



*Macon Junior College*

# *Catalog*

*1970-1972*

**MACON  
JUNIOR  
COLLEGE**

MACON JUNIOR COLLEGE  
CALENDAR  
1970-71

FALL QUARTER, 1970

|                               |   |
|-------------------------------|---|
| Mon. Sept. 14                 | First day to apply for admission          |
| Wed. Sept. 23                 | Orientation of new students               |
| Thurs. Oct. 1, 8, 15, 22, 29  | Examinations                              |
| Mon. Oct. 26                  | Classes begin                             |
| Tues. - Wed. Nov. 3, 10, 17   | Late registration for 1st effect          |
| Fri. Nov. 20                  | Late registration                         |
| Mon. - Tues. 1, 8             | Last day for adding a class               |
| Tues. - Fri. Nov. 15, 22, 29  | Mid-term                                  |
| Mon. - Nov. 23                | Examinations continue                     |
| Tue. Dec. 1, 8                | Last day for dropping a class             |
| Wed. - Thurs. Dec. 8, 15      | Last day for withdrawing from the college |
| Fri. Dec. 11                  | Classes end                               |
| Mon. - Thurs. Dec. 14, 21, 28 | Final examinations                        |
| Fri. Dec. 31                  | Christmas services begin                  |

WINTER QUARTER, 1971

|                           |   |
|---------------------------|---|
| Tues. Oct. 13             | First day to apply for admission          |
| Tues. Jan. 5              | Orientation of new students               |
| Wed. Jan. 6               | Classes begin                             |
| Thurs. - Fri. Jan. 7, 8   | Late registration for 1st effect          |
| Tues. Jan. 13             | Late registration                         |
| Mon. - Feb. 2             | Last day for adding a class               |
| Thurs. - Feb. 12          | Mid-term                                  |
| Fri. March 13             | Last day for dropping a class             |
| Mon. - Thurs. March 16-19 | Last day for withdrawing from the college |
| Fri. March 20             | Classes end                               |
| Mon. - Thurs. March 23-26 | Last day to file application for degree   |
| Fri. March 27             | Final examinations                        |
|                           | Spring vacation                           |

SPRING QUARTER, 1971

|               |                                 |
|---------------|---------------------------------|
| Tues. March 2 | Last day to apply for admission |
| Mon. March 22 | Orientation of new students     |
|               | Classes of new students         |
|               | Registration                    |

**CATALOG**  
**1970-1972**

# MACON JUNIOR COLLEGE

## CALENDAR

### 1970-71

#### FALL QUARTER, 1970

|                              |  |
|------------------------------|--|
| Fri., Sept. 4                | Last day to apply for admission  |
| Wed., Sept. 23               | Orientation and advising   |
| Thurs. - Fri., Sept. 24 - 25 | Registration   |
| Mon., Sept. 28               | Classes begin<br>Late registration fee in effect                           |
| Tues. - Wed., Sept. 29 - 30  | Late registration  |
| Fri., Oct. 2                 | Last day for adding a class  |
| Mon., Nov. 2                 | Mid-term   |
| Wed. - Fri., Nov. 25 - 27    | Thanksgiving holidays  |
| Mon., Nov. 30                | Last day for dropping a class<br>Last day for withdrawing from the College |
| Fri., Dec. 11                | Classes end  |
| Mon. - Thurs., Dec. 14 - 17  | Final examinations   |
| Fri., Dec. 18                | Christmas vacation begins  |

#### WINTER QUARTER, 1971

|                            |   |
|----------------------------|---|
| Tues., Dec. 15             | Last day to apply for admission   |
| Tues., Jan. 5              | Orientation of new students<br>Advising of new students<br>Registration       |
| Wed., Jan. 6               | Classes begin<br>Late registration fee in effect                              |
| Thurs.-Fri., Jan. 7 - 8    | Late registration   |
| Tues., Jan. 12             | Last day for adding a class   |
| Mon., Feb. 8               | Mid-term  |
| Thurs., Feb. 25            | Last day for dropping a class<br>Last day for withdrawing from the College    |
| Fri., March 12             | Classes end<br>Last day to file application for degree<br>for June graduation |
| Mon. - Thurs., March 15-18 | Final examinations  |
| Fri., March 19             | Spring recess   |

#### SPRING QUARTER, 1971

|                 |   |
|-----------------|---|
| Tues., March 2  | Last day to apply for admission   |
| Mon., March 22  | Orientation of new students<br>Advising of new students<br>Registration |
| Tues., March 23 | Classes begin<br>Late registration fee in effect                        |

|                              |  |
|------------------------------|--|
| Wed. - Thurs., March 24 - 25 | Late registration  |
| Mon., March 29               | Last day for adding a class  |
| Mon., April 26               | Mid-term   |
| Fri., May 14                 | Last day for dropping a class<br>Last day for withdrawing from the College |
| Fri., May 28                 | Classes end  |
| Mon., May 31—Thurs., June 3  | Final examinations   |
| Sat., June 5                 | Graduation   |

### SUMMER QUARTER, 1971

|                             |  |
|-----------------------------|--|
| Mon., May 24                | Last day to apply for admission  |
| Mon., June 14               | Orientation of new students<br>Advising of new students<br>Registration    |
| Tues., June 15              | Classes begin<br>Late registration fee in effect                           |
| Wed. - Thurs., June 16 - 17 | Late registration  |
| Fri., June 18               | Last day for adding a class  |
| Fri., June 25               | Make up class for Monday - Wednesday evening classes                       |
| Fri., July 9                | Make up class for Tuesday - Thursday evening classes                       |
| Wed., July 14               | Mid-term   |
| Fri., July 30               | Last day for dropping a class<br>Last day for withdrawing from the College |
| Fri., Aug. 13               | Classes end  |
| Mon. - Thurs., Aug. 16 - 19 | Final examinations   |

### FALL QUARTER, 1971

|                           |  |
|---------------------------|--|
| Wed., Sept. 8             | Last day to apply for admission to fall quarter                            |
| Mon., Sept. 27            | Orientation and advising   |
| Tues., Sept. 28           | Registration   |
| Wed., Sept. 29            | Classes begin<br>Late registration fee in effect                           |
| Thurs., Sept. 30          | Late registration  |
| Fri., Oct. 1              | Late registration  |
| Tues., Oct. 5             | Last day for adding a class  |
| Wed., Nov. 3              | Mid-term   |
| Wed., Nov. 24—12:00 Noon  | Thanksgiving holidays begin  |
| Thurs. - Fri., Nov. 25-26 | Thanksgiving holidays  |
| Mon., Nov. 29             | Last day for dropping a class<br>Last day for withdrawing from the College |
| Fri., Dec. 10             | Classes end  |
| Mon. - Thurs., Dec. 13-16 | Final examinations   |
| Fri., Dec. 17             | Christmas vacation begins  |

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# REGENTS, UNIVERSITY SYSTEM OF GEORGIA

244 Washington Street, S.W.

## ATLANTA

|                |                              |                              |
|----------------|------------------------------|------------------------------|
| State at Large | JACK ADAIR .....             | Atlanta<br>(1965-1971)       |
| State at Large | JOHN A. BELL, JR. ....       | Dublin<br>(1970-1977)        |
| State at Large | ROY V. HARRIS .....          | Augusta<br>(1967-1974)       |
| State at Large | WILLIAM S. MORRIS, III ..... | Augusta<br>(1967-1974)       |
| State at Large | CAREY WILLIAMS .....         | Greensboro<br>(1969-1976)    |
| First          | MRS. HUGH PETERSON, SR. .... | Ailey<br>(1970-1976)         |
| Second         | JOHN I. SPOONER .....        | Donalsonville<br>(1968-1975) |
| Third          | T. HIRAM STANLEY .....       | Columbus<br>(1965-1972)      |
| Fourth         | JOHN R. RICHARDSON .....     | Conyers<br>(1970-1977)       |
| Fifth          | W. LEE BURGE .....           | Atlanta<br>(1968-1975)       |
| Sixth          | JAMES C. OWEN, JR. ....      | Griffin<br>(1965-1971)       |
| Seventh        | JAMES V. CARMICHAEL .....    | Marietta<br>(1966-1973)      |
| Eighth         | JOHN W. LANGDALE .....       | Valdosta<br>(1964-1971)      |
| Ninth          | JAMES A. DUNLAP .....        | Gainesville<br>(1966-1973)   |
| Tenth          | G. L. DICKENS, JR. ....      | Milledgeville<br>(1965-1972) |

**UNIVERSITY SYSTEM OF GEORGIA**  
**OFFICERS AND STAFF OF THE**  
**BOARD OF REGENTS**

T. HIRAM STANLEY ..... Chairman  
 JOHN W. LANGDALE ..... Vice Chairman  
 GEORGE L. SIMPSON, JR. .... Chancellor  
 H. R. ROBINSON ..... Vice Chancellor  
 JAMES L. CARMON .. Assistant Vice Chancellor - Computing Systems  
 FRANK C. DUNHAM ..... Director, Construction and Physical Plant  
 MARIO J. GOGLIA ..... Vice Chancellor - Research  
 ROBERT M. JOINER ..... Director of Public Affairs  
 SHEALY E. MCCOY .... Vice Chancellor - Fiscal Affairs and Treasurer  
 HENRY G. NEAL ..... Executive Secretary  
 HARRY B. O'REAR ..... Vice Chancellor - Health Affairs  
 HASKIN R. POUNDS ..... Assistant Vice Chancellor

**MACON JUNIOR COLLEGE**

**ADMINISTRATIVE OFFICERS**

JACK K. CARLTON, Ph.D., Louisiana State University .... President  
 HASELL T. LАBORDE, Ph.D., University of  
 North Carolina ..... Academic Dean  
 CHARLIE E. CLOANINGER, JR., Ph.D.,  
 Ohio State University ..... Dean of Student Affairs  
 JACK H. RAGLAND, M.B.A.,  
 University of Georgia, C.P.A. .... Comptroller  
 ALLEN B. THOMPSON, M.Ed., University of  
 Southern Mississippi .. Director of Admissions and Registration  
 PHIL M. PATTON, M.A., University of  
 Georgia ..... Director of Continuing Education

## FACULTY

- FRANZ APPEL, M.S., Georgia State University  
Instructor of Mathematics
- EDNA SUE BAILES, M.A., Florida State University  
Instructor of English
- PEDRO G. BARRIO, M.A., University of Georgia  
Instructor of Spanish and Director of Language Laboratory
- EDMUND G. BARRON, D.D.S., Medical College of Virginia  
Associate Professor of Dental Hygiene and Head of Faculty of  
Dental Hygiene
- WILLIAM THOMAS BASS, Ph.D., University of Tennessee  
Assistant Professor of Physics
- DARREL LEE BATEMAN, Ph.D., Auburn University  
Instructor of Biology
- DOROTHY D. BROWN, M.A., Emory University  
Instructor of English
- ROSEMARY BURGAMY, M.A., University of Georgia  
Instructor of French
- EDWARD T. DENHAM, B.A., University of Georgia  
Instructor of Sociology
- DAVID F. DEVER, Ph.D., Ohio State University  
Associate Professor of Chemistry and Chairman of Division of  
Natural Sciences and Mathematics
- ALFRED G. DIBOLL, Ph.D., University of Texas  
Associate Professor of Biology and Head of Faculty of Biology
- MILLARD J. FISHER, Ed.D., North Texas State University  
Associate Professor of Physical Education and Head of  
Department of Education
- JOAN R. GELFMAN, B.S., Medical College of Georgia  
Instructor of Dental Hygiene
- BARRY GOLDEN, M.S., University of Arkansas  
Instructor of Biology
- JOHN E. GORECKI, M.A., Oklahoma State University  
Instructor of English

- RICHARD J. GOUDEAU, M.A., Louisiana State University  
Instructor of English
- JOAN B. HUFFMAN, M.A., Georgia State University  
Instructor of History
- JACK L. HUTCHESON, Ph.D., University of Miami  
Assistant Professor of Music
- BARBARA E. HUTTO, M.Ed., Florida Atlantic University  
Instructor of Art
- DOUGLAS L. JORDAN, M.Ed., University of Georgia  
Instructor of Physical Education
- KAY E. KELLY, M.A.T., Emory University  
Instructor of English
- ALTON W. KNIGHT, M.P.A., Georgia State University  
Instructor of Accounting
- HASELL T. LABORDE, Ph.D., University of North Carolina  
Professor of Mathematics and Dean of Academic Affairs
- R. KEITH LANGFORD, M.A., University of Georgia  
Instructor of Economics
- LAWRENCE W. LOVIK, M.A., University of Georgia  
Instructor of Economics
- HARRIETTE C. LUDWIG, B.S., Medical College of Georgia  
Instructor of Dental Hygiene
- JIMMY F. LUMLEY, M.A., Louisiana State University  
Instructor of Mathematics
- TENA F. MCQUEEN, B.S., University of Louisville  
Instructor of Dental Hygiene
- WALTER G. MCQUEEN, M.A., University of Alabama  
Instructor of Mathematics
- DOUGLAS S. MEDLIN, M.M., East Carolina University  
Instructor of Music
- JEAN MOORE, M.Ed., Georgia College at Milledgeville  
Instructor of Secretarial Science
- GLORIA A. PAYNE, M.Ed., Georgia College at Milledgeville  
Instructor of Physical Education

- BERNO I. PETERSSON, JR., M.S., Florida Atlantic University  
Instructor of Chemistry
- RICHARD C. RENNER, M.A., Washington University  
Instructor of Biology
- JAMES O. RICHARDS, Ph.D., University of Illinois  
Associate Professor of History
- WALTER R. ROGERS, M.A., University of Alabama  
Instructor of Mathematics
- LOLITA G. RUTLAND, Ed.D., University of Florida  
Associate Professor and Director of Nursing
- JOHNNIE R. SIMPSON, M.A., Appalachian State University  
Instructor of Reading
- ROBERT B. STYONS, M.A., University of Alabama  
Instructor of History
- LINDA C. SUSONG, M.A., Eastern Kentucky University  
Instructor of Physical Education
- JAMES S. TODD, M.A., University of Georgia  
Instructor of Political Science
- EVELYN TOLER, M.A., University of Georgia  
Instructor of Mathematics
- ROBERT T. TRAMMELL, Ed.D., Auburn University  
Associate Professor of English and Acting Chairman of  
Division of Humanities
- PAYTON EUGENE WARD, JR., M.S., Florida State University  
Assistant Professor of Criminal Justice
- JEAN K. WIGGINS, M.A., University of Georgia  
Instructor of English
- RICHARD GENE WIGGINS, Ed.D., University of Georgia  
Assistant Professor of Psychology
- WILLIAM W. WRIGHT, JR., Ph.D., University of Alabama  
Professor of Business and Economics, and Chairman of  
Division of Economics and Business

## OTHER FACULTY AND ADMINISTRATIVE PERSONNEL

RONALD C. ELLINGTON, M.A., University of Georgia  
Director of Public Relations

CAROL P. HEINEMAN, M.A., Louisiana Polytechnic Institute  
Counselor

LOUIS B. KLAM, M.S., Troy State University  
Director of Robins Resident Center

LOIS C. POWELL, M.A., University of Alabama  
Assistant Librarian and Instructor of Library Science

CHARLES C. SHAFE, M.Ed., West Georgia College  
Assistant Dean of Student Affairs

LARRY K. STIREWALT, M.A., Appalachian State University  
Assistant Director of Continuing Education

QUENTIN E. CAIN  
Director of Auxiliary Enterprises

MARVIN L. MORRIS  
Assistant Comptroller

JOSEPH M. WHITE, JR.  
Director of Plant Operations

# I GENERAL INFORMATION

## HISTORY

A thorough study of the actual and projected population growth of the Bibb County-Houston County area of central Georgia, and in particular the growth patterns of the age groups graduating from high school and entering college, led the staff of the Board of Regents of the University System of Georgia to recommend in June, 1965, that a community junior college be developed in that area "as soon as possible and hopefully to open in the fall of 1968." In October of the same year the Board of Regents adopted a resolution approving the establishment of a college in Bibb County to be operated as a separate unit of the University System of Georgia.

The civic leadership and governmental officials of Bibb County immediately began the campaign for community support in compliance with Regents' policies requiring that funds for acquisition of a site, for its development, and for the construction of initial buildings, be derived from local sources. The Bibb County Board of Commissioners held an election on May 31, 1966, through which the voters of that county approved, by a margin of approximately 4 to 1, the issuance of \$4,500,000 in bonds to provide funds for the above-mentioned purposes. A beautifully wooded, rolling site of 167 acres was officially selected and in late summer a contract was signed which transferred authority to the Board of Regents for the further development of this new college.

Thus, Macon Junior College became the twenty-fifth institution of the University System of Georgia, owned and governed by the Board of Regents. And as recommended by the Regents' staff in 1965, it opened in the fall of 1968 to a charter class of 1,110 students.

## FACILITIES

The campus lies south of Columbus Road at the intersection of Highway 80 and Interstate Highway 475. The campus is being developed in three phases, the first of which included seven buildings that are now completed. The first building in the second phase of construction is completed.

Located in the center of the campus, the Library is a modern two-story building which presently serves as a multi-purpose facility, housing the library collection, administrative offices, book-

store, student organization rooms, recreation room and cafeteria. Ultimately, non-library facilities will be relocated and the building's 47,386 square foot floor space will be devoted entirely to the acquisition, maintenance and utilization of multimedia library materials.

The present library area, located on the upper level of the building, is air-conditioned, fully carpeted and attractively furnished in modern decor. Pleasant surroundings conducive to study, research and recreational reading are provided for a capacity of over 300 students and faculty members. Total seating accommodations consist of 60 percent individual study carrels, 15 percent lounge seating and 25 percent public reading tables.

The Library's up-to-date collection is classified, using the Library of Congress Classification System and maintained in an open-stack arrangement exclusive of reserve books. Exceeding 20,000 volumes, the collection consists of reference and general works in the sciences, social sciences and humanities. Subscriptions to current periodicals and newspapers, both general and technical, number over 600. Back issues of many magazines and selected newspapers are available on the 1,700 reels of microfilm in the microfilm room. Other facilities and services maintained by the Library are a special smoking study, typing rooms, staff offices and workrooms, copying service and interlibrary loans.

The Library is open 65 hours a week with a staff of professional librarians to aid students in research and reference.

The Lecture Hall Complex is a hexagonally shaped building containing two auditoriums of 144-student capacity, two auditoriums of 96-student capacity and two regular classrooms of 48-student capacity. These rooms radiate from a central audio-visual core which contains rear screen projection equipment for 16mm film and 35mm slides to the two larger auditoriums. This equipment is controlled by the instructor from a lectern at the front of the classroom which permits him to start, stop and reverse film, select slides by random-access and to project two slides side-by-side for image comparisons. Audio tapes can be played in each of the six rooms by means of a similar control system at the lectern. All six rooms are equipped similarly. In addition, video tape recording equipment will soon be installed to allow the utilization of this instructional tool when it is judged to be complementary to a presentation.

The Science Building contains two biology laboratories, a greenhouse, two chemistry laboratories, a physics laboratory and separate storage rooms for each discipline. Included with the facility is a fourteen unit dental hygiene clinic. All laboratories are outfitted with modern equipment for instruction at the freshman and sophomore level in accordance with the standards of progressive senior colleges and universities. Additionally, its 20,000 square feet provide office space for the division chairman, thirty faculty members and clerical staff.

The two classroom buildings contain approximately 40,000 square feet of space providing offices for fifty-seven faculty members, three division chairmen and clerical staff. They contain twenty-three classrooms with a capacity of twenty-four to forty-eight students each and, in addition, laboratories for engineering drawing, art and accounting.

The Physical Education Building provides the usual facilities for instruction, dressing rooms and locker storage, and office space for faculty. Six tennis courts, two basketball courts, a football field, a six-lane track, four softball fields and a baseball field are among the present outdoor facilities available for instruction and intramural sports. Long-range plans call for a gymnasium and a swimming pool.

A modern cafeteria is located on the ground floor of the Library Building. A variety of foods, including lunch, is offered daily except Saturday and Sunday. Food is purchased on a price per item basis. Private dining facilities for campus groups are available and may be utilized upon proper arrangement with the Director of Auxiliary Enterprises.

The College operates a bookstore on the ground floor of the Library Building. All necessary student texts and materials are kept in stock. Other items, including Macon Junior College souvenirs, are also available.

#### STATEMENT OF PURPOSE

Macon Junior College, as a member institution of the University System of Georgia, is authorized to offer programs which include:

1. **College Transfer Programs** — The first two years of quality instruction in general education courses transferable to senior colleges and universities and creditable towards baccalaureate and professional degrees.

2. **Occupational Programs** — Typically two years of study designed to prepare students for entry employment at semi-professional and mid-management levels. The number and variety of these programs are limited by the fact that the University System of Georgia has no responsibility for technical-vocational education.
3. **Continuing Education Programs** — Non-credit short courses, conferences, workshops and seminars to provide continuing education opportunities for the citizens served by the College.
4. **Developmental Courses** — Remedial courses in English, mathematics, reading and in study skills designed to assist some students in overcoming specific academic weaknesses.
5. **Cultural Programs** — Concerts, dramatic presentations, exhibits, lectures, etc., planned to enhance the cultural values of the community.

Reinforcing the College in pursuit of the academic objectives outlined above is a student activities program designed to lead its students toward intellectual self-consciousness and responsible independence to assist the student in character and personality development, and to train the student for good citizenship.

Macon Junior College offers the educational opportunities outlined above to all qualified students regardless of race, color or national origin. The College's faculty and staff will work with any student or prospective student to eliminate, insofar as possible, financial, personal, academic and other obstacles which may otherwise disadvantage him in his efforts to pursue the educational opportunities available at the College.

### **ACCREDITATION**

The College is fully accredited by the Southern Association of Colleges and Schools.

### **DEGREE PROGRAMS**

Macon Junior College offers two-year college transfer programs leading to the following degrees:

Associate in Arts with a concentration in art, English, French, history, music, political science, pre-law, psychology, sociology and Spanish.

Associate in Science with a concentration in biology, business, chemistry, criminal justice, elementary education, mathematics, physical education, physics, pre-dentistry, pre-medical technology, pre-medicine, pre-pharmacy, secondary education and secretarial science.

A two-year program in dental hygiene is offered leading to the Associate in Science Degree. In addition, two-year career programs in secretarial science and in general business are offered leading to the Associate in Secretarial Science and the Associate in General Business Degrees.

## **II. ADMISSION PROCEDURES AND REQUIREMENTS**

### **ADMISSION PROCEDURES**

Admission to Macon Junior College requires that the Office of Admissions know as much about the academic ability of its applicants as possible. Only after such information is obtained are we able to make an admission decision in the best interest of both the applicant and the College. Thus, the procedures outlined below should be followed in furnishing the Office of Admissions with a complete set of such relevant information.

1. Write to the Office of Admissions, Macon Junior College, Macon, Georgia 31206, or contact your high school counselor for application materials and a catalog.
2. Follow the instructions included with the application materials, complete the forms and return them to the Office of Admissions, Macon Junior College, Macon, Georgia 31206.

An applicant may expect to receive a notice acknowledging receipt of his application within approximately two weeks of the date his application is received by the Office of Admissions.

### **ADMISSION REQUIREMENTS**

An applicant must be qualified to do college work and must be of good moral character. The College shall have the right to examine an applicant's competence, character, personality and physical fitness. The College reserves the right to require additional data from an applicant and to have him appear for a personal interview before his application is finally accepted or rejected.

In addition to the requirements listed below, all admission materials must be properly executed and submitted to the Director of Admissions at least 20 days prior to the beginning of the quarter for which admission is sought.

### **BEGINNING FRESHMEN**

1. An applicant should have a minimum of 16 units of high school credit as follows:

|                            |           |
|----------------------------|-----------|
| English .....              | 4         |
| Algebra .....              | 1         |
| Other Math .....           | 1         |
| Science .....              | 2         |
| Social Studies .....       | 2         |
| Other Academic Units ..... | 2         |
| Others .....               | 4         |
| <b>TOTAL .....</b>         | <b>16</b> |

An applicant who intends to major in mathematics or the sciences must have one unit in plane geometry. Additional credit in algebra and trigonometry is desirable.

2. An applicant must have been graduated from an accredited high school or have successfully completed the General Educational Development Test (high school level).
3. The Scholastic Aptitude Test is required of all applicants.

#### **REQUIREMENTS FOR TRANSFER STUDENTS**

1. An applicant must present a cumulative grade-point average of 1.8 or above (based on a 4.0 scale) on all work attempted and must be in good standing at the last institution attended to be admitted in good standing.
2. A transfer applicant whose cumulative grade-point average is below 1.8 may be considered for admission on scholastic probation.
3. A transfer applicant who has been excluded more than once from one or more collegiate institutions will not be considered for admission unless or until he has been non-enrolled in a collegiate institution for an interval of one calendar year. Such an applicant, if admitted, will be on probation.

#### **LIMITATIONS ON TRANSFER OF CREDIT**

1. Credit earned in collegiate institutions accredited by the Southern Association of Colleges and Schools or similar regional accrediting associations may be transferred at full value provided that of those courses accepted the cumulative grade-point average is 2.0 or higher.

2. Not more than 65 quarter hours of combined credit from all sources will be accepted for transfer and applicable toward an Associate Degree.
3. The total number of combined hours earned through correspondence, extension and military experiences shall not exceed 45 quarter hours.
4. No credit is awarded for the General Educational Development Test, college level.
5. Required physical education will be waived and six quarter hours credit in physical education activity courses will be granted for veterans with twelve months or more active military service who present a copy of their DD-214 to the Director of Admissions and Registration.
6. Transfer credit from colleges and universities outside the United States may be accepted based on an interpretation by the U.S. Office of Education and an evaluation of the credit by the Director of Admissions and the division chairman.
7. Credit earned during a period of suspension or exclusion from a college or university will not be accepted for transfer to Macon Junior College.

#### **FORMER STUDENTS**

1. Formerly enrolled students who have not attended another college since their last attendance at Macon Junior College must file a new application for admission. Such students, if eligible for readmission, will be readmitted with the same academic standing they had at the time they last attended the College.
2. Formerly enrolled students who have attended other colleges since their last enrollment at Macon Junior College must file a new application and must furnish official transcripts from each institution attended.

#### **AUDITORS AND TRANSIENT STUDENTS**

1. An applicant who has never attended college and who wishes to register as an auditor or transient student in regular classes shall not be required to take the Scholastic

Aptitude Test, but shall be required to meet all other admission requirements and to pay the regular fees for enrollment. Auditors shall be prohibited from receiving credit at any later time for such courses.

2. An applicant who has attended an institution of higher learning must submit a "letter of good standing" or a "transient letter" from the last institution attended. Transient students who wish to continue in attendance for more than one quarter must meet the requirements outlined above for transfer students.

### **FOREIGN STUDENTS**

1. Foreign students without previous records at colleges or universities within the United States must meet the requirements outlined above for admission as beginning freshmen.
2. Foreign students who have attended colleges or universities within the United States must meet the requirements outlined above for admission as transfer students.
3. All applicants of non-English-speaking foreign countries must take the Test of English as a Foreign Language (TOEFL) and must attain a total scaled score of 475 or above. Information and application forms may be obtained by writing directly to TOEFL, Educational Testing Service, Princeton, New Jersey 08540.

### **HONORS ADMISSION**

The very superior high school student who has completed his junior year may be eligible for admission to the College.

An interested student with an outstanding record in college preparatory subjects must furnish the College with:

1. An official transcript of his high school record showing completion of the junior year (minimum grade-point average of 3.5 on a 4.0 scale required).
2. SAT scores (minimum of 1,000 with at least 500 on the verbal).
3. A letter of recommendation from the high school authorities showing their approval and indicating the student's

academic superiority and maturity to do college level work at the same time.

Application forms and information about the Honors Admission Program may be obtained from the high school counselor or the Director of Admissions at Macon Junior College.

#### **MEDICAL REPORT**

A medical examination, by a licensed physician, is required of all full-time students, students participating in physical education activity courses and students participating in intramural sports and games.

A medical report form, furnished by the College, must be submitted the first quarter of enrollment, whether it be the fall, winter, spring or summer. If the initial enrollment is for the summer quarter, the same medical report form can be used for the next fall, winter and spring quarters. The medical information is to be recorded on the official College form and signed by the examining physician.

It is the responsibility of the examining physician, applicant and/or parents to make known any abnormality or condition that may assist the College in safe-guarding the student's health.

#### **COMMUNITY ENRICHMENT PROGRAMS**

An applicant who desires to register for a special non-credit community enrichment short course, seminar, workshop or institute must file a complete application for admission to this program. Further requirements such as high school transcripts and the Scholastic Aptitude Test are waived.

### **III. INFORMATION CONCERNING CLASSIFICATION AS A LEGAL RESIDENT**

According to the policies of the Board of Regents of the University System of Georgia, an applicant is a legal resident of the State under the following circumstances:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been legally domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of appointment, and then only upon proper evidence that such appointment was not made to avoid the payment of the non-resident fee.
3. If a student is over 21 years of age, he may register as a resident student only upon a showing that he has been domiciled in Georgia for at least twelve months prior to the registration date. Any period of time during which a person is enrolled as a student in any educational institution in Georgia may not be counted as a part of the twelve months' domicile and residence herein required when it appears that the student came into the state and remained in the state for the primary purpose of attending a school or college.
4. A full-time faculty member in an institution of the University System, his wife and minor children may register for courses on the payment of resident fees, even though the faculty member has not been in residence in Georgia for a period of twelve months.
5. If the parents or legal guardian of a minor changes residence to another state following a period of residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve months'

period, the student may continue his registration only upon the payment of fees at the non-resident rate.

6. Military personnel and their dependents may become eligible to enroll in institutions of the University System as resident students provided they file with the institution in which they wish to enroll the following materials:
  - (a) A statement from the appropriate military official showing that the applicant's "home of record" is the State of Georgia; and
  - (b) Evidence that applicant is eligible to vote in Georgia; or
  - (c) Evidence that applicant, if under 18 years of age, is the child of parents who are registered to vote in Georgia; and
  - (d) Evidence that applicant, or his supporting parent guardian, filed a Georgia State income tax return during the preceeding year.
7. Foreign students who attend institutions of the University System under the sponsorship of recognized civic or religious groups may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
8. All aliens shall be classified as non-resident students provided, however, that an alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a Declaration of Intention to become a citizen of the United States shall have the same privilege of qualifying for resident status for fee purposes as has a citizen of the United States.
9. Teachers in the public schools of Georgia, and their dependents, may enroll as students in the University System institutions on payment of resident fees, when it appears that such teachers have resided in Georgia for nine months' period, and that they have been employed to teach in Georgia during the ensuing school year.

10. If a woman who is a resident of Georgia and who is a student in an institution of the University System marries a non-resident of the State, she may continue to attend the institution on payment of resident fees, provided that her enrollment is continuous.
11. If a woman who is a non-resident of Georgia marries a man who is a resident of Georgia, she will not be eligible to register as a resident student in a University System institution until she has been domiciled in the State of Georgia for a period of twelve months immediately preceding the date of registration.

## **IV. MISCELLANEOUS INFORMATION**

### **ACADEMIC ADVISERS**

As soon as an applicant has been accepted as a student he is assigned a faculty member who will serve as his academic adviser. The adviser works with the student in planning his program of study, assists him at registration and is available to counsel with the student about his study methods, progress, plans and other matters related to his academic program.

### **ADVANCED STANDING BY EXAMINATION**

A beginning freshman applicant whose Scholastic Aptitude Test scores are extremely high may petition the division chairman of the academic discipline in which he intends to pursue a program of study for an advanced standing credit examination in one or more courses offered by Macon Junior College.

Other applicants who have had pertinent non-collegiate training and/or significant practical experience in a field comparable to one or more of the academic disciplines offered by Macon Junior College may petition the division chairman of that discipline for an advanced standing credit examination.

The following provisions and procedures are applicable and required in petitioning for an advanced standing credit examination:

1. The applicant must, after his acceptance for admission to the College, petition the division chairman for approval to take the examination.
2. If the petition is approved and the examination passed, the applicant will then be required to register for and successfully complete the next higher level course in that subject matter field.
3. Upon satisfactory completion of the next higher level course by the student, the Office of Admissions and Registration will be notified by the department head and credit for the lower level course will be posted to the student's permanent record.
4. Credit awarded on this basis does not yield a grade or quality points and is not considered when computing the student's grade point average.

5. Credit awarded on this basis will, if applicable, be counted toward fulfillment of degree requirements.

### **EVENING CLASSES**

The College offers a number of its regular academic courses in the evening for students who, because of employment, would otherwise be unable to attend college. Each non-laboratory class meets twice each week. For example, a class may meet from 6:00 p.m. - 8:10 p.m. on Monday and Wednesday. Another class may meet from 8:20 p.m. - 10:30 p.m. on Monday and Wednesday. Other classes are scheduled during the same time periods on Tuesday and Thursday. Classes are not held on Friday evening.

### **COMMUNITY ENRICHMENT PROGRAMS**

Macon Junior College is cognizant of community and public needs and accepts the challenge of assisting in these areas so far as possible within the scope of its policy and resources. It makes available its staff, its leadership, its facilities and the products of its research in stimulating educational, cultural, governmental and material growth. Such services are provided through consultations, conferences, non-credit institutes, seminars, short courses and workshops.

The activities of the community enrichment programs are designed to appeal to the professional, cultural and recreational interests of the adult citizens of the College community. In the planning of non-credit courses, every effort is made to prevent duplication of credit courses currently offered in the College curricula.

The College stands ready at all times to assist educational, professional, business, industrial and governmental groups in setting up conferences, institutes, seminars, short courses or workshops on the College campus.

### **NURSING**

Macon Junior College works closely with the Macon Hospital School of Nursing in the training of its students. The three-year program includes approximately 45 quarter hours of credit earned at Macon Junior College. The credit is fully transferable within the University System of Georgia.

## **CONTINUING EDUCATION**

The College, through its program of Continuing Education, administers off-campus courses and coordinates higher educational programs in the Middle Georgia area for the University System of Georgia. University of Georgia junior, senior and graduate level courses are offered on the Macon Junior College Campus. In addition, a variety of in-service education courses are offered on both the undergraduate and graduate levels. Applications and additional information may be obtained by contacting the Office of Continuing Education, Macon Junior College, Macon, Georgia 31206.

## **VETERANS' BENEFITS**

The College is on the approved list of the United States Veterans Administration for the training of veterans and for the children and widows of deceased veterans who are eligible for benefits under the G.I. Bill.

Students in training under the G.I. Bill are required to pay all fees, as regular students, since they themselves are paid benefits directly through the Veterans Administration. Benefits are paid according to the following scale:

Full benefits if carrying a load of 12 or more quarter hours.

Three-fourths benefits if carrying 9-11 quarter hours.

One-half benefits if carrying 6-8 quarter hours.

Tuition only if carrying less than 6 quarter hours.

Eligible veterans, children and widows must make application for VA benefits through their local or regional Veterans Administration Office. They must present a Certificate of Eligibility to the Office of Admissions and Registration upon enrollment at the College.

## **VOCATIONAL REHABILITATION**

Students who attend the College and whose fees are to be paid by the State Department of Education's Division of Vocational Rehabilitation must clear with the Business Office prior to registration regarding the handling of their account. In addition, it is the student's responsibility, each quarter, to request the Office of Admissions and Registration to send copies of his grades to the Vocational Rehabilitation Office.

## **V. GENERAL ACADEMIC POLICIES**

### **REGISTRATION**

Approximately two weeks prior to the scheduled date for registration (see Calendar) a complete set of registration instructions will be made available to new and continuing students by the Office of Admissions and Registration. The instructions will include the time and place students should report for orientation, advising and registration.

Fall quarter registration packets are made for all students who were registered at the College during the previous spring quarter even though they were not enrolled during the summer quarter. These continuing students are not required to apply for readmission to the fall quarter.

Students who are not enrolled during any quarter other than the summer quarter are required to apply for and be accepted for readmission before a registration packet will be made for them.

Registration packets are made each quarter for all eligible students.

### **PENALTIES FOR LATE REGISTRATION**

Registration will continue after the close of the scheduled registration period (see Calendar) for three class days. At the end of the third day all registration will cease for that quarter. A late registration fee of \$5.00 for the first day, \$8.00 for the second day and \$11.00 for the third day will be charged all students registering after the scheduled registration period. All late registration will be conducted in the Office of Admissions and Registration.

### **CHANGE OF SCHEDULE**

A student who finds that he is not prepared for a course for which he is registered may be allowed to drop the course and add another with the approval of his adviser and the instructor of the course to be added. Change of Schedule forms may be obtained in the Office of Admissions and Registration.

1. A student will not be allowed to add a class after the first week of classes.

2. A fee of \$5.00 is charged for each change of schedule involving the adding of a class.
3. A student who officially drops a class after the first week of classes but prior to mid-term will receive a grade of W.
4. A student who officially drops a class after mid-term will be assigned a grade of W if passing or WF if failing.
5. No class may be dropped during the last two weeks prior to final examinations. (see Calendar)
6. Changes in schedules do not become official until the properly executed Change of Schedule form is filed by the student in the Office of Admissions and Registration.

### **WITHDRAWAL FROM THE COLLEGE**

A student who wishes to withdraw from the College must initiate withdrawal procedures in the Office of Admissions and Registration. The withdrawal is not official until the procedure is completed and a properly executed withdrawal form has been filed in the Office of Admissions and Registration by the student.

### **CHANGE OF MAJOR**

A student who wishes to change his major or who is undecided and wishes to declare a major must obtain a Change of Major card from the Office of Admissions and Registration, obtain his adviser's signature on the card and return the card to the Office of Admissions and Registration. The change of major will not become official until the Change of Major card is filed, by the student, in the Office of Admissions and Registration.

### **QUARTER SYSTEM**

Macon Junior College is on the quarter system which means that in one college year, which begins with the fall quarter and ends with the summer quarter, a student may earn four complete quarters of credits. A normal quarter is eleven weeks in length. A quarter hour (credit) represents one 50-minute class period per week (laboratory periods are normally 100 minutes). To convert semester hours to quarter hours multiply the semester hours by one and one-half. Thus a three semester hour course transfers as four and one-half quarter hours.

## LOAD OF WORK

The normal student load is fifteen to eighteen quarter hours. A student carrying twelve or more hours is considered a full-time student. A load in excess of nineteen quarter hours must be approved by the student's adviser and division chairman.

## ABSENCES

Macon Junior College makes every effort to place its students in courses which challenge their abilities and which are taught by dedicated and inspiring teachers. Students are expected to respond to this effort by exercising responsibility in the matter of class attendance as in all other aspects of their life at the College. Each student is responsible for all material presented in class, including assignments, tests and announcements. When it is necessary that a student be absent from a class, courtesy requires an explanation to the instructor in charge. The instructor shall judge the validity of the excuse offered.

No penalty shall be imposed upon a student who accrues a number of unexcused absences less than or equal to the credit hours of the course. An instructor shall exercise his discretion in the handling of students who have amassed a number of unexcused absences greater than the number of credit hours in the course. No credit shall be received in a course in which the total number of absences, both excused and unexcused, exceeds twice the credit hour yield in the course.

## GRADING SYSTEM

The grading system at Macon Junior College is as follows:

- A — indicates excellent work and carries 4 quality points per quarter hour.
- B — indicates above average work and carries 3 quality points per quarter hour.
- C — indicates average work and carries 2 quality points per quarter hour.
- D — indicates inferior work and carries 1 quality point per quarter hour.
- F — indicates failure without condition and carries no quality points.

- FA — Indicates the student was administratively withdrawn from a course which, in the judgment of the instructor, he was failing due to excessive absences. It carries no quality points.
- WF — indicates withdrawal from a course failing and carries no quality points.
- \*I — indicates an incomplete record. An I automatically becomes an F if the work is not completed within the next three months, or, if the student is not enrolled during all of the next three months, within the next quarter of attendance after the expiration of the three-month period. An I may not be removed by repeating the course.
- \*W — indicates withdrawal from a course.
- \*WA — Indicates the student was administratively withdrawn from a course for excessive absences while the student was passing the course. It indicates no hours attempted and no quality points earned.
- \*AU— indicates the course was audited and yielded no credit.
- \*NC— indicates the course carries no credit.

\* Not used in computing grade-point averages.

### GRADE REPORTS

At the close of each quarter, a parent-student copy of each student's final grade report is mailed to the student's home address by the Office of Admissions and Registration.

### SCHOLARSHIP STANDARDS

It is necessary that students maintain a reasonable academic record. Hence, the following regulations apply to all students.

1. A student will be placed on scholastic probation if his cumulative average falls below 1.5 at the end of any quarter.
2. A student on scholastic probation who earns less than a 1.5 average on all course work during any quarter will be dismissed.
3. A student who has been placed on scholastic probation will remain on probation until he has a cumulative average of 1.5 or higher.

4. A student who has been scholastically dismissed for the first time is eligible for readmission to any subsequent quarter following the expiration of one quarter.
5. A student who has been scholastically dismissed for a second time may apply for readmission after an expiration period of one calendar year from the date of dismissal. Such an applicant will be required to meet with the Committee on Admissions before a decision will be made regarding his acceptance.

#### **DEAN'S LIST**

A student who earns a grade-point average of 3.5 or above on an academic load of at least twelve quarter hours (excluding developmental courses) will be placed on the Dean's List, provided he has no grade below C.

#### **CLASSIFICATION OF STUDENTS**

Students who have less than 45 quarter hours of earned credit are classified as freshmen and those who have 45-90 quarter hours credit as sophomores.

#### **SPECIAL STUDENTS**

Students who are enrolled in courses for credit but who are not working toward a degree at Macon Junior College are classified as special students.

#### **AUDITORS**

An auditor is a student admitted to the College to take regular credit courses for no credit.

#### **COURSE NUMBERING**

Freshmen courses are numbered from 100 through 199; sophomore courses from 200 through 299. Courses carrying numbers below 100 are preparatory courses and are not applicable toward fulfillment of degree requirements.

#### **GENERAL DEGREE REQUIREMENTS**

1. **CHOICE OF A CATALOG:** Graduation requirements must be met under a Macon Junior College catalog which

is not more than five (5) years old at the time of the student's graduation and which carries announcements for a year during which the student earned some credit at Macon Junior College.

2. **HOUR REQUIREMENTS:** An applicant for a degree must complete a minimum of 90 quarter hours, including core curriculum and major requirements. In addition, the applicant must have earned six quarter hours in physical education activity courses. (Veterans of twelve months or more active duty in the armed services may have the physical education requirement waived and be granted six quarter hours credit in physical education activity courses by furnishing a copy of their DD-214 to the Director of Admissions and Registration.
3. **QUALITY POINT REQUIREMENT:** A student must earn a cumulative grade-point average of at least 2.0 (an average grade of C) on all courses attempted at Macon Junior College. Courses accepted for transfer from other colleges do not carry quality points and are not considered in computing the student's grade-point average for graduation purposes.
4. **RESIDENCE HOUR REQUIREMENT:** To become eligible for a degree at Macon Junior College, a student must be a resident at this College at least two quarters, and earn at least 30 quarter hours of work applicable toward his degree from this College.
5. **HISTORY AND CONSTITUTION REQUIREMENT:** Political Science 101 and History 100 or 251 are required of all students receiving a degree from Macon Junior College. This satisfies the legal requirement of the State of Georgia of passing an examination on the history and the Constitution of the United States and the Constitution of the State of Georgia.
6. **APPLICATION FOR DEGREE:** A student should file an application for a degree at least two quarters before the degree is to be conferred. The application, filed with the Director of Admissions and Registration, should show the work completed by the student and the courses planned for the ensuing quarters. Filing two quarters in advance

of the proposed graduation date will allow time for checking the application and allow the student time for making up any deficiencies found in his degree program. After the application has been approved in the Office of Admissions and Registration, it becomes the student's official degree program. No application for degree will be accepted until the degree fee of ten dollars (\$10.00) has been paid in the Business Office.

7. **APPROVAL OF FACULTY:** The names of all candidates for degrees are submitted to a vote of the faculty. If this vote is favorable, the President of the College is authorized by the Board of Regents to grant the degree.

## **VI. FEES AND EXPENSES**

A primary objective of the College is to hold to a minimum the expenses of its students. Changes in fees are made only when required for support of the institution or improvement of the activity program of its students.

**ANNOUNCEMENTS CONCERNING FEES AND EXPENSE ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Fees and expenses are in the form of matriculation fees, activity fees and special fees. Fees of all students are due and payable at the time of registration. Payment of fees may be made in cash or by check. Personal checks are not cashed except in payment of College bills. If a bank declines payment of a student's personal check and returns it to the College, the student's registration will be cancelled. Such a student will not be permitted to register for a subsequent quarter until he has cleared his account and has paid the maximum charge (\$11.00) for late registration.

### **MATRICULATION FEE**

This fee is used for general support of the College and consists of charges for registration, library, maintenance, etc.

### **ACTIVITY FEE**

This fee is assessed all students and is used to support the College newspaper, first aid services, concert and lecture series, the College yearbook and other student activities.

### **SPECIAL FEES**

Students registering for applied music courses are assessed an additional fee of forty dollars (\$40.00) for each applied music course taken.

Dental Hygiene students, upon beginning their studies, are required to purchase uniforms and laboratory instruments at a cost of approximately two hundred dollars (\$200.00).

### **REFUND POLICY**

A student who officially withdraws or whose registration is cancelled after enrollment may obtain a refund in accordance with the following:

A refund of 80 percent of fees will be made during the first week of classes; 60 percent the second week; 40 percent the third week; 20 percent the fourth week. A student withdrawing after the fourth week will not be entitled to any refund of fees.

### SUMMARY OF EXPENSES

| Quarter Hours<br>Credit or Audit | Georgia<br>Residents | Non-<br>Residents |
|----------------------------------|----------------------|-------------------|
| 1 .....                          | \$17.00              | \$ 25.00          |
| 2 .....                          | 24.00                | 40.00             |
| 3 .....                          | 31.00                | 55.00             |
| 4 .....                          | 38.00                | 70.00             |
| 5 .....                          | 45.00                | 85.00             |
| 6 .....                          | 52.00                | 100.00            |
| 7 .....                          | 59.00                | 115.00            |
| 8 .....                          | 66.00                | 130.00            |
| 9 .....                          | 73.00                | 145.00            |
| 10 .....                         | 80.00                | 160.00            |
| 11 .....                         | 87.00                | 175.00            |
| 12 or more .....                 | 90.00                | 180.00            |

#### Late Registration Fee:

|  |                      |
|--|----------------------|
| First day after regular registration closes .....  | \$ 5.00              |
| Second day after regular registration closes ..... | 8.00                 |
| Third day after regular registration closes .....  | 11.00                |
| Memorandum of Credits .....                        | \$ .50               |
| Change of Schedule .....                           | 5.00 when applicable |
| Application for Degree .....                       | 10.00 when filed     |
| *Official Transcript of Credits .....              | 1.00 when applicable |
| Vehicle Registration .....                         | 1.00 applicable each |
| Scholastic Aptitude Test .....                     | 5.75 year            |

\*First Transcript Free

## **VII. STUDENT SERVICES AND ACTIVITIES**

The Office of the Dean of Student Affairs, as a complement to the academic program of the College, coordinates student activities which include student government, clubs and organizations, cultural-social programs, student publications and social functions. Student services include financial aid, counseling and health services. Students are encouraged to take advantage of the activities and services offered by the College.

### **ORIENTATION**

Prior to registration all new students are required to attend an orientation program which is designed to familiarize them with all facets of the College's operation. This program includes the introduction of administrative officials and faculty, a review of student regulations, a description of student activities and a tour of the campus.

### **COUNSELING SERVICES**

A professional counseling staff is available to all students who wish educational and vocational guidance and to those who experience difficulties of a personal, social or emotional nature. Counselors are available for assistance in selecting a major field of study, in planning for a future occupation, in handling problems of adjustment to college life and in other personal-social matters. This assistance may be obtained individually or in group sessions. Students are encouraged to participate in study groups which are designed to improve their study habits and skills. Vocational aptitude tests, achievement tests and other tests are sometimes used in the counseling of students. These services are available to the student at no cost.

### **STUDENT CONDUCT**

Students are expected to act as mature and responsible members of the College community and of the community at large. Neither academic dishonesty nor an abridgement of the rights of other students in their pursuit of educational goals will be tolerated. A violation of the rules of honesty, such as cheating, plagiarism or falsification of any scholastic work or record, or the countenance of such behavior, will reflect discredit on the individ-

ual in question and on the College as a whole. Individual or collective conduct which interferes with the normal administrative, instructional or other official business of the College infringes upon the rights of other students to pursue their educational objectives at the level of quality characteristic of the Institution. Such conduct will result in dismissal of the offender.

## STUDENT ACTIVITIES AND ORGANIZATIONS

The College conducts a variety of extracurricular activities to enrich the educational experiences of its students. Students are encouraged to participate in the activities and organizations of their choice. These include student government, social activities, student publications, honorary organizations and special interest clubs.

1. **STUDENT GOVERNMENT:** The Student Government Association has the responsibility of promoting campus communication and of building campus morale. It is also the coordinating agency of student activities on campus. In addition to providing meaningful goal-directed group experiences for students, its primary objectives include training of campus and community leaders, promoting school identity and providing social and cultural events for the College. Being a representative body, the Student Government Association represents the interests of the students and implements the will of the students according to the constitution and by-laws of the College. The Student Government Association is composed of the General Assembly which is comprised of the entire student body; and the Executive Assembly comprised of at least twelve elected members. Elections are held during the Fall Quarter. A special Summer Council is appointed to represent the students during the summer. The Dean of Student Affairs serves as adviser to the Student Government Association. The Student Government Association functions as the primary mechanism for change for the students of Macon Junior College. Policy recommendations from the Student Government Association regarding the institution are made through the Dean of Student Affairs. The student members who serve on faculty committees are chosen primarily from the Executive Assembly of the Student Government Association.

2. **SOCIAL ACTIVITIES:** The social activities of the student body are sponsored by the Student Government Association and by the College. Social activities include dances, visiting artists and lecturers, forums, receptions and special events.
3. **PUBLICATIONS:** Publications are student-sponsored. The college paper, *The Premiere*, is edited and published monthly. All full-time students who display appropriate talent and interest in newspaper publication are considered for the staff. *Saga* is the college yearbook of Macon Junior College and *Cycles* is the literary magazine of the College. Editors and staff of *The Premiere*, *Saga* and *Cycles* are chosen by the Publications Board, a committee composed of students and faculty.
4. **STUDENT ORGANIZATIONS:** Student organizations provide opportunities for students to cultivate friends while at the College and to enjoy group experiences in working toward a realistic and worthwhile goal. The goal may be increasing one's effectiveness with a camera, providing the College with a needed service or furthering one's knowledge regarding an academic subject. The organizations recognized by the College are classified as academic organizations, service organizations, clubs of special interest, political organizations and professional organizations. Students interested in participating in a club or organizations are encouraged to contact the Office of Student Affairs.
5. **INTRAMURALS:** Intramural activities are structured under the Office of Student Affairs, organized and coordinated by the Physical Education Department. Campus-wide tournaments are planned and implemented by the Director of Intramural Activities. Equipment that is necessary for participation is provided by the Physical Education Department. Students interested in participating in this program should contact the Director of Intramural Activities.

#### **STUDENT AID AND SCHOLARSHIPS**

Financial aid is based on need and scholastic achievement. Macon Junior College participates in the College Scholarship Service which assists the College in determining a student's need

for financial aid. Applications for financial aid should be filed prior to March 1, for the following academic year.

For additional information, write to the Office of Financial Aid Macon Junior College, Macon, Georgia 31206.

1. **SCHOLARSHIPS AND GRANTS:** Several scholarships and grants are offered to qualified students of high scholastic ability who would not be able to attend college without financial assistance.
2. **LOAN PROGRAMS:** Loan programs are available to the student who desires to make use of them. The College administers several long-term funds such as The National Defense Student Loan Fund and The Georgia Higher Education Assistance Corporation Guaranteed Loans.
3. **WORK SCHOLARSHIPS:** Part-time employment opportunities are available to the student demonstrating need. These work scholarships vary in value with the type of work assigned. A student works from ten to fifteen hours per week.

#### **HOUSING**

The College has no facilities for the housing of its students. However, the College, through the Office of Student Affairs, assists students in obtaining suitable housing.

#### **HEALTH SERVICE**

The College maintains an emergency first aid station with qualified personnel on call. Local physicians are on a stand-by status for urgent need. Once emergency first aid is rendered, the student will be referred to his family physician if additional medical attention or treatment is required. Any expenses involved are to be borne by the student or his parents.

## VIII. ACADEMIC PROGRAMS

The University System of Georgia has adopted a core curriculum common to all member institutions. This core curriculum is designed as a guide for students seeking an associate degree who plan to transfer to a senior college or university for a baccalaureate degree, and for those in a two-year terminal program. The core curriculum is designed to facilitate the orderly transfer of credits within the University System without appreciable loss of credit.

### CORE CURRICULUM

| Area of Study  | Minimum Quarter<br>Hours Required |
|--|-----------------------------------|
| I. Humanities, including, but not limited to, grammar and composition and literature .....   | 20                                |
| II. Mathematics and the natural sciences, including, but not limited to, mathematics and a 10-hour sequence of laboratory courses in the biological or physical sciences ..... | 20                                |
| III. Social sciences, including but not limited to, history and American government .....  | 20                                |
| IV. Courses appropriate to the major field of the student .....  | 30                                |
| TOTAL .....  | 90                                |

All students are required to take six different (one credit-hour) physical education activity courses. This requirement is in addition to the core curriculum requirement of 90 quarter hours.

### DEVELOPMENTAL PROGRAM

Macon Junior College recognizes its responsibility as a public institution to meet the educational needs of as many people as possible in the seven county area which it serves. A Developmental Program is offered for students who desire to attend college but who, on the basis of their Scholastic Aptitude Test scores and high school records, do not appear to be adequately prepared.

The Developmental Program consists of both a 98 and 99 series of courses in English, reading, mathematics and psychology. Students qualifying for the 99 series may enter Macon Junior College during any quarter, but those qualifying for the 98 series are required to enter in the summer quarter. While students in the 99 series are encouraged to take all four courses in the 99 series, they may enroll in only one or two courses, the one requirement being that they must enroll in Reading 99 and English 99 concurrently.

The primary objectives of the Developmental Program are as follows:

1. To prepare as many students as quickly and as well as possible for enrollment in regular college courses.
2. To provide a meaningful and worthwhile educational experience for all students enrolled, including those who will not return a second quarter, by giving them practice in the basic skills of thinking, reading, writing, speaking, listening, observing and calculating.

The secondary objectives are as follows:

1. To improve the self-confidence and self-concept of the students.
2. To enable the students to understand themselves better.
3. To make the students "readers".

Students in the Developmental Program will be governed by the regular academic policies of the college. A student who does not pass any course in the 98 series in the summer will be automatically excluded until the following summer, when the 98 courses will again be offered. Or he may find that he is eligible for a very limited curriculum since he must pass both Mathematics 98 and Mathematics 99 before he is eligible for any other mathematics courses, and he must pass both English 98 and English 99 plus Reading 98 and Reading 99 before he is eligible for any other courses other than mathematics.

#### **DIVISION OF ECONOMICS AND BUSINESS ADMINISTRATION**

The Division of Economics and Business Administration offers programs of study leading to the Associate in Science Degree in Business and in Secretarial Science. In addition, it offers career programs leading to the Associate in General Business Degree and the Associate in Secretarial Science Degree.

The detailed curricular requirements are listed below:

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN BUSINESS

| AREA I     |    | AREA II             |    | AREA III        |    | AREA IV   |    |
|------------|----|---------------------|----|-----------------|----|-----------|----|
| Engl. 101  | 5  | Lab. Sci. I         | 5  | Hist. 100       |    | Acct. 201 | 5  |
| Engl. 102  | 5  | Lab. Sci. II        | 5  | or 251          | 5  | Acct. 202 | 5  |
| Hum. Elec. | 10 | Math. Elec.         | 5  | Pols. 101       | 5  | Busi. 210 | 5  |
|            |    | Math. or Sci. Elec. | 5  | Soc. Sci. Elec. | 10 | Econ. 105 | 5  |
|            |    |                     |    |                 |    | Econ. 106 | 5  |
|            |    |                     |    |                 |    | Econ. 133 | 5  |
|            | 20 |                     | 20 |                 | 20 |           | 30 |

### CURRICULUM FOR ASSOCIATE IN GENERAL BUSINESS

| AREA I    |    | AREA II |   | AREA III        |    | AREA IV   |    |
|-----------|----|---------|---|-----------------|----|-----------|----|
| Engl. 101 | 5  |         |   | Hist. 100       |    | Acct. 201 | 5  |
| Engl. 102 | 5  |         |   | or 251          | 5  | Acct. 202 | 5  |
| Spch. 208 | 5  |         |   | Pols. 101       | 5  | Busi. 101 | 5  |
|           |    |         |   | Soc. Sci. Elec. | 5  | Busi. 102 | 5  |
|           |    |         |   |                 |    | Busi. 103 | 5  |
|           |    |         |   |                 |    | Busi. 104 | 5  |
|           |    |         |   |                 |    | Busi. 108 | 5  |
|           |    |         |   |                 |    | Busi. 110 | 5  |
|           |    |         |   |                 |    | Busi. 210 | 5  |
|           |    |         |   |                 |    | Econ. 105 | 5  |
|           |    |         |   |                 |    | Econ. 106 | 5  |
|           |    |         |   |                 |    | Sesc. 205 | 5  |
|           | 15 |         | 0 |                 | 15 |           | 60 |

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN SECRETARIAL SCIENCE

| AREA I     |    | AREA II             |    | AREA III        |    | AREA IV      |       |
|------------|----|---------------------|----|-----------------|----|--------------|-------|
| Engl. 101  | 5  | Lab. Sci. I         | 5  | Econ. 105       | 5  | Acct. 201    | 5     |
| Engl. 102  | 5  | Lab. Sci. II        | 5  | Hist. 100       |    | Acct. 202    | 5     |
| Hum. Elec. | 10 | Math. Elec.         | 5  | or 251          | 5  | Busi. 210 or |       |
|            |    | Math. or Sci. Elec. | 5  | Pols. 101       | 5  | Sesc. 210    | 5     |
|            |    |                     |    | Soc. Sci. Elec. | 5  | *Sesc. 101   | 3     |
|            |    |                     |    |                 |    | *Sesc. 102   | 3     |
|            |    |                     |    |                 |    | Sesc. 103    | 5     |
|            |    |                     |    |                 |    | *Sesc. 201   | 3     |
|            |    |                     |    |                 |    | *Sesc. 202   | 3     |
|            |    |                     |    |                 |    | Sesc. 203    | 5     |
|            |    |                     |    |                 |    | Sesc. 205    | 5     |
|            | 20 |                     | 20 |                 | 20 |              | 30-42 |

\* May be exempted by placement test, high school record or experience.

### CURRICULUM FOR ASSOCIATE IN SECRETARIAL SCIENCE

| AREA I    |    | AREA II   |   | AREA III  |    | AREA IV    |       |
|-----------|----|-----------|---|-----------|----|------------|-------|
| Engl. 101 | 5  | Lab. Sci. | 5 | Econ. 105 | 5  | Acct. 201  | 5     |
| Engl. 102 | 5  |           |   | Hist. 100 |    | Acct. 202  | 5     |
| Spch. 208 | 5  |           |   | or 251    | 5  | Busi. 101  | 5     |
|           |    |           |   | Pols. 101 | 5  | Busi. 102  | 5     |
|           |    |           |   | Psyc. 101 | 5  | Busi. 210  | 5     |
|           |    |           |   |           |    | Econ. 133  | 5     |
|           |    |           |   |           |    | *Sesc. 101 | 3     |
|           |    |           |   |           |    | *Sesc. 102 | 3     |
|           |    |           |   |           |    | Sesc. 103  | 5     |
|           |    |           |   |           |    | *Sesc. 201 | 3     |
|           |    |           |   |           |    | *Sesc. 202 | 3     |
|           |    |           |   |           |    | Sesc. 203  | 5     |
|           |    |           |   |           |    | Sesc. 205  | 5     |
|           |    |           |   |           |    | Sesc. 210  | 5     |
|           | 15 |           | 5 |           | 20 |            | 50-62 |

\* May be exempted by placement test, high school record or experience.

## THE DEPARTMENT OF EDUCATION

The Department of Education offers programs of study leading to the Associate in Science Degree in Elementary Education, Secondary Education and Physical Education. Completion of one of these programs of study prepares a student for further work toward a Bachelor's Degree in education with specialization in elementary, secondary or physical education. These programs are designed to lead toward certification for teaching in the public schools of Georgia.

The detailed curricular requirements for each program are listed below:

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN ELEMENTARY EDUCATION

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV   |    |
|------------|----|--------------|----|-----------------|----|-----------|----|
| Engl. 101  | 5  | Math. Elec.  | 5  | Hist. 100       |    | Educ. 103 | 5  |
| Engl. 102  | 5  | Lab. Sci. I  | 5  | or 251          | 5  | Spch. 208 | 5  |
| Hum. Elec. | 10 | Lab. Sci. II | 5  | Pol. 101        | 5  | Elec.     | 10 |
|            |    | Math or      |    | Soci. 105       | 5  | Psyc. 101 | 5  |
|            |    | Sci. Elec.   | 5  | Soc. Sci. Elec. | 5  | Pyed. 150 | 3  |
|            |    |              |    |                 |    | Pyed. 151 | 2  |
|            | 20 |              | 20 |                 | 20 |           | 30 |

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN SECONDARY EDUCATION

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV     |    |
|------------|----|--------------|----|-----------------|----|-------------|----|
| Engl. 101  | 5  | Math. Elec.  | 5  | Hist. 100       |    | Educ. 103   | 5  |
| Engl. 102  | 5  | Lab. Sci. I  | 5  | or 251          | 5  | Spch. 208   | 5  |
| Hum. Elec. | 10 | Lab. Sci. II | 5  | Pol. 101        | 5  | Psyc. 101   | 5  |
|            |    | Math or      |    | Soci. 105       | 5  | Major Elec. | 15 |
|            |    | Sci. Elec.   | 5  | Soc. Sci. Elec. | 5  |             |    |
|            | 20 |              | 20 |                 | 20 |             | 30 |

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN PHYSICAL EDUCATION

| AREA I     |    | AREA II     |    | AREA III        |    | AREA IV        |    |
|------------|----|-------------|----|-----------------|----|----------------|----|
| Engl. 101  | 5  | Math. Elec. | 5  | Hist. 100       |    | Educ. 103      | 5  |
| Engl. 102  | 5  | Biol. 101   | 5  | or 251          | 5  | Spch. 208      | 5  |
| Hum. Elec. | 10 | Biol. 102   | 5  | Soc. Sci. Elec. | 5  | Pyed. 150      | 3  |
|            |    | Math. or    |    | Psyc. 101       | 5  | Pyed. 151      | 2  |
|            |    | Sci. Elec.  | 5  | Pol. 101        | 5  | Pyed. 155      | 5  |
|            |    |             |    |                 |    | Pyed. 156      | 5  |
|            |    |             |    |                 |    | Pyed.          |    |
|            |    |             |    |                 |    | (Skilled Act.) | 6  |
|            | 20 |             | 20 |                 | 20 |                | 31 |

## THE DIVISION OF HUMANITIES

The Division of Humanities offers programs of study leading to the Associate in Arts Degree in Art, English, French, Music and Spanish. The detailed curricular requirements for each program are listed below:

## CURRICULUM FOR ASSOCIATE IN ARTS IN ART

| AREA I      |    | AREA II      |    | AREA III        |    | AREA IV  |    |
|-------------|----|--------------|----|-----------------|----|----------|----|
| Engl. 101   | 5  | Math. Elec.  | 5  | Pols. 101       | 5  | Art 120  | 5  |
| Engl. 102   | 5  | Lab. Sci. I  | 5  | Hist. 100       |    | Art 130  | 5  |
| *Hum. Elec. | 10 | Lab. Sci. II | 5  | or 251          | 5  | Art 216  | 5  |
|             |    | Math. or     |    | Soc. Sci. Elec. | 10 | Art. 280 | 5  |
|             |    | Sci. Elec.   | 5  |                 |    | Art 217  | 5  |
|             |    |              |    |                 |    | Art 218  | 5  |
|             | —  |              | —  |                 | —  |          | —  |
|             | 20 |              | 20 |                 | 20 |          | 30 |

\* Ten hours of Foreign Language is recommended.

## CURRICULUM FOR ASSOCIATE IN ARTS IN ENGLISH

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV      |    |
|------------|----|--------------|----|-----------------|----|--------------|----|
| Engl. 101  | 5  | Math. Elec.  | 5  | Pols. 101       | 5  | For. Lang.   | 10 |
| Engl. 102  | 5  | Math. or     |    | Hist. 100       |    | *Engl. Elec. | 10 |
| Hum. Elec. | 10 | Sci. Elec.   | 5  | or 251          | 5  | **Hum. Elec. | 10 |
|            |    | Lab. Sci. I  | 5  | Soc. Sci. Elec. | 10 |              |    |
|            |    | Lab. Sci. II | 5  |                 |    |              |    |
|            | —  |              | —  |                 | —  |              | —  |
|            | 20 |              | 20 |                 | 20 |              | 30 |

\* Either 201 and 202 or 281 and 282.

\*\* Foreign Language 103 and 104 are recommended for students who have not previously earned such credits; for those who have, either ENGL. 201 and 202 or ENGL. 281 and 282 are recommended, depending upon which sequence is chosen for the ten elective hours in English.

## CURRICULUM FOR ASSOCIATE IN ARTS IN FOREIGN LANGUAGE

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV        |    |
|------------|----|--------------|----|-----------------|----|----------------|----|
| Engl. 101  | 5  | Math. Elec.  | 5  | Pols. 101       | 5  | For. Lang. 103 | 5  |
| Engl. 102  | 5  | Lab. Sci. I  | 5  | Hist. 100       |    | For. Lang. 104 | 5  |
| Hum. Elec. | 10 | Lab. Sci. II | 5  | or 251          | 5  | For. Lang. 201 | 5  |
|            |    | Math. or     |    | Soc. Sci. Elec. | 10 | For. Lang. 202 | 5  |
|            |    | Sci. Elec.   | 5  |                 |    | Elec.          | 10 |
|            | —  |              | —  |                 | —  |                | —  |
|            | 20 |              | 20 |                 | 20 |                | 30 |

## CURRICULUM FOR ASSOCIATE IN ARTS IN MUSIC

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV    |    |
|------------|----|--------------|----|-----------------|----|------------|----|
| Engl. 101  | 5  | Lab. Sci. I  | 5  | Pols. 101       | 5  | Musi. 122  | 2  |
| Engl. 102  | 5  | Lab. Sci. II | 5  | Hist. 100       |    | Musi. 130  | 2  |
| Hum. Elec. | 10 | Math. Elec.  | 5  | or 251          | 5  | Musi. 131  | 2  |
|            |    | Math. or     |    | Soc. Sci. Elec. | 10 | Musi. 132  | 2  |
|            |    | Sci. Elec.   | 5  |                 |    | Musi. 230  | 2  |
|            |    |              |    |                 |    | Musi. 231  | 2  |
|            |    |              |    |                 |    | Musi. 232  | 2  |
|            |    |              |    |                 |    | Ensemble   | 6  |
|            |    |              |    |                 |    | App. Musi. | 12 |
|            | —  |              | —  |                 | —  |            | —  |
|            | 20 |              | 20 |                 | 20 |            | 32 |

## THE DIVISION OF NATURAL SCIENCES AND MATHEMATICS

The Division of Natural Sciences and Mathematics offers programs of study leading to the Associate in Science Degree in Biology, Chemistry, Dental Hygiene, Mathematics, Nursing, Pre-dentistry, Pre-medical technology, Pre-medicine, Pre-pharmacy and Physics. A one-year program is offered in pre-engineering.

The detailed curricular requirements for each program are listed below:

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN BIOLOGY, PRE-MEDICINE AND PRE-MEDICAL TECHNOLOGY

| AREA I     |    | AREA II   |    | AREA III        |    | AREA IV    |       |
|------------|----|-----------|----|-----------------|----|------------|-------|
| Engl. 101  | 5  | Math. 100 | 5  | Hist. 100       |    | Chem. 121  | 5     |
| Engl. 102  | 5  | Math. 101 | 5  | or 251          | 5  | Chem. 122  | 5     |
| Hum. Elec. | 10 | Phys. 127 | 5  | Pols. 101       | 5  | Biol. 101  | 5     |
|            |    | Phys. 128 | 5  | Soc. Sci. Elec. | 10 | Biol. 102  | 5     |
|            |    |           |    |                 |    | Elec.      | 5     |
|            |    |           |    |                 |    | Math. or   |       |
|            |    |           |    |                 |    | Sci. Elec. | 5-6   |
|            | 20 |           | 20 |                 | 20 |            | 30-31 |

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN CHEMISTRY

| AREA I     |    | AREA II     |    | AREA III        |    | AREA IV   |    |
|------------|----|-------------|----|-----------------|----|-----------|----|
| Engl. 101  | 5  | Math. Elec. | 5  | Hist. 100       |    | Chem. 121 | 5  |
| Engl. 102  | 5  | Phys. 137   | 5  | or 251          | 5  | Chem. 122 | 5  |
| Hum. Elec. | 10 | Phys. 138   | 5  | Pols. 101       | 5  | Chem. 123 | 5  |
|            |    | Chem. 220   | 6  | Soc. Sci. Elec. | 10 | Math. 253 | 5  |
|            |    |             |    |                 |    | Math. 254 | 5  |
|            |    |             |    |                 |    | Math. 255 | 5  |
|            | 20 |             | 21 |                 | 20 |           | 30 |

## DENTAL HYGIENE

The Dental Hygiene Program is accredited by the Council on Dental Education of the American Dental Association. A limited number of students are admitted to the program each fall.

In addition to satisfying the admission requirements of the College, an applicant must have demonstrated above average performance in high school and have acceptable scores on the Dental Hygiene Aptitude Test.

Applicants who have been accepted by the College are further screened before admission to the Dental Hygiene Program. Students selected will be notified of their acceptance after May 15.

## CURRICULUM FOR ASSOCIATE IN SCIENCE IN DENTAL HYGIENE

| AREA I           | AREA II          | AREA III         | AREA IV          |
|------------------|------------------|------------------|------------------|
| Engl. 101      5 | Biol. 111      5 | Hist. 100      5 | Dhyg. 111      4 |
| Engl. 102      5 | Biol. 112      5 | Pol. 101      5  | Dhyg. 112      2 |
| Spch. 208      5 | Chem. 105      6 | Psyc. 258      5 | Dryg. 121      2 |
|                  | Biol. 211      5 |                  | Dhyg. 122      2 |
|                  |                  |                  | Dhyg. 123      2 |
|                  |                  |                  | Dhyg. 131      2 |
|                  |                  |                  | Dhyg. 132      4 |
|                  |                  |                  | Dhyg. 133      2 |
|                  |                  |                  | Dhyg. 134      2 |
|                  |                  |                  | Dhyg. 211      4 |
| —                | —                | —                | —                |
| 15               | 21               | 15               | 49               |

### MATHEMATICS

A placement examination is given in mathematics to determine the course level at which a student should begin his study of mathematics. Two units of high school algebra should prepare him to score at the level required for placement in Mathematics 100. A unit of trigonometry, in addition to two units of algebra, should normally prepare him to score at the level required for placement in mathematics 101. The very superior student with a half-unit or a unit of mathematics beyond trigonometry should score high enough for placement in calculus, Mathematics 253. Credit will be given toward the Associate Degree for Mathematics 100 and 101 when exempted by a sufficiently high score on the placement examination and after completion of the next higher level course with a grade of "C" or better.

## CURRICULUM FOR ASSOCIATE IN SCIENCE IN MATHEMATICS

| AREA I           | AREA II             | AREA III              | AREA IV          |
|------------------|---------------------|-----------------------|------------------|
| Engl. 101      5 | Lab. Sci. I      5  | Hist. 100      5      | Math 253      5  |
| Engl. 102      5 | Lab. Sci. II      5 | or 251      5         | Math. 254      5 |
| Hum. Elec.    10 | Math. 100      5    | Pol. 101      5       | Math. 255      5 |
|                  | Math. 101      5    | Soc. Sci. Elec.    10 | Math. 256      5 |
|                  |                     |                       | *Elec.      10   |
| —                | —                   | —                     | —                |
| 20               | 20                  | 20                    | 30               |

\* Elect from any two mathematics courses or a two-quarter sequence of foreign language or lab science.

### NURSING

The purpose of the Associate in Science Degree in Nursing is to prepare men and women in a collegiate program for nursing in response to the community's need for nurses.

The nursing program functions within the general policies of Macon Junior College. The nursing curriculum meets the general requirements of the College. Opportunity to pursue the nursing curriculum is offered to applicants meeting admission requirements to both the College and the nursing program.

The faculty of nursing believes that learning is an individual process and its approach is to assist the student in becoming personally aware of and involved in the development of his own skills and abilities with particular application to nursing situations and problems as he perceives the total health care needs of individual human beings under his care. This encompasses a continuous assessment of learning experiences through cooperative planning and participation in an effort to meet the sociological, psychological, spiritual and physiological needs of patients within the framework of the nursing situation.

It is the inherent responsibility of each faculty member to utilize all available resources to the end that each student reflects the most significant knowledge consistent with his level of development and in achieving the following objectives:

1. To develop a nurse who is competent and capable of performing effectively in first level nursing positions with supervision and inservice education.
2. To develop a nurse who is capable of making a unique contribution to the improvement and comprehensive care of the patient.
3. To develop a nurse who is capable of thinking critically and constructively in meeting situations demanding initiative, judgment and direction.
4. To develop a nurse who accepts responsibility for his personal and professional growth and who has the potential for accepting leadership responsibility.

Qualified applicants are admitted to the program in the fall quarter each year. Specific and detailed information regarding admission, fees, curriculum, length of program, academic regulations and graduation requirements may be obtained from the Director of Nursing or the Director of Admissions and Registration, Macon Junior College, Macon, Georgia 31206.

### CURRICULUM FOR ASSOCIATE IN SCIENCE IN PHYSICS

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV   |    |
|------------|----|--------------|----|-----------------|----|-----------|----|
| Engl. 101  | 5  | Lab. Sci. I  | 5  | Hist. 100       |    | Math. 254 | 5  |
| Engl. 102  | 5  | Lab. Sci. II | 5  | or 251          | 5  | Math. 255 | 5  |
| Hum. Elec. | 10 | Elec.        | 5  | Pol. 101        | 5  | Math. 256 | 5  |
|            |    | Math 253     | 5  | Soc. Sci. Elec. | 10 | Phys. 137 | 5  |
|            |    |              |    |                 |    | Phys. 138 | 5  |
|            |    |              |    |                 |    | Phys. 239 | 5  |
|            | 20 |              | 20 |                 | 20 |           | 30 |

## CURRICULUM FOR ASSOCIATE IN SCIENCE IN PRE-DENTISTRY

| AREA I     |    | AREA II   |    | AREA III        |    | AREA IV    |       |
|------------|----|-----------|----|-----------------|----|------------|-------|
| Engl. 101  | 5  | Math. 100 | 5  | Hist. 100       |    | Chem. 121  | 5     |
| Engl. 102  | 5  | Math. 101 | 5  | or 251          | 5  | Chem. 122  | 5     |
| Hum. Elec. | 10 | Biol. 101 | 5  | Pols. 101       | 5  | Phys. 127  | 5     |
|            |    | Biol. 102 | 5  | Soc. Sci. Elec. | 10 | Phys. 128  | 5     |
|            |    |           |    |                 |    | Sci. Elec. | 10-11 |
|            | 20 |           | 20 |                 | 20 |            | 30-31 |

## CURRICULUM FOR PRE-ENGINEERING

| AREA I     |    | AREA II   |    | AREA III  |    | AREA IV   |    |
|------------|----|-----------|----|-----------|----|-----------|----|
| Engl. 101  | 5  | Math. 100 | 5  | Hist. 100 | 5  | Math. 253 | 5  |
| Engl. 102  | 5  | Math. 101 | 5  | Pols. 101 | 5  | Math. 254 | 5  |
| Hum. Elec. | 10 | Chem. 121 | 5  |           |    | Math. 255 | 5  |
|            |    | Chem. 122 | 5  |           |    | Egra. 113 | 2  |
|            |    |           |    |           |    | Egra. 114 | 2  |
|            |    |           |    |           |    | Egra. 115 | 2  |
|            | 20 |           | 20 |           | 10 |           | 21 |

## CURRICULUM FOR ASSOCIATE IN SCIENCE IN PRE-PHARMACY

| AREA I     |    | AREA II   |    | AREA III        |    | AREA IV    |       |
|------------|----|-----------|----|-----------------|----|------------|-------|
| Engl. 101  | 5  | Math. 100 | 5  | Hist. 100       |    | Chem. 121  | 5     |
| Engl. 102  | 5  | Math. 101 | 5  | or 251          | 5  | Chem. 122  | 5     |
| Hum. Elec. | 10 | Biol. 101 | 5  | Pols. 101       | 5  | Chem. 123  | 5     |
|            |    | Biol. 102 | 5  | Soc. Sci. Elec. | 10 | Phys. 127  | 5     |
|            |    |           |    |                 |    | Phys. 128  | 5     |
|            |    |           |    |                 |    | Sci. Elec. | 5-6   |
|            | 20 |           | 20 |                 | 20 |            | 30-31 |

## THE DIVISION OF SOCIAL SCIENCES

The Division of Social Sciences offers programs of study leading to the Associate in Arts Degree in History, Political Science, Pre-law, Psychology, and Sociology, and the Associate in Science Degree in Criminal Justice.

The detailed curricular requirements for each program are listed below:

## CURRICULUM FOR ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE

| AREA I     |    | AREA II                |    | AREA III        |    | AREA IV   |    |
|------------|----|------------------------|----|-----------------|----|-----------|----|
| Engl. 101  | 5  | Math. Elec.            | 5  | Hist. 100       |    | Crju. 100 | 5  |
| Engl. 102  | 5  | Lab. Sci. I            | 5  | or 251          | 5  | Crju. 200 | 5  |
| Hum. Elec. | 10 | Lab. Sci. II           | 5  | Pols. 101       | 5  | Crju. 204 | 5  |
|            |    | Math. or<br>Sci. Elec. | 5  | Soc. Sci. Elec. | 10 | Crju. 206 |    |
|            |    |                        |    |                 |    | or 208    | 5  |
|            |    |                        |    |                 |    | Soci. 202 | 5  |
|            |    |                        |    |                 |    | Soci. 260 | 5  |
|            | 20 |                        | 20 |                 | 20 |           | 30 |

## CURRICULUM FOR ASSOCIATE IN ARTS IN HISTORY

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV    |    |
|------------|----|--------------|----|-----------------|----|------------|----|
| Engl. 101  | 5  | Math. Elec.  | 5  | Hist. 251       | 5  | Hist. 111  | 5  |
| Engl. 102  | 5  | Math. or     |    | Soc. Sci. Elec. | 10 | Hist. 112  | 5  |
| Hum. Elec. | 10 | Sci. Elec.   | 5  | Pols. 101       | 5  | Hist. 252  | 5  |
|            |    | Lab. Sci. I  | 5  |                 |    | Elec.      | 5  |
|            |    | Lab. Sci. II | 5  |                 |    | For. Lang. | 10 |
|            | —  |              |    |                 | —  |            |    |
|            | 20 |              | 20 |                 | 20 |            | 30 |

## CURRICULUM FOR ASSOCIATE IN ARTS IN POLITICAL SCIENCE AND PRE-LAW

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV     |    |
|------------|----|--------------|----|-----------------|----|-------------|----|
| Engl. 101  | 5  | Math. Elec.  | 5  | Pols. 101       | 5  | Major Elec. | 20 |
| Engl. 102  | 5  | Math. or     |    | Hist. 251       | 5  | Hist. 252   | 5  |
| Hum. Elec. | 10 | Sci. Elec.   | 5  | Soc. Sci. Elec. | 10 | Pols. 200   |    |
|            |    | Lab. Sci. I  | 5  |                 |    | or 202      | 5  |
|            |    | Lab. Sci. II | 5  |                 |    |             |    |
|            | —  |              |    |                 | —  |             |    |
|            | 20 |              | 20 |                 | 20 |             | 30 |

## CURRICULUM FOR ASSOCIATE IN ARTS IN PSYCHOLOGY

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV     |    |
|------------|----|--------------|----|-----------------|----|-------------|----|
| Engl. 101  | 5  | Math. Elec.  | 5  | Hist. 251       | 5  | Psyc. 101   | 5  |
| Engl. 102  | 5  | Math. or     |    | Pols. 101       | 5  | Hist. 252   | 5  |
| Hum. Elec. | 10 | Sci. Elec.   | 5  | Soc. Sci. Elec. | 10 | Major Elec. | 20 |
|            |    | Lab. Sci. I  | 5  |                 |    |             |    |
|            |    | Lab. Sci. II | 5  |                 |    |             |    |
|            | —  |              |    |                 | —  |             |    |
|            | 20 |              | 20 |                 | 20 |             | 30 |

## CURRICULUM FOR ASSOCIATE IN ARTS IN SOCIOLOGY

| AREA I     |    | AREA II      |    | AREA III        |    | AREA IV     |    |
|------------|----|--------------|----|-----------------|----|-------------|----|
| Engl. 101  | 5  | Lab. Sci. I  | 5  | Hist. 100       |    | Soci. 105   | 5  |
| Engl. 102  | 5  | Lab. Sci. II | 5  | or 251          | 5  | Soci. 260   | 5  |
| Hum. Elec. | 10 | Math. Elec.  | 5  | Pols. 101       | 5  | For. Lang.  | 10 |
|            |    | Math. or     |    | Soc. Sci. Elec. | 10 | Major Elec. | 10 |
|            |    | Sci. Elec.   | 5  |                 |    |             |    |
|            | —  |              |    |                 | —  |             |    |
|            | 20 |              | 20 |                 | 20 |             | 30 |

## IX. COURSE DESCRIPTIONS

The list of courses which follows includes all those courses which Macon Junior College currently offers. This list of courses does not include all possible course offerings. The faculty and administration will continually review the need for additional courses and the need for change among those listed. Additions and adjustments will be made as necessary in the interest of the student. No changes will be made which would disadvantage the student in the pursuit of his expressed educational goals.

### ACCOUNTING

- ACCT 201      *Principles of Accounting I.* Cr. 5 hrs.  
An introduction to basic accounting theory, concepts, and procedures. The sequence of accounting procedures and the construction and interpretation of financial statements. Five hours per week.
- ACCT 202      *Principles of Accounting II.* Cr. 5 hrs. Prerequisite: Acct. 201.  
Accounting principles and theories as an aid to management. Partnerships and corporations. Cost accounting fundamentals. Accounting as an aid to decision making. Five hours per week.

### ART

- ART 120      *Art Structure I.* Cr. 5 hrs.  
A basic course in drawing, using shading to give a three-dimensional effect of volume on a two-dimensional ground. Illustrated lectures and critiques each week. Media: charcoal, pencil, pen and ink. Ten hours laboratory per week.
- ART 130      *Art Structure II.* Cr. 5 hrs.  
A basic course in design, including a study of the underlying concepts of the design and color process related to a detailed examination of the perceptual characteristics of well-ordered two and three-dimensional forms. Also included is a study of the formal structure, the qualifications

and composition of habitable spaces, components, their articulation, relations and characteristic functions. Mixed media. Ten hours laboratory per week.

ART 200 *Art Appreciation.* Cr. 5 hrs. (Not open to Art Majors).

An understanding of the visual arts built upon an exposure to the painting, sculpture, architecture and other arts of contemporary and historical times. Illustrated lectures and related readings. Five hours per week.

ART 216 *Drawing I.* Cr. 5 hrs. Prerequisite: Art 120 and 130 or permission of instructor.

Experimental graphics and creative drawing in mixed media, including photographic images. Drawing vocabulary expanded to understand and illustrate complex ideas involving the human figure. Media: pen and ink wash, wood block relief, intaglio, and collage. Ten hours laboratory per week.

ART 217 *Drawing II.* Cr. 5 hrs. Prerequisite: Art 216.

Study of the substance of painting — elements, their qualities, relations and functions — and of the operations and procedures involved in the construction of transparent and opaque paintings. Media: watercolor. Ten hours laboratory per week.

ART 218 *Drawing III.* Cr. 5 hrs. Prerequisite: Art 217.

Advanced painting techniques using oil and acrylics in still life, figure and landscapes. Objective and subjective handling as a further extension and application of the plastic elements. Ten hours laboratory per week.

ART 280 *Introduction to Art History.* Cr. 5 hrs.

A general survey of world art from prehistoric times, through the Renaissance to the present. All lectures are illustrated with slides. Five hours per week.

## BIOLOGY

BIOL 101

*Principles of Biology I.* Cr. 5 hrs.

An introduction to biology for the major and non-major including the structure and dynamics of atoms, organic molecules, cellular components, cells, tissues and organ systems with mammalian dissection. Four hours lecture and two hours laboratory per week.

BIOL 102

*Principles of Biology II.* Cr. 5 hrs. Prerequisite: Biol 101.

A continuation of Biology 101 including the genetic basis for reproduction, growth, development, ecology and the evolution of plants and animals. Four hours lecture and two hours laboratory per week.

BIOL 111

*Anatomy and Physiology I.* Cr. 5 hrs. Prerequisite: Permission of instructor.

An introduction to the structure and function of the organ systems of the human body concentrating on cat dissection. Three hours lecture and four hours laboratory per week.

BIOL 112

*Anatomy and Physiology II.* Cr. 5 hrs. Prerequisite: Biol 111.

A continuation of Biology 111 with physiological studies of vertebrate animals. Four hours lecture and three hours laboratory per week.

BIOL 211

*Microbiology.* Cr. 5 hrs. Prerequisite: Permission of instructor.

Fundamentals of microbiology to include physiology, anatomy and genetics of micro-organisms. Emphasis is on diseases and control of pathogenic micro-organisms. Three hours lecture and four hours laboratory per week.

BIOL 241

*Ecology and Evolution.* Cr. 5 hrs. Prerequisite: Biol 102.

Basic principles and concepts of ecology and evolution as they relate to and are affected by

man. Four hours lecture and three hours laboratory per week.

BIOL 295

*Seminar.* Cr. 1 hr. Prerequisite: Biol 102  
An introduction to biological periodicals through student reports on the research papers of selected authors and topics. Two hours per week.

## BUSINESS

BUSI 101

*Introduction to Business Law.* Cr. 5 hrs.  
An introduction to the essential elements of business law. Topics include contracts, sales, negotiable instruments, agency and employment, personal property, bailments, insurance and government regulations. Five hours per week.

BUSI 102

*Introduction to Management.* Cr. 5 hrs.  
A course in the basic principles of management, applicable to all forms of business and all levels of supervision. Topics include the functions of planning, organizing, directing and controlling in the managerial process. Five hours per week.

BUSI 103

*Introduction to Business Mathematics.* Cr. 5 hrs.  
A course in the study and application of the fundamental processes, fractions, percentages, ratio and proportion, averages, interest and graphs used in business problems. Five hours per week.

BUSI 104

*Introduction to Marketing.* Cr. 5 hrs.  
A course that introduces the managerial and practical problems of marketing in modern business firms. Topics include marketing institutions, market research, decision making, product development, place development, price determination and promotional strategy. Five hours per week.

BUSI 105

*Introduction to Salesmanship.* Cr. 5 hrs.  
A course in the science and practice of salesmanship. Topics include knowledge of merchandise

and uses, preparation of sales presentations, methods of approach and securing attention and interest, handling objections, closing sales and the selection and training of sales personnel. Five hours per week.

**BUSI 107**

*Introduction to Retailing.* Cr. 5 hrs.

A course in the managerial functions, policies and procedures of various types of retail institutions. Topics include store location, organization, layout, merchandising, and the selection, training and compensation of retail personnel. Five hours per week.

**BUSI 108**

*Introduction to Finance.* Cr. 5 hrs.

A course in the basic principles of personal and business finance. Topics include budgeting, financial planning, banking and checking, credit sources and instruments, insurance, real estate, investments and taxation. Five hours per week.

**BUSI 110**

*Introduction to Money, Credit and Banking.* Cr. 5 hrs.

A course introducing the business and economic problems associated with money, credit and banking. Topics include the meaning, development and value of money; the types and requirements of bank credit; the development and importance of our system of banking. Five hours per week.

**BUSI 210**

*Business Organization and Operation.* Cr. 5 hrs.

An introduction to the basic concepts and practices of the field of economic activity referred to as business. Emphasis placed on the problems of business decision making. Five hours per week.

**CHEMISTRY**

**CHEM 105**

*Organic and Biochemistry.* Cr. 6 hrs. Prerequisite: High school chemistry or permission of instructor.

A brief review of chemical principles and an intense coverage of organic chemistry including hydrocarbons, alcohols and ethers, aldehydes ketones, acids and amines, aromatic hydrocarbons, carbohydrates, lipids, amino acids and proteins, enzymes, vitamins and hormones, and intramedialy metabolism. Five hours lecture and two hours laboratory per week.

CHEM 111

*General Chemistry I.* Cr. 5 hrs.

The study of principles and applications of chemistry useful to the non-science major, lab technologist or other student requiring only a two-quarter sequence in chemistry. Topics include atomic theory, molecular geometry, periodic chemical activity, solution, colloids, nuclear radiation. Four hours lecture and three hours laboratory per week.

CHEM 112

*General Chemistry II.* Cr. 5 hrs. Prerequisite: Chem. 111.

A continuation of Chemistry 111. Carbon chemistry and chemistry of living processes treated in some detail. Vitamins, hormones and enzymes and their insufficiencies are discussed, along with the intermediary metabolism of carbohydrates, lipids and protein. Four hours lecture and three hours laboratory per week.

CHEM 121

*Principles of Chemistry I.* Cr. 5 hrs. Prerequisite: High school chemistry.

A systematic treatment of atomic structure, bonding theory, molecular geometry, stoichiometry, gas laws, kinetic theory, the crystalline and liquid state and solutions. Laboratory is problem oriented and open ended. Problem assignments involve use of data processing equipment. Four hours lecture and three hours laboratory per week.

CHEM 122

*Principles of Chemistry II.* Cr. 5 hrs. Prerequisite: Chem 121.

A continuation of Chemistry 121. A rigorous treatment of solution equilibria, kinetics, equilibrium, electro-chemistry and thermodynamics. Applications of principles to chemistry of hydrogen and oxygen. Laboratory involves inorganic synthesis, qualitative and quantitative analysis, and the use of the library as a scientific tool. Four hours lecture and three hours laboratory per week.

CHEM 123

*Principles of Chemistry III.* Cr. 5 hrs. Prerequisite: Chem 122.

A continuation of Chemistry 122. An application of principles to families in the periodic chart. Coordination chemistry and nuclear phenomena. Laboratory involves the use of modern electronic equipment for special projects. Four hours lecture and three hours laboratory per week.

CHEM 220

*Quantitative Analysis.* Cr. 6 hrs. Prerequisite: Chem 123.

Principles and methodology of quantitative and selective isolation and measurement of typical inorganic materials. Emphasis on modern apparatus and techniques. Three hours lecture and six hours laboratory per week.

CRIMINAL JUSTICE

CRJU 100

*Introduction to Criminal Justice.* Cr. 5 hrs.

Survey of history of law enforcement and criminal rehabilitation. Philosophy of criminal justice in a democratic society. A review of agencies involved in the process of criminal justice and career orientation. Five hours per week.

CRJU 200

*Introduction to Criminal Justice Administration.* Cr. 5 hrs.

Fundamentals of administration and management, principles and techniques application of

techniques to law enforcement and application of techniques to corrections. Five hours per week.

CRJU 204

*Introduction to Criminal Law.* Cr. 5 hrs.

Introduction to criminal law as it relates to enforcement and correctional processes. Five hours per week.

CRJU 206

*Introduction to Criminal Investigation.* Cr. 5 hrs.

Introduction to criminal procedures including theory of an investigation, conduct at crime scenes, collection and preservation of physical evidence, court presentation and rules regarding admissibility of evidence. Five hours per week.

CRJU 208

*Introduction to Probation and Parole.* Cr. 5 hrs.

Examination of pre-sentence investigation, selection, supervision, release of probationers and parolees. Five hours per week.

## DENTAL HYGIENE

DHYG 111

*Prophylaxis Technics.* Cr. 4 hrs.

A study of the technics of removing stains and deposits from the exposed surface of the teeth. Includes the demonstration of instrumentation, sterilization, equipment use and care and tooth-brushing technics, followed by student practice. Two hours lecture and four hours laboratory per week.

DHYG 112

*Dental Anatomy and Physiology.* Cr. 2 hrs.

A study of the anatomy and function of the permanent dentition, primary dentition and supporting structures. Two hours per week.

DHYG 121

*Clinical Dental Hygiene I.* Cr. 2 hrs. Prerequisite: Dhyg 111.

Students perform dental prophylaxis, apply topical fluoride solutions to the teeth and give patient instruction in home-care procedures. Six hours laboratory per week.

DHYG 122

*Oral Embryology and Histology.* Cr. 2 hrs. Prerequisite: Dhyg 112.

A study of the development of the face, oral cavity and dentitions, and the histology of the teeth and supporting structures. Two hours per week.

DHYG 123

*Radiology.* Cr. 2 hrs.

A study of the nature, properties and use of x-rays, precautionary measures when using x-rays and the technics of film placement, cone angulation, processing and mounting of films. Two hours per week.

DHYG 131

*Clinical Dental Hygiene II.* Cr. 2 hrs. Prerequisite: Dhyg 121.

Continuation of Dental Hygiene 121. In addition to performing oral prophylaxis, applying fluoride solutions topically and giving patient education, students practice exposing dental radiographs. Six hours laboratory per week.

DHYG 132

*Dental Materials and Assisting Technics.* Cr. 4 hrs.

A survey of the properties and uses of dental materials and technics of manipulation of these materials. Also includes an introduction to direct assisting procedures. Four hours per week.

DHYG 133

*Periodontics.* Cr. 2 hrs. Prerequisite: Dhyg 122. Lecture coverage of the diseases of the periodontium and methods of treatment of these diseases. Two hours per week.

- DHYG 134      *Dental Health Education.* Cr. 2 hrs.  
 A study of the factual information and methods of instruction employed in teaching dental hygiene in the dental office, school and community. Two hours per week.
- DHYG 211      *Clinical Dental Hygiene III.* Cr. 4 hrs. Prerequisite: Dhyg 131.  
 Continuation of Dental Hygiene 131. Twelve hours laboratory per week.
- DHYG 212      *Community Dental Health.* Cr. 2 hrs.  
 A survey of methods used to determine the dental health status of the community and of preventive measures used to improve the dental health of the population. Topics included epidemiological indexes and studies, evaluation of scientific reports and fluoridation. Two hours per week.
- DHYG 213      *Pharmacology and Anesthesiology.* Cr. 2 hrs. Prerequisite: Dhyg 133.  
 Lecture coverage of the properties, dosage and effects of therapeutic drugs, palliative preparations and anesthetics. Emphasis is placed on pharmacological agents used in dentistry. Two hours per week.
- DHYG 221      *Clinical Dental Hygiene IV.* Cr. 4 hrs. Prerequisite: Dhyg 211.  
 Continuation of Dental Hygiene 211. Twelve hours per week.
- DHYG 222      *General and Oral Pathology.* Cr. 3 hrs. Prerequisites: Biol 112 and Dhyg 122.  
 Introduction to general pathology includes resistance to disease states, causes of disease and results of disease. Pathology of the oral cavity includes study of the causes of oral di-

sease entities and oral manifestations of systemic diseases. Visual differentiation between normal and abnormal tissues. Three hours per week.

DHYG 231 *Clinical Dental Hygiene V.* Cr. 4 hrs. Prerequisite: Dhyg 221.

Continuation of Dental Hygiene 221. Twelve hours per week.

DHYG 232 *Dental Ethics and Jurisprudence.* Cr. 1 hr.

Lecture coverage of professional ethics and laws and regulations related to the practice of dentistry and dental hygiene. Includes a study of the present role and possible future role of dental hygienists in dentistry. One hour per week.

DHYG 233 *Dental Office Management.* Cr. 1 hr. Prerequisite: Dhyg 132.

Introduction to all phases of dental office administration including reception of patients, use of telephone, inventory control, patient records, billing, filing, banking and use and care of office equipment. One hour per week.

DHYG 234 *Seminar in Dental Hygiene.* Cr. 1 hr. Prerequisite: Dhyg 221.

Discussions with students by dental specialists of the scope of specialty practices and the utilization of dental hygienists in such practices. Includes the methodology of rendering dental and dental hygiene services to groups with special needs. One hour per week.

## ECONOMICS

ECON 105 *Principles of Economics I.* Cr. 5 hrs.

An analysis of principles and policies of economics. The structure and operation of the Ameri-

can economy, price and wage determination, and monetary and fiscal policy. Five hours per week.

ECON 106

*Principles of Economics II.* Cr. 5 hrs. Prerequisite: Econ 105.

A further study of principles and policies started in Economics 105, including current economic problems, international economic and comparative economic systems. Five hours per week.

ECON 133

*Economic Development of the U. S.* Cr. 5 hrs.

American economic development from the colonial period to the present; economic factors involved in industrial growth and the resulting economic problems. Five hours per week.

## EDUCATION

EDUC 103

*Introduction to Education.* Cr. 5 hrs.

A consideration of the professional aspects of teaching, including a survey of general responsibilities, opportunities and problems of the varied fields of education and related areas. Five hours per week.

## ENGINEERING GRAPHICS

EGRA 113

*Engineering Drawing.* Cr. 2 hrs.

Lettering; use of instruments; geometric construction; orthographic projection; auxiliary views; point, line and plane problems, pictorials, sketching; base dimensioning; sections. Six hours laboratory per week.

EGRA 114

*Descriptive Geometry.* Cr. 2 hrs.

Application of revolution method to solution of problems involving points, lines and planes; intersection and development of surfaces; warped surfaces. Six hours laboratory per week.

EGRA 115

*Engineering Graphics.* Cr. 2 hrs.

Sections and conventions; dimensioning; detail sketches; working pictorial sketches; assembly drawings; reproduction processes; graphical arithmetic, algebra and calculus; monographs. Six hours laboratory per week.

## ENGLISH

ENGL 98

*Developmental English I: Grammar and Composition.* Cr. 5 hrs. Corequisite: Read 98.

Offered only in the summers in conjunction with Mathematics 98, Psychology 98 and Reading 98, and required of all students in the Summer Developmental Program. Developmental English I is designed to teach students to write correct, effective and varied sentences. The course includes, in addition to a review of the various types and patterns of sentences, a thorough review of grammar, usage, mechanics and punctuation. Students are frequently required to demonstrate their grasp of new material in sentences of their own. Five hours per week.

ENGL 99

*Developmental English II: Grammar and Composition.* Cr. 5 hrs. Corequisite: Read 99.

Offered every quarter in conjunction with Mathematics 99, Psychology 99 and Reading 99. Developmental English II is a continuation of English 98 and is designed to prepare students for English 101. Beginning with a brief review of the fundamental skills necessary to writing (see description of English 98), English 99 is primarily a course in paragraph development with some attention in the latter part of the quarter being given to the theme. Five hours per week.

ENGL 101

*Rhetoric and Composition.* Cr. 5 hrs.

Beginning with a rapid review of grammar, usage, punctuation and mechanics, followed by a brief unit on the history and nature of the lang-

uage built around a study of the dictionary, the course is designed to teach the student to limit, to focus, to organize, to support and to develop his ideas correctly, concisely, clearly and effectively. In addition to a minimum of five themes, a short research paper is required of all students; and several short novels are read in addition to the essays used as prose models and as sources for ideas. Five hours per week.

ENGL 102

*Literature and Composition.* Cr. 5 hrs.

Being a continuation of English 101, English 102 emphasizes critical writing, growing out of a study of poetry, the short story and the novel. At least three papers of varying length from these categories are included. And if tests in the course are objective, a minimum of five papers is required. Students will be granted re-writes and personal conference opportunities in accord with those offered in the introductory course. Five hours per week.

ENGL 201

*Western World Literature I.* Cr. 5 hrs. Prerequisite Engl 102.

A survey of the masterpieces of Western World Literature from Homer through Shakespeare. The first half of the quarter concentrates on the sance. Five hours per week. most important Greek and Roman writers; the second half of the quarter is spent on the literary masters of the Middle Ages and the Renais-

ENGL 202

*Western World Literature II.* Cr. 5 hrs. Prerequisite: Engl 102.

A reading and lecture course designed to introduce the student to the literary masterpieces of Continental, English and American literatures from the seventeenth century to the present. Although some historical background is examined, the principal aim is to present to the student a critical discussion of the literary works them-

selves. These works are studied also for their relevance to modern life and thought. The range of readings is wide and varied: Racine, Goethe, Keats, Dostoevsky, Flaubert, Baudelaire, Joyce, Camus, Faulkner. Critical papers are required. Five hours per week.

ENGL 281 *English Literature I.* Cr. 5 hrs. Prerequisite: Engl 102.

An introduction to major British authors and their works. It begins with the earliest great English epic poem, *Beowulf* and continues through the Middle Ages, the Renaissance, the Metaphysical and Cavalier Eras, the Restoration and the Neoclassical Period. Major authors include Chaucer, Shakespeare, Milton, Donne, Dryden, Pope and Swift. Minor authors and their works are also introduced. Five hours per week.

ENGL 282 *English Literature II.* Cr. 5 hrs. Prerequisite: Engl 102.

An introduction to major British authors and their works of the Pre-Romantic, the Romantic, the Victorian and the Early Modern periods. Five hours per week.

ENGL 291 *Early American Literature.* Cr. 5 hrs. Prerequisite: Engl 102.

American verse and prose from colonial days through the American Revolution into the mid-19th century. Major figures studied include Nathaniel Hawthorne, Herman Melville, Ralph Waldo Emerson, Henry David Thoreau and Walt Whitman. Five hours per week.

ENGL 292 *Modern American Literature.* Cr. 5 hrs. Prerequisite: Engl 102.

A survey of the main movements in modern American Literature. Realistic authors studied include Mark Twain, William Dean Howells and Henry James. Naturalism is represented by

Stephen Crane, Theodore Dreiser, Ernest Hemingway, Scott Fitzgerald and William Faulkner, among others. Major poets studied include Emily Dickinson, Robert Frost and T. S. Eliot. Five hours per week.

## FRENCH

- FREN 101      *Elementary French I.* Cr. 5 hrs.  
Pronunciation and conversation, sentence patterns and structure. Four hours lecture and two hours laboratory per week.
- FREN 102      *Elementary French II.* Cr. 5 hrs. Prerequisite: Fren 101.  
Further study of pronunciation and conversation, sentence patterns and structure. Four Four hours lecture and two hours laboratory per week.
- FREN 103      *Intermediate French I.* Cr. 5 hrs. Prerequisite: Fren 102.  
Review of French grammar. Extensive and intensive readings from plays and/or short stories. Four hours lecture and two hours laboratory per week.
- FREN 104      *Intermediate French II.* Cr. 5 hrs. Prerequisite: Fren 103.  
Continued review of French grammar. Extensive and intensive readings from plays and/or short stories. Four hours lecture and two hours laboratory per week.
- FREN 105      *Conversation and Composition I.* Cr. 5 hrs. Prerequisite: Fren 104.  
Practice in writing essays, compositions and review of advanced French grammar. Selected readings from outstanding French authors are the basis for conversation. Five hours per week.

FREN 106      *Conversation and Composition II.* Cr. 5 hrs.  
Prerequisite: Fren 105.

Further practice in writing essays, compositions and review of advanced French grammar. Selected readings from outstanding French authors are the basis for conversation. Five hours per week.

FREN 201      *Introduction to French Literature I.* Cr. 5 hrs.  
Prerequisite: Fren 104.

Survey of French Literature from the Middle Ages to the 17th Century with emphasis on Rabelais, Montaigne, Moliere, Corneille and Racine. Five hours per week.

FREN 202      *Introduction to French Literature II.* Cr. 5 hrs.  
Prerequisite: Fren 201.

A survey of French Literature from the 18th Century to the 20th Century with emphasis on Voltaire, Rousseau, Balzac, Stendahl, Baudelaire, Proust, Sartre, Camus. Five hours per week.

## HISTORY

HIST 100      *Survey of American History.* Cr. 5 hrs.

An introduction emphasizing major themes and problems of United States and Georgia history. Meets the State requirement in National and State history. Five hours per week.

HIST 111      *History of Western Civilization I.* Cr. 5 hrs.

Western culture in the Ancient Near-East, Greece and Rome, the formation of a distinctive Western culture in the Middle Ages and the beginnings of reorientation of that culture in early modern times. Five hours per week.

HIST 112      *History of Western Civilization II.* Cr. 5 hrs.

Reorientation of Western culture in early modern times; analyzes the influence of the En-

lightenment and considers in greater detail the directions of Western culture in the 19th and 20th centuries. Five hours per week.

HIST 251

*American History I.* Cr. 5 hrs.

A survey stressing conflicting interpretations of major problems of U. S. History with emphasis upon the period from earliest times to reconstruction. Five hours per week.

HIST 252

*American History II.* Cr. 5 hrs.

A continuation of the conflicting interpretations of major problems in U. S. History with emphasis on the period from reconstruction to modern times. Five hours per week.

## HOME ECONOMICS

HOEC 115

*Nutrition and Foods.* Cr. 5 hrs.

The general food requirements for growth, maintenance and repair of the body. Individual diet assessment and counseling and the application of nutrition factors in health education. Consumer economics and its application in food purchasing and utilization. Five hours per week.

## MATHEMATICS

MATH 98

*Developmental Mathematics I.* Cr. 5 hrs.

Emphasis is placed on mastering the basic arithmetic computations.

This course is offered only in the summer. It is for students needing a more intensive instruction in basic arithmetic and algebra in preparation for Mathematics 99. It is not applicable toward degree requirements. Five hours per week.

MATH 99

*Developmental Mathematics II.* Cr. 5 hrs.

A developmental course in elementary and intermediate algebra for students scoring below

the level necessary to begin Mathematics 100 or 107. It is not applicable toward degree requirements. Five hours per week.

**MATH 100**

*College Algebra.* Cr. 5 hrs.

A modern axiomatic approach to topics including sets and set operations, algebraic operations, inequalities, equations and absolute value, functions, graphs, complex numbers and polynomial functions. Five hours per week.

**MATH 101**

*College Trigonometry.* Cr. 5 hrs. Prerequisite: Math 100.

A study of trigonometry including definitions and properties of trigonometric functions, trigonometric identities and equations, trigonometric applications and logarithms. Five hours per week.

**MATH 107**

*Finite Mathematics.* Cr. 5 hrs.

Designed primarily for non-science majors. An introduction to modern ideas in mathematics. Topics include statements and arguments, sets and set operations, counting and the binomial theorem, probability theory and mathematical induction. Five hours per week.

**MATH 110**

*Elementary Statistics.* Cr. 5 hrs.

An introduction to statistical methods including the description of sample data, a geometric approach to probability, discussion and emphasis on sampling distribution, estimation, correlation, nonlinear regression and the Chi-Square Distribution. Five hours per week.

**MATH 140**

*Computer Terminal Usage.* Cr. 3 hrs.

An introduction to the use of the computer terminal and its language. Fundamentals enabling the solution of problems in social science, mathematics and natural science will be taught. A

basis will be laid for further studies in information science. Two hours lecture and two hours laboratory per week.

**MATH 253**      *Analytic Geometry and Calculus I.* Cr. 5 hrs.  
Prerequisite: Math 101.

Topics include inequalities, absolute value, functions, graphs, lines, limits, continuity, differentiation of algebraic functions and application of the derivative. Five hours per week.

**MATH 254**      *Analytic Geometry and Calculus II.* Cr. 5 hrs.  
Prerequisite: Math 253.

Topics include the differential, related rates, area, definite and indefinite integrals, work, fluid pressure and conics. Five hours per week.

**MATH 255**      *Calculus III.* Cr. 5 hrs. Prerequisite: Math 254.

Topics include the differentiation and integration of trigonometric, inverse trigonometric, logarithmic and exponential functions. Also parametric equations, polar coordinates, vectors in a plane and formulas and methods of integration. Five hours per week.

**MATH 256**      *Calculus IV.* Cr. 5 hrs. Prerequisite: Math 255.

Topics include applications of the integral, solid analytic geometry, vectors in three dimensions, infinite series, partial derivatives and multiple integration. Five hours per week.

## MUSIC

**MUSI 100**      *Introduction to Music.* Cr. 5 hrs.

Systematic study of elements of music for students seeking musical literacy for its cultural value. (Not open to music majors.) Five hours per week.

- MUSI 101, 102, 103      *Instrumental Ensemble I, II, III.* Cr. 1 hr. each  
Two hours laboratory per week.
- MUSI 104, 105, 106      *Choral Ensemble I, II, III.* Cr. 1 hr. each  
Two hours laboratory per week
- MUSI 122      *Introduction to Music Literature.* Cr. 2 hrs.  
An introductory survey of the music in the standard repertory of today. Two hours per week.
- MUSI 130, 131, 132      *Music Theory I, II, III.* Cr. 2 hrs. each  
Five hours laboratory per week.
- MUSI 180      *Applied Music I, II, III, Brass.* Cr. 2 hrs. each  
One hour per week.
- MUSI 181      *Applied Music I, II, III, Piano.* Cr. 2 hrs. each  
One hour per week.
- MUSI 182      *Applied Music I, II, III, Voice.* Cr. 2 hrs. each  
One hour per week.
- MUSI 183      *Applied Music I, II, III, Woodwinds.* Cr. 2 hrs. each  
One hour per week.
- MUSI 201, 202, 203      *Instrumental Ensemble IV, V, VI.* Cr. 1 hr. each  
Two hours laboratory per week.
- MUSI 204, 205, 206      *Choral Ensemble IV, V, VI.* Cr. 1 hr. each  
Two hours laboratory per week.
- MUSI 230, 231, 232      *Music Theory IV, V, VI.* Cr. 2 hrs.  
Five hours laboratory per week.
- MUSI 280      *Applied Music I, II, III, Brass.* Cr. 2 hrs. each  
One hour per week.
- MUSI 281      *Applied Music I, II, III, Piano.* Cr. 2 hrs. each  
One hour per week.

MUSI 282            *Applied Music I, II, III, Voice.* Cr. 2 hrs. each  
One hour per week.

MUSI 283            *Applied Music I, II, III, Woodwinds.* Cr. 2 hrs.  
each  
One hour per week.

## PHYSICAL EDUCATION

All students are required to take six different (one credit-hour) physical education activity courses. All one credit-hour physical education activity courses meet two hours per week.

Students enrolled in physical education activity courses are required to wear an official uniform. Uniforms may be purchased from the College Bookstore.

If no sex designation is indicated, the course is open to both men and women.

- PYED 100            *Beginning Archery.* Cr. 1 hr.  
PYED 101            *Beginning Golf.* Cr. 1 hr.  
PYED 102            *Beginning Tennis.* Cr. 1 hr.  
PYED 103            *Folk Dance.* Cr. 1 hr.  
PYED 104            *Folk-Social Dance.* Cr. 1 hr.  
PYED 105            *Beginning Gymnastics.* Cr. 1 hr.  
PYED 106            *Track.* Cr. 1 hr.  
PYED 107            *Beginning Wrestling.* Cr. 1 hr.  
PYED 108            *Speedball for Men.* Cr. 1 hr.  
PYED 109            *Speedball for Women.* Cr. 1 hr.  
PYED 110            *Weight Training for Men.* Cr. 1 hr.  
PYED 111            *Beginning Bowling.* Cr. 1 hr.  
PYED 121            *Rugby Football.* Cr. 1 hr.  
PYED 122            *Touch Football for Men.* Cr. 1 hr.  
PYED 123            *Conditioning for Men.* Cr. 1 hr.  
PYED 124            *Field Hockey for Men.* Cr. 1 hr.  
PYED 125            *Soccer for Men.* Cr. 1 hr.

- PYED 126      *Basketball for Men.* Cr. 1 hr.
- PYED 127      *Softball for Men.* Cr. 1 hr.
- PYED 128      *Volleyball for Men.* Cr. 1 hr.
- PYED 131      *Conditioning for Women.* Cr. 1 hr.
- PYED 132      *Field Hockey for Women.* Cr. 1 hr.
- PYED 133      *Soccer for Women.* Cr. 1 hr.
- PYED 134      *Basketball for Women.* Cr. 1 hr.
- PYED 135      *Softball for Women.* Cr. 1 hr.
- PYED 136      *Volleyball for Women.* Cr. 1 hr.
- PYED 201      *Advanced Golf.* Cr. 1 hr.
- PYED 202      *Advanced Tennis.* Cr. 1 hr.
- PYED 150      *Personal and Community Health.* Cr. 3 hrs.  
 A study of the current scientific information in the area of health as it applies to healthful living for individuals and groups. Three hours per week.
- PYED 151      *First Aid.* Cr. 2 hrs.  
 A study of theory and practice in giving the immediate and temporary aid to a victim of sudden illness or the victim of an accident. One hour lecture and two hours laboratory per week.
- PYED 155      *Introduction to Physical Education.* Cr. 5 hrs.  
 A general introductory course emphasizing the major philosophical, biological, sociological and psychological principles underlying physical education programs. Attention given to professional orientation. Five hours per week.
- PYED 156      *Introduction to Recreation.* Cr. 5 hrs.  
 An in depth study of the concept of recreation, play and leisure. Covers history and philosophy of the recreation movement. Five hours per week.

PYED 160

*Basketball.* Cr. 3 hrs.

An in depth study of the fundamental skills and drills relative to the game. Covers strategy of the game plus present day offensive and defensive patterns. Two hours lecture and two hours laboratory per week.

PYED 161

*Tennis.* Cr. 3 hrs.

An in depth study of the theories and techniques of tennis. Two hours lecture and two hours laboratory per week.

PYED 162

*Golf.* Cr. 3 hrs.

An in depth study of the skills, fundamentals and mechanics related to the game of golf. Covers theory, history and values of the games. Two hours lecture and two hours laboratory per week.

PYED 163

*Dance.* Cr. 3 hrs.

A survey of basic types of dances, their development and their relation to general education. Emphasis on folk, square, social and modern dance as aspects of a physical education program. Two hours lecture and two hours laboratory per week.

PYED 164

*Soccer.* Cr. 3 hrs.

An indepth study of the skills, rules and strategies of soccer. Coaching and officiating techniques included. Two hours lecture and two hours laboratory per week.

PYED 260

*Weight Training and Conditioning.* Cr. 3 hrs.

An in depth study of the theories and techniques of weight training and conditioning. Two hours lecture and two hours laboratory per week.

PYED 262

*Volleyball.* Cr. 3 hrs.

An in depth study of the theories and techniques of volleyball. Two hours lecture and two hours of laboratory per week.

PYED 263

*Field hockey for Women.* Cr. 3 hrs.

An in depth study of the skills, rules and strategies of field hockey. Coaching and officiating techniques included. Two hours lecture and two hours laboratory per week.

## PHYSICS

PHYS 127

*Introductory Physics I.* Cr. 5 hrs. Corequisite: Enrollment in Math 100.

Designed for students planning to take no additional physics. An introduction to some historical aspects of physics, fundamental laws of classical mechanics and electrostatics. Four hours lecture and three hours laboratory per week.

PHYS 128

*Introductory Physics II.* Cr. 5 hrs. Prerequisite: Phys 127.

Continuation of Physics 127. Discussion of electromagnetism, wave motion, relativity, quantum theory, atomic theory, structure of matter, nuclear physics and particle physics. Four hours lecture and three hours laboratory per week.

PHYS 137

*Principles of Physics I.* Cr. 5 hrs. Corequisite: Enrollment in Math 253.

A rigorous treatment, involving the calculus, for physical science and engineering students. The laws of classical mechanics and an introduction to electrostatics. Four hours lecture and three hours laboratory per week.

PHYS 138

*Principles of Physics II.* Cr. 5 hrs. Prerequisite: Phys 137.

Continuation of Physics 137. A detailed treatment of electrostatics, electromagnetism, wave-motion and relativity. Four hours lecture and three hours laboratory per week.

PHYS 239            *Principles of Physics III.* Cr. 5 hrs. Prerequisite: Phys 138.

Continuation of Physics 138. A rigorous treatment of Quantum theory, atomic theory, structure of matter, nuclear physics, and particle physics. Four hours lecture and three hours laboratory per week.

## POLITICAL SCIENCE

POLS 101            *American Government I.* Cr. 5 hrs.

An introduction to the major branches of U.S. and Georgia government and their functions. Meets the State requirement in National and State constitution. Five hours per week.

POLS 200            *Introduction to Political Analysis.* Cr. 5 hrs. Prerequisite: Pols 101 or permission of the instructor.

An introduction to the systematic study of modern governments and political behavior. The nature of modern government, the bases of political action and the outlook of political science. Five hours per week.

POLS 202            *American Government II.* Cr. 5 hrs. Prerequisite: Pols 101.

A continuation of the introduction to the major branches of U.S. government with an emphasis upon major functions and current problems. Five hours per week.

POLS 203            *Comparative Politics.* Cr. 5 hrs.

A comparative survey of major political systems, including the totalitarian systems of Soviet Russia and Nazi Germany and the democratic systems of Great Britain and France. Five hours per week.

## PSYCHOLOGY

PSYC 98

*Developmental Psychology I.* Cr. 1 hr.

Offered only in the summers in conjunction with English 98, Mathematics 98 and Reading 98, and required of all students in the Summer Developmental Program. Developmental Psychology I is basically a study of the individual with emphasis on understanding oneself and formulating realistic educational and vocational goals. Values, attitudes, interests and abilities are examined and evaluated through both individual and group counseling. Attention is also given to effective study skills, satisfactory adjustment to college and desirable personal growth. Three hours per week.

PSYC 99

*Developmental Psychology II.* Cr. 1 hr.

Offered every quarter and required of all students enrolled in English 99. Developmental Psychology II is a continuation of Psychology 98 and is open to any student interested. One hour per week.

PSYC 101

*Introduction to General Psychology.* Cr. 5 hrs.

A study of the scientific basis of behavior with particular relevance to human behavior, but including generalizations from other forms of life. Experimental and clinical evidence is presented for various theories of learning, motivation, perception and personality, including description of abnormality and its consequences. Five hours per week.

PSYC 201

*General Psychology.* Cr. 5 hrs.

A review of the theoretical frames of reference and schools of thought in the context of a systematic development of fundamental concepts, illustrating the scientific method in testing psychological theories and individual difference. Five hours per week.

**PSYC 212**

*Foundations of Human Development.* Cr. 5 hrs.

Study of the human organism integrating the physiological processes from conception to old age with the psychological dynamics affecting behavior as the individual interacts within his social-culture milieu. Five hours per week.

**PSYC 258**

*Psychology of Adjustment.* Cr. 5 hrs.

An orientation to the parameters of normalcy and the minor variants of human behavior, emphasizing theories of the development of personality and such problems as stress, frustration and conflict with related problem solutions both adjustive and neurotic. Five hours per week.

**READING**

**READ 98**

*Developmental Reading I.* Cr. 5 hrs.

Offered only in the summers in conjunction with English 98, Mathematics 98 and Psychology 98, and required of all students in the Summer Developmental Program. Developmental Reading I is designed to increase competence in reading and studying and to increase the desire of the student to read more widely. Emphasis is placed upon comprehension, speed, vocabulary, organizational pattern and study skills. Five hours per week.

**READ 99**

*Developmental Reading II.* Cr. 2 hrs.

Offered every quarter and required of all students enrolled in English 99, Developmental Reading II is a continuation of Reading 98 and open to any student interested. Two hours per week.

**SECRETARIAL SCIENCE**

**SCSC 101**

*Beginning Typing.* Cr. 3 hrs.

Introductory course in development and control of keyboard. Introduction to business letters,

tabulation, manuscripts and preparation of carbons. (May exempt on basis of placement test scores.) Three hours per week.

SCSC 102

*Intermediate Typing.* Cr. 3 hrs.

Includes problems of correct placement of letters and articles on the page, the making of corrections, multiple carbons, multiple page reports, outlines, tabulations, preparation of various kinds of duplicating masters and care of typewriter. Three hours per week.

SCSC 103

*Advanced Typing.* Cr. 5 hrs.

Major emphasis on development of speed and accuracy sufficient for vocational use. Production work on more complicated business forms, legal documents, manuscripts and tables. Five hours per week.

SCSC 201

*Beginning Shorthand.* Cr. 3 hrs.

Principles of shorthand and the development of a fair degree of skill in reading and writing from printed shorthand. Complete theory. Development of pretranscription skills in spelling, punctuation and technical English. (May exempt on basis of placement test scores.) Three hours per week.

SCSC 202

*Intermediate Shorthand.* Cr. 3 hrs.

Special attention is given to development of a broad general shorthand vocabulary, advanced phrasing principles and increased ability to take dictation. Introduction of transcription at the typewriter. Three hours per week.

SCSC 203

*Advanced Shorthand.* Cr. 5 hrs.

Development of skill in taking new-matter dictation with emphasis placed on mailable transcripts. Emphasis on office-style dictation, proof-reading. Five hours per week.

SCSC 205

*Business Communication.* Cr. 5 hrs.

A comprehensive study of the basic principles and practices in oral and written communication. Special emphasis placed on grammar, spelling, proofreading, vocabulary and correct letter style. Instruction and application of principles of writing in business letters, reports and internal communication. Five hours per week.

SCSC 210

*Office Management and Practice.* Cr. 5 hrs.

A study of the basic fundamentals of organization and management underlying the solution of management problems. Study and application of modern office procedures and practices. Includes office layout and equipment, personnel supervision, cost control, budgeting, flow of work and centralization of work routines. Special attention given to filing systems, records management, postal and telegraphic services, financial and legal responsibilities of secretary and office courtesy. Five hours per week.

## SOCIOLOGY

SOCI 105

*Introduction to Sociology.* Cr. 5 hrs.

An analysis of those forces within and between groups affecting the individual's interaction with society, emphasizing the influencing of behavior through peer reinforcement and perception of community custom, attitudes, politics, class status, religion and related culturally developed social events. Five hours per week.

SOCI 202

*Introduction to Criminology and Delinquency.* Cr. 5 hrs.

Introduction to characteristics of criminal and antisocial behavior and the physical, economic and emotional causes of such behavior. In addition, the course includes the problems of juvenile, delinquency, theories of causation and prevention programs. Five hours per week.

- SOCI 260      *Contemporary Social Problems.* Cr. 5 hrs.  
 A study of the individual's development as a product of social processes and of problems related to conflicts among the self, minorities and dominant societies. Social determinants and consequence of disruptive patterns of behavior involving delinquency, discrimination, prejudice, addictions, poverty, family break-up, violence and generally non-conforming transitions are analyzed. Five hours per week.
- SOCI 293      *Family and Community Relations.* Cr. 5 hrs.  
 A study of these two primary social institutions with special emphasis given to the problems and adjustments of courtship, marriage, milieu changes and differential standards and values of men and women in our societies. Five hours per week.
- SPANISH
- SPAN 101      *Elementary Spanish I.* Cr. 5 hrs.  
 Pronunciation and conversation, sentence patterns and structure. Four hours lecture and two hours laboratory per week.
- SPAN 102      *Elementary Spanish II.* Cr. 5 hrs. Prerequisite: Span 101.  
 Further study of pronunciation and conversation, sentence patterns and structure. Four hours lecture and two hours laboratory per week.
- SPAN 103      *Intermediate Spanish I.* Cr. 5 hrs. Prerequisite: Span 102.  
 Review of Spanish grammar. Extensive and intensive readings from plays and/or short stories. Four hours lecture and two hours laboratory per week.
- SPAN 104      *Intermediate Spanish II.* Cr. 5 hrs. Prerequisite: Span 103.  
 Further review of Spanish grammar. Extensive and intensive readings from plays and/or short

stories. Four hours lecture and two hours laboratory per week.

**SPAN 105**

*Conversation and Composition I.* Cr. 5 hrs. Prerequisite: Span 104.

Practice in writing essays, other compositions and review of advanced grammar. Reading of selections from outstanding Spanish authors are the basis for conversation. Five hours per week.

**SPAN 106**

*Conversation and Composition II.* Cr. 5 hrs. Prerequisite: Span 105.

Further practice in writing essays, other compositions and review of advanced grammar. Reading of selections from outstanding Spanish authors are the basis for conversation. Five hours per week.

**SPAN 201**

*Introduction to Spanish Literature I.* Cr. 5 hrs. Prerequisite: Span 104.

A survey of Spanish literature from the Middle Ages to Siglo de Oro. Five hours per week.

**SPAN 202**

*Introduction to Spanish Literature II.* Cr. 5 hrs. Prerequisite: Span 201.

Survey of Spanish literature from the XVIII Century to Generation of '98, with emphasis in Cervantes, Lope de Vega, Calderon de la Barca, Zorilla, Alarcon and Galdos. Five hours per week.

**SPEECH**

**SPCH 208**

*Fundamentals of Speech.* Cr. 5 hrs. Prerequisite: Engl 102.

An introductory course in speech, with emphasis given to basic diction, speech composition, talks, oral reading, discussion and effective communication. Five hours per week.

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**MACON JUNIOR COLLEGE**  
**MACON, GEORGIA 31206**

NON-PROFIT  
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PERMIT NO. 55