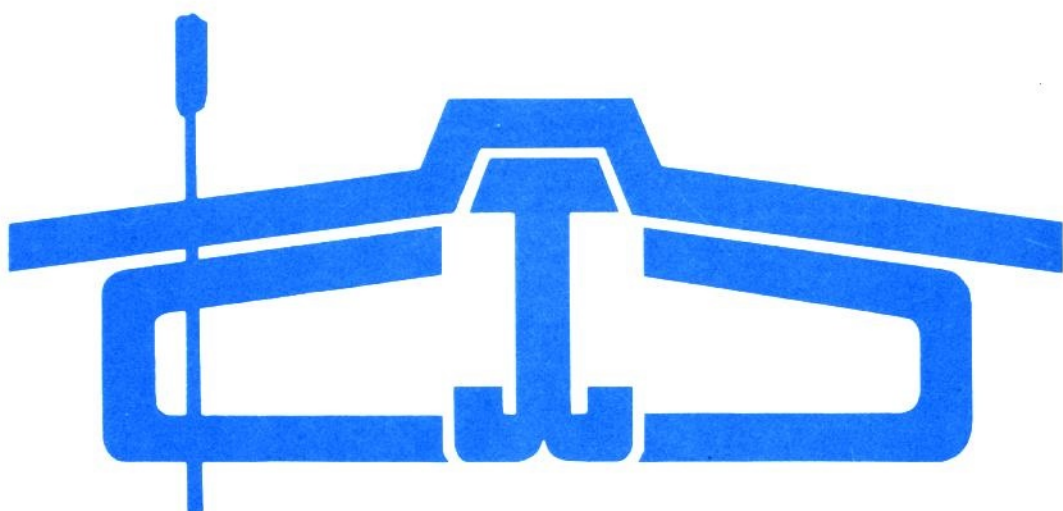


Clayton Junior College



1975-1976 CATALOG

CLAYTON JUNIOR COLLEGE

1975-76 CATALOG

Volume 6, Number 1



An Institution of the University System of Georgia

Serving South Metropolitan Atlanta

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.
- Special Studies courses designed for students who need to strengthen their academic skills before entering college level courses.
- Community Service and adult education programs for individuals in the community who may wish to participate in programs of continuing education.
- Student Service Programs designed to further the development of the student by helping to meet his academic, financial, personal and social needs.

THE CATALOG

The catalog of Clayton Junior College is the basic statement of the college about the college. It has been compiled to serve as a guidebook for you, the student, in achieving the goals you have set for yourself. The catalog contains the information you will need to begin, to continue, and to complete your junior college career successfully. As you begin that career, you will have many questions. It is anticipated that you will find most of the answers to these questions on the following pages.

Use the next few pages of this catalog as your guide for locating these answers.

HOW TO USE THIS CATALOG

The Clayton Junior College Catalog is an information book and reference guide dealing with almost all aspects of the College — its policies, facilities, degree programs, course offerings, services, and faculty. The College expects to offer all the programs and services described in this catalog. However, this catalog is not to be regarded as an irrevocable contract. The College reserves the right to modify, revoke, or add to the College regulations or curriculum at any time.

In order to use the catalog, the student must familiarize himself with its contents, including the general information section and the sections dealing with his specific academic interests.

The table of contents at the beginning of the catalog will guide the student to the particular section he is looking for. Then by using the "edge index" on this page, the section of the catalog can easily be located.

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● CALENDAR FOR 1976 ●																											
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Summer Quarter, 1975

- June 16 Advisement and Registration; Regents' Testing Program
- June 17 Classes begin, Summer Quarter
- June 19-23 Schedule Change Days (Note: June 19 and 23 day and evening; June 20, day only)
- June 24 Examinations of the Advanced Placement Program
- July 4 Holiday
- July 11 Last day to drop courses without academic penalty
- July 23 U.S. and Georgia History and Constitution Examinations
- Aug. 4-11 Advisement for Early Registration
- Aug. 12 Early Registration for Fall Quarter, 1975
- Aug. 19 Classes end, Summer Quarter; Final Examinations for 8:25 P.M. TuTh classes
- Aug. 20-25 Final Examinations, Summer Quarter
- Sept. 3 Deadline for Fall Quarter Applications and credentials

Fall Quarter, 1975

- Sept. 3 Deadline for Fall Quarter applications
- Sept. 16 Examinations of the Advanced Placement Program
- Sept. 22-23 Advisement and Registration
- Sept. 23 Regents' Testing Program
- Sept. 24 Classes begin, Fall Quarter
- Sept. 25-29 Schedule Change Days (Note: September 25 and 29 day and evening. Sept. 26, day only)
- Sept. 30 Examinations of the Advanced Placement Program
- Oct. 24 Last day to drop courses without academic penalty
- Nov. 7* Dental Hygiene Aptitude Test
- Nov. 17-24 Advisement for Early Registration
- Nov. 25 Early Registration for Winter Quarter, 1976
- Nov. 27-28 Thanksgiving Holidays
- Dec. 4 Classes end, Fall Quarter
- Dec. 4 Final examinations for 8:25 P.M. TuTh classes
- Dec. 5-10 Final Examinations, Fall Quarter
- Dec. 17 Deadline for Winter Quarter applications and credentials

*Estimated date

Winter Quarter, 1976

- Jan. 5 Advisement and Registration; Winter Quarter; Regents' Testing Program
- Jan. 6 Classes begin; Examinations of the Advanced Placement Program
- Jan. 7-8 Schedule Change Days
- Feb. 6 Last day to drop classes without academic penalty
- Feb. 6* Dental Hygiene Aptitude Test
- Feb. 23 through
- Mar. 1 Advisement for Early Registration
- Mar. 2 Early Registration for Spring Quarter, 1976
- Mar. 5 Deadline for Spring Quarter applications and credentials
- Mar. 15 Classes end, Winter Quarter
- Mar. 15 Final Examinations for 8:25 P.M. MW classes
- Mar. 16-19 Final Examinations, Winter Quarter

Spring Quarter, 1976

- Mar. 25 Advisement and Registration; Regents' Testing Program
- Mar. 26 Classes begin, Spring Quarter
- Mar. 29-30 Schedule Change Days
- Apr. 1 Deadline for applications for June graduation
- Apr. 6 Examinations of the Advanced Placement Program
- Apr. 23 Last day to drop courses without academic penalty
- Apr. 30* Dental Hygiene Aptitude Test
- May 17-24 Advisement for Early Registration
- May 21 Deadline for Summer Quarter applications and credentials
- May 25 Early Registration for Summer Quarter, 1976
- June 3 Classes end, Spring Quarter
- June 3 Final Examinations for 8:25 P.M. TuTh classes
- June 4-9 Final Examinations
- June 12 Graduation

Summer Quarter, 1976

- June 17 Advisement and Registration; Regents Testing Program
- June 18 Classes begin, Summer Quarter
- June 21-22 Schedule Change Days
- June 22 Examinations of the Advanced Placement Program
- July 5 Holiday
- July 9 Last day to drop courses without academic penalty
- Aug. 2-9 Advisement for Early Registration
- Aug. 10 Early Registration for Fall Quarter, 1976
- Aug. 20 Classes end, Summer Quarter
- Aug. 23-26 Final Examinations, Summer Quarter
- Sept. 1 Deadline for Fall Quarter applications and credentials
- Sept. 20-21 Advisement and Registration, Fall Quarter, 1976; Regents' Testing Program (Fall Quarter will conclude Dec. 8)

*Estimated dates

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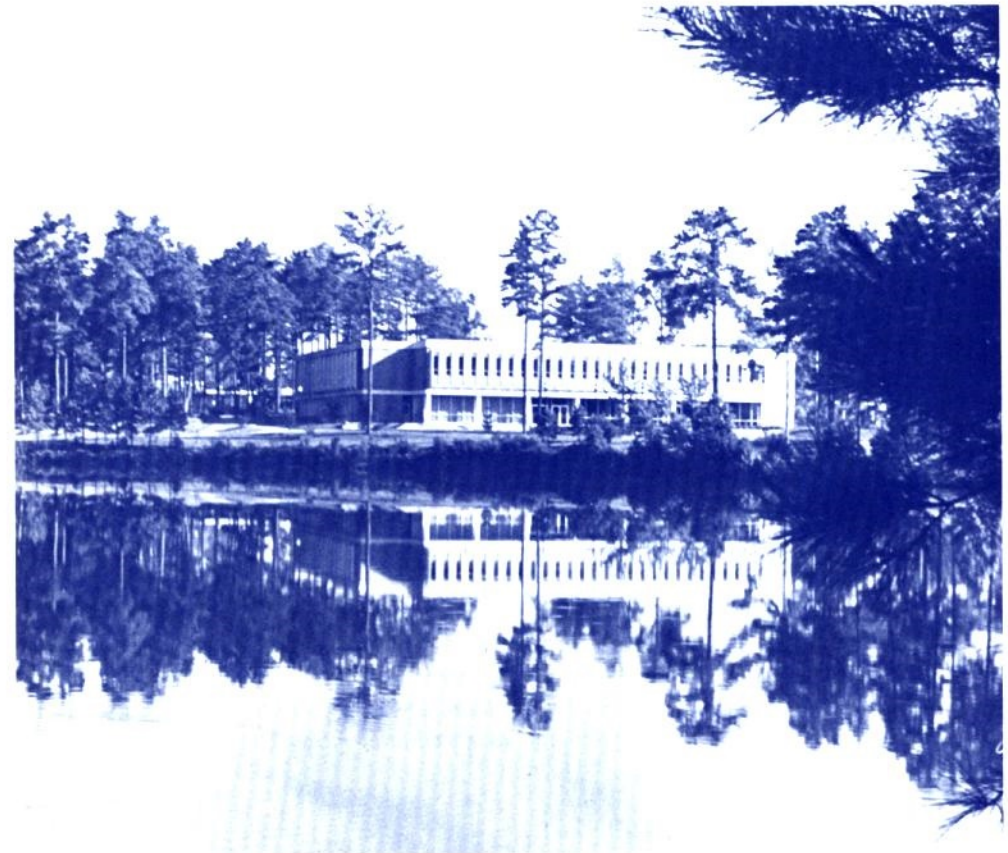
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Clayton Junior College is a two-year, non-residential college located 12 miles south of Atlanta in Northern Clayton County. The college campus, although readily accessible to the urban life of downtown Atlanta, takes on more of a rural atmosphere because of its natural beauty. Molded around three lakes on a beautifully-landscaped 154-acre tract, the college's seven modern buildings have been constructed 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. Most graduates of Clayton Junior College are awarded the Associate in Arts Degree. A graduate of the Career Program offered by the college in cooperation with Atlanta Area Vocational-Technical School also is awarded the Certificate of that institution. A graduate of the Career Program in Fire Science Technology offered by the college in cooperation with the Southern Technical Institute receives the Associate in Fire Science Technology Degree offered jointly by the two institutions. A graduate of the Career Program in Aviation Administration is awarded the Associate in Science Degree.

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 *Special Studies Program* through its Department of Special 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 an academic atmosphere 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 *Army ROTC Program*, and completion of the courses enables the student to be eligible for advanced-level Army ROTC 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 with 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, by the Council on Dental Education, and by the State Board of Nurse Examiners.

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
- Council of Associate Degree Programs
- of the 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 Veterans' 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 Veterans' Advisory Council, new approaches to better meet the educational needs of servicemen and veterans.

A Veterans' Affairs Office has been established to assist servicemen and veterans in utilizing their educational benefits to the fullest advantage.

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.

STUDENT ACCESS TO RECORDS

Clayton Junior College has adopted the following statement on the Family Education Rights and Privacy Act of 1974:

Subject to existing state and federal laws, students shall have the right to have their academic, disciplinary, and counseling records kept confidential and shall have the right of access to such records. Directory information such as name, address, and phone number is published in a student directory for internal campus use. Such information as name, address and general information which might appear in an honor's program, Dean's List, music or drama production program may be used for program material or a news release. Any student wishing to have this information remain confidential must notify the Office of the Registrar in writing. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the student's right to privacy. No permanent records shall be available to unauthorized persons within the institution or to any person outside the institution without the express consent of the student involved except under legal compulsion. No permanent records shall be kept which reflect any alleged political activities or beliefs of students.

Students shall have the right of access to their academic, financial aid, disciplinary, and counseling records, subject to existing state and federal laws. The Registrar is responsible for reviewing and periodically expunging academic records. Academic records, Veterans' Certifications, Social Security and School Attendance records are retained in the Office of the Registrar. Administrative personnel, faculty members from whom a student is taking a class, and any other school official who has a legitimate educational interest in the student may have access to these records.

Graduates' files are purged and no documents or copies are retained other than the application for admission, supporting transcripts, transfer evaluations, and the graduation evaluation. Files of non-graduates who have been inactive for two years are expunged as above and held according to the time schedule set forth in the Records Disposition Standards for the University System of Georgia.

The Dean of Students is responsible for student disciplinary, student financial aid, and counseling records. Student disciplinary records are retained for a period of seven years at which time all records are destroyed except those which have resulted in disciplinary suspension being placed on the student's permanent record, in which case those records and all testimony introduced at the hearing(s) are kept indefinitely.

Student financial aid records are retained and expunged as follows. LEEP—five years to the close of fiscal year in which a transaction occurred. BEOG—five years after a final report on fiscal activity unless the Commissioner issues regulations to the contrary. CWSP—five years from the end of fiscal year or at a federal audit. SEOG—three years from the date of the last fiscal operations report on which reported. NDSL—three years after final transaction or following a federal audit which ever comes later. Regents— permanently. Federal Nursing Scholarship/Federal Nursing Loan—permanently.

ADMISSIONS INFORMATION

Student counseling records are retained and expunged as follows. Records of student scores on the Scholastic Aptitude Test, the Regents' Test Program, and the Advanced Placement Tests are retained indefinitely. The student records for career planning, vocational testing and study skills are retained for four years. These records are reviewed twice yearly in September and March and records over four years old are destroyed. The records of students appearing for personal counseling are retained as long as the student is in a counseling relationship with the counselor. When that relationship is terminated, the records are destroyed. Records of students who have been referred by the Deans, a faculty member, or by another counselor for testing or special services are retained for two years. These records are reviewed twice yearly in September and again in March and records older than two years are destroyed.

Any student questioning the content of his record(s) shall first review the record(s) with the Registrar or Dean of Students. All unresolved questions shall be reviewed by the Executive Committee of the faculty upon written request by either the student or the appropriate official. The final review authority shall rest with the President of the College. Initially, there will be no cost involved in reproducing record contents.



For answers to questions concerning this section of the catalog, please contact

The Office of Admission and Records

Personnel in that office include

The Director of Admissions
The Registrar of the College

OFFICE OF ADMISSIONS AND RECORDS

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 veterans' benefits and assistance through the Office of Admissions and Records in addition to the Coordinator of Veterans' Affairs in the Office of the Dean of Students.

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 following section summarizes the pertinent points of these regulations as they apply to Clayton Junior College. Complete information concerning these regulations is available in the Office of Admissions and Records.

Note: The 1975-76 Academic Calendar and a 1975-76 Calendar are published on pages 4-5 in this catalog.

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 19, 20, 21 of this catalog.

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.
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. The Scholastic Aptitude Test is required for purposes of academic placement. No applicant will be refused admission because of his score on that test. Information about the SAT is available from high school guidance officers or from the Office of Admissions and Records of Clayton Junior College.

SPECIAL STUDIES PROGRAM

A beginning freshman whose high school grades and Scholastic Aptitude Test scores reveal deficiencies in basic academic skills is accepted into the Special Studies Program rather than a College-Transfer or a Career Program. Special Studies courses also may serve as a review for a student returning to an academic atmosphere after a period of absence. Special Studies courses carry credit; however, they are not applicable toward any degree program currently offered by the college and are not transferable to other institutions. A student assigned to the Special Studies Program must be advised by an advisor in the Department of Special Studies until he completes his required course(s). Further information about the Special Studies Program is published in that section on page 94 of this catalog. Please refer to page 117 for a listing of courses.

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 900; OR
Have a minimum composite score on the Preliminary Scholastic Aptitude Test of 90*;
4. Be recommended by the high school principal and counselor;
5. Secure approval of parents.

*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.

Academic information for the student enrolled in or interested in qualifying for the Freshman Scholar Program for High School Seniors is published under Academic Information on page 32 in this section of the catalog.

ADMISSION TO CAREER PROGRAMS IN HEALTH SCIENCES

Special Admission forms for Career Program in Health Sciences are available upon request from the Office of Admissions and Records. 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, chemistry, and biology or plan to take freshman courses in these three 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.

(Clayton Junior College is a testing center for the Dental Hygiene Aptitude Test, which is administered by the American Dental Hygienists' Association. Applications for the test are available from the Office of Admissions and Records of Clayton Junior College, and the tentative dates on which the test actually will be administered on campus are listed in the Academic Calendar of this catalog. Interested students should call the Office of Counseling and Testing (363-7571) for exact dates. However, the student is advised that completed applications and other data must be in the hands of the American Dental Hygienists' Association at least one month *prior* to the date on which he plans to take the test. In addition, a candidate for admission to the Dental Hygiene Program should 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. The candidate should be sure to list Clayton Junior College's Code Number on the test itself in order for his score to be forwarded to the Office of Admissions and Records.)

10. Complete all general admission requirements for the college and specific admission requirements for the Dental Hygiene Program by April 15 for consideration for admission in September.

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 two dental hygiene courses required in the first quarter of attendance.

A student considering making application for admission to the Dental Hygiene Program is advised that a graduate of the program must be 19 years of age or older in order to be licensed by the State of Georgia as a practicing dental hygienist.

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 problems 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.

A student accepted into the Nursing Program must be covered by Medical Liability Insurance before he will be allowed to enroll in a nursing course.

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.

Students admitted into the Nursing Program who do not attain a grade of "C" or higher in each nursing course, or who do not maintain a minimum overall Grade Point Average of 2.0 or better, are subject to suspension from the Nursing Program.

Students who have been suspended from the Nursing Program must achieve a minimum overall Grade Point Average of 2.0 or better before being considered for re-admission into the Nursing Program.

Permission to sit for, and to take, the Registered Nurse Licensing examination rests entirely with the State Board of Nurse Examiners.

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.

*A student transferring 45 quarter credit hours or more from another institution who has not successfully completed the Regents' Testing Program of the University System of Georgia will be required to take the examination during the first quarter of attendance at Clayton Junior College.

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 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

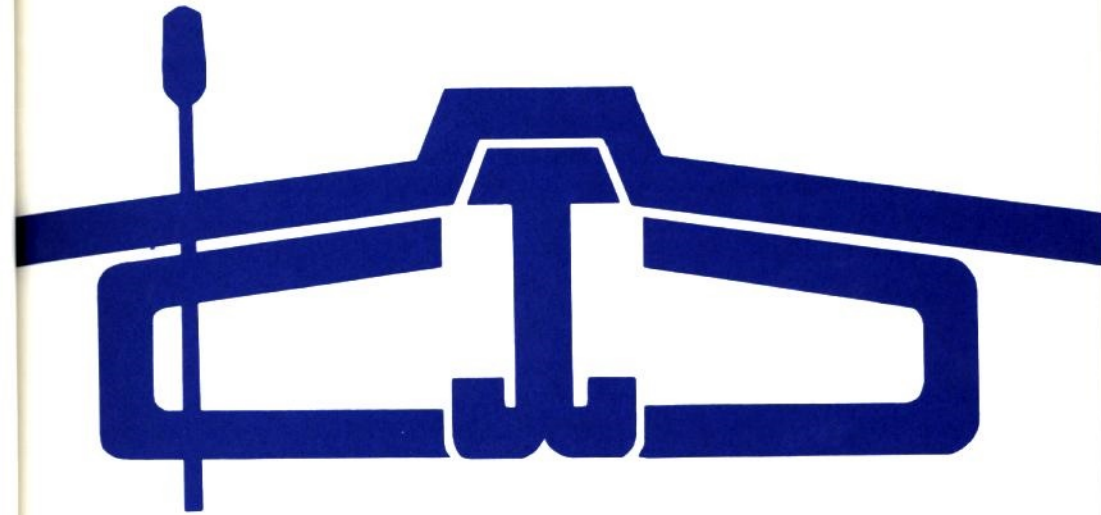
A student of Clayton Junior College who does not attend for one quarter may re-enroll without applying for readmission providing he does not attend another college during that quarter. The student who attends another college during a one-quarter absence from Clayton Junior College must apply for readmission. 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 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 for that course. However, a student will be permitted to take the course for credit at a later date.

INTERNATIONAL STUDENTS

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



DEGREES OFFERED

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. In addition, the college offers the Associate in Fire Science Technology Degree jointly with the Southern Technical Institute, and the Associate in Science Degree for graduating students of the Career Program in Aviation Administration.

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 other agencies.) 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 complete a Request to Audit form in the Office of the Registrar prior to the first day of class of the appropriate quarter.

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

*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.

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 placed on Academic Probation or Suspension. 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 3.6 or higher will be placed on the Dean's List for that quarter. The hours considered here are exclusive of hours completed in the Special Studies 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.

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. Although graduation evaluations will be completed after the April 1 deadline published in the Academic Calendar, it is expedient for applications to be received prior to the student's registration for his final quarter of work in order that any problems concerning completion of requirements for graduation may be avoided.

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 35, 36 of this catalog; those for the student enrolled in a Career Program are published on pages 62, 63.

Although a student may be graduated 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.

ARMY ROTC PROGRAM

Clayton Junior College offers an Army ROTC Program in cooperation with Georgia State University and the Department of the Army. Each student (male or female) attending Clayton Junior College is eligible to participate in the Army ROTC Program. A student with prior military service or prior military training in a high school Junior Division ROTC unit may be eligible to receive advanced standing in some of his military science course work. A student planning to complete his education at a four-year institution can transfer Army ROTC course credits received at Clayton Junior College to any of the more than 290 colleges and universities throughout the United States offering advanced-level Army ROTC.

PROBATION/SUSPENSION

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 a grade of "D" or "F". 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. A student who is readmitted to the college following academic suspension is required to earn a grade of "C" or higher in each course attempted during the quarter in which he is readmitted; otherwise, he is eligible for immediate suspension. A student suspended for the second time is subject to exclusion from the college for a minimum of four quarters.

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

The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all parts of a competency examination in reading and English composition. *Each student is required to participate in the Regents' Testing Program of the University System of Georgia during the academic quarter following the completion of 45 quarter credit hours. The student who fails to meet this requirement will be subject to academic probation. The student who fails to participate in the Regents' Testing Program during the second academic quarter following the completion of 45 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. It should be noted that a student who attempts but does not successfully complete a general or subject examination of the CLEP will not be eligible to reattempt that examination for one calendar year. 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>			
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
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.

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:

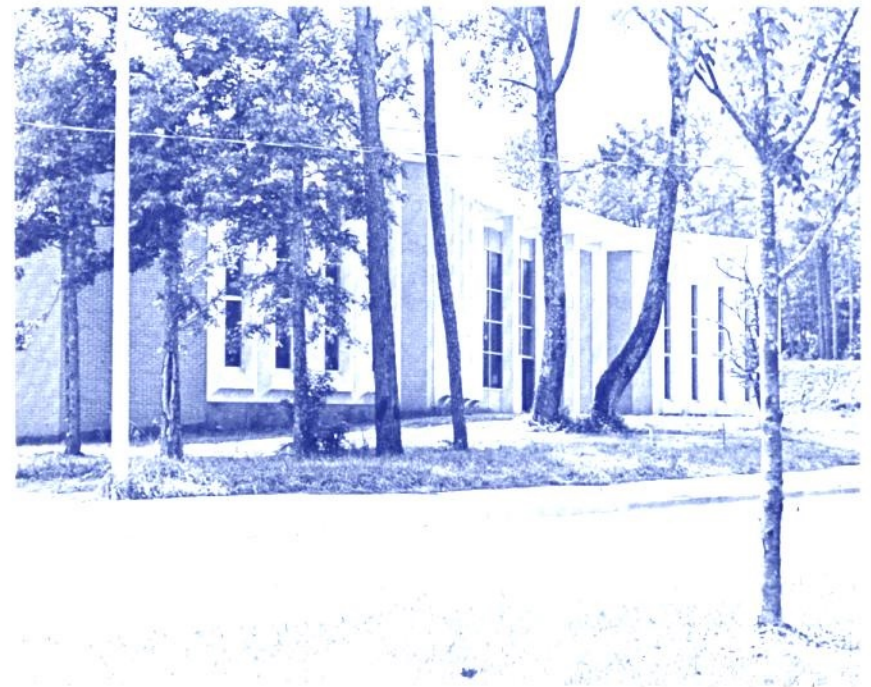
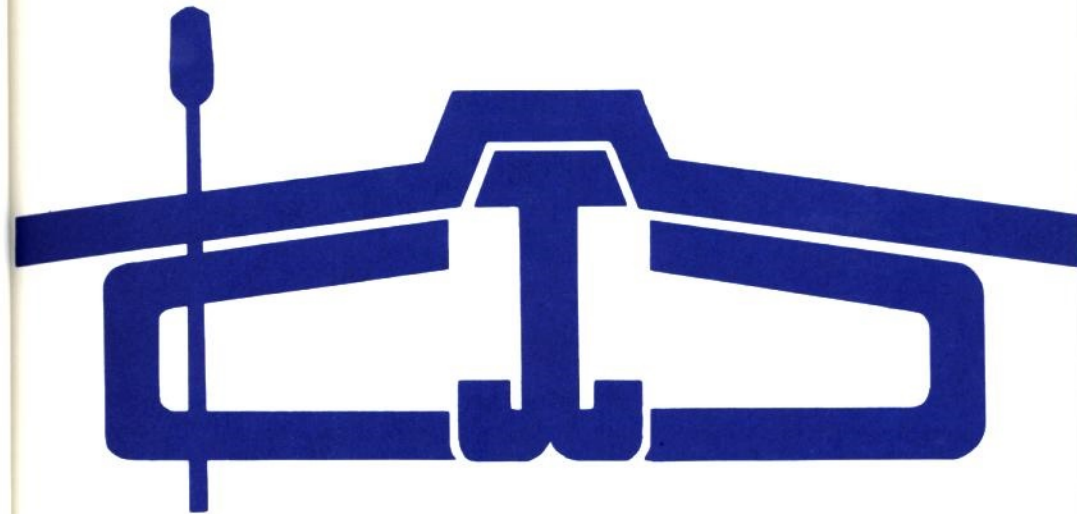
1. A student who is not enrolled in any academic subject at his high school may enroll as a full-time college student carrying up to 15 quarter credit hours;
2. A student enrolled in one or two academic subjects at his high school must limit college enrollment to 10 quarter credit hours;
3. A student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

COLLEGE-TRANSFER PROGRAMS



For answers to questions concerning this section of the catalog, please contact

Your academic advisor

or

The chairman of the appropriate Advising Division:

The Chairman of the Division of Health Sciences,

The Chairman of the Division of Humanities,

The Chairman of the Division of Natural Sciences and Mathematics,

The Chairman of the Division of Social Sciences

or

The Director of Admissions

or

The Office of the Dean of the College

CORE CURRICULUM

College-Transfer Programs offered by Clayton Junior College are designed to comply with the Core Curriculum of the University of Georgia. The Core Curriculum was established by the Board of Regents 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, Natural Sciences and Mathematics; 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 outlined on the following three pages.

CHOOSING A COURSE OF STUDY

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

UNDECIDED MAJOR

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.

FULFILLING DEGREE REQUIREMENTS FOR COLLEGE-TRANSFER PROGRAMS

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 I. 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 may receive credit by examination.

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 Georgia.

To meet both requirements, students are required to successfully complete Constitutional Studies 105, Constitutional Studies of the United States and Georgia. However, if a student chooses, he may take a competency examination administered once in the Winter, Spring, and Summer quarters in lieu of the course. Those who successfully complete the examination shall have the option of taking some other course listed in Section A or C of Area III of the Core Curriculum outlined on page 37.

2. Satisfy Core Curriculum requirements for Area IV for one specific major field of study: 30 quarter credit hours;
3. Satisfy the college's requirements 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 are eligible to receive one quarter credit hour in physical education for each three month period of active duty up to a maximum of six quarter credit hours. Any veteran wishing to receive this credit must complete the appropriate form in the Office of the Registrar and attach to it a copy of his DD-214.

AREA IV REQUIREMENTS: COLLEGE-TRANSFER PROGRAMS

Each College-Transfer student completes 30 quarter credit hours within his chosen field of study to fulfill the 90 quarter 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 the next 19 pages.

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 and 212	Analytic Geometry and Calculus I, II, III	15
C.	Phys	111 and 112	Introductory General Physics	10
Total				30

Note: It is recommended that a student majoring in agricultural engineering complete Spch 121 in fulfilling requirements for Area I and Math 111 and 112 in fulfilling requirements for Area II.

AGRICULTURE

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Biol	111 and 112	Principles of Biology	10
B.	Math	231	Introductory Statistics	5
C.	Choose from the following:			15
	Acct	201;202	Principles of Accounting	
	Biol	202	Principles of Botany	
	Biol	203	Vertebrate Zoology	
	Chem	111;112	General Chemistry	
	OR			
	Chem	151;152	Principles of Chemistry	
	OR			
	Chem	201	Introduction to Chemical Analysis	
	Chem	202	Quantitative Chemical Analysis	
	Chem	251	Organic Chemistry	
	Econ	201;202	Principles of Economics I, 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 Spch 121 in fulfilling requirements for Area I and Math 111 and 112 in fulfilling requirements for Area II.

ART

Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
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	Ancient, Medieval, and Renaissance Art	5
Total				30

ART EDUCATION

Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
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

	Course	Number	Title	Quarter Credit Hours
A.	Biol	111 and 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	
	Chem	201	Introduction to Chemical Analysis	
	Chem	202	Quantitative Chemical Analysis	
	**A foreign language			
	Math	111;112	College Algebra and Trigonometry	
	Math	113;114	Analytic Geometry and Calculus I, II	
	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 quarter hours in 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. A minimum of 5 quarter hours of a foreign language is required in transferring to a senior college.

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

BUSINESS ADMINISTRATION

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Acct	201 and 202	Principles of Accounting I and II	10
B.	Econ	201 and 202	Principles of Economics I and II	10
C.	Choose two of the following:			10
	Bsad	205	Business Communications	
	Bsad	270	Business Law I; Legal Environment of Business	
	Comp	201	Introduction to Computing	
	Econ	105	Economic Development of the U.S.	
	Econ	110	Consumer Economics	
	*Math	241	Principles of Decision Mathematics	
	Spch	121	Communications	
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 111 in fulfilling requirements for Area II.

CHEMISTRY

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:			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 and 113 and Chem 151 and 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 70, 71 of this catalog, fulfills the Core Curriculum requirements of the University System of Georgia.

ENGLISH

Advising Division: Humanities

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Engl	211 and 212	Survey of English Literature I and II	10
B.	French			10
C.	Choose two of the following:			10
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Hist	250	Problems in History	
	Hist	251;252	American Civilization I, 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

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol	111 and 112	Principles of Biology	10
B.	Chem	251	Organic Chemistry	5
C.	Math	231	Introductory Statistics	5
D.	Phys	111 and 112	Introductory General Physics	10
Total				30

Note: It is recommended that a student majoring in forestry complete Spch 121 in fulfilling requirements for Area I and Math 112 and 113 and Chem 151 and 152 in fulfilling requirements for Area II.

FRENCH

Advising Division: Humanities

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Fren	211 and 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	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Econ	105	Economic Development of the U.S.	
	Econ	201;202	Principles of Economics I, II	
	Hist	250	Problems of History	
	Hist	251;252	American Civilization I, 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	
	Soci	204	Marriage and the Family	
	Spch	121	Communications	
Total				30

Note: It is recommended that a student majoring in French complete Fren 111 and 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>
	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 and 114 complete Math 111 and 112 in fulfilling requirements for Area II. Math 111 also is a prerequisite for Chem 151.

HISTORY

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	History	111 and 112	Western Civilization I and II	10
	or			
	History	251-252	American Civilization I and II	
B.	A Foreign Language and choose two of the following:			20
	or			
	Choose four of the following:			
	Comp	201	Introduction to Computing	
	Econ	201	Principles of Economics I	
	Poli	111	American National Government	
	Poli	200	State and Local Government	
	Psyc	105	Introductory Psychology	
	Soci	105 or 204	Introduction to Sociology or Marriage and the Family	
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	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Chem	111;112	General Chemistry	
	Econ	201;202	Principles of Economics I, II	
	Educ	201	Introduction to Education	
	Phys	111;112	Introductory General Physics I, II	
	Soci	105	Introduction to Sociology	
	Soci	201	Contemporary Social Issues	
B.	Choose from the following:			15
	Biol	111;112	Principles of Biology	
	Chem	151;152	Principles of Chemistry	
	Dhyg	110	Fundamentals of Nutrition	
	Econ	201;202	Principles of Economics I, II	
	Math	113;114	Analytic Geometry & Calculus I, II	
	Phys	111;112	Introductory General Physics I, 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

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Econ	105	Economic Development of the U.S.	
	Econ	201;202	Principles of Economics I, II	
	Engl	201;202	Survey of World Literature I, II	
	Engl	211;212	Survey of English Literature I, II	
	Hist	250	Problems of History	
	Hist	251;252	American Civilization I, 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	
	Soci	204	Marriage and the Family	
	Spch	121	Communications	
			Total	30

MATHEMATICS

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Math	212 and 213 and 214	Analytic Geometry and Calculus III, IV Introductory Linear Algebra	15
B.			A foreign language	(0-10)
C.			Elective courses appropriate to major	(0-15)
			Total	30

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

MEDICAL ILLUSTRATION

Advising Division: Humanities

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

MEDICAL RECORDS ADMINISTRATION

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol	151 and 152	Human Anatomy and Physiology	10
B.	Comp	201	Introduction to Computing	5
C.	Math	111	College Algebra	5
D.	Math	231	Introductory Statistics	5
E.			Choose from the following to fulfill	5
	Art	211	Art Appreciation	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
	Psyc	105	Introductory Psychology	
	Spch	121	Communications	
			OR	
			Choose two of the following:	6
	Bsad	111	Beginning Typing	
	Bsad	112	Intermediate Typing	
	Bsad	113	Advanced Typing	
			Total	30 or 31

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

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

PHILOSOPHY

Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
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

	Course	Number	Title	Quarter Credit Hours
A.	Biol	151	Human Anatomy and Physiology	5
B.	Educ	201	Introduction to Education	5
C.	Psyc	204	Child Growth and Development	5
D.	Choose one of the following:			5
	Art	210	Arts and Crafts	
	Musi	230	General Music	
E.	Courses appropriate to the academic goals of the health, physical education teacher			10
	Total			30

Note: It is recommended that a student majoring in Physical Education complete the following:

- 1) Spch 121 Communications (in fulfilling Area I)
- 2) Psyc 201 General Psychology (in fulfilling Area III)

Note: It is recommended that a student majoring in Physical Education or Health who has not had high school chemistry complete Chem 111 and 112 in fulfilling requirements for Area II.

PHYSICS/PRE-ENGINEERING

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Phys	201, 202 and 203	General Physics I, II, and III	15
B.	Choose three of 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 and 113 and Chem 151 and 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 56 of this catalog.)

POLITICAL SCIENCE

Advising Division: Social Sciences

	Course	Number	Title	Quarter Credit Hours
A.	Choose one of the following A foreign language OR Comp and Math	201	Introduction to Computing	10
B.	Choose four of the following:			20
	Econ	201	Principles of Economics I	
	Hist	111 or 112	Western Civilization I or II	
	Hist	251 or 252	American Civilization I or II	
	Poli	111	American National Government	
	Poli	200	State and Local Government	
	Psyc	105	Introduction to Psychology	
	Soci	201 or 204	Contemporary Social Issues or Marriage and the Family	
	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.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
*A.	Biol	151 and 152	Human Anatomy and Physiology	10
*B.	Chem	111 and 112	General Chemistry	10
C.	Psyc	105	Introductory Psychology	5
D.	Spch	121	Communications	5
			Total	30

*Chem 111 is a prerequisite for Biol 151.

PRE-DENTISTRY

Advising Division: Natural Sciences and Mathematics

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

Note: It is recommended that a student majoring in pre-dentistry complete Math 111 and 112 and Chem 151 and 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.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Biol	111 and 112	Principles of Biology	10
B.	Math	111 or 112	College Algebra and Trigonometry	5
C.	Choose three of 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 and 152, and Phys 111 in fulfilling requirements for Area II.

PRE-MEDICINE

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Choose four of 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 two of the following:			10
	Biol	201	Cell Biology	
	Biol	203	Vertebrate Zoology	
	Chem	202	Quantitative Chemical Analysis	
	Chem	251;252	Organic Chemistry	
	Math	112	College Algebra and Trigonometry	
	Math	113;114	Analytic Geometry and Calculus I, II	
			Total	30

Note: It is recommended that a student majoring in pre-medicine complete Math 111, Biol 111 and 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 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 Valdosta State College 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 and 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 and 152	Human Anatomy and Physiology	10
B.	Psyc	201	General Psychology	5
C.	Psyc	258	Psychology of Adjustment	5
D.	Choose two of the following:			10
	Soci	105	Introduction of Sociology	
	Soci	201	Contemporary Social Issues	
	Soci	204	Marriage and the Family	
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.	Biol	111;112	Principles of Biology	10
B.	Chem	251;252	Organic Chemistry	10
C.	Choose from the following:			10
	Chem	201	Introduction to Chemical Analysis	
	Econ	201	Principles of Economics	
	Phys	111	Introductory General Physics	
	Phys	112	Introductory General Physics	
Total				30

Note: It is recommended that a student majoring in pre-pharmacy complete Math 112, Chem 151 and 152 in fulfilling requirements for Area II. Since requirements vary with different pharmacy schools, it is suggested that the student consult the pre-pharmacy advisor or the catalog of the school to which the student plans to transfer to determine specific requirements.

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 five of 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

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Phys	111 and 112	Introductory General Physics	10
B.	Choose four of the following:			20
	Biol	111;112	Principles of Biology	
	Chem	111;112	General Chemistry	
	Math	112	College Algebra and Trigonometry	
	Math	113	Analytic Geometry and Calculus I	
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

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
Choose six of the following:				30
	Biol	111;112	Principles of Biology	
	Biol	201	Cell Biology	
	Biol	203	Vertebrate Zoology	
	Chem	201; 202	Chemical Analysis	
	*Chem	251;252	Organic Chemistry	
	Math	113	Analytic Geometry and Calculus I	
	Phys	111;112	Introductory General Physics	
Total				30

*Required by the University of Georgia's College of Veterinary Medicine.

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

PSYCHOLOGY

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Psyc	201	General Psychology	5
B.	Choose five of the following:			25
	Biol	111;112	Principles of Biology	
	Biol	151;152	Human Anatomy and Physiology	
	Biol	203	Vertebrate Zoology	
	Comp	201	Introduction to Computing	
	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	
	Soci	204	Marriage and the Family	
Total				30

RECREATION

Advising Division: Social Sciences

This program is intended to give the student initial college work toward baccalaureate degree program in recreation offered by senior institutions of the University System of Georgia. 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.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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

TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Math	113 and 114 and 212	Analytic Geometry and Calculus I, II, and III	15
B.	Choose three of 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 and 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.)

URBAN LIFE

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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 one of the following (1, 2 or 3):			(15)
	1.			
	Econ	201;202	Principles of Economics I, II	
	Psyc	201	General Psychology	
	Psyc	258	Psychology of Adjustment	
	Poli	200	State and Local Government	
	Soci	201	Contemporary Social Issues	
	2.			
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Musi	211	Music Appreciation	
	Phil	211	Introduction of Philosophy	
	Phil	221	Introduction to Logic	
	3.			
	Cjus	201	Introduction to Criminal Justice	
	Cjus	202	Criminology	
	Cjus	204	Corrections	
	Cjus	253	Constitutional Law	
	Total			30

DEGREE REQUIREMENT CHECKLIST

1. History and Constitution Requirements, United States and Georgia

Fulfilled _____

(Date)

By _____

(Cnst 105 or Exemption Examinations)

2. Regents' Testing Program, University System of Georgia

Successfully Completed _____

(Date)

(A student is required to participate in the Regents' Testing Program of the University System of Georgia following the completion of 45 quarter credit hours.)

3. Major Field Declared with the Registrar

Major Field _____

Declared _____

(Date)

(A student is required to officially declare a major field with the Registrar of the College following the completion of 60 quarter credit hours.)

4. Application for Graduation

Filed with the Registrar _____

(Date)

(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.)

5. Health and Physical Education Requirement for full-time day students, except veterans: please see page 35.

PERSONAL CURRICULUM GUIDE: COLLEGE-TRANSFER STUDENTS

AREA I - HUMANITIES

Course	Number	Title	Quarter Credit Hours
A. Engl	111 and 112	Composition	10
B.	Choose two of the following:		10
Art	211	Art Appreciation	
Art	213	Ancient, Medieval, and Renaissance Art	
Engl	201;202	Survey of World Literature I, II	
Engl	211;212	Survey of English Literature I, II	
Fren	111;112	Elementary French	
Idst	101	Selected Topics	
Musi	211	Music Appreciation	
Phil	214	Introduction to Philosophy	
Span	111;112	Elementary Spanish	
Spch	121	Communications	
Total			20

Course	Date Completed or Exempted	Grade Received	Quarter Credit Hours Earned
A. Engl 111	_____	_____	_____
Engl 112	_____	_____	_____
B.	_____	_____	_____
	_____	_____	_____

AREA II - NATURAL SCIENCES AND MATHEMATICS

Course	Number	Title	Quarter Credit Hours
A.	Any mathematics course numbered higher than 100		5
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
1) one additional course from the science courses listed above;			
2) any additional mathematics course numbered higher than 100;			
3) Comp	201	Introduction to Computing	
4) Idst	101	Selected Topics	
5) Sci	105	Environmental Science	
Total			20

Course	Date Completed or Exempted	Grade Received	Quarter Credit Hours Earned
A. Math	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

AREA III - SOCIAL SCIENCES

Course	Number	Title	Quarter Credit Hours
A.	Choose one of the following:		5
Hist	111;112	Western Civilization I, II	
Hist	251;252	American History I, II	
B. Cnst	105	Constitutional Studies of the United States and Georgia	5
C.	Choose two of the following:		10
Econ	110	Consumer Economics	
Idst	101	Selected Topics	
Poli	111	American National Government	
Psyc	105 or 201	Introductory Psychology or General Psychology	
Soci	105	Introduction to Sociology	
Total			20

Course	Date Completed or Exempted	Grade Received	Quarter Credit Hours Earned
A. Hist	_____	_____	_____
B. Cnst 105	_____	_____	_____
C.	_____	_____	_____
	_____	_____	_____

AREA IV - MAJOR FIELD

[A total of 30 quarter credit hours is required in Area IV, the student's major field.]

Course	Date Completed or Exempted	Grade Received	Quarter Credit Hours Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LIBRARY/LEARNING RESOURCES CENTER

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 33,000 books and 12,000 audio-visual materials including slides, tapes, and filmstrips. The center also subscribes to over 500 current periodicals and to a variety of newspapers. Back issues of most magazines and newspapers are retained in bound volumes or on microfilm.

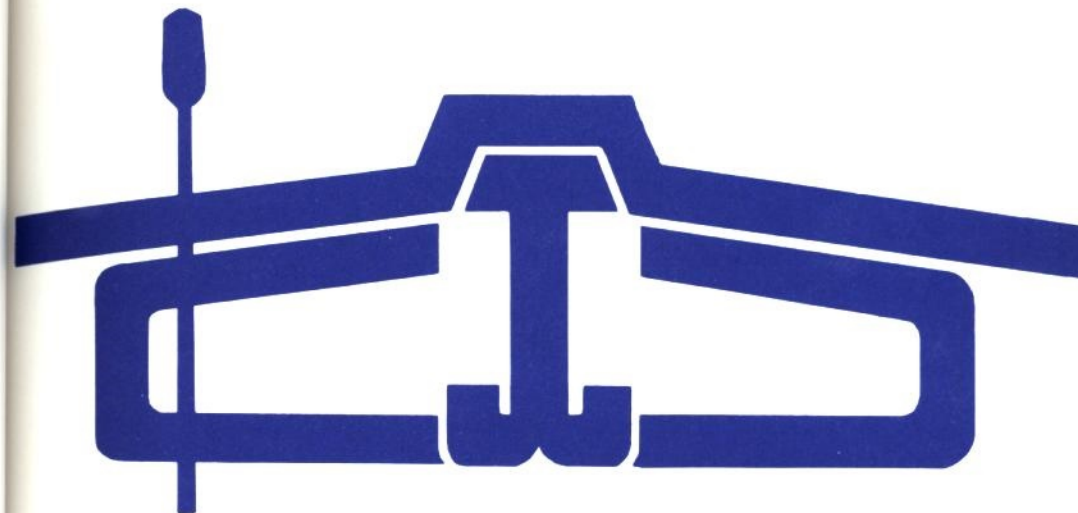
The center is air-conditioned and carpeted throughout. There are seats for 525 persons at both tables and study carrels, including special study carrels designed for multi-media use. Other facilities available to students in the LRC include typewriters, computer terminals, electronic calculators, photocopier, and cassette duplication service for non-copyrighted tapes.

The center 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 center is conducted in freshman English classes. A complete *Learning Resources Center Handbook* is published to assist students in utilizing the Library effectively.

COOPERATIVE EDUCATION

Clayton Junior College offers a cooperative plan of education both to give the participating student experience in business or industry and to provide financial assistance. Usually a participating student alternates a quarter of classes with a quarter of work; however, certain programs of study are more adaptable to a parallel arrangement in which the student attends classes part day and works part day. Each individual study/work schedule will be adapted to meet the needs of the student and the employer. Complete information concerning cooperative education at Clayton Junior College is available from the Director of Cooperative Education.

CAREER PROGRAMS



For answers to questions concerning this section of the catalog, please contact

Your academic advisor,

or

The chairman of the appropriate Advising Division:

The Chairman of the Division of Health Sciences,

The Chairman of the Division of Humanities,

The Chairman of the Division of Natural Sciences and Mathematics,

The Chairman of the Division of Social Sciences,

or

The Director of Admissions

or

The Office of the Dean of the College

FULFILLING DEGREE REQUIREMENTS FOR CAREER PROGRAMS

For graduation with the Associate in Arts Degree, the Associate in Fire Science Technology Degree, or the Associate in Science 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 Georgia.

To meet both requirements, students are required to successfully complete Constitutional Studies 105, Constitutional Studies of the United States and Georgia. However, if a student chooses, he may take a competency examination administered once in the Winter, Spring, and Summer quarters in lieu of the course. Those who successfully complete the examination shall have the option of taking some other course listed in section A or C of Area III of the Core Curriculum outlined on page 37.

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 Regents Testing Program of the University System of Georgia.

Note III: Regents' Testing Program. The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all parts of a competency examination in reading and English composition during the academic quarter following the completion of 45 quarter credit hours. The Regents' Testing Program 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 Regents' Testing Program will be administered are published in the Academic Calendar.

The college provides a program of remedial instruction for the student who does not successfully complete the Regents' Testing Program. Each student who does not successfully complete the examination is required 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 45 quarter credit hours or more from another institution who has not successfully completed the Regents' Testing Program will be required to take the examination during his first quarter of attendance at Clayton Junior College.

ACCOUNTING

Advising Division: Social Sciences

The Career Program in Accounting at Clayton Junior College is designed to prepare the student for employment in business or industry, particularly within the general service area of the college. The curriculum prepares students for internal accountant and junior accountant level positions. Using practical application grounded in basic theory, the program provides the student with skills required for employment as well as for advancement possibilities.

If a student decides to continue his studies at any other institution of the University System of Georgia, all course credits completed within the program which also meet the requirements of the Core Curriculum of the University System may be transferred. In addition, it also may be possible to transfer other, more specialized courses within the curriculum on a course-by-course basis.

The student is advised that the Accounting Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I - HUMANITIES			
A. Engl	111	Composition	5
B. Spch	121	Communications	5
			10
AREA II - NATURAL SCIENCES AND MATHEMATICS			
A. Math	111	College Algebra	5
B. Comp	201	Introduction to Computing	5
			10
AREA III - SOCIAL SCIENCES			
*A. Cnst	105	Constitutional Studies of the United States and Georgia	5
			5
AREA IV - MAJOR FIELD REQUIREMENTS			
Acct	201	Principles of Accounting I	5
Acct	202	Principles of Accounting II	5
**Bmgt	251	Principles of Management and Supervision	5
**Bmgt	281	Principles of Marketing	5
**Bmgt	291	Intermediate Accounting I	5
**Bmgt	292	Intermediate Accounting II	5
**Bmgt	293	Income Tax Accounting	5
**Bsad	111	Beginning Typing	3
**Bsad	202	Office Machines	3
Bsad	205	Business Communications	5
Bsad	270	Legal Environment of Business	5
Econ	201	Principles of Economics I	5
Econ	202	Principles of Economics II	5
Psyc	258	Psychology of Adjustment	5
			66
		Total	91

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another Social Science Elective.

**Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

Note: A student may earn credit by examination for Bsad 111 and Bsad 202.

AVIATION ADMINISTRATION

Advising Division: Social Sciences

Atlanta's Hartsfield International Airport is the second busiest air terminal in the United States; nine important airlines provide main or connecting flights from Hartsfield International to all parts of the country and to some international destinations. Thousands of trained personnel are needed to maintain this service, for which a high degree of management knowledge is required.

Clayton Junior College offers a career program in Aviation Administration in cooperation with Georgia State University to provide a quality program of general and professional studies for employees of airlines and airports and to offer an opportunity for persons without prior aviation administration experience to pursue a course of study in this field.

This program leads to the Associate in Science in Aviation Administration granted by Clayton Junior College.

A student enrolled in the Aviation Administration Program completes 45 quarter credit hours within Areas I, II, and III of the Core Curriculum at Clayton Junior College and 45 quarter credit hours to fulfill Major Field Requirements (Area IV) at Georgia State University.

Course	Number	Title	Quarter Credit Hours
AREA I - HUMANITIES			
A. Engl	111	Composition	5
B. Spch	121	Communications	5
			10
AREA II - NATURAL SCIENCES AND MATHEMATICS			
Choose one of the following:			5
**Math	231	Introductory Statistics	
**Math	241	Principles of Decision Mathematics	
			5
AREA III - SOCIAL SCIENCES			
A. Acct	201 and 202	Principles of Accounting I and II	10
B. Bsad	205	Business Communications	5
*C. Cnst	105	Constitutional Studies of the United States and Georgia	5
D. Econ	201	Principles of Economics I	5
E. Choose one of the following:			5
Psvc	201	General Psychology	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
			30
AREA IV - MAJOR FIELD REQUIREMENTS			
TO BE TAKEN AT GEORGIA STATE UNIVERSITY			
A. Avi	101	Introduction to Commercial Aviation Theory and Practice	5
B. Avi	150	Passenger Operations	5
C. Avi	160	Air Cargo Handling	5
D. Avi	201 and 202	Aviation Management	10
E. Avi	210	Aviation Economics	5
F. Avi	220	Airline Marketing and Public Relations	5
G. Avi	260	Aviation Laws and Regulations	5
H. Avi	270	Airline Ground Operations, Maintenance, and Safety	5
			45
		Total	90

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another course from Group E.
**See current catalog for course descriptions or prerequisites.

BANKING AND FINANCE

Advising Division: Social Sciences

The Banking and Finance Program at Clayton Junior College is designed to prepare the student for a higher entry level position in business or industry, particularly within the general service area of the college. The curriculum is designed to provide the student both with the basic business skills necessary to obtain such a position and with a sufficient knowledge of business theory to enhance his possibilities for future advancement.

If a student decides to continue his studies at a senior institution of the University System of Georgia, all course credits completed within the program which also meet the requirements of the Core Curriculum of the University System may be transferred toward a baccalaureate degree. It also may be possible to transfer other, more specialized courses within the curriculum on a course-by-course basis. The student is advised that the total Banking and Finance Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia.

Course	Number	Title	Quarter Credit Hours
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AREA I - HUMANITIES

A.	Engl	111	Composition	5
B.	Spch	121	Communications	5
				10

AREA II - NATURAL SCIENCES AND MATHEMATICS

A.	Math	111	College Algebra	5
B.	Comp	201	Introduction to Computing	5
				10

AREA III - SOCIAL SCIENCES

*A.	Cnst	105	Constitutional Studies of the United States and Georgia	5
B.	Social Science Elective			5
				10

AREA IV - MAJOR FIELD REQUIREMENTS

	Acct	201	Principles of Accounting I	5
	Acct	202	Principles of Accounting II	5
	**Bmgt	251	Principles of Management and Supervision	5
	**Bmgt	261	Introduction to Finance	5
	**Bmgt	271	Fundamentals of Money and Banking	5
	**Bmgt	281	Principles of Marketing	5
	**Bsad	111	Beginning Typing	3
	**Bsad	202	Office Machines	3
	Bsad	205	Business Communications	5
	Bsad	270	Legal Environment of Business	5
	Econ	201	Principles of Economics I	5
	Econ	202	Principles of Economics II	5
	Psyc	258	Psychology of Adjustment	5
				61
Total				91

- *A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another Social Science Elective.
- **Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

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				
A.	Engl	111 and 112	Composition	10
B.	Choose two of the following:			10
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Engl	201;202	Survey of World Literature I, II	
	Engl	211;212	Survey of English Literature I, II	
	*Fren	111;112	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	*Span	111;112	Elementary Spanish	
	Spch	121	Communications	
				20

AREA II - NATURAL SCIENCES AND MATHEMATICS

A.	Any mathematics course numbered higher than 100			5
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
	1) one additional course from any science course listed above;			
	2) any additional mathematics course numbered higher than 100;			
	3) Comp	201	Introduction to Computing	
	4) Sci	105	Environmental Science	
				20

**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 may receive credit by examination.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA III - SOCIAL SCIENCES				
A.	Choose one of the following:			5
	Hist	111;112	Western Civilization I, II	
	Hist	251;252	American History I, II	
*B.	Cnst	105	Constitutional Studies of the United States and Georgia	5
C.	Choose two of the following:			10
	Econ	110	Consumer Economics	
	Poli	111	American National Government	
	Psyc	105 or 201	Introductory Psychology or General Psychology	
	Soci	105	Introduction to Sociology	
				20

AREA IV - MAJOR FIELD REQUIREMENTS

CJus	201	Introduction to Criminal Justice	5
CJus	202	Criminology	5
CJus	204	Corrections	5
CJus	252	Criminal Justice Administration	5
CJus	253	Constitutional Law	5
CJus	275	Introduction to Criminal Law	5
			30
Total			90

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another course from Group A or C.

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 prerequisite 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. Although there are no age requirements or restrictions to admission to the Dental Hygiene Program, a graduate of the program must be 19 years of age or older in order to be licensed by the State of Georgia as a practicing dental hygienist.

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 beginning of classes.

FRESHMEN

Fall Quarter

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

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
	17

Spring Quarter

Dental Hygiene 105 Clinical Dental Hygiene II	4
Dental Hygiene 106 General and Oral Pathology	2
Speech 121 Communications	5
Biology 250 Microbiology	5
	16

Summer Quarter

Physical Education 101 Personal Health	2
Dental Hygiene 107 Periodontics	3
Dental Hygiene 201 Pharmacology & Anesthesiology	3
Sociology 105 Introduction to Sociology	5
Physical Education Elective	1
	14

SOPHOMORES

Fall Quarter

Dental Hygiene 205 Dental Health Education	3
Dental Hygiene 202 Clinical Dental Hygiene III	7
Dental Hygiene 110 Nutrition	5
Physical Education Elective	1
	16

Winter Quarter

Dental Hygiene 203 Clinical Dental Hygiene IV	7
Dental Hygiene 108 Dental Materials	3
Dental Hygiene 211 Community Dental Health I	2
*Constitutional Studies 105 Constitutional Studies of the United States and Georgia	5
	17

Spring Quarter

Dental Hygiene 204 Clinical Dental Hygiene V	7
Dental Hygiene 212 Community Dental Health Directed Field Experience	3
Social Science Elective	5
Physical Education Elective	1
	16
Total	112

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another Social Science Elective.

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 the 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.	Spch 121	Communications	5
C.	Choose one of the following:		5
	Art 211	Art Appreciation	
	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.	Cnst 105	Constitutional Studies of the United States and Georgia	5
B.	Choose two of the following:		10
	Econ 110	Consumer Economics	
	Poli 111	American National Government	
	Poli 200	State and Local Government	
	Psyc 105	Introductory Psychology	
	Soci 105	Introduction to Sociology	
			15
			45
	Total		45

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another course from Group B in Area III.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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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

LEGAL SECRETARY

Advising Division: Social Sciences

The Legal Secretarial Program at Clayton Junior College is an option within the Secretarial Studies Program. This specialized legal option is designed to prepare the student for entry-level employment in a legal office situation. The Curriculum provides for general education as well as for specialized training in modern office practices.

If the student decides to continue his studies at another institution of the University System of Georgia, the majority of his secretarial studies courses may be transferred. All credits completed within courses required under the Core Curriculum may be transferred without loss to any other institution within the University System.

The student is advised that the Legal Secretarial Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia.

Course	Number	Title	Quarter Credit Hours
AREA I - HUMANITIES			
Engl	111 and 112	Composition	10
Spch	121	Communications	<u>5</u>
			15
AREA II - NATURAL SCIENCES AND MATHEMATICS			
		Any mathematics course numbered higher than 100	<u>5</u>
			5
AREA III - SOCIAL SCIENCES			
*Cnst	105	Constitutional Studies of the United States and Georgia	5
Psyc	105	Introductory Psychology	<u>5</u>
			10
AREA IV - MAJOR FIELD REQUIREMENTS			
**Bsad	111, 112, 113	Beginning, Intermediate, Advanced Typing	9
**Bsad	151, 152, 153	Shorthand	15
Bsad	202	Office Machines	3
Bsad	205	Business Communications	5
Bsad	207	Secretarial Office Practice	5
Legl	200	Legal Secretarial Procedures I	5
Legl	201	Legal Secretarial Procedures II	5
Legl	204	Secretarial Accounting	5
***Legl	210	Practicum	5
Legl	212	Machine Transcription/Terminology	<u>5</u>
			<u>62</u>
		Total	92

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another course from Group A or C from Area III of the Core Curriculum Requirements.

**Competency examinations are available to establish credit by examination in one or more of these courses.

***May be waived for legal secretaries, however, a minimum of 90 hours is required for an associate degree.

Note: With exception of Bsad 205, the above listed courses in Business Administration, and all courses in Legal Secretary (Legl), do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

LIBRARY/MEDIA TECHNICAL ASSISTANTS

Advising Division: Social Sciences

The Library/Media Technical Assistants Program at Clayton Junior College is designed to prepare the graduate for paraprofessional positions in school library/media centers; public libraries; college library/learning resources centers; and specialized libraries found in businesses, churches, and other institutions. Library/media technical assistants provide support and assistance to the professional staff in carrying out operations and services essential to effective functioning of a library/media center.

A paraprofessional library/media position may be viewed either as a means of making an active contribution in the field without completing a four or five-year degree or as a step on a "career ladder" leading to a professional degree.

The curriculum has been designed in accordance with the "Criteria for Programs to Prepare Library/Media Technical Assistants" published by the Library Education Division of the American Library Association. Included are general education courses, library/media courses, and courses related to library/media competencies.

	Course	Number	Title	<i>Quarter Credit Hours</i>
AREA I - HUMANITIES				
A.	Engl	111	Composition	5
B.	Choose two of the following:			10
	Art	211	Art Appreciation	
	Engl	112	Composition	
	Fren	111	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Span	111	Elementary Spanish	
	Spch	121	Communications	
				15

AREA II - NATURAL SCIENCES AND MATHEMATICS

A.	Any mathematics course numbered higher than 100			5
B.	Choose two courses from Group 1, or one course from Group 1 and one course from Group 2:			10
Group 1				
	Biol	111;112	Principles of Biology	
	Chem	111;112	General Chemistry	
	Phys	111;112	Introductory General Physics	
Group 2				
Any additional mathematics course numbered higher than 100;				
	Comp	201	Introduction to Computing	
	Sci	105	Environmental Science	
				15

	Course	Number	Title	<i>Quarter Credit Hours</i>
AREA III - SOCIAL SCIENCES				
A.	Choose one of the following:			5
	Hist	111;112	Western Civilization I, II	
	Hist	251;252	American Civilization I, II	
*B.	Cnst	105	Constitutional Studies of the United States and Georgia	5
C.	Choose one of the following:			5
	Econ	110	Consumer Economics	
	Poli	111	American National Government	
	Psyc	105	Introductory Psychology	
	Psyc	201	General Psychology	
	Soci	105	Introduction to Sociology	
				15
AREA IV - MAJOR FIELD REQUIREMENTS				
A.	Lmta	101	Introduction to Library/Media Services	5
	Lmta	103	Procedures in Technical Services	5
	Lmta	104	Utilization of Media	5
	Lmta	205	Procedures in Public Services	5
	Lmta	251	Library/Media Practicum	5
	**Bsad	111	Beginning Typing	3
	Bsad	205	Business Communications	5
	Bsad	206	Filing and Records Management	5
B.	Electives appropriate to the major field (choose two):			10
	Art	115	Media Survey	
	Comp	201	Introduction to Computing	
	***Educ	101	Introduction to Paraprofessional Teaching	
	Educ	106	Introduction to the Teaching of Reading	
	Educ	201	Introduction to Education	
	Engl	201;202	Survey of World Literature I, II	
	Engl	211;212	Survey of English Literature I, II	
	Poli	200	State and Local Government	
	Psyc	204	Child Growth and Development	
	Soci	201	Contemporary Social Issues	
				48
Total				93

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another course from Group A or C.

**A student may earn credit by examination for Bsad 111 with the successful completion of a competency examination.

***It is recommended that Educ 101 be elected by students planning employment as a library/media technical assistant in the public schools.

Note: With exception of Bsad 205, all above listed courses in Business Administration do not fulfill the requirements of the Core Curriculum of the University System of Georgia. With exception of Educ 201, all above listed courses in Education do not fulfill the requirements of the Core Curriculum. All courses in Library/Media Technical Assistants (Lmta) fail to fulfill the requirements of the Core Curriculum for Area IV of the College-Transfer Program.

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.

	Course	Number	Title	Quarter Credit Hours
AREA I - HUMANITIES				
A.	Engl	111 and 112	Composition	10
B.	Choose two of the following:			10
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Engl	201;202	Survey of World Literature I, II	
	Engl	211;212	Survey of English Literature I, II	
	Fren	111;112	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Span	111;112	Elementary Spanish	
	Spch	121	Communications	
				20

AREA II - NATURAL SCIENCES AND MATHEMATICS

A.	Any mathematics course numbered higher than 100			5
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
	1) one additional course from any science course listed above;			
	2) any additional mathematics course numbered higher than 100;			
	3) Comp	201	Introduction to Computing	
	4) Sci	105	Environmental Science	
				20

	Course	Number	Title	Quarter Credit Hours
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AREA III - SOCIAL SCIENCES

A.	Choose one of the following:			5
	Hist	111;112	Western Civilization I, II	
	Hist	251;252	American History I, II	
*B.	Cnst	105	Constitutional Studies of the United States and Georgia	5
C.	Choose two of the following:			10
	Econ	110	Consumer Economics	
	Poli	111	American National Government	
	Psyc	105 or 201	Introductory Psychology or General Psychology	
	Soci	105	Introduction to Sociology	
				20

AREA IV - MAJOR FIELD REQUIREMENTS

**A.	Acct	201 and 202	Principles of Accounting I and II	10
**B.	Econ	201 and 202	Principles of Economics I and II	10
***C.	Madm	201	Medical Administration I	5
***D.	Madm	202	Medical Administration II	5
				30
Total				90

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another course from Group A or C.

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

***Career Courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

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		Second Quarter	
Chemistry 151	5	Biology 111	5
Principles of Chemistry		Principles of Biology	
Mathematics 111	5	English 111	5
College Algebra		Composition	
*Constitutional Studies 105	5	Social Science Elective	<u>5</u>
Constitutional Studies of the United States and Georgia	<u> </u>		15
	15		

COURSES TO BE TAKEN AT ATLANTA AREA VOCATIONAL-TECHNICAL SCHOOL

First Quarter		Third Quarter	
Biology 160		Biology 260	
Professional Orientation, including		Blood Banking and Special Tests	<u> </u>
Medical Terminology, Body Structure and Function, Laboratory Chemistry, and Parasitology	<u> </u>		10
	10		
Second Quarter		Fourth Quarter	
Biology 161		Biology 261	
Hematology, Serology, Urinalysis, and Bacteriology	<u> </u>	Clinical Internship	<u> </u>
	10		15
		Fifth Quarter	
		Biology 262	
		Clinical Internship	<u> </u>
			15

Total Hours = 90

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another Social Science Elective.

MUSIC

Advising Division: Humanities

The Career Music Program at Clayton Junior College is designed to develop skills in the performance of music and in the instruction of amateur musicians. Graduates of this program will be prepared to teach privately or to direct amateur musical organizations such as church and community choirs.

The Career Music Program requires a minimum of 96 quarter credit hours for graduation: 20 in Humanities other than Music; 5 in Natural Sciences and Mathematics; 15 in Social Sciences; 53 in Music; and 3 hours of Physical Education.

Course	Number	Title	Quarter Credit Hours
AREA I - HUMANITIES			
A.	Art 211	Art Appreciation	5
B.	Engl 111	Composition	5
C.	Spch 121	Communications	5
D.	Choose one of the following:		5
	Art 213	Ancient, Medieval, and Renaissance Art	
	Engl 112	Composition	
	Fren 111	Elementary French	
	Phil 211	Introduction to Philosophy	
	Span 111	Elementary Spanish	
			20
AREA II - NATURAL SCIENCES AND MATHEMATICS			
Choose one course in mathematics or natural sciences (Math 105, Introduction to College Mathematics; or Sci 105, Environmental Science, is suggested)			5
			5
AREA III - SOCIAL SCIENCES			
*Cnst	105	Constitutional Studies of the United States and Georgia	5
Psyc	105	Introductory Psychology	5
Social Science Elective			5
			15
AREA IV - MAJOR FIELD REQUIREMENTS			
Musi	100	Music Literature Survey	2
Musi	111, 112, 113	Music Theory	12
	201, 202, and 203		
**Musi	140 or 141	Pedagogy (Piano or Voice)	5
Musi	152 and 252	Applied Music	12
Musi	191	Ensemble	6
Musi	211	Music Appreciation	5
**Musi	240 or 241	Music Literature (Piano or Voice)	5
Music Electives			6
			53
Physical Education Electives			3
			96
Total			96

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another Social Science Elective.

**These career courses in music do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program in music.

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 prerequisite 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 judgment 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.

Students admitted into the Nursing Program who do not attain a grade of "C" or higher in each nursing course, or who do not maintain a minimum overall Grade Point Average of 2.0 or better, are subject to suspension from the Nursing Program.

Students who have been suspended from the Nursing Program must achieve a minimum overall Grade Point Average of 2.0 or better before being considered for re-admission into the Nursing Program.

A student who has a history of a felony conviction may be admitted to the Nursing Program at Clayton Junior College, but permission to sit for and take the Registered Nurse Licensing examination rests with the State Board of Nurse Examiners.

FRESHMEN

Fall Quarter

Nursing 105 Introduction to Nursing	6
Biology 151 Human Anatomy & Physiology	5
*English 111 Composition	5

16

Spring Quarter

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

18

SOPHOMORES

Fall Quarter

Nursing 211 Nursing in Physical and Mental Illness I	8
**Constitutional Studies 105 Constitutional Studies of the United States and Georgia	5
Physical Education Elective	1

14

Spring Quarter

Nursing 213 Advanced Nursing Problems	10
Humanities Elective	5
Physical Education Elective	1

16

Total

96

Winter Quarter

Nursing 111 Maternal-Child Health I	8
Biology 152 Human Anatomy & Physiology	5
Psychology 105 Introductory Psychology	5

18

Winter Quarter

Nursing 212 Nursing in Physical and Mental Illness II	8
Social Science Elective	5
Physical Education Elective	1

14

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

**A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another Social Science Elective.

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				
A.	Engl	111 and 112	Composition	10
B.	Choose one of the following:			5
	Art	211	Art Appreciation	
	Engl	201;202	Survey of World Literature I, II	
	Engl	211;212	Survey of English Literature I, II	
	Fren	111;112	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Span	111;112	Elementary Spanish	
	Spch	121	Communications	
			<hr/>	15

AREA II - NATURAL SCIENCES AND MATHEMATICS

A.	Any mathematics course numbered higher than 100		5	
B.	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	
	Comp	201	Introduction to Computing	
	Phys	111 or 112	Introductory General Physics	
	Phys	201 or 202	General Physics I or II	
	Sci	105	Environmental Science	
			<hr/>	10

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>	
AREA III - SOCIAL SCIENCES				
*A.	Cnst	105	Constitutional Studies of the United States and Georgia	5
**B.	Choose three of the following:		15	
	Econ	110	Consumer Economics	
	Hist	111 or 112	Western Civilization I, II	
	Hist	251 or 252	American History I, II	
	Poli	111	American National Government	
	Psyc	105 or 201	Introductory Psychology or General Psychology	
	Soci	105	Introduction to Sociology	
			<hr/>	20

AREA IV - MAJOR FIELD REQUIREMENTS

***A.	Bsad	111, 112, 113	Beginning, Intermediate and Advanced Typing	9
***B.	Bsad	150 or 151, 152, 153, 201	Shorthand	20
C.	Bsad	202	Office Machines	3
D.	Bsad	204	Secretarial Accounting	5
E.	Bsad	205	Business Communications	5
F.	Bsad	206	Filing and Records Management	5
G.	Bsad	207	Secretarial Office Practice	5
			<hr/>	52
			<hr/>	52
Total				<hr/> <hr/> 97

*A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another course from Group B.

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

***Competency examinations are available to establish credit by examination in one or more of these courses.

Note: With exception of Bsad 205, the above listed courses in Business Administration do not fulfill the requirements of the Core Curriculum of the University System of Georgia.

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 a majority of his credits will transfer toward a baccalaureate degree at other institutions of the University System of Georgia.

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

Course	Number	Title	Quarter Credit Hours
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AREA I - HUMANITIES

Engl	111	Composition	5
Spch	121	Communications	5
Musi	230	General Music	5
			15

AREA III - SOCIAL SCIENCES

*Cnst	105	Constitutional Studies of the United States and Georgia	5
Psyc	105	Introductory Psychology	5
Social Sciences Elective			5
			15

AREA IV - MAJOR FIELD REQUIREMENTS

***Educ	101	Introduction to Paraprofessional Teaching	5
***Educ	102	Teacher Assistant Practicum	5
***Educ	104	Utilization of Media	5
***Educ	105	Introduction to the Teaching of Mathematics	5
***Educ	106	Introduction to the Teaching of Reading	5
Educ	201	Introduction to Education	5
Psyc	204	Child Growth and Development	5
Phed	265	Physical Education in the Elementary School	5
**Bsad	111	Beginning Typing	3
			43
Elective courses appropriate to the teaching field			17
			90
Total			90

- *A student who successfully completes competency examinations in state and national history and government shall have the option of choosing another Social Science Elective.
- **A student may receive credit by examination for Bsad 111 through successful completion of a competency examination. Note: Bsad 111 does not fulfill Core Curriculum requirements.
- ***These career courses in education do not fulfill the Core Curriculum requirements of the University System of Georgia for Area IV of the College-Transfer Program in teacher education.

OFFICE PRACTICES CERTIFICATE PROGRAM

Advising Division: Social Sciences

The Office Practices Certificate Program at Clayton Junior College offers the student the opportunity to become proficient and certified in clerical and secretarial skills necessary for employment. The student completing Option I should be able to qualify to pass the Civil Service examination with a rating of at least a GS3 (stenographer). The student who chooses Option II should be able to qualify for a clerk-typist position.

A student completing the requirements for the Office Practices Certificate will receive credit under Area IV of the Secretarial Studies curriculum and will be encouraged to continue his education in that program on a part-time basis after employment.

Area IV Requirements

OPTION I (With Shorthand)

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
*Bsad	151, 152, 153, and 201	Shorthand	20
*Bsad	111, 112, 113	Typing	9
Bsad	202	Office Machines	3
Bsad	204	Secretarial Accounting	5
Bsad	205	Business Communications	5
Bsad	206	Filing and Records Management	5
Bsad	207	Secretarial Office Practice	5
Bsad	210	Work Seminar	5
Bsad	212	Machine Transcription/Terminology	5
Econ	110	Consumer Economics	5
Total			67

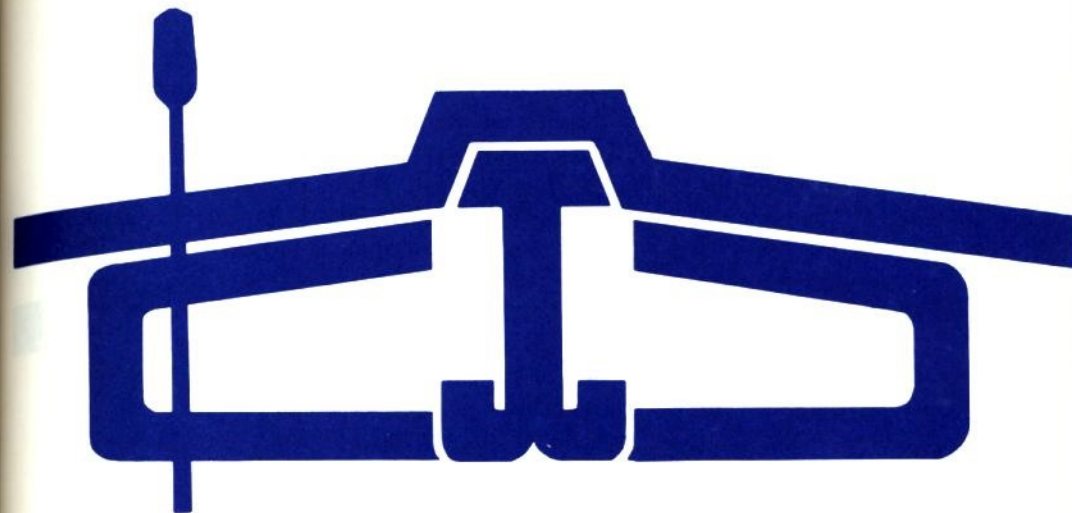
OPTION II (Same as Option I, without shorthand)

47

*Competency examinations are available to establish credit by examination in one or more of these courses.

Note: With exception of Bsad 205, the above listed courses in Business Administration do not fulfill the requirements of the Core Curriculum of the University System of Georgia.

SPECIAL STUDIES PROGRAM



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 special studies courses designed to "bridge the gap" between school and college.

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

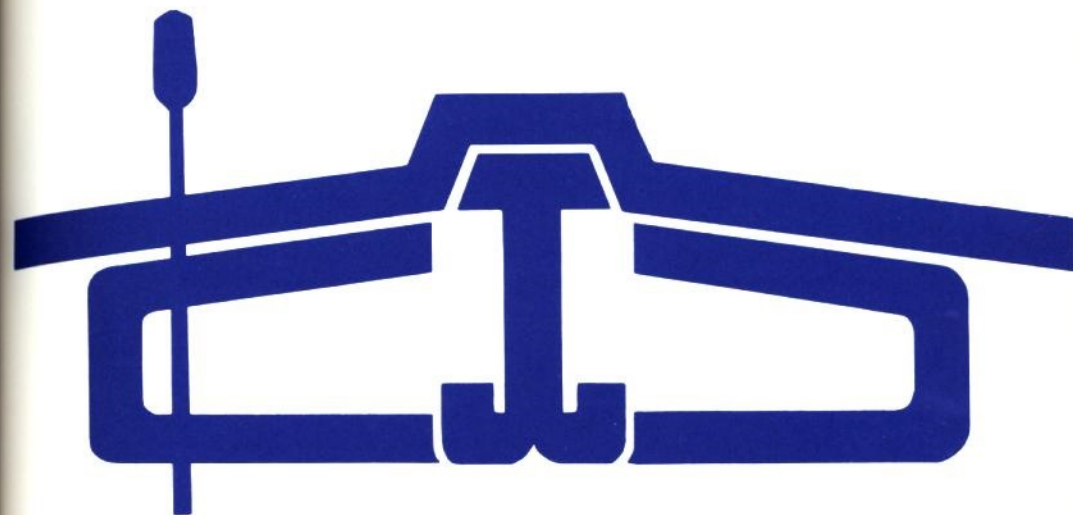
The primary purpose of the Special Studies Program at Clayton Junior College is to identify and to assist the student who needs to develop and/or to review basic academic skills in readings, English, and/or mathematics—skills vital to competency in all other academic areas. In addition, a Developmental 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.

Special Studies 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 Special Studies 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. In any case, an advisor in the Special Studies Program must approve the schedule of a student who is required to take special studies courses.

In some instances, a student who is enrolled in a regular degree program may wish to elect special studies courses to review basic academic skills when space in the program permits. In addition, the resources of the Department of Special Studies are available to students who do not successfully complete the Regent's Testing Program of the University System of Georgia.

Please refer to page 117 of this catalog for a listing of specific Special Studies courses offered by the college.

COURSE DESCRIPTIONS



BIOLOGY

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

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

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

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

Prerequisite: 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 or CHEM 111 is a prerequisite for BIOL 151. BIOL 151 is a prerequisite 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; functions of the organelles, cell division and differentiation, gene action, and other related topics.

Prerequisites: BIOL 111 and 112 or consent of instructor.

Prerequisite or corequisite: CHEM 151.

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

Survey of the plant kingdom, plant evolution, and plant structures and functions.

Prerequisites: BIOL 111 and 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.

Prerequisites: BIOL 111 and 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.

Prerequisite: BIOL 152.

BUSINESS ADMINISTRATION

*BSAD 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 techniques of typing and to build a speed of at least thirty net words per minute on selected materials. Simple letters, centering, and tabulation.

*BSAD 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.

Prerequisite: BSAD 111 or consent of instructor.

*BSAD 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.

Prerequisite: BSAD 112.

*BSAD 150 - Beginning Machine Shorthand (5-0-5)

An individualized study of the principles of machine shorthand with emphasis on learning the keyboard and theory of machine shorthand.

*BSAD 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.

*BSAD 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.

Prerequisite: BSAD 151 or a satisfactory score on a Placement Test.

*BSAD 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.

Prerequisite: BSAD 152.

*BSAD 201 - Advanced Shorthand (5-0-5)

Dictation at speed of 100 to 120 words per minute. Units on legal and medical shorthand. Mailable letters.

Prerequisite: BSAD 153.

*BSAD 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.

*BSAD 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.

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.

Prerequisite: ENGL 111.

*BSAD 206 - Filing and Records Management (5-0-5)

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

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

*Career Courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

***BSAD 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. Includes actual rotating work assignments in offices on and/or off campus.
Prerequisites: BSAD 112 and 152.

***BSAD 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.
Prerequisites: BSAD 112; BSAD 152 or consent of instructor; BSAD 202; and BSAD 204.

***BSAD 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.
Prerequisite(s): BSAD 112 or consent of instructor.

BSAD 270 - Business Law I: Legal Environment of Business (5-0-5)

An overview of the legal problems of commercial activity. Offered with the purpose of illustrating the propriety and necessity of local, state, and federal regulations of business. The course is designed to acquaint the student with laws concerning society and the individual.

BUSINESS MANAGEMENT

***BMGT 251 - Principles of Management and Supervision (5-0-5)**

A basic introductory course covering management principles in general terms. This includes a study of the responsibilities of the supervisor in industry in regards to organization, supervisory duties, human relations, grievances, training, appraisal, promotion, quality control, and management-employee relations.
Prerequisite: PSYC 258 and consent of instructor.

***BMGT 261 - Introduction to Finance (5-0-5)**

An introductory course in business finance and its relationships to economics, accounting, and law. The course covers capital, capitalization, and financial planning; initial financing, refinancing, working capital, expansions, and internal and external financial relationship of the firm.
Prerequisite: ACCT 201 and consent of the instructor.

***BMGT 271 - Fundamentals of Money and Banking (5-0-5)**

A study of the basic principles and concepts of money and credit and their relationships to the economy and impact upon business decisions and economic activity. It includes a study of monetary theory, banking and the Federal Reserve System, financial institutions, monetary and fiscal policies, and money and credit flows.
Prerequisite: ECON 201 and consent of instructor.

***BMGT 281 - Principles of Marketing (5-0-5)**

A study of the principles and methods involved in the movement of goods and services from producers to consumers. This includes marketing functions, marketing manufactured goods, raw materials and proposals for improving the marketing structure.
Prerequisite: ECON 202 and consent of instructor.

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

***BMGT 291 - Intermediate Accounting I (5-0-5)**

Analysis, preparation and interpretation of financial statements; measurement of periodic income, and study of asset acquisition and expiration.
Prerequisite(s): ECON 201, ECON 202, ACCT 202 and consent of instructor.

***BMGT 292 - Intermediate Accounting II (5-0-5)**

A study of capital structure of business corporations, pension plans and long-term leases, income tax allocations, long-term investments in corporate securities, changes in financial position, and present and future values of cash flows.
Prerequisite(s): BMGT 291 and consent of instructor.

***BMGT 293 - Income Tax Accounting (5-0-5)**

This course deals with the theory of taxation, federal income tax laws applicable to individuals and businesses, and tax planning within the tax law provisions.
Prerequisite(s): ACCT 202 and consent of instructor.

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 prerequisite 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.

Prerequisite: High school chemistry or consent of instructor.

Prerequisite or corequisite: MATH 111.

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.

Prerequisite: 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 analysis involving volumetric and gravimetric methods.

Prerequisite: 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 preparations, and reactions utilizing modern theories of electronic structure and reaction mechanisms.

Prerequisite: CHEM 152; or CHEM 112 and consent of instructor.

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

COMPUTER SCIENCE

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

An introduction to computing and computer programming with emphasis on problem solving in both the interactive and Batch Modes, using the BASIC and PL/1 languages. Prerequisite: Two years of high school algebra or MATH 99.

CONSTITUTIONAL STUDIES

CNST 105 - Constitutional Studies of the United States and Georgia (5-0-5)

An interdisciplinary inquiry into the historical and political development of the Georgia and United States constitutions. Required of all students and meets the legislative requirement for Georgia and American history, and for Georgia and American government.

CRIMINAL JUSTICE

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

A survey of criminal justice 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. Prerequisite: CJUS 201.

CJUS 204 - Corrections (5-0-5)

An introduction to corrections, including its philosophy, procedures, and institutions. Prerequisite: CJUS 201.

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

A survey of criminal justice organization, administration, operations, and auxiliary services. Prerequisite: CJUS 201.

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

An overview of the nature of and basis for the United States System of Constitutional Law. Prerequisite: CJUS 201.

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. Prerequisite: CJUS 201.

DENTAL HYGIENE

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

A developmental study of the oral cavity covering the embryonic growth and development of the oral cavity; the primary tissue 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. Prerequisite: 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 examination as an introduction to treatment planning. Prerequisite: 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 (3-0-3)

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 (3-0-3)

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. Prerequisite: 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.

Prerequisite: 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.

Prerequisite: DHYG 203.

DHYG 205 - Dental Health Education (3-0-3)

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 (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.

Prerequisite: PHED 101.

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.

Prerequisite: DHYG 211.

DRAMA

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

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

ECONOMICS

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, investments, retirement, and estate planning.

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

An introductory survey of microeconomic 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.

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 teaching; and the teaching of specific academic skills.

***EDUC 102 - Teacher Assistant Practicum (2-8-5)**

A practicum in which the student studies the role of the teacher assistant in an actual classroom situation. Initially, students will prepare lesson plans; later, they will be actively involved in the teaching/learning process under the guidance of a professional teacher. Students will be enrolled in this course subject to the consent of the instructor.

Prerequisites: EDUC 101, EDUC 105, and EDUC 106.

***EDUC 104 - Utilization of Media (4-1-5) (Same as LMTA 104)**

A course to acquaint the student with selection, production, and utilization of audio-visual materials and proper use and care of audio-visual equipment. Students will select and prepare materials to meet their individual objectives.

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

A course to introduce the student to the content and teaching methods in mathematics for elementary schools. The course includes a study of set theory, systems of enumeration, basic operations, geometry, metric system and preparation of mathematical games.

***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. The student will study language development, reading study skills, and develop games for reinforcing skills in reading.

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

An introduction to the overall responsibilities of working with young children in group settings, this course is designed to prepare students to assist in the implementation of early childhood programs. The developing cognitive, socioemotional, and psychomotor abilities and the individual differences of young children are emphasized as the basis for planning programs and activities.

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

An introduction to the considerations of preschool educational programs; this course explores effective methods of mediating appropriate content and behavior prerequisites to formal schooling. Special emphasis is placed upon identifying and meeting the needs of children with special problems.

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.

Corequisite: PSYC 204.

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

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. May be repeated for credit 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.

Prerequisite: ENGL 111.

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

A survey of World Literature from Homer through the Renaissance.

Prerequisite: ENGL 112.

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

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

Prerequisite: ENGL 112.

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

A survey of English Literature from Beowulf to about 1800.

Prerequisite: ENGL 112.

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

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

Prerequisite: 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 description 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.

Prerequisite: FREN 112.

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

Reading and translation, composition and conversation, outside readings. Offered Spring Quarter.

Prerequisite: FREN 211.

HISTORY

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

An inquiry into selected areas of the political, social, and cultural development of western civilization from the earliest times to 1715.

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

An inquiry into selected areas of the political, social, and cultural development of western civilization from 1715 to the present.

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

A survey of the history of the United States and Georgia from 1492 to the present.

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.

Prerequisites: HIST 111 and 112; HIST 251; or HIST 252.

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

An inquiry into selected areas of the social, intellectual, and cultural growth of the United States through the Civil War.

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

An inquiry into selected areas of the social, intellectual, and cultural growth of the United States since the Civil War.

LEGAL SECRETARY

*LEGL 113 - Advanced Typewriting (1-4-3)

Emphasis will be on legal formats (need of accuracy and familiarization), and legal terminology. Areas covered will be: contracts, automobile negligence, civil action, partnerships, corporations, wills and probate, criminal action, real estate, bankruptcy, and divorce cases.

Prerequisite: BSAD 112.

*LEGL 200 - Legal Secretarial Procedures I (5-0-5)

This course will be the first part of a ten-hour sequence designed to acquaint the student with the practices and procedures of a legal office. The content, based on the *Manual for the Legal Secretarial Profession*, includes the following: court systems, basic knowledge of general law, civil and criminal procedures, and basic terminology.

Prerequisites: BSAD 112, 152, and consent of the instructor.

*LEGL 201 - Legal Secretarial Procedures II (5-0-5)

This course is the continuance of LEGL 200 and includes the following: law office management; court calendar; preparation of briefs, memoranda, legal instruments, and documents for litigation; use of the legal library; and basic terminology.

*LEGL 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. The required practice set will be for a law office.

*LEGL 210 - Practicum (2-8-5)

Actual work experience in a legal office situation. The student will encounter and deal with all aspects of the legal office as a legal secretary.

Prerequisites: LEGL 113, BSAD 152, or consent of instructor, BSAD 202, 204.

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

- *LEGL 212 - Machine Terminology (2-7-5)
Intensive use of machine transcription on legal material.
Prerequisite: BSAD 112 or consent of the instructor.

LIBRARY/MEDIA TECHNICAL ASSISTANTS

- *LMTA 101 - Introduction to Library/Media Services (5-0-5)
An introduction to the services provided by various types of library/media centers and the role of the paraprofessional in providing these services. The development, terminology, and usage of such centers are stressed.
- *LMTA 103 - Procedures in Technical Services (5-0-5)
Study and practice of the basic procedures associated with the ordering, receiving, cataloging, and processing of library/media materials.
Prerequisites: LMTA 101 and BSAD 111, or consent of the instructor.
- *LMTA 104 - Utilization of Media (4-1-5) (Same as EDUC 104)
A course to acquaint the student with selection, production, and utilization of audio-visual materials and proper use and care of audio-visual equipment. Students will select and prepare materials to meet their individual objectives.
- *LMTA 205 - Procedures in Public Services (5-0-5)
Study and practice of the basic procedures associated with the circulation of library/media materials, the use of basic reference tools, and library/media promotion and cooperation.
Prerequisite: LMTA 101, or consent of the instructor.
- *LMTA 251 - Library/Media Practicum (1-8-5)
Practical experience as a paraprofessional in a library/media center.
Prerequisites: LMTA 101, LMTA 103, LMTA 104, and LMTA 205.

MATHEMATICS

- MATH 105 - Introduction to College Mathematics (5-0-5)
A survey course dealing with various aspects of contemporary mathematics. Topics are selected from the following: set theory; mathematical systems; historical development or numeration systems; symbolic logic; probability and statistics.
Prerequisite: One year of high school algebra or MATH 98.
- MATH 111 - College Algebra (5-0-5)
A study of functions and relations; inverse functions and relations; including: quadratic functions, conic sections, polynomial functions, rational functions, exponential functions, and logarithmic functions; systems of linear and non-linear equations; system of inequalities; matrices; determinants and application of matrices to systems of linear equations.
Prerequisite: Two years of high school algebra or MATH 99.
- 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; complex numbers; factor theorem; remainder theorem; synthetic division and mathematical induction.
Prerequisite: Two years of high school algebra and one year of high school geometry or MATH 111.

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

- MATH 113 - Analytic Geometry and Calculus I (5-0-5)
A study of real numbers and introduction to analytic geometry; functions; limits; continuity; the derivative; applications of the derivative to: related rates, extrema, monotonicity and curve sketching; Rolle's Theorem and the Mean Value Theorem for derivatives; the differential; the anti-derivative and applications of the anti-derivative.
Prerequisite: MATH 112 or consent of instructor.

- MATH 114 - Analytic Geometry and Calculus II (5-0-5)
A study of the definite integral; the indefinite integral; Mean Value Theorem for integrals; the Fundamental Theorem of Integral Calculus; applications of the integral to: area, volume of figures of revolution by shells and disks, work, liquid pressure, centroids and length of arc; the natural logarithmic function; the exponential function; laws of growth and decay; the trigonometric and hyperbolic functions and the inverse trigonometric functions.
Prerequisite: MATH 113 or consent of instructor.

- MATH 212 - Analytic Geometry and Calculus III (5-0-5)
A study of techniques of integration including: integration by parts, integration by trigonometric substitution; integration by partial fractions; the trapezoidal rule; Simpson's rule; polar coordinates; the ellipse; the hyperbola; indeterminate forms; L'Hopital's rule; improper integrals; Taylor's Formula; infinite sequences; infinite series including: power series, Taylor's series and binomial series.
Prerequisite: MATH 114 or consent of instructor.

- MATH 213 - Analytic Geometry and Calculus IV (5-0-5)
A study of vectors in the plane and parametric equations; vectors in three dimensional space and solid analytic geometry; limits and continuity of functions of several variables; partial differentiation; directional derivatives; the gradient; tangent planes and normal lines; extrema of functions of several variables; multiple integrals; iterated integrals; surface area; triple integrals in cylindrical and spherical coordinates.
Prerequisite: MATH 212 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.
Prerequisite: MATH 114 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.
Prerequisite: 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.
Prerequisite: 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.

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

*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 psychosocial 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

(Texts and Equipment: All texts, classroom equipment and any uniforms that may be issued are furnished by the Department of the Army without charge. Each student is responsible for the proper care of all items loaned to him or her during Military Science courses and must return these items in good condition when so directed.)

**MILI 101 - Basic Military Science I (2-1-2)

A study of the structure and operation of the U.S. Defense Establishment. The rationale for national security as a legitimate need for nations and how it is provided for in the U.S. system. Laboratory includes leadership development and orientation to and history of ROTC.

**MILI 102 - Basic Military Science I (2-1-2)

The fundamentals of leadership and management and motivation related to human needs. Laboratory includes leadership development and practical exercises in basic military skills.

**MILI 201 - Basic Military Science II (2-1-2)

American military history from colonial times to World War I. Laboratory includes leadership development and practical exercises in military skills.

**MILI 202 - Basic Military History II (2-1-2)

American military history in the 20th Century, including current tactical doctrine and small unit leadership. Laboratory includes leadership development and practical exercises in military skills.

MUSIC

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

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

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

**Courses in Military Science fulfill two hours of the college's physical education requirement for the full-time student enrolled in a College-Transfer Program.

*MUSI 140 - Piano Pedagogy (4-2-5)

Current methods and trends used in teaching private piano lessons with special emphasis on keyboard technique and literature for beginners of all ages.

*MUSI 141 - Voice Pedagogy (4-2-5)

The physical and mental processes involved in singing. A survey of vocal methods, art song, and contemporary solo literature.

MUSI 150 - Group Instruction in Applied Music (2-0-2)

Group 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 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. Meets Area IV Core requirements for Education and Recreation majors only.

*MUSI 240 - Piano Literature (5-0-5)

A survey of standard piano literature with emphasis in teaching piano lessons.

*MUSI 241 - Choral Techniques and Literature (4-2-5)

Basic conducting and choral techniques. A study of choral history and examination of choral works.

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

Continuation of MUSI 151.

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

Continuation of MUSI 152.

NURSING

NURS 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.

*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College-Transfer Program.

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

A two-quarter, family-centered, problem-solving approach is used to introduce the student to the care of patients with problems related to selected conditions appropriate to a beginning medical-surgical nursing experience, particularly the nursing care of patients with conditions related to the reproductive system, with emphasis on the maternity cycle. The family as a major unit of our society is emphasized to include normal growth and development of the child from conception through the toddler. Instruction is planned to consider the patho-physiological and psychosocial aspects of patient care. There are planned observations at community facilities related to maternal and child health and supervised clinical practice correlated with theoretical instruction.

Prerequisite: NURS 105.

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

A two-quarter, family-centered, physical and mental illness sequence integrating the typical emotional and physical problems interrupting the human family life cycle from the toddler, the adolescent, through middle age to senescence and death. Instruction continues to develop the patho-physiological and psychosocial concepts essential for total patient care. Supervised laboratory experiences in community agencies and hospital facilities are selected to reinforce theoretical instruction.

Prerequisites: NURS 111 and 112.

NURS 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.

Prerequisite: 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 (1-2-2)

To introduce the basic knowledge, understandings, and values of physical activity in our sedentary society. Ten concepts generally accepted as being of primary importance in developing an understanding of physical activity will be examined.

PHED 101 - Personal Health (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 (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 (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 (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 (0-2-1)

PHED 110 - Badminton (0-2-1)

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

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

Prerequisite: PHED 120 or consent of instructor.

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

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

Prerequisite: PHED 125 or consent of instructor.

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

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

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

PHED 131 - Tumbling - Trampoline (0-2-1)

PHED 132 - Intermediate Tumbling - Trampoline (0-2-1)

Prerequisite: PHED 131 or consent of instructor.

PHED 133 - Intermediate Gymnastics (0-2-1)

Prerequisite: PHED 130 or consent of instructor.

PHED 135 - Beginning Judo (0-2-1)

Must furnish uniform.

PHED 136 - Intermediate Judo (0-2-1)

Prerequisite: PHED 135 or consent of instructor.

Must furnish uniform.

PHED 137 - Self Defense (0-2-1)

PHED 138 - Wrestling (0-2-1)

PHED 139 - Beginning Karate (0-2-1)

*PHED 140 - Jogging (0-2-1)

*PHED 141 - Weight Training (0-2-1)

PHED 142 - Advanced Weight Training (0-2-1)

Prerequisite: Consent of instructor.

*A student may receive credit by examination for these courses by successfully completing a competency examination. Please contact a member of the Health, Physical Education, and Recreation faculty for further information.

PHED 143 - Intermediate Karate (0-2-1)

Prerequisite: PHED 139.

*PHED 145 - Beginning Swimming (0-2-1)

For non-swimmers or weak swimmers.

Must furnish swim suit and cap.

PHED 146 - Intermediate Swimming (0-2-1)

Prerequisite: PHED 145 or consent of instructor.

Must furnish swim suit and cap.

PHED 148 - Life Saving (0-2-1)

Prerequisite: PHED 146 or consent of instructor.

Must furnish swim suit and cap.

PHED 149 - Water Safety Instructors (0-2-1)

Prerequisite: PHED 148 or Life Saving Certification.

Must furnish swim suit and cap.

PHED 160 - Folk Dance (0-2-1)

PHED 161 - Square Dance (0-2-1)

PHED 163 - Beginning Modern Dance (0-2-1)

Must furnish leotards and tights.

PHED 164 - Intermediate Modern Dance (0-2-1)

Prerequisite: PHED 163 or consent of instructor.

Must furnish leotards and tights.

PHED 170 - Volleyball (0-2-1)

PHED 185 - Camping (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 camp-outs during the course.

PHED 190-191-192 - Officiating (0-2-1)

Basic principles and fundamentals of officiating team and individual sports. Officiating experience in the intramural Department's Sports Program.

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.

RECR 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.

*A student may receive credit by examination for these courses by successfully completing a competency examination. Please contact a member of the Health, Physical Education, and Recreation faculty for further information.

PHYSICS

PHYS 111, 112 - Introductory General Physics (4-2-5 each course)

A two-quarter sequence in physics for the non-science major.

Prerequisite(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.

Prerequisites: PHYS 111 and 112; and MATH 112 or consent of instructor.

PHYS 201 - General Physics I (4-3-5)

Statics and Dynamics.

Prerequisite: MATH 113.

Prerequisite or corequisite: MATH 114.

PHYS 202 - General Physics II (4-3-5)

Thermodynamics, optics, and sound.

Prerequisites: PHYS 201 and MATH 114.

Prerequisite or corequisite: MATH 212.

PHYS 203 - General Physics III (4-3-5)

Electromagnetism, nuclear and modern physics.

Prerequisites: PHYS 202; and MATH 212 or consent of instructor.

POLITICAL SCIENCE

POLI 111 - American National Government (5-0-5)

An introduction to the structures and processes of American national politics, from the perspective of political science methodology.

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 government.

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, social behavior, learning and memory and cognition. PSYC 201 is recommended for the student planning to major in one of the behavioral sciences.

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 behavioral and phenomenological processes and application of adjustment techniques 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

Courses listed under Secretarial Studies in former Clayton Junior College catalogs are now classified under Business Administration.

SOCIOLOGY

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

An introduction to the basic sociological concepts regarding social institutions, social organization, culture, stratification, formal organization, collective behavior, 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.

Prerequisite: 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.

Prerequisite: SPAN 211.

SPECIAL STUDIES COURSES

(Credit received in Special Studies 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.

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

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

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

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

The seminar utilizes small group interaction to assist students in the acquisition of communication skills and self-knowledge. Individual tests, discussion, and self-exploration are used to assist the student in making personal, educational, and vocational decisions.

SPEECH

SPCH 121 - Communications (5-0-5)

An introductory course dealing with concepts of communication and offering experience in communication situations. Intrapersonal communications, interpersonal communications, mass media and communication strategy will be explored.

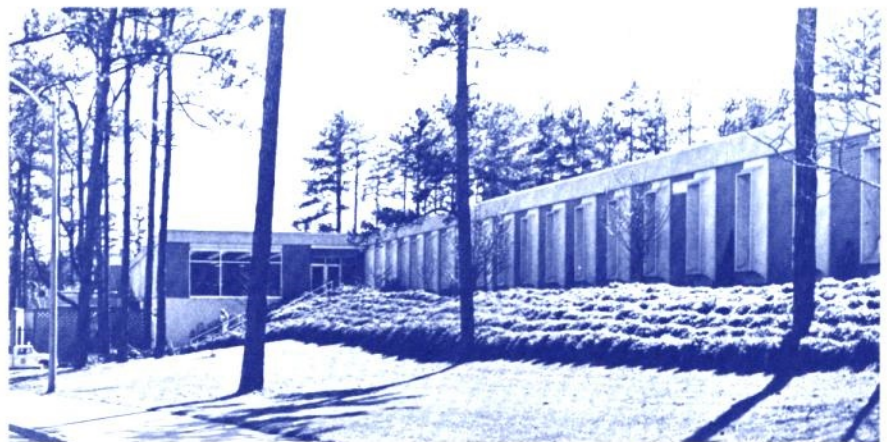
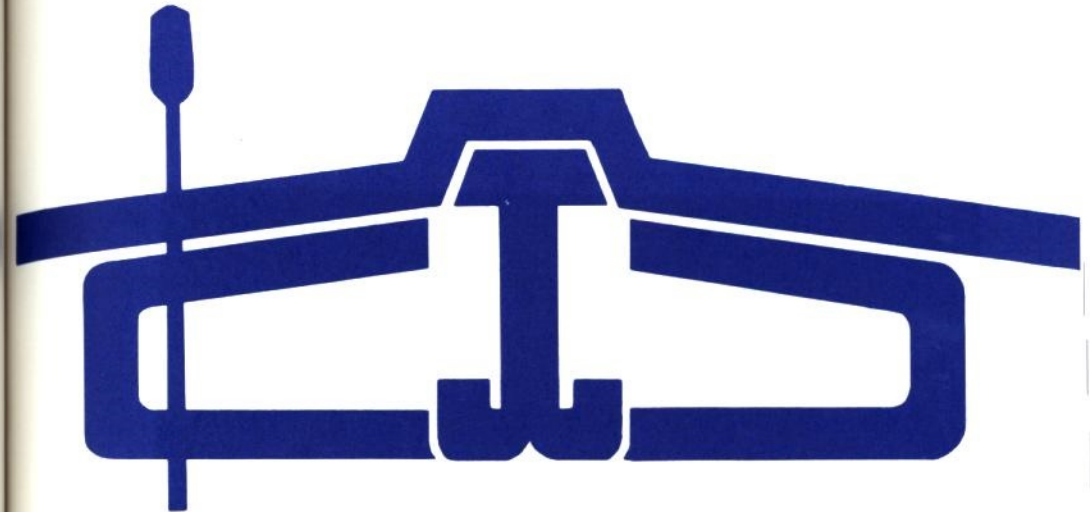


TOTALLY ACCESSIBLE CAMPUS

Ramps for handicapped students were completed prior to the Fall Quarter, 1974, making every building and every floor at Clayton Junior College accessible to wheelchair students. The development of a totally accessible campus was made possible by the encouragement and assistance of the Clayton County Commissioners and the Clayton County Public Works Department.

Three curb cuts were made by the Public Works Department, one for the Library/Student Center, one for the Physical Education Building, and one near the Classroom Building which also serves three other existing structures. In addition, a steel ramp is placed in front of the Administration Building, making it possible for wheelchair students to enter the college grounds from almost any direction.

Both of the college's two-story buildings — the Library/Student Center and the Classroom Building — were constructed with elevators in addition to stairways, making every floor accessible to wheelchair students.



For answers to questions concerning this section of the catalog, please contact

The Office of the Comptroller
(concerning 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

NEW QUARTERLY FEES	
Effective Spring Quarter, 1976	
GEORGIA RESIDENT	none,
\$106.00 for a student taking 12 or more quarter credit hours	redit
\$9.00 per quarter hour for a student taking fewer than 12 hours	none,
NON-RESIDENT	redit
\$264.00 for a student taking 12 or more quarter credit hours	redit
\$22.00 per quarter hour for a student taking fewer than 12 hours	redit
NOTE: In addition, each student scheduling six or more quarter hours of credit pays a Student Services Fee of \$6.00.	redit
Clayton Junior College	ding
Morrow, Georgia	

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 Director of Admissions in the Office of Admissions and Records.

1. (a) If a person is 18 years of age or older, he or she may register as a resident student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
3. A full-time faculty member of the University System and his or her spouse and dependent children may register on the payment of resident fees even though he or she has not been a legal resident of Georgia for the preceding twelve months.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees, when such teachers have been legal residents of Georgia for the immediately preceding nine months, were engaged in teaching during such nine month period, and have been employed to teach full-time in the public schools of Georgia during the ensuing school year.
6. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
7. Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State, may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.

8. If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve month period the student may continue his registration only upon the payment of fees at the non-resident rate.
9. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.

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 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.

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 section 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.

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 Admissions 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.

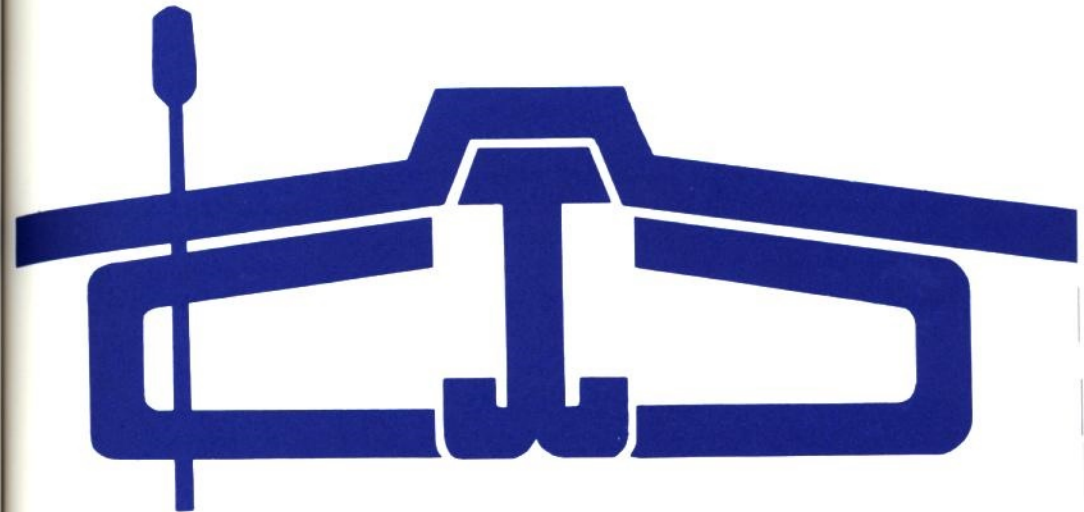
<i>Time of Withdrawal</i>	<i>Percentage Refund Received</i>
Within one week	80%
From one to two weeks	60%
From two to three weeks	40%
From three to four weeks	20%
After four weeks	No Refund

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 of 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.

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.

FINANCIAL AID



For answers to questions concerning this section of the catalog, please contact

The Director of Financial Aid and Placement

The purpose of financial aid at Clayton Junior College is to provide assistance to the student who otherwise could not attend college. Clayton Junior College has established the guideline that the primary responsibility for financing a college education lies with the student and his family. Thus, the needs of an individual student for financial assistance are determined by the difference between what he and his family can contribute and the actual cost of attending Clayton Junior College. A student's family contribution and need analysis will be processed by the College Scholarship Service when the Parents' Confidential Statement (Students' Financial Statement) is filed for processing. PCS/SFS forms are available from most secondary school counselors, from the Director of Financial Aid at Clayton Junior College, or from the College Scholarship Service, Box 176, Princeton, New Jersey 08540.

THE FINANCIAL AID APPLICANT SHOULD

1. File a formal application for admission to Clayton Junior College;
2. File an application for financial aid (available from the Director of Financial Aid at Clayton Junior College);
3. File a Parents' Confidential Statement (Students' Financial Statement) through the College Scholarship Service, requesting that a copy be sent to Clayton Junior College.

GENERAL WORK PROGRAMS

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program is available to the qualified student at the time of initial enrollment or thereafter. Family income is the primary basis for determining eligibility. Satisfactory academic progress and work performance is required.

Under present arrangements, a student may work each class day during the regular quarter, based upon the amount of his financial need. There also is the possibility of full-time summer work. Since the student earns the funds, no repayment is necessary.

A student who qualifies for aid under the College Work-Study Program also may qualify for a loan and/or a grant, thereby making it possible for him to receive sufficient aid to meet virtually all educational expenses.

COOPERATIVE EDUCATION PROGRAM

Clayton Junior College offers a cooperative plan of education both to give the participating student experience in business or industry and to provide financial assistance. Usually a co-op student alternates a quarter of classes with a quarter of work; however, certain programs of study are more adaptable to a parallel arrangement in which the student attends classes part day and works part day. Each individual study/work schedule will be adapted to meet the needs of the student and the employer. Complete information concerning cooperative education at Clayton Junior College is available from the Director of Cooperative Education.

GENERAL LOAN PROGRAMS

GEORGIA HIGHER EDUCATION ASSISTANCE CORPORATION (GHEAC)

Educational loans may be obtained annually by qualified Georgia residents from private lending institutions participating in the state and federal guaranteed student loan programs. The maximum loan is \$1,500 per year.

Loans made to students by private lending institutions are guaranteed by GHEAC. All interest on such loans made to students whose adjusted family income was less than \$15,000 during the preceding taxable year is paid the lender by the United States Government through GHEAC while the student is in school. Loans are repayable by students in monthly installments following graduation or withdrawal from school together with interest then accruing on the loan.

Loans may be obtained for study at approved colleges, graduate schools and post-secondary schools.

Further information and applications may be obtained from the Director of Financial Aid, Clayton Junior College or directly from GHEAC, Suite 110, 9 LaVista Perimeter Park, 2187 Northlake Parkway, Atlanta, Georgia 30084.

NATIONAL DIRECT STUDENT LOAN

The National Direct Student Loan is available to students with financial need at the time of his enrollment or thereafter. Interest at three percent begins to accrue nine months after the borrower leaves school. The loan may be repaid in one lump sum or in installments. Borrowers who elect to teach in certain eligible schools located in areas of primarily low-income families may qualify for cancellation of the entire obligation over a five year period.

EMERGENCY LOANS

In cases of exceptional circumstances, a student may apply for an Emergency Loan of up to 80% of his matriculation fee. A student wishing to apply for an Emergency Loan should secure from the Director of Financial Aid a copy of the guidelines and application form, to be returned to the Director of Financial Aid at least two working days prior to the Official Registration Day of the quarter in which he plans to enroll. Emergency Loans are not available at Early Registration and must be repaid within a period of 30 days.

JOHN WORD WEST EDUCATION FOUNDATION, INC.

Clayton Junior College is able to provide matching funds for National Direct Student Loans and Nursing Student Loans and Emergency Loans to students through a generous grant by the John Word West Education Foundation, Inc.

GRANTS

BASIC EDUCATIONAL OPPORTUNITY GRANTS

Basic Grants are available to eligible students attending colleges and post-secondary educational institutions.

In academic year 1975-76, students may apply for a basic grant if they are entering an eligible post-secondary educational institution for the first time after April 1, 1973 and are enrolling on a full-time basis.

To apply for a basic grant, a student must complete an "Application for Determination of Basic Grant Eligibility." Copies are available from the Director of Financial Aid, Clayton Junior College.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This program has the single purpose of making a college education available to the high school graduate of exceptional financial need who, without the grant, would be unable to attend college.

The minimum grant is \$200, but this may not exceed one-half of the student's financial need as established by the Parents' Confidential Statement Need Analysis Report. Further, the SEOG can be no more than one-half of the financial aid supplied by the college. The balance could include a National Direct Student Loan or earnings under the College Work-Study Program.

GENERAL SCHOLARSHIP PROGRAMS

REGENTS' SCHOLARSHIPS

Regents' Scholarships were established for the purpose of assisting the student of superior ability who needs financial aid in order to attend college. The scholarship program is administered by Clayton Junior College in accordance with policies established by the Board of Regents.

In order to qualify for a Regents' Scholarship, an applicant must enroll as a full-time student and have average grades or predicted average grades that place him in the upper 25% of his class. The amount of the scholarship will depend upon the financial need of the applicant as determined by the College Scholarship Service Need Analysis Report. The maximum Regents' Scholarship award during any academic year is \$500 for a junior college student.

Recipients of a Regents' Scholarship are expected, upon completion of their program of study, to reside in the State of Georgia and to engage in work for which they were prepared through scholarship aid for a period of one year for each \$1,000 of scholarship aid received.

JOHNWORD WEST SCHOLARSHIPS

Financial Assistance is available to deserving students as the result of a generous grant made to Clayton Junior College by the John Word West Educational Foundation, Inc. These funds provide for assistance in the form of scholarships to deserving students.

This assistance is designed to provide incentive for those deserving students who might not go to college without this financial encouragement. It is further the intent of the Fund to provide an attraction for those exceptional students who due to this recognition, would continue to develop their talents.

Those students who would profit from attending college and who have shown reasonable academic promise are encouraged to apply for a John Word West Scholarship.

Scholarship recipients will normally receive a \$500, one academic year, scholarship to attend Clayton Junior College.

Scholarships will be awarded for one year. Students awarded a one-year scholarship will be given preference for a second one-year award. Scholarships may be awarded for periods of less than one academic year.

A recipient of a scholarship must maintain status as a full-time student enrolled in a program leading to a career or transfer degree.

CLAYTON JUNIOR COLLEGE FOUNDATION SCHOLARSHIPS

The Clayton Junior College Foundation has established and funded eighteen two-year scholarships to cover all resident fees for students to begin college in the summer or fall of 1975.

Included in the awards are ten scholarships to selected students entering fields of Pre-Medicine or Pre-Dentistry, Secretarial Studies, Banking and Finance, Music, and Art; and eight scholarships for valedictorians of selected schools who elect to attend Clayton Junior College.

The valedictorian awards will go to the four Clayton County High schools, two from South Fulton County, and one from Henry County and one from Fayette County.

Interested students should contact the Director of Financial Aid and Placement at Clayton Junior College.

GEORGIA INCENTIVE SCHOLARSHIP

The Georgia Incentive Scholarship was created by an act of the 1974 Georgia General Assembly in order to establish a program of needs, creating scholarships for qualified Georgia residents to enable them to attend eligible post-secondary institutions of their choice within the state. The scholarship awards are designed to provide only a portion of the student's resources in financing the total cost of post-secondary education.

Further information and applications may be obtained from the Director of Financial Aid, Clayton Junior College or directly from Georgia Higher Education Assistance Authority, Suite 110, 9 LaVista Perimeter Park, 2187 Northlake Parkway, Atlanta, Georgia 30084.

SPECIALIZED SCHOLARSHIP AND LOAN PROGRAMS

ARMY ROTC SCHOLARSHIPS

A student enrolled in the Army ROTC Program at Clayton Junior College is eligible to compete for three and two year scholarships. Army ROTC scholarships are transferable to any of the more than 290 colleges and universities throughout the country which have an Army ROTC unit. The scholarship program pays for all tuition, books, and laboratory fees. In addition, a subsistence allowance of \$100 per month, tax free, during the school year is awarded to assist in defraying living expenses. Further information is available from the Director of Financial Aid and/or a member of the military science faculty of Clayton Junior College.

LEEP GRANT/LOAN PROGRAM

The LEEP Grant program is administered by the Department of Justice to provide financial assistance for the in-service law enforcement officer continuing his education at the college or university level. An in-service employee of a police, justice, or corrections agency enrolled in courses related to law enforcement can receive up to \$200 per academic quarter, not to exceed the cost of tuition, fees, books, and supplies itemized in the school's catalog. Repayment of the award can be made through two years of employment within the field of law enforcement following completion of any course funded by a grant, or in cash at seven percent simple interest per annum through regular monthly payments of at least \$50 to the U.S. Department of Justice.

The LEEP Loan program is designed to encourage a student to prepare for or to advance in careers of law enforcement. A full-time student enrolled in a degree program directly related to law enforcement may receive up to \$1,800 per academic year. Special consideration is given to the person already engaged in a field of law enforcement who is on academic leave from his job. A loan recipient must intend to pursue or resume full-time employment in law enforcement, and Law Enforcement Student Loans may be cancelled at a yearly rate of 25% for each year spent in full-time employment after the student completes his studies. A student who does not enter or re-enter the field of law enforcement must repay the loan in cash within a 10 year period at seven percent annual interest. Cash repayments begin six months after a student leaves the college.

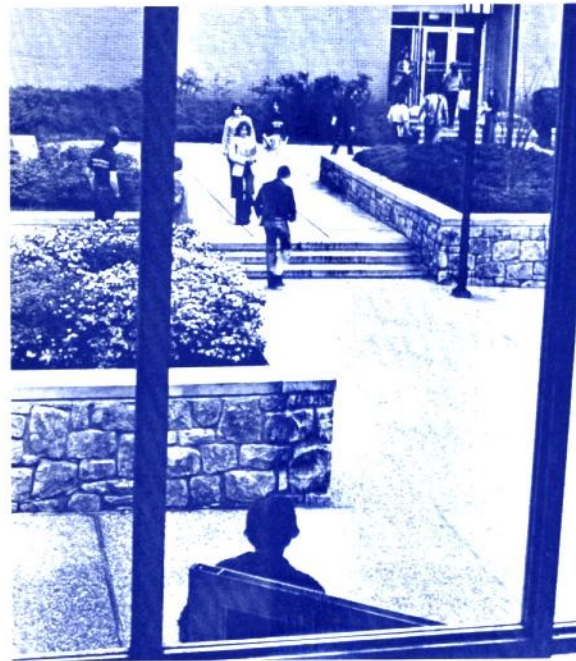
NURSING SCHOLARSHIP/LOAN PROGRAM

The purpose of the program is to assist a student of exceptional financial need to undertake courses of study leading to an Associate of Arts degree in Nursing. The maximum scholarship amount is \$2000, or the amount of financial need, whichever is less. The maximum amount that may be borrowed for an academic year is \$2500. This is subject to availability of funds and to the amount of need. Loans are repayable over a ten year period beginning nine months after the student leaves school. Interest begins to accrue at the time the loans becomes repayable at the rate of three percent per annum. If a borrower is employed full-time as a professional nurse in any public or nonprofit private agency, institution, or organization (including neighborhood health centers), up to 85% of the Nursing Student Loan plus interest may be canceled at the rate of 15% a year for the first three years and 20% a year for the next two years.

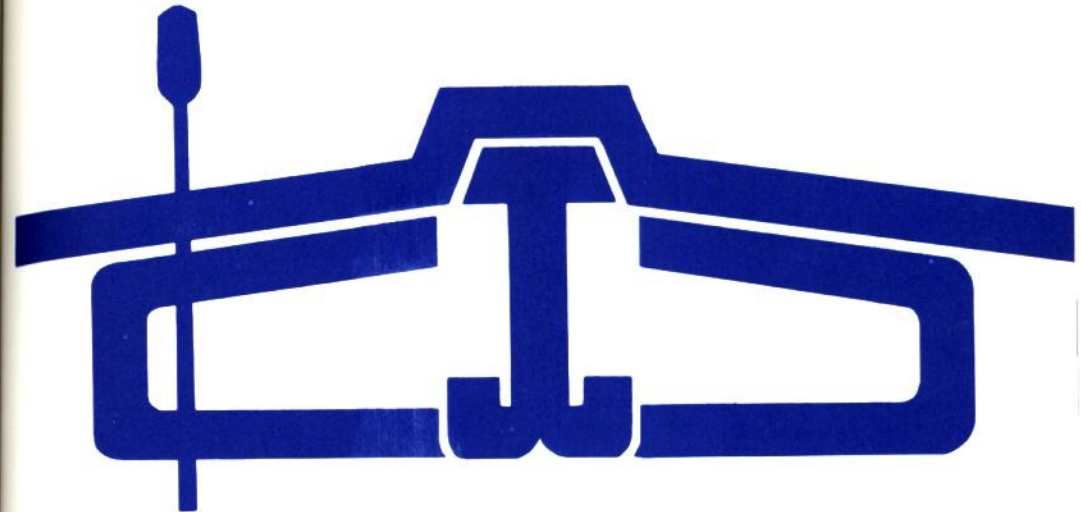
STATE DIRECT STUDENT LOANS

State Direct Student Loans may be made to students who plan to enroll in educational programs leading to careers in approved health-care fields. Students may borrow up to \$1500 per academic year and may elect to cancel the repayment obligation by practicing their professions in Georgia one calendar year for each academic year of financial assistance.

Approved undergraduate fields of study include dental hygiene, dietetics, hospital administration, laboratory technology, medical records administration, medical technology, nursing, occupational therapy, physical therapy, physician assistant, radiologic technology and respiratory therapy. Graduate and specialized fields of study include dentistry, special education, hospital administration, nurse anesthesia, nursing, optometry, pharmacy, physical therapy, school psychology and veterinary medicine.



STUDENT SERVICES AND STUDENT ACTIVITIES



For answers to questions concerning this section of the catalog, please contact

The Office of the Dean of Students

Personnel in that office include

The Dean of Students
The Director of Counseling and Testing
The Director of Financial Aid and Placement
The Director of Student Activities
The Coordinator of Veterans' Affairs

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 Black Awareness Group, Civitan Club, Circle K, Drama Club, Lambda Alpha Epsilon Criminal Justice Fraternity, Music Club, Phi Beta Lambda Business Club, Student Association of Educators, Sports Car Club, Veterans Club, Student Nurses of Georgia, and the Junior Dental Hygienists of America.

CONCERTS/LECTURES/GENERAL ENTERTAINMENT

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

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 career 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 and periodically offer Study Skills Information Seminars. 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 for 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, examinations of the Advanced Placement Program, the Dental Hygiene Aptitude Test, and the Regents' Testing Program of the University System of Georgia.

DRAMA ACTIVITIES

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

FINANCIAL AID

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 the preceding section of this catalog.

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.

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 Department of Public Safety or the Office of the Dean of Students.
3. A group policy of health and/or accident insurance is available through the Office of the Dean of Students for the student who elects to subscribe.

HOUSING INFORMATION

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

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.

MUSICAL GROUPS

Organized musical groups on campus include the Clayton Junior College Choir, Concert Band, Brass Ensemble, 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.

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, a copy of the *Student Handbook* published by the Office of the Dean of Students is presented to each new student. The *Student Handbook* describes the rights and responsibilities of the student at Clayton Junior College. Each student of the college is expected to obtain a copy of the *Student Handbook*, to familiarize himself with it, and to be responsible to its contents.

PLACEMENT SERVICE

The Placement Office in the Office of the Dean of Students functions to assist the student and the graduate of the college in securing employment. This office maintains listing of part and full-time employment opportunities available in the community. These listings include jobs for the student currently enrolled at the college and permanent employment opportunities for the graduate.

A candidate for graduation from the college seeking permanent employment upon graduation should contact the Placement Office during the quarter prior to the quarter in which he expects to graduate. During that quarter, the candidate for graduation should expect to establish a Placement File to be used by the Placement Office in arranging campus interviews and in a general employment opportunity search.

PUBLICATIONS

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

STUDENT AFFAIRS COMMITTEES

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 Student Affairs Committee, the Lyceum Committee, the General Entertainment Committee, the Publications Committee, the Judicial Commission, the Intramurals Committee, and the Health and Safety Committee.

STUDENT CONDUCT: RIGHTS AND RESPONSIBILITIES

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.

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 study body of the college in elections held Spring and Winter Quarters.

TUTORING

Whenever possible, the Office of the Dean of Students 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 servicemen enrolled at Clayton Junior College is eligible to participate in the Veterans' Tutorial Program, which provides funds for veterans and servicemen requiring tutors.

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 Department of Public Safety and must display an affixed decal. These are issued without cost to the student at the beginning of any academic quarter.

VETERANS' SERVICES

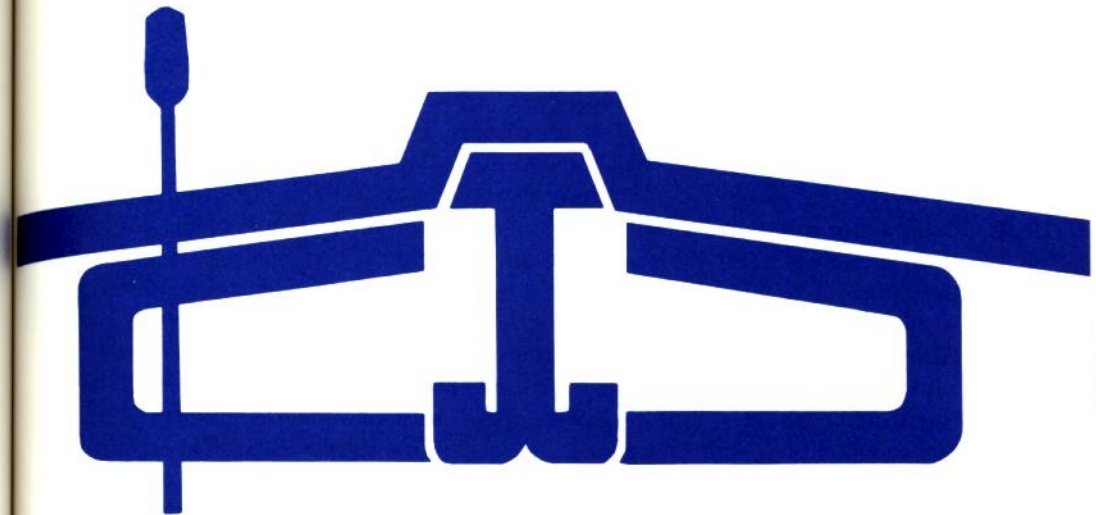
The Veterans' Affairs Office was established at Clayton Junior College to assist the veteran in utilizing his educational benefits to the fullest advantage. Any veteran enrolled or planning to enroll at Clayton Junior College is invited to contact the Veterans' Affairs Coordinator in the Office of the Dean of Students with questions about his educational benefits under the G.I. Bill.

The veteran enrolled at Clayton Junior College is encouraged to take advantage of such programs as the Veterans' Tutorial Program for the veteran who is experiencing academic difficulties and the Special Studies Program for the student who needs to review basic academic skills. The veteran enrolled at Clayton Junior College also may contact the Office of Veterans' Affairs for assistance in dealing with difficulties with the Veterans' Administration.

The following is a guide for veterans applying for veterans' benefits to be used at Clayton Junior College:

1. *New Students.* A veteran who has never used his educational benefits should obtain Form #1990 from either the Veterans Affairs Office or the Office of the Registrar and return the completed form together with his DD-214 to the Veterans' Affairs Office.
2. *Previously-Enrolled and Transfer Students.* A veteran who has received benefits previously at Clayton Junior College or at another college or university should obtain Form #1995 from either the Veterans' Affairs Office or the Office of the Registrar, complete the form, and return it to the Veterans' Affairs Office.
3. *Each* veteran attending Clayton Junior College is requested to fill out an orange Certification Card with the Veterans' Affairs Office each quarter so that the Veterans' Affairs Office will be aware of any change in his certification. This also will insure that each eligible veteran will continue to receive his benefits during the following quarter.

COMMUNITY SERVICES



CONTINUING EDUCATION COURSES OFFERED 1974-75

Clayton Junior College is a 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 resources of the college readily available to the community and to make special educational needs of the community known to the college.

Last year, over 2,800 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. During the last four years, for example, the office of Community Services has sponsored and conducted Leadership Development workshops for several PTA councils, other civic organizations, and for the Chamber of Commerce on an annual basis.

Other workshops and courses are planned and conducted to meet special needs of local government officials and of the business community.

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. Thus, the Director or Assistant Director of Community Services is always eager to discuss with individuals or groups within the community special educational and/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.

- | | |
|---|--|
| The Ascent of Man | Soaring—The Magic of
Motorless Flight |
| Introduction to Astrology | Human Relations Communications
Workshop |
| Intermediate Astrology | Income Tax Preparation |
| Introductory Bookkeeping and
Accounting | Instructor Training |
| Intermediate Bookkeeping | Interior Design I |
| Business English | Interior Design II |
| Basic Cake Decorating | Shoestring Interior Design |
| Intermediate Cake Decorating | Know Your Legal Rights |
| Certified Professional Secretary
Exam Review | Leadership Workshop |
| Clayton Junior College
Community Chorus | The Making of an Executive
Secretary |
| Clayton Junior College
Community Little Theatre | Managing Your Managers
Effectively |
| Basic Decoupage | Managing and Supervising by
Objectives |
| Drawing and Sketching | Marriage Enrichment for Women |
| ESP Introductory Survey of
Parapsychology | Basic Marriage Enrichment |
| Folk Guitar for Early Teens | Advanced Marriage Enrichment |
| Folk Guitar for Older Teens
and Adults | Obedience Training for Dogs |
| Freedom and Responsibility—a
free film series | OSHA Familiarization |
| Conversational French for Adults | Painting for Adults |
| Conversational French for Children | Basic Photography |
| Golf | Beginning Piano I for Adults |
| Home Vegetable Gardening | Beginning Piano II for Adults |
| How to Parent | Beginning Piano (ages 10-14) |
| Principles of Supervision and
Communication | Preparation for Parenthood |
| Property & Casualty Insurance
Agent's Exam Prep. | Conversational Spanish for
Adults |
| Introduction to the Psychic Arts | Conversational Spanish for
Children |
| Quilting | Creative Stitchery |
| How to be a Ham Radio Operator | Tennis Instruction and Play |
| Rapid Reading | Beginning Typing |
| Real Estate Sales Preparation | Intermediate Typing |
| Review Course for Graduate Nurses
State Board Licensing Exam | Getting Ready to be a Woman |
| Science of Creative Intelligence | Being More of a Woman |
| Basic Sewing | Women on Wheels—Powderpuff
Mechanics |
| Beginning Shorthand | Creative Woodworking |
| Intermediate Shorthand | Writing for Fun and Profit |
| | Basic Yoga |

USE OF COLLEGE FACILITIES

Facilities and equipment of the college are provided for the purpose of supporting the educational programs and services approved for the college by the Board of Regents.

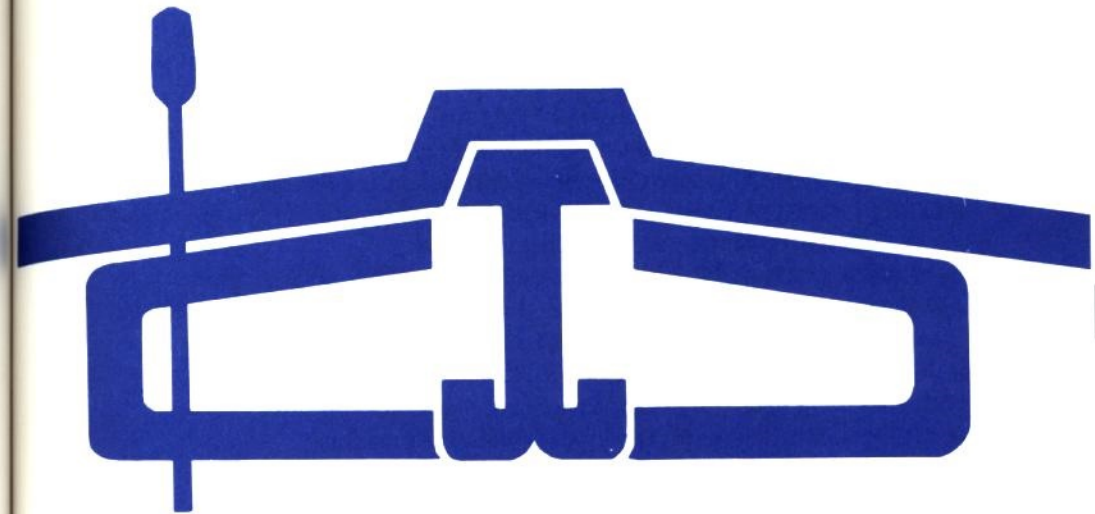
The Office of Community Services is responsible for sanctioning the use of college facilities by groups not affiliated with the college. The primary considerations in determining use of college facilities by outside groups are whether or not the proposed activity is in keeping with the mission of the college and whether or not the college has the resources to co-sponsor the activity as one of its own programs.

Activities of other educational agencies, state and local governments, and non-profit organizations which are in conformity with the purposes of the college are usually approved and co-sponsored by the college.

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 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.

COLLEGE PERSONNEL



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Frances A. Bernhardt, Technical Services Librarian
Terry D. Bailey, Media Services Coordinator
June R. Woodard, Assistant to the Media Services Coordinator
Gwen G. Moore, Library Assistant
Frances S. Pierce, Library Assistant

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Jean L. Toffelmire, Library Assistant
Shirley Sharp, Media Technician

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John D. McLeod, Assistant Comptroller
Jillayn R. Wolleat, Personnel Assistant
William Cary Harmon, Budget Assistant
James R. McPhail, Procurement Assistant
Sherry L. Brown, Assistant Bookkeeper
Debra C. Woods, Secretary
Sue M. Kirkland, Accounts Payable Clerk
Sherry L. Benefield, Cashier/Clerk-Typist
Cynthia W. Funk, Clerk-Typist

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Rudolph P. LoMonaco, Baker
Henry M. Crisler, Baker
Virgilene K. Johnson, Secretary
Janice Adkins
Gertrude Bryson
Mary Covert
Marie Eaton
Sara Griffin
Helen Hardin
Beatrice Langley
Willie Mae Lee
Cathlene Painter
Bernice Smothers
Jo Ann Wooten

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Hugh M. Stanley, Assistant Director
Bennie L. Reynolds, Plumber
Christopher M. Gowing, Janitorial Supervisor
Trenon J. Alford, Electrician
Alvin T. Wallace, Grounds Supervisor
Gerald L. Kirkland, Carpenter
Cecil L. Howell, Storekeeper
Jeraldine Davis, Secretary
Mary W. Bonner

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Louise R. Gipson
Samuel James Glaze
Thomas D. Glaze
Jessie Mae Hunt
William L. Magness
Robert D. Marcum
Larry T. Moore
Larnard Sagoes
Catherine Smith
Geraldine Smith
John B. Treadwell
Nellie Verdell

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Paul E. Fitzpatrick, M.D., College Physician
Harriet T. Aiken, Receptionist
Rhoda Waldrip, Evening Receptionist
Fran B. Wallace, Evening Receptionist
Diane K. Mitchell, Composer Operator
Joyce M. Stanley, Duplicating Equipment Operator

BOOKSTORE

Allen Bates, Manager
Rita M. Maggert, Secretary/Cashier

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Hugh Briscoe, Sergeant
Doris L. Berry, Officer
Harold B. Crews, Officer
Michael E. Darnell, Officer
Carol E. Gossett, Officer
Luther Terry, Officer

FACULTY

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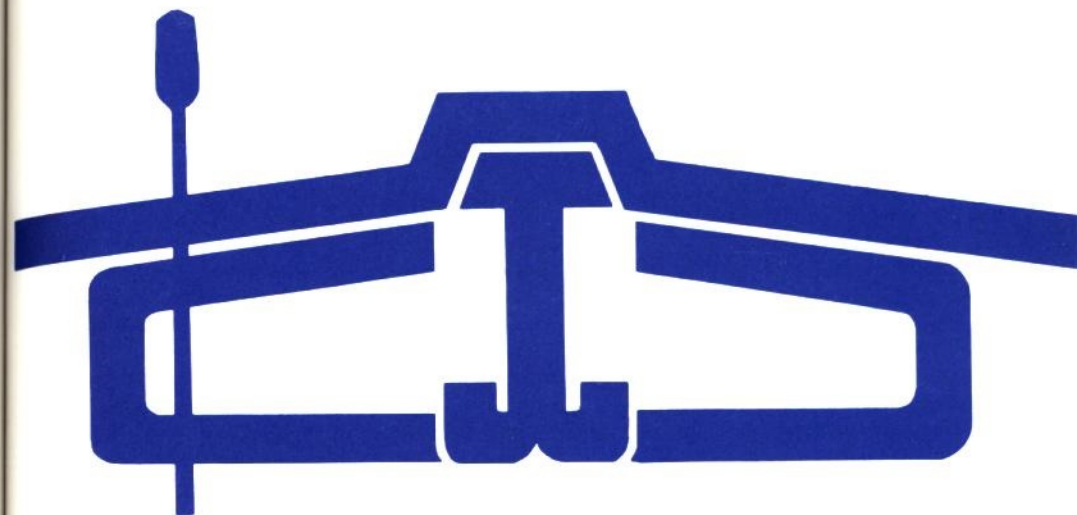
THE CLAYTON JUNIOR COLLEGE FOUNDATION, INC.

In September of 1974, a charter was obtained for a new corporation with perpetual duration, entitled "The Clayton Junior College Foundation, Inc." A non-profit corporation, the new Foundation was established primarily to assist and support Clayton Junior College in the pursuit of excellence in programs and services, and to assist and encourage citizens of our community in their pursuit of an education. An initial program of work established by the Board of Trustees of the Foundation focuses on scholarships for area high school students to attend Clayton Junior College; awards for outstanding students, faculty and staff already associated with the college; and the establishment of an Endowment Fund to insure support of programs of the Foundation in future years.

The Foundation welcomes interest in its programs and goals, and is in a position to accept support for special programs that citizens may wish to identify. All contributions to the Foundation are tax deductible.

Nine area business and professional leaders who petitioned for the incorporation of the Clayton Junior College Foundation, Inc. served on its initial Board of Trustees during the 1974-75 fiscal year. These members were:

- Harmon M. Born, Rex, Georgia (chairman)
- G. Robert Oliver, Morrow, Georgia (vice-chairman)
- Charles S. Conklin, Jonesboro, Georgia (secretary-treasurer)
- Harry S. Downs, Morrow, Georgia (assistant secretary)
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- Claude H. Whaley, Jonesboro, Georgia
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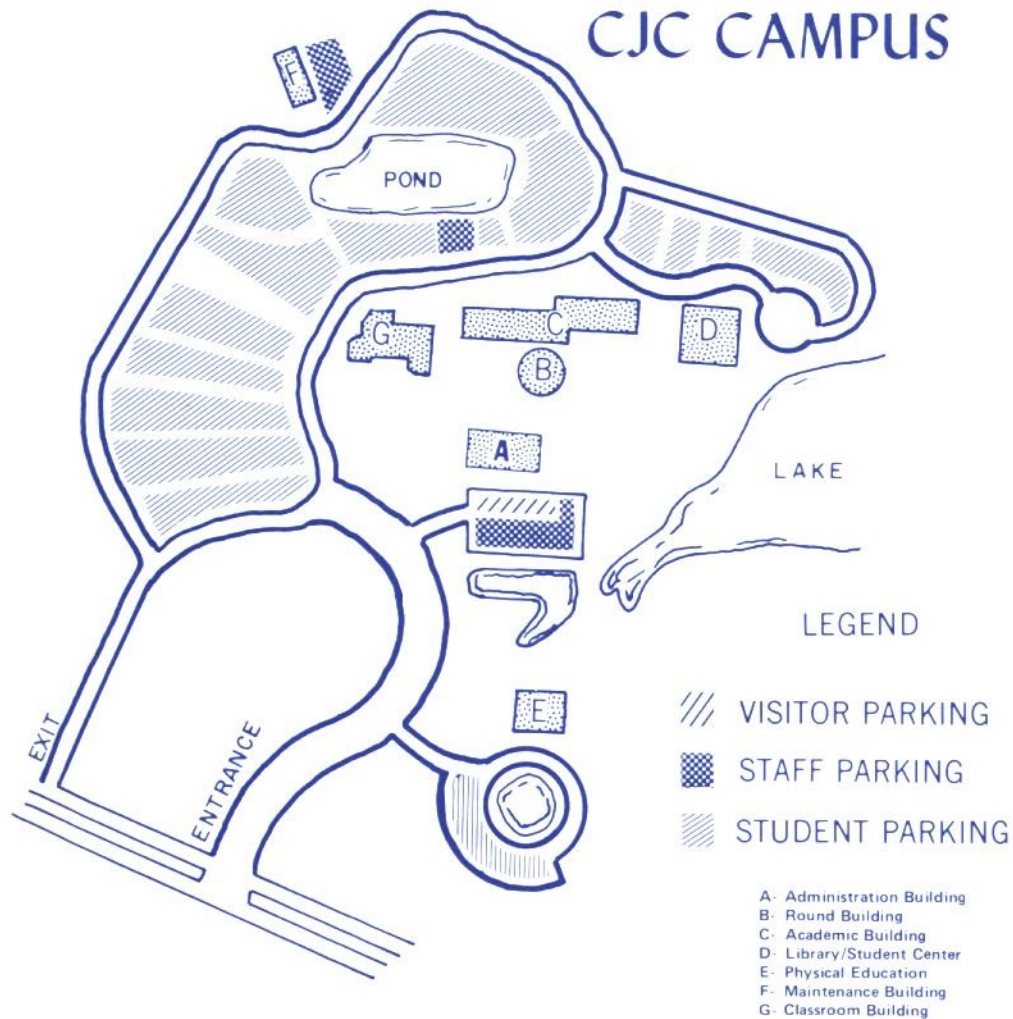
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CJC CAMPUS



A. The ADMINISTRATION BUILDING houses the offices of the President, the Dean of the College, 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 ROUND BUILDING 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, nursing, and secretarial studies. The offices of the chairman and faculty of the Divisions of Health Sciences and Natural Sciences and Mathematics, and the office and staff of the Dean of Students are located in three 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 the Dental Hygiene Clinic and laboratory; Student Lounge, and area of Student Government Association and student publications offices; Bookstore; and 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.

F. The MAINTENANCE BUILDING.

G. The CLASSROOM BUILDING opened during the 1974 academic year. The offices of the chairman and faculty of the Division of Humanities and Social Sciences, the Director of Cooperative Education and the head and faculty of the Department of Special Studies are located in the Classroom Building.

CLAYTON JUNIOR COLLEGE
Morrow, Georgia 30260

A Unit of the University System of Georgia

Application Procedures

I. General Information – All Applicants

1. Applications must be submitted at least twenty days prior to the beginning of the quarter in which the applicant plans to enter.
2. Complete all items on application.
3. Return completed application to Clayton Junior College, Morrow, Georgia 30260.
4. Health Examination Form must be on file in the Admissions Office before a student will be permitted to register.

II. Beginning Freshmen Only

1. Submit a transcript of all high school work completed. All transcripts must come to Clayton Junior College directly from the high school. High School graduation, or the equivalent, is a basic requirement for admission; however, persons who have not graduated from High School may obtain admission from satisfactory performance on examinations prescribed by the College.
2. Submit scores on the College Entrance Examination Board Scholastic Aptitude Test. Information concerning this test can be obtained from the high school counselor or by writing to: College Entrance Examination Board, Box 592, Princeton, New Jersey 08540. Test scores must be submitted to the college directly by the College Entrance Examination Board or your high school.

III. Transfer Students Only

1. The applicant must request that an official transcript be sent from each college or university previously attended. The transcript must be sent directly from the institutions attended to Clayton Junior College.
2. All transfer applicants who have earned less than fifteen quarter hours of credit with "C" grades or better must submit scores on the College Entrance Examination Board Scholastic Aptitude Test. These scores must be submitted to Clayton Junior College either directly from the College Entrance Examination Board or on the official high school or college transcript.
3. Failure to list and obtain all official transcripts from each College or University previously attended, renders the applicant subject to strict disciplinary action.

IV. *Definition of Residence for purpose of assessing fees.*

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.

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

Additional Information may be obtained from the Admission Office.



Clayton Junior College
Morrow, Georgia 30260

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The University System Of Georgia
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