

# Clayton Junior College

*University System of Georgia*



**1982-83 Catalog**



Morrow, Georgia

## IMPORTANT DATES FOR 1982-83

### Summer Quarter, 1982

June 1	Deadline for Summer Quarter applications and credentials
June 3	*Scholastic Aptitude Test
June 21	Advisement and Registration
June 22	Classes begin
July 22	*Scholastic Aptitude Test
August 12	*Scholastic Aptitude Test
August 25	Classes end
September 2	*Scholastic Aptitude Test
September 7	Deadline for Fall Quarter applications and credentials
September 13	*Scholastic Aptitude Test

### Fall Quarter, 1982

September 7	Deadline for Fall Quarter applications and credentials
September 13	*Scholastic Aptitude Test
September 27	Advisement and Registration
September 28	Classes begin
November 4	*Scholastic Aptitude Test
December 2	*Scholastic Aptitude Test
December 8	Classes end
December 14	Deadline for Winter Quarter applications and credentials

### Winter Quarter, 1983

December 14	Deadline for Winter Quarter applications and credentials
January 3	Advisement and Registration
January 4	Classes begin
February 10	*Scholastic Aptitude Test
March 3	*Scholastic Aptitude Test
March 8	Deadline for Spring Quarter applications and credentials
March 14	Classes end

### Spring Quarter, 1983

March 3	*Scholastic Aptitude Test
March 8	Deadline for Spring Quarter applications and credentials
March 28	Advisement and Registration
March 29	Classes begin
April 28	*Scholastic Aptitude Test
May 31	Deadline for Summer Quarter applications and credentials
June 2	*Scholastic Aptitude Test
June 3	Classes end
June 11	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 in the Institutional Admissions Testing Program within one year. (See page 23 for additional information.)

# CLAYTON JUNIOR COLLEGE

An Institution of the University System of Georgia

Serving South Metropolitan Atlanta

## 1982-83 CATALOG

Volume 13, Number 1



*An Affirmative Action/Equal Opportunity Institution*

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

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

## 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 five pages as your guide for locating these answers.

### 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 grounds 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.

## 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.

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*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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## 1982-83 Academic Calendar

### Summer Quarter, 1982

June 1	Deadline for Summer Quarter applications and credentials
June 3	Scholastic Aptitude Test
June 10	Basic Skills Examination
June 10	Examinations of the Advanced Placement Program
June 17	Career Planning Program Test
June 21	Advisement and Registration
June 22	Classes begin
June 23-25	Schedule Change Days (Note: June 23-24, day and evening; June 25, day only)
July 1	Career Planning Program Test
July 5	Holiday
July 8	Examinations of the Advanced Placement Program
July 8	Last day to drop, without academic penalty, courses that end July 23
July 12	Regents' Testing Program
July 15	Career Planning Program Test
July 22	Scholastic Aptitude Test
July 26	Final examinations for courses that end July 23
July 27	Last day to drop 10 week courses without academic penalty
July 29	Career Planning Program Test
August 11	Last day to drop, without academic penalty, courses that began July 27
August 12	Career Planning Program Test
August 12	Scholastic Aptitude Test
August 16-17	Advisement and Early Registration
August 19	Career Planning Program Test
August 19	Examinations of the Advanced Placement Program
August 24	Basic Skills Examination
August 25	Applied Music Audition for Fall, 2:00 p.m., G-101 Music Theory Placement Test for Fall, 3:00 p.m., G-209
August 25	Classes end
August 26	Career Planning Program Test
August 26-31	Final examinations, Summer Quarter
September 2	Career Planning Program Test
September 2	Scholastic Aptitude Test
September 7	Deadline for Fall Quarter applications and credentials
September 9	Career Planning Program Test
September 13	Scholastic Aptitude Test
September 23	Examinations of the Advanced Placement Program
September 27	Advisement and Registration, Fall Quarter, 1982

### Fall Quarter, 1982

August 19	Examinations of the Advanced Placement Program
August 24	Basic Skills Examination
September 2	Scholastic Aptitude Test
September 7	Deadline for Fall Quarter applications and credentials
September 13	Scholastic Aptitude Test
September 16	Basic Skills Examination
September 21	Basic Skills Examination
September 23	Examinations of the Advanced Placement Program
September 27	Advisement and Registration, Fall Quarter, 1982
September 28	Classes begin
September 29 - October 1	Schedule Change Days (Note: September 29-30, day and evening; October 1, day only)
October 1	Examinations of the Advanced Placement Program
October 21	Regents' Testing Program
October 25	Career Planning Program
October 28	Career Planning Program
October 29	Dental Hygiene Aptitude Test
November 3	Last day to drop courses without academic penalty
November 4	Scholastic Aptitude Test
November 16	Basic Skills Examination
November 18	Career Planning Program Test
November 22-23	Advisement and Early Registration for Winter Quarter, 1983
November 24	No evening classes
November 25-26	Thanksgiving Holidays
December 2	Career Planning Program Test
December 2	Scholastic Aptitude Test
December 3	Dental Hygiene Aptitude Test
December 6	Career Planning Program Test
December 8	Applied Music Auditions for Winter, 2:00 p.m., G-101; Music Theory Placement Test for Winter, 3:00 p.m., G-209
December 8	Classes end, Fall Quarter
December 9-14	Final examinations, Fall Quarter
December 14	Deadline for Winter Quarter applications and credentials
December 14	Basic Skills Examination
December 16	Examinations of the Advanced Placement Program

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

### Winter Quarter, 1983

December 14	Deadline for Winter Quarter applications and credentials
December 16	Examinations of the Advanced Placement Program
January 3	Advisement and Registration
January 4	Classes begin
January 5-7	Schedule Change Days (Note: January 5-6, day and evening; January 7, day only)
January 14	Dental Hygiene Aptitude Test
January 20	Examinations of the Advanced Placement Program
February 3	Career Planning Program Test
February 7	Regents' Testing Program
February 9	Last day to drop courses without academic penalty
February 10	Scholastic Aptitude Test
February 22	Basic Skills Examination
February 28 - March 1	Advisement and Early Registration for Spring Quarter, 1983
March 1	Career Planning Program Test
March 3	Scholastic Aptitude Test
March 3	Career Planning Program Test
March 7	Deadline for Spring Quarter applications and credentials
March 8	Examinations of the Advanced Placement Program
March 10	Applied Music Auditions for Spring, 2:00 p.m., G-101; Music Theory Placement Test for Spring, 3:00 p.m., G-209
March 14	Classes end
March 14	Basic Skills Examination
March 15	Final Examinations, Winter Quarter
March 15-18	

### Summer Quarter, 1983

May 31	Deadline for Summer Quarter applications and credentials
June 2	Scholastic Aptitude Test
June 9	Examinations of the Advanced Placement Program
June 14	Basic Skills Examination
June 20	Advisement and Registration
June 21	Classes begin
June 22-24	Schedule Change Days (Note: June 22-23, day and evening; June 24, day only)
July 4	Holiday
July 7	Last day to drop, without academic penalty, courses that end July 22
July 11	Regents' Testing Program
July 14	Career Planning Program Test
July 21	Scholastic Aptitude Test
July 22	Classes end, first five week session
July 25	Final examinations for courses that end July 22
July 26	Last day to drop 10 week courses without academic penalty
August 4	Career Planning Program Test
August 9	Basic Skills Examination
August 10	Last day to drop, without academic penalty, courses that began July 26
August 11	Scholastic Aptitude Test
August 15-16	Advisement and Early Registration for Fall Quarter, 1983
August 18	Career Planning Program Test
August 23	Classes end
August 24-29	Final examinations, Summer Quarter
September 6	Deadline for Fall Quarter applications and credentials
September 8	Career Planning Program Test
September 8	Scholastic Aptitude Test
September 12	Career Planning Program Test
September 15	Basic Skills Examination
September 15	Examinations of the Advanced Placement Program
September 20	Basic Skills Examination
September 26	Advisement and Registration for Fall Quarter, 1983 (Fall Quarter will conclude December 13)

### Spring Quarter, 1983

March 3	Scholastic Aptitude Test
March 8	Deadline for Spring Quarter applications and credentials
March 10	Examinations of the Advanced Placement Program
March 15	Basic Skills Examination
March 28	Advisement and Registration
March 29	Classes begin
March 30- April 1	Schedule Change Days (Note: March 30-31, day and evening; April 1, day only)
April 14	Examinations of the Advanced Placement Program
April 21	Career Planning Program Test
April 25	Regents' Testing Program
April 28	Scholastic Aptitude Test
May 4	Last day to drop courses without academic penalty
May 10	Basic Skills Examination
May 16-17	Advisement and Early Registration for Summer Quarter, 1983
May 26	Career Planning Program Test
May 31	Deadline for Summer Quarter applications and credentials
June 2	Scholastic Aptitude Test
June 3	Applied Music Auditions for Summer, 2:00 p.m., G-101; Music Theory Placement Test for Summer, 3:00 p.m., G-209
June 6	Classes end
June 7-10	Final examinations, Spring Quarter
June 9	Examinations of the Advanced Placement Program
June 11	Graduation

## 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 Division of Developmental Studies.

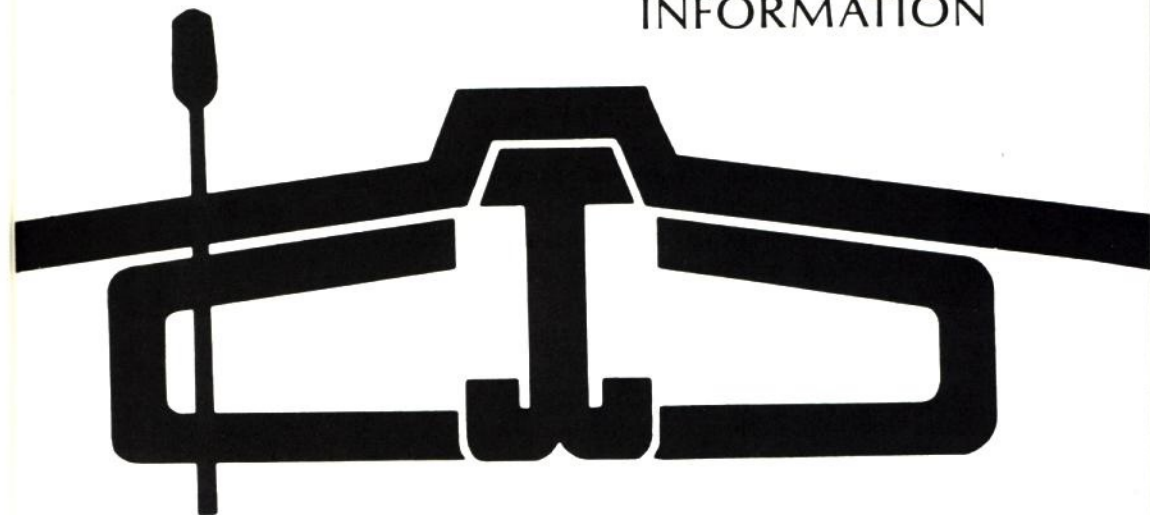
Resources include over 51,000 books and 24,000 audio-visual materials including slides, tapes, and filmstrips. The center also subscribes to over 500 current periodicals and to a variety of newspapers. Back issues of most magazines and newspapers are retained in bound volumes or on micro-film.

The center is designed on an open-space concept. 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, a photocopier, and a cassette duplicator 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.

Also available in the LRC is a Learning Laboratory to assist students who need help with English, mathematics, and certain other topics. This laboratory is staffed according to a posted schedule, usually during morning and evening hours.

## GENERAL INFORMATION



### 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 Transfer Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees.
- Career and Vocational-Technical Education Programs designed to prepare students for gainful employment.
- Developmental 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 them to meet their academic, financial, personal and social needs.



## SERVING SOUTH METROPOLITAN ATLANTA

Clayton Junior College is a two-year, non-residential college located 12 miles south of Atlanta in northern Clayton County. Opened in September, 1969, as a unit of the University System of Georgia, the College and all other state-supported institutions of higher learning in Georgia are governed by the Board of Regents of the University System of Georgia. (See the section beginning on page 17 for more information about the University System of Georgia.)

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 people 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. Freshmen 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 one-year and two-year Career and Vocational-Technical Education programs which combine regular college courses with specific professional or paraprofessional training. Career and Vocational-Technical Education programs are designed to prepare students for immediate employment upon graduation.

Programs offered within the Division of Vocational-Technical Education are jointly funded by the University System of Georgia and the State Department of Education.

Most graduates of Clayton Junior College are awarded the Associate in Arts Degree. Graduates of two-year programs offered by the Division of Vocational-Technical Education are awarded the Associate in Applied Science 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 the College is eligible to accelerate a program of study through a broad program of *Advanced Placement* with college credit by examination. Gifted high school students are encouraged to begin their first year of college work while completing their final year of high school through the *Freshman Scholar Program for High School Seniors*.

In addition, the College offers a *Developmental Studies Program* for students whose academic record indicates that they are not yet prepared to do college-level work, and for students returning to an academic atmosphere who require a review of basic academic skills.

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

## ACCREDITATION AND MEMBERSHIPS

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

Clayton Junior College is accredited by the Southern Association of Colleges and Schools, 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.

Any handicapped student wishing to utilize these services should contact the Handicapped/Disadvantaged Specialist in the Office of Counseling and Testing (D-208, telephone 961-3515).

## 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 147 and 148 of this catalog for information about 1982-83 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

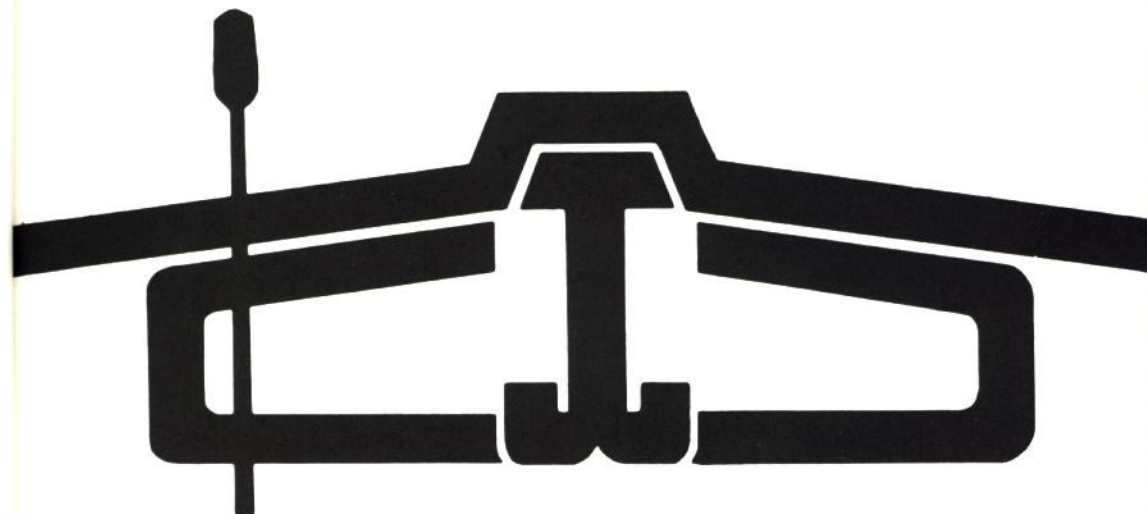
*Hill R. Redwine*, Fayetteville, Georgia

*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.

## THE UNIVERSITY SYSTEM OF GEORGIA



## UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia — 4 universities, 14 senior colleges, and 15 junior colleges. These 33 public institutions are located throughout the state.

A 15-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years.

The Chairperson, Vice Chairperson, and other officers of the Board of Regents are elected by the members of the Board. The Chancellor, who is not a Board member, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; and Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

The degree programs range from the traditional liberal arts studies to professional and other highly specialized studies.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses. The non-degree activities include short courses, seminars, conferences, and consultative and advisory services in many areas of interest. Typical college-degree-credit courses are those offered through extension programs and teacher education consortiums.

RESEARCH encompasses scholarly investigations conducted for discovery and application of knowledge. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges. The research investigations cover matters related to the educational objectives of the institutions and to general societal needs.

The policies of the Board of Regents provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of state appropriations — approximately 52 percent — is allocated for Instruction. The percentages of funds derived from all sources for Instruction in the 1980-81 fiscal year were: 77 percent from state appropriations, 20 percent from student fees, 3 percent from other internal income of institutions.

## INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h — On-Campus Student Housing Facilities  
Degrees Awarded: A — Associate; B — Bachelor's; J — Juris Doctor;  
M — Master's; S — Specialist in Education; D — Doctor's

### Universities

Athens 30602  
University of Georgia — h; B,J,M,S,D  
Atlanta 30332  
Georgia Institute of Technology — h;  
B,M,D  
Atlanta 30303  
Georgia State University — A,B,M,S,D  
Augusta 30912  
Medical College of Georgia — h; A,B,M,D

### Senior Colleges

Albany 31705  
Albany State College — h; B,M  
Americus 31709  
Georgia Southwestern College — h;  
A,B,M,S  
Augusta 30910  
Augusta College — A,B,M,S  
Carrollton 30118  
West Georgia College — h; A,B,M,S  
Columbus 31993  
Columbus College — A,B,M,S  
Dahlonega 30597  
North Georgia College — h; A,B,M  
Fort Valley 31030  
Fort Valley State College — h; A,B,M

Marietta 30061  
Kennesaw College — A,B  
Marietta 30060  
Southern Technical Institute — h; A,B  
Milledgeville 31061  
Georgia College — h; A,B,M,S  
Savannah 31406  
Armstrong State College — A,B,M  
Savannah 31404  
Savannah State College — h; A,B,M  
Statesboro 30460  
Georgia Southern College — h; A,B,M,S  
Valdosta 31698  
Valdosta State College — h; A,B,M,S

### Junior Colleges

Albany 31707  
Albany Junior College — A  
Atlanta 30310  
Atlanta Junior College — A  
Bainbridge 31717  
Bainbridge Junior College — A  
Barnesville 30204  
Gordon Junior College — h; A  
Brunswick 31523  
Brunswick Junior College — A  
Cochran 31014  
Middle Georgia College — h; A  
Dalton 30720  
Dalton Junior College — A  
Douglas 31533  
South Georgia College — h; A  
Gainesville 30403  
Gainesville Junior College — A  
Macon 31297  
Macon Junior College — A  
Morrow 30260  
Clayton Junior College — A  
Rome 301061  
Floyd Junior College — A  
Swainsboro 30401  
Emanuel County Junior College — A  
Tifton 31793  
Abraham Baldwin Agri. College — h; A  
Waycross 31501  
Waycross Junior College — A



University System of Georgia  
244 Washington Street, S.W.  
Atlanta, Georgia 30334

UNIVERSITY SYSTEM INSTITUTIONS

Universities and Colleges

Georgia Institute of Technology  
President Joseph M. Pettit  
225 North Avenue, N.W.  
Atlanta, Georgia 30332  
(404)894-2000—GIST 222-2000

Georgia State University  
President Noah Langdale, Jr.  
University Plaza  
Atlanta, Georgia 30303  
(404)658-2000—GIST 223-2000

Medical College of Georgia  
President William H. Moretz  
1120 — 15th Street  
Augusta, Georgia 30902  
(404)828-0211—GIST 331-0211

University of Georgia  
President Fred C. Davison  
Athens, Georgia 30602  
(404)542-3030—GIST 241-3030

Albany State College  
President Billy C. Black  
504 College Drive  
Albany, Georgia 31705  
(912)439-4234—GIST 341-4234

Armstrong State College  
President Henry L. Ashmore  
11935 Abercorn Street Ext.  
Savannah, Georgia 31406  
(912)925-4200—GIST 369-5211

Augusta College  
President George A. Christenberry  
2500 Walton Way  
Augusta, Georgia 30904  
(404)828-3054—GIST 331-3054

Columbus College  
President Francis J. Brooke  
Algonquin Drive  
Columbus, Georgia 31907  
(404)568-2011—GIST 251-2011

Fort Valley State College  
President Cleveland W. Pettigrew  
805 State College Drive  
Fort Valley, Georgia 31030  
(912)825-6211—GIST 327-6211

Georgia College  
President Edwin G. Speir, Jr.  
231 West Hancock  
Milledgeville, Georgia 31061  
(912)453-5187—GIST 324-5187

Georgia Southern College  
President Dale W. Lick  
Statesboro, Georgia 30458  
(912)681-5611—GIST 364-5611

Georgia Southwestern College  
President William H. Capitan  
Wheatly Street  
Americus, Georgia 31709  
(912)928-1279—GIST 345-1279

Kennesaw College  
President Betty L. Siegel  
3450 Frey Lake Road, N.W.  
Marietta, Georgia 30060  
(404)422-8770—GIST 228-4011

North Georgia College  
President John H. Owen  
Dahlonega, Georgia 30533  
(404)864-3391—GIST 244-6011

Savannah State College  
President Wendell G. Rayburn  
Savannah, Georgia 31404  
(912)356-2186—GIST 362-2186

Southern Technical Institute  
President Stephen R. Cheshier  
534 Clay Street  
Marietta, Georgia 30060  
(404)424-7200—GIST 224-7200

Valdosta State College  
President Hugh C. Bailey  
North Patterson Street  
Valdosta, Georgia 31698  
(912)247-3286—GIST 343-3286

West Georgia College  
President Maurice K. Townsend  
Carrollton, Georgia 30117  
(404)834-1211—GIST 232-1211

Junior Colleges

Abraham Baldwin Agricultural  
College  
President Stanley R. Anderson  
Moore Highway  
Tifton, Georgia 31794  
(912)386-3236—GIST 342-3236

Albany Junior College  
President B. R. Tilley  
2400 Gullionville Road  
Albany, Georgia 31701  
(912)439-4200—GIST 341-4200

Atlanta Junior College  
President Edwin A. Thompson  
1630 Stewart Avenue, S.W.  
Atlanta, Georgia 30310  
(404)565-6444—GIST 221-6444

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

Brunswick Junior College  
President John W. Teel  
Brunswick, Georgia 31520  
(912)264-7211—GIST 365-7011

Clayton Junior College  
President Harry S. Downs  
5900 Lee Street  
Morrow, Georgia 30260  
(404)961-3400—GIST 220-3400

Dalton Junior College  
President Derrell C. Roberts  
Dalton, Georgia 30720  
(404)278-3113—GIST 235-5221

Emanuel County Junior College  
President Willie D. Gunn  
Swainsboro, Georgia 30401  
(912)237-7831—GIST 333-4011

Floyd Junior College  
President David B. McCorkle  
U.S. 27S  
Rome, Georgia 30106  
(404)295-6339—GIST 231-6339

Gainsville Junior College  
President Hugh M. Mills, Jr.  
Mundy Mill Road  
Gainsville, Georgia 30501  
(404)536-5226—GIST 246-4011

Gordon Junior College  
President Jerry M. Williamson  
103 College Street  
Barnesville, Georgia 30204  
(404)358-1700—GIST 258-4011

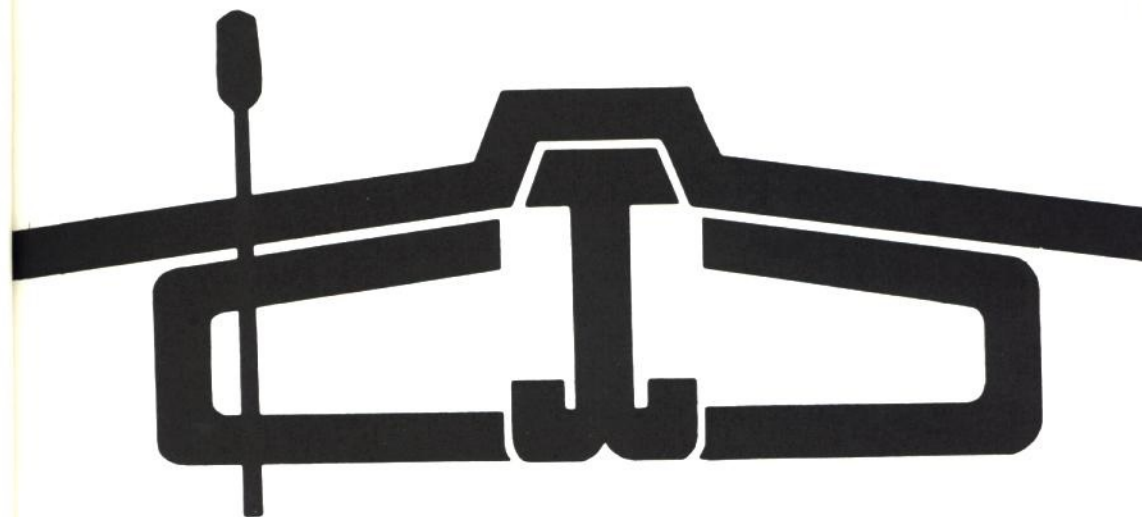
Macon Junior College  
President William W. Wright, Jr.  
Highway 80  
Macon, Georgia 31206  
(912)474-2700—GIST 323-7011

Middle Georgia College  
President Louis C. Alderman, Jr.  
Sarah Street  
Cochran, Georgia 31014  
(912)934-6221—GIST 325-3011

South Georgia College  
President (Acting) W. Christian  
Sizemore  
Douglas, Georgia 31533  
(912)384-1100—GIST 347-4011

Waycross Junior College  
President James M. Dye  
2001 Francis Street  
Waycross, Georgia 31501  
(912)285-6135—GIST 368-6135

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  
and  
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, maintaining a permanent record of credit earned by each student, and issuing transcripts. Certification of enrollment for certain agencies such as Social Security and Civil Service as well as for insurance purposes is also provided by this office.

## 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.

### SCHOLASTIC APTITUDE TEST

Clayton Junior College participates in the Institutional Admissions Testing Program (I.A.T.P.) of the College Board which permits a college to administer the SAT 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.

Normally, Scholastic Aptitude Tests administered at Clayton Junior College are given in Room G-132. Each test currently costs \$10.50, payable at the time of testing, and the test lasts from 6:00 p.m. until approximately 9:00 p.m. (The cost of the test is determined by the College Entrance Examination Board and is subject to change.) It is not necessary to sign up prior to testing. For further information, please contact the Office of Counseling and Testing at 961-3515.

Clayton Junior College extends a cordial invitation to persons interested in obtaining a quality education. The College admits persons of good moral character who possess the physical and mental health to meet the challenges of an academic program. An applicant to the Associate in Arts Degree Programs, the Associate in Applied Science Degree Programs, and the Associate in Science in Aviation Administration degree must hold a high school diploma or its equivalent. Each applicant to Clayton Junior College must meet the standards prescribed by the College. In addition, an applicant to a Vocational-Technical Education or a two-year Career Program must meet the requirements of the individual program.

Clayton Junior College, and each institution of the University System of Georgia, operates on the academic quarter system 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 (LPN) are sequential in nature, the student is accepted into these programs only in the Fall Quarter each year. Admission procedures for acceptance into these programs are given on pages 83 and 100 of this catalog.

To be considered for admission to Clayton Junior College, applicants must complete and return all required forms to the College at least 20 days before the Registration Day of the quarter in which they plan to attend. (Applicants to some Vocational-Technical Programs may face earlier deadlines.) 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 a Social Security Number in the proper place on the printed application form.

Note: The 1982-83 Academic Calendar is published on pages 10-11 in this catalog.

## 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 the appropriate Board of Education. *Or Equivalency Certificate*

Applicants who have received a High School Equivalency Certificate issued by the Georgia Department of Education must provide the College with the original scores. A photostatic copy of scores will not be accepted. Applicants who have not completed high school and who have taken the General Educational Development (GED) Test will be considered for admission based on their scores. A minimum of 225 total points, with no individual test score below 35, the grade required by the Georgia Department of Education for an Equivalency Certificate, is required by the College for admission.

### 2. *Scholastic Aptitude Test Scores*

Each applicant seeking admission to an Associate Degree Program 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 Developmental Studies Program described on pages 29 and 109.

## 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 students desire an Associate Degree from Clayton Junior College, they must request in writing to be reclassified into "Transfer" status. Upon reclassification, a transfer evaluation will be made relative to the intended major.

## TRANSFER STUDENTS

An applicant is considered a transfer student if he or she has previously been enrolled in any accredited college or university, whether or not any college credit work has been earned. A transfer student may transfer a maximum of 60 quarter hours of credit, exclusive of courses which fulfill physical education requirements, toward an Associate Degree. 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 43-44.)

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 scores on the College Entrance Examination Board Scholastic Aptitude Test and an 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. Students applying as transients must file a completed application form for admission together with a statement from the dean or registrar of the institution they last attended, recommending the applicant's admission as a transient student. A transient student should be advised in writing by the former institution concerning recommended courses to be taken at Clayton Junior College. (Transient status usually is limited to one quarter.)

## VOCATIONAL-TECHNICAL EDUCATION STUDENTS

Admission requirements to the one-year and two-year programs in Vocational-Technical Education vary with the programs. To obtain specific information on the requirements for these various majors, contact the Office of Admissions and Records (961-3500).

## FORMER STUDENTS

A student in good academic standing at Clayton Junior College who does not attend for one quarter may re-enroll without applying for readmission, providing there has been no attendance at another institution 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 there has been college attendance 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 Developmental 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, a student must complete a request to audit form at the time of registration or during the first week of the quarter.

In general, students will not be allowed to audit specialized career program and vocational-technical courses unless admitted to the program. In addition, courses taken on an audit basis will not be used for certification for Financial Aid, Social Security or Veterans' Administration benefits.

## INTERNATIONAL STUDENTS

Any U.S. citizen of foreign birth, resident alien with official resident alien card or refugee whose native language is not English may seek admission to Clayton Junior College by completing the application for admission and submitting official, translated transcripts of all previous college work and/or official, translated high school transcript or scores on the General Education Development Test and scores on the Scholastic Aptitude Test of the College Entrance Examination Board. No additional test of English proficiency will be required.

Any student admitted to the United States under a U.S. Immigration visa classification, whose native language is not English and whose primary purpose in being in the United States is to pursue an education, must submit the above credentials. In addition, scores on the Test of English as a Foreign Language or the Georgia State University English Proficiency Examination must be submitted. The minimum acceptable score on the former is 500; an acceptable objective score and a recommendation for admission are required on the latter.

It is also necessary for the applicant on a Foreign Student Visa (I-20) or an Extension of Stay (I-538) 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, costs, and other basic information helpful to applicants from other countries is available upon request from the Office of Admissions and Records.

## PROVISIONAL ADMISSIONS APPLICANTS

Applicants to Clayton Junior College who have been out of high school for eight years or more, and have never attended college, may apply for admission under a Provisional Admissions Policy. Contact the Office of Admissions and Records (phone 961-3500) for complete information.

## HEALTH PROGRAM REQUIREMENTS

Clayton Junior College offers health-oriented programs in dental hygiene, nursing, and medical laboratory technology. Applicants to these programs must meet all admissions requirements of the College in addition to special requirements of each specific program. These programs are designed to satisfy the present educational requirements to enable one to take the licensure examination appropriate to the program. However, the licensing board may change these requirements prior to the completion of the student's course of study. While reasonable efforts will be made to enable one to satisfy additional requirements, no assurances can be made that the College will be able to offer these additional courses or, if taken, that such courses will entitle a student to take the examination.

### DENTAL HYGIENE PROGRAM

The two-year dental hygiene course sequence in the Dental Hygiene Program begins with the Fall Quarter. Application procedures should be completed by April 15 of each year, since delays in completing the admissions materials may result in exclusion from the Program. Admissions decisions are made in late Spring or early Summer. Refer to page 83 for complete admissions information about the Dental Hygiene Program.

### NURSING PROGRAM

The two-year nursing course sequence in the Nursing Program begins with the Fall Quarter, although students may begin the general education courses required during any quarter. 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. Students are selected for the Program by a Nursing Admissions Committee, based on criteria which indicate the greatest potential for individual success. Refer to page 100 for complete admissions information about the Nursing Program.

### PRACTICAL NURSING PROGRAM

The one-year Practical Nursing Program is designed to prepare students to enter the health-care field. Successful completion of the State Board of Nursing Examination for Practical Nurses licenses the graduate as a Licensed Practical Nurse. Refer to page 105 for complete admissions information about the one-year certificate program in Practical Nursing.

### MEDICAL LABORATORY TECHNOLOGY PROGRAM

The Medical Laboratory Technology Program is offered in cooperation with the Atlanta Area Technical School. Since admission into the Program at Clayton Junior College does not guarantee admission into the Program at Atlanta Area Technical School, students are responsible for making application at each institution. Students are also responsible for knowing and fulfilling all requirements for graduation at Clayton Junior College. Refer to page 96 for complete admissions information about the Medical Laboratory Technology Program.

## MEDICAL OFFICE ASSISTANT

The Medical Office Assistant Program is designed to prepare students to perform in positions while assisting physicians, dentists, and other health professionals. Refer to page 98 for complete admissions information about the one-year certificate program.

## FRESHMAN SCHOLAR PROGRAM FOR HIGH SCHOOL SENIORS

The Freshman Scholar Program offers outstanding high school seniors an opportunity to accelerate their educational programs 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 fulfilling high school graduation requirements.

Students who meet the admission requirements of the Freshman Scholar Program may enroll at Clayton Junior College during the quarter following completion of their junior year in high school, or during any subsequent academic quarter.

To enroll in the Program, the following requirements have been set by the College. (Individual school systems may set different requirements. The student should confer with his or her principal or counselor to determine if additional requirements exist.)

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.

## DEVELOPMENTAL STUDIES PROGRAM

A beginning freshman whose high school grades and Scholastic Aptitude Test scores indicate deficiencies in basic academic skills is admitted as a student in the Developmental Studies Program rather than in a College, Career, or Vocational-Technical Education Associate Degree or Certificate Program. If a student's education has been interrupted for a period of time, it may be suggested that the student enroll in Developmental Studies courses to refresh certain academic and



study skills. Developmental 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 Developmental Studies Program must be advised by an advisor in the Division of Developmental Studies until completion of the required course(s). Further information about the Developmental Studies Program is published on page 109 of this catalog. Please refer to page 142 for a listing of courses.

## RESIDENCY REQUIREMENTS

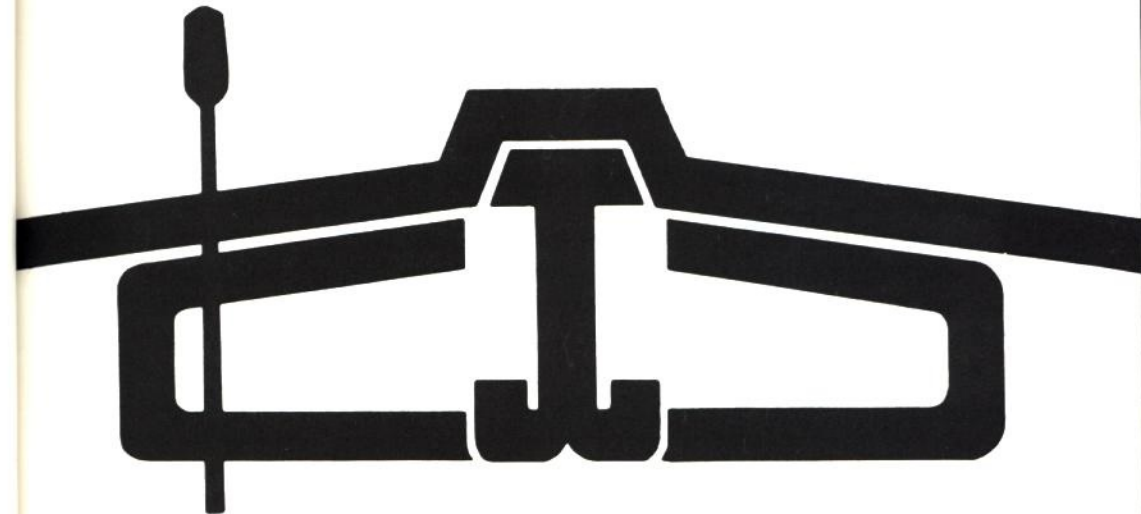
Definition of resident students for the purpose of attending institutions of higher learning in Georgia are established by the Policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency.

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 Officer 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	\$163.00 for a student taking 12 quarter credit hours or more, or \$14.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$489.00 for a student taking 12 credit hours or more, or \$42.00 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 between \$60 and \$90 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 26 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 30 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

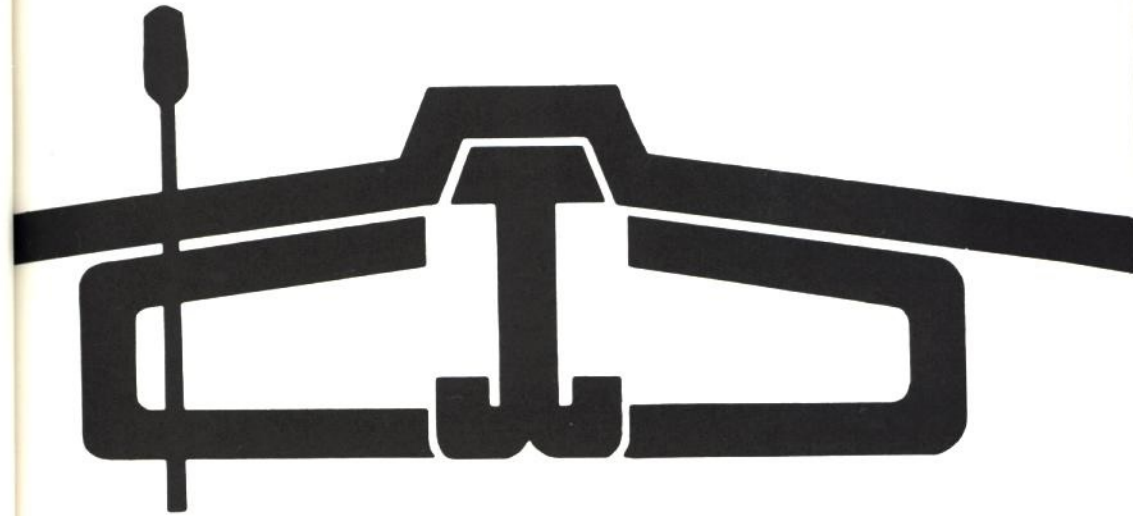
To receive any refund of fees paid Clayton Junior College, a student must initiate formal withdrawal from the College or from a course of the College in writing to the Office of Admissions and Records. Student Services Fees paid to the College are not refundable.

1. Students who have pre-registered at the College may receive full refund of any fees paid if they formally cancel registration prior to the Registration Day of the quarter for which they have 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. Students applying for a *pro rata* refund must present a copy of their draft orders to the Business Office of the College. This waiver of the refund policy shall not apply to students who, at their own request, are 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

and

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, maintaining a permanent record of credit earned by each student, and issuing transcripts. Certification of enrollment for certain agencies such as Social Security and Civil Service as well as for insurance purposes is also provided by this office.

Note: The 1982-83 Academic Calendars are published on pages 10-11 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 developed with a faculty advisor, and adjusts this schedule with suggested alternates, depending on the availability of class space at the time of registration.

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

## 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 10-11 of this catalog.

## 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.*

**Students in the Developmental Studies Program, Dental Hygiene, Nursing, and all Vocational-Technical Education Programs are required to be advised by faculty in the appropriate department or division.**

## 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 who secures the necessary approval 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 Registrar or 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 with 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 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 of "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 Developmental 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 Developmental 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," "R," "F," or "WF" (but no others) may be repeated. A course in which a student has received a "W" may be repeated; however, the course identified with the "W" symbol 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, except grades in Developmental Studies courses, 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 students wish to schedule more than 18 quarter hours of credit, they must request written approval from the Dean of the College or the Registrar 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 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 at the time of registration or during the first week of classes. Courses taken on an audit basis will not be used for certification for Financial Aid, Social Security, or Veterans' Administration benefits.

## 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 the high school.

(See page 29 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 Developmental Studies courses are not eligible for the Dean's list. Those who are enrolled in the regular college program and who are taking Developmental Studies courses must achieve a 3.6 in college work attempted and on Developmental 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

Students are in good standing if their 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

To calculate the cumulative grade point average, a person should sum the total number of course hours taken at Clayton Junior College which were numbered 100 or higher and which were awarded a grade of A, B, C, D, F or WF. A person should then divide this sum into the sum of grade points earned on the courses taken at Clayton Junior College.

(A = 4 points per hour, B = 3 points per hour, C = 2 points per hour, D = 1 point per hour, F and WF = 0 points per hour.)

## ACADEMIC PROGRESS

Students may be considered to be making academic progress if they are in good standing or on probation.

Students who are placed on academic suspension because of their quarterly grade point average may be considered to be making academic progress if their cumulative grade point average is above the minimum acceptable average for the number of hours attempted plus transfer hours.

## UNSATISFACTORY ACADEMIC PROGRESS

Students are considered to be making unsatisfactory academic progress if they have been placed on academic suspension because of cumulative and quarterly grade point averages.

## PROBATION

Probationary status at Clayton Junior College is based on the concept of officially informing students when their cumulative average or progress rate 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 students place themselves on probation. Students who earn no grade higher than a "D" in any quarter will be placed on probation regardless of their cumulative grade point average.

Grades earned in courses numbered under 100 and 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. Students who do not complete required Developmental Studies courses may be placed on probation regardless of their cumulative grade point average.

A student on probation is directed to consult a counselor before beginning the next quarter of attendance. *Students who are below the minimum acceptable standard for the second successive quarter may be continued on probation if their 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

Students whose cumulative grade point average is below the minimum acceptable standard for two successive quarters or students who are below the minimum acceptable standard for progress in Developmental Studies courses for three quarters will be subject to suspension from the College. Students who earn no grade of "C" or higher in any one quarter are subject to suspension, regardless of their 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 suspended students to assist them 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 of readmission; otherwise, students are eligible for immediate suspension. Students suspended for the second time are subject to exclusion from the College for a minimum of four quarters. Students suspended for the third time are 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.*

## 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 six 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.

## 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 Chairman of the Division of Developmental 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 the 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 Degree through two types of programs: (1) College Transfer Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees, and (2) Career and two-year Vocational-Technical Education Programs which are designed to prepare students for immediate gainful employment. In addition, the College offers one-year Certificate Programs in areas of Career and Vocational-Technical Education.

## 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 A DEGREE OR CERTIFICATE

Students should file an application for an Associate Degree or Certificate with the Registrar of the College two quarters prior to completion of requirements to insure that all requirements will be satisfied. Students may satisfy the requirements for a degree or certificate by meeting all of the requirements listed in any one of the catalogs in effect during the period of their 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 Summer quarter printed in the Academic Calendar of that catalog. Degree requirements for the student enrolled in a College Transfer Program are published on pages 49-50 of this catalog; those for students enrolled in a Career or Vocational-Technical Education Program are published on pages 74-75.

Although students may be graduated at the end of any quarter in which they fulfill 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.

## 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.

Examinations used to grant credit to students include 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. Decisions to grant credit are based on acceptable scores achieved on the examinations. These scores are set by the faculty of the College through the Advanced Placement Committee.



# COLLEGE TRANSFER PROGRAMS

The scores are reviewed and updated annually and are available in the Office of Counseling and Testing. The types of tests, subject areas, test forms, and minimum acceptable scores are subject to revision by appropriate action of the College. Students interested in credit by examination should contact the Office of Counseling and Testing, Room D-208, for further information.

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

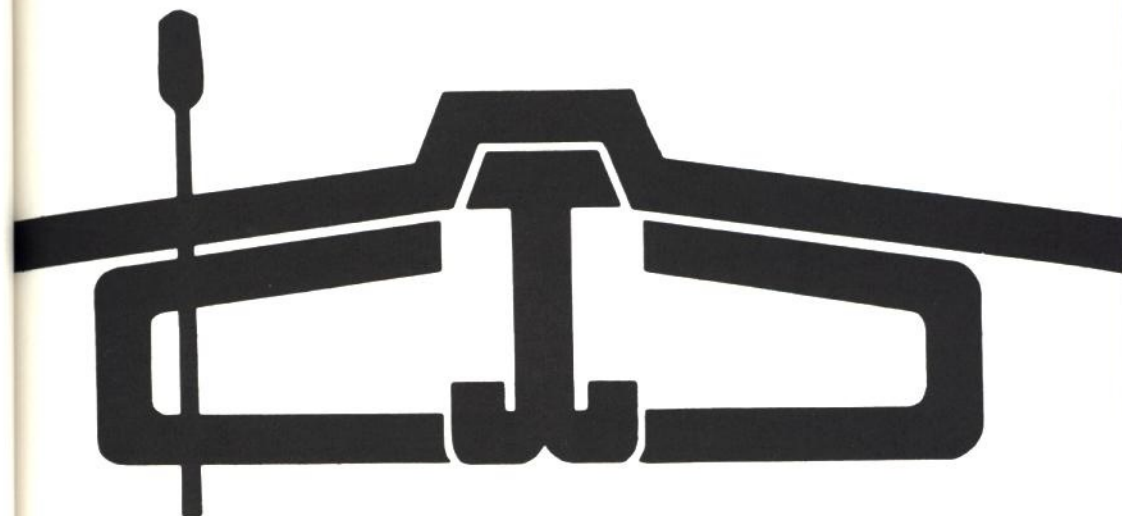
## COURSES AND HOURS OF CREDIT AVAILABLE BY EXAMINATION

Course Title	Course Number	Hours of Credit
<b>HUMANITIES</b>		
Composition	ENGL 111, 112	5-10
Survey of English Literature	ENGL 211, 212	10
Survey of American Literature I	ENGL 221	5
French-Elementary and Intermediate	FREN 111, 112, 211	5-15
Spanish-Elementary and Intermediate	SPAN 111, 112, 211	5-15
<b>NATURAL SCIENCES AND MATHEMATICS</b>		
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.		
<b>SOCIAL SCIENCES</b>		
Introduction to Criminal Justice	CJUS 201	5
Western Civilization I	HIST 111	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
<b>BUSINESS</b>		
Principles of Management and Supervision	BMGT 251	5
Principles of Accounting	ACCT 201, 202	10
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
<b>BUSINESS EDUCATION</b>		
Typewriting	BOED 111, 112	3-6
Shorthand	BOED 151, 152	5-10
Office Machines	BOED 202	5
Business Communications	BOED 205	5
Filing and Records Management	BOED 206	5
Secretarial Office Practice	BOED 207	5

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

All Advanced Placement Program Examinations administered through high schools require a minimum score of three (3) for credit. Additional High School Advanced Placement Program Examinations may be accepted, with appropriate scores. The test(s) and score(s) will be reviewed by the Director of Admissions.

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



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

The Chairman of the Division of Vocational-Technical Education

or

The Director of Admissions and Registrar

or

The Admissions Counselor

or

The Dean of the College

## COLLEGE TRANSFER 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 53-72 for specific information about your chosen major.

## CORE CURRICULUM

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

The general curriculum to be followed by each College Transfer 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 TRANSFER PROGRAMS

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

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

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

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

To meet both requirements, students are required to 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 Transfer 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 43 and 44.)

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 10 and 11.

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 and retake the failed section(s) during the next quarter of attendance.

Students transferring 45 quarter hours or more from another institution who have not successfully completed the Regents' Testing Program will be required to take the examination during their 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	
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	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) COMP	210	Principles of Computer Programming	
*6) IDST	101	Selected Topics	
7) 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:			5
HIST	112	Western Civilization II	
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

*Students who are undecided about the major course of study they wish to pursue should follow the general guidelines for Areas I, II, and III of the Core Curriculum until they have selected a major.*

## PERSONAL CURRICULUM GUIDE: TRANSFER STUDENTS

Course	Date Completed or Exempted	Grade Received	Quarter Credit Hours Earned
<b>AREA I — HUMANITIES</b>			
A. ENGL 111	_____	_____	_____
ENGL 112	_____	_____	_____
B. _____	_____	_____	_____
_____	_____	_____	_____

### AREA II — NATURAL SCIENCES AND MATHEMATICS

A. *MATH _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____

\*Math 122 is not acceptable as an Area II course.

### 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 49)
- United States and Georgia Constitution (see page 49)
- Regents' Testing Program, University System of Georgia (see pages 43-44, 49-50)
- Major Field Declared with Registrar (see page 51)
- Health and Physical Education (see page 49)
- Foreign Language (see page 49)
- Application for a Degree or Certificate (see page 45)

## AREA IV REQUIREMENTS COLLEGE TRANSFER PROGRAMS

Each student who plans to transfer into a baccalaureate degree program must complete at least 30 quarter credit hours within a chosen field of study to fulfill the 90 quarter hours required for the Associate in Arts Degree. Area IV courses required within each major field of College Transfer 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	
D. Choose from the following:			(0-5)
COMP	201	Introduction to Computing	
COMP	210	Principles of Computer Programming	
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	270	Legal Environment of Business	
BOED	205 or SPCH 121	Business Communications or Communications	
COMP	201, 210 or 211	Introduction to Computing, Principles of Computer Programming, or File Processing	
*MATH	122	Decision Mathematics II	
Total			30

\*MATH 122 is recommended for a student who plans to transfer into a baccalaureate degree program in business administration; it is recommended that business majors take Math 121 in fulfilling requirements for Area II. Actuarial or Information Science majors should consult an advisor.

## BUSINESS EDUCATION

### Advising Division: Vocational-Technical Education

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	
BOED	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	210 and 211	Principles of Computer Programming and File Processing	10
B.*MATH	151 and 152	Calculus and Analytic Geometry I and II	10
C. Choose from the following:			10
ACCT	201	Principles of Accounting I	
ACCT	202	Principles of Accounting II	
MATH	214	Introductory Linear Algebra	
MATH	231	Introductory Statistics	
MATH	251	Calculus and Analytic Geometry III	
MATH	252	Calculus and Analytic Geometry IV	
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.

\*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			(10-20)
C. Choose from the following:			(0-10)
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	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

\*It is required that the student show competence through the intermediate level.

## 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. Choose from the following:			5
COMP	201	Introduction to Computing	
COMP	210	Principles of Computer Programming	
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	
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	
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	
SPAN	111	Elementary Spanish	
SPAN	112	Elementary Spanish	
SPAN	211	Intermediate Spanish	
SPAN	212	Intermediate Spanish	
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	(0-20)
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	
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			
B. HIST 111 Western Civilization I			
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			30

## 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. Choose from the following:				
JOUR	105	Mass Communications Survey	15 (5-10)	
JOUR	260	News Writing and Reporting		
C. Choose from the following:				
ART	211	Art Appreciation	(0-5)	
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	221	Survey of American Literature I		
ENGL	222	Survey of American Literature II		
MUSI	211	Music Appreciation		
PHIL	211	Introduction to Philosophy		
PHIL	221	Introduction to Logic		
SPCH	121	Communications		
D. Choose from the following:				
ECON	110	Consumer Economics	(0-10)	
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		
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

## 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:			
CHEM	151	Principles of Chemistry	(0-20)
CHEM	152	Principles of Chemistry	
COMP	201 or 210	Introduction to Computing or Principles of Computer Programming	
COMP	211	Introduction to Information Processing	
EDUC	201	Introduction to Education	
MATH	214	Introductory Linear Algebra	
PHYS	251	General Physics I	
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 210. 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. BIOL	151 and 152	Human Anatomy and Physiology	(0-10)
B. BOED	111 and 112 OR	Beginning Typing and Intermediate Typing	
BSAD	112 and 113	Intermediate Typing and Advanced Typing	(0-6)
C. Choose no more than three of the following:			
ART	211	Art Appreciation	(0-15)
PHIL	211	Introduction to Philosophy	
PSYC	201	General Psychology	
SPCH	121	Communications	
D. Choose no more than three of the following:			
COMP	201 or 210	Introduction to Computing or Principles of Computer Programming	(0-15)
MATH	111	College Algebra	
MATH	231	Introductory Statistics	
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	18
C.*MUSI	152	Applied Music	3
D.*MUSI	252	Applied Music	3
E. MUSI	191	Ensemble	6
Total			32

\*All six 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			10
Total			30

## PHYSICAL EDUCATION/HEALTH

### Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. BIOL	151	Human Anatomy and Physiology	5
B. EDUC	201	Introduction to Education	5
C. PSYC	204	Child Growth and Development	5
D. Elective course in art, drama, music, or speech			5
E. Courses appropriate to the academic goals of the health, physical education teacher			10
Total			30

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

- 1) SPCH 121 Communications (in fulfilling Area I)
- 2) PSYC 201 General Psychology (in fulfilling Area III)

Note: It is recommended that a student majoring in physical education/health who has not had high school chemistry complete CHEM 111 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete CHEM 121 in "C" of Area II, plus an elective in either biology or physics in "B" of Area II, in fulfilling requirements for Area II.



## PHYSICS/PRE-ENGINEERING

### Advising Division: Natural Sciences and Mathematics

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 Pre-Engineering Technology on page 61 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: OR Choose four of the following:			20
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 the Family	
Total			30

## PRE-DENTAL HYGIENE

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

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

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
<b>AREA I — HUMANITIES</b>			
Standard Area I Core (see page 50)			20
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
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			10
	151 and 152	Principles of Chemistry	10
<b>AREA III — SOCIAL SCIENCES</b>			
Standard Area III Core (see page 51)			20
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
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			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-ENGINEERING TECHNOLOGY

### Advising Division: Natural Sciences and Mathematics

Course	Number	Title	Quarter Credit Hours
A. Choose from the following:			(5-15)
PHYS	151, 152, 153	Introductory General Physics I, II, III	
B. MATH			10
	151 and 152	Calculus and Analytic Geometry I, II	
C. CHEM			5
	111 or 151	General Chemistry or Principles of Chemistry	
D. Choose from the following:			(0-10)
ECON	201	Principles of Economics	
COMP	201 or 210	Introduction to Computing or Principles of Computer Programming	
Total			30

Note: It is recommended that a student majoring in Engineering Technology and planning on attending Southern Tech complete MATH 111, 112 and a 10 quarter hour sequence in Physics in fulfilling requirements for Area II. Southern Tech requires 15 quarter hours of Physics of all majors except Architectural Engineering Technology, which requires PHYS 151 and 153 only. Georgia Southern College requires 10 quarter hours of Physics (PHYS 151 and 153 are recommended).

## PRE-LAW

### Advising Division: Social Sciences

Law schools do not require a particular major, but all schools accredited by the American Bar Association required 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, Columbus College, 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 in order to obtain optimum choice of courses at Clayton Junior College.

Course	Number	Title	Quarter Credit Hours
A. 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	
B. Choose no more than three of the following: (0-15)			
COMP	201	Introduction to Computing	
MATH	112	College Algebra and Trigonometry	
MATH	151	Calculus and Analytic Geometry I	
MATH	231	Introductory Statistics	
PHYS	151	Introductory General Physics I	
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	
Total			30

Note: It is recommended that a student majoring in Pre-Medical Technology complete MATH 111, CHEM 151 and 152, and MATH 231 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.

(continued on next page)

## PRE-MEDICINE (continued from previous page)

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
Standard Area I Core (see page 48)			20
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
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
			20
<b>AREA III — SOCIAL SCIENCES</b>			
Standard Area III Core (see page 49)			20
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
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. Most baccalaureate programs require nursing courses in the first two years of study. Due to this requirement, students may be unable to complete a baccalaureate program in two additional years after the Associate Degree is awarded from 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
<b>AREA I — HUMANITIES</b>			
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

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## PRE-PHARMACY (continued from previous page)

### 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 CHEM 201 or PHYS 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. PSYC	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	
PSYC	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	

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## PRE-RADIOLOGIC TECHNOLOGY (continued from previous page)

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 105 quarter credit hours of college courses. However, most successful applicants have completed baccalaureate degrees.

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

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
Standard Area I Core (see page 48)			20
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
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	
			20
<b>AREA III — SOCIAL SCIENCES</b>			
Standard Area III Core (see page 49)			20
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
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
			30
Clayton Junior College 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 which are not offered by Clayton Junior College include Microbiology (pre-vet., med., dent. level with laboratory), biochemistry (laboratory is not required), and Animal Nutrition (laboratory is not required).

## PSYCHOLOGY

### Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. PSYC			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	
PSYC	204	Child Growth and Development	
PSYC	258	Psychology of Adjustment	
SOCI	105	Introduction to Sociology	
SOCI	201	Contemporary Social Issues	
SOCI	204	Marriage and the Family	
Total			30

## RECREATION

### Advising Division: Social Sciences

This program is intended to give students initial college work toward the baccalaureate degree program in recreation offered by senior institutions of the University System of Georgia. Students are advised to consult with the academic advisor for recreation at the senior institution to which they intend to transfer in order to obtain an optimum choice of courses at Clayton Junior College.

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

## SECRETARIAL SCIENCE/OFFICE ADMINISTRATION

### Advising Division: Vocational-Technical Education

Course	Number	Title	Quarter Credit Hours
A. ACCT	201 and 202	Principles of Accounting I and II	10
B. ECON	201	Principles of Economics I	5
C. Choose from the following sequences:			6
*BOED	111 and 112	Beginning Typing and Intermediate Typing	
*BOED	112 and 113	Intermediate Typing and Advanced Typing	
D. Choose from the following sequences:			10
*BOED	151 and 152	Beginning Shorthand and Shorthand Dictation	
*BOED	152 and 153	Shorthand Dictation and Shorthand Transcription	
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:			
SOCI	105	Introduction to Sociology	(5-15)
SOCI	201	Contemporary Social Issues	
SOCI	204	Marriage and the Family	
B. Choose from the following:			
COMP	201	Introduction to Computing	(5-15)
A foreign language			
MATH	111	College Algebra	(10)
MATH	121	Decision Mathematics I	(5-15)
MATH	122	Decision Mathematics II	
MATH	231	Introductory Statistics	
PHIL	221	Introduction to Logic	
C. Choose from the following:			
ECON	201	Principles of Economics I	(5-15)
POLI	200	State and Local Government	
POLI	211	Introduction to Comparative Politics	
PSYC	201	General Psychology	
PSYC	258	Psychology of Adjustment	
Total			

## SPANISH

### Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A. SPAN 111 and 112			
B. SPAN 211 and 212			
C. Making sure that no more than a total of 10 hours is being elected in any one subject, choose from the following:			
ART	211	Art Appreciation	(0-10)
ART	213	Ancient, Medieval, and Renaissance Art	
DRMA	211	Appreciation of the Dramatic Art	10
(10-20)			
ECON	110	Consumer Economics	(10-20)
ECON	201	Principles of Economics I	
ECON	202	Principles of Economics II	
FREN	111	Elementary French	(10-20)
FREN	112	Elementary French	
FREN	211	Intermediate French	(10-20)
FREN	212	Intermediate French	
HIST	111	Western Civilization I	(10-20)
HIST	251	American Civilization I	
HIST	252	American Civilization II	(10-20)
MUSI	211	Music Appreciation	
PHIL	211	Introduction to Philosophy	(10-20)
POLI	200	State and Local Government	
POLI	211	Introduction to Comparative Politics	(10-20)
PSYC	201	General Psychology	
PSYC	204	Child Growth and Development	(10-20)
SOCI	105	Introduction to Sociology	
SOCI	201	Contemporary Social Issues	(10-20)
SOCI	204	Marriage and the Family	
SPCH	121	Communications	(10-20)
Total			

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

## SPEECH/DRAMA

### Advising Division: Humanities

Course	Number	Title	Quarter Credit Hours
A. SPCH	121	Communications	5
B. DRMA	211	Appreciation of the Dramatic Arts	10
C. A foreign language			
D. JOUR	105	Mass Communication Survey	5
E. Choose one of the following:			
ART	211	Art Appreciation	5
ART	213	Ancient, Medieval, and Renaissance Art	
ECON	110	Consumer Economics	5
ECON	201	Principles of Economics I	
ECON	202	Principles of Economics II	5
ENGL	201	Survey of World Literature I	
ENGL	202	Survey of World Literature II	5
ENGL	211	Survey of English Literature I	
ENGL	212	Survey of English Literature II	5
ENGL	221	Survey of American Literature I	
ENGL	222	Survey of American Literature II	5
HIST	111	Western Civilization I	
HIST	251	American Civilization I	5
HIST	252	American Civilization II	
MUSI	211	Music Appreciation	5
PHIL	211	Introduction to Philosophy	
PHIL	221	Introduction to Logic	5
POLI	200	State and Local Government	
POLI	211	Introduction to Comparative Politics	5
PSYC	201	General Psychology	
PSYC	204	Child Growth and Development	5
SOCI	105	Introduction to Sociology	
SOCI	201	Contemporary Social Issues	5
SOCI	204	Marriage and the Family	
Total			30

## TEACHER EDUCATION

### Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. EDUC	201	Introduction to Education	5
B. PSYC	201	General Psychology	5
C. SPCH	121	Communications	5
D. Choose one of the following:			
ART	211	Art Appreciation	5
DRMA	211	Appreciation of the Dramatic Arts	
MUSI	211	Music Appreciation	5
E.*Elective courses appropriate to major			
Total			30

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

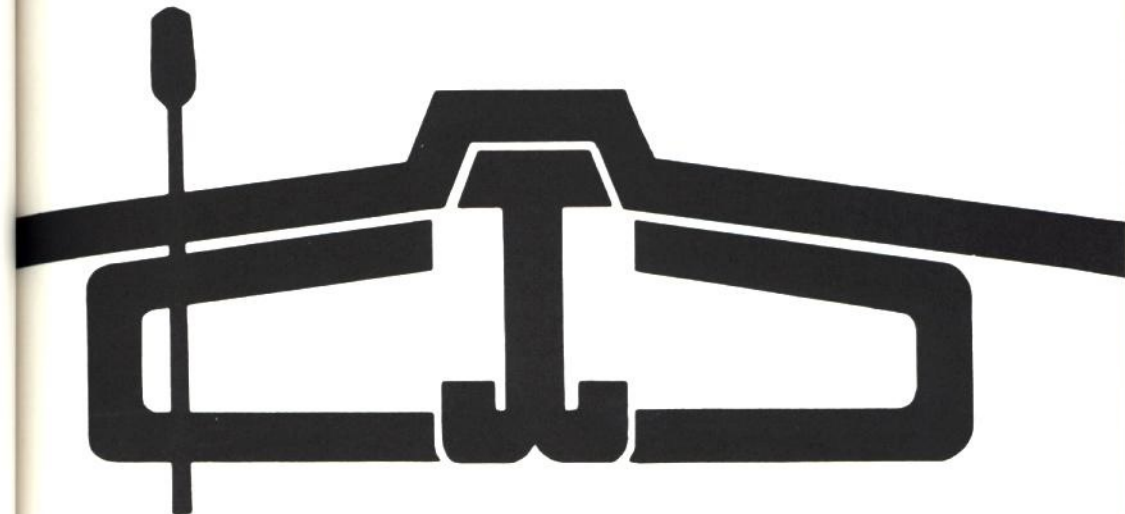
## URBAN LIFE

### Advising Division: Social Sciences

Course	Number	Title	Quarter Credit Hours
A. Choose one of the following:			
ECON	110	Consumer Economics	5
ECON	201	Principles of Economics I	
B. PSYC 201			
General Psychology			
C. Choose one of the following:			
SOCI	105	Introduction to Sociology	5
SOCI	201	Contemporary Social Issues	5
D. Choose three from one of the following groups (1, 2, or 3)			
Group 1			
ECON	201	Principles of Economics I	(15)
ECON	202	Principles of Economics II	
POLI	200	State and Local Government	
POLI	211	Introduction to Comparative Politics	(15)
PSYC	258	Psychology of Adjustment	
SOCI	201	Contemporary Social Issues	
Group 2			
ART	211	Art Appreciation	(15)
ART	213	Ancient, Medieval, and Renaissance Art	
MUSI	211	Music Appreciation	
PHIL	211	Introduction to Philosophy	(15)
PHIL	221	Introduction to Logic	
Group 3			
CJUS	201	Introduction to Criminal Justice	(15)
CJUS	202	Criminology	
CJUS	204	Corrections	
CJUS	275	Introduction to Criminal Law	
Total			30

## CAREER AND VOCATIONAL-TECHNICAL EDUCATION PROGRAMS

*One-Year and Two-Year 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

The Chairman of the Division of Vocational-Technical Education

or

The Director of Admissions and Registrar

or

The Admissions Counselor

or

The Dean of the College

## CAREER AND VOCATIONAL-TECHNICAL EDUCATION PROGRAMS

Clayton Junior College offers two-year Career and Vocational-Technical Programs and one-year certificate programs which combine regular college courses with specific professional or paraprofessional training. Career and Vocational-Technical 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 76-108 for specific Career and Vocational-Technical Education Programs.

## FULFILLING DEGREE REQUIREMENTS FOR CAREER AND VOCATIONAL-TECHNICAL PROGRAMS

For graduation with the Associate in Arts Degree, the Associate in Applied Science, or the Associate in Science in Aviation Administration Degree, the following requirements must be completed by each student enrolled in a Career or Vocational-Technical 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. In certain programs, Citizenship 101 will meet these requirements. Check the curriculum in the specific program.

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 and Vocational-Technical 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 43-44.)*

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 10 and 11.

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 and retake the failed section(s) during the next quarter of attendance.*

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 Two-Year Program (Associate In Arts Degree)

### Advising Division: Business

The Accounting Career Program at Clayton Junior College is designed for students interested in an introduction to the accounting, and problems solving aspects of business. With emphasis on both theory and practical skills, the Program prepares students for employment in business at entry level positions.

If a student decides to continue studying 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 business, or in a particular functional area of business, should enroll in the College Transfer Program with a major in Business Administration, described earlier in this catalog.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	111 and 112	Composition	10
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	121	Decision Mathematics I	5
B. COMP	201, 210, or 211	Introduction to Computing, Principles of Computer Programming, or File Processing	5
			10
<b>AREA III — SOCIAL SCIENCES</b>			
A. HIST	251 or 252	American Civilization I or II	5
B. POLI	111	American National Government	5
			10
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
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	293	Income Tax Accounting	5
*BMGT	294	Cost Control and Internal Reporting	5
*BMGT	295	Auditing and Specialized Reporting	5
D. Choose 10 hours from the following courses:			
*BMGT	251	Principles of Management and Supervision	5
*BMGT	261	Introduction to Finance	5
*BMGT	271	Fundamentals of Money and Banking	5
*BMGT	281	Principles of Marketing	5
ECON	110	Consumer Economics	5
E. Choose a minimum of 15 hours from the following:			
*BMGT courses not used to satisfy Area IV, D			5-10
*BOED	111	Beginning Typing	3
*BOED	202	Office Machines	5
BOED	205	Business Communications	5
BSAD	270	Legal Environment of Business	5
COMP	201	Introduction to Computing	5
COMP	210	Principles of Computer Programming	5
COMP	211	File Processing	5
ECON	110	Consumer Economics	5
MATH	122	Decision Mathematics 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 Transfer Program in Business Administration.

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

## AVIATION ADMINISTRATION Two-Year Program (Associate In Science In Aviation Administration Degree)

### 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
<b>AREA I — HUMANITIES</b>			
A. ENGL	111	Composition	5
B. ENGL	112	Composition	5
or			5
BOED	205	Business Communications	5
C. SPCH	121	Communications	5
			15

(continued on next page)



## AVIATION ADMINISTRATION (continued from previous page)

Course	Number	Title	Quarter Credit Hours
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
Any Mathematics course numbered higher than 100 (MATH 121 recommended)			5 <hr/> 5
<b>AREA III — SOCIAL SCIENCES</b>			
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
			<hr/> 25
<b>AREA IV — MAJOR FIELD REQUIREMENTS (See Note)</b>			
A. AVI	102	History of Aviation	5
B. AVI	201	Airline Management	5
or			
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	140	Aviation Safety	5
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
AVI	296	Special Projects Seminar	5
AVI	299	Readings in Aviation Administration	1-5
			<hr/> 45
Total			<hr/> 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.

NOTE: Aviation courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

## BANKING AND FINANCE Two-Year Program (Associate in Arts Degree)

### 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.

(continued on next page)

## BANKING AND FINANCE (continued from previous page)

If a student decides to continue study 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 business, or in a particular functional area of business, should enroll in the College Transfer Program with a major in Business Administration described earlier in this catalog.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	111 and 112	Composition	10
			<hr/> 10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	121	Decision Math I	5
B. COMP	201, 210, or 211	Introduction to Computing, Principles of Computer Programming, or File Processing	5
			<hr/> 10
<b>AREA III — SOCIAL SCIENCES</b>			
A. HIST	251 or 252	American Civilization I or II	5
B. POLI	111	American National Government	5
			<hr/> 10
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
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
*BMGT	295	Auditing and Specialized Reporting	5
D. Choose 10 hours from the following:			
*BMGT	271	Fundamentals of Money and Banking	5
*BMGT	281	Principles of Marketing	5
*BMGT	293	Income Tax Accounting	5
*BMGT	294	Cost Control and Internal Reporting	5
ECON	110	Consumer Economics	5
E. Choose a minimum of 15 hours from the following:			
*BMGT courses not used to satisfy Area IV, D			5-10
*BOED	111	Beginning Typing	3
*BOED	202	Office Machines	5
BOED	205	Business Communications	5
BSAD	270	Legal Environment of Business	5
COMP	201	Introduction to Computing	5
COMP	210	Principles of Computer Programming	5
COMP	211	File Processing	5
ECON	110	Consumer Economics	5
MATH	122	Decision Math II	5
			<hr/> 60-63
Total			<hr/> 90-93

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

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

Note: Total hours 90 or 93 depending on course selection by student.

## BUSINESS One-Year Program (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. A student pursuing this certificate should be proficient in basic college-level mathematics and English.

Course	Number	Title	Quarter Credit Hours
<b>Required Courses:</b>			
A. ACCT	201 and 202	Principles of Accounting I and II	10
B. ECON	201 and 202	Principles of Economics I and II	10
			10
<b>Elective Courses:</b>			
C. Choose a minimum of 25 hours from the following:			
*BMGT	251	Principles of Management and Supervision	5
*BMGT	261	Introduction to Finance	5
*BMGT	271	Fundamentals of Money and Banking	5
*BMGT	281	Principles of Marketing	5
*BMGT	293	Income Tax Accounting	5
*BMGT	294	Cost Control and Internal Reporting	5
*BMGT	295	Auditing and Specialized Reporting	5
BOED	205	Business Communications	5
ECON	110	Consumer Economics	5
COMP	201, 210, or 211	Introduction to Computing, Principles of Computer Programming, or File Processing	5
			25
		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 Transfer Program in Business Administration.

Note: A student should see a Business advisor before pursuing the Business Certificate Program.

## DATA PROCESSING

### Advising Division: Vocational-Technical Education

The Data Processing Program provides instruction in the functions and concepts of automated information processing equipment. Most majors in Data Processing will be prepared to become computer programmers and/or systems analysts. The graduate can expect to find career opportunities in business, industry, science, education, government and other organizations utilizing computers.

Two programs of study have been developed to meet the individual needs of the student. The first program of study (58 quarter hours) leads to a Certificate. The second program (90-94 quarter hours) leads to an Associate in Applied Science Degree.

### One-Year Program (Certificate)

Course	Number	Title	Quarter Credit Hours
A. ENGL	103	Technical Writing	5
B. MATH	111	College Algebra	5
MATH	231	Introductory Statistics	5
C. Choose eight of the following:			40
ACCT	201	Principles of Accounting I	
BOED	204	Career Accounting	
ATDP	205	Computer Accounting	
ATDP	101	Introduction to Data Processing	
ATDP	102	Computer Programming in BASIC	
ATDP	103	Computer Programming in RPG	
ATDP	104	Computer Programming in COBOL	
ATDP	105	Operating Systems	
ATDP	106	Data Systems Design and Operations	
ATDP	107	Special Problems	
ATDP	109	Computer Programming in FORTRAN	
D. ATCP	100	Introduction to Career Planning	3
		Total	58

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**DATA PROCESSING** (continued from previous page)

**Two-Year Program  
(Associate In Applied Science Degree)**

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
			<u>10</u>
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. Choose two from the following:			10
MATH	111	College Algebra	
MATH	112	College Algebra and Trigonometry	
MATH	121	Principles of Decision Mathematics	
MATH	231	Introductory Statistics	
			<u>10</u>
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization	5
B. CITZ	101	Citizenship	2
		Social Science Elective	5
			<u>7-10</u>
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. Select 40-41 hours from the following:			
ATDP	101	Introduction to Data Processing	5
ATDP	102	Computer Programming in BASIC	5
ATDP	103	Computer Programming in RPG	5
ATDP	104	Computer Programming in COBOL	5
ATDP	105	Operating Systems	5
ATDP	106	Data Systems Design & Operation	5
ATDP	107	Special Problems	5
ATDP	108	Field Project	6
ATDP	109	Computer Programming in FORTRAN	5
			<u>40-41</u>
B. Select 23 hours from the following:			
ACCT	201	Principles of Accounting I	5
or			
BOED	204	Career Accounting	5
ACCT	202	Principles of Accounting II	5
ATDP	205	Computer Accounting	5
BOED	205	Business Communications	5
BMGT	251	Principles of Management & Supervision	5
BSAD	270	Legal Environment of Business	5
**ATCP	100	Introduction to Career Planning	3
			<u>23</u>
		<b>Total</b>	<u>90-94</u>

\*Students planning to transfer to a four year program need to complete POLI 111 and HIST 252.  
\*\*Required.

**DENTAL HYGIENE  
Two-Year Program  
(Associate In Arts Degree)**

**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 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. Successful completion of the Program does not insure passing state, regional, and national board examinations.

Applicants to the Dental Hygiene Program must meet the admission requirements for Clayton Junior College (see Admissions section, beginning on page 19). Application procedures should be completed by April 15. Enrollment in the Program is limited to 32 students each year.

The following requirements must be completed prior to acceptance in the Dental Hygiene Program:

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

(continued on next page)

**DENTAL HYGIENE** (continued from previous page)

- 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.*)
  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, and/or an average of "C" or higher on college credit work at Clayton Junior College.
  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, 1982. Applicants will be notified promptly of any additional requirements.
  10. Attend a personal interview if requested by the Dental Hygiene Admissions Committee and submit any additional information required.

**\*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.**

Students admitted into the Dental Hygiene Program who do not maintain a cumulative grade point average of 2.5 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)

**FRESHMAN**

**Fall Quarter**

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

**Winter Quarter**

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

**Spring Quarter**

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

**SOPHOMORES**

**Summer Quarter**

**Citizenship 101	2
Citizenship	
Dental Hygiene 107	3
Periodontics	
Dental Hygiene 201	3
Pharmacology & Anesthesiology	
Physical Education 101	2
Personal Health	
Physical Education 102	2
First Aid	
Psychology 201	5
General Psychology	
	<hr/>
	17

**Fall Quarter**

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

**Winter Quarter**

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

**Spring Quarter**

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

Total 115

\*CHEM 121 is offered during the Summer Quarter and may be taken prior to entering the Dental Hygiene Program. CHEM 111 is prerequisite to CHEM 112.

\*\*CITZ 101 will not transfer to a baccalaureate program. POLI 111 may be substituted for CITZ 101.

## DRAFTING AND DESIGN TECHNOLOGY — ARCHITECTURAL Two-Year Program (Associate In Applied Science Degree)

Advising Division: Vocational-Technical Education

The Drafting and Design Technology Program is designed to prepare students to plan, prepare and interpret mechanical or architectural drawings. In level one of the Program, students develop the basic drafting skills and techniques applicable to all drafting and design projects. In level two, students select Architectural Technology or Mechanical Drafting Technology for the purpose of developing in-depth skills and knowledge associated with their selected area.

The Architectural Technology option prepares students to develop drawings of residential and commercial buildings which are used in the construction process. Students study such areas as building codes, zoning laws, safety regulations, building materials, surveying procedures, electrical and mechanical systems.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	111	College Algebra	5
B. PHYS	151	Introduction to General Physics	5
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A.*POLI	111	American National Government	5
HIST	252	American Civilization	5
or			
B. CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE			
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
<b>LEVEL 1</b>			
A. ATDD	101	Engineering Drawing I	5
B. ATDD	102	Technical Illustrations	5
C. ATDD	110	Descriptive Geometry	5
D. ATEL	102	Electronic/Electrical Drawing	3
E. ATDP	101	Introduction to Data Processing	5
<b>LEVEL 2</b>			
A. ATAD	201	Architectural Drafting I	5
B. ATAD	202	Architectural Drafting II	5
C. ATAD	203	Surveying	5
D. ATAD	204	Construction Estimating	3
E. ATAD	210	Field Experience	5
F. ATAD	220	Special Architectural Project	5
<b>RESTRICTED ELECTIVES</b>			
A. ART	111	Art Structure I	5
or			
ART	113	Art Structure III	5
B. ATDD	201	Computer-Aided Drafting	5
C. ADDITIONAL ELECTIVE SELECTED WITH CONSENT OF INSTRUCTOR/ADVISOR			
5			
Total			93 or 96

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

## DRAFTING AND DESIGN TECHNOLOGY — MECHANICAL DRAFTING Two-Year Program (Associate In Applied Science Degree)

Advising Division: Vocational-Technical Education

The Drafting and Design Technology Program is designed to prepare students to plan, prepare and interpret mechanical or architectural drawings. In level one of the Program, students develop the basic drafting skills and techniques applicable to all drafting and design projects. In level two, students select Architectural Technology or Mechanical Drafting Technology options for the purpose of developing in-depth skills and knowledge associated with their selected area.

The Mechanical Drafting Technology option prepares students to translate ideas, rough sketches and specifications developed by engineers and designers into working drawings. Emphasis is placed upon developing a second foundation in basic drafting practices, including tool, machine and product design.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	111	College Algebra	5
B. PHYS	151	Introduction to General Physics	5
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization	5
or			
B. CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE			
5			
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
<b>LEVEL I</b>			
A. ATDD	101	Engineering Drawing I	5
B. ATDD	102	Technical Illustrations	5
C. ATDD	110	Descriptive Geometry	5
D. ATEL	102	Electronic/Electrical Drawing	3
E. ATDP	101	Introduction to Data Processing	5
<b>LEVEL II</b>			
A. ATMD	201	Mechanical Design I	5
B. ATMD	210	Mechanical Design II	5
C. ATMD	204	Blueprint Reading	3
D. ATMD	220	Special Mechanical Design Project	5
E. ATMD	225	Field Experience	5
<b>RESTRICTED ELECTIVES</b>			
A. ART	111	Art Structure I	5
or			
ART	113	Art Structure III	5
B. ATDD	201	Computer-Aided Drafting	5
C. ADDITIONAL ELECTIVE SELECTED WITH CONSENT OF INSTRUCTOR/ADVISOR			
5			
Total			93 or 96

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

## ELECTRONICS TECHNOLOGY

**Advising Division: Vocational-Technical Education**

The Electronics Technology Program provides theoretical and practical training for persons seeking a career in electronics. Graduates of the Program can expect employment opportunities as electronic and service technicians.

The Program has been designed to offer a one-year Certificate and a two-year Associate in Applied Science Degree. Current two-year Programs include Avionics Technology, Computer Service Technology, Electromechanical Technology, Instrumentation Technology, and Telecommunications Technology. It is highly recommended that students meet with the Electronics area advisor before beginning this Program.

### One-Year Program (Certificate)

Course	Number	Title	Quarter Credit Hours
A. ENGL	103	Technical Writing	5
			5
B. MATH	111	College Algebra	5
MATH	112	College Algebra and Trigonometry	5
			10
C. ATEL	101	DC Circuit Analysis	5
ATEL	102	Electronic/Electrical Drawing	3
ATEL	103	AC Circuit Analysis	5
ATEL	104	Electronic Devices I	5
ATEL	105	Electronic Devices II	5
ATEL	106	Analog Circuits	5
ATEL	107	Introduction to Digital Circuits	5
			33
D. ATCP	100	Introduction to Career Planning	3
			3
		Total	51

## ELECTRONICS TECHNOLOGY — AVIONICS

### Two-Year Program

### (Associate In Applied Science Degree)

**Advising Division: Vocational-Technical Education**

The Avionics Technology Program is designed to prepare students for the installation, calibration, and maintenance of communication, navigation, and other equipment used aboard aircraft and on the ground.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	111	College Algebra	5
B. MATH	112	College Algebra and Trigonometry	5
			10
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization	5
		or	
B. CITZ	101	Citizenship	2
		Social Science Elective	5
			7-10
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. ATEL	101	DC Circuit/Analysis	5
B. ATEL	102	Electrical/Electronic Drawing	3
C. ATEL	103	AC Circuit Analysis	5
D. ATEL	104	Electronic Devices I	5
E. ATEL	105	Electronic Devices II	5
F. ATEL	106	Analog Circuits	5
G. ATEL	107	Introduction to Digital Circuits	5
H. ATEL	222	Field Experience	5
I. ATTC	201	Communications Transmitters	5
J. ATTC	203	Communications Receivers	5
K. ATAV	110	Aircraft Systems	3
L. ATAV	120	Power Plant and Fuel Systems	3
M. ATAV	211	Ground Systems	5
N. ATAV	213	Airborne Systems	5
O. ATCO	221	Introduction to Microcomputers	5
			69
		Total	96-99

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

## ELECTRONICS TECHNOLOGY — COMPUTER SERVICE

### Two-Year Program (Associate In Applied Science Degree)

**Advising Division: Vocational-Technical Education**

The Computer Service Technology Program is designed to prepare qualified technicians to function in the design, fabrication, and maintenance of computers and other electronic information processing equipment.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	111	College Algebra	5
B. MATH	112	College Algebra and Trigonometry	5
			10
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization	5
	or		
B. CITZ	101	Citizenship	2
		Social Science Elective	5
			7-10
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. ATEL	101	DC Circuit/Analysis	5
B. ATEL	102	Electrical/Electronics Drawing	3
C. ATEL	103	AC Circuit Analysis	5
D. ATEL	104	Electronic Devices I	5
E. ATEL	105	Electronic Devices II	5
F. ATEL	106	Analog Circuits	5
G. ATEL	107	Introduction to Digital Circuits	5
H. ATEL	222	Field Experience	5
I. ATCO	221	Introduction to Microcomputers	5
J. ATCO	223	Microprocessor Systems Architecture	5
K. ATCO	225	Minicomputer and Microprocessor Programming	5
L. ATCO	227	Interfacing	5
M. ATCO	229	Minicomputer and Microprocessor Peripherals	5
			63
<b>ADDITIONAL REQUIREMENTS:</b>			
A.		Elective Course Selected With Consent of Instructor/Advisor	5
			5
		Total	95-98

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

## ELECTRONICS TECHNOLOGY — ELECTROMECHANICAL

### Two-Year Program (Associate In Applied Science Degree)

**Advising Division: Vocational-Technical Education**

The Electromechanical Technology Program is designed to provide instruction in the field of electronics and mechanical systems. The Program fulfills the need for technically trained workers who understand both the mechanical and electrical phases of automated industrial processes.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	111	College Algebra	5
B. MATH	112	College Algebra and Trigonometry	5
			10
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization	5
	or		
B. CITZ	101	Citizenship	2
		Social Science Elective	5
			7-10
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. ATEL	101	DC Circuit/Analysis	5
B. ATEL	102	Electrical/Electronic Drawings	3
C. ATEL	103	AC Circuit Analysis	5
D. ATEL	104	Electronic Devices I	5
E. ATEL	105	Electronic Devices II	5
F. ATEL	106	Analog Circuits	5
G. ATEL	107	Introduction to Digital Circuits	5
H. ATEL	222	Field Experience	5
I. ATEM	231	Industrial Electronics	5
J. ATEM	235	Mechanics	5
K. ATEM	237	Hydraulics/Pneumatics	5
L. ATEM	251	Rotating Machines and Controls	5
M. ATIT	233	Automatic Process Control	5
			63
		Total	90-93

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

## ELECTRONICS TECHNOLOGY — INSTRUMENTATION

### Two-Year Program (Associate In Applied Science Degree)

Advising Division: Vocational-Technical Education

The Instrumentation Technology Program is designed to prepare students to install, calibrate, and maintain equipment used in measurement and control systems.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	111	College Algebra	5
B. MATH	112	College Algebra and Trigonometry	5
			10
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization	5
or			
B. CITZ	101	Citizenship	2
Social Science Elective			5
			7-10
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. ATEL	101	DC Circuit Analysis	5
B. ATEL	102	Electrical/Electronics Drawing	3
C. ATEL	103	AC Circuit Analysis	5
D. ATEL	104	Electronic Devices I	5
E. ATEL	105	Electronic Devices II	5
F. ATEL	106	Analog Circuits	5
G. ATEL	107	Introduction to Digital Circuits	5
H. ATEL	222	Field Experience	5
I. ATIT	233	Automatic Process Controls	5
J. ATIT	240	Instruments & Measuring Principles	5
K. ATIT	241	Control Principles	5
L. ATIT	242	Electronic Instrumentation	5
M. ATEM	231	Industrial Electronics	5
			63
	Total		90-93

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

## ELECTRONICS TECHNOLOGY — TELECOMMUNICATIONS

### Two-Year Program (Associate In Applied Science Degree)

Advising Division: Vocational-Technical Education

The Telecommunications Technology Program is designed to prepare students for employment in the design, installation, operation, and maintenance of modern electronic communication devices.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	111	College Algebra	5
B. MATH	112	College Algebra and Trigonometry	5
			10
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization	5
or			
B. CITZ	101	Citizenship	2
Social Science Elective			5
			7-10
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. ATEL	101	DC Circuit Analysis	5
B. ATEL	102	Electrical/Electronics Drawing	3
C. ATEL	103	AC Circuit Analysis	5
D. ATEL	104	Electronic Devices I	5
E. ATEL	105	Electronic Devices II	5
F. ATEL	106	Analog Circuits	5
G. ATEL	107	Introduction to Digital Circuits	5
H. ATEL	222	Field Experience	5
I. ATTC	201	Communications Transmitters	5
J. ATTC	203	Communications Receivers	5
K. ATTC	205	Television Circuits and Systems	5
L. ATTC	207	Radar and Microwave	5
M. ATCO	221	Introduction to Microcomputers	5
			63
<b>ADDITIONAL REQUIREMENTS:</b>			
A. Elective Course Selected With Consent of Instructor/Advisor			5
			5
	Total		95-98

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.



## FOREMANSHIP AND SUPERVISION DEVELOPMENT

Advising Division: Vocational-Technical Education

The Foremanship and Supervision Development Program is designed to enable students to acquire the knowledge and to develop the skills necessary for employment as a foreman or supervisor in a manufacturing and service industry.

The Program will equip students with the methods, techniques, and practices of modern management in planning, organizing and controlling the workers and materials utilized in the manufacturing and service industries.

### One-Year Program (Certificate)

Course	Number	Title	Quarter Credit Hours
<b>A. REQUIRED COURSES</b>			
ATMK	110	The Nature and Environment of Business	5
BMGT	251	Principles of Management and Supervision	5
ATFS	110	Industrial Management	5
ATFS	120	Plant Operation and Maintenance Management	5
ATFS	130	Work Design and Measurement	5
ATFS	140	Quality Control	5
ATFS	150	Industrial Relations	5
ATDP	101	Introduction to Data Processing	5
ACCT	201	Principles of Accounting I	5
			45
<b>B. ADDITIONAL REQUIREMENTS (select one)</b>			
ATCP	100	Introduction to Career Planning	3
ATFS	160	Internship in Applied Science and Technology	5
			3-5
Total			48-50

### Two-Year Program (Associate In Applied Science Degree)

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	103	Technical Writing	5
B. ENGL	111	Composition	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	121	Decision Math I	5
			5
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization II	5
or			
B. CITZ	101	Citizenship	2
Social Science Elective			5
			7-10

\*Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

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## FOREMANSHIP AND SUPERVISOR DEVELOPMENT

(continued from previous page)

### AREA IV - MAJOR FIELD REQUIREMENTS

A. ATMK	110	Nature and Environment of Business	5
BMGT	251	Principles of Management and Supervision	5
ATFS	110	Industrial Management	5
ATFS	120	Plant Operation and Maintenance Management	5
ATFS	130	Work Design and Measurement	5
ATFS	140	Quality Control	5
ATFS	150	Industrial Relations	5
ATDP	101	Introduction to Data Processing	5
			40
<b>B. Choose 30 hours from the following:</b>			
ATFS	160	Internship in Applied Sciences and Technology	5-10
BOED	205	Business Communications	5
MATH	122	Decision Math II	5
BSAD	270	Legal Environment of Business	5
ACCT	201	Principles of Accounting I	5
ECON	201	Principles of Economics I	5
ECON	202	Principles of Economics II	5
PSYC	201	General Psychology	5
			30
Total			92-95

## MARKETING/MANAGEMENT TECHNOLOGY

Advising Division: Vocational-Technical Education

The Marketing/Management Technology curriculum is designed to enable students to acquire the knowledge and to develop the skills necessary for employment as a salesperson, buyer or store/department manager trainee in the business community.

The Marketing/Management graduate should be employable in businesses that utilize salespersons, buyers, and marketing management personnel.

### One-Year Program (Certificate)

Course	Number	Title	Quarter Credit Hours
<b>A. REQUIRED COURSES</b>			
ATMK	110	The Nature and Environment of Business	5
BMGT	281	Principles of Marketing	5
ATMK	120	Creative Selling	5
ATMK	130	Principles of Retailing	5
ATMK	140	Principles of Advertising	5
BMGT	251	Principles of Management and Supervision	5
BOED	100	Applied Business English	5
ACCT	201	Principles of Accounting I	5
ATDP	101	Introduction to Data Processing	5
			45
<b>B. ADDITIONAL REQUIREMENT (Select one)</b>			
ATCP	100	Introduction to Career Planning	3
ATFS	160	Internship in Applied Sciences and Technology	5
			3-5
Total			48-50

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## MARKETING/MANAGEMENT TECHNOLOGY

(continued from previous page)

### Two-Year Program (Associate In Applied Science Degree)

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES (Select A or B)</b>			
A. ENGL	103 and 111	Technical Writing and Composition	10
or			
B. ENGL	111 and 112	Composition	10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	121	Decision Math I	5
<b>AREA III — SOCIAL SCIENCES (Select A or B)*</b>			
A. POLI	111	American National Government	5
HIST	252	American Civilization II	5
or			
B. CITZ	101	Citizenship	2
Social Science Elective			5
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. ATMK	110	The Nature and Environment of Business	5
B. BMGT	281	Principles of Marketing	5
C. ATMK	120	Creative Selling	5
D. ATMK	130	Principles of Retailing	5
E. ATMK	140	Principles of Advertising	5
F. BMGT	251	Principles of Management and Supervision	5
G. ACCT	201	Principles of Accounting I	5
H. ATDP	101	Introduction to Data Processing	5
I. An additional 20 hours in related courses to permit students to pursue a specialty area in marketing			20
			60
<b>ADDITIONAL REQUIREMENTS</b>			
A. Choose 10 hours from the following:			
ATFS	160	Internship in Applied Sciences and Technology	5-10
BOED	205	Business Communications	5
SPCH	121	Communications	5
PSYC	201	General Psychology	5
MATH	122	Decision Math II	5
ACCT	202	Principles of Accounting II	5
			10
Total			92-95

\*Students planning to transfer to a four-year program need to complete POLI 111 and HIST 252.

## MEDICAL LABORATORY TECHNOLOGY

### Two-Year Program (Associate In Arts Degree)

#### 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.

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## MEDICAL LABORATORY TECHNOLOGY (continued from previous page)

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

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

Chemistry 151  
Principles of Chemistry  
Mathematics 111  
College Algebra  
Political Science 111  
American National Government

#### Second Quarter

Biology 111  
Principles of Biology  
English 111  
Composition  
History 251 or 252  
American Civilization I or II

15

5  
5  
5  
5  
15

### COURSES TO BE TAKEN AT ATLANTA AREA TECHNICAL SCHOOL

#### First Quarter

Biology 160  
Professional Orientation,  
including Medical Terminology,  
Body Structure and Function,  
Laboratory Chemistry, and  
Parasitology

#### Third Quarter

Biology 260  
Blood Banking and Special Testing  
Chemistry 260  
Clinical Chemistry

10

5  
5  
10

#### Second Quarter

Biology 161  
Hematology, Serology,  
Urinalysis, and Bacteriology

#### Fourth Quarter

Biology 261  
Clinical Internship

#### Fifth Quarter

Biology 262  
Clinical Internship

15

15  
15

Total Hours = 90

## MEDICAL OFFICE ASSISTANT One-Year Program (Certificate)

### Advising Division: Vocational-Technical Education

The Medical Office Assistant Program is designed to prepare students to perform as receptionists, bookkeepers, and other office managerial positions while assisting physicians, dentists, and other health professionals in physical examinations, minimal laboratory tests and patient record keeping.

Course	Number	Title	Quarter Credit Hours
<b>FIRST QUARTER</b>			
BOED	100	Business English	5
BOED	111	Beginning Typewriting	3
BOED	206	Filing and Records Management	5
ATMA	100	Professional Adjustments	3
			16
<b>SECOND QUARTER</b>			
BOED	112	Intermediate Typewriting	3
BOED	204	Career Accounting	5
ATMA	110	Medical Assisting Procedures	5
LPN	102	Body Structure and Functions	5
			18
<b>THIRD QUARTER</b>			
BOED	113	Advanced Typewriting	3
BOED	212	Word Processing & Machine Transcription	5
ATMA	130	Laboratory Procedures	3
ATMA	140	Medical-Surgical Problems	5
			16
<b>FOURTH QUARTER</b>			
ATMA	150	Clinical Practicum	5
			5
		Total	55

## MUSIC Two-Year Program (Associate In Arts Degree)

### Advising Division: Humanities

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

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

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ART	211	Art Appreciation	5
B. ENGL	111	Composition	5
C. SPCH	121	Communications	5
D. Choose one of the following:			5
ART	213	Ancient, Medieval, and Renaissance Art	
ENGL	112	Composition	
FREN	111	Elementary French	
PHIL	211	Introduction to Philosophy	
SPAN	111	Elementary Spanish	
			20
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. Choose one course in mathematics or natural sciences (MATH 105, Introduction to College Mathematics; or SCI 105, Environmental Science, is suggested.)			5
			5
<b>AREA III — SOCIAL SCIENCES</b>			
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
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
MUSI	100	Music Literature Survey	2
MUSI	111, 112, 113, 201, 202, 203	Music Theory	18
*MUSI	140 or 141	Pedagogy (Piano or Voice)	5
MUSI	152 and 252	Applied Music	6
MUSI	191	Ensemble	6
MUSI	211	Music Appreciation	5
*MUSI	240 or 241	Music Literature (Piano or Voice)	5
Music Electives			6
			53
Physical Education Electives			3
			96
		Total	96

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

## NURSING

### Two-Year Program — Registered Nursing (Associate In Arts Degree)

Advising Division: Natural Sciences and Mathematics (Department of Nursing)

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

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## NURSING (continued from previous page)

Applicants must meet the admission requirements of Clayton Junior College and the Department of Nursing. (Refer to pages 19-28 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 Developmental 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 a two-year career degree in Nursing. (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, and/or an average of "C" or higher on college credit work at Clayton Junior College.
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 21 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

(continued on next page)

## NURSING (continued from previous page)

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, 1982. Applicants will be notified promptly of any additional requirements.
10. Submit a letter of reference from the Director of the Nursing Program and one from a Nursing faculty member other than the Director, if the applicant has previously enrolled in a Registered Nursing Program.

### NURSING CURRICULUM

Students are required to see a nursing faculty advisor each quarter to insure 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             |       |
|                                 | <hr/> |
|                                 | 16    |

##### Winter Quarter

- |                                  |       |
|----------------------------------|-------|
| I. Nursing 121                   | 8     |
| Adult Nursing I (Surgical)       |       |
| II. Nursing 106                  | 2     |
| Pharmacology                     |       |
| III. Physical Education Elective | 1     |
| IV. Biology 152                  | 5     |
| Human Anatomy & Physiology       |       |
|                                  | <hr/> |
|                                  | 16    |

##### Spring Quarter

- |                            |       |
|----------------------------|-------|
| I. Nursing 122             | 8     |
| Adult Nursing II (Medical) |       |
| II. English 111            | 5     |
| Composition                |       |
| III. Biology 250           | 5     |
| Microbiology               |       |
|                            | <hr/> |
|                            | 18    |

#### SOPHOMORES

##### Fall Quarter

- |                          |       |
|--------------------------|-------|
| I. Nursing 207           | 8     |
| Family Centered Nursing  |       |
| II. Psychology 201       | 5     |
| General Psychology       |       |
| III. Humanities Elective | 5     |
|                          | <hr/> |
|                          | 18    |

##### Winter Quarter

- |  |       |
|--|-------|
| I. Nursing 208                                   | 8     |
| Mental Health and Advanced Psychological Nursing |       |
| II. Political Science III                        | 5     |
| American National Government                     |       |
| III. Physical Education 102                      | 2     |
| First Aid  |       |
|  | <hr/> |
|  | 15    |

##### 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                   |       |
|  | <hr/> |
|  | 15    |

\*It is recommended that students take CHEM 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. CHEM 111 (or its college level equivalent) is a prerequisite to CHEM 112. Students wishing to complete a Bachelor of Science in Nursing at some future time should complete the CHEM 111, 112 sequence prior to Fall Quarter of the first year.

## OFFICE ADMINISTRATION Two-Year Program (Associate In Applied Science Degree)

### Advising Division: Vocational-Technical Education

The Office Administration Career Program at Clayton Junior College is designed to prepare students for employment in business as an office manager or administrator. With emphasis on managerial skills and word processing concepts and skills, this Program may enhance advancement possibilities for students already employed in related jobs.

If students decide to continue their 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 Office Administration Program, as such, does not fulfill the Core Curriculum requirements.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	111	Composition	5
B. SPCH	121	Communications	5
			<hr/>
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. Any Mathematics Course Numbered 100 or Higher			5
			<hr/>
			5
<b>AREA III — SOCIAL SCIENCES</b>			
A. *CITZ	101	Citizenship	2
B. Social Science Elective			5
			<hr/>
			7
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. *BOED	100	Applied Business English	5
B. *BOED	111	Beginning Typewriting	3
*BOED	112	Intermediate Typewriting	3
*BOED	113	Advanced Typewriting I	3
C. *BOED	202	Office Machines	5
D. *BOED	203	Office Management	5
E. BOED	205	Business Communications	5
F. *BOED	206	Filing & Records Management	5
G. *BOED	207	Secretarial Office Practice I	5
*BOED	208	Secretarial Office Practice II	5
H. *BOED	212	Word Processing & Machine Transcription	5
I. ACCT	201	Principles of Accounting I	5
ACCT	202	Principles of Accounting II	5
J. *BMGT	251	Principles of Management & Supervision	5
K. BSAD	270	Legal Environment of Business	5
L. *ATCP	101	Introduction to Data Processing	5
			<hr/>
			74
			<hr/>
			96
		<b>Total</b>	<hr/>

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

\*NOTE: Competency examinations are available to establish credit by examination in one or more of these courses. A student who has taken the CPS examination may receive credit for parts passed.

## OFFICE PRACTICES One-Year Program (Certificate)

### Advising Division: Vocational-Technical Education

The Office Practices Certificate Program at Clayton Junior College offers the student the opportunity to become proficient and certified in clerical, secretarial, and word processing skills necessary for employment. A student completing Stenographic Specialization should be able to qualify to pass the Civil Service Examination with a rating of at least a GS3 (stenographer). A student who chooses Clerical Specialization should be able to qualify for a clerk-typist position. A student completing the requirements for Word Processing Specialization should be able to qualify for an entry-level position in a word processing department or division.

A student completing the requirements for the Office Practices Certificate will receive credit under Area IV of the Business and Office Education curriculum and will be encouraged to continue in one of the office programs on a part-time basis after employment.

### CLERICAL SPECIALIZATION (Without Shorthand)

Course	Number	Title	Quarter Credit Hours
*BOED	100	Applied Business English	5
*BOED	111	Beginning Typewriting	3
*BOED	112	Intermediate Typewriting	3
*BOED	113	Advanced Typewriting I	3
*BOED	202	Office Machines	5
BOED	205	Business Communications	5
*BOED	206	Filing & Records Management	5
*BOED	207	Secretarial Office Practice I	5
*BOED	208	Secretarial Office Practice II	5
*BOED	212	Word Processing & Machine Transcription	5
Total			44

### STENOGRAPHIC SPECIALIZATION (With Shorthand)

Course	Number	Title	Quarter Credit Hours
*BOED	100	Applied Business English	5
*BOED	111	Beginning Typewriting	3
*BOED	112	Intermediate Typewriting	3
*BOED	113	Advanced Typewriting I	3
*BOED	151	Beginning Shorthand	5
*BOED	152	Shorthand Dictation	5
*BOED	153	Shorthand Transcription	5
*BOED	202	Office Machines	5
*BOED	204	Career Accounting	5
BOED	205	Business Communications	5
*BOED	206	Filing & Records Management	5
*BOED	207	Secretarial Office Practice I	5
*BOED	208	Secretarial Office Practice II	5
*BOED	212	Word Processing & Machine Transcription	5
Total			64

(continued on next page)

## OFFICE PRACTICES (continued from previous page)

### WORD PROCESSING SPECIALIZATION

Course	Number	Title	Quarter Credit Hours
*BOED	100	Applied Business English	5
*BOED	111	Beginning Typewriting	3
*BOED	112	Intermediate Typewriting	3
*BOED	113	Advanced Typewriting I	3
*BOED	202	Office Machines	5
*BOED	203	Office Management	5
BOED	205	Business Communications	5
*BOED	206	Filing & Records Management	5
*BOED	207	Secretarial Office Practice I	5
*BOED	208	Secretarial Office Practice II	5
*BOED	212	Word Processing & Machine Transcription	5
*ATDP	101	Introduction to Data Processing	5
Total			54

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

Note: Competency examinations are available to establish credit by examination in one or more of these courses. A student who has taken the CPS examination may receive course credit for parts passed.

### PRACTICAL NURSING One-Year Program — Licensed Practical Nursing (Certificate)

#### Advising Division: Vocational-Technical Education

The Practical Nursing Program at Clayton Junior College is designed to educate individuals who desire a career in nursing and to meet the expressed need for nurses in the south metropolitan area of Atlanta. A graduate of the Program may petition to take the examination of the Georgia Board of Nursing and upon successful completion will be licensed as a Licensed Practical Nurse.

The Program is 1400 hours or 80 quarter credit hours in length.

An applicant to the Practical Nursing Program must:

- a. be graduated from an accredited high school or its equivalent (GED)
- b. be a United States citizen
- c. be at least seventeen (17) years of age
- d. have completed documentation verifying good mental and physical health
- e. have an acceptable score on the Career Planning Program test (CPP) of the American College Testing Program (ACT)
- f. complete the application to the College
- g. complete a personal interview with the Practical Nursing Admissions Committee
- h. provide two letters of reference

Students are expected to provide their own transportation between campus and clinical areas utilized for training purposes. Students are required to wear the official uniform of the Practical Nursing Program and will be expected to supply needed supplies and equipment.

(continued on next page)

## PRACTICAL NURSING (continued from previous page)

Students admitted into the Practical Nursing Program who do not maintain a minimum cumulative grade point average of 2.0 (C) or better are subject to suspension from the Program.

Course	Number	Title	Quarter Credit Hours
LPN	101	Introduction to Nursing	3
LPN	102	Body Structure and Function	5
LPN	103	Life Span and Nutrition	5
LPN	104	Introduction to Patient Care	8
LPN	105	Nursing Needs of Patients	11
LPN	106	Introduction to Drug Therapy	9
LPN	107	Nursing Needs of Patients with Genitourinary Problems	3
LPN	108	Nursing Needs of Patients with Disorders of the Digestive Tract	3
LPN	109	Nursing Needs of Patients with Endocrine Disorders	4
LPN	110	Nursing Needs of Patients with Muscular-Skeletal Disorders	3
LPN	111	Central Nervous System Disorders	5
LPN	112	Nursing Needs of Patients with Sensory Disorders	1
LPN	113	Nursing Needs of Patients with Cardiovascular Impairment	4
LPN	114	Nursing Needs of Patients with Respiratory Distress	4
LPN	115	Mother and Newborn Care	7
LPN	116	Comprehensive Nursing	4
LPN	117	Vocational Adjustments	1
Total			80

## SECRETARIAL STUDIES — GENERAL Two-Year Program (Associate in Applied Science Degree)

### Advising Division: Vocational-Technical Education

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.

(continued on next page)

## SECRETARIAL STUDIES — GENERAL (continued from previous page)

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	111	Composition	5
B. SPCH	121	Communications	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. Any Mathematics Course Numbered 100 or Higher			5
			5
<b>AREA III — SOCIAL SCIENCES</b>			
A. *CITZ	101	Citizenship	2
B. Social Science Elective			5
			7
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. *BOED	100	Applied Business English	5
B. *BOED	111	Beginning Typewriting	3
*BOED	112	Intermediate Typewriting	3
*BOED	113	Advanced Typewriting I	3
C. *BOED	151	Beginning Shorthand	5
*BOED	152	Shorthand Dictation	5
*BOED	153	Shorthand Transcription	5
D. *BOED	202	Office Machines	5
E. *BOED	203	Office Management	5
F. Choose one of the following:			5
*BOED	204	Career Accounting	5
ACCT	201	Principles of Accounting I	5
G. BOED	205	Business Communications	5
H. *BOED	206	Filing & Records Management	5
I. *BOED	207	Secretarial Office Practice I	5
*BOED	208	Secretarial Office Practice II	5
J. *BOED	212	Word Processing & Machine Transcription	5
K. *ATDP	101	Introduction to Data Processing	5
			84
Total			96

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

Note: Competency examinations are available to establish credit by examination in one or more of these courses. A student who has taken the CPS examination may receive course credit for any parts passed.

## SECRETARIAL STUDIES — LEGAL Two-Year Program (Associate in Applied Science Degree)

### Advising Division: Vocational-Technical Education

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.

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**SECRETARIAL STUDIES — LEGAL** (continued from previous page)

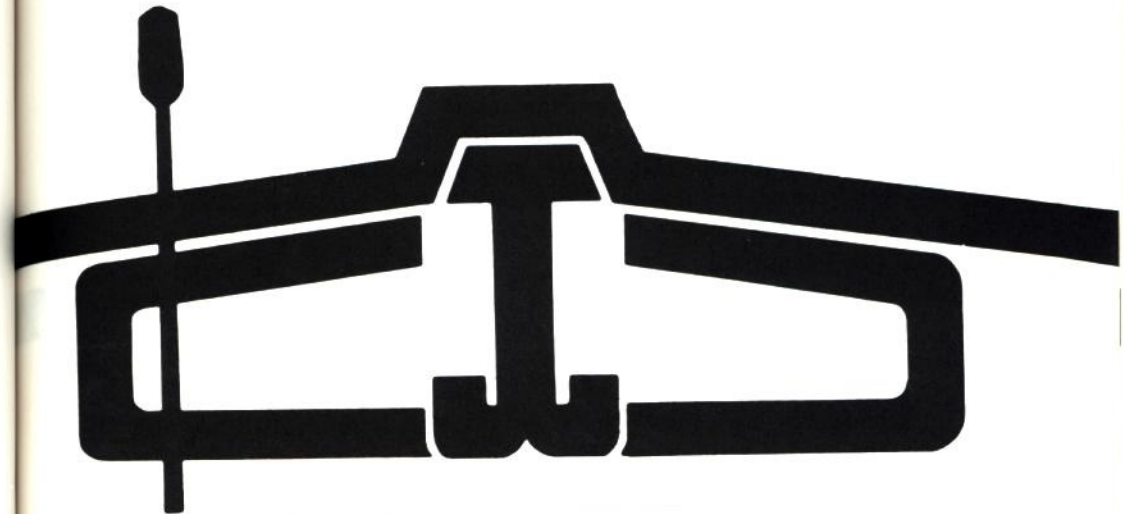
If a student decides to continue studies at a senior institution of the University System of Georgia, the majority of the secretarial studies course credits may be transferred toward a baccalaureate degree. All credits completed within courses required under the Core Curriculum may be transferred without loss to any other institution of the University System. The student is advised, however, that the Legal Secretarial Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	111	Composition	5
B. SPCH	121	Communications	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. Any Mathematics Course Numbered 100 or Higher			5
			5
<b>AREA III — SOCIAL SCIENCES</b>			
A. *CITZ	101	Citizenship	2
B. Social Science Elective			5
			7
<b>AREA IV — MAJOR FIELD REQUIREMENTS</b>			
A. *BOED	100	Applied Business English	5
B. *BOED	111	Beginning Typewriting	3
*BOED	112	Intermediate Typewriting	3
*BOED	113L	Advanced Typewriting I - Legal	3
C. *BOED	151	Beginning Shorthand	5
*BOED	152	Shorthand Dictation	5
*BOED	153	Shorthand Transcription	5
D. *BOED	202	Office Machines	5
E. *BOED	203	Office Management	5
F. Choose one of the following:			
*BOED	204L	Career Accounting - Legal	5
ACCT	201	Principles of Accounting I	5
G. BOED	205	Business Communications	5
H. *BOED	206	Filing & Records Management	5
I. *BOED	207	Secretarial Office Practice I	5
*BOED	208L	Secretarial Office Practice II - Legal	5
J. *BOED	212L	Word Processing & Machine Transcription - Legal	5
K. *ATDP	101	Introduction to Data Processing	5
L. BSAD	270	Legal Environment of Business	5
			79
			101
	Total		

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

Note: Competency examinations are available to establish credit by examination in one or more of these courses. A student who has taken the CPS examination may receive course credit for any parts passed.

# DEVELOPMENTAL STUDIES PROGRAM





### Advisement: Division of Developmental Studies

For a variety of reasons, some applicants to Clayton Junior College may need additional academic preparation before they enroll in a regular college degree or certificate program. Some have decided to return to school several years after their high school graduation. Others may not have taken the courses they needed to prepare themselves for college. Still others may have had problems with basic academic skills. For such students Clayton Junior College offers Developmental Studies courses to help provide preparation in areas such as reading, English, and mathematics.

Students are admitted to the Developmental Studies Program when their high school and/or college records and Scholastic Aptitude Test (SAT) or College Placement Program (CPP) scores indicate deficiencies in basic academic skills. Another placement test, the Basic Skills Examination (BSE), is then given to determine what Developmental Studies courses the student must take. A student who is admitted to the Developmental Studies Program and who for any reason does not take the BSE will be able to take only Developmental Studies courses in his first quarter at college.

The Developmental Studies Program offers instruction in communications, reading, English, mathematics, study skills, personal development, and, for some students, music. Students must take required Developmental Studies courses during their first quarter of enrollment and continue taking them for each following quarter until all requirements have been completed. Each student in the Program will be advised by a Developmental Studies advisor until the student has completed all required Developmental Studies courses.

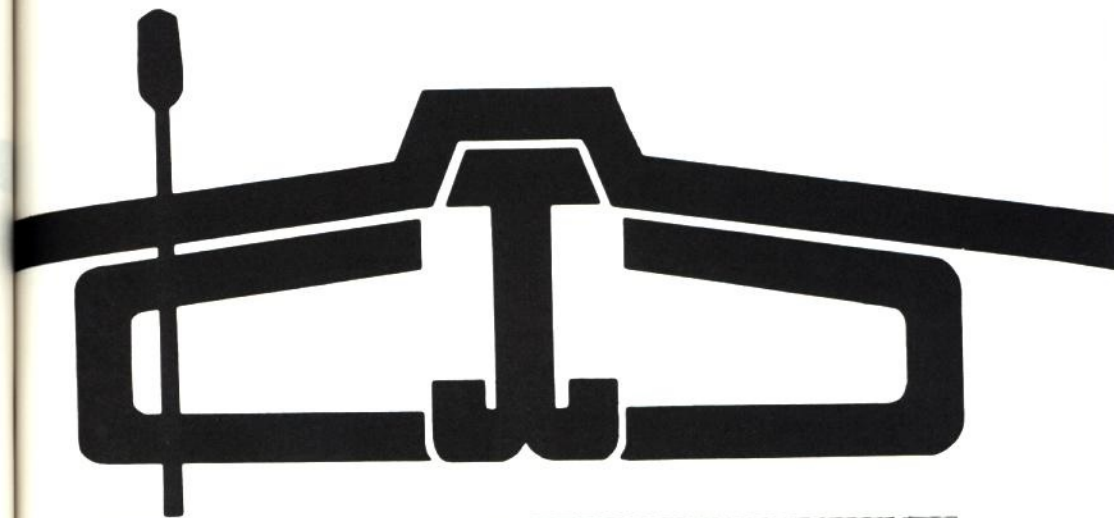
Developmental Studies courses are not applicable to any degree programs currently offered by the College and are not transferable to other institutions. However, a student who successfully completes all required Developmental Studies courses will be able to schedule degree-applicable courses during the 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 Developmental Studies Program must advise and approve the schedule of a student who is required to take Developmental Studies courses.

It is the general policy of Clayton Junior College that students in Developmental 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 Developmental Studies course three times unsuccessfully 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 Developmental Studies advisor, Developmental Studies courses to review basic academic skills. In addition, the resources of the Division of Developmental Studies are available to students who do not successfully complete the Regents' Testing Program of the University System of Georgia.

Please refer to page 142 of this catalog for a listing of specific Developmental Studies courses offered by the College.

## COURSE DESCRIPTIONS



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

## ACCOUNTING

**Note: For Career Accounting courses, see Business Management.**

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

Financial Accounting. A study of the basic processes and concepts of the accounting cycle; includes the preparation and analysis of financial statements for external use. 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 112 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 140 — Aviation Safety (5-0-5)

A study of various aspects of safety in an aviation environment to include human factors, aeromedical factors, aircraft design, life support equipment and procedures, post-crash factors, and accident investigations.

### \*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.

### \*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.

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

See Page 112 for an explanation of digits following course titles.

- 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 and 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 ([1-5]-0-[1-5])  
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.
- AVI 296 — Special Projects Seminar (5-0-5)  
Study, research, and/or work activity designed to meet the needs and special interest of students. Discussion and evaluation seminars under the guidance of the Program Director. Available to Aviation Majors only.
- AVI 299 — Readings in Aviation Administration ([1-5]-0-[1-5])  
Extensive research in an area not yet studied by the student. The student's research will culminate in a major report. The course is offered on a limited basis and only to those students who either are within two quarters of graduation having a curriculum problem in fulfilling graduation requirements, or to those students who have another AVI course cancelled for which AVI 299 may serve as a course substitution.

## BIOLOGY

- BIOL 111 — Principles of Biology (4-3-5)  
Scientific processes, structure and function of the cell and cell organelles, plant and animal development, 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, cell division, genetic applications, origin of life, 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, cell division, Mendelian and molecular genetics, evolution, survey of plant and animal phyla.  
Prerequisite: BIOL 111.
- Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

See Page 112 for an explanation of digits following course titles.

- 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.
- 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. This course is only pertinent to students enrolled in programs in the health sciences.  
Prerequisite: BIOL 152.

## BUSINESS ADMINISTRATION

- BSAD 270 — 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.
- 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.
- Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

See Page 112 for an explanation of digits following course titles.

- 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.
- BMGT 294 — Cost Control and Internal Reporting (5-0-5)  
Internal accounting procedures as applied to service, merchandising, and manufacturing firms. Emphasis is on the control of costs and reports for management use.  
Prerequisite: ACCT 201.
- BMGT 295 — Auditing and Specialized Reporting (5-0-5)  
Internal control, internal auditing, and external auditing are studied. Some specialized reporting functions of not-for-profit and governmental units also are covered.  
Prerequisite: ACCT 201.

## BUSINESS/OFFICE EDUCATION

- BOED 100 — Applied Business English (5-0-5)  
Knowledge and application of grammar, punctuation, spelling, capitalization, numbers, abbreviations, and word division for all business writing situations.
- BOED 111 — Beginning Typewriting (1-4-3)  
For students who have had no typewriting 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.
- BOED 112 — Intermediate Typewriting (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: BOED 111 or consent of instructor.
- BOED 113 — Advanced Typewriting I (1-4-3)  
Problem typing with emphasis on statistical reports, legal papers, and duplicated reports. How to take and type employment tests. Minimum speed requirement of forty-five net words per minute on selected five-minute tests. Training on electronic and magnetic card typewriters.  
Prerequisite: BOED 112.
- BOED 113L — Advanced Typewriting I - Legal (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. Training on electronic and magnetic card typewriters.  
Prerequisite: BOED 112.
- BOED 151 — Beginning Shorthand (5-0-5)  
A study of the principles of Gregg Shorthand with emphasis on reading and writing shorthand. Dictation of familiar material at a minimum of sixty words per minute for three minutes and transcription with a minimum of 95% accuracy.  
Prerequisite or Corequisite: BOED 100.
- BOED 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 with a minimum of 95% accuracy.  
Prerequisites: BOED 100 and BOED 151 or a satisfactory score on a Placement Test.
- BOED 153 — Shorthand Transcription (5-0-5)  
Dictation of new material and transcription at the typewriter. Dictation of 100 - 120 words per minute and transcription with a minimum of 95% accuracy. Mailable letters.  
Prerequisite: BOED 152.

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

See Page 112 for an explanation of digits following course titles.

- BOED 202 — Office Machines (3-4-5)  
Development of skill in operating various office machines including the electronic ten-key adding machine, electronic printing and display calculators, reprographic equipment, and transcription and dictation units. Knowledge and application of business mathematics.
- BOED 203 — Office Management (5-0-5)  
Knowledge of the functions of the office including: selection of employees, compensation and incentive plans, job descriptions and job analyses, office furniture and equipment, office building and physiological factors, office machines and supplies, office environment, and personnel supervision.
- BOED 204 — Career Accounting (5-0-5)  
Office Accounting introduces the basic accounting cycle and emphasizes the kinds of records kept in both mercantile and service business establishments.
- BOED 204L — Career Accounting — Legal (5-0-5)  
Office 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.
- BOED 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 or Corequisite: BOED 100 for BOED students, ENGL 111 for non-BOED students.
- BOED 206 — Filing and Records Management (5-0-5)  
Basic principles and procedures of records storage and control as well as managing the records system.
- BOED 207 — Secretarial Office Practice I (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: BOED 100; BOED 112; and BOED 152 or consent of instructor.
- BOED 208 — Secretarial Office Practice II (5-0-5)  
A continuation of Secretarial Office Practice I. Includes development of appropriate work habits and attitudes and completion of simulated office practice set using word processing equipment.  
Corequisite: BOED 207.
- BOED 208L — Secretarial Office Practice II — Legal (5-0-5)  
A continuation of Secretarial Office Practice I with emphasis on practices and procedures of a legal office. Includes development of appropriate work habits and attitudes and completion of simulated legal office practice set using word processing equipment.  
Corequisite: BOED 207.
- BOED 212 — Word Processing and Machine Transcription (2-7-5)  
Intensive use of word processing equipment and machine transcription units. This course will help to prepare students for duties in a variety of office positions, particularly in word processing units.  
Prerequisites: BOED 100 and BOED 112.
- BOED 212L — Word Processing and Machine Transcription — Legal (2-7-5)  
Intensive use of word processing equipment and machine transcription units with emphasis on legal transcription. This course will help to prepare students for duties in a variety of office positions, particularly in word processing units.  
Prerequisites: BOED 100 and BOED 112.

## CAREER PLANNING

- ATCP 100 — Introduction to Career Planning (3-0-3)  
The course provides instruction in goal setting, developing employment skills, resume preparation, interview techniques, employee-supervisor conflict resolution, employer-employee responsibility and employee benefits interpretation.
- \*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

## 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 a 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 reaction mechanisms.

Prerequisite: CHEM 152 or consent of instructor.

### 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.

## CITIZENSHIP

### \*CITZ 101 — Citizenship (2-0-2)

Instruction in the essentials of United States and Georgia history and Constitutions.

## COMPUTER SCIENCE

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

An introduction to computing and computer programming as a problem-solving tool, using the BASIC language.

Prerequisite: A mathematics course numbered 100 or higher.

### COMP 210 — Principles of Computer Programming (4-2-5)

Introduction to data representation and computer system organization; algorithm development using simple data types (integer, boolean, character, real) and control structures (sequence, selection, repetition); further development using procedures, functions, and structured data types (arrays, records, files, sets); introduction to pointer data types. Pascal programming language used to teach these concepts.

Prerequisite: A mathematics course numbered 111 or higher.

### COMP 211 — File Processing (4-2-5)

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

Prerequisite: COMP 210 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.

## 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.

### CJUS 204 — Corrections (5-0-5)

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

### 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.

## DATA PROCESSING

### \*\*ATDP 101 — Introduction to Data Processing (4-3-5)

The student receives an overview of electronic data processing. Instruction covers data processing systems, terminology, equipment, applications, functions of data processing hardware, flow charts, data system concepts, fundamentals of computer programming and programming languages.

### \*\*ATDP 102 — Computer Programming in BASIC (4-3-5)

An introduction to the BASIC (Beginner Symbolic Instruction Code) programming language for students majoring in data processing, computer science, secretarial, clerical, management, industrial and technical areas. Mathematical and business oriented problems are solved using a computer.

### \*\*ATDP 103 — Computer Programming in RPG (4-3-5)

The course will assist the student to develop knowledge of RPG II (Report Program Generator) on a step-by-step basis. Instruction includes planning, coding, handling tables, using arrays, and processing of files.

### \*\*ATDP 104 — Computer Programming in COBOL (4-3-5)

This course is an introduction to COBOL (Common Business Oriented Language). It permits a programmer to instruct computers in English. The rules and language are taught and various business problems are solved on the computer.

### \*\*ATDP 105 — Operating Systems (4-3-5)

A study of data processing operating systems such as job control, supervision, monitors, libraries, generation, compilers and assemblers.

### \*\*ATDP 106 — Data Systems Design and Operation (4-3-5)

The student will study the fundamentals of systems design and development. Practical applications are stressed. A system is developed through its evolutions of (1) analysis of present information flow, (2) system specifications and equipment requirements, and (3) implementation of the system.

### \*\*ATDP 107 — Special Problems (1-12-5)

Continuation of previously studied area with emphasis placed upon writing, testing, and debugging a defined problem.

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

## DRAFTING AND DESIGN TECHNOLOGY

- \*\*ATDD 101 — Engineering Drawing I (2-8-5)**  
Course includes introduction to drafting equipment, materials, basic use of instruments, freehand lettering, geometric construction, orthographic projection, auxiliary views, sections and conventions, fasteners, dimensioning and reproduction of drawings.
- \*\*ATDD 102 — Technical Illustrations (2-8-5)**  
This course deals primarily with translation of orthographic drawings into three dimensional, pictorial representations. Topics include axonometric drawings; perspectives; illustration techniques in shading; rendering; airbrush applications; and freehand sketching.  
Prerequisite: ATDD 101.
- \*\*ATDD 110 — Descriptive Geometry (2-8-5)**  
Course includes graphic analysis of problems involving point, line, and plane relationships. Instruction is also provided in successive auxiliary view, revolution, piercing points, surface development and intersections.  
Prerequisite: ATDD 101.
- \*\*ATDD 201 — Computer-Aided Drafting (2-8-5)**  
Computer applications in engineering drafting and design problems. Includes basic and numerical control programming and use of plotter subroutines.  
Prerequisites: ATDP 101, ATDD 101.  
Corequisite: ATDD 102 and consent of instructor.

## DRAFTING AND DESIGN TECHNOLOGY — ARCHITECTURAL

- \*\*ATAD 201 — Architectural Drafting I (2-8-5)**  
Fundamentals of architectural drafting including reading blueprints; interpreting symbols and terminology; building materials; plot plans; floor plans; elevations; detail in frame and masonry construction; building codes; and site locations. Each student prepares a complete set of working drawings for a residential project.  
Prerequisites: ATDD 101 and ATDD 110.  
Corequisite: ATEL 102 or consent of instructor.
- \*\*ATAD 202 — Architectural Drafting II (2-8-5)**  
The second course in Architectural Drafting with emphasis on structural steel and reinforced concrete construction in commercial and industrial applications. Each student prepares a detailed set of working drawings for a commercial building.  
Prerequisite: ATAD 201.
- \*\*ATAD 203 — Surveying (2-8-5)**  
This course is designed to familiarize the student with surveying terminology; methods and equipment used to make basic surveying measurements; contours and elevations. Proper use of transit, level, tape and other instruments used in surveying is emphasized.  
Prerequisite: MATH 111 or 112.
- \*\*ATAD 204 — Construction Estimating (3-0-3)**  
Introduction to construction estimating using complete plans and specifications to develop material quantities and cost, and familiarization with appropriate tables and guide lists used by estimators.
- \*\*ATAD 210 — Field Experience (0-15-5)**  
On-the-job experience in an appropriate architectural design agency. Planned application of academic experience in a practical situation.  
Prerequisite: Faculty approval for placement.
- \*\*ATAD 220 — Special Architectural Project (0-15-5)**  
Student and instructor develop specialized architectural project relating to interests and needs of student.  
Prerequisite: Consent of Division Representative.
- \*\*\*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 for Area IV.**

## DRAFTING AND DESIGN TECHNOLOGY — MECHANICAL

- \*\*ATMD 201 — Mechanical Design I (2-8-5)**  
Advanced orthographic projection design layout; detailing finishes; shop assemblies; pipe and pipe layout simulating industrial drafting conditions.  
Prerequisite: ATDD 101.
- \*\*ATMD 204 — Blueprint Reading (3-0-3)**  
Comprehensive study in interpretation of working drawings, including nomenclature and specifications; determination of material quantity and cost.
- \*\*ATMD 210 — Mechanical Design II (3-6-5)**  
Design of systems utilizing engineering tables and preparation of working drawings for their construction. Topics include tolerancing, computation of fits, power transmission appliances, coefficients of expansion, stress strain diagrams and cam design.
- \*\*ATMD 220 — Special Mechanical Design Project (1-12-5)**  
Student and instructor develop specialized mechanical design project relating to interests and needs of student.  
Prerequisite: Consent of Divisional Representative.
- \*\*ATMD 225 — Field Experience (0-15-5)**  
On-the-job experience in an appropriate mechanical drafting/design position. Planned application of academic experience in a practical situation.  
Prerequisite: Faculty approval for placement.

## 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, students will learn to appreciate the dramatic arts as they appear in their 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)**  
Application 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 or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.**

See Page 112 for an explanation of digits following course titles.

## EDUCATION

### 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.

## ELECTRONICS TECHNOLOGY

### \*\*ATEL 101 — DC Circuit Analysis (4-3-5)

An introductory course in electronics promoting interests through applications of DC circuits. The student is exposed to state-of-the-art lab equipment and various techniques such as soldering and circuit construction. The student will assemble resistive circuits and analyze parameters using Ohm's Law, Kirchoff's Law, Thevenin's and Norton's Theorems.

Prerequisite: Math 099 or concurrently.

### \*\*ATEL 102 — Electronic/Electrical Drawing (1-6-3)

This course introduces the student to electronic drafting. The student will investigate and make applications of the drafting techniques used in electronic drafting. The course provides students with the basic concepts and skills in using drafting equipment, mechanical drawings, technical lettering, electronic graphic symbols, block diagrams and schematic diagrams.

### \*\*ATEL 103 — AC Circuit Analysis (4-3-5)

A study of the fundamentals of AC circuits introducing capacitors, inductors and magnetic circuits in combination with resistance. The student will use vector analysis as the basis for understanding RC, RL and RCL circuits.

Prerequisite: ATEL 101, Math 111 or concurrently.

### \*\*ATEL 104 — Electronic Devices I (4-3-5)

An introductory course in Electronic Devices discussing the Diode, Transistor, FET's and their uses in electronic circuits. Device characteristics, circuit configurations and operating conditions are all included to develop trouble-shooting skills.

Prerequisite: ATEL 103 or concurrently.

### \*\*ATEL 105 — Electronic Devices II (4-3-5)

A continuation of Electronic Devices I directed at the UJT, DIAC, TRIAC, SCR, light-activated devices, and vacuum tubes. Amplification is discussed and oscillators are presented with circuit configurations and applications.

Prerequisite: ATEL 104.

### \*\*ATEL 106 — Analog Circuits (4-3-5)

This is a continuation of topics initiated in previous courses in the areas of amplification, impedance matching, frequency response, feedback, op-amps, and an introduction to linear-integrated-circuit configurations.

Prerequisite: ATEL 105 or concurrently, Math 112 or concurrently.

### \*\*ATEL 107 — Introduction to Digital Circuits (4-3-5)

This is a basic course in digital-logic circuits. The course emphasizes logic gates in combination to general, more complex circuits that are found in digital computers. Also included is an introduction to microprocessing with emphasis on large scale integration.

Prerequisite: ATEL 105 or concurrently.

### \*\*ATEL 222 — Field Experience (0-15-5)

On-the-job experience in an appropriate position directly related to the major. Planned application of academic theory in a practical situation.

Prerequisite: Faculty approval for placement.

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

See Page 112 for an explanation of digits following course titles.

## ELECTRONICS TECHNOLOGY — AVIONICS

### \*\*ATAV 110 — Aircraft Systems (3-0-3)

An introduction to aeronautical nomenclature, aircraft instruments, aeronautical structure and aircraft operating systems. Areas studied include basic airframe instruments; electrical systems; ice and rain control systems; position and warning systems; cabin atmosphere and control systems; and hydraulic and pneumatic systems.

### \*\*ATAV 120 — Power Plant and Fuel Systems (3-0-3)

A study of various aircraft propulsion and related systems. Includes the study of various engines; fuel storage and distributions; ignition systems; cooling and exhaust systems; fire detection and extinguishing systems; and electrical power generating systems.

### \*\*ATAV 211 — Ground Systems (4-3-5)

The operation and maintenance of equipment used by FAA service stations and airports. Also emphasized is the equipment used in conjunction with and the support of airborne systems. Such equipment includes ILS, ADF, DME, weather radar, area navigation systems and glide slope systems.

Prerequisites: ATEL 201 and ATEL 203.

### \*\*ATAV 213 — Airborne Systems (4-3-5)

A study of basic equipment found on both commercial and general aviation aircraft. Areas emphasized include the operation and maintenance of the following: automatic pilot, compasses, NAV-COM, VOR, ADF, glide slope receivers and marker beacons.

Prerequisites: ATEL 201 and ATEL 203.

## ELECTRONICS TECHNOLOGY — COMPUTER SERVICES

### \*\*ATCO 221 — Introduction to Microcomputers (4-3-5)

An introduction to the hardware and software systems of a microcomputer system. Special emphasis will be placed on the application of basic digital logic circuits to a complete system.

Prerequisite: ATEL 107.

### \*\*ATCO 223 — Microprocessor Systems Architecture (4-3-5)

The fundamental concepts of microprocessors including software development, memory components, organization, assembly language programming, and the basics of interfacing.

Prerequisites: ATCO 221, ATEL 107.

### \*\*ATCO 225 — Minicomputer and Microprocessor Programming (3-6-5)

Study of the ATE systems approach to machine level operation, I/O utilities and assembly language.

### \*\*ATCO 227 — Interfacing (3-6-5)

An introduction to computer and processor input-output methods as well as interface components and characteristics. Interface circuit attachments to standard bases and peripherals are standard along with software considerations directed to an ATE systems approach.

### \*\*ATCO 229 — Minicomputer and Microprocessor Peripherals (4-3-5)

The hardware components of the CRT, floppy disc, disc drive, TTY, paper tape and magnetic tape units are studied along with their principles of operation and systems approach.

Prerequisite: ATCO 225.

## ELECTRONICS TECHNOLOGY — ELECTROMECHANICAL

### \*\*ATEM 231 — Industrial Electronics (4-3-5)

A study of power electronic devices and their circuit application in the industrial environment. Major emphasis is placed on the control of manufacturing equipment through electronic devices and circuitry.

Prerequisite: ATEL 106.

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

See Page 112 for an explanation of digits following course titles.

- \*\*ATEM 235 — Mechanics (4-3-5)**  
A study of the principles and application of force and motion; work energy and power; basic machines and function; as well as circular motion and rotational dynamics.  
Prerequisite: ATEL 106.
- \*\*ATEM 237 — Hydraulics/Pneumatics (3-6-5)**  
A study of the basic concepts of liquids and gases under pressure, their reactions to temperatures and changes in flow, force, strain, movement and control devices.  
Prerequisites: ATEM 235 and ATEM 251.
- \*\*ATEM 251 — Rotating Machines and Controls (3-6-5)**  
An introduction to the various types of DC and AC motors and generators commonly used in business and industry. Basic motor and electronic control concepts are studied and clarified through laboratory experiments.  
Prerequisite: ATEM 231.

## ELECTRONICS TECHNOLOGY — INSTRUMENTATION

- \*\*ATIT 233 — Automatic Process Controls (3-6-5)**  
A study of the principles and theory of the automatic controls of various manufacturing processes. Feed-back and closed-loop systems used to monitor and control manufacturing processes are also studied as a basis for understanding the principles of robotics.  
Prerequisite: ATEM 231.
- \*\*ATIT 240 — Instruments and Measuring Principles (4-3-5)**  
A study of the basic types of transducers employing electrical or electronic energy. Photoelectric, potentiometric, piezoelectric, and similar devices. Data logging and recording devices are also studied.  
Prerequisite: ATEL 107.
- \*\*ATIT 241 — Control Principles (4-3-5)**  
A study of analogous systems of units and the resulting mathematical relationships. Simulation and analysis of simple control problems on analog computers. Studies of pneumatic, hydraulic, and electrical analog controllers.
- \*\*ATIT 242 — Electronic Instrumentation (4-3-5)**  
A study of the application of basic electronic principles in devices such as transducers, recorders, analytical instruments, data storage and retrieval.

## ELECTRONICS TECHNOLOGY — TELECOMMUNICATIONS

- \*\*ATTC 201 — Communications Transmitters (4-3-5)**  
This course introduces the student to the fundamental principles of communication; generation of analog and modulation systems theory; Amplitude Modulation; and Frequency Modulation as applicable to transmission at the UHF range.
- \*\*ATTC 203 — Communications Receivers (4-3-5)**  
A study of the fundamental principles of communications as applied to receivers in the areas of AM, FM, SSB, and conversions.
- \*\*ATTC 205 — Television Circuits and Systems (4-3-5)**  
An introduction to basic circuits inherent in television transmitters and receivers, the television frequency spectrum, antennas, and associated equipment.  
Prerequisite: ATTC 203.
- \*\*ATTC 207 — Radar and Microwave (4-3-5)**  
An introduction to basic radar circuits, antenna systems, interference, microwave devices, waveguides and related systems.  
Prerequisite: ATTC 203.
- \*\*Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.**

See Page 112 for an explanation of digits following course titles.

## ENGLISH

- ENGL 099 — Developmental English (5-0-5)**  
See Page 142.
- \*\*ENGL 103 — Technical Writing (5-0-5)**  
A course designed to develop writing proficiency in technical fields. Emphasis on collecting, organizing, presenting and analyzing materials applicable to various specialized areas.
- 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.
- 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.

## FOREMANSHIP AND SUPERVISION DEVELOPMENT

- \*\*ATFS 110 — Industrial Management (5-0-5)**  
Problems of production management. Plant layout, site selection, provision for effective selection and arrangement of facilities for maximum production efficiency and safety.
- \*\*ATFS 120 — Plant Operation and Maintenance Management (5-0-5)**  
Problems relating to building and plant maintenance. Areas studied include: maintenance management, organizational problems, and mechanical maintenance and their relationships to the overall management of the institution.
- \*\*ATFS 130 — Work Design and Measurement (5-0-5)**  
Design methods and work measurement in business and industry. Techniques of developing time standards, time study, work sampling and simplification, and the effect of automation on production.  
Prerequisite: ATFS 110.
- \*\*Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.**



See Page 112 for an explanation of digits following course titles.

- \*\*ATFS 140 — Quality Control (5-0-5)**  
The application of specified standards to industrial production. Areas of study include frequency distributions, variable and attribute control charts, acceptance sampling techniques, and inspection management.  
Prerequisite: ATFS 110.
- \*\*ATFS 150 — Industrial Relations (5-0-5)**  
Theories of the labor movement, union-management relationships, contract negotiations, contract administration and the roles of the first-line supervisor.
- \*\*ATFS 160 — Internship in Applied Sciences and Technology (0-15-5)**  
Provides experience for the student in cooperating industries. Student will work on a rotating assignment basis and will submit written reports as part of the course requirements. May be repeated for a maximum of 10 quarter hours.  
Prerequisite: Consent of instructor.

## 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 142.

## 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.)

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

See Page 112 for an explanation of digits following course titles.

## 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 101 — Mass Communications Practicum (1-2-1)**  
Supervised practical experience with the college video system. 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 transferred 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.
- JOUR 260 — News Writing and Reporting (5-0-5)**  
Basic techniques for gathering, writing, editing and presenting news for radio, television and newspapers.

## MARKETING/MANAGEMENT TECHNOLOGY

- \*\*ATMK 110 — The Nature and Environment of Business (5-0-5)**  
Emphasizes the traditional facets of business (its environment, organization, and basic business functions) as well as the social and physical climate in which business and industry operate.
- \*\*ATMK 120 — Creative Selling (5-0-5)**  
A study of selling as a career, sales psychology, sales techniques, product analysis, product information and customer service.
- \*\*ATMK 130 — Principles of Retailing (5-0-5)**  
A study of retail merchandising and operation. The course includes the physical distribution of merchandise, buying procedures, pricing policies, store location, layout, retail advertising and credit.  
Prerequisite: ATMK 110.
- \*\*ATMK 140 — Principles of Advertising (5-0-5)**  
Advertising purposes and procedures, covering primarily the point of view of the advertising manager. Study of proper aspects, copy preparation, layout and media.  
Prerequisite: ATMK 110.
- \*\*ATMK 150 — Marketing Logistics (5-0-5)**  
Exploration of the relationships between materials handling, warehousing, inventory control, and transportation costs. The methods of the analysis of distribution costs and the total system costs plus other problems encountered in the movement of goods from the production line to the ultimate consumer.  
Prerequisites: ATMK 110, MATH 121.
- \*\*Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.**

## MATHEMATICS

MATH 090 — Introductory Mathematics (5-0-5)  
See Page 142.

MATH 098 — Developmental Mathematics (5-0-5)  
See Page 142.

MATH 099 — Review Algebra (5-0-5)  
See Page 142.

MATH 105 — Mathematics for Liberal Arts (5-0-5)  
A study of basic topics in arithmetic and algebra with emphasis on their applications to probability, statistics, computing machines, and other areas. Not appropriate for business, science or mathematics majors.

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.

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.

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 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 and multivariable calculus including line integrals and 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.

## MEDICAL OFFICE ASSISTANT

\*\*ATMA 100 — Professional Adjustments (3-0-3)  
An introduction to medical assisting that includes personal health, personal hygiene, medical terminology, medical law and others.

\*\*ATMA 110 — Medical Assisting Procedures (5-0-5)  
A study of the basic skills needed for successful employment in the physician's office. Areas of emphasis include vital signs, position and draping, sterilization techniques, medical/surgical asepsis, x-ray technique and pharmacology.

\*\*ATMA 130 — Laboratory Procedures (1-6-3)  
The development of basic medical skills with emphasis on private physicians' offices, emergency rooms, labor and delivery rooms, and private obstetric and pediatric offices.  
Prerequisite: ATMA 110.

\*\*ATMA 140 — Medical/Surgical Problems (5-0-5)  
The study of common problems encountered in private physicians' offices and laboratories.  
Prerequisite: ATMA 120.

\*\*ATMA 150 — Clinical Practicum (0-15-5)  
After successful completion of the required courses the student is provided experience in two physicians' offices for a total period of ten weeks.  
Prerequisite: ATMA 140.

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

## 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 (1-1-2)  
Organization of the Army and ROTC. Career opportunities for ROTC graduates. The Army as a profession - confidence building adventure training (orienteering, mountaineering).
- MILI 102 — Basic Military Skills (1-1-2)  
Military land navigation instruction; basic rank identification; small unit organization theory and management techniques. Classroom instruction and field application.
- MILI 103 — ROTC Basic Summer Alternative (3-3-3)  
Intensive and challenging Military Science course which compresses MILI 101, 102, 104, 201, 202, and 203 into the Summer Quarter. Completion fully prepares and qualifies the student for direct entry into the Advanced Program during the upcoming Fall Quarter.
- MILI 104 — Basic Military Traditions (1-1-2)  
Significance of military courtesy, discipline, customs and traditions of the service. Development of leadership abilities through practical exercises.
- MILI 201 — Basic Military Science (1-1-1)  
Introduction to the basic techniques and operations of the military: topographic map reading classroom and field application of military science and confidence skills.
- MILI 202 — Basic Leadership and Tactics (1-1-1)  
Development of skills required of junior military leaders; classroom discussion and practical exercise.
- MILI 203 — Basic Leadership Skills (1-1-1)  
Functions, duties, and responsibilities of junior leaders; the use of map and aerial photographs. Classroom and field application of military science skills.
- MILI 231 — Methods of Instruction (3-1-3)  
Planning, presenting and evaluating military instruction.
- MILI 232 — Leadership in Small Unit Operations (3-1-3)  
Decision-making processes, delegation of authority, and leadership and management functions in the tactical employment of small military units.
- MILI 233 — Advanced Leadership Development (3-1-3)  
Leadership fundamentals including simulated problems in military leadership.
- MILI 241 — Military Management and Leadership (3-1-3)  
Organization, decision-making, managerial functions, as systematically applied to administrative, intelligence, training and logistics operations.
- MILI 242 — Military History (5-0-5)  
Historical growth and development of the Army.
- MILI 243 — The Military Officer (3-1-3)  
Role of the officer in the military and contemporary world. Military implications of world change; officer responsibilities for use of tactics and combined arms teams in combat.

## MUSIC

- MUSI 099 — Fundamentals of Music (4-0-4)  
See page 142.
- 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 (4-0-3)  
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 (4-0-3)  
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 (4-0-3)  
Further part-writing exercises; study of phrase structure and cadences; the technique of harmonization; non-harmonic tones; seventh chords; 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 (1-0-1)  
Private lesson 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.
- 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 191 L — Music Theatre
- MUSI 201 — Music Theory (4-0-3)  
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.

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

See Page 112 for an explanation of digits following course titles.

**MUSI 202 — Music Theory (4-0-3)**

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 (4-0-3)**

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 (1-0-1)**

Continuation of MUSI 151.

**MUSI 252 — Applied Music (1-0-1)**

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.

**\*\*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 insuring 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.

\*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. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 112 for an explanation of digits following course titles.

**\*\*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.  
Prerequisites 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.  
Prerequisites or corequisites: 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.

**\*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.

\*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.

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

See Page 112 for an explanation of digits following course titles.

**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)**

Development of proper shooting technique, terminology, shooting etiquette, and tackle selection.

**PHED 110 — Badminton (0-2-1)**

Development of the skills of the serve, drive, smash, drop, and clear. Instruction in singles and doubles play, rules, and terminology.

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

Designed to develop effective chipping, pitching, putting, and driving skills for the novice golfer. Rules and etiquette of golf are included. The student should wear low-heel shoes. Golf shoes are not required. The College provides clubs and balls. The student is required to play 9-holes of regulation golf during the quarter.

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

Primary emphasis is on the development of the forehand and backhand ground strokes and serve. Introduction to lob, overhead, and volley. Singles and doubles play included. Emphasis on rules and etiquette of tennis. Students furnish tennis shorts, T-shirt, and *smooth-soled* tennis shoes. The College provides tennis racquets and tennis balls. Students may use their personal tennis racquets.

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

This course is designed for students who have developed sound forehand and backhand ground-strokes and have developed an effective overhead, loop serve. The emphasis is on the development of the overhead, lob, and volley; and on placement of shots. Strategy for singles and doubles play is included. Rules and etiquette of tennis are stressed. Students furnish tennis shorts, T-shirts, and *smooth-soled* tennis shoes. The College provides tennis racquets and tennis balls. Students may use their personal racquets.

Prerequisite: PHED 125 or permission of instructor.

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

Instructions in the basic stunts and creative routines on the following pieces of apparatus: balance beam, uneven parallel bars, rings, horizontal bar, and side horse.

**PHED 131 — Tumbling (0-2-1)**

Instruction in basic stunts and creative routines.

**PHED 135 — Beginning Judo (0-2-1)**

Development of basic throws, falls, and techniques involved in subduing an attacker. Emphasis is placed on judo as a defense technique and judo as a sport. Students must furnish uniform.

**PHED 137 — Self Defense (0-2-1)**

Skill and understanding essential for defense against an aggressor with emphasis on avoiding attacks. Includes falls, throws, counters, locks, and escapes. Students must furnish uniform.

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

Basic development of the art of kicks and punches through demonstration and practice of proper techniques. Emphasis is placed on safety and control. Tae Kwon Do is the art of self defense without weapons. Students must furnish uniform.

**\*PHED 140 — Jogging (0-2-1)**

Development of proper jogging technique, endurance and stamina, proper warm-up techniques and knowledge of the physiological and health benefits associated with physical activity.

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

See Page 112 for an explanation of digits following course titles.

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

Development of proper lifting technique. Acquire knowledge of several methods of development of strength and muscular endurance; and the physiological principles of weight training.

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

Improvement on basic techniques developed in beginning karate class and development of new and more advanced techniques involving a higher proficiency of skill and control.

Prerequisite: PHED 139 or equivalent.

**PHED 159 — Aerobic Dance (0-2-1)**

Designed to develop the knowledge, understanding and values of aerobic activity through rhythmic movement.

**PHED 160 — Folk Dances of Western Europe and the United States (0-2-1)**

Native dances from countries of Western Europe and the United States are the primary focus. Brief historical development of dances is included.

**PHED 161 — Round and Square Dance (0-2-1)**

Basic instruction in American dance. Fundamental steps and formations are included.

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

Development of an understanding of the skills, knowledge and conditioning essential for free and creative dance. Students must furnish leotards and tights.

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

Designed to further develop the student's technical skills and knowledge with concentration on promoting the individual style needed for Jazz. Students must furnish leotards, tights, and ballet shoes.

**PHED 165 — Folk Dances of Eastern Europe (0-2-1)**

Native dances from countries of Eastern Europe are the primary focus. Introduction to customs, cultures, and brief historical development of dances is included.

**PHED 166 — Beginning Tap Dance (0-2-1)**

Designed to teach the basic tap steps and combinations along with their rhythmic analysis and style to be used in composition. Students must furnish tap shoes.

**PHED 167 — Social Dance (0-2-1)**

Instruction in the basic techniques and patterns of traditional couple dances with an emphasis on current dances.

**PHED 168 — Beginning Ballet (0-2-1)**

A program of classical ballet, including alignment of the body, position of the feet, elementary locomotive movements, basic ballet terms, and jumps. Student must furnish leotards, tights, and ballet shoes.

**PHED 169 — Intermediate Ballet (0-2-1)**

An indepth technical approach to the understanding and appreciation of ballet. Concentration on improving one's ability to master the basic step and turns. Will include ballet history. Students must furnish leotards, tights, and ballet shoes.

**PHED 170 — Volleyball (0-2-1)**

Development of the skills of the pass, the volley, the spike, the block, and the serve. Instruction of offensive and defensive technique, rules, and terminology.

**PHED 172 — Intermediate Tap Dance (0-2-1)**

An advanced level of tap, designed to provide the student with more intricate tap rhythms, steps and combinations with emphasis on style and speed. Students must furnish leotards, tights and tap shoes.

**PHED 176 — Roller Skating (0-2-1)**

A course designed to develop stops, turns, forward and backward skating and elementary figure skating.

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

**PHED 180 — Hiking and Backpacking (0-2-2)**

This course is designed to expose the novice hiker/backpacker to the equipment needed for hiking and backpacking. Classtime will be devoted to selection of footwear, selection of pack and frame, selection and preparation of appropriate foods, first aid, sanitation, selection of sleeping gear, shelter, and use of map and compass. In addition, there will be an emphasis on minimum impact hiking and backpacking with significance of man's relation to his environment being stressed.

**PHED 183 — Cycling (1-2-2)**

Development of the proper riding skills and techniques. Instruction in safety rules, bicycle and gear selection, and proper maintenance. Weekend rides are required. Students must furnish bicycles.

**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)**

Calculus-based study of thermodynamics, electricity and magnetism.

Prerequisites: PHYS 251 and MATH 152.

Prerequisite or corequisite: MATH 251.

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

Calculus-based study of 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.)

**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.

## PRACTICAL NURSING

**\*\*LPN 101 — Introduction to Nursing (3-3-3)**

This course is designed to orient the student to the overall concept of practical nursing and lay a foundation of broad concepts of health in personal, family and community areas. It is intended to assist the student to adjust to the program and to help her/him understand the concepts of the changing function of the Practical Nurse.

**\*\*LPN 102 — Body Structure and Function (5-0-5)**

The purpose of this course is to help the student understand the normal structure and function of the body and its individual components.

**\*\*LPN 103 — Life Span and Nutrition (5-0-5)**

The purpose of this course is to provide an integrated concept of growth and nutrition through the development processes in humans from birth until death.

**\*\*LPN 104 — Introduction to Patient Care (6-6-8)**

The purpose of this course is to establish a simple foundation of nursing skills based upon the common needs of the patient and to extend this foundation to provide a basis for satisfactory behavior in a more complex nursing situation. The content is concerned with people of various ages and cultures.

**\*\*LPN 105 — Nursing Needs of Patients (7-12-11)**

The purpose of this course is to introduce some basic information about illness, (vocabulary, causes and control or prevention, signs and symptoms) which will be used and reused when learning about patients with diseases or disorders. It will serve to further extend the student's understanding of her/his role(s) in giving patient care in a variety of situations with patients of all ages.

**\*\*LPN 106 — Introduction to Drug Therapy (5-12-9)**

This course is designed to give a basic understanding of the effects of drugs on individuals, their sources, and the importance of knowledge of drugs being accurate in the technique of administering them. There will be a beginning understanding of types of drugs and their use. Emphasis is placed on legal implications and the role of the practical nurse.

**\*\*LPN 107 — Nursing Needs of Patients with Genitourinary Problems (3-4-3)**

This course will present common problems due to disease or impairment of the genitourinary system and develop basic knowledge of common nursing solutions.

**\*\*LPN 108 — Nursing Needs of Patients with Disorders of the Digestive Tract (3-4-3)**

The purpose of this course is to guide the student in identification of and solving problems of patients with G.I. disorders.

**\*\*LPN 109 — Nursing Needs of Patients with Endocrine Disorders (3-4-4)**

The purpose of this course is to help the student identify and solve common nursing problems of patients due to endocrine disorders.

**\*\*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 112 for an explanation of digits following course titles.

- LPN 110 — Nursing Needs of Patients with Muscular-Skeletal Disorders (2-4-3)  
This course is designed to help the student broaden his/her concepts of common problems involved in nursing care of patients with muscular-skeletal diseases and disorders.
- LPN 111 — Central Nervous System Disorders (4-4-5)  
This course will further develop students' understanding of the nervous system, its common neurological conditions, and to assist the student in problem solving of the nursing needs of these individual patients. Additional emphasis is placed on signs and symptoms of a typical behavior.
- LPN 112 — Nursing Needs of Patients with Sensory Disorders (2-1-1)  
The purpose of this course is to present common problems due to sensory dysfunction and to develop basic knowledge of common nursing solutions.
- LPN 113 — Nursing Needs of Patients with Cardiovascular Impairment (3-4-4)  
The concept of this course is to assist the student to develop skills in recognizing and solving problems of patients with cardiovascular problems.
- LPN 114 — Nursing Needs of Patients with Respiratory Distress (3-4-4)  
This course will present common problems due to disease or impairment of the respiratory system and to develop basic knowledge of common nursing solutions.
- LPN 115 — Mother and Newborn Care (3-12-7)  
The purpose of this course is to assist the student to understand the normal function of the body during pregnancy, delivery and post partum periods. Another purpose is to help the student meet the daily essential needs of the newborn.
- LPN 116 — Comprehensive Nursing (1-9-4)  
This course has been designed to present a climate in which the practical nursing student will have opportunities to learn the characteristics of membership and how to function effectively as a team member.
- LPN 117 — Vocational Adjustments (1-0-1)  
This course is designed to prepare the student in the procedure of seeking and securing a job. The legal and ethical responsibilities of the individual to himself, his profession and his employer are emphasized.

## PSYCHOLOGY

- PSYC 098 — Developmental Seminar (2-0-2)  
See Page 142.
- 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 environmental problems. Designed for the non-science major.
- 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 112 for an explanation of digits following course titles.

## SOCIOLOGY

- SOCI 105 — Introduction to Sociology (5-0-5)  
An introduction to the basic sociological concepts regarding social institutions, social organization, culture, stratification, formal organization, collective behavior, and urbanization in modern American society.
- SOCI 201 — Contemporary Social Issues (5-0-5)  
An analysis of current social issues utilizing data from basic research and emphasizing the part that individuals and communities alike play in isolating, describing, and solving America's internal problems.
- SOCI 204 — Marriage and the Family (5-0-5)  
An in-depth study of the institutions of marriage and the family including historical development, cross-cultural perspective, structure and function, and an analysis of current forces of change affecting marriage and the family.

## SPANISH

- SPAN 111, 112 — Elementary Spanish (5-0-5 each course)  
Introduction to speaking, reading, and writing Spanish; includes an introduction to Spanish culture.
- SPAN 211 — Intermediate Spanish (5-1-5)  
Grammar review and continued development of the student's basic skills in speaking, reading, and writing Spanish with emphasis on readings of a more difficult nature than those previously encountered by the student.  
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 142.

## 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 Abroad Program is a full 15 quarter credit hour course load which is offered only in the summer.

See Page 112 for an explanation of digits following course titles.

**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.

## DEVELOPMENTAL STUDIES COURSES

**\*COMM 090 — Introductory Communications (5-0-5)**

A basic communications course dealing with skills in reading and writing standard English. Leads either to Communications 091 and Communications 092 or to English 099 and Reading 095.

**\*COMM 091 — Technical Reading (5-0-5)**

A course in specific technical reading skills including comprehension of technical material, following written directions, and understanding the technical vocabulary of specific technical fields.

Prerequisite: Communications 090 or consent of advisor or instructor.

**\*COMM 092 — Technical Communications (5-0-5)**

A course in speaking, listening, and writing skills for specific technical fields.

Prerequisite: Communications 090 or consent of instructor.

**\*ENGL 099 — Developmental English (5-0-5)**

A course in expository writing. Students will study English grammar and usage and paragraph organization and development.

**\*MATH 090 — Introductory Mathematics (5-0-5)**

A course in the fundamentals of arithmetic including whole numbers, fractions, decimals, percents, measurement, ratio and proportion, geometric figures, graphs, and formulas.

**\*MATH 098 — Developmental Mathematics (5-0-5)**

A review of arithmetic and introduction of the topics of basic algebra. The course will deal with decimals, fractions, percents, operations with signed numbers, operations with polynomials, solutions of linear equations in one variable, and word problems.

**\*MATH 099 — Review Algebra (5-0-5)**

A review of intermediate algebra. The course will include sets, real number system, zero exponents, linear systems, graphing techniques, quadratic equations, and word problems. Students who have had only one year of high school algebra or who have not taken math for several years may need to take one or more Developmental Studies mathematics courses before enrolling in any math course numbered higher than 105.

**\*MUSI 099 — 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 098 — Developmental Seminar (2-0-2)**

Small group discussion and study of communication skills, study skills, and career planning.

**\*READ 095 — Reading Improvement (5-0-5)**

A course in academic reading skills. Students work on vocabulary, comprehension, and reading efficiency.

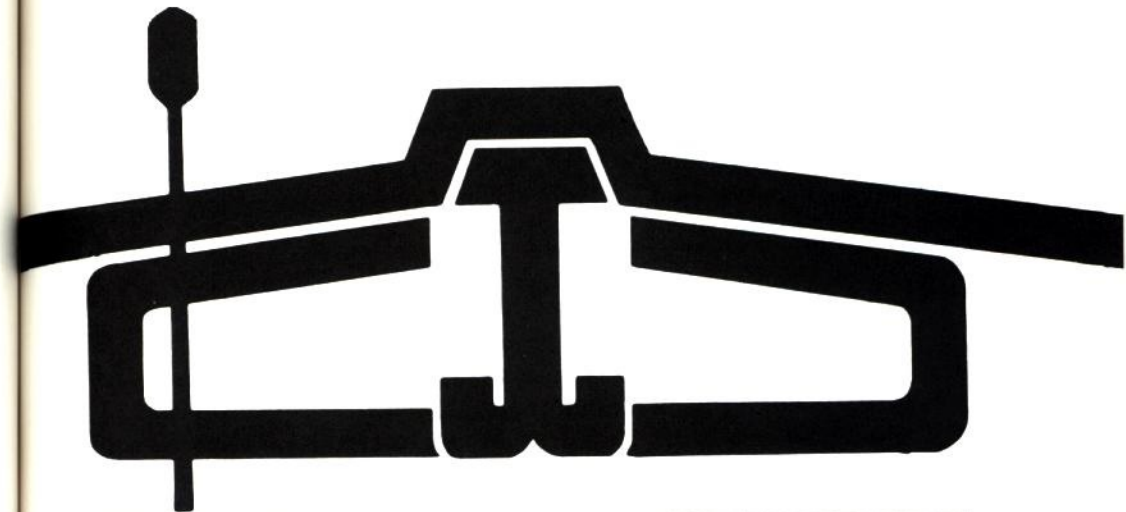
**\*SARS 099 — Study and Research Skills (3-0-3)**

A course in test-taking, note-taking, and using the library and other learning resources.

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



## 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 Student Services

## 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.

Detailed standards for academic progress and financial aid eligibility are available in the Office of Financial Aid. All students receiving financial aid should be aware that these standards for retaining aid are in addition to the academic standards expected for continued enrollment.

## 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 Pell Grant, the student should do the following:
  - a. Complete steps (1) and (2) above.
  - b. File a Financial Aid Form (FAF) through the College Scholarship Service requesting that a copy of the need analysis be sent to Clayton Junior College (Code No. 5145).
  - c. Apply for a Georgia Student Incentive Grant by checking the Georgia Incentive Grant box in item 42 and paying the correct fee. Also complete a Georgia Incentive Grant Application and submit it to the Financial Aid Office.
  - d. Apply for a Pell Grant (formerly BEOG) by checking "yes" in item 43 on the FAF. This will result in the information supplied on the FAF being sent to the Pell Grant Program in Los Angeles,

California, which in turn will send the student a Student Aid Report. The student must bring this report to the Financial Aid Office. The student should not wait until he comes to register to bring this report. If the student wishes to apply for a Pell Grant **ONLY** he must complete a Federal Aid Application. He cannot use the FAF.

- e. The charge for processing the Financial Aid Form is currently \$6.50, and \$4.50 for each additional copy requested. There is no additional charge for processing the Pell Grant.
  - f. If the student has attended other institutions beyond high school, Federal regulations require that the student have the institution(s) forward a financial aid transcript to the institution at which aid is requested, whether the student did or did not receive aid. Financial Aid Transcripts may be picked up in the Financial Aid Office in room C-57.
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 Pell Grant Student Aid Report (Formerly BEOG Student Eligibility Report), a Financial Aid Form analysis for those students desiring aid other than the Pell 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 the first day of classes 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.

**STATE GUARANTEED STUDENT LOAN**

Georgia residents who meet certain income criteria may obtain Educational Loans from banks and other private lending institutions that take part in the State and Federal Guaranteed Student Loan Programs.

Students from families with adjusted gross income of less than \$30,000 are eligible to receive up to \$2,500 per academic year. Students from families with adjusted gross income of \$30,000 and above must undergo a financial needs' test to determine if they are eligible.

Loans made to students by lending institutions are guaranteed by the Georgia Student Finance Authority (GSFA) at an annual rate of nine percent (9%). All interest on loans is paid by the United States Government while the student is in school. Loans may be repaid in monthly installments following graduation or withdrawal from school. Georgia Guaranteed Loan applications are available in the College Office of Financial Aid.

**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 six 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.

**MITCHELL C. BISHOP SCHOLARSHIP FUND**

The Mitchell C. Bishop Scholarship Fund was created to provide financial assistance for deserving students to attend Clayton Junior College. Established by a contribution made by the Atlanta Airport Rotary Club, the trust fund was named for the late Mr. Bishop, one of the club's most distinguished members.

Financial assistance provided by the trust fund is available to deserving students in the form of scholarships, grants, awards, loans, and/or other appropriate stipends as determined by the College. Further contributions may be made to the fund, but only the interest income may be used to support the Scholarship Fund.

Currently, the scholarship provides three quarters of full-time tuition to outstanding students. One recipient is selected annually from each of the divisions of Business, Humanities, Natural Sciences and Mathematics, and Social Sciences. Preference in the Social Sciences area is given to a Criminal Justice major who is currently employed in law enforcement.

**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 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.

## CLAYTON JUNIOR COLLEGE FOUNDATION

### TALENT 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 1981-82 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.

### THE GARY DANIEL TEAL MEMORIAL SCHOLARSHIP FUND

The Gary Daniel Teal Memorial Scholarship Fund provides a one-year full-tuition scholarship for an outstanding second-year student to attend Clayton Junior College. Sponsored by the Atlanta Felt Company, the scholarship fund was established in honor and memory of Mr. Gary Daniel Teal, a former employee of the Atlanta Felt Company, 1157 Battlecreek Road, Jonesboro, Georgia.

### 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.

## 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.

### GRANTS

#### PELL GRANTS (Formerly BEOG)

The Pell Grant Program is a Federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Pell 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 Pell Grant is determined on the basis of your own and your family's financial resources. Every student is encouraged to apply for the Pell Grant.

The Pell Grant Award is a grant and, unlike a loan, does not have to be repaid. It is estimated that during the 1982-83 academic year the awards will range between \$146 and \$908 at Clayton Junior College.

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

## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

The purpose of this program is to make a college education available to students who demonstrate financial need. The amount of the grant is determined by an analysis of the College Scholarship Service (CSS) Financial Aid Form (FAF) and the availability of funds.

### *SPECIALIZED SCHOLARSHIP AND LOAN PROGRAMS*

#### **STATE STUDENT INCENTIVE GRANT**

The State Student Incentive Grant (SSIG) was created by an act of the 1974 Georgia General Assembly to establish a program of need-based scholarships to qualified Georgia residents to enable them to attend eligible post-secondary institutions of their choice within the state. The grant awards are designed to provide only a portion of the total cost of a student's post-secondary education. The CSS Financial Aid Form and the Financial Aid Form Supplement, as well as the Georgia Student Grant Application, must be submitted and the resulting CSS Need Analysis Report must indicate financial need. The student must also be enrolled on a full-time basis to be eligible. Students under age 25 who are applying for this grant must have their parent(s), if living, sign the College Scholarship Financial Aid Form and the Financial Aid Form Supplement.

#### **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 six 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.

#### **RESERVE OFFICER TRAINING CORPS (ROTC) SCHOLARSHIP**

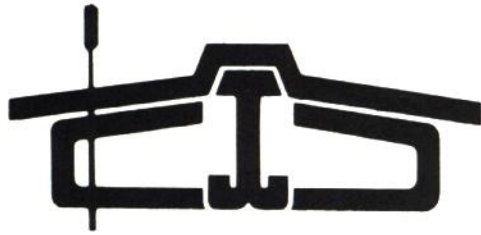
Students who qualify to enter the advanced ROTC Program at Clayton Junior College receive \$100.00 per month for 10 months of each year, plus \$500.00 for advanced camp attendance (6 weeks at Ft. Bragg, N.C. during June and July of each year).

NOTE: These payments do not interfere with other Financial Aid students may be receiving.

Other financial benefits are available. Contact the Army ROTC representative at 961-3464 'G' Building, Room G-110J for more information.

## **STATE DIRECT HEALTH CAREERS LOANS**

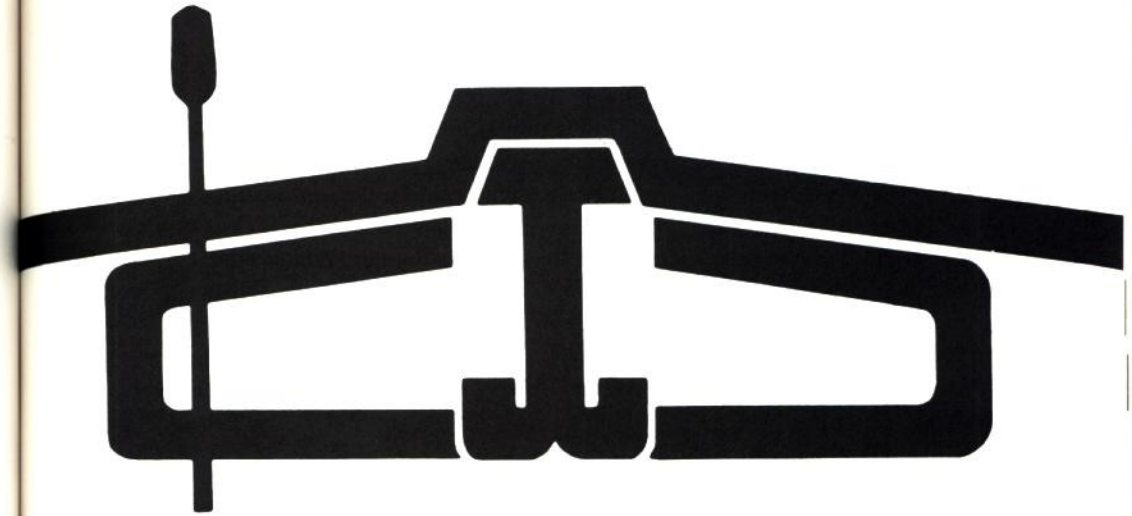
Health Career Loans may be awarded by the Georgia Student Finance Authority (GSFA) to students who are enrolled in or have been accepted to educational programs leading to careers in certain health-care fields. Students may borrow up to \$1,500.00 per academic year and may choose to cancel the repayment obligation by practicing their professions in Georgia one calendar year for each academic year of financial assistance. Otherwise, the same interest and repayment plans apply that apply to State Guaranteed Loans. Clayton Junior College students in the nursing, dental hygiene, or medical laboratory technology programs are eligible to apply. The loan application and transmittal letter must be filed and can be obtained from the Office of Financial Aid.



The official Clayton Junior College logo (above) represents the structure of the "Round Building" (below) that dominates the heart of the college campus. A multi-media structure with lecture rooms equipped with a backscreen projection audio-visual system, the walls of the building are simulated by the initials "CJC," reading left or right. The projection at the left represents one of the many decorative lamp posts located throughout the college campus.



## STUDENT SERVICES AND STUDENT ACTIVITIES



For answers to questions concerning this section of the catalog, please contact: The Office of Student Services

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, Baptist Student Union, Black Cultural Awareness Association, Circle K, College Political Union, Foreign Language Club, Georgia Association of Nursing Students, Magic Club, Mu Alpha Theta (Math Club), Music Club, Phi Beta Lambda (Business Club), Phi Theta Kappa (National Junior College Honorary), and The Student American Dental Hygienists' Association.

## 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 John Houseman, Judith Crist, Barry Commoner, Senator Sam Ervin, Dean Rusk, David Broder, Walter Heller, Eric Sevareid, Ben Bradlee, Senator Birch Bayh, Arthur Schlesinger, Paul Ehrlich, Jeff Greenfield, and Elizabeth Janeway. Major recitals have been presented by the Cleveland String Quartet, Cellist Leonard Rose, Bassist Gary Karr, Metropolitan Opera Tenor John Reardon, and others. These programs are open to the general public at no cost.

## GENERAL ENTERTAINMENT

General Entertainment presents many outstanding recent feature films during the year. Included in recent features were "Superman II," "The French Lieutenant's Woman," "Arthur," and "For Your Eyes Only." General Entertainment also sponsors the annual Christmas Ball and presents a variety of popular concerts and general activities throughout the year.

## CAREER LIBRARY

The Career Library is located in the Office of Counseling and Testing (Room D-208). It contains a representative collection of college catalogs and directories 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 an 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 career 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 students 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 students 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 Band, Chamber Ensemble, Choir, Jazz Ensemble, Music Theatre, and Piano 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 is located on the upper level of D Building. The Job Placement Counselor assists students in locating and obtaining suitable jobs both during their college careers and afterwards, and counsels students seeking assistance in making educational career choices through job placement. The office maintains a listing of part- and full-time jobs for currently enrolled students, and permanent employment opportunities for graduates.

## PUBLICATIONS

The Publications Committee is responsible for assisting the *Bent Tree* (student newspaper) staff in coordinating financial matters and in establishing and maintaining standards of responsible journalism. Academic credit can be received for participating as a member of the *Bent Tree* staff.

## STUDENT AFFAIRS COMMITTEES

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

## STUDENT 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

Students experiencing academic difficulty or wishing to become tutors may inquire about the Tutorial Program at the Office of Counseling and Testing in Room D-208. 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 D-208.

## 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

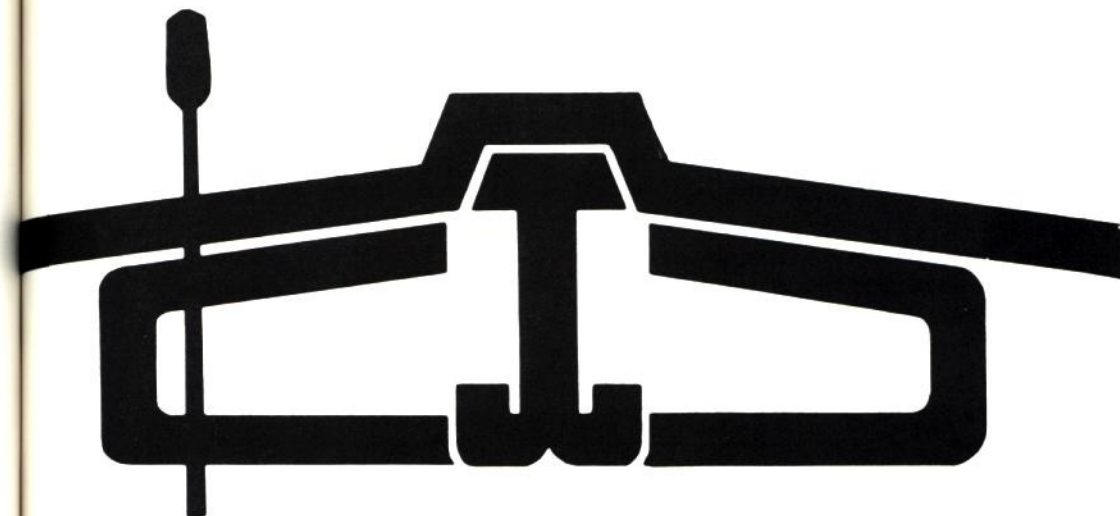
The Veterans' Affairs Office was established at Clayton Junior College to assist the veteran in utilizing his educational benefits to the fullest advantage. Federal, state and institutional policies and procedures concerning standards of progress (i.e., attendance, length of program and specific classes 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 Developmental 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 9,600 persons participated in continuing education programs offered through the Office of Community Services. Directed towards personal and professional enrichment, continuing education programs do not require a high school diploma 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 recreation provide the physical activity and the development of a sound physical condition, while leisure time and personal enrichment courses are designed to improve the quality of life through art, music, hobbies, and special interests.

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 conducted workshops in continuing professional education for nurses, teachers, managers, public officials and social workers. The Office also has offered forums on community issues.

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 and financial management. 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, supervisory development, and clear writing.

The Industrial Coordinator in the Office of Community Services will consult with business and industry managers about the training and educational needs of their employees and will develop programs to meet these needs. Through the combined resources of the College's Division of Vocational-Technical Education and the Office of Community Services, programs can be developed in highly technical skill areas and in skill areas like interpersonal communications and performance appraisal that are common to all managers and supervisors.

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 and thrive.

The Director of the Small Business Development Center and Center consultants will work with individuals on a one-to-one basis. 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.

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 1981-82

Assertiveness Training	Landscape Design
Community Band	Word Processing
Banjo	Real Estate Sales, Brokerage, First and Second Year Post License Preparation
Introductory Bookkeeping and Accounting	Basic Life Support (Cardio-Pulmonary Resuscitation)
Community Chorus	Basic Math Review
Coping with Stress	Painting for Adults
Early Childhood Education - Basic I	Positive Parenting
Jazz, Tap and Aerobic Dance	Photography
Interior Design	Beginning Piano I and II
Divorce Adjustment	Basic Psychology for the Layperson
Drawing & Sketching	Public Speaking
Business English	Stained Glass Art
Flower Arranging	Principles of Supervision and Communication
Golf	Income Tax Preparation
Folk Guitar	Tennis
Principles of Investing	Typing
Karate and Self Defense	Writing for Publication
Computer Programming in BASIC	Basic Yoga
Data Processing	
Health Education Series	

## SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) at Clayton Junior College offers a number of services to members of the business community. Operating within the Division of Business, the SBDC provides small business owners and managers with information and advice at no charge.

Each quarter throughout the year, in cooperation with the Office of Community Services, the Center offers a series of management seminars for small businesses.

The Director of the SBDC works with individuals on a one-on-one basis, whether their business is very small, brand new, or well established. Assistance and information is available in:

- record keeping, inventory control, computer applications;
- cash flow analysis, capital requirements, loan applications;
- motivating employees, management organization, increasing productivity;
- pricing approaches, sales techniques, distribution methods; and,
- many other areas of business concern.

All counseling services provided by the SBDC are free. A small fee is required for programs and seminars offered through the quarterly management series.

To schedule an appointment, or to obtain more information, call the Small Business Development Center at 961-3414.

## 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.

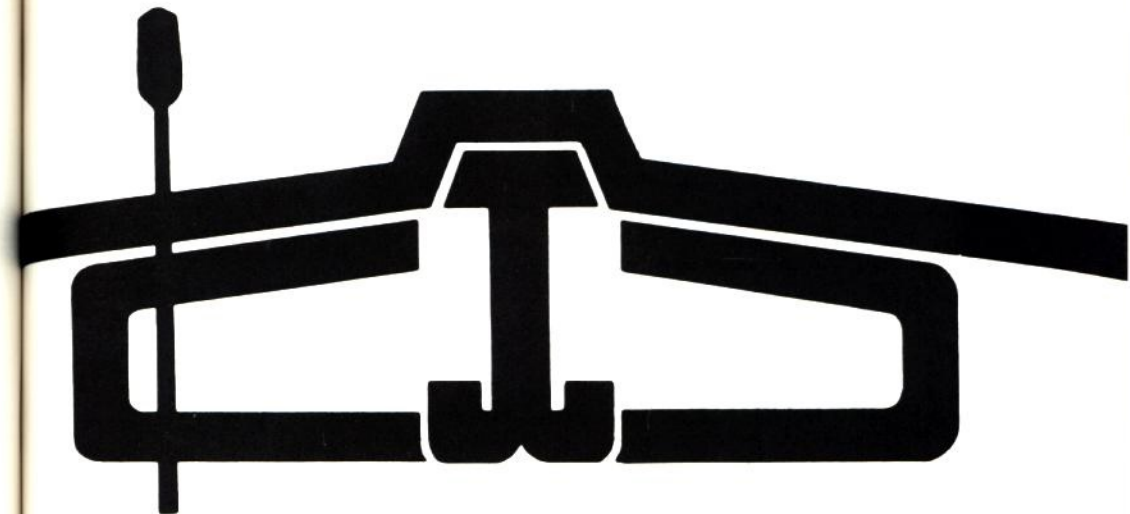
The Office of Community Services is responsible for sanctioning the use of college facilities by groups not affiliated with the College. The primary considerations in determining use of college facilities by outside groups are whether the proposed activity is in keeping with the mission of the College 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 physical education facilities are primarily for the use of College students, faculty and staff.

Policies governing the use of these facilities are designed to permit maximum utilization by students, faculty, staff, and their guests; to insure the safety and well-being of the participants; and to provide for the protection, care, and maintenance of the facilities.

## COLLEGE PERSONNEL



## THE UNIVERSITY SYSTEM OF GEORGIA

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## CLAYTON JUNIOR COLLEGE

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Dianne D. Jordan, Secretary

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Richard E. Moore, Assistant to the Dean of the College  
Ruby C. Litzenberger, Secretary  
Laura Isbell, Secretary

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Constance S. King, Director of Financial Aid and Placement  
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Cherrie Kassem, Counselor  
Hazel L. Harrah, Veterans Certification Officer  
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Robin O'Neal, Secretary  
Joann Fulton, Secretary  
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Gail C. Maddox, Director of Fiscal Affairs  
B. Duncan Brantley, Director of Procurement  
Priscilla G. Marsh, Director of Business Services  
Jackie Paul, Data Entry  
Elizabeth Seagraves, Budget Analyst  
Barbara Cowan, Financial Aid  
Janie Young, Secretary  
Laura P. Benefield, Personnel/Payroll  
Frances Williams, Accounts Payable  
Renee Evans, Cashier  
Gisela G. Wilson, Procurement Clerk  
Cecil Howell, Storekeeper

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Bryan P. Edwards, Director  
Kathleen J.K. Robichaud, Assistant Director  
Jerri H. Hager, Office Supervisor  
Peggy Hines, Records Coordinator  
Sally Siewert, Secretary  
Glenda S. Kirkpatrick, Clerk-Typist  
Celeste R. Gosier, Weekend-Evening Coordinator

**OFFICE OF PUBLIC INFORMATION**

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Vennie Walden, Secretary

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

**LEARNING RESOURCES CENTER**

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Gwendolyn G. Bell, Public Services Librarian  
Robert A. Harrell, Media Services Coordinator  
Winnie M. Thacker, Secretary  
Barbara E. Studley, Library Assistant  
Betty A. Coombs, Library Assistant  
Jean B. McClure, Library Assistant  
Patsy H. Green, Library Assistant  
Jene R. Morris, Library Assistant  
June R. Woodard, Media Utilization Specialist  
Michael W. Wilson, Audio-Visual Technician  
Audio—Visual Technician

**COMPUTER CENTER**

Leonard R. Daniel, Director  
Veronica L. Disney, Systems Analysis  
Gail A. Diamond, Programmer  
Jean Fowler, Key Punch Operator  
Judy Gifford, Key Punch Operator

**INSTITUTIONAL RESEARCH AND COOPERATIVE EDUCATION PROGRAMS**

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Karen MacMahon, Secretary

**DIVISION OF BUSINESS**

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George St-Germain, Director, Small Business Development Center  
Rebecca Stephens, Secretary  
Dorothy H. Bumbalough, Secretary

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JoAnn Hawkins, Secretary  
Cherry Childers, Teaching Assistant  
Anna Lawrence, Teaching Assistant  
Patty Jo Maynard, Teaching Assistant  
Nancy Breedlove, Secretary

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Jill Jordan, Secretary  
Michael P. Stevens, Laboratory Technician

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Sandra E. Rodgers, Secretary  
Kathy Gayle Sapp, Secretary

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D. William Reeves, Instructional Coordinator  
Pat Boyd, Secretary  
Judy Archer, Secretary  
Gail Hubbard, Teaching Assistant  
Craig Southern, Teaching Assistant  
Bernard Denham, Teaching Assistant

## **GENERAL INSTITUTION**

Paul E. Fitzpatrick, College Physician  
Harriet T. Aiken, Receptionist  
Louise Gudaitis, Evening Receptionist  
Barbara Grizzell, Evening Receptionist  
Sandra H. Harper, Composer Operator  
James R. Jones, Offset Press Operator

## **DEPARTMENT OF PUBLIC SAFETY**

E. Bill Hart, Director  
Ted Ray, Sergeant  
Maggie Robbins  
Rick Henley  
Mitchell King  
Paul E. Rush  
Stetson Todd

## **BOOKSTORE**

Robert E. Holmes, Manager  
Thomasina DeWeese, Secretary

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Bea Allen, Food Services Manager  
Beatrice J. Langley  
Frances Hitchcock  
Mary Price Britt  
Carole Immell  
Martha Jenkins  
Charlotte Bowling  
Connie Stallings  
Margaret Brownlee  
Marianne Gardner  
Mary Ellen Pruitt

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Thomas H. Mullenix, Director  
Christopher M. Gowing, Custodial Supervisor  
Steve Rioux, Grounds Supervisor  
Frank Orr, Plumber  
Thurston Anderson, Electrician  
Alvin Wallace, Trades Helper  
Buddy McAlister, Skilled Trades Worker  
Olin Dewberry, Skilled Trades Worker  
Luther Lattimore, Utility Worker  
Troy Melton, Utility Worker  
Charlie Minter, Utility Worker  
Wayne Brock, Utility Worker  
Charlie Scandrett, Utility Worker  
Ken Falk, Clerk  
Mary Bonner, Custodian  
Philip Lunceford, Custodian  
Jessie Mae Hunt, Custodian  
Flora Carter, Custodian  
Harold Carmichael, Custodian  
Marie Burch, Custodian  
Martha Lindley, Custodian  
Betty Thomas, Custodian  
Johnny Boyce, Custodian  
Janette Allen, Custodian  
Gertrude Jackson, Custodian  
Annie Ruth Combs, Custodian  
Michael Schumpert, Custodian  
Tony Wellons, Custodian  
Linda Bruce, Custodian  
Franklin Henderson, Custodian

## FACULTY

- H. LARRY ARJOMAND, Assistant Professor of Business  
B.S., National University of Iran, 1966; M.S., Southern Illinois University, 1971;  
Ph.D., The University of Oklahoma, 1980
- HUGH M. ARNOLD, Assistant Professor of Political Science  
A.B., University of Georgia, 1968; M.A., Georgia State University, 1975; Ph.D.,  
University of Nebraska, 1980
- M. CATHERINE AUST, Associate Professor of Mathematics  
B.S., University of Georgia, 1968; Ph.D., Emory University, 1973
- THOMAS V. BARNETT, Assistant Professor of English  
B.A., University of North Carolina, 1968; M.A., University of Georgia, 1971;  
Ph.D., Georgia State University, 1982
- 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 Uni-  
versity, 1969; Ed.S., Georgia State University, 1981
- GWENDOLYN G. BELL, Public Services Librarian  
B.A., Benedict College, 1968; M.S.L.S., Atlanta University, 1974
- 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, Associate Professor of Chemistry  
B.A., Knox College, 1971; A.M., Washington University, 1974; Ph.D., Washing-  
ton University, 1976
- JAMES E. BRIGHT, Associate Professor of Mathematics  
B.A., Huntingdon College, 1965; M.A., University of Alabama, 1967; Ph.D.,  
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, Chairman of the Division of Developmental Studies and  
Professor of English  
B.A., University of Tennessee, 1963; M.A., University of Tennessee, 1966;  
Ed.D., University of Tennessee, 1973
- PEGGY CAPELL, 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 Col-  
lege, 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, Associate 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 Univer-  
sity, 1963; M.A., North Texas State University, 1970; Ph.D., North Texas State  
University, 1972
- E. DONALD CRAPPS, Counselor in Division of Developmental Studies  
A.A., North Greenville Junior College, 1952; B.A., Furman University, 1954;  
M.Div., Southern Baptist Theological Seminary, 1957; M.A., University of Ala-  
bama, 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, Associate Professor of Art  
B.F.A., University of Alabama, 1967; M.A., University of Alabama, 1968
- MARGARET C. DAVIS, Director of Counseling and Testing  
A.B., Hollins College, 1949; M.A., University of Georgia, 1951; Ed.D., Univer-  
sity of Georgia, 1981.
- 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, Associate Professor Emerita of Nursing  
Diploma, Louisville General Hospital, 1943; B.S.N., Medical College of Geor-  
gia, 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
- BRYAN P. EDWARDS, Director of Community Services  
A.B., Presbyterian College, 1954; M.Div., Southern Baptist Theological  
Seminary, 1957; Ed.D., University of Georgia, 1978
- JOHN E. FEATHERS, Chairman of the Division of Business and Associate Professor  
of Business  
B.S.B.A., Auburn University, 1958; M.A., University of Alabama, 1968

DENIS J. FELDMAN, Handicapped/Disadvantaged Counselor  
 B.A., University of Florida, 1972; M.A., University of South Florida, 1976; M.A.,  
 University of South Florida, 1976; Ed.S., University of Florida, 1979.

GERALDINE C. FELLOWS, Assistant Professor of Nursing  
 B.S.N., Florida A & M University, 1965; M.A., University of South Alabama,  
 1972; M.S.N., Texas Woman's University, 1978.

WILLIAM F. FISHER, Professor of Chemistry  
 B.S., Juniata College, 1965; Ph.D., Georgia Institute of Technology, 1970

FREDERICK GOLDBERG, Associate 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

DEBORAH H. GREER, Assistant Professor 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

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

J. NATHAN HUBBARD, Instructor of Data Processing  
 B.B.A., Georgia State University, 1967; M.B.A., Georgia State University, 1975.

STEVEN C. HUNT, Instructor of Business Administration  
 B.B.A., University of Georgia, 1972; M.Acc., University of Georgia, 1974

DEBORAH T. HUNTLEY, Instructor of Nursing  
 B.S., Boston College, 1972; M.S., Georgia State University, 1978

HARVEY H. JACKSON, Chairman of the Division of Social Sciences and 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, Assistant Professor of Business Education  
 B.S., Georgia College, 1973; M.Ed., Georgia College, 1974; Ed.S., Georgia State  
 University, 1981

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

CHERRIE L. KASSEM, Counselor  
 B.A., College of William and Mary, 1975; M.A.Ed., Virginia Polytechnic  
 Institute and State University, 1979.

BARBARA G. KING, Instructor of Reading  
 B.S., Georgia Southern College, 1967; M.Ed., Georgia State University, 1970;  
 Ed.S., Georgia State University, 1972

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, Assistant Professor of Business  
 B.A., Marquette University, 1970; M.P.A., Georgia State University, 1976;  
 M.D.S., Georgia State University, 1981

OSCAR C. LAM, III, Chairman of the Division of Natural Sciences and Mathe-  
 matics and 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, Assistant Professor of English  
 B.A., Illinois State University, 1972; M.A., Illinois State University, 1973; Ph.D.,  
 Emory University, 1981

CAROLYNN A. MANN, Instructor of Physical Education  
 A.A., Hiwassee College, 1964; B.S., University of Tennessee, 1969; M.S.,  
 Georgia State University, 1979

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, Associate Professor of History  
B.A., Georgia College, 1937; M.A., University of Georgia, 1959; Ph.D., University of Georgia, 1974

JOHN S. MARTIN, Associate Professor of English  
A.A., Old Dominion College, 1964; B.A., Ohio State University, 1965; M.A., Ohio State University, 1968; Ph.D., Ohio State University, 1971

BARBARA H. McCANT, Head of the Department of Nursing and Assistant Professor of Nursing  
B.S.N., Tuskegee Institute, Alabama, 1964; M.S.N., Medical College of Georgia, 1978

ELLIOTT W. McELROY, Chairman of the Division of Humanities and Professor of Philosophy  
B.A., Davidson College, 1962; B.D., Columbia Theological Seminary, 1966; Ph.D., University of Georgia, 1972

HENRIETTA MILLER, Assistant Professor of Reading and English  
A.A., Central Piedmont Community College, 1966; B.A., University of North Carolina, 1968; M.Ed., University of Georgia, 1973; Ph.D., University of Georgia, 1979

RICHARD E. MOORE, Assistant to the Dean of the College and Associate Professor of Education  
A.B., Talladega College, 1938; M.S., Atlanta University, 1949; M.A., Atlanta University, 1960; Ed.S., Auburn University, 1972; Ed.D., Auburn University, 1980

JEANNINE R. MORRISON, Associate Professor of Music  
B.Mus., Rollins College, 1951; M.A., Columbia University, 1953

BILLY R. NAIL, Dean of the College and Professor of Mathematics  
B.A., Hardin-Simmons University, 1956; A.M., University of Illinois, 1962; Ph.D., University of Illinois, 1967

JUDITH C. NICHOLS, Admissions Counselor  
B.A., Texas Tech University, 1972; M.S., University of Georgia, 1976

PATRICIA A. NOBLE, Assistant Professor of Dental Hygiene  
A.A.S., State University of New York Agricultural and Technical College at Farmingdale, 1969; B.S.Ed., Ohio State University, 1971; M.Ed., University of Georgia, 1981

WILLIAM A. PASCH, Assistant Professor of English  
A.B., Wittenberg University, 1970; M.A., University of Massachusetts, 1973; Ph.D., University of Massachusetts, 1977

MIRIAM P. PERRY, Associate Professor of Biology  
A.B., Washburn University, 1961; M.Ed., University of Georgia, 1964; Ph.D., University of Georgia, 1972

FREDRIC R. PLACHY, Assistant Professor of Mathematics  
A.B., Colorado State College, 1953; M.A., Wyoming University, 1956

LOIS W. POWELL, Instructor of Dental Hygiene  
A.A., Albany Junior College, 1973; B.S., Armstrong State College, 1978

BROOKE M. PRIDMORE, Associate Professor of Physics  
A.B., West Georgia College, 1968; M.S., University of Michigan, 1969; Ph.D., Georgia State University, 1978

ERNESTINE J. REESE-BATES, Instructor of Dental Hygiene  
A.S., Meharry Medical College, 1971; B.S., Northeastern University, 1980

D. WILLIAM REEVES, Instructional Coordinator and Assistant Professor of Vocational Education  
B.S., Central Missouri State University, 1968; M.S., Central Missouri State University, 1970; Ed.D., University of Missouri, 1975

BRADLEY R. RICE, Associate Professor of History  
B.A., Oklahoma State University, 1970; M.A., University of Texas at Austin, 1971; Ph.D., University of Texas at Austin, 1976

J. GRANGER RICKS, Assistant Professor of History  
B.A., Mercer University, 1962; M.A., Yale University, 1965

KATHLEEN J. ROBICHAUD, Assistant Director of Community Services  
A.B., Duke University, 1964; M.A., Ohio State University, 1965

GEORGE L. ST-GERMAIN, Director of the Small Business Development Center  
A.B., Providence College, 1967; M.B.A., Providence College, 1978

MADELEINE D. ST. ROMAIN, Assistant Professor of Reading  
B.S., Loyola University, 1954; M.Ed., Louisiana State University in New Orleans, 1969; Ed.D., Syracuse University, 1974

ANNETTE B. SATTERFIELD, Director of Admissions and Registrar  
B.A., Duke University, 1964

CARLOS R. SCHMITT, Chairman of the Division of Vocational-Technical Education and Associate Professor of Technical Education  
B.S., Murray State University, 1963; M.A., Murray State University, 1964; Ph.D., Michigan State University, 1971

LEONARD K. SCHREIBER, Head Emeritus of the Department of Dental Hygiene, and Professor Emeritus  
B.A., New York University, 1936; D.D.S., New York University, 1940

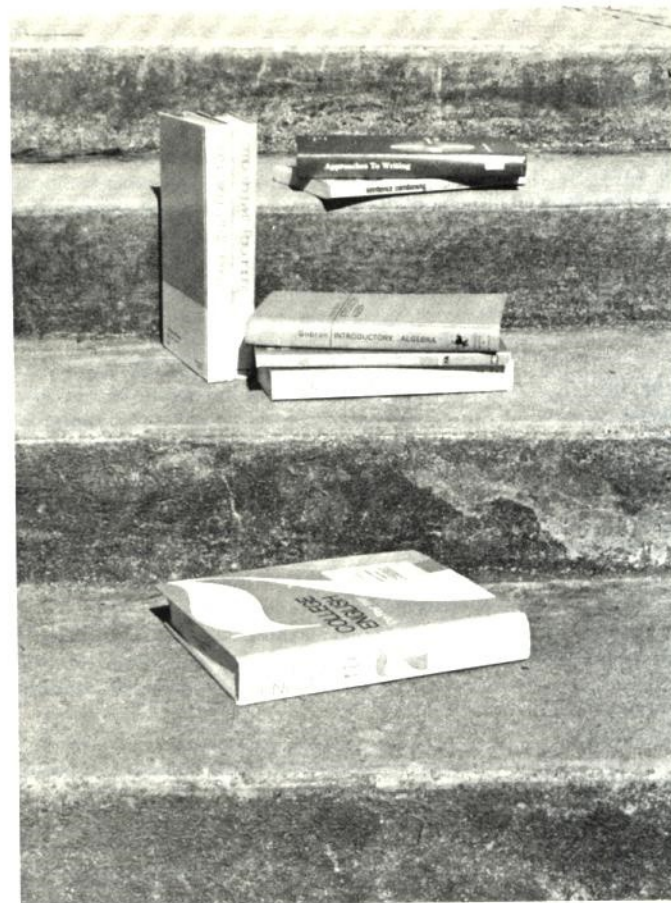
SHARON M. SELLERS, Assistant Professor of English  
B.S., University of Texas, 1971; Ph.D., Emory University, 1976

ALAN R. STRUBLE, Instructor of Electronics  
A.A., Kennesaw College, 1974; B.A., Valdosta State College, 1976; M.Ed., Valdosta State College, 1978

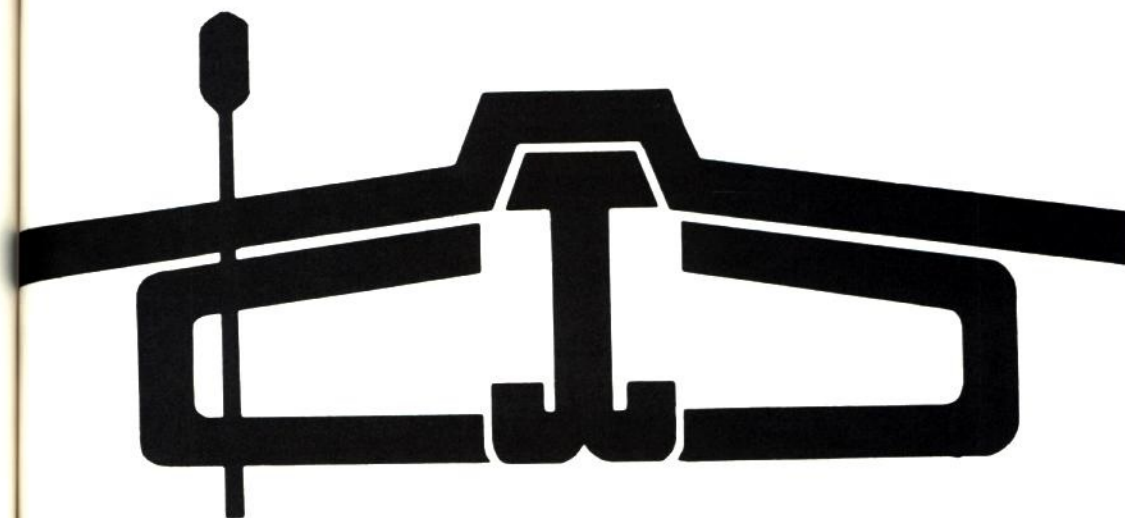
JOYCE C. SWOFFORD, Assistant Professor of English  
B.A., University of Utah, 1968; M.A., University of Minnesota, 1970; Ed.S., Appalachian State University, 1976; Ed.D., Auburn University, 1981



- ROBERT J. TAYLOR, Director of Student Activities  
B.A., Stetson University, 1969; M.A., Stetson University, 1971
- VIVIAN A. THOMPSON, Assistant Professor of Art  
B.A., University of Pennsylvania, 1971; M.A., University of Illinois, 1973
- JOSEPH S. TRACHTENBERG, Assistant Professor of Political Science  
B.A., Willamette University, 1970; M.A., Portland State University, 1973; Ph.D., Emory University, 1978
- RENEVA E. VINCENT, Instructor of Data Processing  
B.S., Western Kentucky University, 1978; M.A., Western Kentucky University, 1979
- ROBERT L. VOGEL, Instructor of Mathematics  
A.A., Atlantic Community College, 1968; B.A., Hanover College, 1970; M.A., University of Louisville, 1978
- RHEDA C. WANSTREET, Instructor of Mathematics  
A.B., West Virginia University, 1952; M.T.S., Catholic University, 1966
- ROBERT H. WELBORN, Associate Professor of History  
A.A., Anderson Junior College, 1966; B.A., Clemson University, 1968; M.A., University of South Carolina, 1971; Ph.D., University of South Carolina, 1978
- GLADYS G. WHITEHEAD, Instructor of Mathematics  
B.S., Florida A&M University, 1972; M.Ed., Florida International University, 1975
- ELENA I. ZIMMERMAN, Associate Professor of English  
B.Mus., Converse College, 1942; M.Mus., Converse College, 1943; M.Ed., University of Chattanooga, 1960; Ph.D., University of Tennessee, 1972



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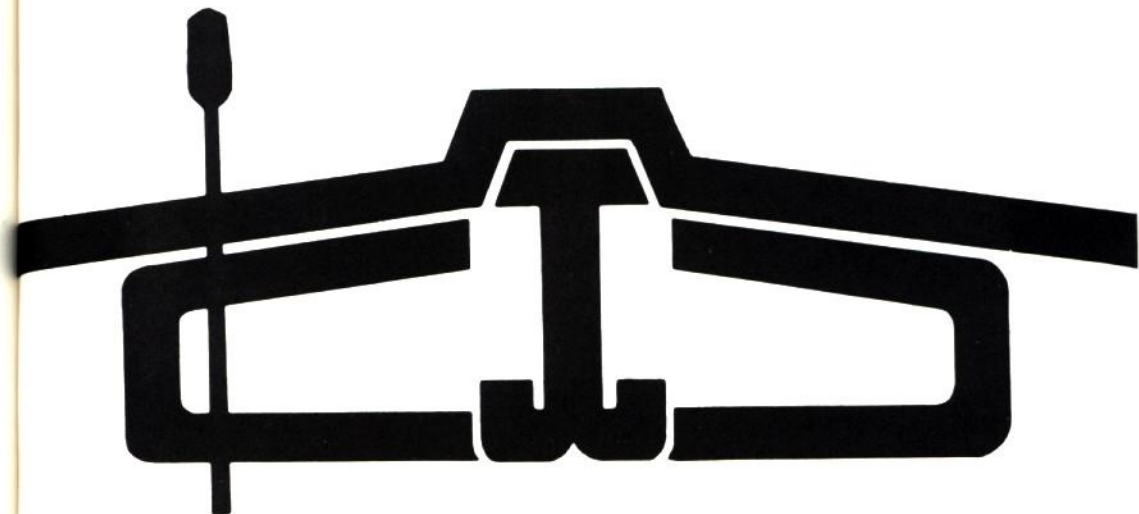
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# COLLEGE FACILITIES



# CLAYTON JUNIOR COLLEGE



## 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 back-screen 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 Student Services.

D. The STUDENT CENTER houses the Office of Counseling and Testing, 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.

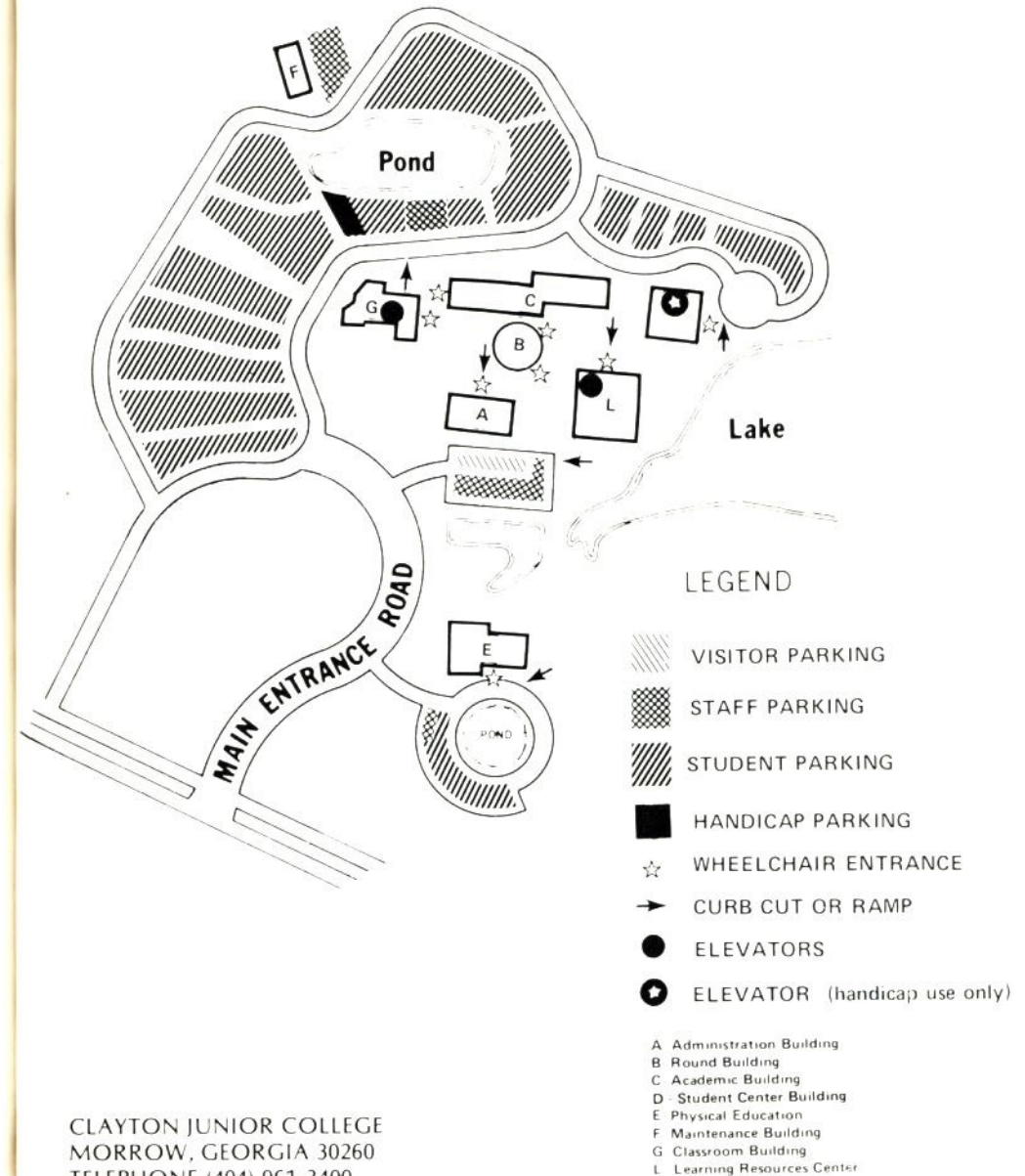
E. The PHYSICAL EDUCATION BUILDING contains instructional and activity areas for physical education, shower and locker rooms for men and women, and faculty offices. Included is a multi-use gymnasium, classroom space, a dance and music studio, and a lobby and exhibit area. The gymnasium includes two full-length basketball courts which serve students for indoor badminton, tennis, and volleyball, in addition to basketball. An isometric area and practice cages for golf and archery also are included. Playing fields for softball and baseball, tennis courts, and a putting green for golf are located adjacent to the building.

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, the Division of Social Sciences, and the Division of Vocational-Technical Education.

L. The LEARNING RESOURCES CENTER houses a variety of instructional services and resources. 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 Division of Developmental Studies, and office spaces for the chairman and faculty of Division of Developmental Studies are provided along with office spaces for the Director of Learning Resources and his staff.

## CJC CAMPUS



CLAYTON JUNIOR COLLEGE  
 MORROW, GEORGIA 30260  
 TELEPHONE (404) 961-3400



### 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
January 1981	Addition to Physical Education Building was occupied

# Application for Admission

Signature

I CERTIFY THAT THE ABOVE STATEMENTS AND THOSE ON THE REVERSE SIDE ARE COMPLETE AND CORRECT:

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(address) \_\_\_\_\_

PHONE \_\_\_\_\_

(home) \_\_\_\_\_

(business) \_\_\_\_\_

(Relationship) \_\_\_\_\_

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## DEPARTMENT OF PUBLIC SAFETY

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

### CJC TELEPHONE GUIDE (Area 404)

College Information	961-3400
Admissions	961-3500
Bookstore	961-3480
Business, Division of	961-3410
Business Education	961-3413
Business Office	961-3525
Community Services	961-3550
Comptroller	961-3525
Computer Center	961-3490
Cooperative Education	961-3488
Counseling & Testing	961-3515
Dean of the College	961-3485
Dean of Students	961-3510
Dental Hygiene Clinic	961-3441
Dental Hygiene, Department of	961-3440
Developmental Studies, Division of	961-3470
Financial Aid/Placement	961-3511
Food Services	961-3560
Humanities, Division of	961-3420
Library/Media-Learning Resources Center	961-3520
Maintenance/Receiving	961-3545
Natural Sciences and Mathematics, Division of	961-3430
Nursing, Department of	961-3450
Physical Education	961-3465
Police and Public Safety	961-3540
Public Information	961-3535
President	961-3531
Registrar	961-3500
Social Sciences, Division of	961-3460
Student Activities	961-3511
Veterans Affairs	961-3511
Vocational-Technical Education, Division of	(Through 8/31/82) 961-3415 (Effective 9/1/82) 961-3565

NOTE: For GIST communications, substitute 220 for 961.

Cost: \$15,216

Quantity: 20,000

<p><b>FATHER'S FULL NAME</b> _____ Living? (Circle) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Place of Birth _____</p> <p>Occupation: _____</p> <p>Highest Educational Level Completed _____</p>	<p><b>MOTHER'S FULL NAME</b> _____ Living? (Circle) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Place of Birth _____</p> <p>Occupation _____</p> <p>Highest Educational Level Completed _____</p>
<p><b>IF YOU ARE UNDER 18, NAME AND LIST THE ADDRESS OF YOUR PARENT OR GUARDIAN</b></p> <p>Name _____ Telephone Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p>	<p><b>IF YOU ARE EMPLOYED, PLEASE GIVE PLACE OF EMPLOYMENT</b></p> <p>Employer's Name _____ Telephone Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p>

1. In an emergency, notify:  
(If you are not married and are under 18, list a parent or guardian)

1. \_\_\_\_\_ (Name of Person to be Notified) \_\_\_\_\_ (Relationship)

\_\_\_\_\_ (address) \_\_\_\_\_ PHONE \_\_\_\_\_ (home) \_\_\_\_\_ (business)

Clayton Junior College  
Morrow, Georgia 30260

Non Profit Org.  
U. S. POSTAGE  
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PERMIT NO. 27  
Morrow, Ga.



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