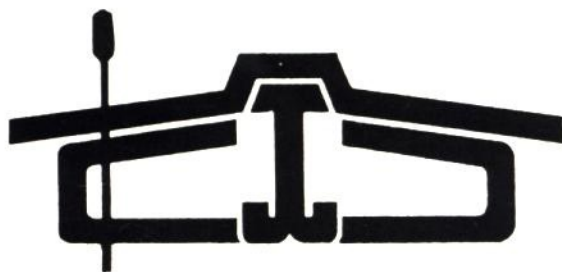




**Clayton
Junior
College**

**1980-81
CATALOG**



Morrow, Georgia

An Institution of the University System of Georgia

IMPORTANT DATES FOR 1980-81

Summer Quarter, 1980

May 28	Deadline for Summer Quarter applications and credentials
June 17	Classes begin
July 17	*Scholastic Aptitude Test
August 7	*Scholastic Aptitude Test
August 19	Classes end
September 2	Deadline for Fall Quarter applications and credentials
September 4	*Scholastic Aptitude Test
September 6	*Scholastic Aptitude Test

Fall Quarter, 1980

September 2	Deadline for Fall Quarter applications and credentials
September 23	Classes begin
October 30	*Scholastic Aptitude Test
December 4	Classes end
December 11	*Scholastic Aptitude Test
December 12	Deadline for Winter Quarter applications and credentials

Winter Quarter, 1981

December 12	Deadline for Winter Quarter applications and credentials
January 6	Classes begin
February 5	*Scholastic Aptitude Test
March 5	*Scholastic Aptitude Test
March 6	Deadline for Spring Quarter applications and credentials
March 7	*Scholastic Aptitude Test
March 16	Classes end

Spring Quarter, 1981

March 6	Deadline for Spring Quarter applications and credentials
March 27	Classes begin
April 30	*Scholastic Aptitude Test
May 28	*Scholastic Aptitude Test
June 2	Deadline for Summer Quarter applications and credentials
June 4	Classes end
June 13	Annual Graduation Exercises

*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 1980-81 year, refer to the Academic Calendar on pages 14 and 15.

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

CLAYTON JUNIOR COLLEGE

1980-81 CATALOG

Volume 11, Number 1



An Institution of the University System of Georgia

Serving South Metropolitan Atlanta

An Affirmative Action/Equal Opportunity Institution

THE CATALOG: AN INFORMATION BOOK

The Clayton Junior College catalog is an information book and reference guide dealing with almost all aspects of the College — its policies, facilities, degree programs, course offerings, services, and faculty.

Statements set forth in this catalog are for informational purposes only, and should not be construed as the basis of a contract between a student and this institution.

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

Every effort will be made to keep students advised of any such changes, and information on all changes will be available in the Office of Admissions and Records.

It is especially important that each student note that it is his/her responsibility to keep apprised of current graduation requirements for particular degree programs.

This catalog has been compiled to serve as a guidebook for you, the student, in achieving the goals you have set for yourself. It contains the information you will need to begin, to continue, and to complete your junior college career successfully.

As you pursue that career, you will have many questions, and it is anticipated that you will find most of the answers to these questions in this catalog. Use the next four pages as your guide for locating these answers.

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 or activity receiving Federal financial assistance."

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

USING THIS CATALOG

In order to use this catalog, you must first familiarize yourself with its contents, including the general information section and all sections dealing with your specific academic interests.

The table of contents on the next three pages will guide you to the particular section you are looking for. Then, by using the "edge index" on this page, the section of the catalog can easily be located.

EDGE INDEX

Bend pages down and turn to tab opposite index.

GENERAL INFORMATION (Page 7)

ADMISSIONS INFORMATION (Page 17)

FINANCIAL INFORMATION (Page 29)

ACADEMIC INFORMATION (Page 33)

COLLEGE PROGRAMS (Page 45)

CAREER PROGRAMS (Page 71)

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STUDENT SERVICES/ACTIVITIES (Page 129)

COMMUNITY SERVICES (Page 135)

COLLEGE PERSONNEL (Page 139)

INDEX (Page 153)

COLLEGE FACILITIES (Page 161)

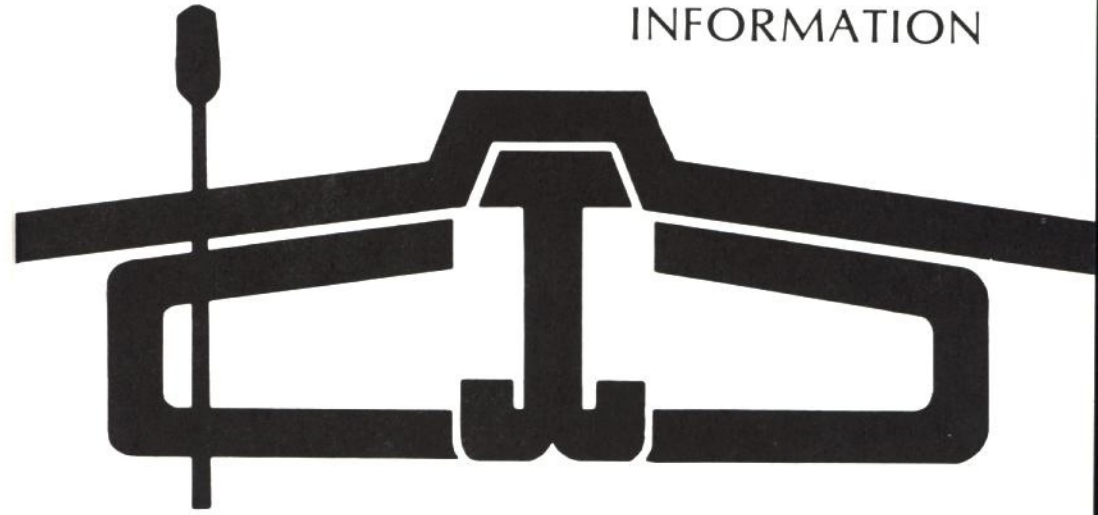
You are invited to use the College's "application for admission" form in the back of this catalog for application as a student, and for additional information.

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UNIVERSITY SYSTEM OF GEORGIA

Thirty-three public colleges and universities of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

Fifteen junior colleges offer the first two years of studies leading to bachelor degrees and professional degrees, as well as one- and two-year career programs designed to prepare students for immediate employment. Career programs are available in fields such as accounting, computer science, agricultural equipment technology, electronics, drafting, dental hygiene, nursing, secretarial studies, and over fifty other fields.

The fourteen senior colleges offer bachelor degrees, and in many cases, some graduate degrees. Degree programs include hundreds of fields of interest, including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music. Some of these institutions also offer many of the two-year career programs offered by junior colleges.

The four universities offer graduate programs leading to master's and doctor's degrees, four-year programs leading to bachelor degrees, and some two-year programs. Offerings include programs ranging from aerospace and nuclear engineering at the Georgia Institute of Technology, economics and health administration at Georgia State University, medicine and dentistry at the Medical College of Georgia, to forestry, law, pharmacy, and veterinary medicine at the University of Georgia. Students may begin their freshman year of studies leading to these graduate and professional degrees at any of the thirty-three colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged residents of Georgia for attending college, exclusive of living expenses, are low by most standards. Fees range from about \$400 at junior colleges to almost \$1,500 at professional schools for a full academic year of college studies.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia.

The thirty-three institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies. *A complete listing of*

these colleges and universities appears on page 141 of this catalog. For additional information, write or call the nearest institution, or call the Clayton Junior College Office of Admissions and Records at (404) 961-3500.

SERVING SOUTH METROPOLITAN ATLANTA

Clayton Junior College is a two-year, non-residential college located 12 miles south of Atlanta in northern Clayton County. Molded around three lakes on a beautifully-landscaped 163-acre tract, the College's eight 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 all state-supported institutions in Georgia. Freshman and sophomore credits earned with acceptable grades within this program may be transferred without loss upon acceptance to any university, senior college or junior college within the University System. (Grades of "D" have limited transferability to some institutions.)

In addition, the College offers two-year "career programs" which combine regular college courses with specific professional or paraprofessional training. Career programs are designed to prepare students for immediate employment upon graduation.

Most graduates of Clayton Junior College are awarded the Associate in Arts Degree. A graduate of the Career Program in Medical Laboratory Technology 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 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* 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.

The Office of Community Services at 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.

PURPOSE OF THE COLLEGE

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

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

- College Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees.
- Career Programs designed to prepare students for gainful employment.
- Special Studies courses designed for students who need to strengthen their academic skills before entering college level courses.
- Community Service and adult education programs for individuals in the community who may wish to participate in programs of continuing education.
- Student Service Programs designed to further the development of the student by helping to meet his academic, financial, personal and social needs.

ANNUAL NOTICE OF PRIVACY RIGHTS

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

1. *the right to inspect and review education records maintained by the institution that pertain to the student;*
2. *the right to challenge the content of records on the ground that they are inaccurate, misleading or a violation of privacy or other rights;* and
3. *the right to control disclosures from the education records with certain exceptions.*

A written policy detailing how Clayton Junior College will comply with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file complaints with the FERPA Office of the Department of Health, Education and Welfare, Washington, D.C. 20201 regarding alleged violations of the Act.

ACCREDITATION AND MEMBERSHIPS

Clayton Junior College is a unit of the University System of Georgia; therefore, credits earned within College 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 Georgia Board of Nursing, 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 Community and Junior Colleges
Southern Association of Colleges and Schools
Southern Association of Junior Colleges
Southern Regional Education Board
Georgia Association of Junior Colleges
Georgia Association of Colleges
Council of Associate Degree Programs of the National League for Nursing
American Association of Dental Schools

RESOURCES FOR HANDICAPPED STUDENTS

Clayton Junior College is committed to helping students participate in all academic, cultural and social opportunities that the College offers. Accessibility for handicapped students is part of that commitment. Efforts to develop a completely accessible campus began with the construction of the first college facilities and will continue as the College develops.

The College provides handicapped students with special test administrations, individualized tours of the campus, and counseling. Handicapped students may obtain assistance in the library and the cafeteria; and the College provides special parking facilities, wheelchair storage, and accessible telephones and restrooms.

The College has appointed Dr. Avery Harvill as Coordinator of Section 504 of the Rehabilitation Act of 1973. Any handicapped student wishing to utilize these services should contact Dr. Harvill in the Physical Education Building (E-34) or call him at 961-3465 to advise him of the resources needed for the coming quarter.

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1980

JANUARY	MAY	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2 3	1 2 3 4 5 6
6 7 8 9 10 11 12	4 5 6 7 8 9 10	7 8 9 10 11 12 13
13 14 15 16 17 18 19	11 12 13 14 15 16 17	14 15 16 17 18 19 20
20 21 22 23 24 25 26	18 19 20 21 22 23 24	21 22 23 24 25 26 27
27 28 29 30 31	25 26 27 28 29 30 31	28 29 30
FEBRUARY	JUNE	OCTOBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6 7	1 2 3 4
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
24 25 26 27 28 29	29 30	26 27 28 29 30 31
MARCH	JULY	NOVEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1
2 3 4 5 6 7 8	6 7 8 9 10 11 12	2 3 4 5 6 7 8
9 10 11 12 13 14 15	13 14 15 16 17 18 19	9 10 11 12 13 14 15
16 17 18 19 20 21 22	20 21 22 23 24 25 26	16 17 18 19 20 21 22
23 24 25 26 27 28 29	27 28 29 30 31	23 24 25 26 27 28 29
30 31		30
APRIL	AUGUST	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20
20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27
27 28 29 30	24 25 26 27 28 29 30	28 29 30 31

Summer Quarter, 1980

June 12	Examinations of the Advanced Placement Program
June 16	Advisement and Registration
June 17	Classes Begin
June 18-20	Schedule Change Days (Note: June 18-19, day and evening; June 20, day only)
July 2	Last day to drop courses that end July 18 without academic penalty
July 3	No evening classes
July 4	Holiday
July 10	Examinations of the Advanced Placement Program
July 14	Regents' Testing Program
July 17	Scholastic Aptitude Test
July 22	Last day to drop courses without academic penalty
August 5	Last day to drop courses that began July 21 without academic penalty
August 7	Scholastic Aptitude Test
August 4-8	Advisement for Early Registration for Fall Quarter
August 11-12	Early Registration for Fall Quarter, 1980
August 19	Applied Music Auditions for Fall, 2:00 p.m., G-101
August 19	Music Theory Placement Test for Fall, 3:00 p.m., G-209
August 19	Classes end, Summer Quarter
August 20-26	Final Examinations, Summer Quarter
September 2	Deadline for Fall Quarter applications and credentials
September 4	Scholastic Aptitude Test
September 6	Scholastic Aptitude Test
September 18	Examinations of the Advanced Placement Program
September 22	Advisement and Registration, Fall Quarter, 1980

1981

JANUARY	MAY	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2	1 2 3 4 5
4 5 6 7 8 9 10	3 4 5 6 7 8 9	6 7 8 9 10 11 12
11 12 13 14 15 16 17	10 11 12 13 14 15 16	13 14 15 16 17 18 19
18 19 20 21 22 23 24	17 18 19 20 21 22 23	20 21 22 23 24 25 26
25 26 27 28 29 30 31	24 25 26 27 28 29 30	27 28 29 30
FEBRUARY	JUNE	OCTOBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5 6	1 2 3
8 9 10 11 12 13 14	7 8 9 10 11 12 13	4 5 6 7 8 9 10
15 16 17 18 19 20 21	14 15 16 17 18 19 20	11 12 13 14 15 16 17
22 23 24 25 26 27 28	21 22 23 24 25 26 27	18 19 20 21 22 23 24
29 30	28 29 30	25 26 27 28 29 30 31
MARCH	JULY	NOVEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5	1 2 3 4 5 6 7
8 9 10 11 12 13 14	5 6 7 8 9 10 11	8 9 10 11 12 13 14
15 16 17 18 19 20 21	12 13 14 15 16 17 18	15 16 17 18 19 20 21
22 23 24 25 26 27 28	19 20 21 22 23 24 25	22 23 24 25 26 27 28
29 30 31	26 27 28 29 30 31	29 30
APRIL	AUGUST	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2 3 4 5 6 7	1 2 3 4 5
5 6 7 8 9 10 11	8 9 10 11 12 13 14	6 7 8 9 10 11 12
12 13 14 15 16 17 18	15 16 17 18 19 20 21	13 14 15 16 17 18 19
19 20 21 22 23 24 25	22 23 24 25 26 27 28	20 21 22 23 24 25 26
26 27 28 29 30	29 30 31	27 28 29 30 31

Fall Quarter, 1980

September 2	Deadline for Fall Quarter applications and credentials
September 4	Scholastic Aptitude Test
September 6	Scholastic Aptitude Test
September 18	Examinations of the Advanced Placement Program
September 22	Advisement and Registration, Fall Quarter, 1980
September 23	Classes begin
September 24-26	Schedule Change Days (Note: September 24-25, day and evening; September 26, day only)
October 16	Examinations of the Advanced Placement Program
October 27	Regents' Testing Program
October 29	Last day to drop courses without academic penalty
October 30	Scholastic Aptitude Test
November 14	Dental Hygiene Aptitude Test
November 18-20	Advisement for Early Registration
November 24-25	Early Registration for Winter Quarter, 1981
November 26	No evening classes
November 27-28	Thanksgiving Holidays
December 4	Applied Music Auditions for Winter, 2:00 p.m., G-101
December 4	Music Theory Placement Test for Winter, 3:00 p.m., G-209
December 4	Classes end, Fall Quarter
December 5	Study day
December 8-11	Final examinations, Fall Quarter
December 11	Scholastic Aptitude Test
December 12	Deadline for Winter Quarter applications and credentials
December 18	Examinations of the Advanced Placement Program

Winter Quarter, 1981

December 12	Deadline for Winter Quarter applications and credentials
December 18	Examinations of the Advanced Placement Program
January 5	Advisement and Registration
January 6	Classes begin
January 7-9	Schedule Change Days (Note: January 7-8, day and evening; January 9, day only)
January 16	Dental Hygiene Aptitude Test
January 22	Examinations of the Advanced Placement Program
February 5	Scholastic Aptitude Test
February 9	Regents' Testing Program
February 11	Last day to drop courses without academic penalty
February 17-19	Advisement for Early Registration
February 23-24	Early Registration for Spring Quarter, 1981
March 5	Scholastic Aptitude Test
March 6	Deadline for Spring Quarter applications and credentials
March 7	Scholastic Aptitude Test
March 13	Dental Hygiene Aptitude Test
March 16	Applied Music Auditions for Spring, 2:00 p.m., G-101
March 16	Music Theory Placement Test for Spring, 3:00 p.m., G-209
March 16	Classes end, Winter Quarter
March 17-20	Final examinations, Winter Quarter

Spring Quarter, 1981

March 6	Deadline for Spring Quarter applications and credentials
March 19	Examinations of the Advanced Placement Program
March 26	Advisement and Registration
March 27	Classes begin
March 30-31	Schedule Change Days (Note: day and evening)
April 16	Examinations of the Advanced Placement Program
April 27	Regents' Testing Program
April 30	Scholastic Aptitude Test
May 1	Last day to drop courses without academic penalty
May 12-14	Advisement for Early Registration for Summer Quarter
May 18-19	Early Registration for Summer Quarter, 1981
May 28	Scholastic Aptitude Test
June 2	Deadline for Summer Quarter applications and credentials
June 4	Applied Music Auditions for Summer, 2:00 p.m., G-101
June 4	Music Theory Placement Test, 3:00 p.m., G-209
June 4	Classes end, Spring Quarter
June 5-10	Final examinations, Spring Quarter
June 13	Graduation

Summer Quarter, 1981

June 2	Deadline for Summer Quarter applications and credentials
June 11	Examinations of the Advanced Placement Program
June 22	Advisement and Registration
June 23	Classes begin
June 24-26	Schedule Change Days (Note: June 24-25, day and evening; June 26, day only)
July 2	No evening classes
July 3	Holiday
July 9	Examinations of the Advanced Placement Program
July 9	Last day to drop courses that end July 23 without academic penalty
July 13	Regents' Testing Program
July 16	Scholastic Aptitude Test
July 28	Last day to drop courses without academic penalty
August 6	Scholastic Aptitude Test
August 10	Last day to drop courses that began July 24 without academic penalty
August 11-13	Advisement for Early Registration for Fall Quarter
August 17-18	Early Registration for Fall Quarter, 1981
August 25	Applied Music Auditions for Fall, 2:00 p.m., G-101
August 25	Music Theory Placement Test for Fall, 3:00 p.m., G-209
August 25	Classes end
August 26-31	Final Examinations, Summer Quarter
August 29	Scholastic Aptitude Test
September 1	Deadline for Fall Quarter applications and credentials
September 3	Scholastic Aptitude Test
September 17	Examinations of the Advanced Placement Program
September 28	Advisement and Registration, Fall Quarter, 1981 (Fall Quarter will conclude December 15)

Note: General Educational Development (GED) Test is administered the 2nd and 4th Tuesdays except in December, on the 2nd Tuesday only.

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 annual 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. (Turn to pages 125 and 126 of this catalog for information about 1980-81 scholarship programs.)

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.

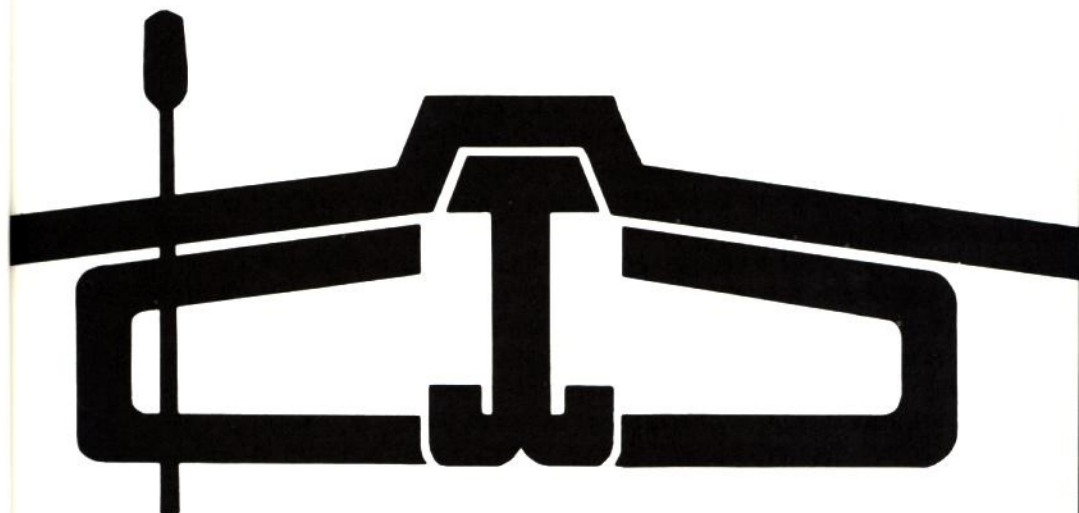
Nine area business and professional leaders who petitioned for the incorporation of the Clayton Junior College Foundation, Inc. served on its initial Board of Trustees, and eight of them remain as active members.

Current members of the Board include:

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 treasurer)
Guy L. Benefield, Morrow, Georgia
S. Truett Cathy, Hampton, Georgia
Ernest L. Cheaves, Forest Park, Georgia
Thomas B. Clonts, Jonesboro, Georgia
Ernest A. Dunbar, Jr., MD, Morrow, Georgia
W. Cameron Mitchell, Hampton, Georgia
Hill R. Redwine, Fayetteville, Georgia
Claude H. Whaley, Jonesboro, Georgia
James M. Wood, Jr., Forest Park, Georgia

All programs sponsored by the Foundation are funded totally by contributions, and all contributions made to the non-profit corporation are tax deductible. Contact a member of the Board of Trustees or phone 961-3535 or 961-3531 for complete information.

ADMISSIONS 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 and Registrar
or
The Admissions Counselor

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.

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 1980-81 Academic Calendar is published on pages 14-15 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 curricula 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 24 through 27 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 form includes 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

Clayton Junior College participates in the Institutional Admissions Testing Program (I.A.T.P.) which permits a college to administer the S.A.T. to its prospective students. Because of the nature of the I.A.T.P., transcripts of scores are not sent to other colleges nor will the College Board retain these SAT scores for future reporting to other colleges.

All Scholastic Aptitude Tests administered at Clayton Junior College are given in Room G-132. Each test currently costs \$8.25, payable at the time of testing, and the test lasts from 6:00 p.m. until approximately 9:00 p.m. It is *not* necessary to sign up prior to testing. For further information, please contact the Office of Counseling and Testing at 961-3515.

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.

To be considered for admission to Clayton Junior College as a Freshman Scholar, a student must submit an application for admission, an official high school transcript, scores on the Scholastic Aptitude Test, and a Freshman Scholar Application.

To be admitted as a Freshman Scholar a student must have:

1. Earned a minimum of 225 quarter hours (15 units) toward graduation and be classified as a high school senior;
2. An average in academic subjects of 3.0 (B) or higher;
3. A minimum composite score on the Scholastic Aptitude Test of 900, with neither score less than 330;
4. The recommendation of the high school principal and counselor;
5. Parental approval.

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.

SPECIAL STUDIES PROGRAM

A beginning freshman whose high school grades and Scholastic Aptitude Test scores reveal deficiencies in basic academic skills is admitted as a student in the Special Studies Program rather than a College 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 on page 96 of this catalog. Please refer to page 118 for a listing of courses.

BEGINNING FRESHMEN

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. Information about the SAT is available from high school guidance offices or from the Office of Admissions and Records of Clayton Junior College.

To be admitted to Clayton Junior College, a student must have a minimum of a 1.80 high school grade point average (A = 4.0 on academic work only), or 250 verbal Scholastic Aptitude Test score, or 280 mathematical Scholastic Aptitude Test score.

Further placement tests will be required to determine the admission status of an applicant:

1. who scores less than 330 on either the verbal or the mathematics portion of the SAT; or
2. who has a combined score of 700 or below on the SAT; or
3. whose high school academic average and SAT scores give a predicted college grade point average of less than 1.6.

For further information, refer to the Special Studies Program described in the previous section and on page 96.

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.

TRANSFER STUDENTS

A student is considered a transfer student if he has previously been enrolled in any accredited college or university whether or not he has earned any college credit. A transfer student may transfer a maximum of 60 quarter hours of credit exclusive of courses which fulfill physical education requirements. 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. (See the Regents' Testing Program Policy on Pages 40-41.)

Courses with acceptable grades which are a part of the Core Curriculum at any unit of the University System of Georgia will be transferred and applied to the appropriate area of the Core Curriculum at Clayton Junior College. If a portion of the Core Curriculum has been completed with acceptable grades at another institution, full credit will be awarded at Clayton Junior College. The College will determine any additional courses needed to satisfy the requirements at Clayton Junior College. Credit for courses taken at institutions other than units of the University System of Georgia are 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. (Transient status usually is limited to one quarter.)

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. A student who attends another college during an absence from Clayton Junior College must request that an official transcript be forwarded to the Office of Admissions and Records of Clayton Junior College from the other institution. This transcript must be received prior to re-enrolling.

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.

STUDENTS 62 OR OLDER

Since the beginning of the 1977 Fall Quarter, citizens of the state of Georgia who are 62 years of age or older have been able to attend Clayton Junior College (or any other University System institution) without payment of fees, except for supplies and laboratory or shop fees, when space is available in a course scheduled for resident credit.

Provisions to implement special enrollment privileges of students 62 years of age or older, according to an amendment to the Georgia Constitution, were established by the Board of Regents of the University System of Georgia.

To enroll under provisions of this amendment, such persons:

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

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 the course. However, a student will be permitted to take the course for credit at a later date. In addition, during the first week of the quarter, a student must complete a request to audit form for each audited course in the Office of Admissions and Records.

INTERNATIONAL STUDENTS

In addition to meeting regular admission requirements, prospective international students whose native language is not English must demonstrate proficiency in the English language by presenting scores on the Test of English as a Foreign Language (TOEFL) or the Georgia State University Test of English Proficiency. The required scores on these tests are 500 or a recommendation for admission, respectively.

It is also necessary for the applicant to provide proof of financial responsibility, including proof of ability to meet living expenses and transportation costs. A Foreign Student Visa (I-20) or an Extension of Stay (I-538) will be issued *only after* all admission requirements have been met by the international student.

Information on admission requirements, insurance, costs, and other basic information helpful to applicants from other countries is available upon request from the Office of Admissions and Records.

DENTAL HYGIENE PROGRAM

The dental hygiene course sequence in the Dental Hygiene Program at Clayton Junior College begins with the Fall Quarter. Applicants must meet the admissions requirements of Clayton Junior College and the Department of Dental Hygiene. (Refer to pages 18-24 for Clayton Junior College admission requirements and procedures.)

Application procedures should be completed by April 15. Delays in completing the admissions materials may result in exclusion from the Program since admissions decisions are made in late Spring or early Summer. Selections are made by the Dental Hygiene Admissions Committee based on those criteria which, in the opinion of the Committee, indicate the greatest potential for success in the Dental Hygiene Program.

The following requirements must be completed prior to acceptance in the Dental Hygiene Program for students desiring to begin the Program in the Fall Quarter, 1981.

An Applicant must:

1. Have graduated from an accredited high school (*high school seniors may be accepted on a "conditional" basis prior to graduation*) or have achieved a total score of 225 on the General Educational Development (GED) Test.
- *2. Have completed two years of high school mathematics (one year must be in algebra) or an appropriate college or vocational-technical level review algebra course with a "C" average or better in each course. (*The appropriate course at Clayton Junior College is Math 099.*)
- *3. Have completed one year of high school biology or an appropriate college biology course with an average of "C" or better. (*The appropriate course at Clayton Junior College is Biology 111.*)
- *4. Have completed one year of high school chemistry or an appropriate college chemistry course with an average of "C" or better. (*The appropriate course at Clayton Junior College is Chemistry 111.*)

*It is recommended that students planning to complete these requirements at another institution contact the Director of Admissions at Clayton Junior College, (404) 961-3500.

(continued on next page)

DENTAL HYGIENE PROGRAM (continued from previous page)

5. Meet requirements for college-level studies at Clayton Junior College and/or have a college transfer average of "C" or higher from an accredited college or university.
6. Take the Dental Hygiene Aptitude Test and have scores submitted to Clayton Junior College.
7. Complete the Personal Data Form required for acceptance into the Dental Hygiene Program.
8. Be free of all health problems which would interfere with an applicant's ability to practice dental hygiene.
9. Meet any requirements subsequently imposed by accrediting agencies prior to the Fall Quarter, 1981. Applicants will be notified promptly of any additional requirements.
10. Attend a personal interview session and submit any additional information requested by the Dental Hygiene Admissions Committee.

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 making application 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 83 and 84 for additional information.

NURSING PROGRAM

The nursing course sequence in the Nursing Program at Clayton Junior College begins with the Fall Quarter. Although the courses are sequential in nature, beginning with "Nursing 105," a student may begin the general education courses required in the Program during any quarter.

Applicants must meet the admission requirements of Clayton Junior College and the Department of Nursing. (Refer to pages 18-24 for Clayton Junior College requirements and procedures.)

Selections are made by the Nursing Admissions Committee based on criteria, which, in the opinion of the Committee, indicate the greatest potential for success in the Nursing Program.

Students who do not meet the requirements for admission into college-level studies and enroll in the Special Studies Program of the College may apply for admission into the Nursing Program after completing 20 quarter credit hours of college-level courses with a Grade Point Average of 2.0 or higher. (*Suggested courses include English 111, Chemistry 112 or Chemistry 121, Psychology 201, and Political Science 111 or History 251.*)

An applicant to the Nursing Program must:

1. Meet the requirements for admission to Clayton Junior College. Students should indicate on the application form that the desired major is "Nursing."

(continued on next page)

NURSING PROGRAM (continued from previous page)

(NOTE: A student who has a felony conviction may be admitted to the Nursing Program at Clayton Junior College, but permission to sit for and to take the Registered Nurse Licensing examinations rests with the Georgia Board of Nurse Examiners.)

2. Have graduated from an accredited high school, or its equivalent, with a grade average of "C" or higher, or received a minimum of 225 total points on the General Educational Development (GED) Test. (*High school seniors may be accepted on a "conditional" basis prior to graduation.*)
3. Have one year of high school algebra, one year of high school chemistry, and one year of high school biology with a minimum grade average of "C" in each of these courses; or have appropriate college courses in these subjects with a grade of "C" or higher in each. (*Appropriate courses at Clayton Junior College are Mathematics 098, Chemistry 111, and Biology 111.*) It is suggested that students also take Chemistry 112 or 121 during the Summer Quarter before entering the Nursing Program in the Fall. (NOTE: *It is recommended that students who plan to complete these requirements at another institution contact the Director of Admissions at Clayton Junior College; phone 404-961-3500.*)
4. Meet requirements for college-level studies at Clayton Junior College and/or have a college transfer average of "C" or higher from an accredited college or university.
5. Have a composite score above 700 on the Scholastic Aptitude Test (SAT) with a minimum of 330 on both the verbal and the mathematics portions. (*See page 19 for information on the Institutional Scholastic Aptitude Test administered to prospective Clayton Junior College students.*)
6. Complete the Personal Data Form required for admission into the Nursing Program.
7. Be free of all health problems which would interfere with an applicant's ability to practice nursing.
8. Have the Medical Form of the Nursing Program completed by a physician or certified nurse practitioner. (*Students are advised to submit their completed applications as soon as possible, as applications will be considered on a "first-come, first-served" basis. However, this item should not be sent with the application form. The Admissions Office will notify applicants when it should be sent.*)
9. Meet any requirements subsequently imposed by accrediting agencies prior to Fall Quarter, 1981. Applicants will be notified promptly of any additional requirements.
10. Submit a letter of reference from the Director of a Nursing Program and one from a Nursing faculty member other than the Director, if the applicant has previously been enrolled in a Nursing Program.

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.

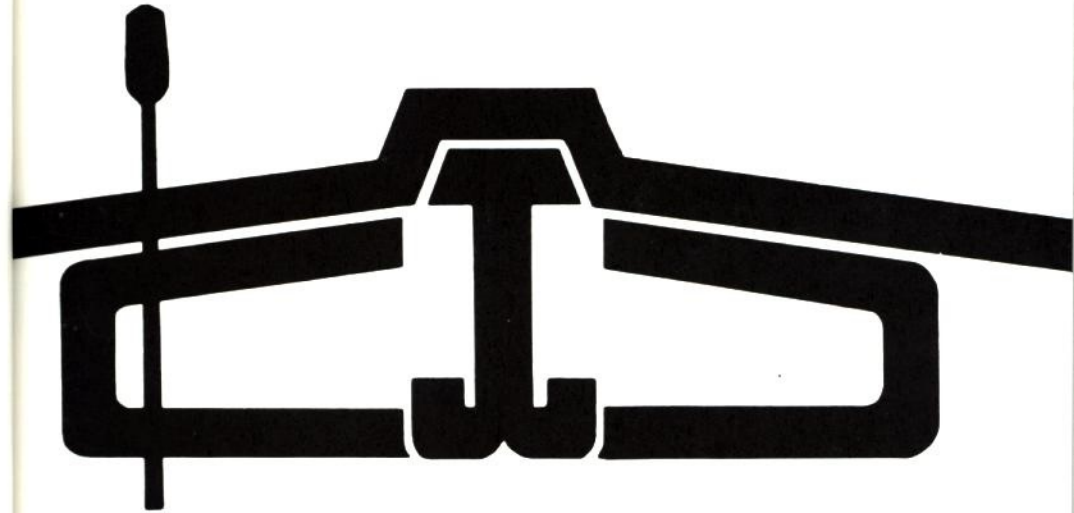
A listing of these definitions follows:

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 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 employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third 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.
6. Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia.
7. 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.
8. 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.
9. 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.
10. 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.
11. Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Office represents, and who are stationed and living in Georgia under orders of their respective government, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.

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.



FINANCIAL INFORMATION



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	\$135.00 for a student taking 12 quarter credit hours or more, or \$11.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$355.00 for a student taking 12 quarter credit hours or more, or \$29.00 per quarter hour for fewer than 12 quarter credit hours.

Students enrolling in credit classes offered at locations other than on the Clayton Junior College campus pay an additional \$4 per quarter credit hour.

In addition, each student pays an \$8.00 Student Services Fee.

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 available in 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 sections on Admissions and Academic Information of this catalog.

STUDENTS 62 OR OLDER

A student 62 years of age or older may attend Clayton Junior College without payment of fees, except for supplies and laboratory or shop fees, when space is available in a course scheduled for resident credit. Provisions to implement these special enrollment privileges are given on page 23 in 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 is given on page 27 in this catalog. A student needing specific information and the necessary forms for petition should refer questions to the Director of Admissions and Registrar 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 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

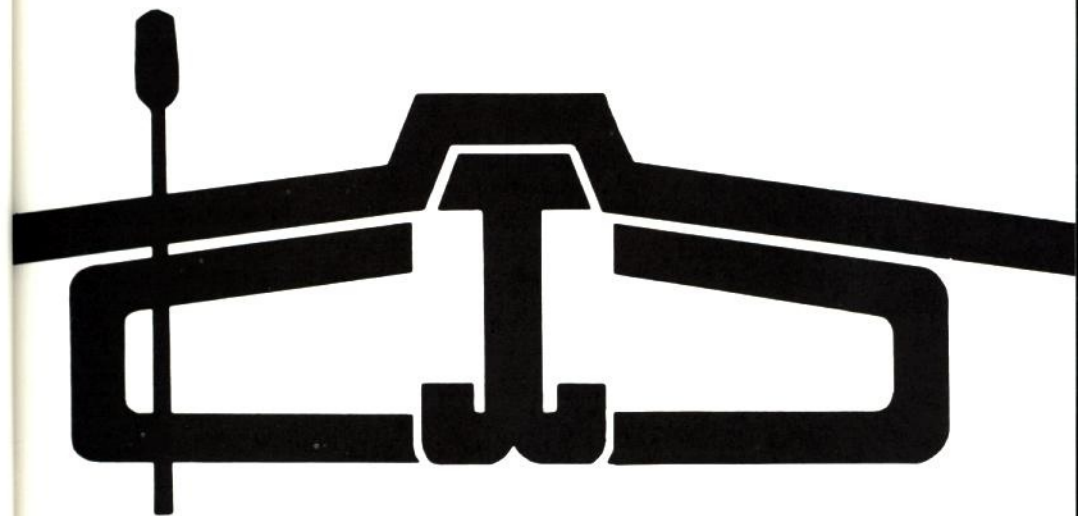
To receive any refund of fees paid Clayton Junior College, a student must initiate formal withdrawal from the College or from a course of the College in writing to the Office of Admissions and Records. Student Services Fees paid to the College are not refundable.

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 the original course load and the new 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 on a *pro rata* basis from the beginning of the quarter to the date of induction. A student applying for a *pro rata* refund must present a copy of his draft orders to the Business Office of the College. This waiver of the refund policy shall not apply to any student who at his own request is inducted or ordered to active duty with the Armed Forces of the United States. The general refund policy shall apply to such students.

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 and Registrar

or

The Admissions Counselor

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.

Note: The 1980-81 Academic Calendars are published on pages 14-15 in this catalog.

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.

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, faculty advisors are 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. *Since some transfer institutions have special requirements, it is important for a student to see an advisor for assistance in appropriate course selection for a specific major area of study.*

CHANGING SCHEDULES

Schedules may be changed after classes begin each quarter only during Schedule Change Days (sometimes called Drop/Add) listed in the Academic Calendar on pages 14-15 of this catalog.

DROPPING COURSES/WITHDRAWAL

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 without academic penalty 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 requesting to withdraw after the published deadline because of a failing grade in a course will have the request denied.

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

STUDIES ABROAD PROGRAM

Clayton Junior College is a participant in the Studies Abroad Program established by the Board of Regents for University System of Georgia institutions. The Program provides foreign study opportunities for selected students through special arrangements to educational institutions. Both languages and classics programs are available.

Adequate facilities will be provided for the social life of participating students. Personal contact with foreign students and the cultural activities of the host country will be encouraged. At the same time, academic standards acceptable at Clayton Junior College will be maintained.

College credit may be earned in the Studies Abroad Program. Further details of the program may be obtained from conferences with the foreign language instructor.

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 or symbol (W, I, V, K, R), even though the student may not complete the quarter's work.

The following grading system is used at Clayton Junior College:

Grade	Numerical Equivalent
A 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 will not be permitted after the mid-point of the quarter except in cases of extenuating personal hardship as determined by the Dean of the College. 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.*
- 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).
- R— Indicates progress in a Special Studies course, but the student is required to repeat the course.

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 grade point average.

REPEATING COURSES

Courses completed at Clayton Junior College with grades of "D," "F," or "WF" (but no others) may be repeated. A course in which a student has received a "W" may be repeated; however, such a course is not counted in the hours attempted. 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.

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, 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.

AUDITING COURSES

A student who wishes to audit a course must register for the course and pay any required fees. Any regularly-enrolled student wishing to audit a course must also complete a Request to Audit form in the Office of Admissions and Records during the first week of classes.

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 20 for admission requirements for Freshman Scholars.)

ACADEMIC HONORS

A student with a quarterly average of 3.6 or higher will be placed on the Dean's List for that quarter. Students who take only Special Studies courses are not eligible for the Dean's List. Those who are enrolled in the regular college program and who are taking Special Studies courses must achieve a 3.6 in college work attempted *and* on Special Studies work attempted.

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.

HONORS CONVOCATION

During the Spring Quarter of each year, an Honors Convocation is held to recognize those students from all disciplines who have achieved an overall record of academic excellence.

PHI THETA KAPPA

Phi Theta Kappa is the only nationally-recognized junior college honor fraternity. The Chapter at Clayton Junior College, chartered in 1975, is designed to recognize and promote academic achievement among all disciplines. Membership is by invitation to students who meet the required academic standards. To qualify, a student must: 1) be enrolled full time, 2) have at least a cumulative 3.5 grade point average, and 3) have earned at least 30 hours of credit at Clayton Junior College.

GOOD STANDING

A student is in good standing if his or her cumulative grade point average falls within the minimum acceptable range for the number of hours attempted plus transfer hours and if the quarterly average earned in the last quarter attended was above 1.0.

Quarter Hours Attempted at CJC Plus Transfer Hours	Minimum Acceptable Cumulative Grade Point Average For Good Standing
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, F, or WF has been received into the number of grade points earned on those hours scheduled.

ACADEMIC PROGRESS

A student may be considered to be making academic progress if he or she is in good standing or on probation.

A student who is placed on academic suspension because of his or her quarterly grade point average may be considered to be making academic progress, however, if his or her cumulative grade point average is above the minimum acceptable average for the number of hours attempted plus transfer hours.

UNSATISFACTORY ACADEMIC PROGRESS

A student is considered to be making unsatisfactory academic progress if he or she has been placed on academic suspension because of his or her cumulative and quarterly grade point averages.

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 section on "Good Standing" indicates the minimum level of achievement for good standing, below which the student has placed himself on probation. A student who earns no grade higher than a "D" in any quarter will be placed on probation regardless of his cumulative grade point average.

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 of the table under "Good Standing" refers to the sum of transferred hours, plus hours attempted at Clayton Junior College.

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.*

It is recommended that students on probation carry a reduced academic load until "good standing" is achieved.

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 enrolled in more than five quarter hours 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. A student suspended for the third time is subject to exclusion from the College for a minimum of eight 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. *A student may take the Regents' Test after completion of the required core English course(s). A student is required to take the test in the quarter after completing 45 degree quarter hours, including transfer 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.*

POLICY ON THE REGENTS' TESTING PROGRAM

PURPOSE: The Regents' Testing Program is designed to assess the competency level in reading and writing of all students in institutions of the University System of Georgia. Following is the policy of Clayton Junior College relative to this Test.

ELIGIBILITY: Students are eligible to take the Regents' Test upon completion of the basic core English course(s) required in their major.

REQUIREMENTS: All graduates of Clayton Junior College shall exhibit literacy competence in certain minimum skills in reading and writing by successfully completing the examinations of the Regents' Testing Program.

All students will be required to take the Regents' Test during the quarter after they have completed forty-five (45) quarter hours of degree credit, if the Test has not been passed previously.

Any student who attempts the Regents' Test and fails either part must participate in the college prescribed remediation(s) and must retake the part(s) failed during each quarter of enrollment until both parts have been passed.

Students should have taken and passed both parts of the Regents' Test by the time they have completed seventy-five (75) quarter hours of degree credit. If either or both parts of the Regents' Test have not been passed by that time, students shall take college prescribed non-degree credit course(s) in remedial reading and/or writing until both parts of the Test have been passed.

EXCEPTIONS: Any student who holds a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to be graduated from Clayton Junior College.

OTHER PROVISIONS: Having passed the Regents' Testing Program shall not be a condition of transfer into Clayton Junior College. All transferring students from within the University System of Georgia shall be subject to all provisions of this policy. Students from institutions outside of the University System of Georgia transferring into Clayton Junior College with forty-five (45) or more degree credit hours must take the Test during the first quarter of enrollment and in subsequent quarters shall be subject to all provisions of this policy.

Students whose native language is not English may take an alternate form of the Regents' Test which has been approved as certifying literacy competence. These students should contact the Head of the Department of Special Studies. Otherwise these students are subject to all provisions of this policy.

Special procedures may be developed for certifying the literacy competence of a handicapped student whose handicap prohibits his/her participation in the standard format of the Test. Appropriate provision for remediation will be made for persons not passing components of the Test. Procedures for the administration of the Test and subsequent remediation, if necessary, will vary depending on the individual handicap. These students are otherwise subject to all provisions of the policy.

If only one component of the Test is passed, the component that has been passed need not be retaken. This provision is retroactive to all students who have taken the Test since the inception of the Regents' Testing Program in 1972.

PROCEDURES FOR REVIEW: A student is eligible to request a formal review of his/her failing essay if the essay received at least one passing score among the three scores awarded, provided the student successfully completed the required course(s) in English Composition for his/her major prior to writing the essay.

A student requesting a formal review must initiate the procedure in the Office of Admissions and Records by the second week of his/her first quarter of enrollment following the quarter in which the essay was failed. The review, however, may not be initiated after one calendar year from the quarter in which the failure occurred.

A student must participate in the required remediation and re-testing even though his/her essay is being reviewed.

As the formal review process is not automatically available to all students who meet these criteria, a student requesting a formal review must meet with a designated faculty member on campus for an initial review of the failed essay. This conference will determine if there is some basis for a formal review. If, after this initial review, questions remain regarding the accuracy of the scoring of the essay, the student may initiate a formal review process.

The formal review will be conducted by three (3) faculty members designated by Clayton Junior College as a review panel.

The review panel may by majority opinion uphold the failing score and thus end the review process or may by majority opinion recommend that

the essay be rescored by the Regents' Testing Program Central Office. The student will be notified of the results of the review panel.

If the review panel recommends rescoring of the essay, that recommendation will be transmitted in writing with a copy of the essay to the Office of the System Director of the Regents' Testing Program. Three (3) experienced Regents' essay scorers, not involved in the initial scoring, will follow the normal procedures for scoring the essay portion of the Regents' Test. The decision of this panel will be final. Clayton Junior College will notify the student of the results of this review.

DEGREES OFFERED

Clayton Junior College offers the Associate in Arts Degree through two types of degree programs: (1) College Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees, and (2) Career Programs which consist of two-year courses of study designed to prepare the student for immediate gainful employment. In addition, the College offers the Associate in Science in Aviation Administration Degree.

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.

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. 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. Substitutions may be required, however, for courses no longer being offered. 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 Program are published on pages 47 and 48 of this catalog; those for the student enrolled in a Career Program are published on pages 72 and 73.

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. For students completing requirements in the Spring Quarter, it is expedient that graduation applications

be received prior to April 1 in order to insure the arrival of diplomas prior to commencement.

CORRESPONDENCE CREDIT

A maximum of twenty quarter hours of correspondence credit will be accepted in a degree program. A student wishing to receive correspondence credit must receive permission from the Registrar on a course by course basis.

ARMY ROTC PROGRAM

Clayton Junior College offers an Army ROTC Program in cooperation with Georgia State University and the Department of the Army. The College maintains an ROTC Instructor Group for campus classes, with a curriculum designed to support the mission of the Reserve Officers Training Corps. Specific objectives of the Army ROTC Program are to attract, select, and identify qualified students to serve as commissioned officers in the active Army or the U.S. Army Reserve components. Cadets will be provided with the understanding of the fundamental concepts and principles of National Security and Military Science.

The Basic ROTC portion of the Program consists of three quarters of a combination of academic and nonacademic classes. Open to the entire student body, it offers full-time students an opportunity to participate in ROTC without any military obligation.

Advanced ROTC consists of six quarters of on-campus instruction, plus one Advanced ROTC Camp. Cadets formally enrolled in the Advanced Program are placed under contract with the Department of the Army, agreeing to complete the entire Advanced Program and to accept a commission in the United States Army upon graduation.

Students who complete the ROTC Program will be paid approximately \$2,500 during the Advanced portion of the Program. For complete information about either the Basic or Advanced ROTC Programs at Clayton Junior College, contact the Office of Admissions and Records. Refer to Pages 111-112 for a complete listing of Military Science courses.

ADVANCED PLACEMENT PROGRAM

Clayton Junior College offers to its students a broad program of Advanced Placement. College credits may be earned in a number of college courses by successful completion of examinations designed to measure achievement. Credit earned by examination is recorded by use of the symbol "K" on the Clayton Junior College transcript and is transferable to any other unit of the University System of Georgia. The College places no limit on the number of hours of credit a student may earn by examination.

Several examinations are used to grant credit to students including the College-Level Examinations of the College Entrance Examination Board, the Certified Professional Secretary Examination and special examinations developed by the faculty of the College. Examinations are administered by the Office of Counseling and Testing and by several instructional departments and divisions. Students interested in credit by examination should contact the Office

of Counseling and Testing, Room C-61, for further information.

The table on this page lists the courses and hours of credit available by examination.

COURSES AND HOURS OF CREDIT AVAILABLE BY EXAMINATION

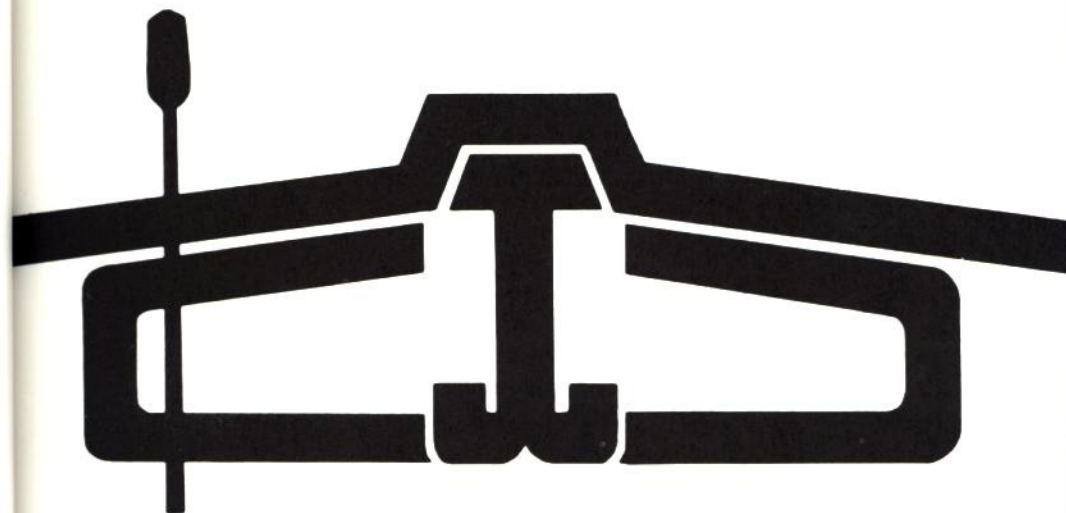
Course Title	Course Number	Hours of Credit
HUMANITIES		
Composition	ENG 111, 112	5-10
Survey of English Literature	ENG 211, 212	10
French-Elementary and Intermediate	FREN 111, 112, 211	5-15
Spanish-Elementary and Intermediate	SPAN 111, 112, 211	5-15
NATURAL SCIENCES AND MATHEMATICS		
Mathematics for Liberal Arts	MATH 105	5
College Algebra	MATH 111	5
College Algebra and Trigonometry	MATH 112	5
Calculus and Analytic Geometry	MATH 151, 152	10
Introductory Statistics	MATH 231	5
Principles of Biology	BIOL 111, 112	10
Microbiology	BIOL 250	5
General Chemistry	CHEM 151, 152	10
*Dental Materials	DHYG 108	3
Head and Neck Anatomy	DHYG 102	3
Introduction to Nursing	NURS 105	6
*Must be certified by the Department of Dental Hygiene prior to taking the examination.		
SOCIAL SCIENCES		
Introduction to Criminal Justice	CJUS 201	5
American Civilization	HIST 251, 252	5-10
American National Government	POLI 111	5
General Psychology	PSYC 201	5
Child Growth and Development	PSYC 204	5
Introduction to Sociology	SOCI 105	5
BUSINESS		
Principles of Management and Supervision	BMGT 251	5
Principles of Accounting	ACCT 201, 202	10
Business Law I: Legal Environment of Business	BSAD 270	5
Principles of Economics	ECON 201, 202	10
Principles of Marketing	BMGT 281	5
Fundamentals of Money and Banking	BMGT 271	5
Business Communications	BSAD 205	5
Filing and Records Management	BSAD 206	5
Secretarial Office Practice	BSAD 207	5

HIGH SCHOOL ADVANCED PLACEMENT PROGRAM EXAMINATIONS (ADMINISTERED THROUGH HIGH SCHOOLS)

English	ENGL 111	5
French	FREN 111	5
Physics B	PHYS 151 and 152	10
Spanish	SPAN 111	5

NOTE: All Advanced Placement Program Examinations administered through high schools require a minimum score of three (3) for credit.

COLLEGE 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 and Registrar

or

The Admissions Counselor

or

The Dean of the College

COLLEGE PROGRAMS

Clayton Junior College currently offers the first two years of college work in major fields of study common to all state-supported institutions in Georgia. Freshman and sophomore credits earned with acceptable grades within this program may be transferred without loss upon acceptance to any university, senior college or junior college within the University System. (Grades of "D" have limited transferability to some institutions.)

Refer to the following section on "Core Curriculum" and information provided on the next four pages as your curriculum guide for transfer programs. Refer to pages 51-70 for specific information about your chosen major.

CORE CURRICULUM

College 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 Program 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.

FULFILLING DEGREE REQUIREMENTS FOR COLLEGE PROGRAMS

For graduation with the Associate in Arts Degree, the following requirements must be completed by each student enrolled in a College 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 complete either History 251, American Civilization I, or History 252, American Civilization II; and Political Science 111, American National Government.

Transfer students from non-University System institutions with previous credit for American History and American Government must complete competency examinations on Georgia history and Georgia Constitution. For information on these examinations, contact the Division of Social Sciences or the Office of Admissions and Records.

2. Satisfy Core Curriculum requirements for Area IV for one specific major field of study: a minimum of 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 Program who is registered for at least one day class 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 of the last 35 quarter credit hours of degree requirements at Clayton Junior College;
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. A student may take the Regents' Test after completion of the required core English course(s). A student is required to take the test in the quarter after completing 45 degree quarter hours, including transfer 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. (See the complete Regents' Testing Program Policy on pages 40-41.)

The Regents' Testing Program of the University System of Georgia is administered at Clayton Junior College once during each quarter through the Office of Counseling and Testing. The dates on which the Regents' Testing Program will be administered are published in the Academic Calendar on pages 14 and 15.

The College provides a program of remedial instruction for the student who does not successfully complete either part of the Regents' Testing Program. Any student who does not successfully complete a part or parts of the examination is required to complete the remedial program prescribed by the College during the next quarter of attendance in order to be permitted to retake the failed section(s) at a later date.

A student transferring 45 quarter 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.

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	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Engl	221	Survey of American Literature I	
Engl	222	Survey of American Literature II	
*Fren	111	Elementary French	
*Fren	112	Elementary French	
**Idst	101	Selected Topics	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
*Span	111	Elementary Spanish	
*Span	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 100 or higher, except Math 122		5
B.	Choose one of the following sequences:		10
Biol	111 and 112	Principles of Biology	
Biol	111 and 113	Principles of Biology	
Chem	111 and 112	General Chemistry	
Chem	151 and 152	Principles of Chemistry	
Phys	151 and 152	Introductory General Physics I and II	
Phys	151 and 153	Introductory General Physics I and III	
Phys	251 and 252	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 100 or higher, except Math 122;			
3) Chem	121	Survey of Chemistry	
4) Comp	201	Introduction to Computing	
*5) Idst	101	Selected Topics	
6) Sci	105	Environmental Science	
Total			20

*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 III — SOCIAL SCIENCES

Course	Number	Title	Quarter Credit Hours
A. *Hist	251 or 252	American Civilization I or II	5
B. **Poli	111	American National Government	5
C.	Choose one of the following:		5
Econ	110	Consumer Economics	
Psyc	201	General Psychology	
Soci	105	Introduction to Sociology	
D.	After completion of A, B, and C, students should enroll in:		
Hist	112	Western Civilization II	5
Total			20

*Either Hist 251 or Hist 252 satisfies the legislative requirement for the study of U.S. and Georgia history. Either may be taken. Hist 251 is not a prerequisite for Hist 252.

**Poli 111 satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions.

CHOOSING A COURSE OF STUDY

Each student is required to declare a major field of study with the Office of Admissions and Records on or before completing 60 quarter credit hours of work. Although an Advisement Program is provided the student at Clayton Junior College, each student is responsible for knowing and for fulfilling the curriculum requirements within his major, and for 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.

PERSONAL CURRICULUM GUIDE: TRANSFER STUDENTS

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

AREA II — NATURAL SCIENCES AND MATHEMATICS

A. Math	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

AREA III — SOCIAL SCIENCES

A. Hist	_____	_____	_____
B. Poli 111	_____	_____	_____
C.	_____	_____	_____
D. *Hist 112	_____	_____	_____

*The completion of A, B, and C are prerequisites to enrollment in Hist 112.

AREA IV — MAJOR FIELD

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

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DEGREE REQUIREMENT CHECKLIST

- United States and Georgia History (see page 47)
- United States and Georgia Constitution (see page 47)
- Regents' Testing Program, University System of Georgia (see pages 40-41, 47-48)
- Major Field Declared with Registrar (see page 49)
- Health and Physical Education (see page 47)
- Foreign Language (see page 47)
- Application for Graduation (see page 42)

AREA IV REQUIREMENTS COLLEGE PROGRAMS

Each student who plans to transfer into a baccalaureate degree program must complete at least 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 Programs 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. Choose three of the following:			15
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
Math	251	Calculus and Analytic Geometry III	
C. Choose two of the following:			10
Biol	112 or 113	Principles of Biology	
Phys	151	Introductory General Physics I	
Phys	152	Introductory General Physics II	
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	Principles of Biology	5
B. Biol	112 or 113	Principles of Biology	5
C. Choose four of the following:			20
Acct	201	Principles of Accounting I	
Acct	202	Principles of Accounting II	
Biol	202	Survey of the Plant Kingdom	
Biol	203	Vertebrate Zoology	
Chem	111 or 151	General Chemistry or Principles of Chemistry	
Chem	112 or 152	General Chemistry or Principles of Chemistry	
Chem	201	Introduction to Chemical Analysis	
Chem	251	Organic Chemistry	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Math	111	College Algebra	
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	231	Introductory Statistics	
Phys	151	Introductory General Physics I	
Phys	152	Introductory General Physics II	
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	213	Ancient, Medieval, and Renaissance Art	5
F. Choose one of the following:			5
Art	221	Painting	
Art	222	Drawing	
Art	223	Sculpture	
Art	224	Ceramics	
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. Choose one of the following:			5
Psyc	201	General Psychology	
Psyc	204	Child Growth and Development	
Total			30

BIOLOGY

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A. Biol	111 and 113	Principles of Biology	10
B. Choose from the following:			(10-20)
Biol	202	Survey of the Plant Kingdom	
Biol	203	Vertebrate Zoology	
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Chem	201	Introduction to Chemical Analysis	
Chem	251	Organic Chemistry	
Chem	252	Organic Chemistry	
*A foreign language			
Phys	151	Introductory General Physics I	
Phys	152	Introductory General Physics II	
Phys	153	Introductory General Physics III	
C. Choose from the following:			(0-10)
Math	111	College Algebra	
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
Total			30

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

*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.

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	121	Decision Math I	
**Math	122	Decision Math II	
Total			30

*It is recommended that business majors take Math 121 in fulfilling requirements for Area II.
**Math 122 is recommended for a student who plans to transfer into a baccalaureate degree program in business administration.

Note: Students planning to major in actuarial or information science within a college of business administration should consult an advisor concerning appropriate mathematics courses in Areas II and IV.

BUSINESS EDUCATION

Advising Division: Business

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

Note: A student who has taken the CPS examination may receive course credit for any parts passed.

CHEMISTRY

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A. Choose four of the following:			20
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Chem	201	Introduction to Chemical Analysis	
Chem	251	Organic Chemistry	
Chem	252	Organic Chemistry	
B. Choose two of the following:			10
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
Math	251	Calculus and Analytic Geometry III	
Phys	251	General Physics I	
Phys	252	General Physics II	
Phys	253	General Physics III	
Total			30

Note: It is recommended that a student majoring in chemistry complete Math 112 and 151 and Phys 251 and 252 in fulfilling requirements for Area II.

COMPUTER SCIENCE

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A. Comp	201 and 211	Introduction to Computing and Introduction to Information Processing	10
B. *Math	151 and 152	Calculus and Analytic Geometry I and II	10
C. Choose two of the following:			10
Acct	201	Principles of Accounting I	
Acct	202	Principles of Accounting II	
Any mathematics course(s) numbered higher than 110 except Math 241			
Total			30

Note: Since requirements vary with the senior institutions, it is recommended that students consult an advisor to determine the best choices in Area IV. Students wishing to major in Information Science should major in Business Administration at Clayton Junior College.

*It is recommended that students complete prerequisite mathematics courses in Area II.

CRIMINAL JUSTICE

Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. Cjus	201	Introduction to Criminal Justice	5
B. Cjus	202	Criminology	5
C. Cjus	204	Corrections	5
D. Cjus	275	Introduction to Criminal Law	5
E. Poli	200	State and Local Government	5
F. *Social Science Elective			5
Total			30

*It is recommended that the student consult the Criminal Justice advisor for proper elective selection.

ENGLISH

Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A. Engl	211 and 212	Survey of English Literature I and II	10
B. A foreign language			10
C. 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	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	221	Survey of American Literature I	
Engl	222	Survey of American Literature II	
Hist	111	Western Civilization I	
Hist	251	American Civilization I	
Hist	252	American Civilization II	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Phil	221	Introduction to Logic	
Psyc	201	General Psychology	
Psyc	204	Child Growth and Development	
Spch	121	Communications	
Total			30

FORESTRY

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A. Biol	111 and 113	Principles of Biology	10
B. Chem	251	Organic Chemistry	5
C. Math	231	Introductory Statistics	5
D. Phys	151 and 152	Introductory General Physics I and II	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 151 and Chem 151 and 152 in fulfilling requirements for Area II.

FRENCH

Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A. Fren	111 and 112	Elementary French	(0-10)
B. Fren	211 and 212	Intermediate French	10
C. Making sure that no more than a total of 10 hours is being elected in any one subject, choose from the following:			(10-20)
Art	211	Art Appreciation	
Art	213	Ancient, Medieval, and Renaissance Art	
Drama	211	Appreciation of the Dramatic Arts	
Econ	110	Consumer Economics	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Hist	111	Western Civilization I	
Hist	251	American Civilization I	
Hist	252	American Civilization II	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Phil	221	Introduction to Logic	
Poli	200	State and Local Government	
Poli	211	Introduction to Comparative Politics	
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

Course	Number	Title	Quarter Credit Hours
A. Choose from the following:			
Biol	111	Principles of Biology	(0-15)
Biol	112 or 113	Principles of Biology	
Biol	202	Survey of the Plant Kingdom	
Biol	203	Vertebrate Zoology	
B. Choose from the following:			
Chem	151	Principles of Chemistry	(0-15)
Chem	152	Principles of Chemistry	
Chem	251	Organic Chemistry	
Chem	252	Organic Chemistry	
C. Foreign Language			
D. Choose from the following:			
Math	112	College Algebra and Trigonometry	(0-15)
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	(0-20)
Math	251	Calculus and Analytic Geometry III	
Math	252	Calculus and Analytic Geometry IV	
E. Choose from the following:			
Phys	151	Introductory General Physics I	(0-15)
Phys	152	Introductory General Physics II	
Phys	153	Introductory General Physics III	
Total			30

Note: It is recommended that a student majoring in geology planning to elect Math 151 and 152 complete Math 111 and 112 in fulfilling requirements for Area II. Math 111 also is a prerequisite for Chem 151 and Phys 151.

HISTORY

Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. Hist			
	251 or 252	American Civilization I or II	5
B. Hist			
	111	Western Civilization I	5
C. Choose one of the following:			
Poli	200	State and Local Government	5
Poli	211	Introduction to Comparative Politics	
D. Choose a foreign language sequence and one of the following,			
OR			
Choose three of the following:			
Econ	201	Principles of Economics I	15
Poli	200	State and Local Government	
Poli	211	Introduction to Comparative Politics	
Psyc	201	General Psychology	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
Total			

HOME ECONOMICS

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
Choose six of the following:			
Art	111	Art Structure I	30
Biol	111	Principles of Biology	
Biol	112 or 113	Principles of Biology	
Chem	111	General Chemistry	
Chem	112	General Chemistry	
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Educ	201	Introduction to Education	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
Phys	151	Introductory General Physics I	
Phys	152	Introductory General Physics II	
Psyc	201	General Psychology	
Psyc	204	Child Growth and Development	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
Soci	204	Marriage and the Family	
Total			30

Note: It is recommended that Spch 121 and any English literature course be taken in Area I. Chem 151 and 152 are 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			
B. Jour	105	Mass Communications Survey	10
C. Making sure that no more than a total of 10 hours is being elected in any one subject, choose three of the following:			
Art	211	Art Appreciation	15
Art	213	Ancient, Medieval, and Renaissance Art	
Drama	211	Appreciation of the Dramatic Arts	
Econ	110	Consumer Economics	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Engl	221	Survey of American Literature I	
Engl	222	Survey of American Literature II	
Hist	111	Western Civilization I	
Hist	251	American Civilization I	
Hist	252	American Civilization II	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Phil	221	Introduction to Logic	
Poli	200	State and Local Government	
Poli	211	Introduction to Comparative Politics	
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. *Choose from the following:			
Math	112	College Algebra and Trigonometry	(0-15)
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
B. Math	251 and 252	Calculus and Analytic Geometry III and IV	10
C. A foreign language (French is recommended)			
D. Choose from the following:			
Comp	201	Introduction to Computing	(0-10)
Comp	211	Introduction to Information Processing	
Math	214	Introductory Linear Algebra	
Phys	251	General Physics I	(0-20)
Phys	252	General Physics II	
Phys	253	General Physics III	
Total			30

*Students should begin their study of mathematics in the highest level course possible based on their ability and background. It is recommended that two of the following courses be taken in Area II: Math 111, 112, 151, 152, Comp 201. It is recommended that students consult an advisor to determine the best choices in Areas II and IV.

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

The medical records administrator has administrative and managerial ability in addition to the mastery of medical records techniques. This program is designed for students desiring to transfer from Clayton Junior College to the Medical College of Georgia or to Emory University for professional courses in medical records.

It is recommended that students see an advisor concerning the varying requirements of senior institutions. Typing proficiency is required in all programs.

Course	Number	Title	Quarter Credit Hours
A. Choose from the following:			
Biol	151	Human Anatomy and Physiology	(20-31)
Biol	152	Human Anatomy and Physiology	
Bsad	111 and 112	Beginning Typing and Intermediate Typing	
	OR		
Bsad	112 and 113	Intermediate Typing and Advanced Typing	(0-10)
Chem	111	General Chemistry	
Chem	112	General Chemistry	
Comp	201	Introduction to Computing	
Math	111	College Algebra	
Math	231	Introductory Statistics	
B. Choose no more than two of the following:			
Art	211	Art Appreciation	(0-10)
Phil	211	Introduction to Philosophy	
Psyc	201	General Psychology	
Spch	121	Communications	
Total			30 or 31

MUSIC

Advising Division: Humanities

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

*All twelve quarter credit hours of Applied Music must be earned in the student's major instrument or voice.

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			
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. Elective course in art, drama, music, or speech			
			5
E. Courses appropriate to the academic goals of the health, physical education teacher			
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

Course	Number	Title	Quarter Credit Hours
A. Phys	251, 252, and 253	General Physics I, II, and III	15
B. Choose three of the following:			15
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
Math	251	Calculus and Analytic Geometry III	
Math	252	Calculus and Analytic Geometry IV	
Total			30

Note: It is recommended that a student majoring in physics or pre-engineering complete Math 112 and 151 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 70 of this catalog.)

POLITICAL SCIENCE

Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. Poli	200	State and Local Government	5
B. Poli	211	Introduction to Comparative Politics	5
C. Choose a foreign language sequence and two of the following:			20
OR			
Choose four of the following:			
Comp	201	Introduction to Computing	
Econ	201	Principles of Economics I	
Hist	111	Western Civilization I	
Hist	251	American Civilization I	
Hist	252	American Civilization II	
Math	231	Introductory Statistics	
Psyc	201	General Psychology	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
Soci	204	Marriage and 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.

Course	Number	Title	Quarter Credit Hours
A. Biol	151 and 152	Human Anatomy and Physiology	10
B. Chem	111 and 112	General Chemistry	10
C. Psyc	201	General 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

Pre-Dentistry meets the course requirements for dental school. Preparatory programs for professional schools may not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The School of Dentistry at the Medical College of Georgia requires applicants for admission to have completed a minimum of 90 quarter credit hours of college courses, however, most successful applicants have completed baccalaureate degrees.

The courses specified below include all of the college courses required of applicants by the School of Dentistry of the Medical College of Georgia.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
Standard Area I Core (see page 48)			20
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Choose two of the following:			10
Math	111	College Algebra	
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
B. Chem	151 and 152	Principles of Chemistry	10
Total			20
AREA III — SOCIAL SCIENCES			
Standard Area III Core (see page 49)			20
AREA IV — MAJOR FIELD REQUIREMENTS			
A. Biol	111 and 113	Principles of Biology	10
B. Chem	251 and 252	Organic Chemistry	10
C. Phys	151	Introductory General Physics I	5
D. Choose one of the following:			5
Phys	152	Introductory General Physics II	
Phys	153	Introductory General Physics III	
Total			30
Total			90

The Pre-Dentistry advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton Junior College in a pre-professional program does not guarantee acceptance into the professional school.

PRE-LAW

Advising Division: Social Sciences

Law schools do not require a particular major, but all schools accredited by the American Bar Association require that entering students hold a bachelor's degree. Students wishing to prepare for law school should consult with the pre-law advisor in the Division of Social Sciences to determine the best major to suit their needs.

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. Choose one of the following:			5
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	231	Introductory Statistics	
B. Choose no more than four of the following:			(0-20)
Biol	111	Principles of Biology	
Biol	113	Principles of Biology	
Biol	151	Human Anatomy and Physiology	
Biol	152	Human Anatomy and Physiology	
Biol	202	Survey of the Plant Kingdom	
Biol	203	Vertebrate Zoology	
C. Choose no more than three of the following:			(0-15)
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Chem	201	Introduction to Chemical Analysis	
Chem	251	Organic Chemistry	
Chem	252	Organic Chemistry	
D. Choose no more than one of the following sequences:			(0-10)
Phys	151 and 152	Introductory General Physics I and II	
	OR		
Phys	151 and 153	Introductory General Physics I and III	
TOTAL			30

Note: It is recommended that a student majoring in Pre-Medical Technology complete Math 111, Chem 151 and 152 and Physics 151 in fulfilling requirements for Area II.

PRE-MEDICINE

Advising Division: Natural Sciences and Mathematics

Pre-Medicine partially meets the requirements for medical school. Preparatory programs for professional schools may not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The Medical College of Georgia requires applicants for admission to have completed a minimum of 135 quarter credit hours of college courses and gives preference to applicants who will have completed their baccalaureate degree prior to entrance. Most entering medical students have baccalaureate degrees with majors in one of the basic sciences.

The courses specified below include the required and elective courses recommended during the first two years of college. An additional 45 quarter hours of college credits must be earned at a senior college or university to complete the required pre-medicine curriculum. Upon completion of the courses prescribed below, students should consult an advisor at the Medical College of Georgia or the senior college of their choice to determine the exact courses needed to complete all pre-medicine course requirements.

Course	Number	Title	Quarter Credit Hours
AREA I—HUMANITIES			
Standard Area I Core (see page 48)			20
AREA II—NATURAL SCIENCES AND MATHEMATICS			
A. Choose one of the following:			5
Math	111	College Algebra	
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
B. Chem	151 and 152	Principles of Chemistry	10
C. Phys	151	Introductory General Physics I	5
(continued on next page)			
			20

PRE-MEDICINE (continued from previous page)

AREA III—SOCIAL SCIENCES

Standard Area III Core (see page 49) 20

AREA IV—MAJOR FIELD REQUIREMENTS

A. Biol	111 and 113	Principles of Biology	10
B. Biol	203	Vertebrate Zoology	5
C. Chem	251 and 252	Organic Chemistry	10
D. Phys	152	Introductory General Physics II	5
			30
Total			90

The Pre-Medicine advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton Junior College in a pre-professional program does not guarantee acceptance into the professional school.

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 complete Chem 111 and 112 in fulfilling requirements for Area II.

PRE-OCCUPATIONAL THERAPY

Advising Division: Natural Sciences and Mathematics

Occupational therapy is a profession which is concerned with the physical and emotional well-being of an individual through the use of selected activities. Students can transfer from Clayton Junior College to the Medical College of Georgia for professional courses in occupational therapy.

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

Pre-Pharmacy is a preparatory program for admission to the Pharmacy schools of the University of Georgia or Mercer University. Preparatory programs for professional schools do not adhere to the core curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the core curriculum.

The School of Pharmacy of the University of Georgia (and of Mercer University) requires applicants for admission to have completed 90 quarter credit hours of college courses. The courses specified below include all of the college courses required of applicants by the School of Pharmacy of the University of Georgia (exceptions to these required courses acceptable to the School of Pharmacy of Mercer University are noted in parentheses).

Course	Number	Title	Quarter Credit Hours
AREA I—HUMANITIES			
A. Engl	111 and 112	Composition	10
B. Spch	121	Communications	5
C. Choose one of the following:			5
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Fren	211	Intermediate French	
Fren	212	Intermediate French	
Span	211	Intermediate Spanish	
Span	212	Intermediate Spanish	
Total			20

(Note: For Mercer University, the standard Area I options are required — see page 48.)

AREA II—NATURAL SCIENCES AND MATHEMATICS

A. Math	112	College Algebra and Trigonometry	5
B. Chem	151 and 152	Principles of Chemistry	10
C. Phys	151	Introductory General Physics I	5
Total			20

(Note: For Mercer University, Math 111 may be taken instead of Math 112.)

Area III—SOCIAL SCIENCES

A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
C. Econ	201	Principles of Economics I	5
D. Hist	112	Western Civilization II	5
Total			20

AREA IV—MAJOR FIELD REQUIREMENTS

A. Biol	111 and 113	Principles of Biology	10
B. Chem	201	Introduction to Chemical Analysis	5
C. Chem	251 and 252	Organic Chemistry	10
D. Phys	152	Introductory General Physics II	5
Total			30

(Note: Mercer University does not require Chemistry 201 or Physics 152. Any college level elective may be substituted for these.)

The Pre-Pharmacy advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton Junior College in a pre-professional program does not guarantee acceptance into the professional school.

PRE-PHYSICAL THERAPY

Advising Division: Natural Sciences and Mathematics

Physical therapists are dedicated to the rehabilitation of handicapped individuals. Students can transfer from Clayton Junior College to Georgia State University or the Medical College of Georgia for professional courses in physical therapy.

Course	Number	Title	Quarter Credit Hours
A. Psysc	201	General Psychology	5
B. Choose five of the following:			25
Biol	111	Principles of Biology	
Biol	112 or 113	Principles of Biology	
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Phys	151	Introductory General Physics I	
Phys	152 or 153	Introductory General Physics II or III	
Physc	258	Psychology of Adjustment	
Total			30

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

PRE-RADIOLOGIC TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

Radiologic technologists assist physicians in the use of X-radiation and other forms of ionizing radiation to diagnose and treat disease. Students can transfer from Clayton Junior College to the Medical College of Georgia or Emory University for professional courses in radiologic technology. Students should consult an advisor to determine specific requirements of various programs and schools.

Course	Number	Title	Quarter Credit Hours
A. Phys	151 and 152	Introductory General Physics I and II	10
B. Choose no more than three of the following:			(0-15)
Biol	111	Principles of Biology	
Biol	112 or 113	Principles of Biology	
Biol	151	Human Anatomy and Physiology	
Biol	152	Human Anatomy and Physiology	
C. Choose no more than three of the following:			(0-15)
Chem	111	General Chemistry	
Chem	112	General Chemistry	
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Chem	251	Organic Chemistry	
Chem	252	Organic Chemistry	
D. Choose no more than two of the following:			(0-10)
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Total			30

Note: It is recommended that a student majoring in pre-radiologic technology complete Math 111 in fulfilling requirements for Area II. Students should consult an advisor to determine specific requirements of various programs and schools.

PRE-VETERINARY MEDICINE

Advising Division: Natural Sciences and Mathematics

Pre-Veterinary Medicine is a preparatory program for admission to the College of Veterinary Medicine at the University of Georgia. Preparatory programs for professional schools may not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The College of Veterinary Medicine of the University of Georgia requires applicants for admission to have completed a minimum of 90 quarter credit hours of college courses, however, most successful applicants have completed baccalaureate degrees.

The courses specified below include all of the college courses required of applicants by the College of Veterinary Medicine of the University of Georgia.

Course	Number	Title	Quarter Credit Hours
AREA I—HUMANITIES			
Standard Area I Core (see page 48)			20
AREA II—NATURAL SCIENCES AND MATHEMATICS			
A. Biol	111	Principles of Biology	5
B. Chem	151 and 152	Principles of Chemistry	10
C. Choose one of the following:			5
Math	111	College Algebra	
Math	112	College Algebra and Trigonometry	
Math	151	Calculus and Analytic Geometry I	
Math	152	Calculus and Analytic Geometry II	
			<hr/>
Total			20
AREA III—SOCIAL SCIENCES			
Standard Area III Core (see page 49)			20
AREA IV—MAJOR FIELD REQUIREMENTS			
A. Biol	113	Principles of Biology	5
B. Choose one of the following:			5
Biol	202	Survey of the Plant Kingdom	
Biol	203	Vertebrate Zoology	
C. Chem	251 and 252	Organic Chemistry	10
D. Phys	151 and 152	Introductory General Physics I and II	10
			<hr/>
Total			30
			<hr/>
Total			90

The Pre-Veterinary Medicine advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton Junior College in a pre-professional program does not guarantee acceptance into the professional school.

Additional course requirements for 1981 will include Microbiology (pre-vet., med., dent. level with laboratory), biochemistry (laboratory is not required), and Animal Nutrition (laboratory is not required). Animal Nutrition may be taken after admission to the program.

PSYCHOLOGY

Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. Pyc	201	General Psychology	5
B. Choose five of the following:			25
Biol	111	Principles of Biology	
Biol	112	Principles of Biology	
Biol	151	Human Anatomy and Physiology	
Biol	152	Human Anatomy and Physiology	
Biol	203	Vertebrate Zoology	
Comp	201	Introduction to Computing	
Econ	201	Principles of Economics I	
Math	111	College Algebra	
Math	121	Decision Mathematics I	
Math	122	Decision Mathematics II	
Math	231	Introductory Statistics	
Phil	211	Introduction to Philosophy	
Phil	221	Introduction to Logic	
Pyc	204	Child Growth and Development	
Pyc	258	Psychology of Adjustment	
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
Soci	204	Marriage and the Family	
Total			<hr/>
Total			30

RECREATION

Advising Division: Social Sciences

This program is intended to give students initial college work toward the 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. Pyc	204	Child Growth and Development	5
B. Rec	201	Introduction to Recreation Services	5
C. Elective courses in art, drama, or music			10
D. Other elective courses appropriate to major			10
			<hr/>
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. Choose from the following sequences:			6
*Bsad	111 and 112	Beginning Typing and Intermediate Typing	
*Bsad	112 and 113	Intermediate Typing and Advanced Typing	
C. *Bsad	151 and 152	Beginning Shorthand and Shorthand Dictation	10
D. Choose one of the following:			5
Comp	201	Introduction to Computing	
Bsad	205	Business Communications	
Total			<hr/>
Total			31

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

Note: A student who has taken the CPS examination may receive course credit for any parts passed.

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	121	Decision Mathematics I	
Math	122	Decision Mathematics II	
Math	231	Introductory Statistics	
Phil	221	Introduction to Logic	
C. Choose from the following:			(5-15)
Econ	201	Principles of Economics I	
Poli	200	State and Local Government	
Poli	211	Introduction to Comparative Politics	
Psyc	201	General Psychology	
Psyc	258	Psychology of Adjustment	
Total			30

SPANISH

Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A. Span			(0-10)
	111 and 112	Elementary Spanish	
B. Span			10
	211 and 212	Intermediate Spanish	
C. Making sure that no more than a total of 10 hours is being elected in any one subject, choose from the following:			(10-20)
Art	211	Art Appreciation	
Art	213	Ancient, Medieval, and Renaissance Art	
Drma	211	Appreciation of the Dramatic Arts	
Econ	110	Consumer Economics	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Hist	111	Western Civilization I	
Hist	251	American Civilization I	
Hist	252	American Civilization II	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Poli	200	State and Local Government	
Poli	211	Introduction to Comparative Politics	
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			5
	121	Communications	
B. Drma			5
	211	Appreciation of the Dramatic Arts	
C. A foreign language			10
D. Jour			5
	105	Mass Communication Survey	
E. Choose one of the following:			5
Art	211	Art Appreciation	
Art	213	Ancient, Medieval, and Renaissance Art	
Econ	110	Consumer Economics	
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Engl	221	Survey of American Literature I	
Engl	222	Survey of American Literature II	
Hist	111	Western Civilization I	
Hist	251	American Civilization I	
Hist	252	American Civilization II	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Phil	221	Introduction to Logic	
Poli	200	State and Local Government	
Poli	211	Introduction to Comparative Politics	
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			5
	201	Introduction to Education	
B. Psyc			5
	201	General Psychology	
C. Spch			5
	121	Communications	
D. Choose one of the following:			5
Art	211	Art Appreciation	
Drma	211	Appreciation of the Dramatic Arts	
Musi	211	Music Appreciation	
E. *Elective courses appropriate to major			10
Total			30

*Elementary and early childhood majors should elect Psyc 204 as one of these choices.

TECHNOLOGY

Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A. Math	151, 152 and 251	Calculus and Analytic Geometry I, II, and III	15
B. Choose three of the following:			15
Acct	201	Principles of Accounting I	
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Econ	201	Principles of Economics I	
Phys	151	Introductory General Physics I	
Phys	152	Introductory General Physics II	
Phys	153	Introductory General Physics III	
Psyc	201	General Psychology	
Soci	105	Introduction to Sociology	
Total			30

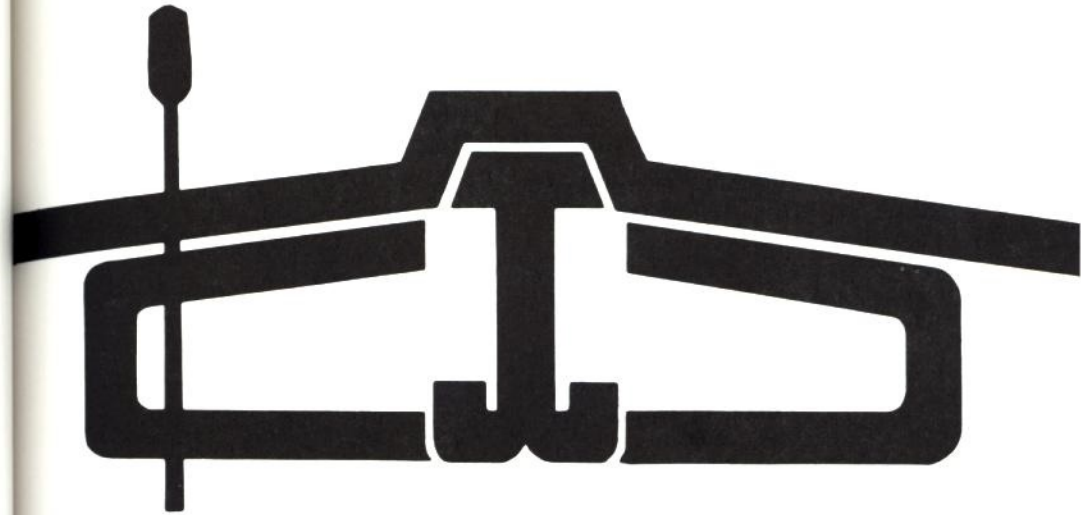
Note: It is recommended that a student majoring in technology complete Math 111 and 112 in fulfilling requirements for Area II.
(A student planning to transfer to Southern Technical Institute to major in some field of engineering technology should consult with the faculty advisor for pre-engineering 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. Choose one of the following:			5
Econ	110	Consumer Economics	
Econ	201	Principles of Economics I	
B. Psyc	201	General Psychology	5
C. Choose one of the following:			5
Soci	105	Introduction to Sociology	
Soci	201	Contemporary Social Issues	
D. Choose three from one of the following groups (1, 2, or 3)			(15)
Group 1			(15)
Econ	201	Principles of Economics I	
Econ	202	Principles of Economics II	
Poli	200	State and Local Government	
Poli	211	Introduction to Comparative Politics	
Psyc	258	Psychology of Adjustment	
Soci	201	Contemporary Social Issues	
Group 2			(15)
Art	211	Art Appreciation	
Art	213	Ancient, Medieval, and Renaissance Art	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Phil	221	Introduction to Logic	
Group 3			(15)
Cjus	201	Introduction to Criminal Justice	
Cjus	202	Criminology	
Cjus	204	Corrections	
Cjus	275	Introduction to Criminal Law	
Total			30

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 and Registrar

or

The Admissions Counselor

or

The Dean of the College

CAREER PROGRAMS

Clayton Junior College offers two-year career programs and one-year certificate programs which combine regular college courses with specific professional or paraprofessional training. Career programs are designed to prepare students for immediate employment upon graduation.

Refer to information on this and the next page for degree requirements at Clayton Junior College, and to pages 74-93 for specific Career programs.

FULFILLING DEGREE REQUIREMENTS FOR CAREER PROGRAMS

For graduation with the Associate in Arts 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 complete either History 251, American Civilization I; or History 252, American Civilization II; and Political Science 111, American National Government.

Transfer students from non-university system institutions with previous credit for American History and American Government must complete competency examinations on Georgia history and the

Georgia Constitution. For information on these examinations, contact the Division of Social Sciences or the Office of the Registrar.

2. In most career programs, a minimum of 30 of the last 35 quarter credit hours of degree requirements must be completed at Clayton Junior College. Exceptions to this are programs in Aviation Administration and Medical Laboratory Technology. In these programs, a minimum of 20 quarter credit hours of requirements must be completed at Clayton Junior College.

Note II: Dental Hygiene and Nursing Students. Most dental hygiene or nursing students complete all professional courses within the major at Clayton Junior College. Courses completed at other institutions will be evaluated on a course-by-course basis.

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. *A student may take the Regents' Test after completion of the required core English course(s). A student is required to take the test in the quarter after completing 45 degree quarter hours, including transfer 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. (See the complete Regents' Testing Program Policy on pages 40-41.)*

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 on pages 14 and 15.

The College provides a program of remedial instruction for the student who does not successfully complete either part of the Regents' Testing Program. *Any Student who does not successfully complete a part or parts of the examination is required to complete the remedial program prescribed by the College during the next quarter of attendance in order to be permitted to retake the failed section(s) at a later date.*

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

ACCOUNTING

Advising Division: Business

The Accounting Career Program at Clayton Junior College is designed to prepare a student for employment in business at entry level positions in accounting. With emphasis on both theory and practical skills, this Program may enhance advancement possibilities for individuals already employed in related jobs.

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. Students are advised, however, that the total Accounting Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia. Students who definitely plan to pursue a baccalaureate degree in accounting should enroll in the College Program in Business Administration.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. Engl	111	Composition	5
B. Spch	121	Communications	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Math	111	College Algebra	5
B. Comp	201	Introduction to Computing	5
			10
AREA III — SOCIAL SCIENCES			
A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
			10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. Acct	201 and 202	Principles of Accounting I and II	10
B. Econ	201 and 202	Principles of Economics I and II	10
C. *Bmgt	291	Intermediate Accounting I	5
*Bmgt	292	Intermediate Accounting II	5
*Bmgt	293	Income Tax Accounting	5
D. Choose a minimum of 25 hours from the following:			
*Bsad	111	Beginning Typing	3
*Bsad	202	Office Machines	3
*Bsad	205	Business Communications	5
Bsad	270	Business Law I: Legal Environment of Business	5
*Bmgt	251	Principles of Management and Supervision	5
*Bmgt	261	Introduction to Finance	5
*Bmgt	281	Principles of Marketing	5
Econ	110	Consumer Economics	5
Math	122	Decision Math II	5
			60 or 61
		Total	90 or 91

*These courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College Program in Business Administration.

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

Note: Total hours 90 or 91 depending on course selection by student.

AVIATION ADMINISTRATION

Advising Division: Business

The Associate in Science in Aviation Administration Degree is awarded upon completion of this Program. In cooperation with Georgia State University, Clayton Junior College offers this career program designed to provide college-level training in general education and professional aviation management.

Aviation employment is available not only in the airline industry, but also in the areas of business and corporate flying, personal flying, flight instruction, and numerous military and government positions. Graduates may work in various capacities for commercial airlines, aircraft manufacturers, private corporations, fixed base operations, government agencies, and research and development firms.

The course of study has been designed by a joint industry-university committee. In addition to classes in general education, the Program offers professional courses giving training in the multiple phases of the aviation management business. An officially enrolled Aviation Administration student need not wait until completing the forty-five hours of general studies before enrolling in any of the major field professional courses, unless there is a prerequisite that needs to be satisfied in a particular student's case. (See Course Descriptions Section of this catalog.)

Present aviation employees and students wishing to transfer into the Program are encouraged to consult the Registrar's office on credit transferability of any prior college work. Before a person may be admitted as a major in the Aviation Administration Program, he or she must meet the criteria established by Clayton Junior College and Georgia State University. For details on these criteria and the procedural aspects of the Program, contact the Division of Business at Clayton Junior College.

The major field professional courses are offered by Georgia State University, but some of these courses may be conducted on the Clayton Junior College campus.

A student seeking a degree from Clayton Junior College must complete a minimum of 20 quarter hours in this degree at Clayton Junior College.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. Engl	111	Composition	5
B. Engl or Bsad	112	Composition	5
C. Spch	205	Business Communications	5
	121	Communications	5
			15
AREA II — NATURAL SCIENCES AND MATHEMATICS			
		Any Mathematics course numbered higher than 100 (Math 121 recommended)	5
			5

(continued on next page)

AVIATION ADMINISTRATION (continued from previous page)

Course	Number	Title	Quarter Credit Hours
AREA III — SOCIAL SCIENCES			
A. Acct	201 and 202	Principles of Accounting I and II	10
B. Hist	251 or 252	American Civilization I or II	5
C. Poli	111	American National Government	5
D. Econ	201	Principles of Economics I	5
			25
AREA IV — MAJOR FIELD REQUIREMENTS			
A. Avi	102	History of Aviation	5
B. Avi	201	Airline Management	5
or Avi	203	Airport Management and Operations	5
C. *Avi	210	Aviation Economics	5
D. Avi	220	Airline Marketing and Public Relations	5
E. Avi	260	Aviation Laws and Regulations	5
F. 20 hours from the following in consultation with advisor:			
Avi	150	Passenger Operations	5
Avi	160	Air Cargo Handling	5
Avi	201	Airline Management	5
Avi	203	Airport Management and Operations	5
Avi	250	Travel and Tourism	5
Avi	270	Ground Operations and Maintenance	5
Avi	271	Aviation Meteorology	5
Avi	272	Aviation Insurance	5
**Avi	280	Selected Topics	1-5
			45
Total			90

*Prerequisites: Acct 201 and Econ 201, or consent of the instructor.

**A maximum of 10 hours shall be applicable toward the degree, with a maximum of 5 hours in any given quarter.

BANKING AND FINANCE

Advising Division: Business

The Banking and Finance Program at Clayton Junior College is designed for students interested in an introduction to the financial, economic and human aspects of business.

In addition to providing preparation for individuals seeking entry-level positions in the banking industry, this Program offers present bank employees an opportunity for educational enrichment. Individuals working for, or preparing to work for, other financial institutions (such as savings and loan associations and finance companies) may want to consider this curriculum.

The Program also offers the basic courses that should be helpful to those persons preparing to enter or already working in general business areas.

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. The student is advised, however, that the total Banking and Finance Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia. Students who definitely plan to pursue a baccalaureate degree in banking and finance should enroll in the College Program in Business Administration.

(continued on next page)

BANKING AND FINANCE (continued from previous page)

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. Engl	111	Composition	5
B. Engl	112	Composition	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Math	121	Decision Math I	5
B. Comp	201	Introduction to Computing	5
			10
AREA III — SOCIAL SCIENCES			
A. Hist	251 and 252	American Civilization I or II	5
B. Poli	111	American National Government	5
			10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. Acct	201 and 202	Principles of Accounting I and II	10
B. Econ	201 and 202	Principles of Economics I and II	10
C. *Bmgt	251	Principles of Management and Supervision	5
*Bmgt	261	Introduction to Finance	5
D. Choose a minimum of 30 hours from the following:			
*Bmgt	271	Fundamentals of Money and Banking	5
*Bmgt	281	Principles of Marketing	5
*Bmgt	293	Income Tax Accounting	5
**Bsad	111	Beginning Typing	3
**Bsad	202	Office Machines	3
Bsad	205	Business Communications	5
Bsad	270	Business Law I: Legal Environment of Business	5
Econ	110	Consumer Economics	5
Math	122	Decision Math II	5
			60 or 61
Total			90 or 91

*These courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College Program in Business Administration.

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

Note: Total hours 90 or 91 depending on course selection by student.

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
AREA I — HUMANITIES			
A. Engl	111 and 112	Composition	10
B. Choose two of the following:			10
Art	211	Art Appreciation	
Art	213	Ancient, Medieval, and Renaissance Art	
Drma	211	Appreciation of the Dramatic Arts	
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Engl	221	American Literature I	
*Fren	111	Elementary French	
*Fren	112	Elementary French	
**Idst	101	Selected Topics	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
*Span	111	Elementary Spanish	
*Span	112	Elementary Spanish	
Spch	121	Communications	
			20

AREA II — NATURAL SCIENCES AND MATHEMATICS

A. Any mathematics course numbered 100 or higher			5
B. Choose one of the following sequences:			10
Biol	111 and 112	Principles of Biology	
Chem	111 and 112	General Chemistry	
Chem	151 and 152	Principles of Chemistry	
Phys	151 and 152	Introductory General Physics I and II	
Phys	251 and 252	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 100 or higher;			
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.

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CRIMINAL JUSTICE (continued from previous page)

Course	Number	Title	Quarter Credit Hours
AREA III — SOCIAL SCIENCES			
A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
C. Choose one of the following:			5
Econ	110	Consumer Economics	
Psyc	201	General Psychology	
Soci	105	Introduction to Sociology	
D. *Hist	112	Western Civilization II	5
			20
AREA IV — MAJOR FIELD REQUIREMENTS			
Cjus	201	Introduction to Criminal Justice	5
Cjus	202	Criminology	5
Cjus	204	Corrections	5
**Cjus	252	Criminal Justice Administration	5
**Cjus	253	Constitutional Law	5
Cjus	275	Introduction to Criminal Law	5
			30
Total			90

*The completion of A, B, and C are prerequisites to enrollment in Hist 112.

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

DENTAL HYGIENE

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

The profession of Dental Hygiene is an ideal career for one interested in science and health services. A dental hygienist works under the general supervision of a dentist and performs a number of dental functions.

Activities usually include performing oral prophylaxis (cleaning of the teeth); instructing patients in dental health; taking, developing, and mounting dental x-rays; applying fluorides; and assisting the dentist in chairside and laboratory duties.

A dental hygienist should have good health, neat appearance, high moral character, a desire to be of service to others, and the ability to get along with people.

The Dental Hygiene Program at Clayton Junior College consists of seven quarters of full-time study (two academic years and the intervening summer quarter) and leads to an Associate in Arts Degree. Students are accepted into the Dental Hygiene Program beginning with the Fall Quarter. Continuation in the Program requires completion of the Fall Quarter with a minimum Grade Point Average of 2.0 (C), a grade of "C" or higher in the two dental hygiene courses required in the Fall Quarter, and completion of prerequisites for other courses prescribed for the Winter Quarter.

Although the Dental Hygiene courses are sequential in nature, beginning with "Dental Hygiene 101," a student may begin the general education courses required in the Program during any quarter.

Dental Hygiene students are responsible for providing their own transportation between the campus and community agencies when assigned for field experience. Students are expected to wear the official student uniform of the Dental Hygiene Program.

A student considering application for admission to the Dental Hygiene Program is advised that a graduate of the Program must be 18 years of age or older in order to be licensed by the State of Georgia as a practicing dental hygienist.

Applicants to the Dental Hygiene Program must meet the admission requirements for Clayton Junior College (see Admissions section, beginning on page 17) and the Department of Dental Hygiene (pages 24-25). Enrollment in the dental hygiene curriculum is limited to 32 students each year.

Students admitted into the Dental Hygiene Program who do not maintain a cumulative grade point average of 2.0 or better are subject to suspension from the Program. Suspended students who reapply to the Program must achieve a grade point average of 2.0 or better before being considered for readmission into the Program.

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DENTAL HYGIENE (continued from previous page)

FRESHMEN

Fall Quarter

Dental Hygiene 101 Embryology, Oral Histology, and Dental Morphology	5
Dental Hygiene 103 Pre-Clinical Dental Hygiene	1
*Chemistry 112 General Chemistry OR	5
*Chemistry 121 Survey of Chemistry	5
Biology 151 Human Anatomy & Physiology	5
	<hr/> 16

Winter Quarter

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

Spring Quarter

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

Summer Quarter

Dental Hygiene 107 Periodontics	3
Dental Hygiene 201 Pharmacology & Anesthesiology	3
Physical Education 101 Personal Health	2
Physical Education 102 First Aid	2
Psychology 201 General Psychology	5
	<hr/> 15

SOPHOMORES

Fall Quarter

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

Winter Quarter

Dental Hygiene 108 Dental Materials	3
Dental Hygiene 203 Clinical Dental Hygiene IV	7
Dental Hygiene 211 Community Dental Health I	2
Sociology 105 Introduction to Sociology	5
	<hr/> 17

Spring Quarter

Dental Hygiene 204 Clinical Dental Hygiene V	7
Dental Hygiene 212 Community Dental Health II	3
Directed Field Experience	
History 251 or 252 American Civilization I or II	5
Physical Education Elective	1
	<hr/> 16
Total	<hr/> <hr/> 113

In order to meet the United States and Georgia Constitution requirements, students must take Political Science 111, in addition to the specified courses for Dental Hygiene, or pass the competency examinations on the United States and Georgia Constitution. This examination is given by the Social Sciences Division, and students should contact the Secretary of that Division during, or before, the first week of the quarter they wish to take the examination to obtain complete information concerning this requirement.

*It is recommended that students take Chemistry 121.

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.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
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	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Engl	221	American Literature I	
Fren	111	Elementary French	
Fren	112	Elementary French	
*Idst	101	Selected Topics	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Span	111	Elementary Spanish	
Span	112	Elementary Spanish	
			15

AREA II — NATURAL SCIENCES AND MATHEMATICS

A. Any mathematics course numbered 100 or higher			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	Principles of Biology	
Biol	112	Principles of Biology	
Chem	111	General Chemistry	
Phys	151	Introductory General Physics I	
Phys	152	Introductory General Physics II	
Group 2			
Any additional mathematics course numbered 100 or higher			
Comp	201	Introduction to Computing	
*Idst	101	Selected Topics	
Sci	105	Environmental Science	
			15

*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.

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LIBRARY/MEDIA TECHNICAL ASSISTANTS (continued from previous page)

Course	Number	Title	Quarter Credit Hours
AREA III — SOCIAL SCIENCES			
A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
C. Choose one of the following:			5
Econ	110	Consumer Economics	
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 two of the following:			10
**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

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

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

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

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

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MEDICAL LABORATORY TECHNOLOGY (continued from previous page)

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 the cooperative degree and certificate.

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.

NOTE: A minimum of 20 quarter hours in this degree Program must be completed at Clayton Junior College, and the institution reserves the right to determine which 20 hours are to be completed at Clayton Junior College.

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	
Political Science 111	5	History 251 or 252	5
American National Government		American Civilization I or II	
	15		15

COURSES TO BE TAKEN AT ATLANTA AREA TECHNICAL SCHOOL

First Quarter		Third Quarter	
Biology 160	10	Biology 260	5
Professional Orientation, including Medical Terminology, Body Structure and Function, Laboratory Chemistry, and Parasitology		Blood Banking and Special Testing	
	10	Chemistry 260	5
		Clinical Chemistry	
			10
Second Quarter		Fourth Quarter	
Biology 161	10	Biology 261	15
Hematology, Serology, Urinalysis, and Bacteriology		Clinical Internship	
	10		15
		Fifth Quarter	
		Biology 262	15
		Clinical Internship	
			15

Total Hours = 90

MUSIC

Advising Division: Humanities

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

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

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. Art	211	Art Appreciation	5
B. Engl	111	Composition	5
C. Spch	121	Communications	5
D. Choose one of the following:			5
Art	213	Ancient, Medieval, and Renaissance Art	
Engl	112	Composition	
Fren	111	Elementary French	
Phil	211	Introduction to Philosophy	
Span	111	Elementary Spanish	
			20
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Choose one course in mathematics or natural sciences (Math 105, Introduction to College Mathematics; or Sci 105, Environmental Science, is suggested.)			5
			5
AREA III — SOCIAL SCIENCES			
A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
C. Psyc	201	General Psychology	5
			15
AREA IV — MAJOR FIELD REQUIREMENTS			
Musi	100	Music Literature Survey	2
Musi	111, 112, 113, 201, 202, 203	Music Theory	12
*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
Musi Electives			6
			53
Physical Education Electives			3
			96
		Total	96

*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 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 Georgia Board of Nursing; successful completion of the examination licenses the graduate as a Registered Nurse.

A student who has 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 Georgia Board of Nurse Examiners.

The Nursing Program at Clayton Junior College consists of six quarters, and begins with the Fall Quarter. Formal admission into the Program occurs after completion of the Fall Quarter if the student has a minimum Grade Point Average of 2.0 (C), a grade of "C" or higher in the nursing course required during the Fall Quarter, and meets the prerequisites for other courses prescribed for the Winter Quarter.

Although the nursing courses are sequential in nature, beginning with "Nursing 105," 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 high school records; a strong science background of high school chemistry, biology, and algebra (or appropriate courses beyond high school); ability as measured by the Scholastic Aptitude Test; and those personal qualifications appropriate to nursing. An applicant who, in the judgment of the Nursing 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 transportation between 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 prior to the beginning of the quarter.

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 maintain a minimum overall Grade Point Average of 2.0 or higher, 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 higher before being considered for re-admission into the Nursing Program.

Applicants to the Nursing Program must meet the admission requirements for Clayton Junior College (see Admissions section, beginning on page 17) and the Department of Nursing (see pages 25 and 26).

NURSING CURRICULUM

Students are required to see a nursing faculty advisor each quarter to ensure that courses are taken at the appropriate times.

FRESHMEN

Fall Quarter

I. Nursing 105	6
Introduction to Nursing	
II. Biology 151	5
Human Anatomy & Physiology	
III. Choose from the following:	5
A. Chemistry 112*	
General Chemistry	
B. Chemistry 121*	
Survey of Chemistry	
	16

Winter Quarter

I. Choose from the following:	8
A. Nursing 121	
Adult Nursing I	
B. Nursing 122	
Adult Nursing II	
II. Nursing 106	2
Pharmacology	
III. Physical Education 102	2
First Aid	
IV. Biology 152	5
Human Anatomy & Physiology	
	17

Spring Quarter

I. Alternate selection from	
Winter Quarter "I"	
(Nursing 121 or Nursing 122)	8
II. English 111	5
Composition	
III. Biology 250	5
Microbiology	
	18

SOPHOMORES

Fall Quarter

I. Choose from the following:	13
A. Nursing 207	8
Family Centered Nursing	
And	
Political Science III	5
American National Government	
B. Nursing 208	8
Mental Health and	
Advanced Physiological	
Nursing	
And	
Psychology 201	5
General Psychology	
II. Choose from the following:	1-5
A. Humanities Elective	5
B. Physical Education	1
Elective	
	14-18

Winter Quarter

Choose alternate selections from	
Fall Quarter (Sophomore Year)	14-18

Spring Quarter

I. Nursing 209	10
Nursing Care Management	
and Responsibility	
II. Choose from the following:	5
A. History 251	
American Civilization I	
B. History 252	
American Civilization II	
	15

*It is recommended that students take Chemistry 121. If students have not had high school chemistry recently, they may benefit by taking Chem 111 prior to entering the Program. Chem 121 is offered during the Summer Quarter and may be taken prior to entering the Nursing Program.

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 baccalaureate degree. All credits completed within courses required under the Core Curriculum may be transferred without loss to any other institution of the University System. The student is advised, however, that the General Secretarial Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. Engl	111 and 112	Composition	10
B. Choose one of the following:			5
Art	211	Art Appreciation	
Drama	211	Appreciation of the Dramatic Arts	
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Engl	221	American Literature I	
Fren	111	Elementary French	
Fren	112	Elementary French	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
Span	111	Elementary Spanish	
Span	112	Elementary Spanish	
Spch	121	Communications	
			15

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SECRETARIAL STUDIES — GENERAL (continued from previous page)

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Any mathematics course numbered 100 or higher			5
B. Choose one from the following:			5
Biol	111	Principles of Biology	
Biol	112	Principles of Biology	
Chem	111	General Chemistry	
Chem	112	General Chemistry	
Chem	121	Survey of Chemistry	
Chem	151	Principles of Chemistry	
Chem	152	Principles of Chemistry	
Comp	201	Introduction to Computing	
Phys	151	Introductory General Physics I	
Phys	152	Introductory General Physics II	
Phys	251	General Physics I	
Phys	252	General Physics II	
Sci	105	Environmental Science	
			10
AREA III — SOCIAL SCIENCES			
A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
C. *Choose two from the following:			10
Econ	110	Consumer Economics	
Hist	111	Western Civilization I	
Psyc	201	General Psychology	
Soci	105	Introduction to Sociology	
			20
AREA IV — MAJOR FIELD REQUIREMENTS			
A. **Bsad	111, 112, 113	Beginning, Intermediate and Advanced Typing	9
B. **Bsad	150 or 151, and 152, 153, 201	Shorthand	20
C. Bsad	202	Office Machines	3
D. Choose one of the following:			5
Bsad	204	Secretarial Accounting	
Acct	201	Principles of Accounting I	
E. Bsad	205	Business Communications	5
F. Bsad	206	Filing and Records Management	5
G. Bsad	207	Secretarial Office Practice	5
			52
Total			97

*Other social science courses may be substituted with prior approval.

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

Note: With exception of Bsad 205 and Acct 201, the above listed courses in Business Administration do not fulfill the requirements of the Core Curriculum of the University System of Georgia.

Note: A student who has taken the CPS examination may receive course credit for any parts passed.

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 a senior institution of the University System of Georgia, the majority of the secretarial studies courses may be transferred toward a baccalaureate degree. 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, however, that the Legal Secretarial Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. Engl	111 and 112	Composition	10
B. Spch	121	Communications	5
			<u>15</u>
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	Any mathematics course numbered 100 or higher		5
			<u>5</u>
AREA III — SOCIAL SCIENCES			
A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
			<u>10</u>
AREA IV — MAJOR FIELD REQUIREMENTS			
A. *Bsad	111 and 112	Beginning and Intermediate Typing	6
B. *Bsad	151, 152, 153	Shorthand	15
C. Bsad	201	Advanced Shorthand	5
D. *Bsad	202	Office Machines	3
E. Bsad	205	Business Communications	5
F. Bsad	207	Secretarial Office Practice	5
G. Bsad	270	Business Law I: Legal Environment of Business	5
H. Legl	113	Advanced Typing	3
I. Legl	200	Legal Secretarial Procedures	5
J. Choose one of the following:			5
Legl	204	Secretarial Accounting	5
Acct	201	Principles of Accounting I	5
K. **Legl	210	Practicum	5
			<u>62</u>
		Total	<u>92</u>

*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, Bsad 270 and Acct 201, the above 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.

Note: A student who has taken the CPS examination may receive course credit for parts passed.

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 in the Georgia public schools. The teacher assistant 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 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 teacher 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.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. Engl	111	Composition	5
B. Spch	121	Communications	5
C. Musi	211	Music Appreciation	5
			<u>15</u>
AREA III — SOCIAL SCIENCES			
A. Hist	251 or 252	American Civilization I or II	5
B. Poli	111	American National Government	5
C. Psyc	201	General Psychology	5
			<u>15</u>
AREA IV — MAJOR REQUIREMENTS			
**Educ	101	Introduction to Paraprofessional Teaching	5
**Educ	102	Teacher Assistant Practicum	5
**Educ	104	Utilization of Media	5
**Educ	105	Introduction to the Teaching of Mathematics	5
**Educ	106	Introduction to the Teaching of Reading	5
Educ	201	Introduction to Education	5
Psyc	204	Child Growth and Development	5
Phed	265	Physical Education in the Elementary School	5
*Bsad	111	Beginning Typing	3
Musi	150A	Beginning Group Instruction in Applied Music	2
			<u>45</u>
		Elective courses appropriate to the teaching field	<u>17</u>
		Total	<u>92</u>

*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 Program in teacher education.

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 160 (Folk Dances of Western Europe and the United States) and one of the following: Phed 105 (Archery), Phed 131 (Tumbling-Trampoline), Phed 161 (Round and Square Dance).

BUSINESS CERTIFICATE (One-year Certificate)

Advising Division: Business

The Business Certificate represents a group of job-related college courses suitable for a student who is not interested in a degree program. This certificate may be of interest to someone already working in industry who needs more business background or, perhaps, who is interested in starting a new business.

Students seeking certificates are advised that upon earning 45 quarter credit hours they will be required to take the Regents' Test during the next quarter of attendance.

Course	Number	Title	Quarter Credit Hours
Required Courses:			
A. Acct	201	Principles of Accounting I	5
Acct	202	Principles of Accounting II	5
B. *Bmgt	251	Principles of Management and Supervision	5
*Bmgt	261	Introduction to Finance	5
Econ	201	Principles of Economics I	5
			25
C. Choose a minimum of 20 hours from the following:			
Bsad	205	Business Communications	5
Bsad	270	Business Law I: Legal Environment of Business	5
*Bmgt	281	Principles of Marketing	5
*Bmgt	293	Income Tax Accounting	5
Econ	110	Consumer Economics	5
Econ	202	Principles of Economics II	5
			20
		Total	45

*These courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College Program in Business Administration.
Note: A student should see a Business advisor before pursuing the Business Certificate Program.

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.

STENOGRAPHIC SPECIALIZATION (With Shorthand)

Course	Number	Title	Quarter Credit Hours
A. *Bsad	151, 152, 153, and 201	Shorthand	20
B. *Bsad	111, 112, 113	Typing	9
C. *Bsad	202	Office Machines	3
D. Choose one of the following:			5
Bsad	204	Secretarial Accounting	
Acct	201	Principles of Accounting I	
E. Bsad	205	Business Communications	5
F. *Bsad	206	Filing and Records Management	5
G. Bsad	207	Secretarial Office Practice	5
H. Bsad	210	Work Seminar	5
I. Bsad	212	Machine Transcription/Terminology	5
J. Econ	110	Consumer Economics	5
		Total	67

CLERICAL SPECIALIZATION (Without Shorthand)

Course	Number	Title	Quarter Credit Hours
A. *Bsad	111, 112, 113	Typing	9
B. *Bsad	202	Office Machines	3
C. Bsad	205	Business Communications	5
D. *Bsad	206	Filing and Records Management	5
E. Bsad	207	Secretarial Office Practice	5
F. Bsad	210	Work Seminar	5
G. Bsad	212	Machine Transcription/Terminology	5
H. Econ	110	Consumer Economics	5
		Total	42

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

Note: With exception of Bsad 205 and Acct 201, the above listed courses in Business Administration do not fulfill the requirements of the Core Curriculum of the University System of Georgia.

Note: A student who has taken the CPS examination may receive course credit for parts passed.

LEARNING RESOURCES CENTER

Clayton Junior College's Learning Resources Center (LRC) houses a variety of instructional spaces, services, and resources which carry it beyond the traditional library setting. Located within the LRC are library areas, audio-visual areas, and the Department of Special Studies.

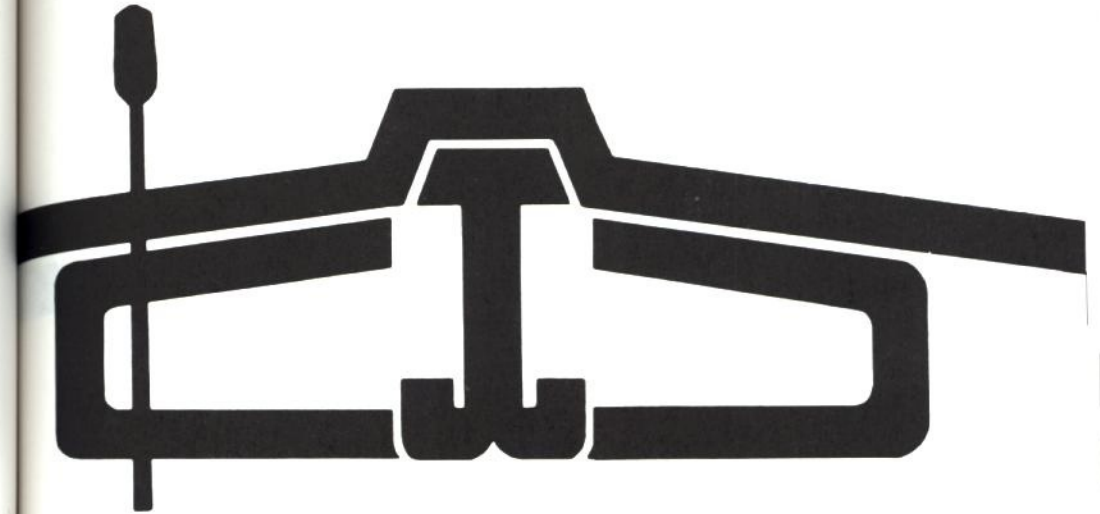
Resources include over 48,000 books and 23,000 audio-visual materials including slides, tapes, and filmstrips. The center also subscribes to over 500 current periodicals and to a variety of newspapers. Back issues of most magazines and newspapers are retained in bound volumes or on microfilm.

The center is air-conditioned and carpeted throughout. There are seats for over 700 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 LRC is open 74 hours a week with a staff of professional librarians, media specialists, and assistants available to aid students in the use of materials and equipment. Orientation in the use of the center is conducted in various classes.

The LRC Building, a two-story structure including approximately 57,000 square feet, opened with the start of Fall Quarter classes in September, 1979.

SPECIAL STUDIES PROGRAM



COURSE DESCRIPTIONS

Advisement: Department of Special Studies

For a variety of reasons, some applicants to Clayton Junior College find themselves unprepared 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. 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/or General Educational Development (GED) scores, 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.

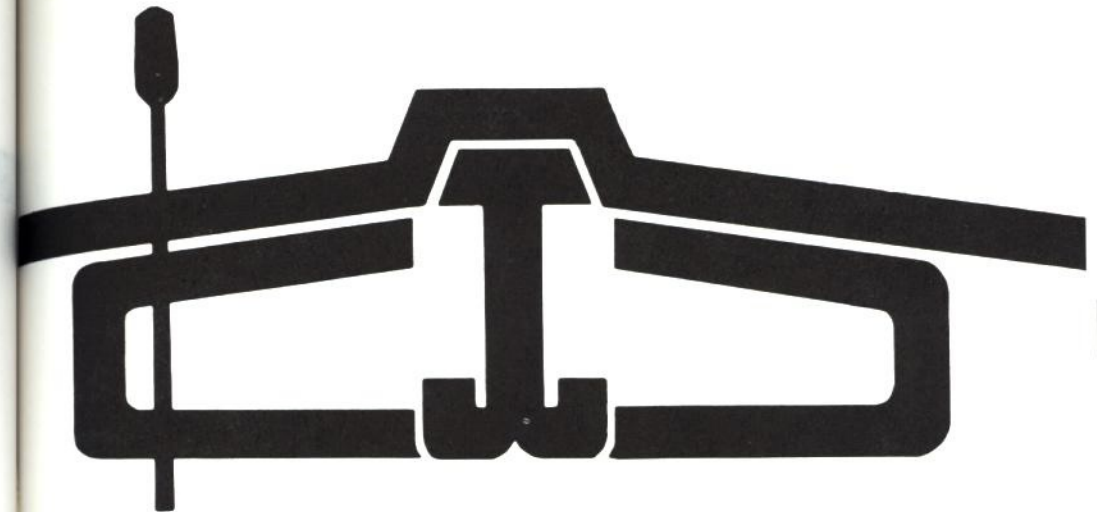
The primary purpose of the Special Studies Program at Clayton Junior College is to identify and to assist the student who needs to develop and/or to review basic academic skills in reading, English, and/or mathematics — skills vital to competency in all other academic areas. In addition, a Developmental Seminar (Psychology 98) is offered to assist the student in orientation to college; in the exploration of 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 all required Special Studies courses will be able to schedule degree-applicable courses during the next quarter of attendance, 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 that students in Special Studies who attempt a course twice and make little 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 considered to be making no satisfactory academic progress and will be subject to suspension from the College. Each student also is subject to the probation and suspension policies of the College which are applicable to all students.

In some instances, a student who is enrolled in a degree program may wish to elect, with the permission of a Special Studies advisor, 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 Regents' Testing Program of the University System of Georgia.

Please refer to page 118 of this catalog for a listing of specific Special Studies courses offered by the College.



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. Accounting techniques and internal control are introduced within the framework of current business practices.

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. Major emphasis on performance evaluation and the decision-making process.
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 III (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 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.

ART 221 — Painting (0-10-5)

A continuation of ART 112, explores further the relationships of objects in a plane. Concentration on color in oil and water base media.
Prerequisites: ART 112 and ART 114.

See Page 98 for an explanation of digits following course titles.

ART 222 — Drawing (0-10-5)

A study of the two-dimensional aspects of drawing as an end in itself. Concentration on graphite and other varied media on paper.
Prerequisites: ART 112 and ART 114.

ART 223 — Sculpture (0-10-5)

A continuing study of the three-dimensional aspects of objects. Concentration on hard media.
Prerequisites: ART 112 and ART 114.

ART 224 — Ceramics (0-10-5)

A heavy concentration on clay and the possibilities therein. Wheel and hand building.
Prerequisites: ART 112 and ART 114.

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. See the Career Program section of this catalog for details regarding the program of study.)

*AVI 102 — History of Aviation (5-0-5)

An informative, historical survey of the effort of manned flight, the development of aircraft, milestones in aviation, noted pioneers, and the socio-economic impact of flight upon modern civilization.

*AVI 150 — Passenger Operations (5-0-5)

Principles of passenger services; 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 — Airline Management (5-0-5)

Functions of management in airline operations; 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 implications.

*AVI 203 — Airport Management and Operations (5-0-5)

Major functions of airport management; organization, zoning, adequacy, financing, revenues, expenses, evaluation and safety. A study of the airport and its socio-economic effect on the community.

*AVI 210 — Aviation Economics (5-0-5)

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

See Page 98 for an explanation of digits following course titles.

- *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 250 — Travel and Tourism (5-0-5)
Designed to acquaint the student with tourism and the travel industry. Various factors such as travel modes, the travel agent, why tourists travel, economic and social impacts of tourism as well as tourist destination development will be explored. Guest lecturers from travel-related industries will be utilized.
- *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 — Ground Operations and Maintenance (5-0-5)
Procedures and practices for personnel safety (OSHA requirements) and aircraft safety; ground procedures.
- *AVI 271 — Aviation Meteorology (5-0-5)
The interpretation of meteorological phenomena affecting aircraft flight. A study of the basic concepts of aviation meteorology; temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, fog. Analysis and use of weather data for flight planning and safe flying; interpretation of U.S. Weather Service maps, reports, and forecasts.
- *AVI 272 — Aviation Insurance (5-0-5)
The identification of the coverages available against aviation perils: Aircraft operations, specifically aircraft hull and liability; other aviation liability, including airport, hangarkeeper, and products. Discussion enables the student to recognize and appreciate the basic concepts and underwriting techniques peculiar to insuring against aviation perils.
- *AVI 280 — Selected Topics (5-0-5)
Subjects which may fit the particular needs and interests of students. May be repeated if topics are different. A maximum of ten (10) quarter hours may be applied toward the major.

BIOLOGY

- BIOL 111 — Principles of Biology (4-3-5)
Scientific processes, structure and function of the cell and cell organelles, cell division, origin of life, and plant and animal systems.
- BIOL 112 — Principles of Biology (4-3-5)
A continuation of Biology 111 suitable for non-science majors. Flow of nutrients, genetic applications, diversity and evolution of organisms and special interest topics.
Prerequisite: BIOL 111.
- BIOL 113 — Principles of Biology (4-3-5)
A continuation of Biology 111 recommended for science and pre-professional majors. Bioenergetic processes, Mendelian and molecular genetics, development, evolution, survey of plant and animal phyla.
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. Note: These courses do not fulfill the Core Curriculum laboratory science sequence requirement under Area II.
Prerequisite: High School Biology or BIOL 111.
Prerequisite or Corequisite: Chem 112 or 121.
Prerequisite to BIOL 152: BIOL 151.

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

See Page 98 for an explanation of digits following course titles.

- BIOL 202 — Survey of the Plant Kingdom (3-6-5)
Survey of the plant kingdom, plant evolution, and plant structures and functions.
Prerequisites: BIOL 112 or 113 or consent of instructor.
- BIOL 203 — Vertebrate Zoology (3-6-5)
A comparative study of selected vertebrate phyla with emphasis on gross anatomy, microscopic anatomy, and phylogeny.
Prerequisites: BIOL 112 or 113 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.

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

See Page 98 for an explanation of digits following course titles.

- 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, written, and non-verbal communications in business situations. Letter writing and report writing: planning, organizing, outlining, writing, and rewriting to get a final manuscript.
Prerequisite: ENGL 111 or consent of instructor.
- 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.
- 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 or consent of instructor.
- 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 the office machines, and elementary bookkeeping records.
Prerequisites: BSAD 152, 204, or consent of instructor; BSAD 112; and BSAD 202.
- 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: 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, the individual, and business.

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.
- 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 or 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 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.

See Page 98 for an explanation of digits following course titles.

- 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 the marketing functions, the marketing of manufactured goods and raw materials, and proposals for improving the marketing structure.
Prerequisite: ECON 202 or consent of instructor.
- BMGT 291 — Intermediate Accounting (5-0-5)
Analysis, preparation and interpretation of financial statements; measurement of periodic income, and study of asset acquisition and expiration.
Prerequisite: ACCT 202 or 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: BMGT 291 or 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 laws applicable to individuals and businesses, and tax planning within the tax law provisions.
Prerequisite: ACCT 201 or 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 151 is prerequisite for CHEM 152.
- CHEM 201 — Introduction to Chemical Analysis (3-6-5)
A third-quarter chemistry course for science majors involving the study of equilibria and elementary analytical chemistry. Laboratory involves the qualitative analysis of mixtures by traditional schemes and by instrumental analysis.
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.

See Page 98 for an explanation of digits following course titles.

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: A mathematics course numbered 100 or higher.

COMP 211 — Introduction to Information Processing (4-2-5)

An introduction to information processing emphasizing file processing, utilizing the COBOL language.

Prerequisite: COMP 201 or consent of instructor.

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 the 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 do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

**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.

See Page 98 for an explanation of digits following course titles.

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

Study of the 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 skills 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 (2-3-3)

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

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

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

**DHYG 201 — Pharmacology and Anesthesiology (3-0-3)

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

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

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

Prerequisite: DHYG 105.

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

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

Prerequisite: DHYG 202.

**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.

See Page 98 for an explanation of digits following course titles.

- **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 I (1-3-2)**
The study of dental health as a community problem with emphasis on the theory and practice of dental public health and preventive dentistry and the role of the dental hygienist in promoting dental health on community, state, and national levels.
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.

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 macroeconomic principles: the scope and method of economics; basic supply and demand theory; money and prices; national income analysis; and economic stabilization.
- ECON 202 — Principles of Economics II (5-0-5)**
Applications of microeconomic principles to economic problems: the theory of production; market structures; income distribution; government regulation and business; labor organization; and international trade.

****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.**

See Page 98 for an explanation of digits following course titles.

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.
Prerequisites: EDUC 101, EDUC 105, and EDUC 106.
Note: Students will be enrolled in this course subject to the consent of the instructor.
- *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 mathematic games.
- *EDUC 106 — Introduction to the Teaching of Reading (5-0-5)**
Instruction in regular reading processes in the classroom and in activities of corrective reading procedures. The student will study language development, reading study skills, and develop games for reinforcing skills in reading.
- *EDUC 107 — Early Childhood Education (4-3-5)**
An introduction to the overall responsibilities of working with young children in group settings, this course is designed to prepare students to assist in the implementation of early childhood programs. The developing cognitive, socioemotional, and psychomotor abilities and the individual differences of young children are emphasized as the basis for planning programs and activities.
- *EDUC 108 — Kindergarten Education (5-0-5)**
An introduction to the considerations of preschool educational programs, this course explores effective methods of mediating appropriate content and behavior prerequisites to formal schooling. Special emphasis is placed upon identifying and meeting the needs of children with special problems.
- EDUC 201 — Introduction to Education (4-2-5)**
A survey of the development and nature of American education and the teaching profession. Observation experience in schools required.

ENGLISH

- ENGL 99 — Developmental English**
See Page 118.
- ENGL 111 — Composition (5-0-5)**
A course in college-level writing which concentrates on logical development of the paragraph, essay, and short documented paper. Student writing will be based on critical examination of selected readings, including but not limited to literature.

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

See Page 98 for an explanation of digits following course titles.

- ENGL 112 — Composition (5-0-5)
A continuation of ENGL 111 emphasizing the critical essay and the research paper.
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 — Survey of American Literature I (5-0-5)
A survey of American Literature from the colonial period to the Civil War.
Prerequisite: ENGL 112.
- ENGL 222 — Survey of American Literature II (5-0-5)
A survey of American Literature from the Civil War to the present.
Prerequisite: ENGL 112.

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.
Prerequisite: FREN 112.
- FREN 212 — Intermediate French (5-1-5)
Reading and translation, composition and conversation, outside readings.
Prerequisite: FREN 211.
- FREN 295, 296, 297 — Studies Abroad (5-0-5 each)
See page 119.

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 251 — American Civilization I (5-0-5)
An inquiry into selected areas of the social, intellectual, political, and cultural growth of the United States through the Civil War. (Satisfies the legislative requirement for the study of U.S. and Georgia history.)
- HIST 252 — American Civilization II (5-0-5)
An inquiry into selected areas of the social, intellectual, political, and cultural growth of the United States since the Civil War. (Satisfies the legislative requirement for the study of U.S. and Georgia history.)

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

See Page 98 for an explanation of digits following course titles.

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.

JOURNALISM

- JOUR 100 — Journalism Laboratory (1-2-1)
Basic principles of newspaper or literary journal publication. A conference and workshop course for student newspaper or literary journal 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.
- JOUR 105 — Mass Communications Survey (5-0-5)
A historical and descriptive survey of the structure and function of contemporary mass media. Problems and criticism of the media.
Prerequisite: ENGL 112.

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 (5-0-5)
This course is designed to acquaint the student with the practices and procedures of a legal office. The content includes: court systems; basic knowledge of general law; civil and criminal procedure; law office management; court calendar; preparation of briefs, memoranda, legal instruments, and documents for litigation; use of the legal library; and basic terminology.
Prerequisites/Corequisites: LEGL 113, BSAD 153.
- *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.

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.

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

See Page 98 for an explanation of digits following course titles.

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

MATHEMATICS

MATH 98 — Developmental Mathematics
See page 118.

MATH 99 — Review Algebra
See page 118.

MATH 105 — Mathematics for Liberal Arts (5-0-5)
A survey course dealing with various aspects of contemporary mathematics. Topics are selected from the following: set theory; geometry; applications of algebra; mathematical systems; numeration systems; computing; symbolic logic; probability; statistics.
Prerequisite: One year of high school algebra or MATH 98.

MATH 111 — College Algebra (5-0-5)
A study of the essential subject matter of college algebra including a review of basic algebraic facts and techniques, equations and inequalities, functions and graphs, systems of equations and inequalities, theory of polynomial equations, and applications to a variety of real-world situations especially those related to mathematics and the natural sciences. Appropriate for non-business majors.
Prerequisites: Two years of high school algebra or MATH 99.

MATH 112 — College Algebra and Trigonometry (5-0-5)
A course in precalculus mathematics including: a review of algebraic techniques, functions and graphs; logarithmic and exponential functions, trigonometric functions, identities, and equations.
Prerequisites: Two years of high school algebra and at least one quarter of advanced algebra or trigonometry, or Math 111, or consent of instructor.

MATH 121 — Decision Mathematics I (5-0-5)
A study of basic quantitative methods used in business and the social sciences including a review of algebra, introduction to functions and graphing, linear systems of equations, matrix algebra, linear programming, and the mathematics of finance. Appropriate for majors outside natural sciences and mathematics.
Prerequisites: Two years of high school algebra or MATH 99.

MATH 122 — Decision Mathematics II (5-0-5)
A non-rigorous study of differential and integral calculus with decision applications for business and the social sciences. Topics include limits and continuity, derivative rules, maxima and minima, techniques of integration, the definite integral, area between curves, exponential and logarithmic functions. Not appropriate for students with credit for MATH 151 or 152.
Prerequisites: MATH 111 (with consent of Math Coordinator) or MATH 121.

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

See Page 98 for an explanation of digits following course titles.

MATH 151 — Calculus and Analytic Geometry I (5-0-5)
A study of differential calculus of functions of one variable, including limits, continuity, derivatives of algebraic and trigonometric functions, applications of derivatives and antiderivatives.
Prerequisite: MATH 112 or consent of instructor.

MATH 152 — Calculus and Analytic Geometry II (5-0-5)
A study of integral calculus of functions of one-variable, including the definite integral, the Fundamental Theorem of Calculus, applications of integrals and techniques of integration; and of additional topics in one variable calculus including logarithmic, exponential, and inverse trigonometric functions.
Prerequisite: MATH 151 or consent of instructor.

MATH 251 — Calculus and Analytic Geometry III (5-0-5)
A study of three-dimensional analytic geometry; vectors; vector calculus; and multivariable calculus including limits, continuity, partial derivatives, extrema, multiple integrals, and applications.
Prerequisite: MATH 152 or consent of instructor.

MATH 252 — Calculus and Analytic Geometry IV (5-0-5)
A study of additional topics of vector calculus including directional derivatives, gradients, and line integrals; and of additional topics in one variable calculus including sequences and series, Taylor's Theorem, improper integrals, and differential equations.
Prerequisite: MATH 251 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 152 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 MATH 121 or consent of instructor.

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 — Introduction to ROTC (2-1-2)
Organization of the Army and ROTC. Historical growth and development of the Army. Career opportunities for ROTC graduates. The Army as a profession. Confidence-building adventure training (Orienteering, Mountaineering).

MILI 201 — Basic Leadership and Tactics (2-1-2)
Development of skills required by junior leaders; classroom discussion and practical exercise.

MILI 202 — Basic Military Science (2-1-2)
Introduction to the basic techniques and operations of the military; topographic map reading; classroom and field application of Military Science and confidence skills.

See Page 98 for an explanation of digits following course titles.

- MILI 103 — ROTC Basic Summer Alternative (3-3-3)
Intensive and challenging Military Science course which compresses MILI 101, 201, and 202 into the Summer Quarter. Completion fully prepares and qualifies the student for direct entry into the Advanced Program during the upcoming Fall Quarter.
- MILI 231 — Methods of Instruction (2-1-2)
Planning, presenting and evaluating military instruction.
- MILI 232 — Leadership in Small Unit Operations (2-1-2)
Decision-making processes, delegation of authority, and leadership and management functions in the tactical employment of small military units.
- MILI 233 — Advanced Leadership Development (2-1-2)
Leadership fundamentals including simulated problems in military leadership.

MUSIC

- MUSI 99 — Fundamentals of Music (4-0-4)
See page 118.
- 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 — Music Theory (4-0-2)
Fundamentals of notation, pitch, time classification, intervals, scales, key signatures; beginning identification of triads; sight-singing and dictation of intervals and simple melodies in treble, bass, alto and tenor clefs. Open to all music majors and all students wishing to deepen their understanding of technical aspects of music.
- MUSI 112 — Music Theory (4-0-2)
Further identification of triads; introduction to functional harmony and analysis; beginning exercises in part-writing of triads in root position, first and second inversions; sight-singing and dictation of melodies with introduction of modes and minor scales.
Prerequisite: MUSI 111 or consent of the instructor.
- MUSI 113 — Music Theory (4-0-2)
Further part-writing exercises; study of phrase structure and cadences; the technique of harmonization; non-harmonic tones; melodic dictation through two parts and sight-singing of more complex melodies including modulation.
Prerequisite: MUSI 112.
- *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, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.

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

See Page 98 for an explanation of digits following course titles.

- 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 191 A — Choir
MUSI 191 B — Chamber Ensemble
MUSI 191 F — Band
MUSI 191 G — Piano Ensemble
MUSI 191 J — Jazz Ensemble
- MUSI 201 — Music Theory (4-0-2)
A study of 18th and 19th century harmonic practices, including chords of the seventh. Writing of some original compositions required. Ear-training, sight-singing and dictation continuing in two-parts and beginning three-parts. Functional keyboard harmony.
Prerequisite: MUSI 113.
- MUSI 202 — Music Theory (4-0-2)
A study of 18th and 19th century harmonic practice, including chords of the 9th, 11th, 13th and modulation. Writing of original compositions required. Ear-training, sight-singing and dictation continuing in three-parts. Functional keyboard harmony.
Prerequisite: MUSI 201.
- MUSI 203 — Music Theory (4-0-2)
A study of harmonic practices of the 20th century. Ear-training, sight-singing and dictation in three-parts and four-parts. Some original compositional writing required. Keyboard harmony exercises.
Prerequisite: MUSI 202.
- 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 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.
- *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 health 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.

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

**Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Student should consult with the institution to which they plan to transfer to determine transferability.

See Page 98 for an explanation of digits following course titles.

- **NURS 106 — Pharmacology (2-0-2)**
The course outlines basic concepts of pharmacology and their clinical application. Major drug classifications are identified. Current practices for ensuring safe, optimal chemotherapy are presented.
Prerequisites or corequisite: BIOL 151, BIOL 152, CHEM 112 or CHEM 121.
- **NURS 121 — Adult Nursing I (5-9-8)**
The student further develops the fundamental skills with the adolescent to young adult hospitalized patient and family. Emphasis is placed upon skill in assessment of patient's needs and approaches to appropriate nursing intervention as they relate to the developmental stage of the patient. Common recurring health problems which require surgical intervention are the primary focus of the content area.
Prerequisite or corequisites: NURS 105, CHEM 112 or 121, NURS 106 and BIOL 152.
- *NURS 122 — Adult Nursing II (5-9-8)**
The student further develops fundamental nursing skills with the hospitalized adult. Emphasis is placed on the utilization of the nursing process in the care of middle aged and older adults and their families. The content of the course focuses on major health problems which require medical intervention.
Prerequisite or corequisites: NURS 105, CHEM 112 or 121, NURS 106 and BIOL 152.
- *NURS 207 — Family Centered Nursing (5-9-8)**
This is a family-centered course which utilizes the nursing process to care for clients and their families during the hospitalization phase of the childbearing and childrearing cycles. Students must make a grade of "D" or better in each major component to pass the course.
Prerequisite or corequisites: NURS 105, 106, 121, 122, BIOL 250.
- *NURS 208 — Mental Health and Advanced Physiological Nursing (5-9-8)**
Nursing 208 is comprised of two major content areas, psychiatric and acute medical-surgical nursing. The psychiatric focus is on the needs of clients with mental disorders, emphasizing their emotional adaptation to stress. The acute medical-surgical nursing focus is on the needs of the client with advanced nursing problems; emphasizing their physiological adaptation to stress. The student is required to make a grade of "D" or better in each major content area to pass the course.
Prerequisite or corequisites: NURS 105, 106, 121, 122, BIOL 250.
- *NURS 209 — Nursing Care Management and Responsibilities (5-15-10)**
An opportunity for the student to demonstrate beginning skills in mid-management by developing and implementing nursing care plans for groups of patients in team nursing situations. Issues in contemporary nursing, legal responsibilities and professional considerations are included.
Prerequisite or corequisite: NURS 207 and NURS 208.

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.
- *Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.
- *Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Student should consult with the institution to which they plan to transfer to determine transferability.

See Page 98 for an explanation of digits following course titles.

- 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 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 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 Exercises.
(Women) Uneven Parallel Bars, Balance Beam, Side Horse, Floor Exercises.
- PHED 131 — Tumbling-Trampoline (0-2-1)**
- PHED 135 — Beginning Judo (0-2-1)**
Must furnish uniform.
- PHED 137 — Self Defense (0-2-1)**
- PHED 139 — Beginning Karate (0-2-1)**
- *PHED 140 — Jogging (0-2-1)**
- *PHED 141 — Weight Training (0-2-1)**
- PHED 143 — Intermediate Karate (0-2-1)**
Prerequisite: PHED 139.
- PHED 160 — Folk Dances of Western Europe and the United States (0-2-1)**
- PHED 161 — Round and Square Dance (0-2-1)**
- PHED 163 — Beginning Modern Dance (0-2-1)**
Students must furnish leotards and tights.
- PHED 165 — Folk Dances of Eastern Europe (0-2-1)**
- PHED 166 — Beginning Tap Dance (0-2-1)**
Students must furnish tap shoes.
- PHED 167 — Social Dance (0-2-1)**
- PHED 168 — Beginning Ballet (0-2-1)**
Students must furnish leotards, tights, and ballet shoes.
- PHED 170 — Volleyball (0-2-1)**
- PHED 180 — Hiking and Backpacking (1-2-2)**
A beginning course to acquaint the student with equipment and technique. Weekend hikes are required.

*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.

See Page 98 for an explanation of digits following course titles.

PHED 183 — Cycling (1-2-2)

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 195 — Personalized Physical Education (1 hr. credit)

Provides an opportunity for exceptional students to complete the physical education requirement in a course(s) that can be adapted to meet special needs.

PHED 196 — Personalized Physical Education (1 hr. credit)

Provides an opportunity for exceptional students to complete the physical education requirement in a course(s) that can be adapted to meet special needs.

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 151 — Introductory General Physics I (4-2-5)

Non-calculus based study of mechanics (statics and dynamics). Does not assume any prior course in physics.

Prerequisite: Two years of high school algebra or MATH 111.

PHYS 152 — Introductory General Physics II (4-2-5)

Thermodynamics, electricity and magnetism.

Prerequisite: PHYS 151.

PHYS 153 — Introductory General Physics III (4-2-5)

Wave Physics (sound and optics) and modern physics.

Prerequisite: PHYS 151.

PHYS 251 — General Physics I (4-3-5)

Calculus-based study of statics and dynamics.

Prerequisite: MATH 151.

Prerequisite or corequisite: MATH 152.

PHYS 252 — General Physics II (4-3-5)

Thermodynamics, electricity and magnetism.

Prerequisites: PHYS 251 and MATH 152.

Prerequisite or corequisite: MATH 251.

PHYS 253 — General Physics III (4-3-5)

Sound, optics and modern physics.

Prerequisites: PHYS 252 and MATH 251 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. (Satisfies the legislative requirement for the study of the U.S. and Georgia Constitution.)

See Page 98 for an explanation of digits following course titles.

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.

POLI 211 — Introduction to Comparative Politics (5-0-5)

Designed to acquaint students with certain key concepts and methods; a comparative study of political systems in Western Europe, the Communist nations, and the Third World.

PSYCHOLOGY

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

See Page 118.

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 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.

See Page 98 for an explanation of digits following course titles.

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.
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.
Prerequisite: SPAN 211.
- SPAN 295, 296, 297 — Studies Abroad (5-0-5 each)
See page 119.

SPECIAL STUDIES COURSES

- *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 one or more Special Studies mathematics courses (MATH 98, MATH 99) before enrolling in MATH 111. Topics include sets; real number systems; 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.
- *MUSI 99 — Fundamentals of Music (4-0-4)
Fundamentals of notation with emphasis on reading skills in treble and bass clefs, identification of intervals and triads, introduction to dictation and sight singing techniques.
- *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.
- *READ 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.
- *SARS 99 — Study and Research Skills (3-0-3)
A course designed to prepare students to use study time efficiently and effectively and to use the library and other learning resources.

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

See Page 98 for an explanation of digits following course titles.

SPEECH

- SPCH 121 — Communications (5-0-5)
An introductory course dealing with concepts of communications and offering experience in communication situations. Intrapersonal communications, interpersonal communications, mass media and communication strategy will be explored.

STUDIES ABROAD

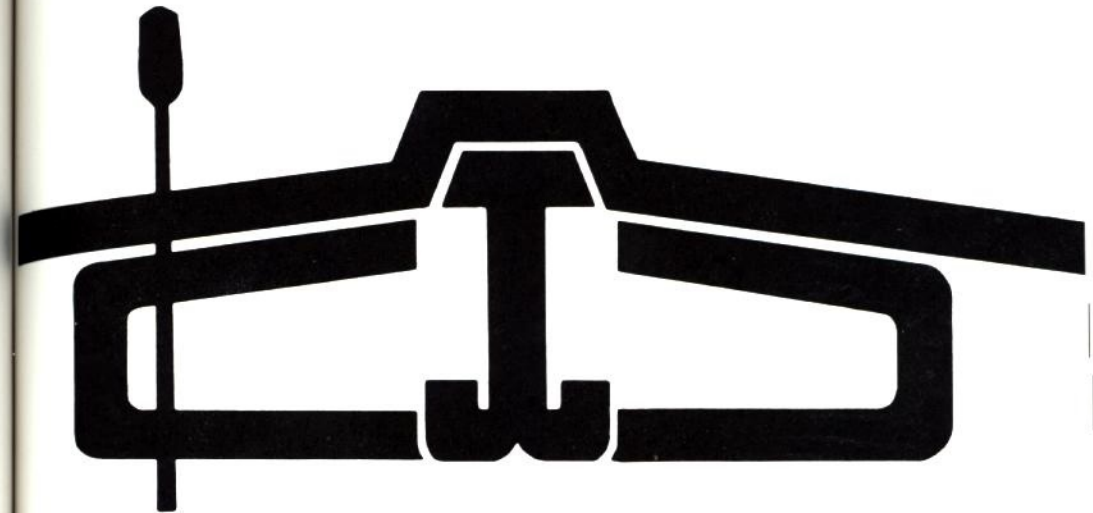
- CLAS 295, 296, 297 Studies Abroad (5-0-5 each)
A nine week academic program in classical studies with instruction by University System of Georgia faculty. Travel in Italy and/or Greece is included. The Studies Abroad Program is a full 15 quarter credit hour course load which is offered only in the summer.
- GERM 295, 296, 297 Studies Abroad (5-0-5 each)
A nine week academic program in German under the direction of University System of Georgia faculty. Included is a course of study with foreign professors and at least one week of travel in Germany. The Studies Abroad Program is a full 15 quarter credit hour course load which is offered only in the summer.
- LATN 295, 296, 297 Studies Abroad (5-0-5 each)
A nine week academic program in Spanish and Latin American studies under the direction of University System of Georgia faculty. The Studies Aboard Program is a full 15 quarter credit hour course load which is offered only in the summer.
- FREN 295, 296, 297 Studies Abroad (5-0-5 each)
A nine week academic program in French conducted under the direction of University System of Georgia faculty. It includes a course of study under foreign professors and at least one week of travel in France. The Studies Abroad Program is a full 15 quarter credit hour course load which is offered only in the summer.
- SPAN 295, 296, 297 Studies Abroad (5-0-5 each)
A nine week academic program in Spanish conducted under the direction of University System of Georgia faculty. It includes a course of study under foreign professors and at least one week of travel in Spain. The Studies Abroad Program is a full 15 quarter credit hour course load which is offered only in the summer.

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
- September 1979 New Learning Resources Center was occupied
- September 1979 Construction began on addition to Physical Education Building



FINANCIAL AID



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

The Director of Financial Aid and Placement
Located in
The Office of the Dean of Students

PURPOSE OF FINANCIAL AID PROGRAM

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 Financial Aid Form is filed for processing. Financial Aid 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.

INFORMATION FOR FINANCIAL AID APPLICANTS

1. File a formal application for admission to Clayton Junior College;
2. File a general application for financial aid (available from the Director of Financial Aid at Clayton Junior College);
3. For all students applying for Federally funded programs based on financial need, including the Basic Educational Opportunity Grant, the student should do the following:
 - a. Complete steps (1) and (2) above.
 - b. File a Financial Aid Form through the College Scholarship Service requesting that a copy of the need analysis be sent to Clayton Junior College (Code No. 5145).
 - c. Georgia residents should also request that a copy of the need analysis be sent to the Georgia Higher Education Assistance Authority (Code No. 0472) to determine the eligibility for the Georgia Incentive Scholarship.
 - d. Request that the information on the Financial Aid Form be processed for Basic Grant eligibility by listing Clayton Junior College (Code No. 5145) in Section 43 of the Financial Aid Form.
 - e. The charge for processing the Financial Aid Form is currently \$5.00, and \$2.75 for each additional copy requested. There is no additional charge for the processing of the Basic Educational Opportunity Grant.
 - f. The Financial Aid Form analysis will be forwarded to Clayton Junior College and any other recipients requested by the College Scholarship Service.
 - g. The Basic Educational Opportunity Grant report will be sent to the student, and should be forwarded to the Director of Financial Aid, Clayton Junior College.

4. For students applying for scholarships that do not require financial need to be shown, the student should do the following:
 - a. Complete steps (1) and (2) above.
 - b. Secure an application from either High School Counselor or Financial Aid Officer.
 - c. Complete all data required on the application.
 - d. Submit all required data, once completed to the Director of Financial Aid, Clayton Junior College.
5. The awarding of Financial Aid at Clayton Junior College is based upon these factors: (a) The student having a completed Financial Aid Folder; (b) showing financial need (for those programs requiring need), (c) and the institution's availability of funds. A completed Financial Aid folder includes a general application, a Basic Educational Opportunity Grant Eligibility Report, a Financial Aid Form analysis for those students desiring aid other than the Basic Educational Opportunity Grant, and a Financial Aid Transcript for those students who transfer to Clayton Junior College.
6. Applicants for Federal and State need-based Financial Aid programs at Clayton Junior College must meet the following criteria:
 - a. Be a U.S. citizen, National or permanent resident.
 - b. Be enrolled on at least a half-time basis (6 hours or more) in a degree program.
 - c. Must be making academic progress in their course of study, which is outlined in the Academic Information section of the catalog. A student who is making unsatisfactory academic progress will have his financial aid removed. Students must return to school on their own and complete at least one quarter with a grade point average of 2.0 or better. At that time, they will be reconsidered for funds as long as they still show financial need and funds are available.
 - d. Must not be in default of a student loan at Clayton Junior College or other institutions previously attended.
 - e. Must have established financial need by filing a Financial Aid Form for those programs requiring need to be shown.
7. Financial Aid is awarded on a quarterly basis. All awards are disbursed in equal shares. For example, a student receiving a loan of \$300 would receive \$100 a quarter for Fall, Winter and Spring quarters. Except for the College Work-Study Program, aid is disbursed through a Financial Aid voucher from the Financial Aid Office. The voucher is accepted in place of cash or personal check for a student's tuition and fees. For students receiving aid in excess of tuition and fees, they will receive the balance in two payments. The first payment will be made on registration day for those students who early register and within one week of registration for those students who register at regular registration. All students will receive the second payment following the last day to officially drop courses without academic penalty (approximately the sixth week of the quarter).
8. Schedules concerning the repayment of student loans are available from the College's Business Office or Financial Aid Office. Information regarding the refunding of student fees may be found in the Financial Information section of this catalog.
9. The cost of attendance at Clayton Junior College may be found in the Financial Information section of this catalog.

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 \$2,500 per year with an aggregate amount not to exceed \$7,500 for an undergraduate student.

Loans made to students by private lending institutions are guaranteed by GHEAC. All interest on such loans made to students 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, including interest then accruing on the loan.

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

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

NATIONAL DIRECT STUDENT LOAN

The National Direct Student Loan is available to students with financial need at the time of enrollment or thereafter. Interest at three percent begins to accrue nine months after the borrower leaves school. The loan may be repaid in one lump sum or in installments. Borrowers who elect to teach in certain eligible schools located in areas of primarily low-income families may qualify for cancellation of the entire obligation over a five year period. A student may not receive an aggregate amount in excess of \$2,500 for the first two years of an academic program.

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.

EMERGENCY LOANS

In cases of exceptional circumstances, a student may apply for an Emergency Loan of up to 80% of the 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.

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, Inc. provides financial assistance for students in the form of two-year, full-tuition scholarships. This award must be utilized within a three-year period. Eligibility to receive these awards is based upon academic excellence (and a course of study selection).

To be eligible, students must have a minimum score of 1,000 on the Scholastic Aptitude Test.

The 1980-81 Foundation Talent Scholarships will be awarded to students of superior ability and talent who are planning to major in business, music, art, humanities, natural science or mathematics, social science, and health-related fields. Additionally, two Foundation Talent Scholarships will be awarded to students of superior ability and talent of any major.

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

"Foundation Merit Scholarships" are sponsored by the Clayton Junior College Foundation, Inc. to recognize and reward outstanding area high school students for their record of academic achievement.

Awards for recipients of "Foundation Merit Scholarships" are provided for the highest ranking graduates of selected area high schools who elect to attend Clayton Junior College. To be eligible, students must be in the top five percent of their class.

A special feature in the Merit Scholarship Program provides awards to the 1980 STAR Students from the counties of Clayton, Henry, Fayette, and Fulton.

The following area high schools participate in this program:

Forest Park Senior High	Fayette County High	College Park High
Jonesboro Senior High	Briarwood High	M. D. Collins High
Morrow Senior High	Campbell High	Russell High
North Clayton Senior High	Lakeshore High	Hapeville High
Riverdale Senior High	Westwood High	Palmetto High
Henry County High	Headland High	Feldwood High
Stockbridge High		

These awards cover the entire cost of Georgia residency tuition and fees for a full-time student for two years, and must be utilized within a 3-year period. A financial aid application is not required for this scholarship as each high school designates those eligible.

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. 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.

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 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 the Program is available from the Director of Cooperative Education.

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. Recent changes in federal legislation have drastically raised the family income levels for Basic Grant eligibility. Every student is encouraged to apply for the Basic Grant.

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 1980-81 academic year the awards will range between \$226 and \$938 at Clayton Junior College.

To apply for a Basic Grant, a student must complete a Financial Aid Form (FAF) and indicate in the area designated to be computed for Basic Grant eligibility. Copies are available from the Director of Financial Aid.

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 Financial Aid Form. 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.

SPECIALIZED SCHOLARSHIP AND LOAN PROGRAMS

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.

To be considered for LEEP funds, an applicant must have received LEEP at Clayton Junior College for at least one quarter which began between August 1, 1978 and July 31, 1979.

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 in Arts degree in Nursing. The maximum scholarship amount is \$2,000, or the amount of financial need, whichever is less. The maximum amount that may be borrowed for an academic year is \$2,500. 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.

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.

STATE DIRECT STUDENT LOANS

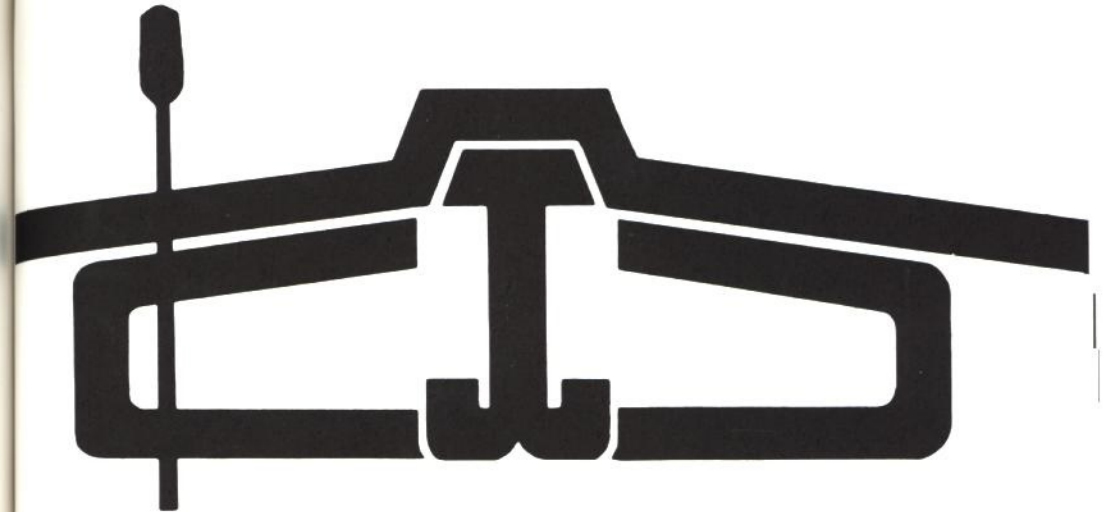
State Direct Student Loans may be made to students who plan to enroll in educational programs leading to careers in approved health-care fields. Students may borrow up to \$1,500 per academic year and may elect to cancel the repayment obligation by practicing their professions in Georgia one calendar year for each \$1,000 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.

Approved fields of study at Clayton Junior College are nursing, dental hygiene and medical laboratory technology.



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 Veteran Certification Officer

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 Art Club, Black Cultural Awareness Association, Foreign Language Club, 4-H Natural Science Club, Georgia Association of Nursing Students, Mu Alpha Theta (Math Club), Music Club, Outreach (Nondenominational Religious Organization), Phi Beta Lambda Business Club, Phi Theta Kappa National Junior College Honorary, Student American Dental Hygienists' Association, and the Weight Training 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. Among the major lecturers in recent years have been Senator Sam Ervin, Dean Rusk, Stuart Udall, Walter Heller, Eric Sevareid, Ben Bradlee, Senator Birch Bayh, Arthur Schlesinger, Congressman Peter Rodino, Paul Ehrlich, John Barth, and Elizabeth Janeway. Major recitals have been presented by the Cleveland String Quartet, Cellist Leonard Rose, Metropolitan Opera Tenor John Reardon, and Pianist Horacio Gutierrez. These programs are open to the general public at no cost.

GENERAL ENTERTAINMENT

General Entertainment presents many outstanding recent feature films during the year; some of the major ones have been "China Syndrome", "Moonraker", "Close Encounters of the Third Kind", and "Heaven Can Wait". General Entertainment also presents popular concerts and dances throughout the year including folk, rock, country, and jazz.

CAREER LIBRARY

The Career Library is located in the Office of Counseling and Testing (Room C-61). It contains a large collection of college catalogs and applications to assist students in transferring to senior colleges. There is also an up-to-date library of career-related materials and occupational information.

COUNSELING/TESTING

Counseling is available to Clayton Junior College students in a variety of areas. Our goal is to assist students in gaining a better understanding of themselves so they are better able to make informed personal academic and vocational choices. In addition to individual counseling, numerous group programs are regularly available on topics such as Study Skills, Test Anxiety Reduction, Career Planning, Job Search Skills and Values Clarification. The Counseling staff is available to conduct group or individual sessions on these and other areas of concern. A broad range of interest and personality tests are offered to the individual student at no cost.

The Office of Counseling and Testing also administers the GED (High School Equivalency Test), the Scholastic Aptitude Test, the Dental Hygiene Aptitude Test, the Regents' Testing Program of the University System of Georgia, and the College Level Examination Program, as part of the College's Advanced Placement Program.

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 the College.

HEALTH SERVICES

A student at Clayton Junior College is responsible for making arrangements for personal 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 Brass Ensemble, Choir, Concert Band, Jazz Orchestra, 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

An Orientation Session is held at the beginning of each academic quarter to acquaint new students with the campus and with college programs and policies.

During Orientation new students will also meet with faculty advisors to work out appropriate course schedules.

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 a 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.

Employment information is located on the bulletin board outside the Dean of Students Office.

PUBLICATIONS

The Publications Committee is responsible for assisting the *Bent Tree* (student newspaper) and the *Clay Tablet* (magazine of the arts) 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 or the *Clay Tablet* 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 HANDBOOK: RIGHTS AND RESPONSIBILITIES

The Student Handbook details the rights and responsibilities of a student at Clayton Junior College. A copy of the Student Handbook is presented to each student during Orientation. It is anticipated that students at Clayton Junior College will conduct themselves 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 Cabinet of Student Administrators (CSA) works as an advisory body to the Student Affairs Committee. The function of the CSA shall be to provide for the general welfare of the student body by: providing appropriate student activities; providing the student body with necessary information that may be of its concern; and providing in and of itself a means for student input and opinion in the organization and operations of student affairs. There are seven (7) elected positions.

TUTORING

The Dean of Students Office provides a list of qualified tutors in numerous subjects. Students experiencing academic difficulty or wishing to become tutors may inquire about the Tutorial Program at the Office of Counseling and Testing in Room C-61. 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. Veterans seeking tutorial assistance should contact Counseling and Testing in C-61.

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 decals are issued without cost to the student at the Business Office.

VETERANS' SERVICES

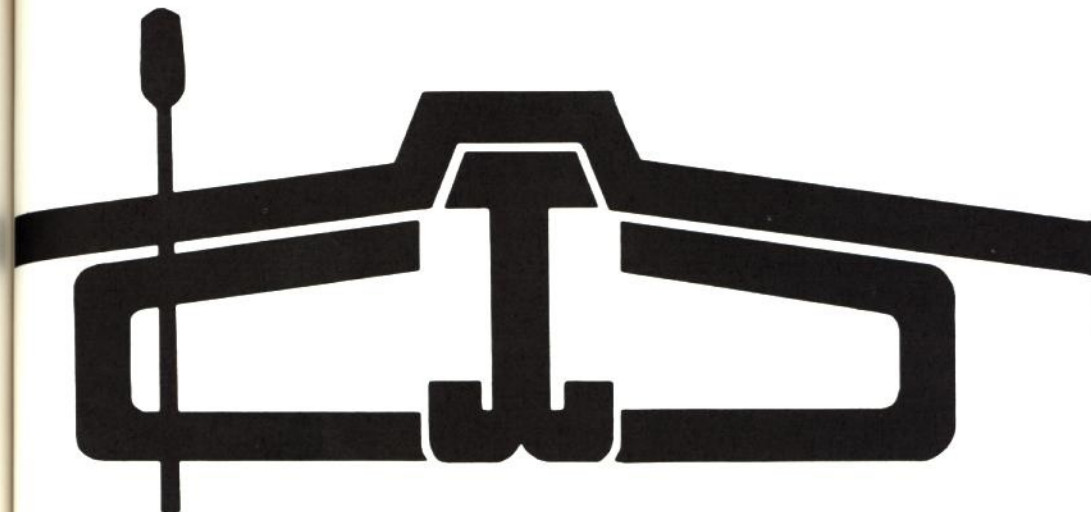
The Veterans' Affairs Office was established at Clayton Junior College to assist the veteran in utilizing his educational benefits to the fullest advantage. Federal, state and institutional policies and procedures concerning standards of progress (i.e., attendance, length of program and specific classes pursued) are currently in effect for all students receiving veteran benefits. Information concerning these procedures is available in the Veterans' Office and is routinely mailed to all enrolled veterans. Any veteran enrolled or planning to enroll at Clayton Junior College is invited to contact the Veterans' Affairs Office 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 the Veterans' Affairs Office and return the completed form together with a certified copy of 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 the Veterans' Affairs Office, 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 his total number of enrolled hours. This will insure that each eligible veteran will continue to receive his benefits during the following quarter.

COMMUNITY SERVICES



OFFICE OF COMMUNITY SERVICES

Clayton Junior College is dedicated to serving the educational and cultural needs of the south metropolitan Atlanta 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. It is the mission of the Office of Community Services to act as a liaison between the College and the community.

Last year, during four quarters, more than 7,200 persons participated in continuing education programs offered through the Office of Community Services. Directed towards personal and professional enrichment, continuing education programs require no college prerequisites or entrance tests. Programs are offered both on the Morrow campus and at off-campus centers within the community.

Courses offered through the Office of Community Services have several purposes. Career-oriented courses are designed to help individuals improve skills and move toward new occupational opportunities. Personal growth courses provide individuals the opportunity for greater self-awareness and progress toward their full potential. Courses in the area of sports and self-defense provide the opportunity for physical activity aimed at the development of a sounder physical condition, while leisure time and personal enrichment courses are designed to improve the quality of life through art, music, hobbies, and special interest programs.

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 several years, for example, the Office of Community Services has sponsored and conducted workshops in continuing professional education for dental hygienists entitled "Patient Examination and Evaluation," on state certification of Teacher Aides at the early childhood level, as well as forums on areas of community concern such as "Energy and the Way We Live."

Workshops and courses also are planned and conducted to meet special needs of local government officials and of the business community. Local governments have benefitted from programs such as Land Use Planning Seminars and Financial Management for City and County Managers. State government employees regularly attend classes in the Certified Public Manager Program jointly planned by the State Merit System and the University of Georgia and conducted on the Clayton Junior College campus. The business community has participated in special programs in the areas of banking and supervisory development.

The establishment of the Small Business Development Center on the Clayton Junior College campus in August of 1978 added a new dimension to the services of the College. The Center provides small businesses with information and advice necessary to survive in today's world.

The Director of the Small Business Development Center and Center Consultants will work with individuals on a one-to-one basis to provide information and advisory services. The Center also offers a series of small

business management seminars each quarter, in cooperation with the Office of Community Services.

The Clayton Junior College Speakers' Bureau is a source of speakers for civic groups, schools and other community organizations. Programs are available on topics ranging from canoeing to opera. A special Speakers' Bureau brochure is available from the Office of Community Services.

The Office of Community Services publishes a quarterly schedule of programs. The schedule describes classes and lists program times and fees. Contact the Office of Community Services to be placed on the mailing list.

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 metropolitan Atlanta 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. 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 institutional cooperation.

PARTIAL LISTING OF CONTINUING EDUCATION COURSES OFFERED 1979-80

Assertiveness Training	Beginning Piano I and II
Community Band	Private Pilot Ground School
Introductory Bookkeeping and Accounting	Basic Psychology for the Layperson
Community Chorus	Rapid Reading
Early Childhood Education — Basic I	Real Estate Brokerage Preparation
Interior Design	Real Estate Sales Preparation
Drawing & Sketching	Public Speaking
Obedience Training for Dogs	Stained Glass Art
Flower Arranging	Principles of Supervision & Communication
Home Vegetable Gardening	Supervisory & Pre-Supervisory Development Workshops
Golf	Income Tax Preparation
Folk Guitar	Tennis Instruction & Play
Karate and Self-Defense	Typing
Basic Life Support (Cardio-Pulmonary Resuscitation)	Wills, Taxes and Estate Planning
Painting for Adults	Creative Writing
Positive Parenting	Writing for Publication
Photography	Basic Yoga
	Introduction to Computers

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.

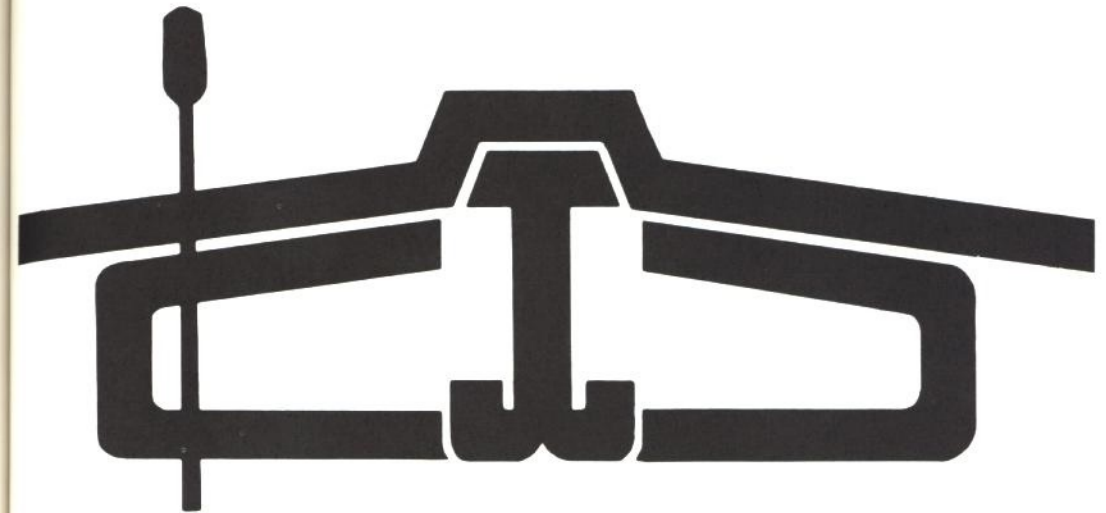
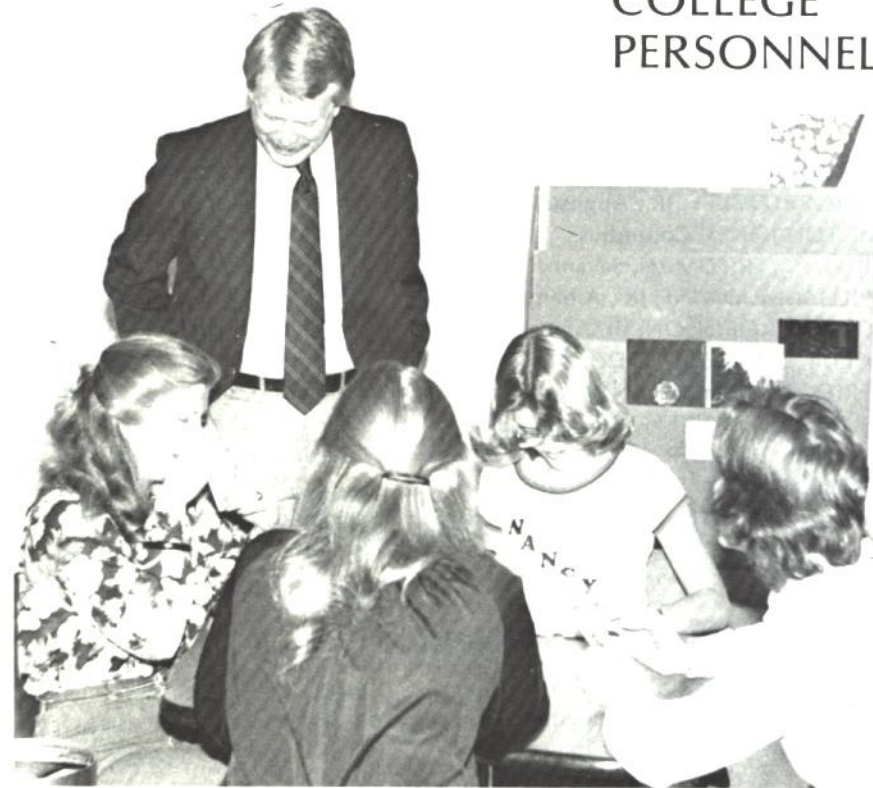
The Office of Community Services is responsible for sanctioning the use of college facilities by groups not affiliated with the College. The primary considerations in determining use of college facilities by outside groups are whether the proposed activity is in keeping with the mission of the College and whether 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; to provide for the protection, care, and maintenance of the facilities.

COLLEGE PERSONNEL



THE UNIVERSITY SYSTEM OF GEORGIA

MEMBERS OF THE BOARD OF REGENTS

		Current Term
RUFUS B. COODY, Vienna	State-at-Large	1976-1983
MARIE W. DODD, Roswell	State-at-Large	1978-1981*
JESSE HILL, JR., Atlanta	State-at-Large	1978-1985
O. TORBITT IVEY, JR., Augusta	State-at-Large	1977-1984
MILTON JONES, Columbus	State-at-Large	1974-1981
ERWIN A. FRIEDMAN, Savannah	First District	1976-1983
WILLIAM T. DIVINE, JR., Albany	Second District	1980-1982*
JOHN H. ROBINSON, III, Americus	Third District	1979-1986
SCOTT CANDLER, JR., Decatur	Fourth District	1977-1984
ELRIDGE W. McMILLAN, Atlanta	Fifth District	1975-1982
LAMAR R. PLUNKETT, Bowdon	Sixth District	1978-1985
LLOYD L. SUMMER, JR., Rome	Seventh District	1980-1987
THOMAS H. FRIER, SR., Douglas	Eighth District	1978-1985
SIDNEY O. SMITH, JR., Gainesville	Ninth District	1980-1987
JULIUS F. BISHOP, Athens	Tenth District	1979-1986

*Unexpired portion of seven-year-term.

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 MARIE W. DODD, Vice Chairman
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 GEORGE A. CHRISTENBERRY, Acting Vice Chancellor
 HENRY G. NEAL, Executive Secretary
 SHEALY E. McCOY, Vice Chancellor-Fiscal Affairs and Treasurer

STAFF OF THE BOARD OF REGENTS

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 GEORGE A. CHRISTENBERRY, Acting Vice Chancellor
 HENRY G. NEAL, Executive Secretary
 SHEALY E. McCOY, Vice Chancellor-Fiscal Affairs and Treasurer
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 MARIO J. GOGLIA, Vice Chancellor-Research
 HOWARD JORDAN, JR., Vice Chancellor-Services
 HARRY B. O'REAR, Vice Chancellor-Health Affairs
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 JAMES L. CARMON, Assistant Vice Chancellor-Computing Systems
 MARY ANN HICKMAN, Assistant Vice Chancellor-Academic Development
 ROBERT M. JOINER, Assistant Vice Chancellor-Communications
 JACOB H. WAMSLEY, Assistant Vice Chancellor-Fiscal Affairs
 ROGER MOSSHART, Assistant Vice Chancellor-Fiscal Affairs-Budgets
 GORDON M. FUNK, Assistant Vice Chancellor-Fiscal Affairs-Accounting
 Systems and Procedures
 THOMAS F. McDONALD, Assistant Vice Chancellor-Student Services

THE UNIVERSITY SYSTEM OF GEORGIA

UNIVERSITY SYSTEM INSTITUTIONS

Universities and Colleges

Georgia Institute of Technology
 President Joseph M. Pettit
 225 North Avenue, N.W.
 Atlanta, Georgia 30332
 894-2000 GIST 222-2000

Georgia State University
 President Noah Langdale, Jr.
 University Plaza
 Atlanta, Georgia 30303
 658-2000 GIST 223-2000

Medical College of Georgia
 President William H. Moretz
 1120 — 15th Street
 Augusta, Georgia 30902
 828-0211 GIST 331-0211

University of Georgia
 President Fred C. Davison
 Athens, Georgia 30602
 542-3030 GIST 241-3030

Albany State College
 President Charles L. Hayes
 504 College Drive
 Albany, Georgia 31705
 439-4234 GIST 341-4234

Armstrong State College
 President Henry L. Ashmore
 11935 Abercorn Street Ext.
 Savannah, Georgia 31406
 925-4200 GIST 369-5211

Augusta College
 President J. Gray Dinwiddie, Jr.
 (Acting)
 2500 Walton Way
 Augusta, Georgia 30904
 828-3054 GIST 331-3054

Columbus College
 President William C. LeNoir
 (Acting)
 Algonquin Drive
 Columbus, Georgia 31907
 568-2011 GIST 251-2011

Fort Valley State College
 President Cleveland W. Pettigrew
 805 State College Drive
 Fort Valley, Georgia 31030
 825-6211 GIST 327-6211

Georgia College
 President J. Whitney Bunting
 231 West Hancock
 Milledgeville, Georgia 31061
 453-5187 GIST 324-5187

Georgia Southern College
 President Dale W. Lick
 Statesboro, Georgia 30458
 681-5611 GIST 364-5611

Georgia Southwestern College
 President William H. Capitan
 Wheatly Street
 Americus, Georgia 31709
 928-1279 GIST 345-1279

Kennesaw College
 President Horace W. Sturgis
 3450 Frey Lake Road, N.W.
 Marietta, Georgia 30060
 422-8770 GIST 228-4011

North Georgia College
 President John H. Owen
 Dahlonega, Georgia 30533
 864-3391 GIST 244-6011

Savannah State College
 President Leonard H.O. Spearman
 Savannah, Georgia 31404
 356-2186 GIST 362-2186

Southern Technical Institute
 Executive Director/Dean Walter O. Carlson
 534 Clay Street
 Marietta, Georgia 30060
 424-7200 GIST 224-7200

Valdosta State College
 President Hugh C. Bailey
 North Patterson Street
 Valdosta, Georgia 31601
 247-3286 GIST 343-3286

West Georgia College
 President Maurice K. Townsend
 Carrollton, Georgia 30117
 834-1211 GIST 232-1211

Junior Colleges

Abraham Baldwin Agricultural College
 President Stanley R. Anderson
 Moore Highway
 Tifton, Georgia 31794
 386-3236 GIST 342-3236

Albany Junior College
 President B. R. Tilley
 2400 Gullionville Road
 Albany, Georgia 31701
 439-4200 GIST 341-4200

Atlanta Junior College
 President Edwin A. Thompson
 1630 Stewart Avenue, S. W.
 Atlanta, Georgia 30310
 565-6444 GIST 221-6444

Bainbridge Junior College
 President Edward D. Mobley
 U.S. Highway 84E
 Bainbridge, Georgia 31717
 246-7941 GIST 912-246-7941

Brunswick Junior College
 President John W. Teel
 Brunswick, Georgia 31520
 264-7211 GIST 365-7011

Clayton Junior College
 President Harry S. Downs
 5900 Lee Street
 Morrow, Georgia 30260
 961-3400 GIST 220-3400

Dalton Junior College
 President Derrrell C. Roberts
 Dalton, Georgia 30720
 278-3113 GIST 235-5221

Emanuel County Junior College
 President Willie D. Gunn
 Swainsboro, Georgia 30401
 237-7831 GIST 333-4011

Floyd Junior College
 President David B. McCorkle
 U. S. 27 S
 Rome, Georgia 30161
 295-6339 GIST 231-6339

Gainesville Junior College
 President Hugh M. Mills, Jr.
 Mundy Mill Road
 Gainesville, Georgia 30501
 536-5226 GIST 246-4011

Gordon Junior College
 President Jerry M. Williamson
 103 College Street
 Barnesville, Georgia 30204
 358-1700 GIST 258-4011

Macon Junior College
 President William W. Wright, Jr.
 Highway 80
 Macon, Georgia 31206
 474-2700 GIST 323-7011

Middle Georgia College
 President Louis C. Alderman, Jr.
 Sarah Street
 Cochran, Georgia 31014
 934-6221 GIST 325-3011

South Georgia College
 President Denton R. Coker
 Douglas, Georgia 31533
 384-1100 GIST 347-4011

Waycross Junior College
 President James M. Dye
 2001 Francis Street
 Waycross, Georgia 31501
 285-6135 GIST 368-6135

CLAYTON JUNIOR COLLEGE

ADMINISTRATIVE OFFICERS/STAFF

OFFICE OF THE PRESIDENT

Harry S. Downs, President
Dianne D. Jordan, Secretary

OFFICE OF THE DEAN OF THE COLLEGE

Billy R. Nail, Dean of the College
Richard E. Moore, Assistant to the Dean of the College
Ruby C. Litzenberger, Secretary
Cynthia W. Clark, Secretary

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Nancy I. Kelly, Veterans Certification Officer
Linda D. Scarbrough, Secretary
Alpha McClellan, Secretary
Linda C. Skelton, Secretary
Patti Barber, Secretary

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Gail C. Maddox, Director of Fiscal Affairs
B. Duncan Brantley, Director of Procurement
Lynn H. Lindsey, Director of Business Services
Jackie Paul, Data Entry
Sherry L. Brown, Budget Analyst
Jean Reynolds, Financial Aid
Betty Sears, Secretary
Susan Kubitz, Personnel/Payroll
Karen Edwards, Accounts Payable
Charlotte S. Bolling, Cashier
Cecil Howell, Storekeeper

OFFICE OF COMMUNITY SERVICES

Ricardo D. Sanchez, Director
Kathleen J.K. Robichaud, Assistant Director
Priscilla G. Marsh, Office Supervisor
Eleanor Mason, Records Coordinator
A. Teresa Wright, Secretary
Jane Busby, Clerk-Typist

OFFICE OF PUBLIC INFORMATION

Jerry H. Atkins, Director
Vennie Walden, Secretary

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Judith C. Nichols, Admissions Counselor
Melanie S. Newton, Assistant Registrar
Darline Barge, Secretary
Gail Phillips, Secretary
Nancy Eckman, Secretary

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Perry L. Woodward, Director, Small Business Development Center
Judy James, Secretary
Susan McElroy, Secretary
Cindy Williams, Teaching Assistant

DIVISION OF HUMANITIES

Elliott W. McElroy, Chairman
Barbara E. Fuller, Secretary
Lorrice W. Fort, Secretary

DIVISION OF NATURAL SCIENCES AND MATHEMATICS

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Head, Department of Nursing
Leonard K. Schreiber, Head, Department of Dental Hygiene
Debbie Bowman, Secretary
Marjorie D. Poss, Secretary
Jill Jordan, Secretary
Janice Kindle, Laboratory Technician

DIVISION OF SOCIAL SCIENCES

Harvey H. Jackson, III, Chairman
Jerri H. Hager, Secretary
Terry B. Griggs, Secretary
Debbie A. Maldonado, Secretary

DEPARTMENT OF SPECIAL STUDIES

Judy C. Brown, Head
E. Donald Crapps, Counselor
JoAnn Hawkins, Secretary
Cherry Childers, Teacher Aide
Julian Gray, Teacher Aide
Vickie McAfee, Teacher Aide
Jess Palazzolo, Teacher Aide

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

LIBRARY

Jack A. Bennett, Director of Learning Resources
Alan L. Kaye, Instructional Services Librarian
Gwendolyn G. Bell, Public Services Librarian
Robert A. Harrell, Jr., Media Services Coordinator
June Woodard, Media Utilization Specialist
Jeanine Zirlott, A-V Technician
Elizabeth Stewart, Library Assistant
Barbara E. Studley, Library Assistant
Winnie M. Thacker, Secretary

COMPUTER CENTER

Leonard R. Daniel, Director
Paul Tsai, Programmer
Jean Fowler, Key Punch Operator
Judy Gifford, Key Punch Operator

INSTITUTIONAL RESEARCH AND COOPERATIVE EDUCATION PROGRAMS

Linda R. Greer, Director

BOOKSTORE

Robert E. Holmes, Manager
Thomasina DeWeese, Secretary

FOOD SERVICES

Bea Allen, Food Services Manager
Beatrice J. Langley
Willie Mae Lee
Mildred Clements
Frances Hitchcock
Mary Price Britt
Marie Eaton
Carole Immell
Martha Jenkins
Mary Pruitt
Ruth Jones
Delinda Redding

GENERAL INSTITUTION

Paul E. Fitzpatrick, College Physician
Harriet T. Aiken, Receptionist
Louise Gudaitis, Evening Receptionist
Shirley Comer, Evening Receptionist
Mary Mowdy, Composer Operator
Shirley Sharp, Offset Press Operator

PLANT OPERATIONS

Thomas H. Mullenix, Director
William McNeely, Buildings Supervisor
Christopher M. Gowing, Housekeeping Supervisor
Alvin T. Wallace, Maintenance Worker
Frank Orr, Plumber
Thurston Anderson, Electrician
Larry T. Moore, Maintenance Mechanic
Bruce Jessee, Horticulturist
Michael Boyce
Wayne Brock
Larry Boyce
Mary W. Bonner
Robert Jackson
Gertrude Jackson
Johnny B. Boyce
Jannette Allen
Annie R. Combs
Jessie Mae Hunt
Geraldine Smith
Martha Lindley
Betty Thomas
Kenneth Faulk
Philip Lunceford
Marie Burch
Harold Carmichael

DEPARTMENT OF PUBLIC SAFETY

E. Bill Hart, Director
Ted Ray, Sergeant
Lynn Floyd, Officer
Maggie Robbins, Officer
Martin Castillo, Officer
Ralph Darden, Officer
Emory Holloway, Officer

FACULTY

- M. CATHERINE AUST, Associate Professor of Mathematics
B.S., University of Georgia, 1968; Ph.D., Emory University, 1973
- KATRINA R. BARNES, Instructor of Nursing
B.S.N., Nell H. Woodruff School of Nursing, Emory University, 1972; M.S., Georgia State University, 1979
- THOMAS V. BARNETT, Assistant Professor of English
B.A., University of North Carolina, 1968; M.A., University of Georgia, 1971
- FAYE T. BARR, Assistant Professor of Sociology
B.A., Georgia College, 1962; M.A., University of Tennessee, 1972
- MARTHA O. BELIVEAU, Assistant Professor of Business Education
B.S.Ed., Western Carolina University, 1967; M.A.Ed., Western Carolina University, 1969
- GWENDOLYN G. BELL, Public Services Librarian
B.A., Benedict College, 1968; M.S.L.S., Atlanta University, 1974
- JACK A. BENNETT, Director of Learning Resources and Associate Professor
B.S.Ed., Ball State University, 1966; M.A.Ed., Ball State University, 1969; Ed.D., Ball State University, 1972
- ROBERT C. BOLANDER, Dean of Students and Assistant Professor of History
B.A., College of William & Mary, 1962; M.A., College of William & Mary, 1964
- FRANCES F. BOWEN, Assistant Professor of Business Education
B.S.B.A., Georgia College, 1947; M.S., University of Tennessee, 1954
- JAMES R. BRAUN, Assistant Professor of Chemistry
B.A., Knox College, 1971; A.M., Washington University, 1974; Ph.D., Washington University, 1976
- JAMES E. BRIGHT, Assistant Professor of Mathematics
B.A., Huntingdon College, 1965; M.A., University of Alabama, 1967; Georgia State University, 1980
- HELEN D. BROWN, Associate Professor of Biology
A.A., Mars Hill College, 1954; B.S., Appalachian State University, 1956; M.A., Appalachian State University, 1959; Ph.D., University of Florida, 1972
- JUDY C. BROWN, Head of the Department of Special Studies and Associate Professor of English
B.A., University of Tennessee, 1963; M.A., University of Tennessee, 1966; Ed.D., University of Tennessee, 1973
- PEGGY CAPELL, Associate Professor of Mathematics
B.S., University of Montevallo, 1962; M.A., Louisiana State University, 1963; Ph.D., Florida State University, 1973
- C. BLAINE CARPENTER, Associate Professor of Biology
A.A., Lindsey Wilson Junior College, 1962; B.S., West Virginia Wesleyan College, 1964; M.S., Marshall University, 1966; Ph.D., University of Cincinnati, 1972
- DORIS C. CASH, Professor of Business
B.B.A., Georgia State University, 1961; M.B.A., Georgia State University, 1963; D.B.A., Georgia State University, 1965
- PATRICK R. COLLINS, Assistant Professor of English
A.B., Stonehill College, 1953; M.A., Fordham University, 1959; Ph.D., Bowling Green State University, 1973
- LARRY B. CORSE, Associate Professor of English
B.Mus., North Texas State University, 1962; M.Mus., North Texas State University, 1963; M.A., North Texas State University, 1970; Ph.D., North Texas State University, 1972
- E. DONALD CRAPPS, Counselor in Department of Special Studies
A.A., North Greenville Junior College, 1952; B.A., Furman University, 1954; M.Div., Southern Baptist Theological Seminary, 1957; M.A., University of Alabama, 1967
- LEONARD R. DANIEL, Director of Computer Services and Professor of Chemistry
B.Ch.E., Georgia Institute of Technology, 1946; Ph.D.Ch.E., Georgia Institute of Technology, 1952
- THOMAS B. DAUGHTRY, Assistant Professor of Art
B.F.A., University of Alabama, 1967; M.A., University of Alabama, 1968
- JAMES C. DOIG, Professor of Philosophy
B.A., University of Notre Dame, 1954; S.T.L., Gregorian University, 1958; Ph.D., University of Louvain, 1965
- KATHRYN N. DONOVAN, Assistant Professor of Nursing
Diploma, Louisville General Hospital, 1943; B.S.N., Medical College of Georgia, 1969; M.N., Emory University, 1970
- HARRY S. DOWNS, President
B.S.Ed., University of Georgia, 1949; M.Ed., University of Georgia, 1950; Ed.D., Michigan State University, 1962
- JOHN E. FEATHERS, Chairman of the Division of Business and Assistant Professor of Business
B.S.B.A., Auburn University, 1958; M.A., University of Alabama, 1968
- WILLIAM F. FISHER, Associate Professor of Chemistry
B.S., Juniata College, 1965; Ph.D., Georgia Institute of Technology, 1970
- FREDERICK GOLDBERG, Assistant Professor of English
B.S., Columbia University, 1964; M.A., New York University, 1966; Ph.D., Emory University, 1975

WILLIAM M. GORE, Assistant Professor of Music
B.A., Florida State University, 1974; M.M., Florida State University, 1975

F. JEAN GRAHAM, Instructor of English
B.A., Maryville College, 1968; M.A., University of Tennessee, 1973

DEBORAH H. GREER, Instructor of Sociology
B.A., Virginia State College, 1973; M.A., Atlanta University, 1974

LINDA R. GREER, Director of Institutional Research and Cooperative Education
A.B., Georgia State University, 1963; M.A.T., Georgia State University, 1972;
Ph.D., Georgia State University, 1975

REBECCA A. HALYARD, Associate Professor of Biology
B.A., Emory University, 1965; M.S., Emory University, 1967; Ed.D., University
of Georgia, 1976

JACK D. HARDAGE, Assistant Professor of Business Education
B.S., North Georgia College, 1951; M.B.E., Georgia State University, 1965;
Ed.S., Georgia State University, 1972

ROBERT A. HARRELL, JR., Media Services Coordinator
B.S.Ed., Georgia Southern College, 1972; M.Ed., Georgia Southern College,
1974

JAN F. HARTEL, Assistant Professor of Nursing
B.S.N., University of Florida, 1970; M.Ed., University of Florida, 1971

AVERY H. HARVILL, Professor of Physical Education
B.S.Ed., University of Georgia, 1955; M.Ed., University of Georgia, 1956;
P.E.D., Indiana University, 1966

EUGENE A. HATFIELD, Assistant Professor of History
B.A., Washington & Lee University, 1966; M.A., University of North Carolina,
1973; Ph.D., The University of North Carolina at Chapel Hill, 1979

DORIS A. HOLLOWAY, Associate Professor of Music
B.F.A., University of Georgia, 1956; M.M., University of Illinois, 1958

HARVEY H. JACKSON, Chairman of the Division of Social Sciences and
Associate Professor of History
A.A., Marion Institute, 1963; B.A., Birmingham Southern College, 1965;
M.A., University of Alabama, 1966; Ph.D., University of Georgia, 1973

MONICA G. JACOBS, Instructor of Business Education
B.S., Georgia College, 1973; M.Ed., Georgia College, 1974

KATHERINE G. JOHNSTON, Instructor of Mathematics
B.S., Emory University, 1972; M.S., Emory University, 1975; Ph.D., Vanderbilt,
University, 1980

JEAN L. JONES, Director of Counseling and Testing
B.S., Mary Washington College, 1948; M.R.E., Emory University, 1950; Th.D.,
Boston University, 1968

DENNIE R. KELLEY, Assistant Professor of Physical Education
B.S., University of Montevallo, 1963; M.Ed., University of Georgia, 1969; Ed.S.,
Georgia State University, 1973; Ph.D., Georgia State University, 1980

CONSTANCE S. KING, Director of Financial Aid and Placement
B.A., Georgia State University, 1976

ROBERT H. KOERMER, Comptroller and Assistant Professor of Business
B.S., Fairleigh Dickson University, 1962; M.B.A., Georgia State University, 1970

JOHN H. KOHLER, III, Assistant Professor of History
B.A., Millsaps College, 1964; M.A., Appalachian State University, 1973

GREGORY S. KORDECKI, Instructor of Business Administration
B.A., Marquette University, 1970; M.P.A., Georgia State University, 1976

JAMES C. KROPA, Assistant Professor of Mathematics
B.A., Kenyon College, 1966; M.A., Emory University, 1970; Ph.D., Emory
University, 1971

OSCAR C. LAM, Chairman of the Division of Natural Sciences and Mathematics
and Associate Professor of Biology
A.B., Shorter College, 1966; Ph.D., University of Georgia, 1972

JUNE M. LEGGE, Assistant Professor of Foreign Language
A.A., Young Harris College, 1962; B.A., University of Georgia, 1964; M.A.,
University of North Carolina at Chapel Hill, 1968; Ph.D., University of North
Carolina at Chapel Hill, 1972

DAVID A. LUDLEY, Instructor of English
B.A., Illinois State University, 1972; M.A., Illinois State University, 1973

WILLIE J. MANNING, Assistant Professor of Psychology
B.S., Tennessee State University, 1964; M.S., Howard University, 1967; Ph.D.,
Georgia State University, 1977

ELIZABETH H. MARSHALL, Assistant Professor of History
B.A., Georgia College, 1937; M.A., University of Georgia, 1959; Ph.D.,
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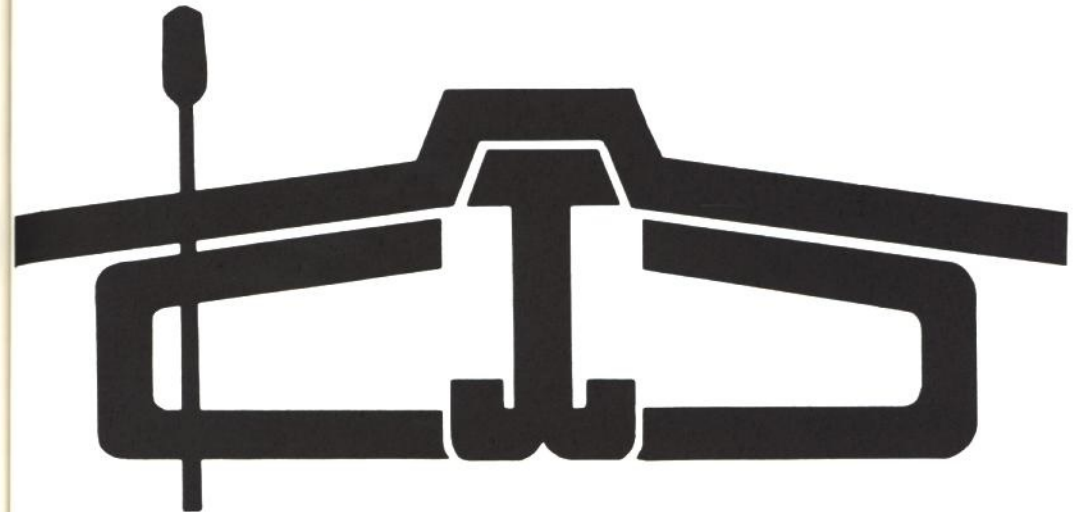
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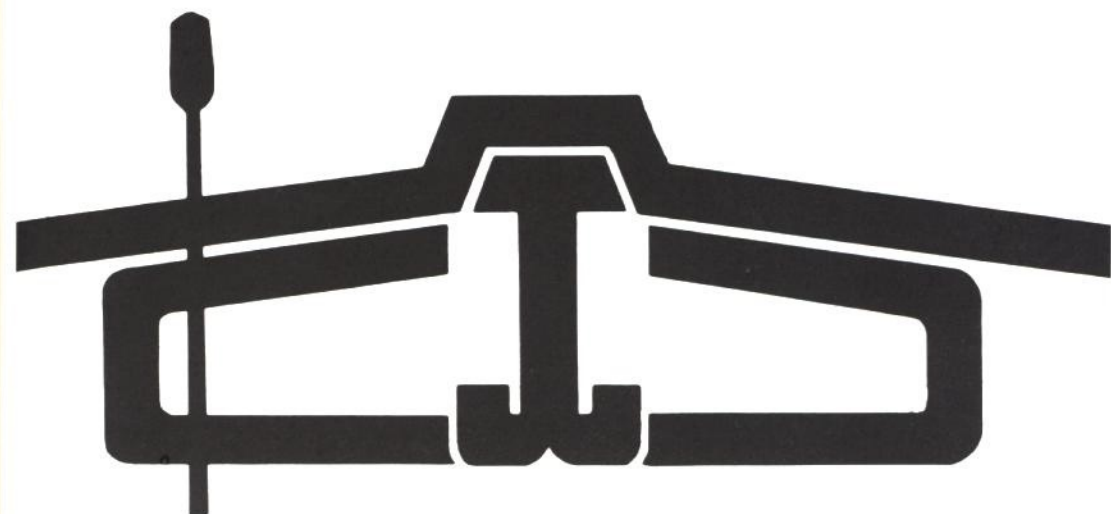
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COLLEGE FACILITIES



CAMPUS FACILITIES

A. The ADMINISTRATION BUILDING houses the offices of the President, the Dean of the College, Admissions and Records, Comptroller, Community Services, Public Information, the Director of Institutional Research and Cooperative Education, and the Director of the Computer Center. The College's Computer Center is located in the Administration Building with 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. Located in the office complexes within the Academic Building are the offices of the chairman and faculty of the Division of Business and the Division of Natural Sciences and Mathematics, the offices of the head and faculty of the Department of Nursing and the Department of Dental Hygiene, and the offices of the staff of the Dean of Students.

D. The STUDENT CENTER houses the College's Department of Public Safety, 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.

Construction of an addition to the Physical Education Building began in September, 1979, with a completion date set for the Fall, 1980. Attached to the north side of the original building, the new addition adds 25,000 square feet to the physical education plant, expanding it to over 42,000 square feet.

Designed around a multi-use gymnasium, the new facility includes classroom space, a dance and music studio, faculty office space, a lobby and exhibit area, storage areas, and restrooms. The gymnasium includes two full-length basketball courts which will serve students for indoor badminton, tennis, and volleyball. An isometric area and practice cages for golf and archery also are included.

F. The MAINTENANCE BUILDING contains the offices of the Director of Plant Operations, and storage area for the College's inventory of operating supplies.

G. The CLASSROOM BUILDING includes specialized areas for music and art, and the College's modern 230-seat Lecture Hall. Located in the office complexes within the Classroom Building are the offices of the chairman and faculty of the Division of Humanities and the Division of Social Sciences.

L. The LEARNING RESOURCES CENTER houses a variety of instructional services and resources. The newest building on campus, the two-story structure includes areas for library public services, technical services, and media services; and for videotape and closed circuit or cable television. Also included is an area for the

College's graphics arts and central duplicating services. Instructional areas for the Department of Special Studies, and office spaces for the head and faculty of the Department of Special Studies are provided along with office spaces for the Director of Learning Resources and his staff.

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.

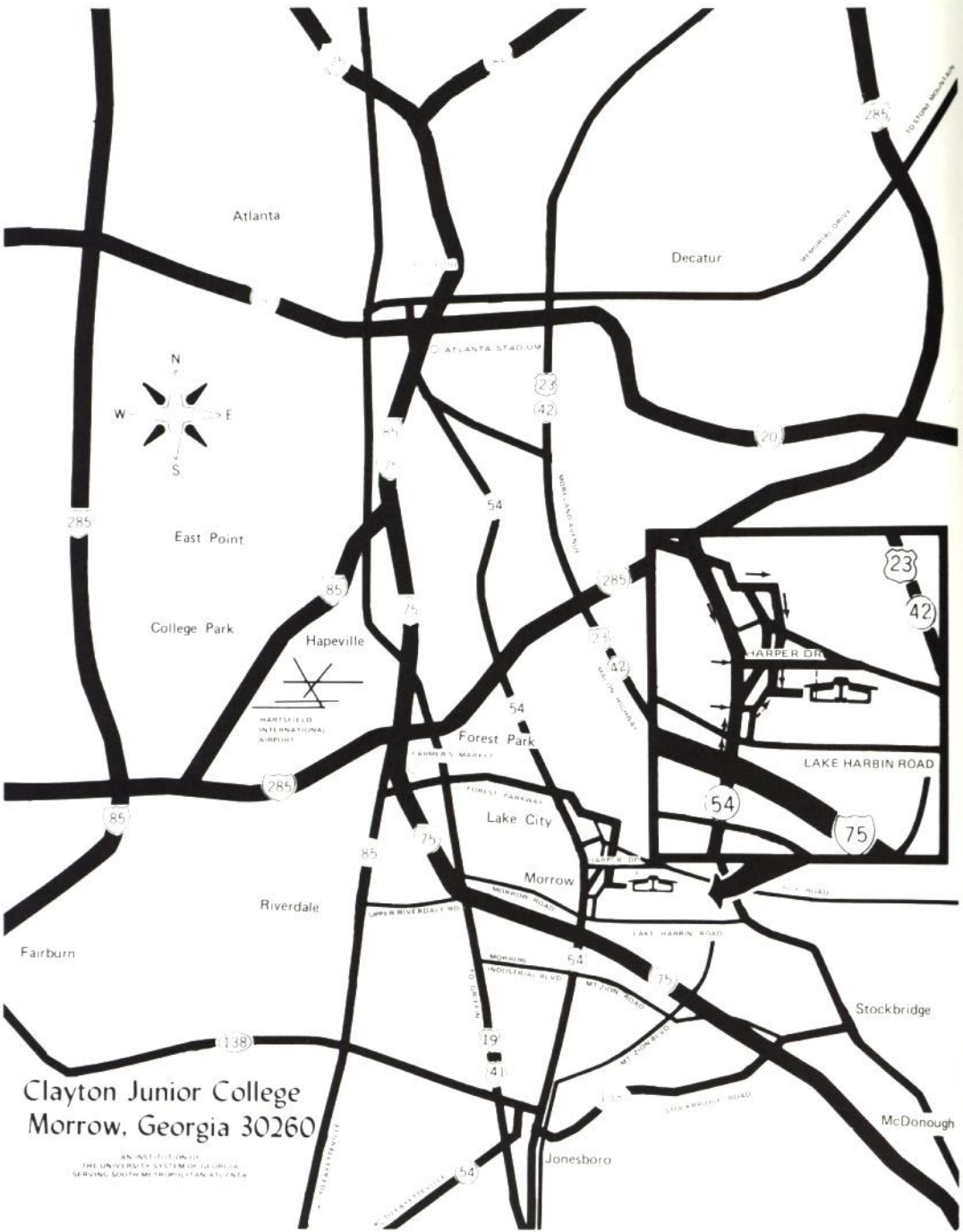
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