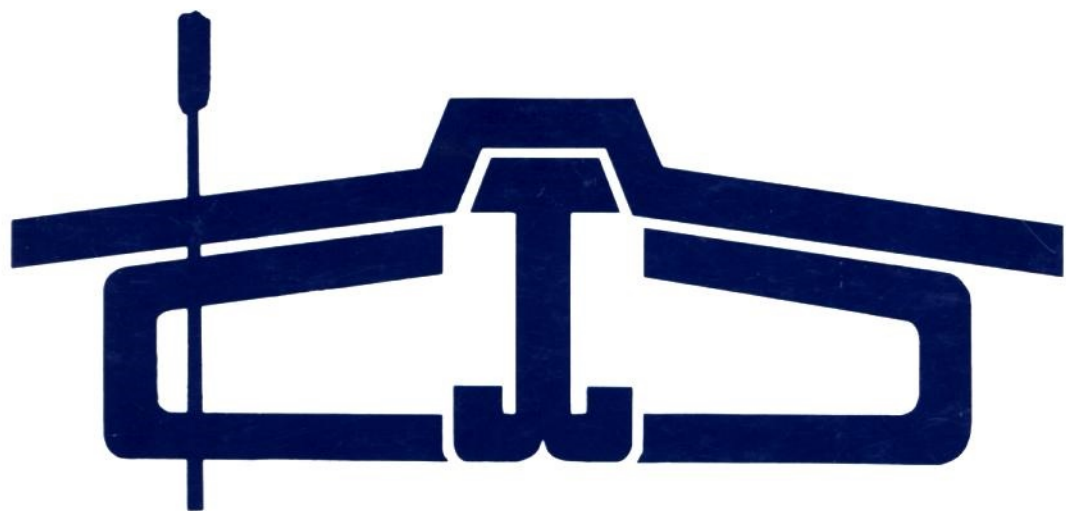


# Clayton Junior College



1976-77 CATALOG

## IMPORTANT DATES FOR 1976-77

### Summer Quarter, 1976

- |             |   |
|-------------|---|
| August 5    | *Scholastic Aptitude Test                                 |
| August 19   | *Scholastic Aptitude Test                                 |
| September 1 | Deadline for Fall Quarter applications<br>and credentials |
| September 2 | *Scholastic Aptitude Test                                 |

### Fall Quarter, 1976

- |             |   |
|-------------|---|
| November 11 | *Scholastic Aptitude Test                                   |
| December 14 | Deadline for Winter Quarter applications<br>and credentials |
| December 16 | *Scholastic Aptitude Test                                   |

### Winter Quarter, 1977

- |             |   |
|-------------|---|
| February 10 | *Scholastic Aptitude Test                                   |
| March 4     | Deadline for Spring Quarter applications<br>and credentials |
| March 10    | *Scholastic Aptitude Test                                   |

### Spring Quarter, 1977

- |          |   |
|----------|---|
| April 21 | *Scholastic Aptitude Test                                   |
| May 27   | Deadline for Summer Quarter applications<br>and credentials |
| June 2   | *Scholastic Aptitude Test                                   |
| June 11  | Graduation  |

\*The Institutional Admissions Testing Program enables Clayton Junior College to administer the Institutional Scholastic Aptitude Test to entering Clayton Junior College students who have not taken the Scholastic Aptitude Test more than once in the Institutional Admissions Testing Program. (See page 19 for additional information.)

*For a complete listing of important dates for the 1976-77 year, refer to the Academic Calendar on pages 4 and 5.*

*For a listing of important telephone numbers, refer to the inside page of the back cover of this catalog.*





# Application for Admission

## ADMISSION PROCEDURES

### ALL STUDENTS:

- Complete pages 2, 3, and 4 of this application and submit it to the Office of Admissions and Records at Clayton Junior College.
- Your completed application and all credentials must be received by the college at least 20 days before registration for the quarter in which you plan to enter.

### BEGINNING FRESHMEN:

- Request that an official transcript of all high school work completed be sent directly to Clayton Junior College from your high school. Or, submit an official High School Equivalency Certificate issued by the State Department of Education listing your General Educational Development (GED) Test scores.
- Request that your scores on the Scholastic Aptitude Test be sent directly to Clayton Junior College from your high school or the College Entrance Examination Board; OR take the Scholastic Aptitude Test at Clayton Junior College at least 20 days before registration for the quarter in which you plan to enter. (See the current college catalog for test dates.)

### TRANSFER STUDENTS:

- Request that an official transcript be sent directly to Clayton Junior College from each college or university previously attended. (Note: you must list and have official transcripts sent from EACH college or university previously attended.)
- If you have not earned more than 15 quarter hours of transferable college credit, submit high school transcripts and Scholastic Aptitude Test scores as indicated for "beginning freshmen" above.

### TRANSIENT STUDENTS:

- File a statement from the dean or registrar of the institution last attended recommending your admission as a Transient Student.

### FORMER STUDENTS:

- If you have not attended Clayton Junior College for two or more quarters, or if you have attended another college during your absence, you must apply for readmission at least 10 days prior to the registration day of the quarter in which you plan to re-enroll. (Note: Students who have attended another college during an absence must request that an official transcript be sent directly to Clayton Junior College from the last college or university attended.)

### SPECIAL STUDENTS:

- Students who have been awarded an Associate, Baccalaureate, or Master's Degree must request that an official transcript showing that degree be sent directly to Clayton Junior College from the college or university which awarded the degree. (Note: Students who desire to obtain an Associate Degree from Clayton Junior College must request in writing to be reclassified as a "Transfer Student" and upon that reclassification, must meet all requirements for a "Transfer Student" as listed above.)

### FRESHMAN SCHOLARS:

- Students interested in accelerating an educational program should consult with their high school counselors for information about the Freshman Scholar Program.

### INTERNATIONAL STUDENTS:

- In addition to meeting regular admission requirements, prospective international students must demonstrate proficiency in the English language by successfully completing a "Test of English as a Foreign Language".

### RETURN THIS COMPLETED "APPLICATION FOR ADMISSION" TO:

*The Director of Admissions  
Clayton Junior College  
Morrow Georgia 30260*

### IF YOU NEED ASSISTANCE IN COMPLETING THIS FORM, CALL:

*The Admissions Office  
(404) 363-7540  
(If no answer, dial 363-7550)*

# CLAYTON JUNIOR COLLEGE

MORROW, GEORGIA 30260

*An Institution of the University System of Georgia Serving South Metropolitan Atlanta*





# CLAYTON JUNIOR COLLEGE

1976 - 77 CATALOG

Volume 7, Number 1



An Institution of the University System of Georgia

Serving South Metropolitan Atlanta

*An Affirmative Action/Equal Opportunity Institution*

• CALENDAR 1976 •															
<b>JANUARY</b>				<b>FEBRUARY</b>				<b>MARCH</b>				<b>APRIL</b>			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
5	6	7	8	5	6	7	8	5	6	7	8	5	6	7	8
9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12
13	14	15	16	13	14	15	16	13	14	15	16	13	14	15	16
17	18	19	20	17	18	19	20	17	18	19	20	17	18	19	20
21	22	23	24	21	22	23	24	21	22	23	24	21	22	23	24
25	26	27	28	25	26	27	28	25	26	27	28	25	26	27	28
29	30	31		29	30	31		29	30	31		29	30	31	
<b>MAY</b>				<b>JUNE</b>				<b>JULY</b>				<b>AUGUST</b>			
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9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12
13	14	15	16	13	14	15	16	13	14	15	16	13	14	15	16
17	18	19	20	17	18	19	20	17	18	19	20	17	18	19	20
21	22	23	24	21	22	23	24	21	22	23	24	21	22	23	24
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<b>SEPTEMBER</b>				<b>OCTOBER</b>				<b>NOVEMBER</b>				<b>DECEMBER</b>			
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25	26	27	28	25	26	27	28	25	26	27	28	25	26	27	28
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• CALENDAR 1977 •															
<b>JANUARY</b>				<b>FEBRUARY</b>				<b>MARCH</b>				<b>APRIL</b>			
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<b>MAY</b>				<b>JUNE</b>				<b>JULY</b>				<b>AUGUST</b>			
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13	14	15	16	13	14	15	16	13	14	15	16	13	14	15	16
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21	22	23	24	21	22	23	24	21	22	23	24	21	22	23	24
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29	30	31		29	30	31		29	30	31		29	30	31	
<b>SEPTEMBER</b>				<b>OCTOBER</b>				<b>NOVEMBER</b>				<b>DECEMBER</b>			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
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13	14	15	16	13	14	15	16	13	14	15	16	13	14	15	16
17	18	19	20	17	18	19	20	17	18	19	20	17	18	19	20
21	22	23	24	21	22	23	24	21	22	23	24	21	22	23	24
25	26	27	28	25	26	27	28	25	26	27	28	25	26	27	28
29	30	31		29	30	31		29	30	31		29	30	31	

### Summer Quarter, 1976

June 17	Advisement and Registration
June 18	Classes begin, Summer Quarter
June 21-22	Schedule Change Days
June 22	Examinations of the Advanced Placement Program
July 5	Holiday
July 7	Regents' Testing Program
July 9	Last day to drop courses without academic penalty
Aug. 2-9	Advisement for Early Registration
Aug. 5	Scholastic Aptitude Test
Aug. 9-10	Early Registration for Fall Quarter, 1976
Aug. 19	Scholastic Aptitude Test
Aug. 20	Classes end, Summer Quarter
Aug. 23-26	Final Examinations, Summer Quarter
Sept. 1	Deadline for Fall Quarter applications and credentials
Sept. 2	Scholastic Aptitude Test
Sept. 14	Examinations of the Advanced Placement Program

### Fall Quarter, 1976

Sept. 20-21	Advisement and Registration
Sept. 22	Classes begin, Fall Quarter
Sept. 23-27	Schedule Change Days (Note: Sept. 23 and 27, day and evening; Sept 24, day only.)
Sept. 28	Examinations of the Advanced Placement Program
Oct. 18	Regents' Testing Program
Oct. 28	Last day to drop courses without academic penalty
Nov. 11	Scholastic Aptitude Test
Nov. 12	Dental Hygiene Aptitude Test
Nov. 15-19	Advisement for Early Registration
Nov. 22-23	Early Registration for Winter Quarter, 1977
Nov. 25-26	Thanksgiving Holidays
Dec. 2	Classes end, Fall Quarter
Dec. 2	Final examinations for 8:25 P.M. TuTh classes; 6:10 P.M. TuTh classes meet as usual
Dec. 3-8	Final Examinations, Fall Quarter
Dec. 14	Deadline for Winter Quarter applications and credentials
Dec. 14	Examinations of the Advanced Placement Program
Dec. 16	Scholastic Aptitude Test

### Winter Quarter, 1977

Jan. 3	Advisement and Registration
Jan. 4	Classes begin, Winter Quarter
Jan. 4	Examinations of the Advanced Placement Program
Jan. 5-7	Schedule Change Days (Note: Jan. 5-6, day and evening; Jan. 7, day only)
Jan. 14	Dental Hygiene Aptitude Test
Feb. 7	Regents' Testing Program
Feb. 9	Last day to drop courses without academic penalty
Feb. 10	Scholastic Aptitude Test
Feb. 21-25	Advisement for Early Registration
Feb. 28	Early Registration for Spring Quarter, 1977
March 1	Deadline for Spring Quarter applications and credentials
March 4	Examinations of the Advanced Placement Program
March 8	Scholastic Aptitude Test
March 10	Classes end, Winter Quarter
March 14	Final Examinations for 8:25 P.M. MW classes; 6:10 P.M. MW classes meet as usual.
March 15-18	Final Examinations, Winter Quarter

### Spring Quarter, 1977

March 24	Advisement and Registration
March 25	Classes begin, Spring Quarter
March 29-30	Schedule Change Days
March 29	Examinations of the Advanced Placement Program
April 15	Dental Hygiene Aptitude Test
April 18	Regents' Testing Program
April 21	Scholastic Aptitude Test
May 2	Last day to drop courses without academic penalty
May 16-20	Advisement for Early Registration
May 23-24	Early Registration for Summer Quarter, 1977
May 27	Deadline for Summer Quarter applications and credentials
May 31	Examinations of the Advanced Placement Program
June 2	Classes end, Spring Quarter
June 2	Final Examinations for 8:25 P.M. TuTh classes; 6:10 P.M. TuTh classes meet as usual.
June 2	Scholastic Aptitude Test
June 3-8	Final Examinations, Spring Quarter
June 11	Graduation

### Summer Quarter, 1977

June 16	Advisement and Registration
June 17	Classes begin, Summer Quarter
June 20-21	Schedule Change Days
June 21	Examinations of the Advanced Placement Program
July 4	Holiday
July 7	Regents' Testing Program
July 22	Last day to drop courses without academic penalty
Aug. 1-5	Advisement for Early Registration
Aug. 4	Scholastic Aptitude Test
Aug. 8-9	Early Registration for Fall Quarter, 1977
Aug. 18	Scholastic Aptitude Test
Aug. 19	Classes end, Summer Quarter
Aug. 22-25	Final Examinations
Aug. 31	Deadline for Fall Quarter applications and credentials
Sept. 1	Scholastic Aptitude Test
Sept. 6	Examinations of the Advanced Placement Program
Sept. 19-20	Advisement and Registration, Fall Quarter, 1977 (Fall Quarter will conclude December 7)



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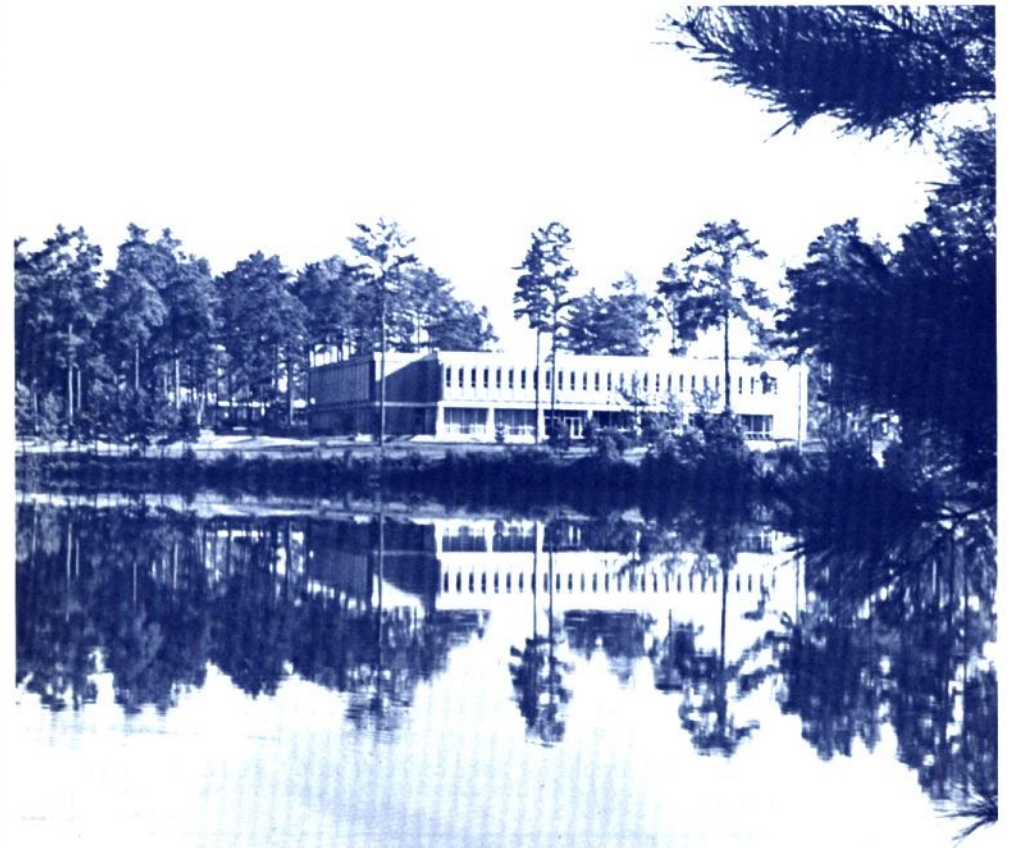
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Clayton Junior College is a two-year, non-residential college located 12 miles south of Atlanta in Northern Clayton County. The college campus, although readily accessible to the urban life of downtown Atlanta, takes on more of a rural atmosphere because 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 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 in Aviation Administration 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, by the State Board of Nurse Examiners, and by the National League for Nursing.

The college has been approved for the following state and federal programs:

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

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

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the grounds 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.



## 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.

## 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 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.

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.



## 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)  
H. M. Bradford, Forest Park, Georgia  
S. Truett Cathy, Hampton, Georgia  
Ernest A. Dunbar, Jr., MD, Morrow, Georgia  
Claude H. Whaley, Jonesboro, Georgia  
James M. Wood, Jr., Forest Park, Georgia

New Trustees added to the Board during the 1975-76 fiscal year included:

W. Cameron Mitchell, Hampton, Georgia  
Griffin Patrick, Jr., College Park, Georgia  
Elbert H. Stiff, Jonesboro, Georgia

## ADMISSION INFORMATION





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

The Office of Admissions 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 1976-77 Academic Calendar and a 1976-77 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 21 and 22 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. The college's application for admission form includes a required "student statement of health" section as well as a student services request form.
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.

## SCHOLASTIC APTITUDE TEST

The Institutional Admissions Testing Program (IATP) enables Clayton Junior College to administer the Institutional Scholastic Aptitude Test (ISAT) to prospective Clayton Junior College students who have not taken the Scholastic Aptitude Test more than once in the IATP. Because of the nature of the IATP, scores are not mailed to candidates, secondary schools, or other colleges, nor will the College Entrance Examination Board retain IATP scores for subsequent reporting to other colleges at the candidate's request.

All Scholastic Aptitude Tests administered at Clayton Junior College are given in Room B-15 of the Round Building. Each test costs \$7.25, payable at the time of testing, and lasts from 6:00 P.M. until approximately 10:00 P.M. No one will be admitted after the test starts.



## 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 admitted into the Special Studies Program rather than a College-Transfer or a Career Program. If a student's education has been interrupted for a period of time, it may be suggested that the student enroll in Special Studies courses to refresh certain academic and study skills. 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 100 of this catalog. Please refer to page 123 for a listing of courses.

## ADMISSION TO CAREER PROGRAMS IN DENTAL HYGIENE OR NURSING

Special Admission forms for Dental Hygiene or Nursing 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 Dental Hygiene or Nursing must fulfill the requirements listed beneath his respective program.

## DENTAL HYGIENE

1. Be a graduate of an accredited high school with a grade average of "C" or higher;
2. Be free of a health problem which would interfere with the applicant's ability to practice dental hygiene;
3. Have one year of high school courses in algebra, chemistry, and biology, or freshman courses in these areas, and have a minimum average of "C" in these courses before being considered for admission in the dental hygiene program;
4. 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, and be in good standing with that institution;
5. Mark the completed application forms "Dental Hygiene";
6. Complete the Personal Data Sheet for the Dental Hygiene program;
7. Have the Dental Form of the Dental Hygiene Program completed by a dentist;
8. 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.)
9. Have qualifications or meet such standards as required by the Admission's Office and/or the Dental Hygiene Department at the time of acceptance or readmission.

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.



## NURSING

1. Be free of a health problem which would interfere with the applicant's ability to practice nursing;
2. Have one year of high school courses in chemistry and algebra, or freshman courses in these areas, and have made a minimum average of "C" in these courses, before being considered for admission in the nursing program;
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, and be in good standing with that institution;
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 of the last five years.
8. Send, or have sent, a certified copy of the applicant's birth certificate to the Office of Admissions and Records.
9. Have qualifications or meet such standards as required by the Admission's Office and/or the the Nursing Department at the time of acceptance or readmission.

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 readmission 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.

## MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology Program at Clayton Junior College is offered in cooperation with Atlanta Area Technical School. However, admission into the program at Atlanta Area Technical School is not guaranteed. Each student is responsible for the application and admission procedure to Atlanta Area Technical School.

Students are responsible for knowing and fulfilling all requirements for graduation at Clayton Junior College. Students are expected to apply for graduation at Clayton Junior College at least two quarters prior to completion of all requirements. Please refer to pages 86 and 87 for additional information.

## 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 quarter 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.

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.

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.



## 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. (A student transferring 45 quarter 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.)

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

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

1. *College Transcripts*

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

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

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

## TRANSIENT STUDENTS

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

## 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.

## SPECIAL STUDENTS

Special Student status is assigned to an applicant upon receipt of an official transcript stating that the student has been awarded an Associate, Baccalaureate, or Master's Degree. If the student desires an Associate Degree from Clayton Junior College, he must request in writing that he be reclassified as a "Transfer" student. Upon his reclassification, a transfer evaluation will be made relative to his intended major.

## 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.

## 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 follows:

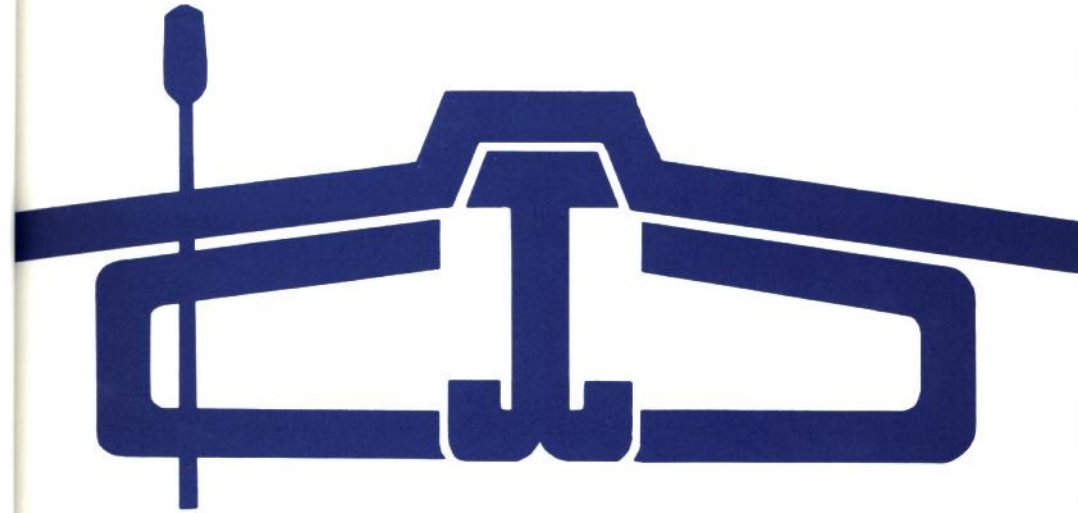
1. (a) If a person is 18 years of age or older, he or she may register as a resident student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.  
(b) No emancipated minor or person 18 years of 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



## FINANCIAL INFORMATION

- 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.





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

The Office of the Comptroller

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

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

#### QUARTERLY FEES

Georgia Residents	\$106.00 for a student taking 12 quarter credit hours or more, or \$9.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$264.00 for a student taking 12 quarter credit hours or more, or \$22.00 per quarter hour for fewer than 12 quarter credit hours.

In addition, each student scheduling six or more quarter hours of credit pays a Student Services Fee of \$6.00. No service fee is charged a student scheduling fewer than six quarter credit hours.

#### 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 Department of Dental Hygiene, the Department of Nursing, and the college Bookstore.

#### 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.

#### RESIDENCY REQUIREMENTS

The definition of Georgia resident students for the purpose of assessing fees do not necessarily parallel other definitions of residency. A listing of these definitions are given on pages 25 and 26 in this catalog. A student requiring individual guidance should refer his questions to the Director of Admissions in the Office of Admissions and Records.

#### 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

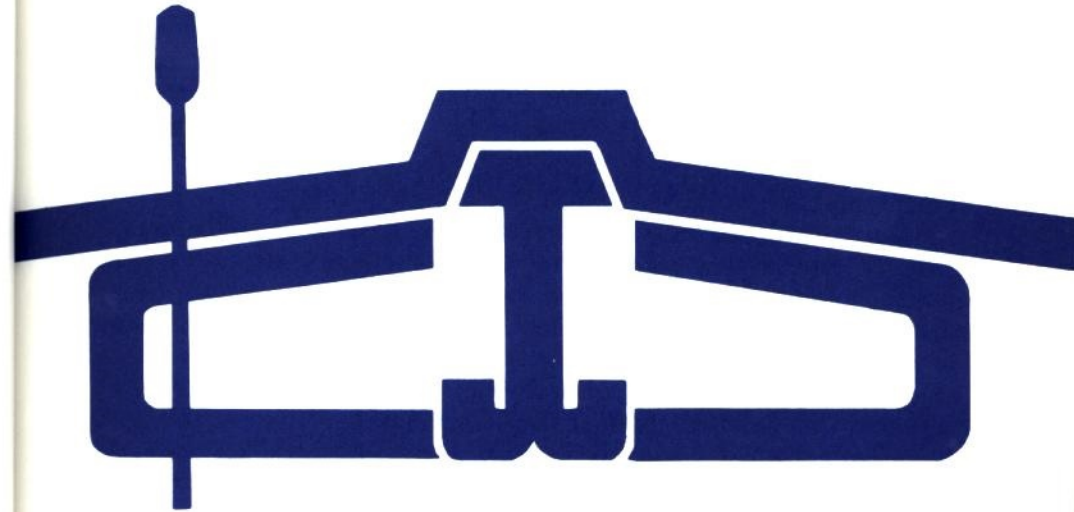
To receive any refund of fees paid Clayton Junior College, a student must initiate formal withdrawal from the college or from a course of the college in writing to the Office of Admissions and Records. Student Services Fees paid to the college are not refundable.

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 four weeks following the Registration Day of any quarter is refunded the difference in fees between his original course load, if a difference exists, according to the time and percentage schedule presented above.
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.

## ACADEMIC INFORMATION





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

The Office of Admissions 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.

Note: The 1976-77 Academic Calendar and a 1976-77 Calendar are published on pages 4-5 in this catalog.

### 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 in Aviation Administration Degree.

### 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 is usually 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 a "WF", 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:

<i>Grade</i>	<i>Numerical Equivalent</i>
A excellent	4.0
B good	3.0
C satisfactory	2.0
D passing	1.0
F failure	0.0
WF withdrew, failing	0.0

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

- I— Indicates that a student was doing satisfactory work but, for non-academic reasons beyond his control, was unable to meet the full requirements of the course. If an "I" is not satisfactorily removed during the next quarter of residence, the symbol "I" will be automatically changed to the grade "F." The assignment of an "I" may be made only with the written approval of the Dean of the College.
- W— Indicates that a student was permitted to withdraw without penalty. *Withdrawals without penalty will not be permitted after the mid-point of the total grading period (including final examinations)* except in cases of personal hardship as determined by the Dean of the College.
- V— Indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa.
- K— Indicates that a student was given credit for the course via a credit by examination program (CLEP, AP, Proficiency).

## CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average at Clayton Junior College is calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record. Credit in Special Studies courses is not included in the computation of the cumulative grade point average.



## REPEATING COURSES

Courses completed at Clayton Junior College with grades of "D", "F", or "WF" (but no others) may be repeated. The record of all courses attempted will remain on the student's permanent record; and all grades earned will be used in calculating the cumulative grade point average.

## 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 43, 44 of this catalog; those for the student enrolled in a Career Program are published on pages 70, 71.

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.

## 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.

While enrolled as a Freshman Scholar at Clayton Junior College, a student must remain on the official roll of his high school.

(See page 23 for admission requirements for Freshman Scholars.)

## PROBATION

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. The following table lists the minimum acceptable level of achievement, below which the student has placed himself on probation. 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 refers to the sum of transferred hours, plus hours attempted at Clayton Junior College.

Quarter Hours Attempted at CJC Plus Transfer Hours	Minimum Acceptable Cumulative Grade Point Average
0-15	No Minimum
16-30	1.5
31-45	1.6
46-60	1.8
61-75	1.9
76-UP	2.0

The *cumulative grade point average* is calculated by dividing the number of hours scheduled in ALL courses at Clayton Junior College in which a grade of A, B, C, D, E, or WF has been received into the number of grade points earned on those hours scheduled.

A student on probation is directed to consult a counselor before beginning the next quarter of attendance. A student who is below the minimum acceptable standard for the second successive quarter may be continued on probation if his grade point average for the current quarter is 2.0 or higher.

## SUSPENSION

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. In addition, a student who has a quarterly grade point average of 0.0 is automatically suspended. Suspension is for a minimum of two quarters.

Counseling is available for a suspended student to assist him in determining the best course of action. A student suspended for two quarters is eligible to apply for readmission and may be readmitted 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 point average of 2.0 or higher 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.

Any appeal of academic status must be filed with the Dean of the College prior to the first day of classes of the succeeding quarter.

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.

## SECOND DEGREE

Any student wishing to pursue a second or subsequent degree at Clayton Junior College must complete a minimum of 30 hours of credit which has not been used to satisfy the requirements of a previous degree and all of the 30 hours must be earned at Clayton Junior College.

Any student planning to pursue a second degree must file a written request with the Registrar 20 days prior to enrolling in any of the courses for the additional degree. It should be noted that only a certain number of hours may be transferred from a junior college to a senior institution and by pursuing a second degree at the junior college level, students may lose credit in transfer.

## 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.

## 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.)

General Examinations	Clayton Junior College Course for which Credit Will be Given	Minimum Score Required for Credit	Credit Hours Earned
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
College French—Levels 1 & 2	FREN 111	45	5
	FREN 111 and 112	50	10
	FREN 111, 112 and 211	55	15
College Spanish Levels 1 & 2	SPAN 111	45	5
	SPAN 111 and 112	50	10
	SPAN 111, 112 and 211	55	15
English Literature	ENGL 211 and 212	50	10
General Chemistry	CHEM 151 and 152	50	10
General Psychology	PSYC 105	50	5
Human Growth and Development	PSYC 204	50	5
Introduction to Business Management	BMGT 251	50	5
Introductory Accounting	ACCT 201 and 202	50	10
Introductory Business Law	BSAD 270	50	5
Introductory Calculus	MATH 113 and 114	50	10
Introductory Macroeconomics	ECON 201	50	5
Introductory Marketing	BMGT 281	50	5
Introductory Microeconomics	ECON 202	50	5
Introductory Sociology	SOCI 105	50	5
Microbiology	BIOL 250	50	5
Money and Banking	BMGT 271	50	5
Statistics	MATH 231	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.



## LIBRARY/LEARNING RESOURCES CENTER

The Clayton Junior College Library, located in the upper level of the Library/Student Center Building, serves as a Learning Resources Center for the college. Resources include approximately 38,000 books and 16,000 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.

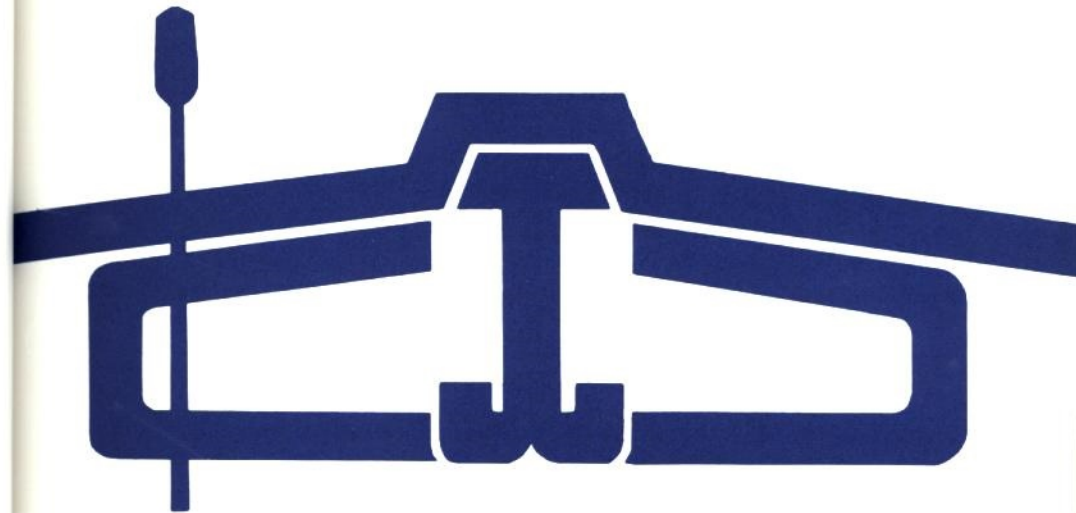
The center is air-conditioned and carpeted throughout. There are seats for 525 persons at both tables and study carrels, including special study carrels designed for multi-media use. Other facilities available to students in the LRC include typewriters, computer terminals, electronic calculators, photocopier,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

## 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 Business,  
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 Registrar of the College

or

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 System 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 45.

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 Requirements.** 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.



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

**Note IV: 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. This examination is a requirement 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. Any 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 hours 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.

## CORE CURRICULUM REQUIREMENTS, AREAS I, II, III

### 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	
	Drama	211	Appreciation of the Dramatic Arts	
	Engl	201; 202	Survey of World Literature I, II	
	Engl	211; 212	Survey of English Literature I, II	
	Engl	221	American Literature I	
	*Fren	111; 112	Elementary French	
	**Idst	101	Selected Topics	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	*Span	111; 112	Elementary Spanish	
	Spch	121	Communications	
	Total			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.

\*\**Interdisciplinary Studies* may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

### 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) Chem	121	Survey of Chemistry	
	4) Comp	201	Introduction to Computing	
	**5) Idst	101	Selected Topics	
	6) Sci	105	Environmental Science	
	Total			20

### 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 Civilization 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

\*The 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.

\*\**Interdisciplinary Studies* may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.



## 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 20 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 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	
	**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: Business

	Course	Number	Title	Quarter Credit Hours
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	110	Consumer Economics	
	*Math	241	Principles of Decision Mathematics	
Total				30

\*Recommended for a student planning to transfer into a baccalaureate degree program in business administration. It is also recommended that such a student complete Math 111 in fulfilling requirements for Area II.

## BUSINESS EDUCATION

### Advising Division: Business

	Course	Number	Title	Quarter Credit Hours
A.	Psyc	204	Child Growth and Development	5
B.	Educ	201	Introduction to Education	5
C.	Spch	121	Communications	5
D.	Choose one of the following:			5
	Econ	201	Principles of Economics I	
	Bsad	205	Business Communications	
E.	Acct	201, 202	Principles of Accounting I and II	10
Total				30

## CHEMISTRY

### Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Choose from the following:			20
	Chem	151; 152	Principles of Chemistry	
	Chem	201	Introduction to 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 Phys 201 and 202 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 78 and 79 of this catalog, fulfills the Core Curriculum requirements of the University System of Georgia.

## ENGLISH

### Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
A.	Engl	211 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	
	Drma	211	Appreciation of the Dramatic Arts	
	Engl	221	American Literature I	
	Hist	111; 112	Western Civilization I, II	
	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	
	Drma	211	Appreciation of the Dramatic Arts	
	Econ	110	Consumer Economics	
	Econ	201; 202	Principles of Economics I, II	
	Hist	111; 112	Western Civilization 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 and Phys 111.

## HISTORY

### Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Choose three of the following:			15
	Hist	111; 112	Western Civilization I, II	
	Hist	251; 252	American Civilization I, II	
B.	A foreign language, and choose one of the following:			15
	OR			
	Choose three 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

	Course	Number	Title	Quarter Credit Hours
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	
	Psyc	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

Note: It is recommended that Spch 121 and any English Literature course be taken in Area I.  
Chem 151; 152 is required of students majoring in nutrition. Psyc 201 is required at the University of Georgia for all home economics majors.

## JOURNALISM

### Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
A.	A foreign language			10
B.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose four of the following:			20
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Drma	211	Appreciation of the Dramatic Arts	
	Econ	110	Consumer Economics	
	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	
	Engl	221	American Literature I	
	Hist	111; 112	Western Civilization 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

	Course	Number	Title	Quarter Credit Hours
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			(5-15)
	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

	Course	Number	Title	Quarter Credit Hours
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

	Course	Number	Title	Quarter Credit Hours
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:			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 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete Chem 121 in "C" of Area II, plus an elective in either biology or physics in "B" of Area II, in fulfilling requirements for Area II.

## MUSIC

### Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
A.	Musi	100	Music Literature Survey	2
B.	Musi	111, 112, 113, 201, 202, 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/health who has not had high school chemistry complete Chem 111 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete Chem 121 in "C" of Area II, plus an elective in either biology or physics in "B" of Area II, in fulfilling requirements for Area II.



## PHYSICS/PRE-ENGINEERING

Advising Division: Natural Sciences and Mathematics

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Phys	201, 202 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 65 of this catalog.)

## POLITICAL SCIENCE

Advising Division: Social Sciences

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Choose one of the following: A foreign language OR Comp and Math			10
		201	Introduction to Computing	
		231	Introductory Statistics	
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: Natural Sciences and Mathematics (Department of Dental Hygiene)

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 Director of the Department 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

Note: It is recommended that a student majoring in pre-dental hygiene who has not had high school chemistry complete Chem 111 and 112 in fulfilling requirements for Area II.

Students who have had high school chemistry should complete Chem 121 in "C" of Area II, plus a sequence in either biology or physics in "B" of Area II, in fulfilling requirements for Area II.

## 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: Natural Sciences and Mathematics

This program is intended to give the student initial college work toward the baccalaureate degree in medical technology offered by Georgia State University or the Medical College of Georgia. 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 Technical School. The student is advised to consult with the Dean of the School of Allied Health at either institution in order to obtain optimum choice of courses at Clayton Junior College.

Course	Number	Title	Quarter Credit Hours
A. Biol	111 and 112	Principles of Biology	10
B. Math	111 or 112	College Algebra or College Algebra and Trigonometry	5
C. Choose three of the following:			15
Chem	151; 152	Principles of Chemistry	
Chem	201	Introduction to 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

Course	Number	Title	Quarter Credit Hours
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	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: Natural Sciences and Mathematics (Department of Nursing)

This program is intended to give the student initial college work toward the baccalaureate degree. It should not be confused with the two-year Career Program in Nursing offered by Clayton Junior College. Students are advised to consult with the academic advisor for the School of Nursing at the senior institution of their choice in order to obtain optimum choice of courses at Clayton Junior College.

Course	Number	Title	Quarter Credit Hours
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 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete Chem 121 in "C" of Area II, plus a sequence in either biology or physics in "B" of Area II, in fulfilling requirements for Area II.

## PRE-OCCUPATIONAL THERAPY

Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
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 to 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 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete Chem 121 in "C" of Area II, plus a sequence in either biology or physics in "B" of Area II, in fulfilling requirements for Area II.

## PRE-PHARMACY

Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
A.	Biol	111; 112	Principles of Biology	10
B.	Chem	251; 252	Organic Chemistry	10
C.	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

	Course	Number	Title	Quarter Credit Hours
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

	Course	Number	Title	Quarter Credit Hours
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

	Course	Number	Title	Quarter Credit Hours
Choose six of the following:				30
	Biol	111; 112	Principles of Biology	
	Biol	201	Cell Biology	
	Biol	203	Vertebrate Zoology	
	Chem	201	Introduction to 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

	Course	Number	Title	Quarter Credit Hours
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	
	Poli	111	American National Government	
	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

Note: It is recommended that a student majoring in psychology who selects Biol 151 in "B" above and who has not had high school chemistry, complete Chem 111 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete Chem 121 in "C" of Area II, plus a sequence in either biology or physics in "B" of Area II, in fulfilling requirements for Area II.



## 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.

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

## SECRETARIAL SCIENCE/OFFICE ADMINISTRATION

### Advising Division: Business

	Course	Number	Title	Quarter Credit Hours
A.	Choose two of the following:			10
	Acct	201	Principles of Accounting I	
	Acct	202	Principles of Accounting II	
	Econ	201	Principles of Economics I	
	Econ	202	Principles of Economics II	
B.	*Bsad	111, 112, 113	Beginning, Intermediate, or Advanced Typing	6
C.	*Bsad	151, 152	Beginning shorthand and Shorthand Dictation	10
D.	Choose one of the following:			5
	Comp	201	Introduction to Computing	
	Bsad	205	Business Communications	
Total				31

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

## SOCIOLOGY/ANTHROPOLOGY

### Advising Division: Social Sciences

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

## SPANISH

### Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
A.	Span	211 and 212	Intermediate Spanish	10
B.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose four of the following:			20
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Drma	211	Appreciation of the Dramatic Arts	
	Econ	110	Consumer Economics	
	Econ	201; 202	Principles of Economics I, II	
	Hist	111; 112	Western Civilization 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 Spanish complete Span 111 and 112 in fulfilling requirements for Area I.

## SPEECH/DRAMA

### Advising Division: Humanities

	Course	Number	Title	Quarter Credit Hours
A.	Spch	121	Communications	5
B.	Drma	211	Appreciation of the Dramatic Arts	5
C.	A foreign language			10
D.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose three of the following:			10
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval, and Renaissance Art	
	Econ	110	Consumer Economics	
	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	
	Engl	221	American Literature I	
	Hist	111; 112	Western Civilization 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	
Total				30

## TEACHER EDUCATION

### Advising Division: Social Sciences

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

\*These courses must fulfill College-Transfer Program requirements of the Core Curriculum of the University System of Georgia.

## TECHNOLOGY

### Advising Division: Natural Sciences and Mathematics

	Course	Number	Title	Quarter Credit Hours
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

	Course	Number	Title	Quarter Credit Hours
A.	Econ	110	Consumer Economics	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	111	American National Government	
	Poli	200	State and Local Government	
	Soci	201	Contemporary Social Issues	
	2.			
	Art	211	Art Appreciation	(15)
	Art	213	Ancient, Medieval, and Renaissance Art	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Phil	221	Introduction to Logic	
	3.			
	Cjus	201	Introduction to Criminal Justice	(15)
	Cjus	202	Criminology	
	Cjus	204	Corrections	
	Cjus	253	Constitutional Law	
Total				30



**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	
Drma	211	Appreciation of Dramatic Arts	
Engl	201; 202	Survey of World Literature I, II	
Engl	211; 212	Survey of English Literature I, II	
Engl	221	American Literature I	
Fren	111; 112	Elementary French	
Idst	101	Selected Topics	
Musi	211	Music Appreciation	
Phil	211	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) Chem	121	Survey of Chemistry	
4) Comp	201	Introduction to Computing	
5) Idst	101	Selected Topics	
6) 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 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 \_\_\_\_\_

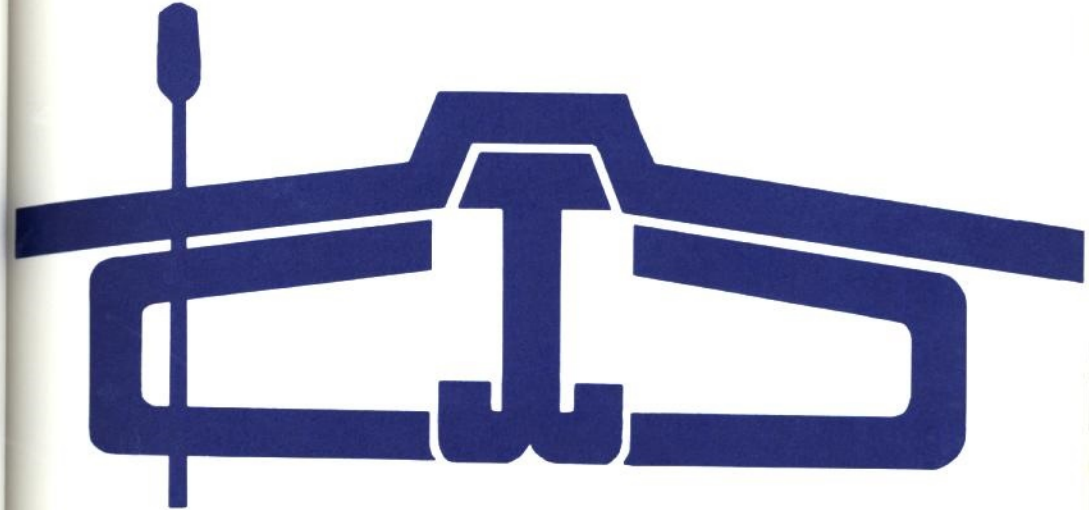
(Date)

(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 43.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 Business,

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 Registrar of the College

or

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 in Aviation Administration 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 45.

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: Business

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>
<b>AREA I - HUMANITIES</b>				
A.	Engl	111	Composition	5
B.	Spch	121	Communications	5
				10
<b>AREA II - NATURAL SCIENCES AND MATHEMATICS</b>				
A.	Math	111	College Algebra	5
B.	Comp	201	Introduction to Computing	5
				10
<b>AREA III - SOCIAL SCIENCES</b>				
*A.	Cnst	105	Constitutional Studies of the United States and Georgia	5
				5
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>				
	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: Business

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 (see course descriptions on page 103).

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA I - HUMANITIES</b>				
A.	Engl	111	Composition	5
B.	Spch	121	Communications	5
				10
<b>AREA II - NATURAL SCIENCES AND MATHEMATICS</b>				
Choose one of the following:				5
	**Math	231	Introductory Statistics	
	**Math	241	Principles of Decision Mathematics	5
				5
<b>AREA III - SOCIAL SCIENCES</b>				
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
	Psyc	201	General Psychology	
	Soci	105	Introduction to Sociology	
	Soci	201	Contemporary Social Issues	
				30
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>				
<b>TO BE TAKEN AT GEORGIA STATE UNIVERSITY</b>				
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: Business

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.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA I - HUMANITIES</b>				
A.	Engl	111	Composition	5
B.	Spch	121	Communications	5
				10
<b>AREA II - NATURAL SCIENCES AND MATHEMATICS</b>				
A.	Math	111	College Algebra	5
B.	Comp	201	Introduction to Computing	5
				10
<b>AREA III - SOCIAL SCIENCES</b>				
*A.	Cnst	105	Constitutional Studies of the United States and Georgia	5
B.	Social Science Elective			5
				10
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>				
	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.

Course	Number	Title	Quarter Credit Hours	
<b>AREA I - HUMANITIES</b>				
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	
	Drma	211	Appreciation of the Dramatic Arts	
	Engl	201; 202	Survey of World Literature I, II	
	Engl	211; 212	Survey of English Literature I, II	
	Engl	221	American Literature I	
	*Fren	111; 112	Elementary French	
	**Idst	101	Selected Topics	
	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) Chem	121	Survey of Chemistry
	4) Comp	201	Introduction to Computing
	**5) Idst	101	Selected Topics
	6) 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.

\*\**Interdisciplinary Studies* may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

Course	Number	Title	Quarter Credit Hours	
<b>AREA III - SOCIAL SCIENCES</b>				
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	
			20	
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>				
	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.

\*\**Interdisciplinary Studies* may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

## DENTAL HYGIENE

Advising Division: Natural Sciences and Mathematics (Department of Dental Hygiene)

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 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 practising 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. 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

<b>Fall Quarter</b>			
Dental Hygiene 101	5		
Embryology, Oral Histology, and Dental Morphology			
Dental Hygiene 103	1		
Pre-Clinical Dental Hygiene			
*Chemistry 112			
General Chemistry			
OR			
*Chemistry 121			
Survey of Chemistry	5		
Biology 151	5		
Human Anatomy & Physiology			
			17

<b>Spring Quarter</b>			
Dental Hygiene 105	4		
Clinical Dental Hygiene II			
Dental Hygiene 106	3		
General and Oral Pathology			
Speech 121	5		
Communications			
Biology 250	5		
Microbiology			
			17

<b>Winter Quarter</b>			
Dental Hygiene 102	3		
Head and Neck Anatomy			
Dental Hygiene 104	4		
Clinical Dental Hygiene I			
Biology 152	5		
Human Anatomy & Physiology			
English 111	5		
Composition			
			17

<b>Summer Quarter</b>			
Dental Hygiene 107	3		
Periodontics			
Dental Hygiene 201	3		
Pharmacology & Anesthesiology			
Physical Education 101	2		
Personal Health			
Physical Education 102	2		
First Aid			
Psychology 105			
Introductory Psychology			
OR			
Psychology 201			
General Psychology			5
			15

## SOPHOMORES

<b>Fall Quarter</b>			
Dental Hygiene 110	5		
Nutrition			
Dental Hygiene 202	7		
Clinical Dental Hygiene III			
Dental Hygiene 205	3		
Dental Health Education			
			15

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

<b>Spring Quarter</b>			
Dental Hygiene 204	7		
Clinical Dental Hygiene V			
Dental Hygiene 212	3		
Community Dental Health II			
Directed Field Experience			
Sociology 105	5		
Introduction to Sociology			
Physical Education Elective			1
			16
<b>Total</b>			113

\*It is recommended that students take Chemistry 121.

\*\*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 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.

Course	Number	Title	Quarter Credit Hours	
<b>AREA I - HUMANITIES</b>				
A.	Engl	111 and 112	English Composition	10
B.	Spch	121	Communications	5
			15	
<b>AREA II - NATURAL SCIENCES AND MATHEMATICS</b>				
A.	Math	111	College Algebra	5
B.	Chem	111	General Chemistry	5
C.	Phys	111	Introductory General Physics	5
			15	
<b>AREA III - SOCIAL SCIENCES</b>				
*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	
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.

Course	Number	Title	Quarter Credit Hours	
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>				
A.	FST	101	Introduction to Fire Protection & Prevention	3
B.	FST	102	Extinguishers & Alarms	4
C.	FST	104	Fire Safety Codes & Material Rating	3
D.	FST	106	Industrial Fire Protection	4
E.	FST	111	Fire Department Organization & Administration	3
F.	FST	144	Building Construction & Blueprint Reading	4
G.	FST	201	Fire Fighting Tactics & Strategy	3
H.	FST	203	Inspection Principles & Grading Schedules	4
I.	FST	211	Hydraulics & Water Distribution	4
J.	FST	213	Chemistry of Hazardous Materials	5
K.	FST	233	Supervision & Human Relations	3
L.	FST	234	Fixed Extinguishing Systems	4
M.	Choose from the following (Technical Electives):			5
	FST	121	Fire Prevention & Public Relations	(2)
	FST	202	Transportation Hazards	(2)
	FST	214	Fire Investigation & Law	(3)
	FST	243	Fire Department Safety	(3)
Total			49	

## 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.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA I - HUMANITIES</b>				
A.	Engl	111	Composition	5
B.	Spch	121	Communications	5
C.	Choose one of the following:			5
	Art	211	Art Appreciation	
	Art	213	Ancient, Medieval and Renaissance Art	
	Engl	112	Composition	
	Engl	201; 202	Survey of World Literature I, II	
	Engl	211; 212	Survey of English Literature I, II	
	Engl	221	American Literature I	
	Fren	111; 112	Elementary French	
****	Idst	101	Selected Topics	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Span	111; 112	Elementary Spanish	
				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	
****	Idst	101	Selected Topics	
	Sci	105	Environmental Science	
				15

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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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 Civilization I, II
*B.	Cnst	105	Constitutional Studies of the United States and Georgia
C.	Choose one of the following:		5
	Econ	110	Consumer Economics
****	Idst	101	Selected Topics
	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.	Choose from the following:			10
	Art	115	Media Survey	
***	Educ	101	Introduction to Paraprofessional Teaching	
	Educ	106	Introduction to the Teaching of Reading	
	Educ	201	Introduction to Education	
	Poli	200	State and Local Government	
	Psyc	204	Child Growth and Development	
	Soci	201	Contemporary Social Issues	
	Course from Area I not previously selected			
	Course from Area II not previously selected			
	Course from Area III not previously selected			

48

Total	93
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\*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.

\*\*\*\*Interdisciplinary Studies may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

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) do not fulfill the requirements of the Core Curriculum for Area IV of the College-Transfer Program.



## MEDICAL LABORATORY TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

The Medical Laboratory Technology Program at Clayton Junior College is offered in cooperation with Atlanta Area 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 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 Natural Sciences and Mathematics at Clayton Junior College and with the Office of Admissions at Atlanta Area 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 TECHNICAL SCHOOL

First Quarter		Third Quarter	
Biology 160		Biology 260	
Professional Orientation, including Medical Terminology, Body Structure and Function, Laboratory Chemistry, and Parasitology	<u>        </u>	Blood Banking and Special Test	<u>        </u>
	10		10
<b>Second Quarter</b>		<b>Fourth Quarter</b>	
Biology 161		Biology 261	
Hematology, Serology, Urinalysis, and Bacteriology	<u>        </u>	Clinical Internship	<u>        </u>
	10		15
		<b>Fifth Quarter</b>	
		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	
<b>AREA I - HUMANITIES</b>				
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	
			<hr/>	
			20	
<b>AREA II - NATURAL SCIENCES AND MATHEMATICS</b>				
Choose one course in mathematics or natural sciences (Math 105, Introduction to College Mathematics; or Sci 105, Environmental Science, is suggested)			5	
			<hr/>	
			5	
<b>AREA III - SOCIAL SCIENCES</b>				
*Cnst	105	Constitutional Studies of the United States and Georgia	5	
Psyc	105	Introductory Psychology	5	
Social Science Elective			5	
			<hr/>	
			15	
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>				
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	
			<hr/>	
			53	
Physical Education Electives			3	
			<hr/>	
			3	
Total			<hr/>	
			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: Natural Sciences and Mathematics (Department of Nursing)

The Nursing Program at Clayton Junior College is designed to educate 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 may petition 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.

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.

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 algebra, 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. 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.

The Nursing curriculum is subject to change, without notice, in order to comply with regulations of accrediting agencies.

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.

## FRESHMEN

### Fall Quarter

Nursing 105	6
Introduction to Nursing	
*Chemistry 112	
General Chemistry	
OR	
*Chemistry 121	
Survey of Chemistry	5
Biology 151	5
Human Anatomy & Physiology	_____
	16

### Winter Quarter

Nursing 111	8
Maternal-Child Health I	
Biology 152	5
Human Anatomy & Physiology	
English 111	5
Composition	_____

### Spring Quarter

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

## SOPHOMORES

### Fall Quarter

Nursing 211	8
Nursing in Physical and	
Mental Illness I	
Psychology 105	
Introductory Psychology	
OR	
Psychology 201	
General Psychology	
OR	
Psychology 204	
Child Growth & Development	5
Physical Education Elective	1
	14

### Winter Quarter

Nursing 212	8
Nursing in Physical and	
Mental Illness II	
**Constitutional Studies 105	5
Constitutional Studies of the	
United States and Georgia	
Physical Education Elective	1
	14

### Spring Quarter

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

\*It is recommended that students take Chemistry 121.

\*\*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 – GENERAL

### Advising Division: Business

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 a student decides to continue studies at a senior institution of the University System of Georgia, the majority of the 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>
<b>AREA I - HUMANITIES</b>				
A.	Engl	111 and 112	Composition	10
B.	Choose one of the following:			5
	Art	211	Art Appreciation	
	Drma	211	Appreciation of the Dramatic Arts	
	Engl	201; 202	Survey of World Literature I, II	
	Engl	211; 212	Survey of English Literature I, II	
	Engl	221	American Literature I	
	Fren	111; 112	Elementary French	
	Musi	211	Music Appreciation	
	Phil	211	Introduction to Philosophy	
	Span	111; 112	Elementary Spanish	
	Spch	121	Communications	
				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	121	Survey of 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	
				10

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA III - SOCIAL SCIENCES</b>				
*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	
				20
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>				
***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
				52
Total				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 Business Education.

\*\*\*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.



## SECRETARIAL STUDIES – LEGAL

Advising Division: Business

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 a student decides to continue studies at another institution of the University System of Georgia, the majority of the 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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA I - HUMANITIES</b>			
Engl	111 and 112	Composition	10
Spch	121	Communications	5
			15
<b>AREA II - NATURAL SCIENCES AND MATHEMATICS</b>			
		Any mathematics course numbered higher than 100	5
			5
<b>AREA III - SOCIAL SCIENCES</b>			
*Cnst	105	Constitutional Studies of the United States and Georgia	5
Psys	105	Introductory Psychology	5
			10
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>			
**Bsad	111, 112	Beginning and Intermediate Typing	6
**Bsad	151, 152, 153	Shorthand	15
Bsad	202	Office Machines	3
Bsad	205	Business Communications	5
Bsad	207	Secretarial Office Practice	5
Legl	113	Advanced Typing	3
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	5
			62
		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.

## 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

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA I - HUMANITIES</b>			
Engl	111	Composition	5
Spch	121	Communications	5
Musi	230	General Music	5
			<hr/> 15
<b>AREA III - SOCIAL SCIENCES</b>			
*Cnst	105	Constitutional Studies of the United States and Georgia	5
Psyc	105	Introductory Psychology	5
		Social Sciences Elective	5
			<hr/> 15
<b>AREA IV - MAJOR FIELD REQUIREMENTS</b>			
***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
			<hr/> 43
		Elective courses appropriate to the teaching field	17
			<hr/> 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 teaching education.



## OFFICE PRACTICES CERTIFICATE PROGRAM

Advising Division: Business

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 Stenographic Specialization should be able to qualify to pass the Civil Service examination with a rating of at least a GS3 (stenographer). The student who chooses Clerical Specialization 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 in that program on a part-time basis after employment.

### Area IV Requirements

#### STENOGRAPHIC SPECIALIZATION (With Shorthand)

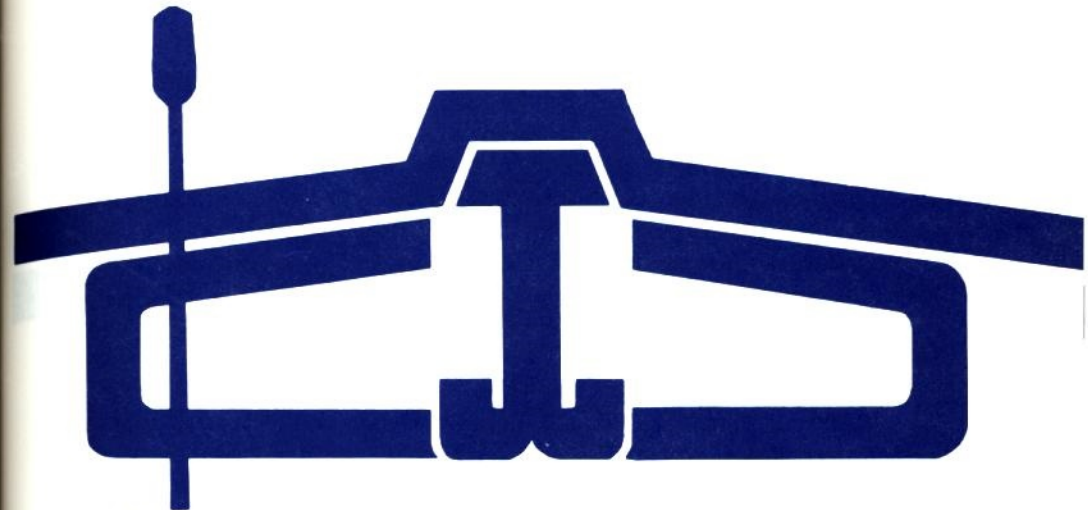
<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
*Bsad	151, 152, 153, and 201	Shorthand	20
*Bsad	111, 112, 113	Typing	9
Bsad	202	Office Machines	3
Bsad	204	Secretarial Accounting	5
Bsad	205	Business Communications	5
Bsad	206	Filing and Records Management	5
Bsad	207	Secretarial Office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

#### CLERICAL SPECIALIZATION (Same as Stenographic Specialization, without shorthand)

\*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





Advisement: Department of Special Studies

For a variety of reasons, some applicants to Clayton Junior College find themselves unable to progress satisfactorily in a regular college degree program. Some have not followed a program of study which prepared them for college. Others have decided after a record of poor academic performance 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 high school and college.

A student is initially admitted to 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 reading, English, and/or mathematics — skills vital to competency in all other academic areas. In addition, a Developmental Seminar (Psychology 98) is offered to assist the student in his orientation to college; in the exploration of his interests, aptitudes, and abilities; and in the establishment of appropriate educational and vocational goals.

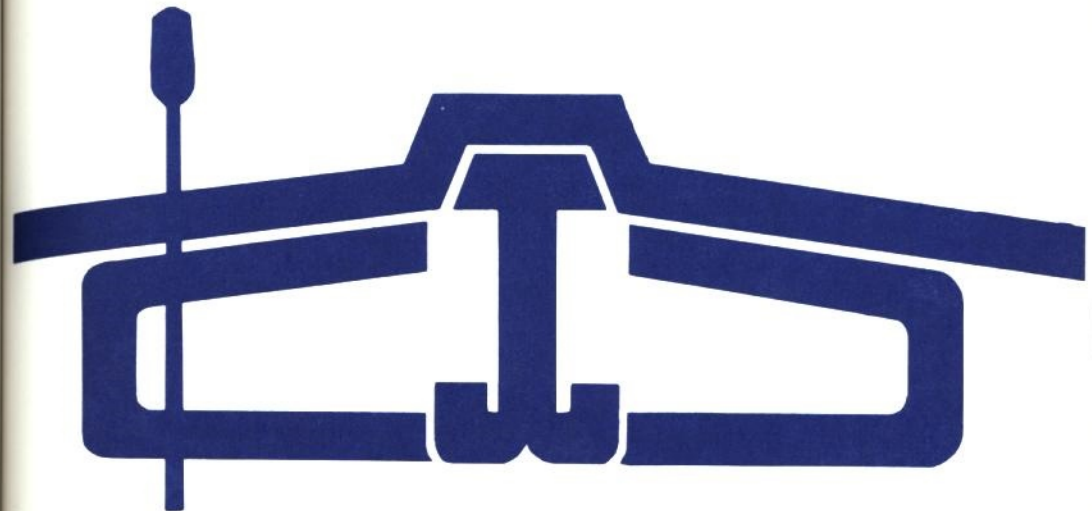
Special Studies courses are not applicable to any degree programs currently offered by the college and are not transferable to other institutions. However, a student who successfully completes his required special studies courses will be able to schedule degree-applicable courses during the second quarter, 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 advise and approve the schedule of a student who is required to take special studies courses.

It is the general policy of Clayton Junior College for students in Special Studies who attempt a course twice and make no measurable progress or demonstrate no sincere effort (by absences or lack of preparation) be placed on academic probation. A student who attempts a Special Studies course three times and makes no measurable progress or demonstrates no sincere effort will be placed on suspension.

In some instances, a student who is enrolled in a degree program may wish to elect, at early registration and when space in the program permits, special studies courses to review basic academic skills. 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 123 of this catalog for a listing of specific Special Studies courses offered by the college.

# COURSE DESCRIPTIONS





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

## ACCOUNTING

Note: For Career Accounting courses, see Business Management.

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

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

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

Managerial Accounting. An analysis of the accumulation and utilization of accounting information for internal management purposes.  
Prerequisite: ACCT 201.

## ART

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

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

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

An introduction to oil and water base paints and to the general principles of drawing and painting. Concentration on still life, the figure, and the transition from realism to other types of work.  
Prerequisite: ART 111.

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

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

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

A continuation of work in the three-dimensional area studying the relationship between an object and the space in which it exists. Major emphasis on wood, clay, plaster, and metal.  
Prerequisite: ART 113.

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

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

### ART 210 - Arts and Crafts (1-9-5)

A study of arts and crafts and their practical application in the fields of education and recreation.

### ART 211 - Art Appreciation (5-0-5)

A study of the visual arts and the concept of creativity through exposure to painting, sculpture, architecture, and other arts of contemporary and historical times.

### ART 213 - Ancient, Medieval, and Renaissance Art (5-0-5)

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

## AVIATION ADMINISTRATION

(Clayton Junior College offers a career program in Aviation Administration in cooperation with Georgia State University. This program leads to the Associate in Science in Aviation Administration Degree granted by Clayton Junior College.)

### \*AVI 101 - Introduction to Commercial Aviation Theory and Practice (5-0-5)

Survey of aviation, emphasizing its historical and current developments technically, socially, and economically; fundamental principles and practices of aeronautics; lectures and discussions on aerodynamics, ground control, instrumentation, federal air regulations, safety navigation, and meteorology.

### \*AVI 150 - Passenger Operations (5-0-5)

Principles of passenger service; reservations and ticketing; gate operations; security practices; public relations; liability policies.

### \*AVI 160 - Air Cargo Handling (5-0-5)

Study of practices and responsibilities in the varied operations centered about the transshipment of air cargo including bags, mail, freight, express and special shipments. Includes logistics of air freight and special rules, regulations and laws pertaining to air cargo operation; security practices; handling hazardous cargo; liability policies.

### \*AVI 201-202 - Aviation Management (5-0-5)

Functions of management in airline and airport operation; organizational structures of airlines; personnel supervision; federal labor regulations and practices; air carrier familiarization; scheduling of resources; effect of Federal regulations; internal control and auditing; industrial, financial and economic implication. Major functions of airport management; financing, revenues and expenses; security and safety. Study of the airport and its relationship to the community.  
Prerequisites: ECON 201 and ACCT 201.

### \*AVI 210 - Aviation Economics (5-0-5)

Theory and practice in aviation financing. Capital budget preparation and justification of personnel, equipment and operations.  
Prerequisites: ECON 201 and ACCT 201.

### \*AVI 220 - Airline Marketing and Public Relations (5-0-5)

Survey of practices in advertising, sales, public relations and marketing efforts; measurement of marketing effectiveness; public relations programs; relationship to scheduling of services. Operations of travel agencies relative to airline bookings and promotion; principles of tourism.

### \*AVI 260 - Aviation Laws and Regulations (5-0-5)

A survey of government laws, regulations, and requirements affecting airline and airport operations. Explanation of CAB and FAA as government operations affecting aviation.

### \*AVI 270 - Airline Ground Operations, Maintenance and Safety (5-0-5)

Procedures and practices for personnel safety (OSHA requirements) and aircraft safety; ground procedures.

\*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.



## BIOLOGY

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

Structure and functions 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 most pertinent to students enrolled in programs in the health sciences. Chem 112 or Chem 121 is a prerequisite or corequisite 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.

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, 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 121 - Survey of Chemistry (5-0-5)**

A one quarter non-laboratory introduction to the basic principles of inorganic, organic and biochemistry most pertinent to students enrolled in programs in the health sciences.

Prerequisite: High school chemistry or CHEM 111.

**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 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 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.

\*\*Career courses which may not fulfill requirements for the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. Students should consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia.

### \*\*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 (3-0-3)

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-demonstration 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.

\*\*Career courses which may not fulfill requirements for the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. Students should consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia.



**\*\*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.

Note: This course does not count as graduation credit from Clayton Junior College, but may be transferable to another institution.

**DRMA 211 - Appreciation of the Dramatic Arts (5-0-5)**

A study of the dramatic arts from the perspective of performance as an integral part of cultures, past and present. Through the study of live, televised, and film dramatic presentations, the student will learn to appreciate the dramatic arts as they appear in his culture.

**\*\*Career courses which may not fulfill requirements for the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. Students should consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia.**

## ECONOMICS

**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.

**\*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.**



\*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.

## 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.

Note: This course does not count as graduation credit from Clayton Junior College, but may be transferable to another institution.

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.

ENGL 221 - American Literature I (5-0-5)

Major figures of the colonial and early national periods to the Civil War, with emphasis on cultural and historical backgrounds.

Prerequisite: ENGL 112.

\*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.

## 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 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.

## INTERDISCIPLINARY STUDIES

IDST 101 - Selected Topics

An inquiry into selected topics that synthesize uniform themes which may be traced through disciplines found in the humanities, natural sciences and mathematics, and social sciences. The emphasis of the course varies with the topics studied.

Note: Credit hours may vary and are accumulative to five hours. Selection for credit in any of the areas of the Core must be made at the time of registration for the course.



## 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.
- \*LEGL 212 - Legal Machine Transcription/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 to 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.
- \*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.

- \*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; factors 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.
- 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.
- \*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 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 LABORATORY TECHNOLOGY

Specialized courses in the medical laboratory technology curriculum are offered at Atlanta Area 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 (1-0-1)

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 us in the U.S. system. Laboratory includes leadership development and orientation to and history of ROTC.

### MILI 102 - Basic Military Science I (1-0-1)

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 (1-0-1)

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 (1-0-1)

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.

### \*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 - Beginning 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 250 - Intermediate 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.

Prerequisite: MUSI 150 or equivalent.

\*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.



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.

Prerequisite or corequisite: BIOL 151.

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 or corequisite to NURS 111: NURS 105 and BIOL 152.

Prerequisite or corequisite to NURS 112: NURS 111 and BIOL 250.

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.

\*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 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.
- 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)

\*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 180 - Hiking & Backpacking (1-2-2)  
A beginning course to acquaint the student with equipment and technique. Weekend hikes are required.
- 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.

## 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 behavior 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**

### **\*ENGL 95 - Reading Improvement (5-0-5)**

A course designed to improve the reading skills of individuals. Diagnostic information is used to assist in the systematic development of vocabulary, literal and inferential comprehension, and reading rate. Problem areas such as concentration, listening, and test taking may be examined.

### **\*ENGL 99 - Developmental English (5-0-5)**

A course designed to improve writing skills. Attention will be given to developing standard English grammar and usage and to learning organization and development of effective paragraphs.

### **\*MATH 98 - Developmental Mathematics (5-0-5)**

A course designed to review arithmetic and introduce the topics of beginning algebra. Topics covered are decimals, fractions, percents, sets, operations with signed numbers, operations with polynomials, solutions of linear equations and inequalities in one variable.

### **\*MATH 99 - Review Algebra (5-0-5)**

A course designed to review the topics of intermediate algebra. Students who have had only one year of high school algebra should plan to take Math 99 before enrolling in 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.

\*Credit received in Special Studies courses is not applicable toward degree programs at Clayton Junior College nor transferable to other institutions.

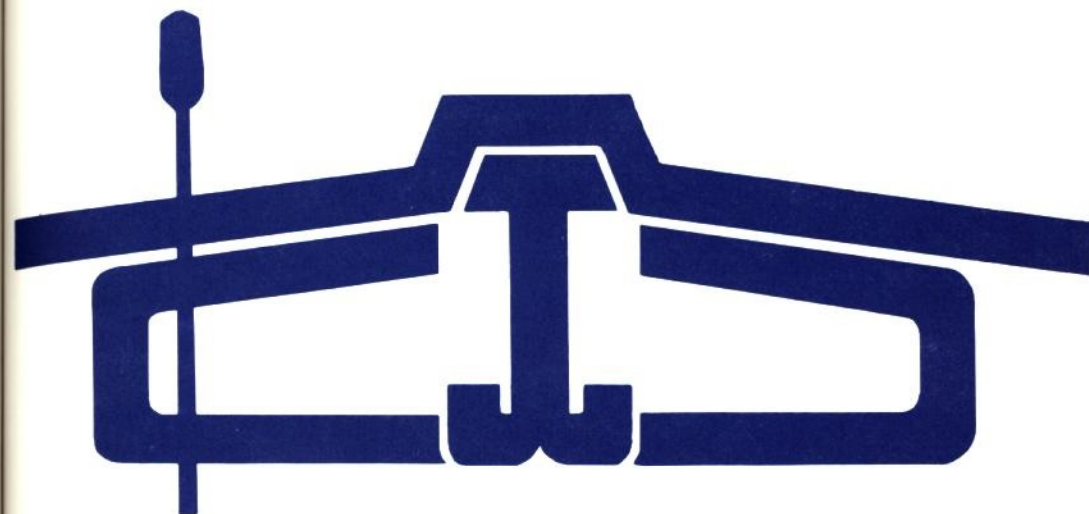
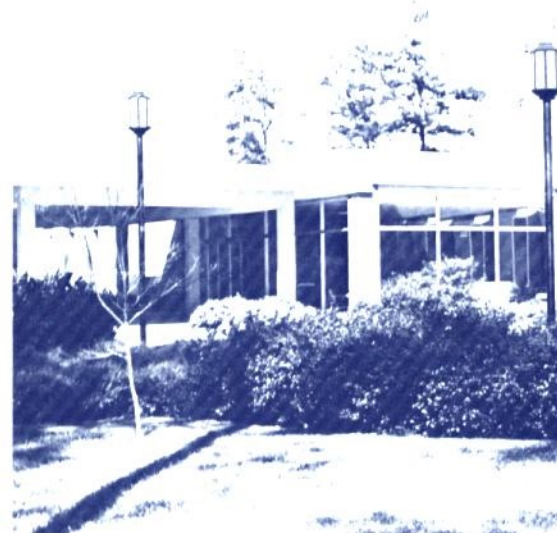


### ACCESSIBLE CAMPUS

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. Efforts to develop an accessible campus were 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 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.
4. File an application for a Basic Educational Opportunity Grant and return the Student Eligibility Report to the Director of Financial Aid, 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. Students wishing to apply for a Guaranteed Student Loan for a specific career field may review data in the Office of the Director of Financial Aid, as to employment and salary of people already employed in the specific career field.



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, Tucker, Georgia 30084.

#### **NATIONAL DIRECT STUDENT LOAN**

The National Direct Student Loan is available to students with financial need at the time of his enrollment of 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**

The Basic Educational Opportunity Grant Program is a Federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Basic Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of your Basic Grant is determined on the basis of your own and your family's financial resources.

The Basic Educational Opportunity Grant Award is a grant and, unlike a loan, does not have to be repaid. It is estimated that during the 1976-77 academic year the awards will range between \$50 and \$1,000.

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.

##### **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, Tucker, Georgia 30084.



### CLAYTON JUNIOR COLLEGE FOUNDATION SCHOLARSHIPS

The Clayton Junior College Foundation has established and funded ten two-year scholarships to cover all resident fees for students to begin college in the Summer or Fall of 1976.

Included in the awards are scholarships to selected students entering fields of Accounting, Art, Banking & Finance, Music, Pre-Medicine or Pre-Dentistry and Secretarial Studies.

Students wishing to apply for Clayton Junior College Foundation Scholarships should contact the Director of Financial Aid at Clayton Junior College.

### CLAYTON JUNIOR COLLEGE FOUNDATION MERIT SCHOLARSHIPS

The Clayton Junior College Foundation has established and funded fifteen two-year scholarships to cover all resident fees for the highest ranking 1976 graduates of fifteen area high schools who elect to attend Clayton Junior College. "Foundation Merit Scholarships" are provided to recognize and reward outstanding high school students for their record of academic achievement. Scholarship recipients must be from the top 10 percent of his/her graduating class.

### JOHN WORD 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 scholarship to cover all resident tuition and fees for one academic year 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.

### 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 PROGRAM

The Law Enforcement Educational Grant Program (LEEP) 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 an enforcement agency can receive up to \$200 per academic quarter, not to exceed the cost of tuition and fees. 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.

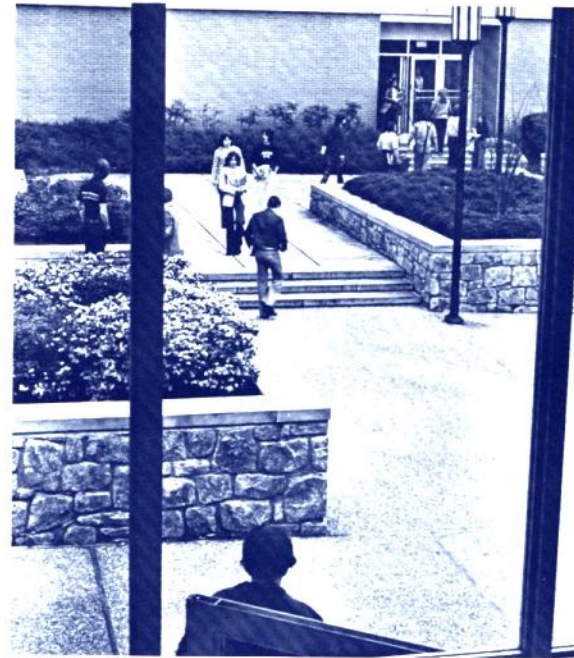
#### NURSING SCHOLARSHIP/LOAN PROGRAM

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 loan 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.

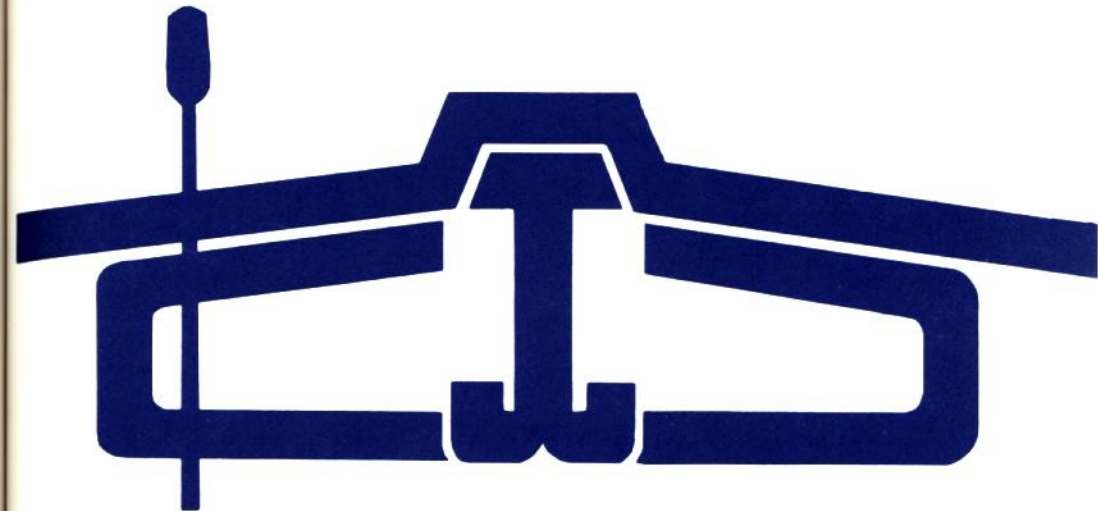
## STATE DIRECT STUDENT LOANS

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 Auto Club, Black Cultural Awareness Association, C. B. Radio Club, Collegiate Civitan, Circle K, Junior Dental Hygienists of America, Lambda Alpha Epsilon Criminal Justice Fraternity, Music Club, Outreach, Nondenominational Religious Organization, Phi Beta Lambda Business Club, Phi Theta Kappa National Junior College Honorary, Student Association of Educators, and the Veterans Club.

## LYCEUM

Each quarter the Lyceum Committee presents a series of concerts, recitals and lectures for the intellectual enrichment and enjoyment of the student. These programs are often offered in conjunction with a particular course in mind. Among the major lecturers in recent years have been Senator Sam Ervin, Dean Rusk, Stuart Udall, Walter Heller, Eric Sevareid and Sander Vanocur.

## GENERAL ENTERTAINMENT

General Entertainment presents many outstanding recent feature films during the year. Some of the major ones have been "The Sting," "The Longest Yard," "American Graffiti," "Blazing Saddles," and "Young Frankenstein." General Entertainment also presents popular concerts and dances throughout the year including folk, rock, country, and jazz.

## 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 stage craft is encouraged to participate in drama productions sponsored by the Lyceum Committee. 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 *Bent Tree* (student newspaper) and the *Clay Tablet* (campus literary magazine) staffs in coordinating financial matters and in establishing and maintaining standards of responsible journalism. Academic credit can be received for participating as a member of the *Bent Tree* staff.

## 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 President and Vice-President, are elected directly by the student 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 serviceman 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

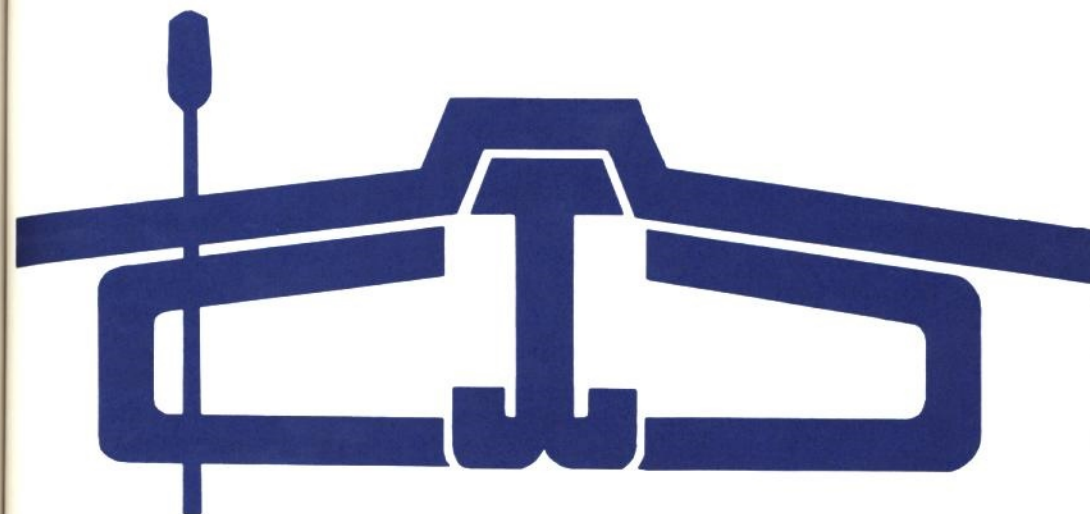
The Veterans' Affairs Office was established at Clayton Junior College to assist the veteran in utilizing his educational benefits to the fullest advantage. Any veteran enrolled or planning to enroll at Clayton Junior College is invited to contact the Veterans' Affairs Coordinator in the Office of the 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 notify the Veterans' Affairs Office each quarter of their total number of enrolled hours. This will insure that each eligible veteran will continue to receive his benefits during the following quarter.

## COMMUNITY SERVICES





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 5,000 persons participated in Continuing Education Courses offered by the Office of Community Services during the four quarters of the academic year. Directed toward personal and professional enrichment, Continuing Education Courses require no college prerequisites or tests. They are offered both on the Morrow campus and at off-campus centers within the community. Community Services Bulletins describing Continuing Education Courses to be offered, their meeting dates, and fees are distributed throughout the community before the beginning of each quarter. A person wishing to be placed on the mailing list of Community Services Bulletins is invited to contact the Office of Community Services.

This office also works with groups of individuals within the community to generate Continuing Education Workshops and Seminars to meet other special educational needs. 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.

## CONTINUING EDUCATION COURSES OFFERED 1975-76

- |  |   |
|--|---|
| Introductory Bookkeeping and Accounting          | Soaring—The Magic of Motorless Flight                   |
| Intermediate Bookkeeping                         | Human Relations Communications Workshop                 |
| Business English                                 | Income Tax Preparation                                  |
| Basic Cake Decorating                            | Instructor Training                                     |
| Intermediate Cake Decorating                     | Interior Design I                                       |
| Clayton Junior College Community Chorus          | Interior Design II                                      |
| Clayton Junior College Community Little Theatre  | Know Your Legal Rights                                  |
| Basic Decoupage                                  | Leadership Workshop                                     |
| Drawing and Sketching                            | The Making of an Executive Secretary                    |
| Golf   | Managing Your Managers Effectively                      |
| Home Vegetable Gardening                         | Managing and Supervising by Objectives                  |
| How to Parent                                    | Marriage Enrichment for Women                           |
| Principles of Supervision and Communication      | Basic Marriage Enrichment                               |
| Property & Casualty Insurance Agent's Exam Prep. | Advanced Marriage Enrichment                            |
| Quilting   | Obedience Training for Dogs                             |
| How to be a Ham Radio Operator                   | OSHA Familiarization                                    |
| Rapid Reading                                    | Painting for Adults                                     |
| Real Estate Sales Preparation                    | Basic Photography                                       |
| Basic Sewing                                     | Beginning Piano I for Adults                            |
| Beginning Shorthand                              | Beginning Piano II for Adults                           |
| Intermediate Shorthand                           | Beginning Piano (ages 10-14)                            |
| Clowning Around                                  | Preparation for Parenthood                              |
| Assertiveness Training                           | Conversational Spanish for Adults                       |
| Introduction to Data Processing                  | Conversational Spanish for Children                     |
| Powderpuff Mechanics                             | Creative Stitchery                                      |
| Powderpuff Mechanics II                          | Tennis Instruction and Play                             |
| Beginning Bridge                                 | Beginning Typing  |
| Duplicate Bridge                                 | Intermediate Typing                                     |
| Wills, Taxes, and Gift Giving                    | Creative Woodworking                                    |
| Karate - Self Defense for Children               | Writing for Fun and Profit                              |
| Self Defense for Adults                          | Basic Yoga  |
| Art of Silk Screening                            | Open Obedience Training for Dogs                        |
| Basic Electrical Repairs                         | Personal Grace & Grooming Management Development Series |
| Beginning Piano II (Ages 10-14)                  |   |
| Early Childhood Education - Basic I              |   |
| Beginning Pottery for Adults                     |   |
| Office Machines                                  |   |
| Machine Shorthand                                |   |



## 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.

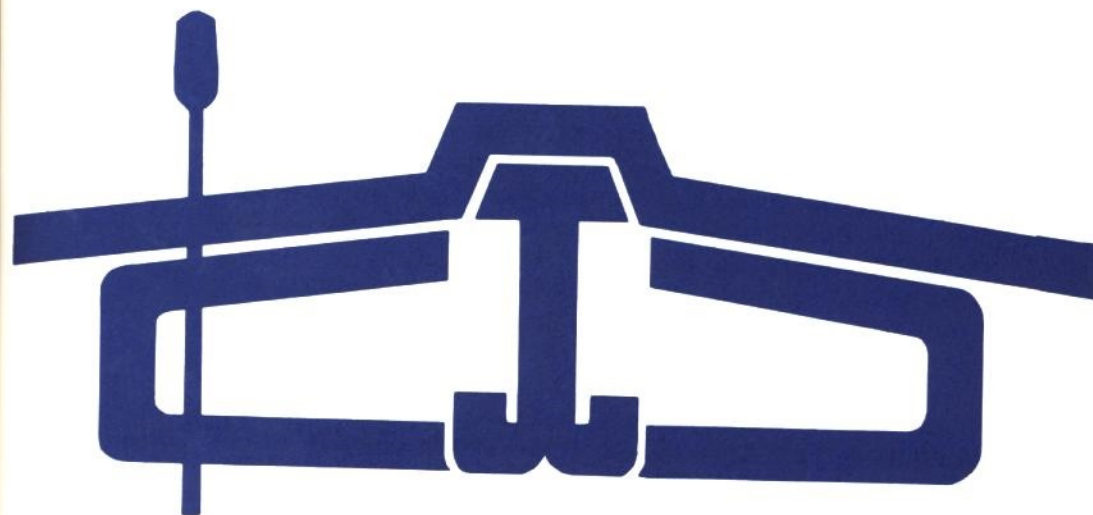
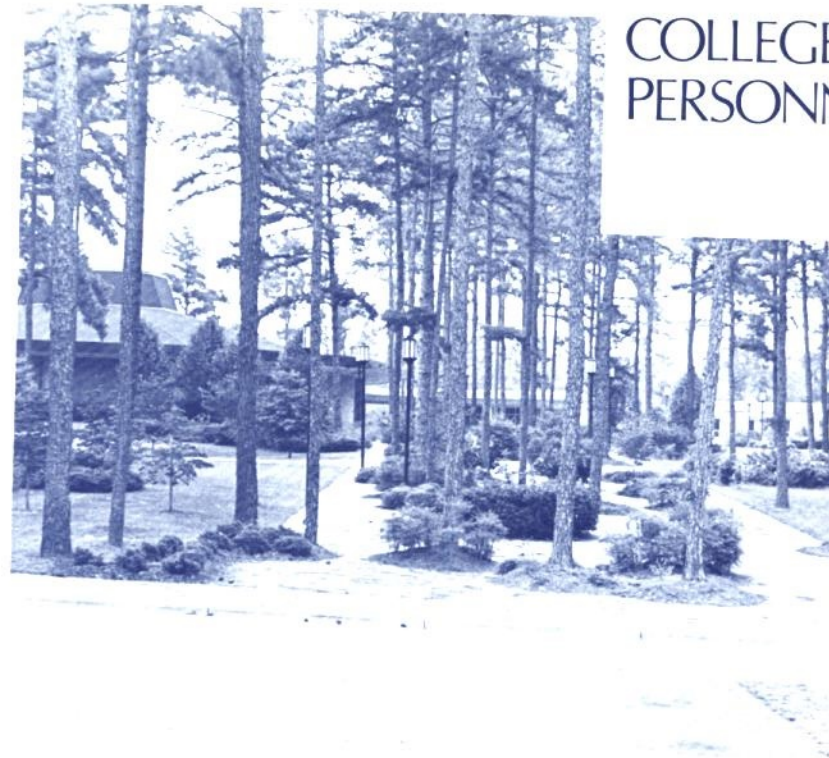
The Office of Community Services is responsible for sanctioning the use of college facilities by groups not affiliated with the college. The primary considerations in determining use of college facilities by outside groups are whether or not the proposed activity is in keeping with the mission of the 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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 Hazel M. Hopkins, Statistical Clerk  
 Marla O. McIver, Clerk-Typist

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 Director of Counseling and Testing  
 Robert J. Taylor, Director of Student Activities  
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 Jerri H. Hager, Secretary



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Jay Wright, Jr., Programmer  
Janie P. Raborn, Key Punch Operator

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Chairman  
Secretary

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Frances A. Bernhardt, Technical Services Librarian  
Gwendolyn G. Moore, Public Services Librarian  
Myra A. Mobley, Instructional Resources Librarian  
Robert A. Harrell, Jr., Media Services Coordinator  
June R. Woodard, Assistant to the Media Services Coordinator  
Shirley Sharp, Media Technician  
Frances S. Pierce, Library Assistant  
Jean T. Delegram, Library Assistant  
Sandra R. Fordham, Library Assistant  
Dean Holbrook, Secretary

## OFFICE OF THE COMPTROLLER

James R. Robertson, Comptroller  
John D. McLeod, Assistant Comptroller  
Johnette B. Bolander, Assistant Comptroller  
Sue M. Kirkland, Personnel Assistant  
James R. McPhail, Director of Procurement  
Sherry L. Brown, Assistant Bookkeeper  
Elizabeth A. Randall, Secretary  
Diane K. Mitchell, Secretary  
Cynthia W. Funk, Cashier/Clerk Typist  
Nancy A. Spinks, Accounts Payable Clerk

## FOOD SERVICE

Claude P. White, Food Service Manager and Chef  
Rudolph P. LoMonaco, Baker  
Henry M. Crisler, Baker  
Sara Griffin  
Helen Hardin  
Beatrice J. Langley  
Willie Mae Lee  
Sarah K. Ogletree

## GENERAL INSTITUTION

Ellen P. Mathis, Secretary  
Paul E. Fitzpatrick, College Physician  
Harriet T. Aiken, Receptionist  
Rhoda Waldrip, Evening Receptionist  
Fran B. Wallace, Evening Receptionist  
Toni C. Frey, Duplicating Equipment Operator  
Clinton Caldwell, Graphics Technician

## BOOKSTORE

Allen Bates, Manager  
Thomasina DeWeese, Secretary

## PLANT OPERATIONS

Thomas H. Mullenix, Director  
Christopher M. Gowing, Janitorial Supervisor  
Trenon J. Alford, Electrician  
Frank Orr, Plumber  
William McNeely, Heat and Air Conditioner Mechanic  
Alvin T. Wallace, Grounds Supervisor  
Cecil L. Howell, Storekeeper  
Sara Jane Davies, Secretary  
Mary W. Bonner  
Larry T. Moore  
Samuel James Glaze  
Johnny B. Boyce  
Odessa Davis  
Ruby Embry  
Jessie Mae Hunt  
Larnard Sagoes  
Catherine Smith  
Geraldine Smith  
Betty J. Thomas  
John B. Treadwell  
Linda Turnipseed  
Nellie Verdell  
Jeffrey L. Wilson  
Jerry Dixon  
Clayton Langford  
Melvin Moore

## PUBLIC SAFETY

Robert M. Miller, Director  
Edward B. Hart, Jr., Sergeant  
Frank H. Hancock, Officer  
Norma Jean Bond, Officer  
Linda A. Darling, Officer  
Jack E. Lattimer, Officer  
Carl G. Walters, Officer

## FACULTY

KRISTEN L. ALLEN, Instructor of Speech  
B.A., University of Rhode Island, 1972; M.A., Northwestern University, 1973

MARY C. AUST, Assistant Professor of Mathematics  
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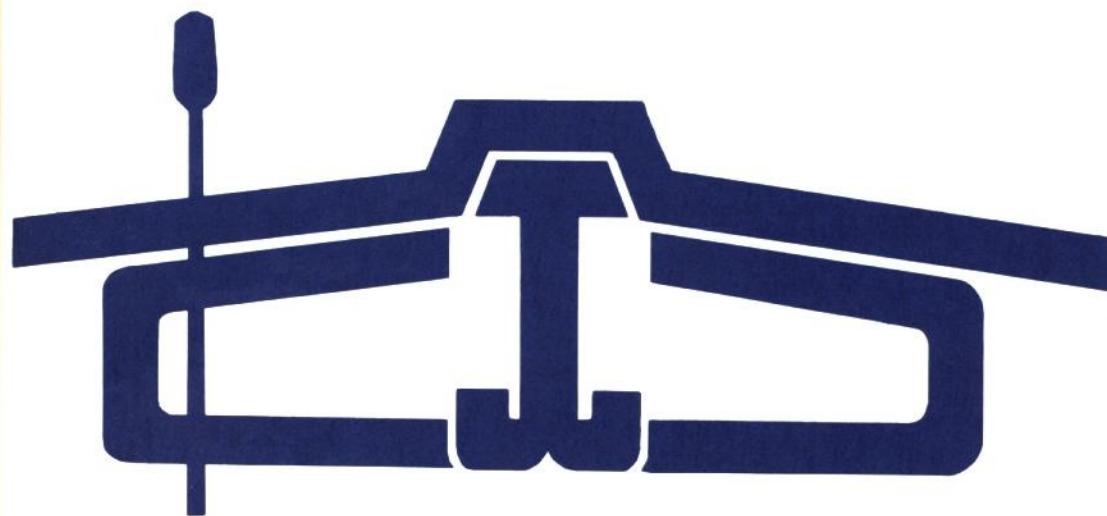
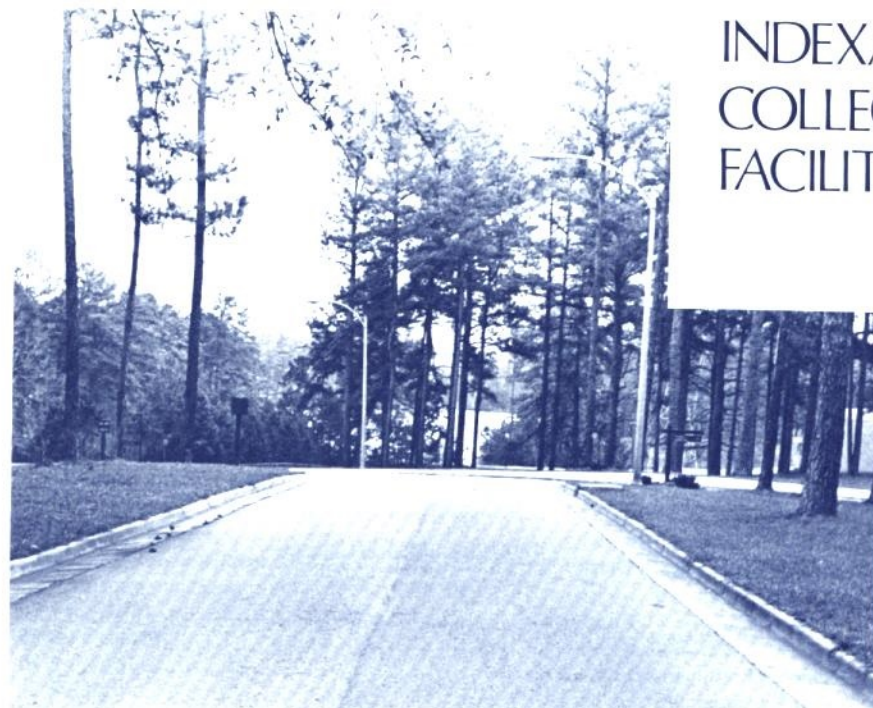
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### HISTORY OF CLAYTON JUNIOR COLLEGE

June 1965	Board of Regents authorized three new junior colleges, one to serve south metropolitan Atlanta
October 1965	Board of Regents designated northern section of Clayton County as general location of the college
October 1966	A \$4,900,000 bond issue was passed by the citizens of Clayton County
February 1967	\$3,300,000 was transmitted to the Board of Regents for buildings and equipment
February 1968	College was officially named Clayton Junior College
October 1968	Construction of facilities began
August 1969	First building was occupied by members of college staff
September 1969	Classes opened with 942 students
January 1971	College was accredited by the Southern Association of Colleges and Schools
September 1974	New Classroom Building was occupied





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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 Division of 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 contains the offices of the Director of Public Safety, the Director of Plant Operations, and storage area for the college's inventory of operating supplies.

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.

# CJC CAMPUS



## 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.

### CJC TELEPHONE GUIDE (Area 404)

College Information	363-7550
Admissions	363-7540
Bookstore	363-7555
Business Office	363-7530
Community Services	363-7534
Comptroller	363-7532
Computer Center	363-7544
Cooperative Education	363-7588
Counseling & Testing	363-7571
Dean of the College	363-7563
Dean of Students	363-7556
Dental Hygiene Clinic	363-7632
Dental Hygiene, Dept. of	363-7629
Financial Aid/Placement	363-7556
Food Services	363-7554
Humanities, Division of	363-7570
Library/Media	363-7635
Maintenance/Receiving	363-7580
Natural Sciences and Mathematics, Division of	363-7590
Nursing, Department of	363-7645
Physical Education	363-7574
Police and Public Safety	363-7580
Public Information	363-7575
President	363-7560
Registrar	363-7540
Secretarial Studies	363-7596
Social Sciences, Division of	363-7650
Special Studies, Department of	363-7573
Student Activities	363-7556
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