories of quantitative analysis and typical analyses involving volumetric and gravimetric methods.

Pre-requisite: CHEM 201.

CHEM 251, 252 - Organic Chemistry (4-3-5 each course)

A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparation, and reactions utilizing modern theories of electronic structure and reaction mechanisms.

Pre-requisite: CHEM 152; or CHEM 112 and consent of instructor.

COMPUTER SCIENCE

COMP 201 - Introduction to Computing (4-2-5)

An introduction to computing and computer programming utilizing the PL/1 programming languages and the IBM 360/65 computer.

Pre-requisite: MATH 105.

CRIMINAL JUSTICE

CJUS 201 - Introduction to Criminal Justice (5-0-5)

A survey of the law enforcement agencies on the local, state, and federal levels and an overview of the administration of justice in the United States.

CJUS 202 - Criminology (5-0-5)

A survey of the scope of crime, its causation, society's reaction to criminals, correctional treatment, and post-release problems.

CJUS 204 - Corrections (5-0-5)

An introduction to corrections, including its philosophy, procedures, and institutions.

CJUS 252 - Criminal Justice Administration (5-0-5)

A survey of police organization, administration, operations, and auxiliary services.

CJUS 253 - Constitutional Law (5-0-5)

An overview of the nature of and basis for the United States System of Constitutional Law.

CJUS 275 - Introduction to Criminal Law (5-0-5)

A survey of the nature and definition of criminal acts including consideration of crimes against the person, crimes against property, and crimes against society.

CJUS 295 - Study of Criminal Justice Problems (5-0-5)

A study of selected topics concerned with problems faced by agencies and personnel in the administration of justice with emphasis on an analysis of contemporary criminal justice problems and possible solutions.

Pre-requisite: Sophomore standing.

DENTAL HYGIENE

DHYG 101 - Embryology, Oral Histology, and Tooth Morphology (5-0-5)

A developmental study of the oral cavity covering the embryonic growth and development of the oral cavity; the primary tissues and histology of the teeth; the calcification, eruption, morphology, and function of the human dentition and supporting structures. Emphasis is given throughout to those areas of particular interest to the dental hygienist.

DHYG 102 - Head and Neck Anatomy (3-0-3)

Study of head and neck anatomy with emphasis on applications to dental hygiene practice.

DHYG 103 - Pre-Clinical Dental Hygiene (1-0-1)

An orientation to the profession of dental hygiene including an introduction to clinical practice, subject matter.

DHYG 104 - Clinical Dental Hygiene I (2-6-4)

A comprehensive study of soft deposits, stains, and dental calculus with emphasis on oral prophylaxis procedures, sterilization, and other fundamental skills associated with dental hygiene practice. Laboratory sessions will be utilized for orientation to the instruments, equipment, and materials used, including medical and dental emergencies, and for practice in performing these procedures on mannequins and then in the mouth.

Pre-requisite: DHYG 103.

DHYG 105 - Clinical Dental Hygiene II (2-6-4)

Students continue with the development of oral prophylaxis techniques; the care and maintenance of dental instruments, equipment and supplies; and dental records, including oral evaluation indices. Methods and materials used in individual patient education will be introduced. Clinical practice will emphasize the development of skill in the performance of the dental prophylaxis, application of preventive agents, and oral inspection as an introduction to treatment planning.

Pre-requisite: DHYG 104.

DHYG 106 - General and Oral Pathology (2-0-2)

The principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth by the hygienist is emphasized.

DHYG 107 - Periodontics (2-0-2)

Etiology and classification of periodontal disease and principles of periodontics pertinent to dental hygiene practice.

DHYG 108 - Dental Materials (3-2-3)

A series of lecture-demonstrations designed to acquaint the student with dental materials commonly used in the dental office and laboratory. Laboratory time will be used to practice the manipulation of selected materials.

DHYG 110 - Fundamentals of Nutrition (5-0-5)

A survey of the fundamentals of nutrition and the factors influencing the ability of the individual and family to secure and maintain optimal nutritional status.

DHYG 201 - Pharmacology and Anesthesiology (2-0-2)

The study of drugs and anesthetics with special consideration given to those used in the dental office. This study is to acquaint the student with the origin of these drugs and anesthetics, their physical and chemical properties, modes of administration, and effects upon the body systems.

DHYG 202 - Clinical Dental Hygiene III (2-15-7)

Study of the theory and principles of exposing, processing, and mounting dental radiographs. Clinical experience will include dental prophylaxis, dental radiographs, and dental hygiene treatment planning coordinated with chairside dental health instruction.

Pre-requisite: DHYG 105.

DHYG 203 - Clinical Dental Hygiene IV (2-15-7)

A continuation of DHYG 104, 105, 202. Lecture time will cover laws governing dental hygiene practice, office procedures, areas of employment, advanced dental hygiene techniques, and an overview of the various specialties in dentistry. Clinical experience in applied dental hygiene will be continued with observations and assisting experience in the dental specialties.

Pre-requisite: DHYG 202.

DHYG 204 - Clinical Dental Hygiene V (2-15-7)

A continuation of DHYG 104, 105, 202, 203. Seminar for discussion and evaluation of situations encountered in the clinical laboratory, the management of patients with special problems, additional advanced procedures and review. Clinical experience will center on improved proficiency in all areas of applied dental hygiene, dental radiography, and treatment planning for total care.

Pre-requisite: DHYG 203.

DHYG 205 - Dental Health Education (2-0-2)

Content essential to familiarize the student with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients.

DHYG 211 - Community Dental Health I (1-3-2)

The study of dental health as a community problem with emphasis on the theory and practice of dental public health and preventive dentistry and the role of the dental hygienist in promoting dental health on community, state, and national levels.

Pre-requisite: PHED 250.

DHYG 212 - Community Dental Health II (1-6-3)

A continuation of DHYG 211. Further study of the theory and practice of dental public health and preventive dentistry; employs directed field experience using current methodology related to community dental health problems.

Pre-requisite: DHYG 211.

DEVELOPMENTAL COURSES

(Credit received in developmental courses is not applicable toward degree programs at Clayton Junior College nor transferable to other institutions.)

ENGL 95 - Reading Improvement (4-1-5)

Individualized instruction designed to meet student needs in fundamental reading and study skills. The course offers assistance in such problem areas in reading as comprehension, concentration, vocabulary, speed, listening, library research, test taking, and reading in content areas.

ENGL 99 - Developmental English (5-0-5)

An individualized course which has as its purpose the use of correct sentences and the development of various types of paragraphs in order to achieve writing competence at the college level.

MATH 98 - Developmental Mathematics (5-0-5)

A course to review arithmetic skills and to teach minimum skills of algebra for a college-level survey course in mathematics (MATH 105). Topics of algebra covered are sets, fundamental operations with polynomials, solutions of linear equations and inequalities with one unknown, and factoring.

MATH 99 - Review Algebra (5-0-5)

A course to cover topics necessary for a course in college algebra (MATH 111). Topics include factoring; algebraic fractions; radicals; algebraic expressions containing fractional, negative, and zero exponents; linear systems; quadratic equations and inequalities; equations involving radicals; and word problems.

Pre-requisite: One year of high school algebra; MATH 98; or acceptable Placement Test Scores.

PSYC 98 - Developmental Seminar (0-2-2)

The seminar utilizes small group interaction to assist students in the acquisition of peer communication and self-knowledge. The Strong Vocational Interest Inventory evaluation and self-exploration are used to assist the student in making personal, educational, and vocational decisions.

EDUCATION

EDUC 101 - Introduction to Paraprofessional Teaching (5-0-5)

A basic course vital to employment as auxiliary personnel in the Georgia public schools. Areas of concentration include, but are not limited to, child growth and development; professional ethics, including the respective roles of the paraprofessional and of the supervising teacher; and the teaching of specific academic skills.

EDUC 102 - Teacher Assistant Practicum (2-8-10)

A practicum in which the student is introduced into the classroom as a paraprofessional. Initially, the student will prepare lesson plans; later, he will be actively involved in the teaching/learning process under the guidance of a professional teacher.

EDUC 104 - Utilization of Media (4-1-5)

A course to acquaint the student with the construction and use of audio-visual media in the modern classroom. Teaching techniques included in the course are: (1) the proper use and care of audio-visual machines; (2) the practical application of audio-visual media in daily classroom activities; (3) the correct use of educational television in the classroom; and (4) the development of specific visual aids to learning.

EDUC 105 - Introduction to the Teaching of Mathematics (5-0-5)

A course to introduce the student to the teaching of mathematics in the elementary grades.

EDUC 106 - Introduction to the Teaching of Reading (5-0-5)

Instruction in regular reading processes in the classroom and in activities of corrective reading procedures.

EDUC 107 - Early Childhood Education (4-3-5)

A course planned to develop an overall view of the responsibilities involved in working in an early childhood learning center. The student will study the planning and executing of programmed activities conducive to the cognitive, emotional, physical, and social growth of the child from birth through five years of age. Areas of experience will include art media, mathematics, science, role playing, and the study of a good nutritional program.

EDUC 108 - Kindergarten Education (5-0-5)

Program planning for kindergarten centers, appropriate curriculum for children 5-6 years of age, techniques for building good social and self-concepts, and proper parent conferences.

EDUC 201 - Introduction to Education (5-0-5)

A study of the history and development of education in the United States. The student is encouraged to pursue an investigation of teaching techniques as they apply to his areas of interest. Field experiences are an important part of the class work of this course.

Co-requisite: PSYC 204.

ENGLISH

ENGL 100 - Journalism Laboratory (1-2-1)

Basic principles of newspaper and yearbook publication. A conference and workshop course for newspaper and annual staff members. One hour of credit per quarter, not to exceed six quarter credit hours.

ENGL 111 - Composition (5-0-5)

A course of study which endeavors to teach the student the basic principles of paragraph and theme organization, to make the student aware of the various levels of usage, and to aid the student in avoiding major grammatical and mechanical weaknesses.

ENGL 112 - Composition (5-0-5)

A course of study in multiparagraph theme organization, introduction to literature, and library research.

Pre-requisite: ENGL 111.

ENGL 121 - Principles of Speech (5-0-5)

An introductory course in speech principles and public speaking.

ENGL 191 - Drama Workshop (0-3-1)

A course whereby students may receive credit for work on quarterly drama productions. May be repeated for credit.

ENGL 201 - Survey of World Literature I (5-0-5)

A survey of World Literature from Homer through the Renaissance.

Pre-requisite: ENGL 112.

ENGL 202 - Survey of World Literature II (5-0-5)

A survey of World Literature from the Renaissance to the present.

Pre-requisite: ENGL 112.

ENGL 211 - Survey of English Literature I (5-0-5)

A survey of English Literature from Beowulf to about 1800.

Pre-requisite: ENGL 112.

ENGL 212 - Survey of English Literature II (5-0-5)

A survey of English Literature from about 1800 to the present.

Pre-requisite: ENGL 112.

FIRE SCIENCE TECHNOLOGY

Specialized courses in the fire science technology curriculum are offered at the Southern Technical Institute. Please refer to the catalog of that institution for descriptions of these courses.

FRENCH

FREN 111, 112 - Elementary French (5-1-5 each course)

Introduction to speaking, reading, and writing French; includes an introduction to French culture.

FREN 211 - Intermediate French (5-1-5)

Grammar review, reading and translation, composition and conversation, outside readings. Offered Winter Quarter.

Pre-requisite: FREN 112.

FREN 212 - Intermediate French (5-1-5)

Reading and translation, composition and conversation, outside readings.
Offered Spring Quarter.
Pre-requisite: FREN 211.

HISTORY

HIST 111 - Western Civilization I (5-0-5)

A survey of western civilization from the earliest times to 1500.

HIST 112 - Western Civilization II (5-0-5)

A survey of western civilization from 1500 to the present. (This course fulfills the State of Georgia degree requirement in history described in Note II on page 30 and in Note I on page 52 of this catalog.)

HIST 113 - America and Georgia (5-0-5)

A survey of the history of the United States and Georgia from 1492 to the present. (This course fulfills the State of Georgia degree requirement in history described in Note II on page 30 and in Note I on page 52 of this catalog.)

HIST 250 - Problems in History (5-0-5)

A study of selected problems in history which are treated in depth. Emphasis is placed on the methods of historical research and analysis.
Pre-requisite(s): HIST 111-112; HIST 251; or HIST 252.

HIST 251 - American History I (5-0-5)

A study of the founding and growth of the American nation through the Civil War. Emphasis on social, economic, and political events.

HIST 252 - American History II (5-0-5)

A study of the development of the American nation since the Civil War.

MATHEMATICS

MATH 105 - Introduction to College Mathematics (5-0-5)

A study of the axiomatic method, theory of sets, real number system, theory of groups, symbolic logic, analytic geometry, probability, statistics, matrix theory, introduction to computers, and the cultural aspects of mathematics.

Recommended Pre-requisite: One year of high school algebra or MATH 98.

MATH 111 - College Algebra (5-0-5)

A study of sets, axiomatic development of the real number system, algebraic fractions, exponents, radicals, inequalities, absolute values, functions, graphs, theory of equations, and exponential and logarithmic functions.

Pre-requisite(s): Two years of high school algebra; MATH 99; or consent of instructor.

MATH 112 - College Algebra and Trigonometry (5-0-5)

A study of trigonometric functions, trigonometric equations and identities, right triangle trigonometry, analytic trigonometry, law of sines, law of cosines, systems of equations and inequalities, complex numbers, and polynomials.

Pre-requisite(s): Two years of high school algebra and one year of high school geometry or MATH 111.

MATH 113, 114 & 212, 213 - Analytic Geometry and Calculus I, II, III, IV (5-0-5 each course)

A sequence of courses combining the differential and integral calculus with analytic geometry. Additional topics include vectors, partial differentiation, series, and differential equations.

Pre-requisite: MATH 112 or consent of instructor.

MATH 214 - Introductory Linear Algebra (5-0-5)

An introduction to matrix algebra including determinants, vector spaces, linear transformations, and characteristic roots.

Pre-requisite: MATH 213 or consent of instructor.

MATH 231 - Introductory Statistics (5-0-5)

A study of basic descriptive and inferential statistics. Topics include probability, random variables, probability functions, measures of central tendency and variation, sampling, and statistical estimation and prediction.

Pre-requisites: MATH 111 or consent of instructor.

MATH 241 - Principles of Decision Mathematics (5-0-5)

A course designed for the non-science student. Emphasis is on differential and integral calculus methods, with business and behavioral science applications. Other topics are set theory, functions, matrices, and systems of linear equations. (This course may not be used as an elective in Area IV by a student majoring in mathematics.)

Pre-requisite: MATH 111.

MEDICAL ADMINISTRATION

MADM 201 - Medical Administration I (5-0-5)

Nursing home management including a study of medical law, administration of professional personnel, and general management techniques.

MADM 202 - Medical Administration II (4-3-5)

An overview of geriatric patient care to provide specialized education for students enrolled in the Medical Administration Program. Includes the physical and psycho-social needs of geriatric patients.

MEDICAL LABORATORY TECHNOLOGY

Specialized courses in the medical laboratory technology curriculum are offered at Atlanta Area Vocational-Technical School. Please refer to the catalog of that institution for descriptions of these courses.

MILITARY SCIENCE

MILI 101 - Basic Military Science I (5-0-3)

Rationale for national security as a legitimate need for nations. Principles of leadership and motivation related to human needs. Leadership laboratory includes leadership development, map and aerial photograph reading, and orientation to and history of ROTC. (This course fulfills 3 hours of the college's physical education requirement for the full-time day student enrolled in a College-Transfer Program.)

MILI 201 - Basic Military Science II (5-0-3)

American military history from the Colonial Period to the present. Leadership laboratory includes leadership development and introduction to basic military tactics. (This course fulfills 3 hours of the college's physical education requirement for the full-time day student enrolled in a College-Transfer Program.)

MUSIC

MUSI 100 - Music Literature Survey (2-1-2)

A survey of music literature from the Middle Ages through the twentieth century.

Pre-requisite: Consent of instructor.

MUSI 111, 112, 113 - Music Theory (4-0-2 each course)

Study of music fundamentals including scales and chord structure, part writing, sight reading, melodic and rhythmic dictation, and keyboard harmony.

MUSI 151 - Applied Music (.5-0-1)

Private lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.

MUSI 152 - Applied Music (1-0-2)

Private lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.

MUSI 191 - Ensemble (0-3-1)

Choral and instrumental groups for which students may receive credit. May be repeated quarterly. The particular ensemble will be listed as a part of the course title.

MUSI 201, 202, 203 - Music Theory (4-0-2 each course)

Continuation of MUSI 111, 112, 113.

MUSI 211 - Music Appreciation (5-0-5)

Study of all types of music through reading and listening to records; for the general student wishing to develop the talent of perceptive listening.

MUSI 230 - General Music (4-2-5)

Basic concepts of notation, performance (on recorder or piano), conducting patterns, group singing, mini musical productions, record listing of all types, specialized units on recreation and education. Practical experience in the field.

MUSI 251 - Applied Music (.5-0-1)

Continuation of MUSI 151.

MUSI 252 - Applied Music (1-0-2)

Continuation of MUSI 152.

NURSING

NURSING 105 - Introduction to Nursing (5-3-6)

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs and on using the problem-solving approach in nursing situations. Mental hygiene concepts are introduced to form a basis for better understanding of the patient as a person and as a background for further study.

NURSING 111, 112 - Nursing in Maternal and Child Health I and II and Selected Laboratory Experiences (5-9-8 each course)

Establishes the framework of knowledge needed for the study of the nursing needs of the individual and the family. The course is designed to assist the student in the application of appropriate nursing principles beginning with conception, the prenatal period, labor and delivery; the care and development of the newborn, the infant, the child; and the effect of illness during the growing years from birth to adolescence. Laboratory experience is planned selectively utilizing agencies and facilities concerned with mothers, babies, children, and their families.

Pre-requisite: NURS 105.

NURSING 211, 212 - Nursing in Physical and Mental Illness I and II and Selected Laboratory Experiences (5-9-8 each course)

The physical and mental illness sequence is an integrated study of the typical emotional and physical problems interrupting the human life cycle from adolescence through middle age to senescence and death. Laboratory experiences in community agencies and hospital facilities are provided each student to reinforce theoretical learning.

Pre-requisites: NURS 111-112.

NURSING 213 - Advanced Nursing Problems and Selected Laboratory Experiences (5-15-10)

This course is a continuation of Nursing 211-212. Content is correlated to strengthen knowledge and skills needed by the present day beginning nurse in giving physical care and psychological support to patients. Current trends in nursing are explored, as well as responsibilities, both legal and professional. Laboratory experiences are designed to enhance breadth and depth of knowledge in selected clinical areas.

Pre-requisite: NURS 212.

PHILOSOPHY

PHIL 211 - Introduction to Philosophy (5-0-5)

The nature of philosophical thinking, the relation to and difference from other types of intellectual endeavor, studied through reading and discussing representative texts of major philosophers.

PHIL 221 - Introduction to Logic (5-0-5)

Study of the art of correct reasoning in the light of classical and modern techniques of analysis.

PHYSICAL EDUCATION/HEALTH/RECREATION

(Equipment for all classes will be furnished by the Physical Education Department unless otherwise indicated.)

PHED 100 - Concepts of Physical Education (Coed) (1-2-2)

To develop within the student an understanding and appreciation of physical activity and to provide a foundation for an intelligent selection of future physical activities.

PHED 101 - Personal Health (Coed) (2-0-2)

An examination of the physical and mental health problems of man. Emphasis will be placed on emotional problems, drug abuse, alcohol abuse, foods, diet and weight control, reproduction, medical services, and ecology.

PHED 102 - First Aid (Coed) (1-2-2)

General instruction in basic emergency first aid techniques. American Red Cross certification is available to those satisfactorily completing the course.

PHED 103 - Principles of Movement (Women)(1-2-2)

Basic instruction and participation in the study of fundamental movement, such as walking, running, catching, skipping, and throwing.

PHED 104 - Modern Marriage and Family Relationships (Coed) (2-0-2)

An examination of the man-woman relationship as it is found in dating, courtship, marriage, and family life in contemporary America.

PHED 105 - Archery (Coed) (0-2-1)

PHED 110 - Badminton (Coed) (0-2-1)

PHED 120 - Beginning Golf (Coed) (0-2-1)

PHED 121 - Intermediate Golf (Coed) (0-2-1)

Pre-requisite: PHED 120 or consent of instructor.

PHED 125 - Beginning Tennis (Coed) (0-2-1)

PHED 126 - Intermediate Tennis (Coed) (0-2-1)

Pre-requisite: PHED 125 or consent of instructor.

PHED 130 - Gymnastics - Apparatus (Coed) (0-2-1)

(Men) Parallel Bars, Side Horse, Still Rings, High Bar, Floor Exercise.

(Women) Uneven Parallel Bars, Balance Beam, Side Horse, Floor Exercise.

PHED 131 - Tumbling - Trampoline (Coed) (2-2-1)

- PHED 132 - Intermediate Tumbling – Trampoline (Coed) (2-2-1)
Pre-requisite: PHED 131 or consent of instructor.
- PHED 133 - Intermediate Gymnastics (Coed) (0-2-1)
Pre-requisite: PHED 130 or consent of instructor.
- PHED 135 - Beginning Judo (Coed) (0-2-1)
Must furnish uniform.
- PHED 136 - Intermediate Judo (Coed) (0-2-1)
Pre-requisite: PHED 135 or consent of instructor.
Must furnish uniform.
- PHED 137 - Self Defense for Women (0-2-1)
- PHED 138 - Wrestling (Men) (0-2-1)
- PHED 139 - Beginning Karate (Coed) (0-2-1)
- PHED 140 - Jogging (Coed) (0-2-1)
- PHED 141 - Weight Training (Men) (0-2-1)
- PHED 142 - Advanced Weight Training (Men) (0-2-1)
Pre-requisite: Consent of instructor.
- PHED 143 - Intermediate Karate (Coed) (0-2-1)
Pre-requisite: PHED 139.
- PHED 145 - Beginning Swimming (Coed) (0-2-1)
For non-swimmers or weak swimmers.
Must furnish swim suit and cap.
- PHED 146 - Intermediate Swimming (Coed) (0-2-1)
Pre-requisite: PHED 145 or consent of instructor.
Must furnish swim suit and cap.
- PHED 148 - Life Saving (Coed) (0-2-1)
Pre-requisite: PHED 146 or consent of instructor.
Must furnish swim suit and cap.
- PHED 149 - Water Safety Instructors (Coed) (0-2-1)
Pre-requisite: PHED 148 or Life Saving Certification.
Must furnish swim suit and cap.
- PHED 160 - Folk Dance (Coed) (0-2-1)
- PHED 161 - Square Dance (Coed) (0-2-1)
- PHED 163 - Beginning Modern Dance (Coed) (0-2-1)
Must furnish leotards and tights.
- PHED 164 - Intermediate Modern Dance (Coed) (0-2-1)
Pre-requisite: PHED 163 or consent of instructor
Must furnish leotards and tights.
- PHED 170 - Volleyball (Coed) (0-2-1)
- PHED 175 - Fencing (Coed) (0-2-1)
- PHED 185 - Camping (Coed) (1-2-2)
A basic course in camping. This course includes aspects of pioneer camping as well as family recreational camping. There will be overnight campouts during the the course.
- PHED 190-191-192 - Officiating (Men or Women) (0-2-1)
Basic principles and fundamentals of officiating team and individual sports.
Officiating experience in the Intramural Department's Sports Program.

- PHED 250 - Personal and Community Health (5-0-5)
Physical, mental, and social aspects of personal and community health problems are considered with emphasis on allied health practices and protections.
- PHED 260 - Foundations of Physical Education (5-0-5)
An introductory study of the history, philosophy, principles, foundations, nature, and scope of the field of physical education. For those majoring in health and physical education.
- PHED 265 - Physical Education in the Elementary School (4-2-5)
Lecture and field experience in planning, supervising, and administering the elementary school physical education program.
Pre-requisite: Educ 201 or consent of instructor.
- REC 201 - Introduction to Recreation Services (5-0-5)
This course is designed to introduce the student to the historical and philosophical foundations of leisure and recreation. Many types of agencies which provide leisure services are presented and emphasis is placed on the interrelation of these agencies in meeting the recreational needs of society. Opportunity will be afforded to observe the operation of a number of these agencies.
- REC 205—Social Recreation and Group Leadership (5-0-5)
This course gives the student an opportunity to gain knowledge of human dynamics; leadership abilities; the identification of types of groups; and the planning, programming, and conducting of social recreation activities. Opportunity will be provided to conduct social activities for an outside group.
- REC 210—Area and Facility Management (5-0-5)
This course is designed to familiarize the student with quality maintenance programs in various recreation settings. Field trips to various areas will be scheduled.
- REC 215—Program Planning and Organization (5-0-5)
The underlying principles of effective recreation programming are presented. Many objectives of the course are to teach the student to plan, to organize, and to provide leadership in program participation and to effectively utilize facilities, equipment, records, and reports.
- REC 220—Outdoor Recreation (5-0-5)
This course presents an overview of the scope and extent of outdoor recreation. The history and development of outdoor recreation, conservation, and organized camping are presented.
- REC 230, 231, 232—Field Experiences (0-6-3 each course)
Recreation students will enroll in Field Experiences for three (3) quarters. Each student will observe in three situations having distinctly different philosophies, organizational structures, and clientele.
- PHYSICS**
- PHYS 111, 112—Introductory General Physics (4-2-5 each course)
A two-quarter sequence in physics for the non-science major.
Pre-requisite(s): Three years of high school algebra or MATH 111.
- PHYS 113—Introductory Contemporary Physics (4-2-5)
Nuclear and modern physics approached from the standpoint of moderate mathematical background; laboratory consists of experiments measuring e/m, isotope half-life, and other phenomenon related to contemporary physics.
Pre-requisites: PHY 111-112; and MATH 112 or consent of instructor.
- PHYS 201 —General Physics I (4-3-5)
Statics and Dynamics.
Pre-requisite: MATH 113
Pre-requisite or co-requisite: MATH 114.

PHYS 202—General Physics II (4-3-5)

Thermodynamics, optics, and sound
Pre-requisites: PHYS 201 and MATH 114.
Pre-requisite or co-requisite: MATH 212.

PHYS 203—General Physics III (4-3-5)

Electromagnetism, nuclear and modern physics.
Pre-requisites: PHYS 202; and MATH 212 or consent of instructor.

POLITICAL SCIENCE

POLI 105—American Government (5-0-5)

The structure of the American government, its political processes, and institutions. (This course fulfills the State of Georgia degree requirement for the Georgia and American Constitutions described in Note II on page 30 and in Note I on page 52 of this catalog.)

POLI 200—State and Local Government (5-0-5)

An introduction to the organization and processes of government at the state and local levels. Special emphasis will be placed upon the current problems faced by urban governments.

PSYCHOLOGY

PSYC 105—Introductory Psychology (5-0-5)

A survey course introducing psychology as the scientific study of behavior. Basic concepts and principles are presented in the areas of physiological psychology, learning and motivation, intelligence, and personality development. Designed for the student who is not planning to major in one of the behavioral sciences.

PSYC 201—General Psychology (5-0-5)

An experimental approach to the study of psychology as a science. Emphasis is placed on methods in psychological experimentation, perception, cognition, and the psychopathology of behavior. Psyc 201 is recommended for the student planning to major in one of the behavioral sciences in place of Psyc 105.

PSYC 204—Child Growth and Development (5-0-5)

An introduction to child psychology with special attention focused on the social, emotional, intellectual, and personal development of the child.

PSYC 258—Psychology of Adjustment (5-0-5)

A study of the dynamics of adjustment in human behavior. Emphasis is placed on applying the techniques of adjustment in individual and group situations.

SCIENCE

SCI 105—Environmental Science (5-0-5)

A study of man and his relationship to the environment with emphasis on current ecological problems. Designed for the non-science major.

SECRETARIAL STUDIES

SECR 111—Beginning Typing (1-4-3)

For students who have had no typing or who type at a speed of less than thirty words per minute. Designed to teach the technique of typing and to build a speed of at least thirty net words per minute on selected materials. Simple letters, centering, and tabulation.

SECR 112—Intermediate Typing (1-4-3)

Speed drills to develop speed to a minimum of forty net words per minute for five minutes on selected material. Training in letter writing, tabulation, manuscripts, and special business forms.

SECR 113—Advanced Typing (1-4-3)

Problem typing with emphasis on statistical reports, legal papers, and duplicated reports. How to take and to type employment tests. Minimum speed requirement of forty-five net words per minute on a selected five minute test.
Pre-requisite: SECR 112.

SECR 151—Beginning Shorthand (5-0-5)

A study of the principles of Gregg Shorthand with emphasis on reading and writing shorthand. Dictation on familiar material at a minimum of sixty words per minute for three minutes and transcription with a minimum of 95% accuracy.

SECR 152—Shorthand Dictation (5-0-5)

Emphasis on dictation of new material. Minimum dictation speed of eighty words per minute for five minutes on new material. Transcription at the typewriter.
Pre-requisite: SECR 151 or a satisfactory score on a Placement Test.

SECR 153—Shorthand Transcription (5-0-5)

Dictation of new material and transcription at the typewriter. Dictation of 100 words per minute and transcription with a minimum of 95% accuracy. Mailable letters.
Pre-requisite: SECR 152.

SECR 201—Advanced Shorthand (5-0-5)

Dictation at speed of 110 to 140 words per minute. Units on legal and medical shorthand. Mailable letters.
Pre-requisite: SECR 153.

SECR 202—Office Machines (1-4-3)

Development of skill in operating various office machines including the ten-key adding machine, printing calculator, rotary calculator, electronic calculator, and transcription and dictation units.

SECR 203—Office Management (5-0-5)

Fundamental principles and successful practices used in getting office work accomplished. Emphasis on developing an understanding of, and focusing attention upon, the successful performance of necessary office services to the rest of the organization within reasonable expenditures of time, effort, and money. Presented from the manager's point of view.

SECR 204—Secretarial Accounting (5-0-5)

Secretarial Accounting introduces the basic accounting cycle and emphasizes the kinds of records kept in both mercantile and service business establishments.

SECR 206—Filing and Record Management (5-0-5)

Basic principles and procedures of records storage and control as well as managing the records system.

SECR 207—Secretarial Office Practice (5-0-5)

The secretary's role in the world of business: public relations, handling the mail, telephone usage, and many other phases of work involving the secretary.
Pre-requisites: SECR 112 and 152.

SECR 210—Work Seminar (2-8-5)

Actual rotating work assignment in offices on and/or off campus. Work will include taking and transcribing of dictation, filing, use of office machines, and elementary bookkeeping records.
Pre-requisites: SECR 111-112; SECR 151-152 or consent of instructor; SECR 202; and SECR 204.

SECR 212—Machine Transcription/Terminology (2-7-5)

Intensive use of machine transcription units including belts of medical and legal

terminology. This course will help to prepare students for duties in a variety of office positions.

Pre-requisite(s): SECR 111-112 or consent of instructor.

SOCIOLOGY

SOCI 105—Introduction to Sociology (5-0-5)

An introduction to the basic sociological concepts regarding social organization, culture, stratification, formal organization, collective behavior, religion, and urbanization in modern American society.

SOCI 201—Contemporary Social Issues (5-0-5)

An analysis of current social issues utilizing data from basic research and emphasizing the part that individuals and communities alike play in isolating, describing, and solving America's internal problems.

SOCI 204—Marriage and the Family (5-0-5)

An in-depth study of the institutions of marriage and the family including historical development, cross-cultural perspective, structure and function, and an analysis of current forces of change affecting marriage and the family.

SPANISH

SPAN 111, 112—Elementary Spanish (5-0-5 each course)

Introduction to speaking, reading, and writing Spanish; includes an introduction to Spanish culture.

SPAN 211—Intermediate Spanish (5-1-5)

Grammar review and continued development of the student's basic skills in speaking, reading, and writing Spanish with emphasis on readings of a more difficult nature than those previously encountered by the student. Offered Winter Quarter.

Pre-requisite: SPAN 112.

SPAN 212—Intermediate Spanish (5-1-5)

Continued development of the student's basic skills in speaking, reading, and writing Spanish with emphasis on readings of a more difficult nature than those previously encountered by the student. Offered Spring Quarter.

Pre-requisite: SPAN 211.

WATER QUALITY CONTROL TECHNOLOGY

Specialized courses in the water quality control technology curriculum are offered at Atlanta Area Vocational-Technical School. Please refer to the catalog of that institution for descriptions of these courses.

FINANCIAL INFORMATION

Clayton Junior College conducts classes and charges fees on a quarterly basis. The college reserves the right to alter these fees at the end of any quarter without prior notice.

The following fees are payable on or before Registration Day each quarter, and payment is a required part of the college's registration process. Checks should be made payable to Clayton Junior College for the exact amount of the required fees.

QUARTERLY FEES

Georgia Residents	\$85 for a student taking 12 quarter credit hours or more, or \$7.50 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$205 for a student taking 12 quarter credit hours or more, or \$18.50 per quarter hour for fewer than 12 quarter credit hours.

In addition, each student scheduling six or more quarter hours of credit pays a Student Service Fee of \$6. No service fee is charged a student scheduling fewer than six quarter credit hours.

RESIDENCY REQUIREMENTS

Definition of resident students for the purpose of attending institutions of higher learning in Georgia are established by the Policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency.

A listing of these definitions is given below; however, a student requiring individual guidance should refer his questions to the Registrar in the Office of Admissions and Records.

1. A student who is under 18 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been legally domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fee.
3. If a student is over 18 years of age, he may register as a resident student only upon a showing that he has been domiciled in Georgia for at least twelve months prior to the registration date. Any period of time during which a person is enrolled as a student in any educational institution in Georgia may not be counted as a part of the twelve months domicile and residence herein required when it appears that the student came into the

State and remained in the State for the primary purpose of attending a school.

4. A full-time faculty member of the University System, his or her spouse, and minor children may register for courses on the payment of resident fees, even though such faculty member has not been a resident of Georgia for a period of twelve months.
5. If the parents or legal guardians of a minor change residence to another state following a period of residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve months' period the student may continue his registration only upon the payment of fees at the non-resident rate.
6. Military personnel and their dependents may become eligible to enroll in institutions of the University System as resident students provided they file with the institution in which they wish to enroll the following:
 - a) A statement from the appropriate military official showing that the applicant's "home of record" is the State of Georgia; and
 - b) Evidence that applicant is registered to vote in Georgia; or
 - c) Evidence that applicant is under 18 years of age, is the child of parents who are registered to vote in Georgia; and
 - d) Evidence that applicant, or his supporting parent or guardian, filed a Georgia State Income Tax return during the preceding year.
7. Foreign students who attend institutions of the University System under sponsorship of the Federal Government, civic, or religious groups located in this state, may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
8. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a Declaration of Intention to become a citizen of the United States shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
9. Teachers in the public schools of Georgia and their dependents may enroll as students in the University System institutions on the payment of resident fees, when it appears that such teachers have resided in Georgia for nine months, that they were engaged in teaching during such nine months' period, and that they have been employed to teach in Georgia during the ensuing school year.

10. *Children of new residents.* Children of employees of new industries coming to the State and who becomes *bona fide* residents of the State shall satisfy the twelve months' residency requirement before enrolling as resident students.

Individuals who enter the institution as non-resident students but later qualify as legal residents must fill out a Request for Residence Classification form which can be obtained from the Registrar in the Office of Admissions and Records. A student's residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

REFUNDS

To receive any refund of fees paid Clayton Junior College, a student must initiate formal withdrawal from the college or from a course of the college in writing to the Office of Admission and Records. Student Services Fees paid to the college are not refundable.

1. A student who has pre-registered at the college may receive full refund of any fees paid if he formally cancels his registration prior to the Registration Day of the quarter for which he has registered.
2. A student who formally withdraws from the college within four weeks following the Registration Day of any quarter is refunded a percentage of fees paid. The following refund period is based on regular calendar weeks beginning the day after Registration Day each quarter.

<i>Time of Withdrawal</i>	<i>Percentage Refund Received</i>
Within one week	80%
From one to two weeks	60%
From two to three weeks	40%
From three to four weeks	20%
After four weeks	No Refund

3. A student who formally drops a course within the scheduled period allowed for changing courses after the Registration Day of any quarter may receive a refund of 80% of the difference in fees between his original course load and his new course load if a difference exists.
4. In the case of a student who is drafted or otherwise ordered to active duty in the Armed Forces of the United States, refunds of all fees shall be made on a *pro rata* basis from the beginning of the quarter to the date of induction. A student applying for a *pro rata* refund must present a copy of his draft orders to the Business Office of the college. This waiver of the refund policy shall not apply to any student who at his own request is

inducted or ordered to active duty with the Armed Forces of the United States. The general refund policy shall apply to such students.

BOOKS

Textbooks required for courses at Clayton Junior College are sold at the college Bookstore. The cost of textbooks varies with the course of study the student pursues; however, the average full-time student may expect to spend approximately \$45 each quarter for books.

NURSING/DENTAL HYGIENE FEES

A student enrolling in a career program in nursing or dental hygiene should expect additional expenses for uniforms, graduation pins, and, in the case of dental hygiene students, instruments. A list of such costs will be provided by the Division of Health Sciences.

AUDITOR FEES

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

CONTINUING EDUCATION COURSE FEES

Continuing Education Courses are offered each quarter by the Office of Community Services. Fees and refund policies for these courses are listed in quarterly brochures published by that office.

FINANCIAL OBLIGATIONS TO THE COLLEGE

A student who is delinquent in payment of any financial obligations to Clayton Junior College may be removed from his classes, will not be allowed to register at the college for another quarter until such delinquency is removed, will not be issued grades or records, and may be subject to further disciplinary action.

FINANCIAL AID

The Financial Aid Program at Clayton Junior College is administered by the Director of Financial Aid in the Office of the Dean of Students. The purpose of the program is to provide financial assistance to the student who otherwise could not attend the college. The basic types of financial aid available are employment, loans, and scholarships and grants. The financial needs of an individual student may be met through one or a combination of these. An individual student's need for financial aid is determined by the difference between what he and his parents can contribute and the actual cost of attending Clayton Junior College. The college supports the principle that the primary responsibility for financing a college education lies with the student and his family. Therefore, a student requiring financial aid should expect to work for and to borrow a reasonable amount of the necessary funds.

FINANCIAL AID PROGRAMS

College Work-Study Program

A student employed as a Work-Study Student at Clayton Junior College may work up to 15 hours weekly while attending classes and up to 40 hours weekly between academic quarters. An applicant for employment as a Work-Study Student must be a United States citizen enrolled at Clayton Junior College for at least six quarter credit hours who can show evidence of need for employment to meet college expenses.

Loans

Loan programs currently available are the following:

GEORGIA GUARANTEED LOAN PROGRAM
LAW ENFORCEMENT LOAN PROGRAM
NATIONAL DIRECT STUDENT LOANS
NURSING STUDENT LOANS

Scholarships and Grants

Scholarships and grants currently available are the following:

EDUCATIONAL OPPORTUNITY GRANTS
GEORGIA STATE SCHOLARSHIPS
GEORGIA VOCATIONAL REHABILITATION GRANTS
LAW ENFORCEMENT EDUCATION GRANTS
NURSING STUDENT SCHOLARSHIPS
REGENTS' SCHOLARSHIPS

In addition, businesses, civic clubs, and individuals in the area served by the college have in the past made awards to individual students of their choice on an annual basis.

APPLICATION FOR FINANCIAL AID

A student applying for financial aid from the college must complete the following procedures:

- 1) Submit a completed application for financial aid form to the Director of Financial Aid. Application for financial aid forms will be provided by the Director of Financial Aid.
- 2) Have an analysis report of the College Scholarship Service Parents' Confidential Statement submitted to the Director of Financial Aid. These statement forms are available from the Director of Financial Aid or from high school counselors.

A married or independent student (one who has lived away from home during the preceding calendar year and who has received no financial support from his parents during that time) should submit the Student's Financial Statement of the College Scholarship Service. The independent student also should submit an Independent Student Declaration properly notarized. These forms will be provided by the Director of Financial Aid.

A student interested in applying for a particular form of financial aid should indicate this interest when contacting the Director of Financial Aid: some sources of financial assistance require that a separate application form be submitted by the student.

EMERGENCY STUDENT LOANS

Thirty-day emergency loans of up to 80% of a student's matriculation fees are available without interest in cases of exceptional circumstances. A student wishing to apply for an Emergency Student Loan must do so at least 48 hours prior to the official Registration Day of the quarter in which he plans to enroll. Emergency Student Loans are not available at Early Registration for a student already attending the college.

STUDENT SERVICES/ACTIVITIES

The following is provided to the student at Clayton Junior College through the Office of the Dean of Students:

ORIENTATION/STUDENT HANDBOOK

An orientation session for the new student is held at the beginning of each academic quarter to acquaint him with the campus and with college programs and policies. During Orientation, each new student receives a copy of the *Student Handbook* published by the Office of the Dean of Students describing the rights and responsibilities of the student at Clayton Junior College. Each student of the college is expected to familiarize himself with the *Student Handbook* and will be responsible for its contents.

FINANCIAL AID/PLACEMENT SERVICE

A full program of Financial Aid, including employment, loans, scholarships and grants, is available to the student through the college. Information about financial aid is published in that section of this catalog. The college also maintains a listing of full and part-time jobs available both on and off-campus for the student seeking independent employment.

COUNSELING/TESTING

It is the desire of the college to assist the student as fully as possible in selecting an appropriate and rewarding course of study and in attaining his personal and occupational goals once they have been determined. Both a variety of vocational interest and aptitude tests and individual counseling are available for this purpose. In addition, the college maintains a full library of resource materials on a variety of occupations and of the catalogs of other institutions for the information of the student.

For the student experiencing academic difficulties, the college will provide an evaluation of problems impeding the student's progress. The college also will provide preliminary counseling and testing for the student experiencing difficulties in his personal life and will act as a referral agency for the student to appropriate resource agencies within the community offering professional assistance in such areas as drug abuse, family and personal relationships, finances, and legal and medical aid. Other testing programs administered by the college include the Scholastic Aptitude Test, the Dental Hygiene Aptitude Test, examinations of the Advanced Placement Program, and the Rising Junior Test of the University System of Georgia.

TUTORING

Whenever possible, the college will match a student experiencing academic difficulties with a student willing to tutor others in his area(s) of proficiency. A veteran attending Clayton Junior College under the G.I. Bill or a serviceman enrolled at Clayton Junior College is eligible to participate in the Veteran's Tutorial Program, which provides funds for veterans and servicemen requiring tutors.

HEALTH SERVICES

A student at Clayton Junior College is responsible for making arrangements for his own health care with the following exceptions:

- 1) First aid for minor accidents is available in the Office of the Dean of Students and in the Physical Education Building;
- 2) On-campus emergencies will be handled by the Office of the Dean of Students.

However, a group policy of health and/or accident insurance is available through the college for the student who elects to subscribe.

HOUSING INFORMATION

Information on housing near the campus is available to the student through the college. However, the college neither approves nor disapproves housing, and the selection of student housing is the responsibility of the student and/or his parents.

VEHICLE REGISTRATION

To insure efficient control of traffic and parking on campus and the safety of all persons and vehicles, each motorized vehicle operated at Clayton Junior College must be registered with the Office of the Dean of Students and must display an affixed decal.

STUDENT GOVERNMENT

It is the philosophy of Clayton Junior College that student government should provide an organizational framework within which a student may participate in and contribute to the operation and development of the college. The Clayton Junior College Student Government Association is a bicameral body comprising 20 student representatives elected proportionally from the following groups: 1) career majors; 2) humanities majors; 3) natural sciences and mathematics majors; 4) social sciences majors; and 5) undeclared majors. All members of the Student Government Association, including the officers, are elected directly by the student body of the college in elections held Spring and Winter Quarters.

In addition to the Student Government Association, several faculty/student committees, sub-committees, and commissions are responsible for coordinating and supervising student-oriented functions and activities through the Office of the Dean of Students. These include the Health and Safety Committee, the General Entertainment Committee, the Intramurals Committee, the Judicial Commission, the Lyceum Committee, the Publications Committee, and the Student Affairs Committee.

CLUBS/ORGANIZATIONS

The organization of student-interest groups related to the programs and the purposes of the college is encouraged. Clubs and organizations now in operation include the Civitan Club, Drama Club, Music Club, Phi Beta Lambda Business Club, Psychology Club, Student Association of Educators, and Young Americans for Freedom.

CONCERTS/LECTURES/GENERAL ENTERTAINMENT

A series of concerts, lectures, films, and dances is scheduled during each academic quarter for the intellectual enrichment and personal enjoyment of the student.

DRAMA ACTIVITIES

The student interested in acting and stagecraft is encouraged to join the Drama Club sponsored by the college. However, auditions open to each student of the college are held for productions staged throughout the academic year. These range from improvisational presentations and chamber theatre to three-act plays.

MUSICAL GROUPS

Organized musical groups on campus include the Clayton Junior College Choir, Concert Band, Piano Ensemble, Renaissance Consort, and String Ensemble. Each of these groups performs both on and off-campus. A student interested in membership auditions through the music faculty of the college.

INTRAMURAL ATHLETICS

A full program of intramural athletics involving both team and individual activities is scheduled during each academic quarter and is open to each student of the college.

PUBLICATIONS

The Publications Committee is responsible for assisting student newspaper and yearbook publication staffs in coordinating financial matters and in establishing and maintaining standards of responsible journalism.

FRESHMAN SCHOLARS

A student enrolled as a Freshman Scholar at Clayton Junior College is eligible and is encouraged to participate both in the activities of his high school and of Clayton Junior College.

STUDENT CONDUCT

It is anticipated that a student of Clayton Junior College will conduct himself in accordance with the regulations set down in this catalog and in the *Student Handbook*. A violation of the student conduct code will be adjudicated through the Office of the Dean of Students.

LIBRARY SERVICES

The Clayton Junior College Library, located in the upper level of the present Library-Student Center Building, serves as a Learning Resources Center for the entire college. Current resources include approximately 27,000 books and 7,000 audio visual materials including slides, tapes, and filmstrips. The Library also subscribes to nearly 500 current periodicals and to a variety of newspapers. Back issues of most of these magazines and newspapers are retained in bound volumes or on microfilm.

The Library is air-conditioned and carpeted throughout. There are seats for 525 persons at both tables and study carrels. Special study carrels designed for multi-media use and two computer terminals are located in the Library. Conference rooms are available for group work or for typing.

The Library is open 72 hours a week. A staff of professional librarians, media specialists, and assistants aid students in the use of materials and equipment. Orientation in the use of the Library is conducted in freshman English classes. A complete *Library Handbook* is published to assist the student in utilizing the Library full and effectively.

COMMUNITY SERVICES

Clayton Junior College is a community college dedicated to serving the educational and cultural needs of the south Atlanta metropolitan community. As an institution of the University System of Georgia, the college shares with its sister institutions the philosophy that such service should extend beyond purely academic offerings to the special educational and cultural needs of the community itself, especially through continuing education for adults in all walks of life.

The Office of Community Services is an integral part of the structure of Clayton Junior College. It is the mission of this office to act as a liaison between the college and the community in a variety of settings to make the resources of the college readily available to the community and to make the special educational needs of the community known to the college.

Last year, over 2,000 persons participated in Continuing Education Courses offered by the Office of Community Services during the four quarters of the academic year. Directed toward personal and professional enrichment, Continuing Education Courses require no college prerequisites or tests. They are offered both on the Morrow campus and at off-campus centers within the community. Community Services Bulletins describing Continuing Education Courses to be offered, their meeting dates, and fees are distributed throughout the community before the beginning of each quarter. A person wishing to be placed on the mailing list of Community Services Bulletins is invited to contact the Office of Community Services.

This office also works with groups of individuals within the community to generate Continuing Education Workshops and Seminars to meet other special educational needs. Examples of such workshops and seminars and their co-sponsoring organizations during the past year are as follows:

- + Leadership Workshop for Community Development
(Clayton County Chamber of Commerce)
- + Pastoral Care and Counseling Workshop for Ministers
(Clayton General Hospital Chaplains' Association)
- + Legislative Processes Workshop
(Clayton County League of Women Voters,
Clayton County Council of PTA's)
- + Management: Key Factor Analysis Program
(Clayton Mental Health Center)
- + Smokers' Withdrawal Clinic
(Clayton County Cancer Society,
Clayton Mental Health Center)

For the past three years, the Office of Community Services has sponsored a monthly meeting of local government officials within the south Atlanta area known as the South Metropolitan Atlanta Government/Geographic Areas (SMAGA). At these meetings, local elected officials discuss problems common to

their respective governments and hear speakers knowledgeable in problems of local government. A public service program unique in the state, SMAGA now is partially funded by Program Impact of Title I, Higher Education Act of 1965.

As an institution of the University System of Georgia, Clayton Junior College also serves as the official representative of the resources of the entire University System for the south Atlanta metropolitan community. Therefore, the Office of Community Services is a liaison between individuals and groups within the community and other institutions of the University System of Georgia, bringing the resources of those institutions to bear on educational needs within the college's service area. Examples of such inter-institutional cooperation during the past year are as follows:

- + Graduate courses for teachers offered by Georgia State University on the Clayton Junior College campus.
- + Continuing Education Workshops for local dentists offered by the Medical College of Georgia on the Clayton Junior College campus.
- + "Challenge of a Changing Community" – A Workshop for Ministers co-sponsored by the Clayton County Ministers' Association, the Christian Council of Metropolitan Atlanta, Clayton Junior College, Georgia State University, and the University of Georgia.
- + "In Pursuit of Clean Water" co-sponsored by Clayton Junior College and the University of Georgia.
- + Seminar in Adult Development and Aging co-sponsored by Clayton Junior College and West Georgia College.
- + Election Code Workshop co-sponsored by Clayton Junior College and the University System of Georgia.
- + Principles of Management Workshop for Vocational-Technical School Directors co-sponsored by Clayton Junior College and the University of Georgia.

The Director of Community Services is always eager to discuss with other individuals or groups within the community special educational or cultural needs which may be met through the resources of Clayton Junior College, through the resources of another institution of the University System of Georgia, or through inter-institutional cooperation.

DEPARTMENT OF PUBLIC SAFETY

It is the purpose of the Department of Public Safety to assist the administration, faculty, students, and staff of Clayton Junior College to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the responsibility of this department to enforce the traffic rules and regulations of the college and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code as set down in the *Student Handbook*; in such a case, the violation will be referred to the Office of the Dean of Students in addition to the appropriate law enforcement agency.

COLLEGE DIRECTORY

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*Pursuant to the Georgia Constitution, Mr. Hill was elected by the Board of Regents to succeed Mr. Philip Alston, resigned. Under this appointment, Mr. Hill's term will expire at the end of the 1974 session of the General Assembly. It is anticipated that Governor Jimmy Carter will in January, 1974, appoint Mr. Hill to fill the unexpired term of Mr. Alston ending January 1, 1978.

**Unexpired portion of seven-year term.

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COLLEGE FACILITIES AND LOCATION MAPS

A. The ADMINISTRATION BUILDING houses the offices of the President, the Dean of the College, the Dean of Students, Admissions and Records, Business, Community Services, Public Information, and the Director of the Computer Center. The college's Computer Center is located in the Administration Building with two additional terminals located in the Library.

B. The EDUCATIONAL MEDIA CENTER contains six lecture rooms. These lecture rooms accommodate from 50 to 150 students. Each is served by a multi-media backscreen projection audio-visual system.

C. The ACADEMIC BUILDING contains general classroom and special purpose rooms and laboratories for science, art, music, nursing, and secretarial studies. The offices of the chairman and faculty of the Divisions of Health Sciences, Humanities, Natural Sciences and Mathematics, and Social Sciences and of the Head of the Department of Developmental Studies are located in four office complexes within the Academic Building.

D. The LIBRARY/STUDENT CENTER houses the college's Library and Media Services on the upper level. The lower level contains 1) the Dental Hygiene Clinic and laboratory and offices for the dental hygiene faculty; 2) a combined Counseling Center, Student Lounge, and area for Student Government Association and student publications offices; 3) Bookstore; and 4) dining facilities and grill service.

E. The PHYSICAL EDUCATION BUILDING contains instructional and activity areas for physical education; shower and locker rooms for men and women; and faculty offices. Playing fields for softball and baseball, tennis courts, and a putting green for golf are located adjacent to the Physical Education Building. The facilities of the Physical Education Building are available for use by members of the college community during the normal operating hours of that building. The adjacent playing fields, tennis courts, and putting green also are available for use by members of the college community. Policies governing the use of these facilities are designed to permit maximum utilization of the facilities by students, faculty, staff, and their guests; to insure the safety and well-being of the participants; and to provide for the protection, care, and maintenance of the facilities.

F. The MAINTENANCE BUILDING.

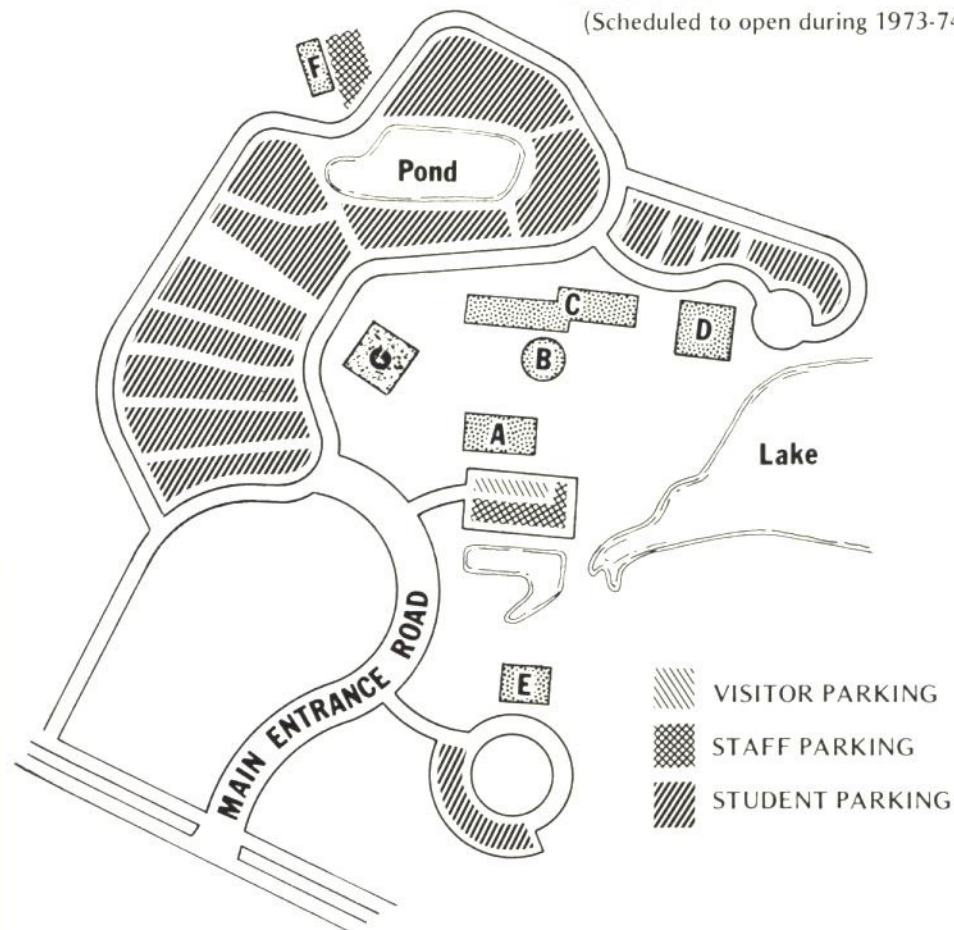
G. The CLASSROOM BUILDING is under construction and is expected to open during the 1973-74 academic year.

CLAYTON JUNIOR COLLEGE CAMPUS MAP

LEGEND

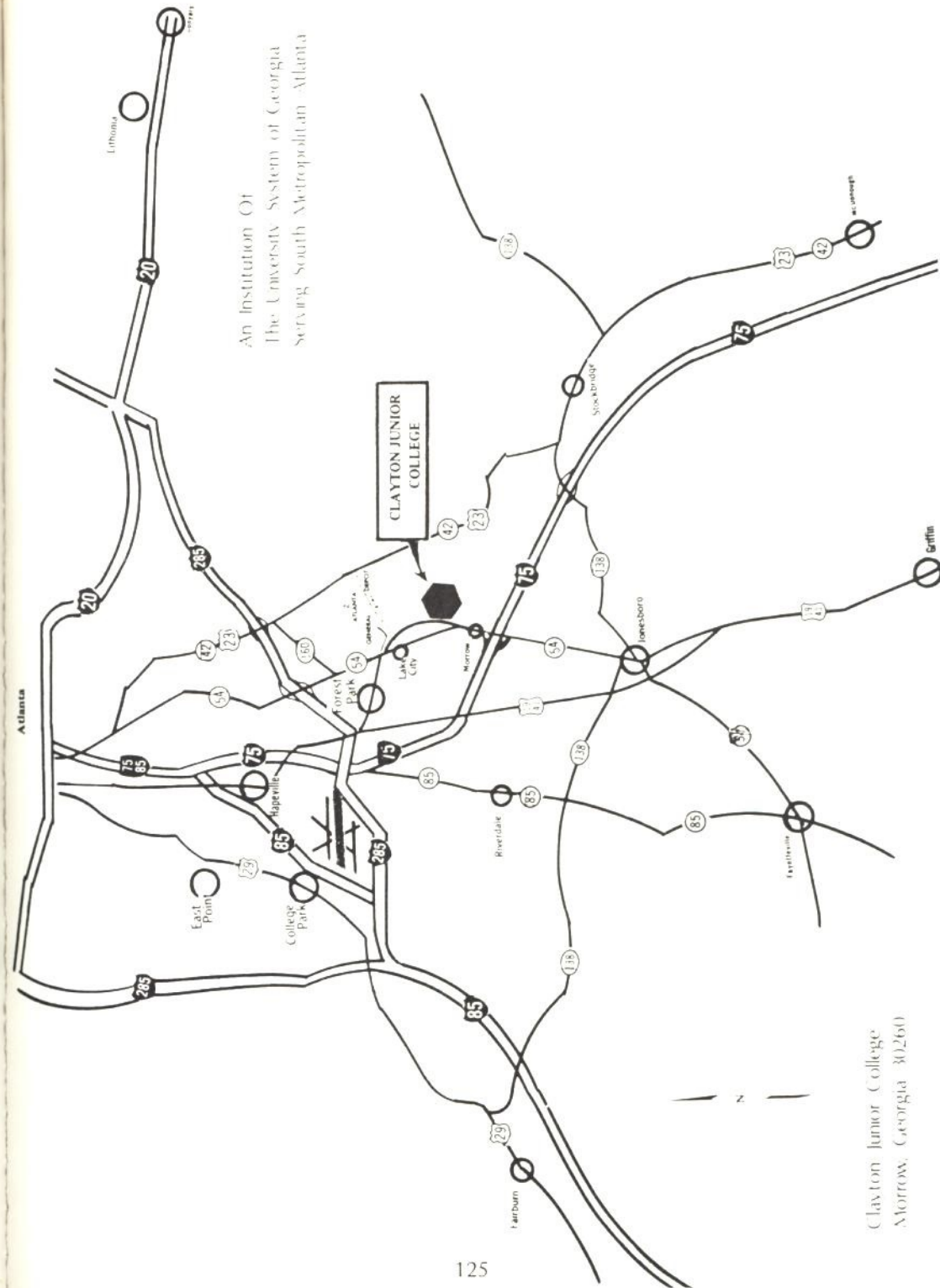
- A. ADMINISTRATION BUILDING
- B. EDUCATIONAL MEDIA CENTER
- C. ACADEMIC BUILDING
- D. LIBRARY-STUDENT CENTER
- E. PHYSICAL EDUCATION BUILDING
- F. MAINTENANCE BUILDING
- G. CLASSROOM BUILDING

(Scheduled to open during 1973-74)



Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving Federal financial assistance."

All educational, employment, and other programs at Clayton Junior College are operated in compliance with this law.





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Morrow, Georgia 30260

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