



**69-70 ABRAHAM BALDWIN COLLEGE
CATALOG**

ABAC STATION — TIFTON, GEORGIA 31794

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Academic Dean.

For Information About:

General Information and Admissions.

Write to:

Director of Admissions.

For Information About:

Fees, Expenses, and Method of Payment.

Write to:

Comptroller.

For Information About:

Student Activities, Student Services, and Housing.

Write to:

Dean of Student Personnel Services.

For Information About:

Financial Aid, Scholarships, and Student Employment.

Write to:

Director of Financial Aid and Placement.

For Information About:

Transcripts and Student Academic Records.

Write to:

Registrar.

For Information About:

Continuing Education, Short Courses, and Non-Credit Evening Courses.

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Dean and Coordinator Of Continuing Education.

For Information About:

Alumni, Public Relations, and Gifts or Bequests.

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BULLETIN

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

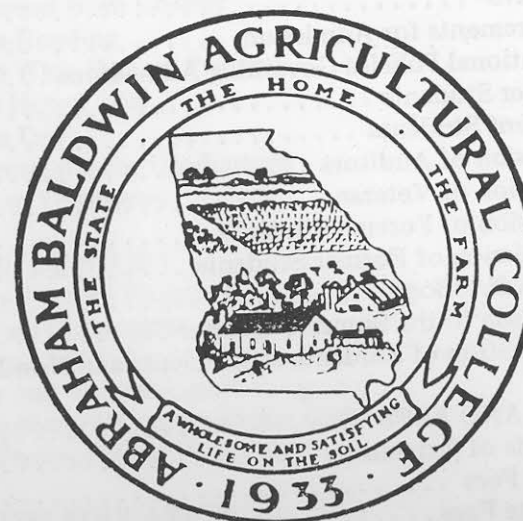
ABAC STATION

TIFTON, GEORGIA

912-382-2755

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A comprehensive coeducational college

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1969

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OFFICIAL CALENDAR, 1969-70

FALL QUARTER, 1969

September 1 Last day for filing entrance application
 September 13 Reception for New Faculty/Staff—3:00-5:00
 Dining Hall—All faculty/staff attending
 September 15-19 Fall Faculty Workshop
 September 21 Freshman students report for dormitory assignments. Dining hall opens for evening meal.
 September 21-24 Freshman week. Orientation period.
 September 25 Sophomores report and register.
 September 26 Classes begin for all students.
 October 2 Last day for late registration.
 October 31 Mid-quarter deficiency reports due.
 November 27-30 Thanksgiving Holidays
 December 10 Classes end.
 December 10-12 Final Examinations.
 December 12 End of Quarter.

WINTER QUARTER, 1970

December 12 . Last day for making application for winter quarter.
 January 1 Dormitories open at 2:00 p.m. Dining hall opens for evening meal.
 January 2 Registration.
 January 3 Classes begin.
 January 8 Last day for late registration.
 February 6 Mid-quarter deficiency report due.
 March 11 Classes end.
 March 12-14 Final examinations.
 March 14 End of quarter.

SPRING QUARTER, 1970

March 4 Last day for making application for spring quarter.
 March 22 Dormitories open at 2:00 p.m.
 Dining hall opens for evening meal.
 March 23 Registration.
 March 24 Classes begin.
 March 30 Last day for late registration.
 April 24 Mid-quarter deficiency report due.
 May 12 Honors Day.

June 1 Classes end.
 June 2-4 Final examinations.
 June 6 End of quarter—Graduation Day.

SUMMER QUARTER, 1970

May 25 Last day for making application for summer quarter.
 June 14 .. Freshman dormitory students report, 3:00—5:00 p.m.
 June 15 Orientation for first time entering freshmen.
 June 16 Registration for all students, 8:00-12:00 Noon.
 June 17 Classes begin, 8:00 a.m.
 July 17 Mid-quarter deficiency report due.
 August 18-20 Final examinations.
 August 20 Quarter ends.

REGENTS, UNIVERSITY SYSTEM OF GEORGIA

244 Washington Street, S. W.—Fourth Floor

Atlanta, Georgia 30334

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1968-69

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*BAKER, MISS MERLE M.—Instructor in Social Science—B. A., History, Valdosta State College; M.Ed., Education, Mercer University.

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BENTON, LARRY J.—Instructor in Mathematics—B. S., Mathematics, Alabama College.

BRACKIN, THOMAS V.—Instructor in Recreation and Physical Education and Head Basketball Coach—A.A., Physical Education, Georgia Southwestern College; B. S. and M. S., Physical Education, Florida State University.

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**Educational Leave of Absence.*

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COX, WILLIAM MILES—Instructor in Psychology—A. B., Psychology, Georgia Southern College; M. A., Psychology, West Georgia College; Further study at Albert-Ludwigs-Universitat, Freiburg im Breisgau, Germany, Universitat Innsbruck, Austria.

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DRIGGERS, J. CLYDE—President—B. S. A. and Ph. D., University of Florida.

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*Educational Leave of Absence.

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ROWE, JAMES P.—Associate Professor of Chemistry—B. S. A., Agronomy and Chemistry; M. S., Agronomy and Soil Chemistry, University of Georgia.

SANGSTER, MRS. KATHERINE E.—Instructor in Nurse Education—B. S., Nursing, Medical College of Georgia.

SAUNDERS, RICHARD F., JR.—Associate Professor of Social Science—B. S. Ed., History, and M. Ed., History, Georgia Southern College.

SEKUL, MRS. BRENDA M.,—Associate Professor and Head of the Department of Nurse Education—R. N., B. S., Nursing, Catherine Spalding College; M. S., Administration of Nurse Education, Catholic University of America.

*SHERMAN, DALE—Temporary Instructor in Business Administration and Acting Director of Center for Automation—B. B. A., Valdosta State College; M. Ed., Educational Media, University of Georgia.

SIBBET, MARTIN M.—Associate Professor of Soils and Horticulture—B. S. A., Entomology and General Agriculture; M. Agriculture, Entomology and Soils, University of Florida.

SIMPSON, LESTER T.—Associate Professor and Director of Distributive Education—B. S., Distribution, Richmond Polytechnic Institute (now Virginia Commonwealth University); M. S., Education-Administration and Supervision, Radford College.

SMITH, JOHN SIDNEY—Associate Professor of Chemistry—B. S., Chemistry and Biology, University of Georgia; M. Ed., Administration and Related Studies, Auburn University.

SPEARMAN, J. TYRON—Instructor in Poultry Science and Director of Public Relations—B. S. A. and M. S., Poultry Science, University of Georgia.

STANDARD, DIFFEE W.—Associate Professor of United States History—A. B. and M. A., History, Emory University.

STRICKLAND, MRS. HELEN L.—Instructor in Journalism and Advisor to Student Publications—A. B. J. and M. A., Journalism, University of Georgia.

STUART, JAMES E.—Instructor in English—B. A. and M. A., English, Sanford University.

STUDDARD, HUGH L.—Instructor in Physical Education—B. S. Ed., Physical Education, Georgia Teachers College; M. Ed., Physical Education, University of Alabama.

STUDDARD, MRS. PRISCILLA—Instructor in English and French—B. S. Ed., English, Georgia Southern College; M. Ed., Woman's College of Georgia.

SWORDS, I. RAY—Dean and Coordinator of Student Personnel Services and Professor of Psychology—A. B. and B. S., Jacksonville State College; M. A. and Ph. D., Counseling and Educational Psychology, University of Alabama.

TACKETT, MISS PATRICIA—Temporary Instructor in Nurse Education—B. A., Nursing, Berea College.

THOMAS, FRANK H.—Chairman, Division of Science-Mathematics and Professor of Chemistry—B. S. A., General Agronomy; M. A. and Ph. D., Soil Chemistry, University of Georgia.

VENABLE, MRS. PETER B.—Head Librarian and Associate Professor—A. B., English, Lenoir Rhyne College; M. S., Library Science, Florida State University.

VICKERS, MRS. ELLEN—Instructor in Physical Education—B. S. Ed., Health and Physical Education; M. Ed., Georgia Southern College.

VITANGE, MRS. MARY LEE—Associate Professor of Business Administration—B. S., Secretarial Science Education, Georgia College at Milledgeville; M. Ed., Business Administration, Georgia College at Milledgeville.

WEBB, MRS. INA CLAIRE WATSON—Instructor in Biology—A. B. and M. Ed., Science Education, Mercer University.

WEBB, J. TALMADGE—Comptroller.

WHEELER, WILLIAM THOMAS—B. S., Science, Valdosta State College; M. Ed., Mathematics, Mercer University.

WHEELER, MRS. VIRGINIA—Part-time Instructor in English—A. B., Music, Tift College; M. Ed., English, Mercer University.

WHITEHEAD, JAKE J.—Assistant Professor of Speech—B. A., Speech and English, Southern State College; M. A., Speech and Drama, University of Alabama.

WIDSTROM, MRS. VIRGINIA—Instructor in Chemistry—B. S. and M. S., Chemistry, South Dakota State University.

WILLS, LEWIS C.—Instructor in English—A. B., English, Georgia State College; M. A., Folklore and Mythology, U. C. L. A.

YOW, VERNON—Head Professor of Forestry—B. S., Forestry, Alabama Polytechnic Institute; M. Forestry, Yale University.

ZABALA, ADRIAN, JR.—Instructor in Business Administration—B. S., Business Administration and M. Ed., Business Administration, University of Florida.

GENERAL INFORMATION

HISTORY

The name, role, and scope of Abraham Baldwin Agricultural College have been subject to change since its founding in 1908 as the Second District A & M School. In 1924 the South Georgia Agricultural and Mechanical College was organized, and the physical property of the Second District A & M School was adapted for college use. Change occurred again in 1929 when the institution became Georgia State College for Men and again in 1933 when it became Abraham Baldwin Agricultural College, named for Abraham Baldwin, founder of the University System of Georgia and the first president of the University of Georgia.

Throughout these years and these changes, the school has experienced steady growth from its first enrollment of 150 students to the 1638 students enrolled in the fall quarter of 1968-69. Today the college reaches approximately 8,000 people annually through its college transfer programs, career technological programs, continuing education and short courses, and special services. Students are enrolled each quarter from each of the state's 159 counties and from adjoining states and foreign countries. While the college has many features of a community college, its role is far broader because the range of operations is statewide in nature and scope.

In 1933 when the college became Abraham Baldwin Agricultural College, instructional emphasis was placed on programs in agriculture, forestry, and home economics. Interest in these programs continues. With a worldwide population explosion and a looming food shortage, the college expects to play an ever larger role in the production of needed manpower for food production, marketing, and distribution, and in the total agricultural revolution.

In addition to this interest in the food and fiber sciences, the college in more recent years has become a comprehensive coeducational junior college offering a wide spectrum of academic courses which transfer freely from one college to another. Thus, while retaining distinction as an agricultural college, the institution, like the land-grant colleges, has extended its program

ACCREDITATION AND MEMBERSHIPS

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

Accreditation is accepted as an expression of confidence by the Southern Association in the purposes, resources, and performance of the college. To such an end, the Southern Association has employed criteria that describe conditions and principles which characterize educational effectiveness and performance. Accreditation indicates that in the judgment of the responsible agents of the academic community, the goals of the College are soundly conceived; that the educational programs have been intelligently devised, are competently conducted, are capable of fulfilling the goals which the college seeks, and are in fact accomplishing them, and that the college is so organized, staffed, and supported that it should continue to merit such confidence in the foreseeable future.

The college is accepted by the Veterans Administration for the training of veterans under the G. I. Bill of Rights, and is affiliated with the following associations:

- American Association of Junior Colleges
- Southern Association of Junior Colleges
- Georgia Association of Colleges
- Georgia Association of Junior Colleges
- National Junior College Athletic Association
- Georgia Junior College Athletic Association
- National Commission on Accreditation
- Southern Association of College and University Business Officers
- American Personnel and Guidance Association
- National Association of Student Personnel Administrators
- National Association of College Stores
- American Association of Collegiate Registrars and Admission Officers
- Georgia Association of Collegiate Registrars and Admission Officers
- National Education Association
- South Georgia Academic Libraries

PHILOSOPHY AND PURPOSES

The faculty and staff believe in the dignity and worth of every person and in equal opportunity for all without regard for race, creed, sex, age, or economic level.

Abraham Baldwin Agricultural College is founded upon these beliefs and accepts as its unique responsibility the following range of purposes:

1. COLLEGE PARALLEL OR TRANSFER PROGRAMS:

The College offers courses required for majors in many academic disciplines and professions. Students completing programs outlined in this catalog may transfer as juniors to four year institutions. College parallel courses require the student to cultivate the disciplines of scholarship and to develop attitudes necessary for academic achievement in upper division work.

2. CAREER TECHNOLOGICAL PROGRAMS:

The College offers a wide variety of career technological programs to meet the needs of those preparing for employment immediately following junior college training and for those currently employed who need to retain or upgrade their skills.

3. CONTINUING EDUCATION—SHORT COURSES:

To meet the demands of citizens for specialized and general education, the College operates a program for continuing adult education through short courses, seminars, workshops, and evening courses, offered on a non-credit basis. Students are free to enroll in one or more courses at the point most beneficial to the student.

4. SPECIAL SERVICES:

The College provides a number of special services. One of the newer services is assistance with data processing provided through the Center for Automation. As an integral part of the community it serves, the College offers cultural programs, intercollegiate athletic events, and an extensive and varied program for adults. It also offers the use of its facilities to civic and community groups and provides off-campus programs and school related services.

LOCATION

Abraham Baldwin Agricultural College, known to its many friends and alumni throughout Georgia and the Southeast as ABAC, is located in south central Georgia on a 360-acre tract of land on the north side of the city of Tifton alongside highway I-75. It is easily reached by taking the ABAC exit off I-75.

The College is also readily accessible via highways 82, 319, and 41, which intersect in Tifton. ABAC is approximately 55 miles from the Florida state line via I-75 and 110 miles from the Alabama state line via highway 82.

Tifton is served by Eastern, Delta, and Southern airlines through nearby airports, at Albany, Moultrie, and Macon and by Air South at the Tifton airport.

The Georgia Coastal Plain Experiment Station, a unit of the State University System, lies adjacent to the College. There are approximately 100 top scientists in various specialized areas engaged in research and development in the plant and animal sciences. This proximity of the experiment station's personnel and operations contributes immeasurably to an invigorating climate of inquiry and study for students, faculty, and staff. Similar advantages can be found in no other junior college. Many college students find part-time employment at the experiment station, and some ventures are shared jointly by the two institutions.

BUILDINGS AND GROUNDS

TIFT HALL—ADMINISTRATION—This is one of the oldest buildings on the campus. As a result of complete renovation of the first floor, including central heating and air-conditioning, the administrative offices of the President, Academic Dean, Registrar, Comptroller, Director of Admissions, and Coordinator of Student Personnel Services are now located in pleasant and attractive surroundings. The modern data processing equipment used for instruction and record keeping is located on the first floor. The second floor is devoted exclusively to classroom and faculty offices.

AGRICULTURAL BUILDING—This building, containing several general classrooms and laboratories, is used for agriculture,

science, and business classes. Individual classrooms and laboratories are air-conditioned for use during the summer months. Several faculty offices are located in this building.

THE MOORE BUILDING—This building has been remodeled for use by nursing education beginning in the fall of 1969.

INA GAINES HALL—This modern building houses the offices of public relations and development.

AUDITORIUM—GYMNASIUM—These two buildings, located at a right angle to each other, are connected by a beautiful arcade-rotunda. The auditorium, which is equipped with a large stage, seats over 500 people. It is the center of many college and community activities such as concerts, plays, movies, assembly programs and religious activities. The gymnasium is used for classes in physical education as well as for intramural and intercollegiate basketball.

BRUCE V. GRESSETTE PHYSICAL EDUCATION CENTER—This large, modern, 42,000 sq. ft. physical education building was accepted in February, 1967. It contains five double faculty offices, classrooms, special rooms for weightlifting and personal contact sports, and a large new basketball court, with seating capacity of approximately 2,500. Faculty offices and classrooms are air-conditioned.

BALDWIN LIBRARY—Centrally located on the campus, the library building, completed in 1962, now includes more than 37,000 bound volumes and 900 reels of microfilm. About 2,000 volumes are added annually. Subscriptions are maintained to 240 serials, including 9 newspapers.

Equipment provided for student use consists of record players, tape recorders, microfilm readers, a microfilm reader-printer, a dry photo-copier, and a typewriter.

A union list of current and back issues of serials held by 12 cooperating area libraries, college, public, and special, affords students access to free photo copies of periodical articles not available in this library.

In addition to two large reading rooms providing individual and group study tables and chairs seating about 200 students, there are 25 carrels in the stacks.

The library is open 62 hours a week in the Fall, Winter, and Spring Quarters, and 60 hours a week during Summer Quarter.

BUSINESS ADMINISTRATION BUILDING—This building located just behind the Administration Building and adjacent to the Student Center, houses the business machines laboratory, the typing and shorthand room, a general classroom, three faculty offices and a small duplication room.

CLAUDE GRAY BUILDING—SCIENCE—This modern building, situated near the library, is used for a variety of purposes. In addition to laboratories for chemistry, physics, soils and horticulture, it contains several general classrooms and faculty offices. A new addition to this building has more than doubled its capacity. Fully air-conditioned and including a greenhouse, it contains three new classrooms, three laboratories and nine faculty offices.

AGRICULTURAL ENGINEERING TECHNOLOGY—In addition to classrooms and faculty offices, this building houses modern equipment used in the study of agriculture, agricultural engineering, and farm machinery technology. In its service shop students learn the latest methods and practices.

NORTHSIDE BUILDING—This temporary structure located adjacent to the library has served in several capacities and is currently being used for student personnel services and student publications offices.

HOWELL HALL—STUDENT CENTER—This building has been completely renovated, air-conditioned, and converted to a Student Center. The post office, bookstore, snack bar, game rooms, and offices for student personnel are located in this building. Post office boxes are available for rent to students. Nominal rentals are made for post office boxes and each student is encouraged to rent a post office box. All incoming correspondence to students should be mailed to a post office box number in order to speed delivery of mail. Mail is received twice daily and outgoing mail is

dispatched three times daily. New textbooks for all courses are stocked in the college bookstore, conveniently located in the student center. Secondhand textbooks are stocked also when available. Paperback books in fiction and non-fiction are available there as well as supplies needed for the instructional program. Used books may be resold to the bookstore provided they are in good condition and will be continued in use at the college. They may be sold to the bookstore only on specified dates. Store hours are arranged for the convenience of all.

The snack bar is prepared to serve refreshments, sandwiches, coffee, and other related items.

STUDENT HOUSING—Over one-half of the student body resides on campus. A house director resides in each of the brick dormitories. Men students are housed in Weltner Hall, Weltner Annex, Comer Hall, and New Men's Dormitory, which was completed in September 1966, houses 200 male students, and is fully air-conditioned. Women students reside in Creswell Hall, Lewis Hall, and Herring Hall. Creswell Hall is a beautiful fire-resistant brick dormitory located close to all major college activities. Lewis Hall and Herring Hall have been renovated and converted into dormitories for women.

HOUSING FACILITIES FOR MARRIED STUDENTS—Housing facilities for married students are available at the Housing Authority of the City of Tifton. Many private homes and apartments are also available for rent in the city.

PAT GRIFFIN RURAL LIFE BUILDING—This large modern building was opened in January 1960. A beautiful auditorium for the college short courses, the audio-visual educational service headquarters, the Coastal Plain Regional Library, the college forestry department, and offices of the dean and coordinator of continuing education, and the state vocational home economics and agricultural supervisors are located in this building.

THE PRESIDENT'S HOME—The home is located on the northwest side of the campus. This attractive, modern, one-story brick home was occupied in August 1967. One of the most striking additions to the president's home is a large lake which eventually will include facilities for swimming and fishing for students, faculty, and staff.

GEORGIA COASTAL PLAIN EXPERIMENT STATION—It is interesting to note that while the experiment station is not a part of the Baldwin campus, its 3,000 acres, devoted to agricultural research, surround the Baldwin campus. First-hand results of experiments being carried on at the station are available to ABAC students.

E. L. EVANS STUDENT HEALTH CENTER—This new health service building was occupied in September 1966. This modern, air-conditioned infirmary has a ten bed capacity. This building contains two wards, one each for men and women, and one isolation room each for men and women. It has three treatment rooms, a spacious lobby, and a resident nurse's quarters.

NEW CLASSROOM BUILDING—Fully air-conditioned and completely modern, this building houses home economics, social science, and distributive education classes, an auditorium, a reading laboratory, and faculty offices. First occupied in December 1968, it is handsomely landscaped and is located east of the dining hall and south of the agricultural building.

PAVING—The driveway and parking area in front of the Administration Building and a driveway in front of the Bruce V. Gressette Physical Education Center have been paved, providing more convenient and attractive access to these buildings. New parking facilities have been constructed in front of Lewis, Tift, and Herring Hall, and at the rear of New Men's Dormitory.

LANDSCAPING—An extensive landscaping program for the campus was begun early in 1969. The Bruce V. Gressette Physical Education Center, New Men's Dormitory, Health Services Building, the area between Claude Gray Science Building and Baldwin Library, and the parking area in front of the Administration Building have been handsomely landscaped with plants and shrubs.

WAREHOUSE—This building, which was formerly the processing plant, has been converted into a warehouse.

DINING HALL—This is one of the most attractive buildings on the campus. Completed in January 1962, it is completely air-conditioned and has a seating capacity of over 500. In addition

to providing excellent dining facilities for the growing student body, it is frequently used for banquets by groups in the community. The many participants at the various short courses also enjoy its facilities.

FARM—The Baldwin farm contains over two hundred acres which are used in the teaching program for agronomy, agricultural engineering, animal husbandry, forestry, poultry and horticulture.

ANTICIPATED FUTURE EXPANSION

As a result of steady increases in enrollment from year to year, the College anticipates continued expansion of the curriculum and of the physical plant. A master plan for the campus has been developed in which long-range building and landscaping plans are projected.

During 1968-69 a new classroom building was completed in the center of the campus and the old home economics building was converted to a nurse education building. Sewerage, heating and water plants were renovated, and construction was begun on a new dormitory to house 200 men. The student center was renovated and enlarged during 1968-69. The landscaping and paving program continued and an underground irrigation system was installed.

ALUMNI ASSOCIATION

Graduates and other former students of the college have banded themselves together into an active alumni association. The purpose of the association is to promote the welfare of the college and its alumni by stimulating the interest of its members in the college and in each other. The annual meeting, held during homecoming each year on the campus, continues to grow in numbers and enthusiasm.

GREATER BALDWIN ASSOCIATION

During the year 1954 business men in Tifton and Tift County organized the Greater Baldwin Association. Funds made payable to this corporation will be used for purchasing any needed

equipment and/or lands, or for scholarships and improvements which the board of directors may deem advisable.

DISTINGUISHED PROFESSOR OF THE YEAR

Each year a distinguished professor is selected to receive a merit award of \$1,000.00 in cash sponsored by the Greater Baldwin Association.

This award was established in 1964-65. The winner for each of the years is listed below.

<i>Academic Year</i>	<i>Name of Faculty Member</i>
1964-65	Ernest Edwards, Associate Professor of English and Literature.
1965-66	Jesse G. Chambliss, Professor of Agricultural Engineering.
1966-67	Jake J. Whitehead, Assistant Professor of Speech.
1967-68	J. Baldwin Davis, Assistant Professor of Agriculture.
1968-69	Miss Rosalyn Ray, Assistant Professor of English.

Only full-time teachers are eligible for consideration for the distinguished professor award. Administrators, divisional chairmen, and former winners are not eligible. The winner must be a teacher who plans to return to the college and must have served more than one year on the faculty.

Selection is made by an anonymous committee composed 50% of students and 50% of faculty members. The committee for 1968-69 was composed of the Faculty Professional Growth Committee, the top ten sophomores and the top ten freshmen who were recognized on Honors Day. Each committee member nominates a candidate and has one vote. Balloting continues until one candidate is selected. Nominations and voting are by secret ballot.

The committee develops criteria for selection, using the guidelines for performance as a member of the faculty given on page 27 of the 1968-69 policy manual.

STUDENT RESPONSIBILITY TO KNOW THE CATALOG

It is the responsibility of the student to read this catalog, all official announcements, official bulletin boards, and the student handbook, in order to inform himself completely in regard to his program of studies, credits, degree requirements, grade point average, and other facts relating to life at the college.

Ignorance of regulations does not excuse a student's failure to abide by the rules and requirements of the college.

ADMISSIONS*REQUIREMENTS FOR ADMISSION*

The Admissions Office at Abraham Baldwin Agricultural College assists in the transition of students from high school to junior college. This office, administered by the director of admissions, provides information, evaluates applications submitted, counsels with students and their parents, and notifies students of whatever action is taken on their requests for admission.

Any student who wishes to enroll should secure an admission kit from The Director of Admissions, Box 233, ABAC Station, Tifton, Georgia 31794. No applicant can be considered for enrollment until all required forms have been properly executed and returned to the admissions office. In addition to the application form itself, the following information must be provided: high school transcript, application fee, physical examination form, social security number, picture, and College Entrance Examination Board Scores. *Applications must be submitted at least twenty days prior to the registration date for the quarter for which the applicant wishes to enroll (see calendar in front of catalog for these dates).*

The College reserves the right to refuse to accept applications at any time when it appears that students already accepted for the quarter for which the applicant wishes to enroll will fill the institution to its maximum capacity. The College also reserves the

right to reject an applicant who is not a resident of the State of Georgia.

An applicant will be declared eligible for admission only upon compliance with the following minimum requirements and conditions which shall be uniform throughout the University System of Georgia:

1. Abraham Baldwin College shall have the right to examine and appraise the character, the personality, and the physical fitness of the applicant.

2. The applicant must meet one of the following conditions:
 (a) Be a graduate of an accredited high school or a high school approved by Baldwin College.
 (b) Show successful completion of the General Education Development Test with no score less than 35, and an overall average score of 45.

3. The applicant must have completed satisfactorily at least sixteen units of work as follows:

English	4 units
Mathematics (Including algebra*)	2 units
Social Science	2 units
Natural Science	2 units
Electives—	
(From above subjects or foreign language)	3 units
Additional Courses—	
(From any credit given in standard high school)	3 units
*Terminal students are exempt from the algebra requirement.	

NOTE: Students who expect to enroll in a College Parallel Program which requires Math 100 are encouraged to earn at least two units in algebra.

4. All students who are not graduates of an accredited high school must take an examination on courses studied in high school before they can be admitted to Abraham Baldwin College. The College reserves the right to refuse to accept any and all of the credits from any high school or other institution, notwithstanding its accredited status, when the college determines that the quality

of the instruction is for any reason deficient or unsatisfactory. The judgment of the college in this matter shall be final.

5. The applicant must take the College Entrance Examination Board Scholastic Aptitude Test. The CEEB will send the scores made on these tests to any institution which the applicant may designate. Information relative to the times and places for these tests may be secured from the high school principal or the guidance counselor. Scores made on this test will be combined with the high school average to predict success at the college level.

6. The applicant for admission to courses in residence that carry academic credit will be required to take a physical examination. The family physician may administer this examination and report the results on the form provided in the admission kit.

7. The applicant should request his high school principal or his guidance counselor to send directly to the director of admissions a transcript of his high school record.

8. A non-refundable fee of \$5.00 must accompany each application for admission. This fee will not be credited toward the matriculation fee, nor will it bind Abraham Baldwin College to admit the applicant. If an applicant is rejected, or for some reason does not report after having been accepted for a given quarter, he must make another application and submit another fee of \$5.00 if he should apply at some later date. An applicant may have his application and the fee transferred from one quarter to some other quarter without having to re-apply, provided he makes such a request to the admissions office 20 days prior to the beginning of the quarter for which he applied originally.

INSTITUTIONAL POLICIES GOVERNING ADMISSIONS

1. The officials of Abraham Baldwin College will have the right to require any applicant for admission to appear for an interview before taking any action on his application. The director of admissions will notify the applicant of the time and place for such an interview.

2. The director of admissions may refer any application to the Admissions Committee of the college for study and advice. The ultimate decision as to whether an applicant will be accepted or rejected will be made by the director of admissions, subject to the applicant's right of appeal, as provided by the policies of Abraham Baldwin College and the Board of Regents of the University System of Georgia.

3. If it appears to the director of admissions that the educational needs of an applicant can best be met at some other institution of the University System, he will refer the applicant to that institution.

4. After reviewing an application thoroughly, the director of admissions will inform the applicant as soon as practicable of the action taken on his application.

5. All applications and records submitted to Abraham Baldwin College become the property of the college and will not be returned to the applicant nor forwarded to any other institution suggested by the applicant.

TRANSFER STUDENTS

1. All regulations applicable to students entering college for the first time shall apply to students transferring from other colleges.

2. The applicant must request that an official transcript be sent from each college or university previously attended by him. The director of admissions may also require the applicant to submit a transcript of high school work.

3. A student transferring from another college must show that at some time he has taken the College Entrance Board's Scholastic Aptitude Test or that he has taken some other equivalent test that is approved by Abraham Baldwin College.

4. A student transferring to Abraham Baldwin College from another college or university must be eligible to return to the college from which he is transferring. In addition, his cumulative

grade point average must be the same as that required of an ABAC student for the same given quarter, as listed in this catalog.

5. A transfer student who fails to meet these requirements will be encouraged to enroll in the Summer Trial Program.

TRANSIENT STUDENTS

1. A student who has taken work in some other college or university may apply for temporary registration at Abraham Baldwin College for one quarter only. Credits earned will be forwarded to the institution where the transient was previously enrolled upon written request by the student.

2. In case of doubt about the qualifications of an applicant who seeks admission as a transient student, the director of admissions may classify the applicant as a transfer student and require the applicant to comply with all regulations pertaining to the admission of a transfer student.

3. An applicant for admission as a transient student must present a statement from his dean or registrar of the institution which he last attended stating that the applicant is in good standing and that he is at that time eligible to return to that institution.

4. The director of admissions may refuse to accept transient students when it is evident that such acceptance will cause hardship or inconvenience to those students regularly enrolled at Abraham Baldwin College.

ADMISSION OF AUDITORS

Persons not interested in accumulating credits may audit a course by making proper application and paying all fees. The College Entrance Examination Board's Scholastic Aptitude Test will not be required.

ADMISSION OF VETERANS

Former members of the armed forces or dependent children who qualify, who desire educational training in any of the courses

of study described in this catalog, may enroll under Public Laws 634, 16, 894, 361, 358.

Students enrolling for their first training under any of the above public laws should have their original certificate of eligibility with them when reporting for registration. Those who have trained previously with another establishment, but who desire to transfer to this institution for further training under any of the above laws, should have a supplemental certificate of eligibility.

Veterans enrolling with this institution for training under Public Law 16 or 894, whether by original registration or transfer from another establishment, should have a letter of authorization from the veterans administration covering their training objectives.

Students who fail to have available certificates of eligibility or letters of authorization for training on the date of registration must pay all fees on registration day.

Veterans, or veterans-qualified dependent children, in training under Public Laws 16, 894, 634, and 361 must carry fifteen or more quarter hours at all times for full benefits. Veterans in training under Public Law 358 must carry fourteen or more quarter hours at all times for full benefits.

Any veteran who wishes to attend Abraham Baldwin Agricultural College under any one of the Veterans' Benefit Programs should make application to the Director of Admissions in the normal manner. Each applicant should obtain his Certificate of Eligibility and Entitlement from the Veterans Administration prior to the date of registration at the college. Veterans may be admitted on the basis of Armed Services G. E. D. Tests, provided the scores on these warrant admission.

ADMISSION OF FOREIGN STUDENTS

A student from any country outside the United States who is interested in attending the College should complete the admission kit and satisfy all requirements of a regular student. An official English translation should accompany his transcript.

In addition, the applicant must deposit with the Comptroller's Office at Abraham Baldwin College \$400.00 to cover the cost of his first quarter in attendance. In addition, arrangements for paying fees in advance at the beginning of the quarter should be made before the applicant leaves his country.

The College may require the applicant to submit written evidence that he can communicate in the English language well enough to succeed in a classroom situation.

As soon as these requirements have been met, the Director of Admissions will send the applicant an acceptance, together with an I-20 Form, which he can take to the American Consul to apply for a student visa.

READMISSION OF FORMER STUDENTS

A former student who wishes to be readmitted to Abraham Baldwin College should apply directly to the registrar.

EARLY ADMISSIONS

Students who have not graduated from high school may be admitted to Abraham Baldwin College during the summer and in the case of commuting students, during the regular sessions if all of the following requirements are met.

1. The applicant must complete all of the information called for in the admissions kit and return it to the Director of Admissions 20 days prior to the beginning of the quarter for which he wishes to enroll. In cases where students are late in taking the SAT, additional time will be given to await the results of this test.

2. The applicant must have completed the eleventh grade in high school, or have completed 15 units of high school work.

3. The applicant must have a letter of good standing from his principal or counselor giving him permission to take certain specific college courses for credit.

4. The applicant must have a predicted freshman average grade in college of "B" or better.* This grade is based on the high school average for the first three years and the SAT Scores.

5. College credit will be released for transfer upon the student's successful completion of high school and his acceptance into an accredited college of his choice.

*NOTE: This average does not apply to those students who wish to take Math 99, English 99, and reading, which are developmental courses with no transfer credit. To register for these courses, a student must have a predicted freshman average grade in college of "C" or better.

ADMISSION TO SUMMER QUARTER

Abraham Baldwin College operates a Summer Trial Program and admits any student who is a graduate of an accredited high school. Those applicants who do not meet the regular requirements for admission must attend on probation, take a full academic load of fifteen quarter hours, and make an overall average of 1.0 before they can be admitted to the Fall Quarter. Those students who do not make the required grade point average will be excluded for one full quarter, after which they may apply for readmission through the Office of the Registrar.

Any student who needs a unit in math and/or in English in order to graduate from high school may enroll in the Summer Trial Program and satisfy this requirement by taking Math 99 and/or English 99 for no college credit, provided his principal or counselor will recommend him for such enrollment. His high school would need to agree further to graduate him upon the successful completion of such courses before he could return to the Fall Quarter.

In addition, any regular student who meets the requirements for admission as outlined in this catalog may complete a full quarter's work during the summer.

A student who wishes to enroll for the Summer Quarter must apply in the regular manner.

CLASSIFICATION OF STUDENTS

AS RESIDENTS AND NON-RESIDENTS

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 showing that such appointment was not made to avoid 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 in to the State and remained in the State for the primary purpose of attending a school.

4. A full-time faculty member of the University System, his or her spouse, and minor children may register on the payment of resident fees, even though such faculty member has not been a resident in Georgia for twelve months.

5. If the parents or legal guardian of a minor changes residence to another state following a period or 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:

- (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 registered 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 or guardian, filed a Georgia State income tax return during the preceding year.

7. Foreign students who attend institutions of the University System under sponsorship of civic or religious groups located in this state, may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.

8. 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 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 the payment of resident fees, when it appears that such teachers have resided in Georgia for nine months, that they were engaged in teaching during such 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.

12. Non-resident graduate students who hold assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.

Approved by Board of Regents September 12-13, 1967.

EXPENSES AND FEES

College expenses are payable in advance. Below is a schedule of costs by quarter. *NOTE: All charges are subject to change at the end of any quarter.*

Matriculation fee (for all students)	\$80.00
Student activity fee (for all students)	12.00
Clinical fee (for all students)	8.00
Non-resident tuition	90.00
Room (Herring, Lewis, Weltner)	80.00
Room (Creswell, Comer, Weltner Annex and the New Dormitories for Men)	85.00
Board on optional basis	125.00

The matriculation fee per quarter hour for students enrolled for less than twelve hours will be \$7.00 per quarter hour. The non-resident tuition per quarter hour for students enrolled for less than twelve hours will be \$8.00 per quarter hour.

The estimated cost of books and supplies is \$50.00 per quarter.

Students who formally withdraw during one week following the scheduled registration dates are entitled to a refund of 80 percent of the fees paid for that quarter; those who withdraw during that period between one and two weeks are entitled to a refund of 60 percent; those who withdraw during the period between two and three weeks are entitled to a refund of 40 percent; those who formally withdraw during the period between three and four weeks are entitled to a refund of 20 percent. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of fees paid for that quarter.

The refund of room and board will be figured on a prorated basis, according to the actual number of days in attendance.

If a meal ticket is purchased by a student living off campus, no refund can be made unless the student officially withdraws. Meal tickets are not transferable from one student to another. When the dining hall is closed for official school holidays, etc., no meals will be served in the college dining hall. It will be the responsibility of the individual student to secure his meals during this period of time.

A student who withdraws from college must notify the guidance counselor formally before any refunds can be made. A student who withdraws must file an application with the registrar if he desires to re-enter at a later date.

Application Fee—A non-refundable fee of \$5.00 must accompany each application for admission.

Room Deposit—A deposit of \$10.00 is required of any student desiring to live in a dormitory room. This deposit becomes a part of payment toward the student's final quarter's room fee. It is not refundable.

SPECIAL FEES

The clinical fee must be paid by all students. This fee does not take care of the doctor's bill, but is assessed for supplies and nursing services of a first aid nature only. All first aid services must originate at the college clinic.

Students who enter after registration day will pay a fee for late registration of \$3.00 for the first day, plus \$1.00 each day for second and third days, with a maximum charge of \$5.00. If the student has been unable to enter school because of illness, such case will be excused on a doctor's certificate only.

The graduation fee of \$7.50 covers the cost of the diploma and rental of cap and gown.

BREAKAGE FEES

Students are responsible for property in the dormitory rooms, lobbies, and halls. Periodic inspections are made in buildings to determine any damage which might occur. The amount of damage is charged to the occupants of the room. Students are also responsible for any damage caused by them to any other college property. Where the guilty parties cannot be determined, the entire household may be assessed for the damage.

STUDENT SERVICES

COUNSELING, ADVISEMENT AND ORIENTATION

Several kinds of counseling services are available to help students achieve maximum educational development. Each instructor is responsible for helping students master the material of his course and is available to the student for discussion of study techniques and course content.

In addition, upon admission, each student is assigned to an educational advisor in his major field of interest. The student is encouraged to confer frequently with his advisor and has at least two scheduled appointments with the advisor each quarter. These

advisors are available for consultation on any problems relating to educational objectives and progress. When the need is evident, these advisors refer students to counselors in the Student Personnel Division.

Special counseling assistance concerning academic or professional progress hindered by problems of an educational, vocational, or personal nature is available through the counselors. A confidential relationship with a professional counselor is available for assistance in selecting a major field of study, in planning for a future occupation, in handling problems of adjusting to college life, and in other personal-social matters. Individual testing services are provided by the counselors for students desiring them. The purpose of the testing is to supplement individual counseling. The counseling and testing services are available to all students.

All new students attend orientation sessions which include testing, group counseling, academic advisement, and general orientation to college life and the campus. Freshman students who enter for the fall quarter are required to choose one session of a summer orientation program to visit the campus for the general orientation sessions and for registration. For students entering any quarter other than fall quarter, orientation sessions are held during the first week of that quarter.

STUDENT FINANCIAL AID

Through an expanded program of state and federal aid, Abraham Baldwin Agricultural College can assist worthy, qualified students in obtaining a college education. The Director of Student Aid can offer to students with limited resources a financial aid packet, consisting of loans, grants, scholarships, and employment which will enable them to further their education beyond the high school level. Financial aid is awarded on the basis of financial need, scholastic achievement, and good character. The College uses the Parents' Confidential Statement, which is evaluated by the College Scholarship Service, to determine financial need. No action can be taken on an application for financial assistance until

the applicant has been accepted for admission to the college. The following financial aid is available to students enrolled at Abraham Baldwin Agricultural College.

SCHOLARSHIPS

Baldwin Booster Scholarships. Qualifications: (1) predicted academic success (2) financial need (3) athletic ability. Apply to Mr. Elvin Walker, Director, Baldwin Boosters Scholarship Program, ABAC Station, Tifton, Georgia.

Bank of Tifton Scholarship: \$264. Qualifications: (1) resident of Tift County (2) rank in upper 10 percent of class (3) financial need. Apply to Principal, Tift County High School, Tifton, Georgia.

Louis Beard Nursing Scholarship. \$1,000 awarded to a worthy nursing student in the Thomasville area. Apply to the Administrator of Archbold Memorial Hospital, Thomasville, Georgia.

Citizens Bank of Tifton Scholarship: \$264. Qualifications: (1) resident of Tift County (2) rank in upper 10 percent of class (3) financial need. Apply to the Principal, Tift County High School, Tifton, Georgia.

Citizens and Southern National Bank of Atlanta. Three scholarships yearly of \$264 each. Qualifications: (1) female (2) predicted academic success (3) financial need (4) Georgia resident. Students of Home Economics given preference. Apply to Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Josephine L. Cloudman Scholarship. Qualifications: (1) predicted academic success (2) financial need (3) only for women students. Apply to Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Colquitt County Rural Electric Company Scholarship. Qualification: (1) predicted academic success (2) financial need

(3) rural resident of Berrien, Brooks, Colquitt, Cook, Lowndes, Tift, or Worth County. Apply to Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

J. Wilson Comer Scholarship Fund. Qualification of high prediction of academic success. Apply to Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Conger Fund. Certain stocks have been given to the college which will be converted into scholarships at a later date for worthy students.

Jerome Cox Scholarship Fund. Awarded by Mrs. Cox in honor of her husband, who was a former Director of Admissions and Student Activities. Apply to the Director of Student Aid at Abraham Baldwin Agricultural College, Tifton, Georgia.

Farmers Bank of Tifton: \$264. Qualifications: (1) resident of Tift County (2) rank in upper 10 percent of class (3) financial need. Apply to Principal, Tift County High School, Tifton, Georgia.

Georgia Farm Implement Dealers Association. Two scholarships yearly at \$300. To further the education in the field of agricultural technology. Apply to Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Bruce Gressette Scholarship Fund. Apply to the Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Kiwanis Club of Tifton Scholarship: \$264. Qualifications: (1) full-time college student (2) scholastic ability (3) financial need (4) preference given to Tift County student but others considered. Apply to President, Kiwanis Club of Tifton, Tifton, Georgia.

Living Memorial Scholarship Fund. Established by the students of Abraham Baldwin Agricultural College in memory of Freddy Dean and other students who have lost their lives while

attending college. Apply to the Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Regents Scholarships. Qualifications: (1) a high prediction of academic success (2) financial need (3) Georgia resident (4) agreement to serve in Georgia after completion of education. Information and application forms may be secured from high school counselors or the Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

State Nursing Scholarship. Scholarships up to \$1,000 per year are available through the State Scholarship Commission. Apply to State Scholarship Commission, Suite 502, Hartford Bldg., 100 Edgewood Avenue, Northeast, Atlanta, Georgia 30303 or to the Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

State Teacher Scholarships. These scholarships provide financial assistance to complete programs of study in preparation for teaching. Available to Georgia residents of high scholastic and teaching aptitude. Apply to Scholarships, State Department of Education, State Office Building, Atlanta, Georgia, 30303, or to the Director of Financial Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Tifton American Legion Auxiliary: \$264. Qualifications: (1) child of Tift County veteran (2) financial need (3) scholastic ability. Apply to the American Legion Auxiliary, Tifton, Georgia.

Tifton Junior Woman's Club Scholarship: \$264. Qualifications: (1) female (2) Tift County resident (3) upper 10 percent of class (4) financial need. Apply to President, Tifton Junior Woman's Club, Tifton, Georgia.

Muryl Yow Memorial Scholarship Fund: \$75.00 Per Year. Awarded by the Baldwin Woman's Club. Qualifications: Financial need. Available to any Freshman or Sophomore at ABAC. Apply to Director of Student Aid.

Buddy Woodall Memorial Scholastic Fund. Established by family and friends in memory of Buddy Woodall. One scholarship in the amount of \$250 per year to be awarded to a graduate of the Blackshear, Patterson, or Jesup, Georgia high schools. Applications should be addressed to Mrs. Clarence C. Woodall, Jr., Blackshear, Georgia.

LOAN FUNDS

Loans are available to a limited number of students from the following sources.

Iva M. Chandler Loan Fund. Established in 1964. Applications should be made to the Comptroller, Abraham Baldwin Agricultural College, Tifton, Georgia.

Guaranteed Loans. The education of young people from middle or upper-income groups frequently places a financial burden on their families, particularly if there are a number of children who want to go to college. In many cases, the student cannot qualify for student employment or a student loan. Even when commercial credit sources are available, repayment generally runs concurrently with the years the student attends college. To help these young people and their families, a Guaranteed Loan Program is now in operation.

Under this program a student may borrow from a bank or other financial institution. A student at ABAC may borrow as much as \$1,000 a year.

A student from a family with an adjusted income of less than \$15,000 a year pays no interest while he is in an eligible college, university, or technical school. Repayment of principal and interest begins when the student has ceased his course of study. At that time the Federal Government pays approximately one-half the interest and the student the remainder. A student from a family with an adjusted income higher than \$15,000 a year pays the entire interest on the loan.

Evamae Howard Loan Fund. Established in 1965 by the Pilot Club of Tifton for second year students. To be administered by and at the discretion of the Comptroller of the College.

Harry F. Kulbersh Memorial Fund. This fund was established in 1949 by the American Legion Auxiliary of Tift County and is available to sons and daughters of those having served in the armed forces of our country. Apply to Comptroller Abraham Baldwin Agricultural College, Tifton, Georgia.

Jimmie McNeese Memorial Fund. In December, 1956, a loan fund in memory of J. C. McNeese was established by his friends. This fund is open to any deserving students upon recommendation of the faculty committee. Apply to Comptroller, Abraham Baldwin Agricultural College, Tifton, Georgia.

Susie T. Moore Loan Fund. Through the generosity of the late Mrs. Susie T. Moore, a substantial sum of money has been made available to worthy students seeking loans. Priority is given to young men and women of Tift County, but the fund is open to any deserving students recommended by the faculty committee. Apply to Comptroller, Abraham Baldwin Agricultural College, Tifton, Georgia.

National Defense Student Loan. The college participates in the loan program established under the National Defense Education Act of 1958. Interest is at the rate of 3 percent. No interest is charged on loan while student is a full-time student. Apply to Director of Financial Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

John G. Padrick Memorial Fund. Available to Tift County Students. Apply to the Comptroller, Abraham Baldwin Agricultural College, Tifton, Georgia.

The Pickett and Hatcher Educational Fund. The late Mr. Claud Hatcher created this fund for the purpose of aiding worthy students in securing courses in broad liberal college training, excluding students of law, medicine, and the ministry.

Applications may be secured from the Pickett and Hatcher Educational Fund, 1708 Wynnton Road, Columbus, Georgia. They must be filed two months in advance of the quarter needed.

Rotary Loan Fund. Upon recommendation of the college the Tifton Rotary Club will make small loans to students from its loan fund. Apply to President, Rotary Club of Tifton, Georgia.

Clovis Turk. Sale City FFA Loan Fund is available to worthy sophomore men from Mitchell County. Apply to Comptroller, Abraham Baldwin Agricultural College, Tifton, Georgia.

Ruth Fulwood Wright Loan Fund. Each year one girl may borrow \$125 from the loan fund established by Mrs. Ruth Fulwood Wright. Apply to Comptroller, Abraham Baldwin Agricultural College, Tifton, Georgia.

EDUCATIONAL OPPORTUNITY GRANTS

A program of direct awards: Since the fall of 1966, colleges and universities have been making Educational Opportunity Grants available to a limited number of undergraduate students with exceptional financial need who require these grants to attend college. To be eligible, the student must also show academic or creative promise.

Eligible students who are accepted for enrollment on a full-time basis or who are currently enrolled in good standing, may receive Educational Opportunity Grants for each year of their higher education, although the maximum duration of a grant is 4 years.

Grants will range from \$200 to \$1,000 a year, and can be no more than one-half of the total assistance given to the student.

The amount of financial assistance a student may receive depends upon his need taking into account his financial resources, those of his parents, and the cost of attending the college of his choice.

Apply to the Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

WORK OPPORTUNITIES

Students, particularly those from low-income families, who need a job in order to help pay for college expenses are potentially eligible for employment at Abraham Baldwin Agricultural College under federally-supported Work-Study Programs. Work may be for the institution or for an approved off-campus agency. To work under this program, a student must be enrolled in good standing, or must be accepted for enrollment as a full-time student at Abraham Baldwin College.

In addition, a few jobs are available to students under the regular program of work at the college. These work opportunities are provided by the college itself and are awarded on the basis of need, scholarship, and willingness to work.

Any student wishing to work while he is enrolled should fill out an application for work in the office of the Director of Student Aid.

STATE DEPARTMENT OF VOCATIONAL REHABILITATION

Students who have had a physical or an emotional handicap and have been treated successfully may receive financial assistance to attend college through their nearest vocational rehabilitation office.

STUDENT ACTIVITIES

The college provides various types of student activities which furnish training and leadership, afford opportunities for diversion and serve as a means for development of the student. Each student is encouraged to take part in one or more of these organizations.

STUDENT CABINET

The student cabinet is made up of the presidents of the campus clubs, dormitories, and other organizations. The cabinet meets each week to discuss and plan activities and other matters which concern the student body. This group tries to maintain and strengthen the bonds between students and faculty, recognizing that a characteristic of an educated person in his ability to co-operate and live in peace with his fellow man. The director of student activities is the faculty advisor for the cabinet.

STUDENT PUBLICATIONS

The TABAC is the college yearbook, compiled and edited by a student staff with faculty assistance.

Baldwin's newspaper is appropriately named "THE STALLION" since this is the college symbol.

INTRAMURAL ACTIVITIES

Through a program of intramural sports, the Health and Physical Education Department offers to every student the opportunity to engage in sports and recreative activities. Participation is entirely voluntary—students participate because they want to. The desire for fun, healthful exercise, social contact, and the zest of friendly competition in a wholesome, satisfying atmosphere furnishes the stimulation for the activities and tournaments offered. An attempt is made each quarter to offer team and individual sports. Activities offered in this program include touch football, softball, volleyball, ping-pong, badminton and basketball.

STUDENT ATHLETIC PROGRAMS

Intercollegiate athletics at Abraham Baldwin College are an integral part of the Health and Physical Education Department of the college. The college participates in four intercollegiate sports—basketball, baseball, tennis and golf. All full-time students are invited and strongly encouraged to try out for collegiate athletic teams.

The College is a member in good standing of the Georgia Junior College Conference and the National Junior College Conference. The "Golden Stallions" have compiled excellent records over the last several seasons against the best junior college competition available. All home athletic contests are open to all regularly enrolled students.

MEDICAL SERVICES

The health of the students is safeguarded by a required physical examination upon admission to college. Every precaution is taken to have a healthy student body, and the number who are sick during the year is negligible. The college employs a registered nurse and two licensed practical nurses and provides medical services to all students in cases of minor illness. The college assumes no responsibility for injuries received in voluntary or required activities. A new, fully air-conditioned infirmary, ten bed capacity, was completed during the summer of 1966.

Students may participate in a voluntary Health and Accident Program written by an individual company approved by the administration of the college.

CONCERT SERIES

In cooperation with the Tifton Civic Music Association, the college sponsors a number of concerts each year. With the presentation of student activity cards, Abraham Baldwin students are admitted to these concerts without charge.

FOOD SERVICE

The College furnishes well balanced meals three times a day to all boarding students and those students living off campus who desire to eat in the college dining hall. Menus are planned with the

student in mind. The following criteria are used in meal planning: content (nutrition), color, texture, student preference, cost.

STUDENT BANK

The College Business Office renders a student bank service to students attending Abraham Baldwin College. Money may be left on deposit in student bank and funds withdrawn in cash as needed. All checks must be cashed on campus as checks drawn on the student bank cannot be honored off campus. There is no service charge for this service.

CONDUCT INFORMATION AND REGULATIONS

An Abraham Baldwin College Student is expected to show a proper respect for order, morality, and the rights of others as is requisite of a good citizen. Conduct which is normally reprehensible or which is of a disorderly nature and unbecoming a lady or gentleman shall subject a student to disciplinary action.

Anyone registered as a student at Abraham Baldwin College is subject to the regulations as outlined in the student handbook in addition to City, State, and Federal Law. The college shall not intervene nor ask special dispensation for students who have violated any law. College regulations apply to both on and off-campus students.

VIOLATIONS

Students in violation of college regulations regarding conduct may be punished by warning, special sanction, suspension, or expulsion. It is a college policy that suspensions or expulsions will be shown on a student's permanent record. The gravity of the offense will determine the measure of punishment.

The procedure for suspension or expulsion is the same. A student who has broken a rule or regulation of Abraham Baldwin College may be referred to the Discipline Committee by the appropriate Dean of Men, Dean of Women, or Dean of Students. The student will be given written notice at least twenty-four hours in advance. He will be informed of the charges and his right of counsel. The Discipline Committee will conduct a hearing and make its recommendation concerning disciplinary action. Procedures for appeal shall be in accord with published Board of Regents' policy.

Any student who is charged with a violation of any state or federal law or who is indicted for such offense shall be subject to suspension pending the outcome of his trial.

Any student who is guilty of an infraction of college regulations or is financially indebted to the college will not be eligible for readmission without appropriate clearance. Ineligibility for readmission under these circumstances will become part of the student's record and may be shown on official transcripts.

ACADEMIC REGULATIONS CLASSIFICATION OF STUDENTS

Students are classified as freshmen or sophomores on the basis of quarter hours of work successfully completed, as follows:

1. Freshmen: A student who has fewer than 40 quarter hours credit, with an average grade of 2.0 or better, is classified as a freshman.
2. Sophomore: A student who has 40 or more quarter hours credit, with an average grade of 2.0 or better, is classified as a sophomore.

Students are further classified as full-time or part-time on the basis of quarter hours of credit for which enrolled, as follows:

1. Full-time Student: A student enrolled for 15 or more quarter hours of course work, exclusive of physical education activity courses, is considered a full-time student.
2. Part-time Student: A student enrolled for fewer than 15 quarter hours of course work, not including physical education activity courses, is considered a part-time student.

COURSE LOAD AND ATTENDANCE

The normal course load for a full-time student is 15 quarter hours per quarter, plus physical education. Ordinarily this course load will consist of three courses of five quarter hours each, which meet daily. Unless special permission has been granted, each student is expected to take a full-time load.

Students with an average grade of 3.0 or better may carry additional course work, upon written recommendation of the educational advisor and the divisional chairman. The upper limit for any quarter, however, is 21 quarter hours.

Part-time students are expected to limit enrollment to the number of courses commensurate with available time. Regularly employed local citizens are encouraged to take courses at the college.

Students are expected to attend all class meetings scheduled in the courses for which they are registered. Absence does not excuse the student from responsibility for class work or assignments missed. Excessive absence or lateness may lead to a recommendation by the instructor that the student be dropped from the class with a failing grade. Students are required to be present at the final examination in order to receive credit in a course.

CHANGE OF SCHEDULE

Students are discouraged from changing schedules after classes get underway. However, consideration is given to every request for a change in program and recommendations are made in accordance with the educational goal and the individual needs of the student.

If, after registration, a change in schedule becomes necessary, all changes should be made at the beginning of the quarter during the time period set aside for this purpose. The student must first confer with his educational advisor and secure drop or add cards from the advisor. Such changes in an original registration by additions or withdrawals necessitate the permission of the student's advisor and the divisional chairman.

A change in schedule is not officially recorded until the drop or add card has been completed and is on file. The student must attend all classes in which he originally enrolled until the requested change is officially authorized.

Courses dropped through prescribed routine are recorded with a grade of "WF" (withdrew failing) or "WP" (withdrew passing). The irresponsible abandonment of a course will result in the grade of "F" at the end of the course.

EXAMINATIONS REQUIRED

All students, including candidates for graduation, are required to take final examinations each quarter in their courses in accordance with the published final examination schedule.

Class instruction includes frequent examinations, tests, and evaluations throughout the quarter in order that the student can judge progress, the better to adjust his efforts.

CREDIT BY EXAMINATION

A regularly enrolled student may earn credit for any course offered by the College at the discretion of his educational advisor and the divisional chairman by successfully completing a comprehensive examination. Application for such examination must be made to the student's educational advisor. Credit earned by examination will be entered on the student's record, will be counted as credit for graduation, and is transferable to other institutions in the University System of Georgia.

PLACEMENT BY EXAMINATION

Freshman English courses required of students vary with their abilities as demonstrated by their high school averages, their SAT verbal scores, and their scores on the standardized reading test given during orientation. Students making sufficiently high scores on the reading test and the SAT verbal, as well as presenting excellent high school grades, may exempt English 101. English 99, which carries only institutional credit, is required of students entering during a summer quarter on probation.

All entering Freshmen are required to take a mathematics examination to determine their competence in the subject. Students scoring sufficiently high may exempt college algebra and trigonometry. This entitles the student to begin in the calculus series or in trigonometry if they exempt only college algebra. Students who score very poorly on the examination and who have poor SAT Math scores may be required to take Mathematics 99 before attempting college algebra.

GRADING SYSTEM

MID-TERM GRADES—Mid-term grades will be available to the student following mid-term exams each quarter. Such grades are not entered on the student's permanent record, but are to be

used by him and his advisor as an indication of his progress at that time. Consequently, mid-term grades are used primarily as counseling tools.

Mid-quarter deficiency reports are mailed to parents or guardians in instances where the student earned one or more grades of "D" or "F".

FINAL GRADES—Final grades are issued at the end of each quarter. This grade, which is entered on the student's permanent record, is an indication of the combined results of his class work, tests, special projects and final examinations.

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. The grade point average is computed by dividing all hours attempted into the total grade points received. The meaning of each grade and its value in grade points used at this college and throughout the University System of Georgia is as follows:

A	4.0
B	3.0
C	2.0
D	1.0
F (Below 60)	0.0
WF (Withdrew failing)	0.0
WP (Withdrew passing)	Not computed
I Incomplete	Not computed

An "I" signifies incomplete work. It indicates that the student has for some reason not completed some specific part or amount of work required by the course. This mark shall be given only when work already done has been of a quality acceptable to the instructor. No credit is allowed on the course so long as the mark remains "I". Failure to remove an incomplete grade during the following quarter (excluding summer quarter) will result in a grade of "F". It is the student's responsibility to verify that the Registrar's Office has been notified of the removal.

Reports of grades are mailed to parents or guardians at the end of each quarter.

The grade point average is used to determine a student's cumulative academic standing. Any student who fails to maintain the following grade point cumulative average is placed on probation at the end of the quarter in which his average falls below the minimum required.

Number of quarters previously attended	Cumulative grade point average
1	1.00
2	1.33
3	1.45
4	1.55
5	1.65
6	1.75
7	1.85
8	2.00

The grade point averages referred to are exclusive of activity courses in physical education and other non-academic courses. (The procedure for computing grade point averages is explained in the student handbook.)

A student on academic probation is not eligible for registration at Abraham Baldwin College the succeeding quarter if, during the quarter he is on probation, he fails to bring his cumulative grade point average to the minimum level required. The normal period of exclusion is one quarter.

If a student earns a grade point average of 2.0 or more for the fifteen-hour class load for which he initially registered during a quarter while on probation, but fails to achieve a satisfactory cumulative grade point average by the end of that quarter, he will be allowed to register for one more quarter on academic probation. During this quarter the student must bring his cumulative grade point average to the minimum level required.

During the quarter of exclusion a student is not usually allowed to earn credits at another institution. If credit is allowed, it must be from an institution accredited by the Southern Accrediting Association.

A student excluded the first time for academic reasons may apply through the Office of the Registrar for re-admission after an absence of one quarter. If re-admission is approved, the student is admitted on probation and is subject to the regulations governing probation.

A student excluded a second time for academic reasons may not apply for re-admission to Abraham Baldwin College during a period of four consecutive quarters following his exclusion.

CHANGE OF GRADE

Final grades submitted by instructors may not be changed except when special circumstances merit it. A request for a grade change is submitted by the instructor on a grade change form. The grade change must be approved by the chairman of the instructor's division, and accepted by the Registrar, who may request that the change proposal be reviewed and approved by other authority in the College.

REPEATED COURSES

Any course in which a student enrolls more than once is considered a repeated course. A student may, to improve his background in a subject matter area, repeat courses in which he has previously been enrolled. Both the original grade and the repeated course grade are entered upon the student's permanent record and the grade points accruing from each are added to the accumulative total. Credit hours for graduation, however, may be counted only once, with the most recent grade being used.

TRANSCRIPT OF STUDENT RECORD

A permanent record of all academic work taken by students, including grades and credit, is kept in the Office of the Registrar in a fire resistant vault.

Copies of student academic records will be released solely to parents, guardians, governmental agencies, or the last academic

institution attended, except by written authorization from the student himself. The written request should be filed ten days in advance. One transcript will be provided free, but additional ones will be issued upon payment of \$1.00 each.

APPEAL FROM ACADEMIC EXCLUSION

When a student has been excluded by reason of continued low grades, he may appeal for re-admission and be heard by a special committee.

Appeals for a hearing must be filed in writing with the Chairman of the Appeals Committee immediately following close of the quarter and the student must state in the appeal a proposed program of action convincing to the committee that his condition will meet academic requirements the following quarter.

The committee may decide to allow a student to continue in college where a plan of action has been proposed in writing by the student and where the student personally appeared before the committee and manifested strength and maturity sufficiently convincing to warrant such action. The committee may decline re-admission if a more suitable approach to the future seems prudent.

WITHDRAWAL FROM COLLEGE

Any student voluntarily withdrawing from the college must consult one of the counselors so that an official withdrawal can be made.

If a student does NOT officially withdraw he will receive an "F" in each course in which he is enrolled.

ENGLISH-READING

The College expects that all students shall read with reasonable speed and understanding and that they shall write with

clarity and reasonable precision. Such skills, it is realized, come with a disciplined knowledge of words, usage, and grammar. In courses, laboratory exercises, and conferences, considerable emphasis is placed on writing and reading with understanding.

Those students whose writing is not satisfactory and whose reading skill falls short of that required for satisfactory performance in college courses will be required to take further work in written English and/or in Development Reading beyond the number of college credits normally required for graduation.

The College operates a counseling program and a Diagnostic Reading Clinic where the student may receive assistance in measuring his achievement.

COLLEGE WIDE HONORS PROGRAM

The College operates an Honors Program to meet the needs of students of superior ability. The Honors Program seeks to develop in such students initiative and the ability to do productive independent work. While acceleration is not a major objective of the program, it is expected that many Honors candidates will be able to take an increased academic workload.

Freshmen and sophomores who have achieved distinguished academic records and who have revealed qualities of intellectual curiosity and independence of judgment may be invited to participate in the program.

Courses specifically designed as honors courses have been provided and a limited number of students, both freshmen and sophomores may enroll. A student must have attained a grade of B or better on all college courses in order to be eligible to take honors courses.

Ordinarily honors courses consist of the completion under a professor's direction of certain related readings or laboratory work without the traditional class attendance requirement. Upon completion of prescribed work and the successful passing of an examination, credit is acquired.

Each of the six academic divisions of the college is authorized and directed to develop one or more Honors courses.

DEAN'S HONOR LIST

Excellence in scholastic achievement is recognized each quarter by the publication of a Dean's Honor List naming those students who complete all academic work for which they are registered during the quarter with a minimum grade point average of 3.5, and who carry at least 15 hours of academic work. Students who have received Incompletes, Failures, or who have repeated courses for the quarter are not eligible for the Dean's list.

The Dean's Honor List is posted on the college bulletin board at the close of each quarter and a copy of it is provided the hometown newspapers of each student whose name appears thereon.

HONORS DAY

The second Tuesday in May is designated as Honors Day. A special Honors Day program is arranged for 11:00 a.m. where the top ten freshmen and the top ten sophomores in academic excellence receive recognition. An award is presented to each during the ceremony. An outstanding statesman, scientist, businessman, educator, or civic leader is speaker for the day.

The top ten freshmen are selected from students who averaged 15 quarter hours of academic disciplines for two or more quarters. The top ten sophomores are selected from students who averaged 15 quarter hours of academic disciplines for five or more quarters.

Credit earned by examination, without having taken a course, will not be included in the requirement.

Recognition will be given during the ceremony to students who have been on the Dean's List during the current year.

REQUIREMENTS FOR GRADUATION

Associate degrees in Arts or in Science are awarded in a graduation ceremony at the end of the Spring Quarter to those students meeting requirements.

Candidates must have completed course requirements outlined in this catalog, have a graduation average of 2.0 or better and have completed a minimum of 90 quarter hours of academic work in addition to required physical education courses. The specific number of quarter hours differs from one curriculum to another.

At least 40 quarter hours of credit must have been earned at Abraham Baldwin Agricultural College, 30 of which must have been earned in residence after classification as a sophomore.

Georgia state law requires that each candidate for a degree has passed a written examination in Georgia and American history and the Georgia and United States Constitution. In lieu of taking the examination the student can elect to substitute college credit in history and political science. The history examination is scheduled during fall and winter quarters and the Constitution examination during the winter quarter.

The requirements in physical education must be met for graduation. Degree candidates must have completed six quarters of physical education. One year graduates in secretarial science or other areas must have completed three quarters of physical education. Veterans and students having handicaps may be excused from this requirement, upon presentation of statements from relevant sources.

Each student must meet all financial obligations to the college before graduation.

Permission to be absent from graduation may be granted in unusual situations by joint action of the Registrar, the Academic Dean, and the President.

Formal application for graduation must be filed with the Registrar during the first 15 days of the final quarter at which time the \$7.50 graduation fee should be paid.

STATUS OF GRADUATES

The Associate in Arts or the Associate in Science Degree is awarded to students who fulfill a two-year organized program of college work either in a career program or in a parallel or transfer program. The degree, however, does not in itself entitle a student to transfer to advanced standing in a four year college or university. Each institution prescribes its own admission requirements. Students who wish to transfer to a higher institution must satisfy the course, unit, and grade requirements of the college to which they transfer.

PROGRAMS OF STUDY

The College has six academic divisions in which the total academic instructional program is conducted. The division faculty work under the guidance of a chairman who is responsible to the Academic Dean. The faculty and chairman are responsible for initiating new programs and changing existing programs.

College parallel programs and career programs of study are available to the student. The college parallel studies are designed to prepare the student to enter a senior institution as a junior. The career (technology) programs are designed to prepare a student for immediate employment in his chosen profession. Some courses prescribed are common to both the career and parallel programs; therefore if a student decides to change from a career to a parallel program, or vice versa, all credits earned under the other program are not lost.

COLLEGE PARALLEL PROGRAMS

The College offers two associate degrees in the college parallel program: the Associate in Science and the Associate in Arts. Under one of these two degrees comes the area of concentration (major) which the student chooses. An Associate in Science Degree is offered in all Divisions except Humanities. The college parallel curricula which leads to this degree prepares the student to transfer and continue a program leading to the Bachelor of Science Degree in elected major. The Associate in Arts Degree offered in the Humanities and Social Science Divisions prepares the student who seeks to earn the Bachelor of Arts Degree in elected major.

Regardless of the major chosen, all students in the parallel program must complete the requirements of the college-wide core curriculum.

THE CORE CURRICULUM: COLLEGE WIDE

Students who graduate under the Core Curriculum must be accepted, without loss of credit, at four-year colleges/universities of the University System of Georgia. They normally will also be accepted by all other fully accredited colleges and universities of the nation. The following four areas constitute the College's core curriculum.

Area I: The Humanities

A minimum of 20 quarter hours is required in the Humanities, including, but not limited to grammar and composition and literature. The following courses fulfill the requirement:

ENG 101—Composition and Rhetoric	5 hours
ENG 102—Composition and Literature	5 hours
And, any two courses from the following:	
ENG 221—Western World Literature (5 hours)	
ENG 222—Western World Literature (5 hours)	
SPC 108—Fundamentals of Speech (5 hours)	10 hours
TOTAL	20 hours

Area II: Mathematics and the Natural Sciences

A minimum of 20 quarter hours is required in mathematics and the natural sciences, including, but not limited to, mathematics and a ten-hour sequence of laboratory courses in the biological or physical sciences. Behavioral sciences which have a laboratory period or periods as integral components and are so described in this catalogue are considered as satisfying requirements in this area.

The use of a behavioral science course here, however, does not alter the requirement of a ten-hour sequence of laboratory courses in the biological or physical sciences or the requirement that mathematics be a required subject for all students. The following courses fulfill the requirement:

MAT 100—College Algebra, or	
MAT 130—Basic Ideas of Mathematics	5 hours
Laboratory Science: Biology, Chemistry, Physics, or Physical Science	10 hours
Laboratory Science or Mathematics (excluding MAT 99 and 150) or Behavioral Laboratory Science	5 hours
TOTAL	20 hours

Area III: The Social Sciences

A minimum of 20 quarter hours is required in the Social Sciences, including, but not limited to, history and American Government. The following courses fulfill the requirement:

*HIS 211-212—Western Civilization, or	
HIS 251-252—American History	10 hours
POL 201 American Government	5 hours
PSY 101 Introduction to Psychology or	
SOC 105 Introduction to Sociology or	
SOC 260 Social Problems, or	
SOC 293 Family Relations	5 hours
TOTAL	20 hours

*History 251-252 meet the legislative requirement for American History and Georgia History. This legislative requirement may also be met by passing an exemption examination but this does not exempt the core curriculum requirements. Students desiring to include History 211-212 in their core curriculum may satisfy the legislative requirement by examination.

Area IV: Academic Major Areas

A minimum of 30 quarter hours is required in the major field of the student. The course requirements for each major are listed on the following pages under the Division responsible for the major. The student is required to follow his elected major subject area in order to graduate and be assured that his courses will transfer without loss of credit.

*Physical education activity course requirements are to be over and above the 90 hours required in the Core Curriculum. Courses taken in fulfillment of Areas I, II, and III may not be used again in Area IV of the Core Curriculum.

THE DIVISION OF AGRICULTURE, HOME ECONOMICS AND FORESTRY

McCain, Chambliss, Davis, Dillard, Gibbons, Guill, Johnson, Jones, Lindskog, Redeker, Sibbet, Spearman, Yow.

ASSOCIATE IN SCIENCE DEGREE

Agriculture:

The curriculum for the freshman and sophomore years has been designed to provide core courses in introductory agricultural sciences, basic sciences and general education. Upon transfer to senior colleges of agriculture in Georgia, no loss of time or credit should occur. Students will have foundation courses which will permit selection of courses in one of the following areas: (1) Agricultural Economics, (2) Agricultural Extension, (3) Agronomy, (4) Animal Science, (5) Botany, (6) Agricultural Chemistry, (7) Dairying, (8) Entomology, (9) Food Science, (10) Animal and Plant Genetics, (11) Plant Science, (12) Soil Science, (13) Horticulture, (14) Poultry Science, (15) Agricultural Education, (16) Microbiology, (17) Agricultural Journalism and related majors.

Thirty hours are required from the following list of courses:

AEC 210 Agricultural Economics	5 hours
AGY 201 Crop Production	3 hours
AHY 101 Introduction to Animal Husbandry	3 hours
AGY 210 Soil Management	5 hours
AEN 109 Engineering Graphics	5 hours
AEN 220 Drainage, Irrigation and Erosion Control	3 hours
AEN 260 Farm Power and Equipment	3 hours
AEN 280 Farm Electrification	3 hours
AEN 211 Surveying	3 hours
DHU 203 Elements of Dairying	3 hours
FOR 294 Farm Forestry	5 hours
PHU 160 Poultry Production	5 hours

One or more of the following groups with remaining necessary hours from above listing:

BIO 226 Vertebrate Zoology	5 hours
BIO 222 General Botany	5 hours
BIO 101-102 Principles of Biology	10 hours
CHM 121-122 Inorganic Chemistry	10 hours
CHM 223 Qualitative Inorganic Analysis	5 hours
CHM 261 Organic Chemistry	5 hours
CHM 280 Quantitative Analysis	5 hours
ECN 105 Principles of Economics	5 hours
ECN 106 Principles of Economics	5 hours
HOR 201 General Horticulture	3 hours
MAT 101 Trigonometry	5 hours
MAT 253 Analytic Geometry and Calculus I	5 hours
MAT 254 Calculus II	5 hours
MAT 255 Calculus III	5 hours
PCS 227 Mechanics	5 hours
PCS 228 Heat, Sound and Light	5 hours
PCS 229 Electricity, Magnetism and Modern Physics	5 hours
STA 200 Statistics	5 hours

Agricultural Engineering:

Agricultural Engineering is that branch of engineering which is concerned with problems of agriculture that are engineering in nature. Agriculture of today and the future has and will have its emphasis on diversity, automation, efficiency, quality and abundant production.

The expansion in the field of agricultural engineering has created an increasing need for individuals trained as professionals in basic science, agricultural and engineering subjects. These professionals will be engaged in industry with machinery companies, feed manufacturers, electric power suppliers, building material suppliers, government service with the Soil Conservation Service, Agricultural Research Service, Agricultural Marketing Service, activities of the United States Department of Agriculture, teaching, research, or expansion at colleges and universities, and are self employed as consultants contractors, or sales engineers.

Thirty hours are required from the following list of courses:

AEN 109 Engineering Graphics	5 hours
AEN 211 Surveying	3 hours
AGY 201 Crop Production	3 hours
AGY 210 Soil Management	5 hours

One or more of the following groups with remaining necessary hours from above listing.

BIO 101-102 Principles of Biology	10 hours
CHM 121-122 Inorganic Chemistry	10 hours
MAT 101 Trigonometry	5 hours
MAT 253 Analytic Geometry and Calculus I	5 hours
MAT 254 Calculus II	5 hours
MAT 255 Calculus III	5 hours
MAT 256 Calculus IV	5 hours
PCS 227 Mechanics	5 hours
PCS 228 Heat, Sound and Light	5 hours
PCS 229 Electricity, Magnetism and Modern Physics	5 hours

Home Economics:

The purpose of the Department of Home Economics is to equip students for a more effective home life in a democratic society subject to every changing technological demand. The principles and the skills involved in the home economics program are applicable whether the student continues her formal education in transfer to a senior college or university, or whether

she begins her career immediately after receiving the two-year Associate Degree. The Associate Degree in Home Economics is granted upon the completion of 90 academic hours earned under the core curriculum and six quarters of physical education.

Thirty hours are required from the following list of courses:

Behavioral Sciences: (5-10 hours)	
ECN 105 Principles of Economics	5 hours
SOC 293 Family Relations	5 hours
PSY 221 Human Growth and Development	5 hours
Physical Sciences: (5-15 hours)	
PSC 101 Survey of Physics	5 hours
CHM 121-122 Inorganic Chemistry	10 hours
CHM 261 Organic Chemistry	5 hours
Home Economics: (15 hours)	
HEC 115 Foods	5 hours
HEC 120 Clothing	5 hours
HEC 275 Home Furnishings	5 hours

Forestry and/or Wildlife Management:

The curriculum of the Forestry Department is planned to provide college education in both general and professional subjects for those who plan to enter some phase of forest land management, forest recreation and preparation for game or wildlife biologist. Upon completion of the following two-year program, and later graduation from a senior institution, efficiency in production, protection, and utilization of timber crops and other goods and services from the forest may be realized.

The curriculum prepares students to transfer to the University of Georgia as juniors. If the student plans to transfer to a senior college other than the University of Georgia, he should advise his faculty advisor of such intentions.

Thirty hours are required from the following list of courses:

AGY 210 Soil Management	5 hours
AEN 211 Surveying	3 hours

BIO 226 Vertebrate Zoology	5 hours
CHM 121-122 Inorganic Chemistry	10 hours
FOR 191 Orientation	3 hours
FOR 201 Dendrology	3 hours
FOR 202 Dendrology	3 hours
FOR 203 Forest Ecology	3 hours
GLY 125 Land Forms	5 hours
PCS 227 Mechanics	5 hours
STA 200 Statistics	5 hours

THE DIVISION OF BUSINESS ADMINISTRATION

LeMar, Burgess, Claxton, Evans, Lanier, Muth, Roberts,
Sherman, Simpson, Vitange, Zabala.

ASSOCIATE IN SCIENCE DEGREE

The major part of the program for the freshman and sophomore years consists of courses that provide a sound foundation in the humanities, natural and behavioral sciences and mathematics before studies in the professional areas are undertaken. If the student plans to transfer outside the University System or should he be anticipating a most specialized program, he should contact the appropriate school or guidance officers to see if there are variations required in the program he has in mind.

The curriculum listed below leads to a major in (1) Accounting, (2) Administrative Management, (3) Advertising, (4) Banking, (5) Economics, (6) Financial Administration, (7) Industrial Management, (8) Industrial Trade, (9) Institutional Management, (10) Marketing, (11) Office Management, (12) Personnel Management, (13) Pre-Legal Education, (14) Secretarial Administration, (15) Traffic Management.

Business Administration:

Thirty hours are required from the following list of courses:

BBA 110-111 Principles of Accounting	10 hrs.
ECN 105-106 Principles of Economics	10 hrs.

Select 10 hours from the following:

BBA 100 Introduction to Business	5 hrs.
BBA 108 Business Communications	5 hrs.
ADP 100 Introduction to Data Processing	5 hrs.
ECN 133 Economic Development of the U. S.	5 hrs.

Distributive Education:

This program is designed for the student who plans to transfer to the University of Georgia for the bachelors degree in Distributive Education and who plans a career in teaching Distributive Education in the high school, area vocational-technical school, and adult students. A student enrolled in this program should possess an interest in personnel management, marketing, and merchandising.

Thirty hours are required from the courses listed below:

ECN 105-106 Principles of Economics	10 hrs.
SPC 108 Speech	5 hrs.
EDU 204 Introduction to Education	5 hrs.
DED 150 Principles of Distribution	5 hrs.
One course from the following:	5 hrs.
DED 171 Salesmanship	
DED 172 Sales Promotion	
DED 201 Principles of Marketing	
DED 202 Business Organization and Operation	
DED 290 Personnel Management	

THE DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

Busbee, Hill, Vickers, Moody, Brackin, Chambers, Studdard.

ASSOCIATE IN SCIENCE DEGREE

The curriculum for the freshman and sophomore years has been designed to provide core courses in the areas of humanities, mathematics, natural and behavioral sciences, and introductory

courses in the area of Recreation and Physical Education. If the student plans to transfer outside the University System or should he be anticipating a more specialized program, he should contact the appropriate school or guidance officers to see if there are variations required in the program he has in mind.

Physical Education:

The courses required for a major in Physical Education are listed below:

BIO 211-212 Anatomy and Physiology	10 hrs.
EDU 204 Introduction to Education	5 hrs.
HPE 238 Officiating Major Sports	3 hrs.
HPE 250 Introduction to Health, Physical Education, and Recreation	5 hrs.
HPE 255 General Safety Education and First Aid	5 hrs.
REC 132 Recreation Leadership	3 hrs.

Recreation:

Thirty hours must be selected from the courses listed below:

POL 201 American Government	5 hrs.
ART 130 Art Structure	5 hrs.
REC 231 Camping and Outdoor Recreation	3 hrs.
SOC 260 Contemporary Social Problems	5 hrs.
HPE 255 General Safety Education and First Aid	5 hrs.
REC 127 Introduction to Recreation	2 hrs.
HPE 250 Introduction to Health, Physical Education and Recreation	5 hrs.
REC 132 Recreation Leadership	3 hrs.
REC 232 Social Recreation	3 hrs.

THE DIVISION OF THE HUMANITIES

Akin, Baxter, Burton, Campbell, Carr, Edwards, Elder,
Gill, Hutchinson, Jones, Keesee, Ray, Strickland,
Stuart, V. Wheeler, Whitehead, Wills.

ASSOCIATE IN ARTS DEGREE

The Division of the Humanities offers curricula leading to the Associate in Arts Degree. The degree parallel curricula in art, music, and speech-drama, as well as the general core curriculum in the humanities, are particularly suited to students who plan to study for the Bachelor of Arts Degree.

The two-year programs in art, music, and speech-drama, as well as any program with a heavy concentration of liberal arts courses provided in the Division of the Humanities, are planned to provide the required general education courses as well as the necessary professional courses to graduate from the junior college. Students planning to transfer to any senior institution which is not a member of the University System of Georgia should consult carefully with their advisors and with the Divisional chairman.

Thirty hours are required from the courses listed under the elected major:

Arts:

FRN 103 and 104 Intermediate French	10 hrs.
ART 120 Art Structure	5 hrs.
ART 130 Art Structure	5 hrs.
ART 213 Art Appreciation	5 hrs.
ART 216 Drawing	3 hrs.
ART 217 Drawing	3 hrs.

Journalism:

FRN 103 and 104 Intermediate French	10 hrs.
JRN 101 Introduction to Journalism	5 hrs.
JRN 102 Applied Journalism	5 hrs.
JRN 130 History of Journalism	5 hrs.
One course from the following	5 hrs.

ART 213 Art Appreciation
DRA 222 Theatre History
ENG 224 Creative Writing
MUS 101 Music Appreciation
PHY 104 Introduction to Philosophy

Literature:

FRN 103 and 104 Intermediate French	10 hrs.
ENG 224 Creative Writing	5 hrs.
ENG 203 English Literature to 1800	5 hrs.
ENG 204 English Literature after 1800	5 hrs.
One course from the following:	5 hrs.
ART 213 Art Appreciation	
JRN 130 History of Journalism	
MUS 101 Music Appreciation	
PHY 104 Introduction to Philosophy	

Music:

ART 213 Art Appreciation	5 hrs.
MUS 110 Fundamentals of Music	3 hrs.
MUS 122 Introduction to Music Literature	2 hrs.
MUS 123 History of Music	5 hrs.
MUS 134, 135, 136 Harmony, Sight-singing, and Dictation .	9 hrs.
MUS 182 Applied Music and/or	
MUS 188 Glee Club	6-12 hrs.

Speech-Drama:

FRN 103 and 104 Intermediate French	10 hrs.
Three courses from the following	15 hrs.
DRA 103 Stagecraft	
DRA 203 Advanced Acting	
DRA 222 Theatre History	
SPC 209 Phonetics	
SPC 250 Public Speaking	
One course from the following	5 hrs.
ART 213 Art Appreciation	
ENG 203 English Literature to 1800	
ENG 204 English Literature after 1800	
ENG 224 Creative Writing	
JRN 130 History of Journalism	
MUS 101 Music Appreciation	
PHY 104 Introduction to Philosophy	

THE DIVISION OF SCIENCE AND MATHEMATICS

Beck, Benton, Day, Fletcher, Garrett, Golden, Griner,
 LeClaire, Massey, Meyer, Mixon, Mullins, Nicholson,
 Pittman, Powell, Rowe, Sangster, Sekul, Smith,
 Tackett, Thomas, Webb, Wheeler, Widstrom.

ASSOCIATE IN SCIENCE

Students completing the college wide core curriculum with thirty hours from one of the major areas listed below will be granted an Associate in Science degree. They are then prepared to transfer to a senior institution as a junior. Should the student desire to transfer to an institution outside of the University System of Georgia, he should consult carefully with his advisor and Divisional Chairman in planning his program of study.

Biology:

BIO 101 Principles of Biology	5 hrs.
BIO 102 Principles of Biology	5 hrs.
BIO 222 General Botany	5 hrs.
BIO 226 Vertebrate Zoology	5 hrs.
PCS 227 Mechanics	5 hrs.
PCS 228 Heat, Sound and Light	5 hrs.

Chemistry:

CHM 223 Qualitative Inorganic Analysis	5 hrs.
CHM 280 Qualitative Analysis	5 hrs.
MAT 253 Analytic Geometry and Calculus I	5 hrs.
MAY 254 Calculus II	5 hrs.
PCS 227 Mechanics	5 hrs.
FRN 103 French	5 hrs.

Mathematics:

MAT 253 Analytic Geometry and Calculus I	5 hrs.
MAT 254 Calculus II	5 hrs.
MAT 255 Calculus III	5 hrs.
MAT 256 Calculus IV	5 hrs.
FRN 103 French	5 hrs.
FRN 104 French	5 hrs.

Medicine Or Nursing Or Dentistry:

BIO 101 Principles of Biology	5 hrs.
BIO 102 Principles of Biology	5 hrs.
BIO 226 Vertebrate Zoology	5 hrs.
CHM 223 Qualitative Inorganic Analysis	5 hrs.
PCS 227 Mechanics	5 hrs.
PCS 228 Heat, Sound and Light	5 hrs.

Pharmacy:

ECN 105 Principles of Economics	5 hrs.
CHM 223 Qualitative Inorganic Analysis	5 hrs.
PCS 227 Mechanics	5 hrs.
PCS 228 Heat, Sound and Light	5 hrs.
BIO 101 Principles of Biology	5 hrs.
BIO 102 Principles of Biology	5 hrs.

Veterinary Medicine:

BIO 101 Principles of Biology	5 hrs.
BIO 102 Principles of Biology	5 hrs.
BIO 226 Vertebrate Zoology	5 hrs.
PCS 227 Mechanics	5 hrs.
PCS 228 Heat, Sound and Light	5 hrs.
BIO 227 Life of Vertebrates	5 hrs.

or

CHM 223 Quantitative Inorganic Analysis	5 hrs.
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Physics:

PCS 227 Mechanics	5 hrs.
PCS 228 Heat, Sound and Light	5 hrs.
MAT 253 Analytic Geometry and Calculus I	5 hrs.
MAT 254 Calculus II	5 hrs.
MAT 255 Calculus III	5 hrs.
MAT 256 Calculus IV	5 hrs.

THE DIVISION OF SOCIAL SCIENCE

Bridges, Bush, Cox, Dalton, Gravitt, Hammons,
Johnson, Miller, Potter, Saunders, Standard, Swords

ASSOCIATE IN SCIENCE DEGREE

Elementary Education and/or Secondary Education:

The Elementary Education Program is designed for the student who intends to transfer to a senior college or university for the bachelors degree in elementary education.

The Secondary Education Program is designed for the student who intends to transfer to a senior college or university for the bachelors degree in secondary education fields. The student who plans to major in business education, social studies education, or other secondary teaching areas may plan his study for the first two years that will lead to the Associate Degree. Careful planning of the electives should be made to meet the requirements of the senior college to which the student plans to transfer, and the area of specialty in which the student plans to teach.

Thirty hours chosen from the list of courses under the major area will meet the requirements in Area IV for graduation.

Elementary, Junior High and Special Education:

EDU 204 Introduction to Education	5 hrs.
MUS 101 Music Appreciation or	
ART 213 Art Appreciation	5 hrs.
SOC 105 Introduction to Sociology or	
PSY 101 Introduction to Psychology	5 hrs.
Also fifteen additional hours from the following:	
HIS 251-252 American History I and II (5 hours each)	
HIS 211-212 Western Civilization I and II (5 hours each)	
MUS 101 Music Appreciation (5 hours)	
ART 213 Art Appreciation (5 hours)	
SOC 105 Introduction to Sociology (5 hours)	
PSY 101 Introduction to Psychology (5 hours)	
SOC 260 Contemporary Social Problems (5 hours)	
SOC 293 Family Relations (5 hours)	
ECN 105 Principles of Economics (5 hours)	
ECN 106 Principles of Economics (5 hours)	
ECN 133 Economic Development of the United States (5 hours)	
SPC 108 Fundamentals of Speech (5 hours)	

POL 111, 112, 113 Current Affairs (one hour each)
 POL 211, 212, 213 Current Affairs (one hour each) 15 hours

Secondary Education:

EDU 204 Introduction to Education 5 hrs.
 MUS 101 Music Appreciation or
 ART 213 Art Appreciation 5 hrs.
 SOC 105 Introduction to Sociology or
 PSY 101 Introduction to Psychology 5 hrs.

Also electives from one area of concentration as listed below
 15 hours.

ENGLISH: ENG 222, SPC 108, MUS 101, ART 213, DRA 102,
 JRN 101, PHY 104.

SPEECH: SPC 108, SPC 209, SPC 250, MUS 101, DRA 102, DRA
 103, DRA 203, DRA 222, ENG 222.

FOREIGN LANGUAGE: ENG 222, SPC 108, FRN 101, 102,
 103, 104.

SOCIAL SCIENCE: HIS 251-252, HIS 211-212, ECN 105-106,
 ECN 133, SOC 105, SOC 260, SOC 293, PSY 101, PSY 221, POL
 111, 112, 113, 211, 213.

HISTORY: (Same as Social Science)

MUSIC: MUS 101, MUS 110, MUS 122-123, MUS 134-135-136,
 MUS 181-182, Foreign Language (10 hours) ENG 222, SPC 108.

ART: ART 120, ART 130, ART 211, ART 213, ART
 216-217-218, Foreign Language (10 hours) ENG 222, SPC 108.

MATH: MAT 100, MAT 101, MAT 253-254-255-256, MAT 235,
 PSC 101, PSC 227-228-229.

SCIENCE: CHM 121-122, PCS 227-228, BIO 101-102, BIO 222,
 BIO 226.

BIOLOGY: CHM 121-122, BIO 101-102, BIO 222, BIO 226.

CHEMISTRY: BIO 101-102, CHM 121-122, CHM 223, CHM 261,
 CHM 280.

PHYSICS: CHM 121-122, MAT 100, MAT 101, MAT 253, PSC
 101, PCS 227-228-229.

BUS. EDU: BBA 108, BBA 110, BBA 111, ECN 105-106.

Sociology: Option in Law Enforcement

LEN 101 Intro. to Criminology 5 hrs.
 LEN 102 Prin. of Police Organization and Administration .. 5 hrs.
 LEN 103 Police Operations 5 hrs.
 LEN 201 Police Problems and Practices 5 hrs.
 LEN 202 Criminal Law 5 hrs.
 LEN 203 Police Role in Criminal and Delinquent Behavior . 5 hrs.

Sociology: Option in Social Works

PSY 101 Introduction to Psychology 5 hrs.
 SOC 115 Introduction to Social Welfare Institutions 5 hrs.
 SOC 260 Social Problems (Emphasis on Deprivation) 5 hrs.
 PSY 201 Social and Personal Disorganization 5 hrs.
 SOC 263 Social Methods 5 hrs.
 SOC 293 Family Problems 5 hrs.

ASSOCIATE IN ARTS DEGREE

Students desiring to pursue a curriculum leading to a
 Bachelor of Arts degree with a major in the following areas may
 do so by selecting thirty hours from the courses listed under the
 elected major.

History:

Foreign Language (103 and 104) 10 hrs.
 Courses from the following list 20 hrs.
 HIS 211 Western Civilization I (5 hrs.)
 HIS 212 Western Civilization II (5 hours)
 HIS 251 American History I (5 hours)
 HIS 252 American History II (5 hours)
 PSY 101 Introduction to Psychology (5 hours)
 SOC 105 Introduction to Sociology (5 hours)
 ECN 105 Principles of Economics (5 hours)
 ECN 106 Principles of Economics (5 hours)
 ECN 133 Economic Development of the United States (5 hours)
 PSY 221 Human Growth and Development (5 hours)
 POL 111, 112, 113, (one hour each)
 POL 211, 212, 213, (one hour each)

Political Science:

Foreign Language (103 and 104)	10 hrs.
Courses from the following list	20 hrs.
HIS 211 Western Civilization I (5 hours)	
HIS 212 Western Civilization II (5 hours)	
HIS 251 American History I (5 hours)	
HIS 252 American History II (5 hours)	
PSY 101 Introduction to Psychology (5 hours)	
SOC 105 Introduction to Sociology (5 hours)	
SOC 260 Contemporary Social Problems (5 hours)	
ECN 105 Principles of Economics (5 hours)	
ECN 106 Principles of Economics (5 hours)	
ECN 133 Economic Development of United States (5 hours)	
PSY 221 Human Growth and Development (5 hours)	
POL 111, 112, 113 Current Affairs (one hour each)	
POL 211, 212, 213 Current Affairs (one hour each)	

Psychology:

Foreign Language (103 and 104)	10 hrs.
Four courses from the following	20 hrs.
SOC 105 Introduction to Sociology	
SOC 260 Contemporary Social Problems	
SOC 293 Family Relations	
ECN 105 Principles of Economics	
ECN 106 Principles of Economics	
HIS 211 Western Civilization I	
HIS 212 Western Civilization II	
HIS 251 American History I	
HIS 252 American History II	
STA 200 Statistics	
PSY 221 Human Growth and Development	
PSY 201 Social and Personal Disorganization	

Sociology:

Foreign Language (103 and 104)	10 hrs.
Courses from the following list	20 hrs.
HIS 211 Western Civilization I	
HIS 212 Western Civilization II	
HIS 251 American History I	
HIS 252 American History II	

PSY 101 Introduction to Psychology
SOC 105 Introduction to Sociology
SOC 260 Contemporary Social Problems
SOC 293 Family Relations
ECN 105 Principles of Economics
ECN 106 Principles of Economics
STA 200 Statistics
SOC 115 Introduction to Social Welfare Institutions
SOC 263 Social Methods
SOC 295 Behavioral Science Lab
PSY 201 Social and Personal Disorganization
PSY 221 Human Growth and Development

DESCRIPTION OF COURSES

IN THE

COLLEGE PARALLEL PROGRAMS

ADP 100—INTRODUCTION TO DATA PROCESSING: 5 hours. This course is designed to develop elementary concepts in the major areas of data processing and computer programming. History of basic principles and functions of processing data under manual, semi-automated and fully automated systems. Especially recommended for all students regardless of their major. Fall, Winter, Spring and Summer.

AEC 210 AGRICULTURAL ECONOMICS: 5 hours. A study of the economic principles of Agricultural Economics and the application of these principles to the solution of agricultural and farm business problems. Fall, Winter, Spring, Summer.

AEN 109 ENGINEERING GRAPHICS: 5 hours. Use of drawing instruments, lettering, detailing, orthographic and pictorial methods of presentation; and the representation of geometrical magnitudes by means of points, lines, planes and solids and their application in the solution of problems. Fall, Winter and Spring.

AEN 211 SURVEYING: 3 hours. Three two-hour laboratory periods. Prerequisite: MAT 101 and AEN 109. Surveying methods, instruments and computations related to field in taping, leveling, directions, curves, and land surveying. Fall.

AEN 220 DRAINAGE, IRRIGATION AND EROSION CONTROL: 3 hours. Two discussions and one laboratory period. The course includes many of the practical aspects and field techniques of soil and water conservation with emphasis in those aspects important in Georgia. A study is made of the nature of the erosion processes and the needs for conservation practices. Design and construction of terraces, waterways, drainage systems, irrigating systems and farm ponds are covered. Fall, Winter and Spring.

AEN 260 FARM POWER AND EQUIPMENT: 3 hours. Three discussions or recitations and one laboratory period. This course involves a study of the construction, operation and maintenance of the compression and spark ignition tractors, along with operation and the maintenance of farm equipment. Special emphasis is placed on farm power and equipment management. Fall, Winter and Spring.

AEN 280 FARM ELECTRIFICATION: 3 hours. Two discussions and one laboratory period. Applications of electricity to agriculture, wiring farm buildings; electrical equipment and its use, use of control equipment; and electric motors and their use. Fall, Winter and Spring.

AGO 100 AGRICULTURE ORIENTATION: 1 hour. One discussion period per week. A survey of the various fields of agriculture designed to orientate freshmen in the state to modern agriculture. Fall and Spring. (Required for all students in agriculture.)

AGY 201 CROP PRODUCTION: 3 hours. Two discussions and one laboratory period. Basic introductory course designed to familiarize students interested in agriculture to some of the basic principles and theories involved in field crop production. Fall, Winter, Spring and Summer.

AGY 210 SOIL MANAGEMENT: 5 hours. Prerequisites: CHM 122. Four discussions and one laboratory period. Covers study of soils as natural units with their inherent characteristics, practical significance of chemical and physical properties of soils, relationships between soils and plants and principles involved in the use of soil management practices on soil of the Southeast. Fall, Winter and Spring.

AHY 101 INTRODUCTION TO ANIMAL HUSBANDRY: 3 hours. Two discussions and one laboratory period. Introductory course animal husbandry designed to acquaint the student with fundamental problems of livestock production. Includes kind of livestock, its place in farming, emphasis on marketing methods, processing, merchandising, feeding, management and breeding. Fall, Winter, Spring and Summer.

ART 120 ART STRUCTURE: 5 hours. Five laboratory periods each week. An elementary (basic) course in drawing and painting from still life, figure, landscape, as well as modeling in clay. Two visual-audio lectures per week. Fall.

ART 130 ART STRUCTURE: 5 hours. Five laboratory periods each week. Problems with emphasis on lettering and layout design. Three-dimensional work in clay, plaster, and wood. Two audio-visual lectures per week. For home economics, commercial art, and physical education and recreation majors. Winter and Spring.

ART 211 INTRODUCTION TO THE HISTORY OF ART: 5 hours. Five recitations each week. Formal characteristics of the painting, sculpture, architecture, and some of the minor arts will be analyzed in their stylistic and symbolic development which will be discussed in relation to the changing cultural backgrounds. Spring.

ART 213 ART APPRECIATION: 5 hours. Five recitations each week. Presented as an introduction to the basic knowledge necessary for the understanding and appreciation of the visual arts. A study of outstanding examples of painting, sculpture, and the related arts. Required of art majors but an elective for other students. Fall, Winter, Spring, Summer.

ART 216 DRAWING: 3 hours. Three laboratory periods. Prerequisites: Art 120 and 130 or permission of the instructor. Drawing from setups, figures, animals, and objects. Charcoal, pen, brush, ink, water color, oil, and various media are used. Fall.

ART 217 DRAWING: 3 hours. Three laboratory periods. Prerequisites: Art 120, 130, 216 or permission of instructor. Continuation of Art 216. Winter.

ART 218 DRAWING: 3 hours. Three laboratory periods. Prerequisites: Art 120, 130, 216, and 217, or permission of instructor. A continuation of Art 216 and Art 217. Spring.

BBA 100 INTRODUCTION TO BUSINESS: 5 hours. Basic principles of management, ownership, accounting, marketing, transportation, personnel finance, insurance, law and international trade, as they affect the operation of American business and industry. Fall, Winter and Spring.

BBA 108 BUSINESS COMMUNICATIONS: 5 hours. Prerequisites: ENG 101 with a grade of C or better. A study of the art of effective oral and written communication in business with management emphasis at the highest levels using the human relations approach. Includes the study of the fundamental principles and standard practices in effective business letters and reports, and the application of these principles to the creation of original letters and reports. The course embodies planning and outlining a report, methods of securing data, organizing and interpreting data, and writing in correct form. Fall, Winter and Spring.

BBA 110 PRINCIPLES OF ACCOUNTING: 5 hours. An introduction to the fundamental principles of accounting; the theory of debits and credits as applied to business transactions; preparation of various business forms and simple statements; opening, adjusting and closing entries; the construction and interpretation of financial statements and reports. Fall, Winter and Spring.

BBA 111 PRINCIPLES OF ACCOUNTING: 5 hours, Prerequisite: 110 with a grade of C or better. Applications of accounting principles to problems of business. Fall, Winter, Spring and Summer.

BIO 101 PRINCIPLES OF BIOLOGY: 5 hours. Four lectures and one two-hour laboratory period. An integrated introduction to modern biology at all levels from molecules to ecosystems. General topics to be considered include molecular aspects of biology, the cellular basis of life, reproduction and development, maintenance and integration of the organism, behavior, evolution and natural selection, the diversity of life, and the principles of classification, ecology, biogeography, the origin of life, and man's place in nature. Fall, Winter, Spring, and Summer.

BIO 102 PRINCIPLES OF BIOLOGY: 5 hours. Prerequisite: BIO 101. Four lectures and one two-hour laboratory period. Continuation of BIO 101. Fall, Winter, Spring and Summer.

BIO 211 HUMAN ANATOMY AND PHYSIOLOGY: 5 hours. Four lectures and one three-hour laboratory period. A detailed, integrated study of the structure and function of the human body including study of the cell; tissues; and the skeletal, muscular, respiratory and circulatory systems. Fall and Winter.

BIO 212 HUMAN ANATOMY AND PHYSIOLOGY: 5 hours. Prerequisite: BIO 211. Four lectures and one three-hour laboratory period. A continuation of 211 including study of the nervous, digestive, excretory, endocrine, and reproductive systems and the principles of embryology and heredity. Winter and Spring.

BIO 222 GENERAL BOTANY: 5 hours. Prerequisite: BIO 101. Four lectures and one two-hour laboratory period. A detailed study of plant organization. A basic study of physiology and the physical and biological environment. A review study of reproduction. Laboratory studies in anatomy and morphology. Fall, Winter, Spring.

BIO 226 VERTEBRATE ZOOLOGY: 5 hours. Prerequisite: BIO 101-102. Three lectures and two two-hour laboratory periods. A brief taxonomic study of Chordates followed by anatomy and physiology of vertebrates. A study of vertebrate characteristics, structure, reproduction, ecology and relationships to agriculture. Fall, Winter and Spring.

BIO 227 THE LIFE OF VERTEBRATES: 5 hours. Prerequisites: BIO 226. Four lectures and one three-hour laboratory. A study of the natural history, ecology, habits, habitats, adaptation, behavior, etc., of vertebrate animals with emphasis upon birds and mammals. As needed.

BIO 270 MENDELIAN GENETICS: 3 hours. Prerequisite: BIO 102. Two lectures and one three-hour laboratory/problem period. A study of simple Mendelian inheritance and of the physical background involved. This will involve probability, sex-linkage,

sex-influences, sex-limiting factors, natural selection, artificial selection, the genetic background of breeding livestock and chromosomal aberrations. As needed.

CHM 121 INORGANIC CHEMISTRY: 5 hours. Four one-hour discussions and one three-hour laboratory period. A general course in the chemistry of non-metallic elements. Fall, Winter, Spring and Summer.

CHM 122 INORGANIC CHEMISTRY: 5 hours. Prerequisite: CHM 121. Four one-hour discussions and one three-hour laboratory period. Continuation of CHM 121, including a study of metallic elements. Fall, Winter, Spring and Summer.

CHM 223 QUALITATIVE INORGANIC ANALYSIS: 5 hours. Prerequisite: Chemistry 122. Two lectures and three three-hour laboratory periods. The fundamental theories of qualitative analysis and analysis of common cations and anions by semi-micro methods. Winter and Spring.

CHM 261 ORGANIC CHEMISTRY: 5 hours. Four one-hour discussions and one three-hour laboratory periods. Prerequisites: CHM 121 122 or consent of the Head of the Department. A brief terminal integrated discussion of introductory organic chemistry with materials of special interest to students of agriculture, home economics, forestry, and nursing. Fall, Winter and Spring.

CHM 280 QUANTITATIVE ANALYSIS: 5 hours. Two discussions and three three-hour laboratory periods. Prerequisites: CHM 223. The fundamental theories of quantitative analysis and typical analysis involving volumetric and gravimetric methods. Introduction to the spectrophotometer and pH meter as tools in volumetric analysis. Spring.

DED 150 PRINCIPLES OF DISTRIBUTION: 5 hours. This course is designed to develop elementary concepts concerning the history and development of distributive education, its purpose and operation. The student is introduced to the careers in distribution, the types of distributive businesses, how distributive businesses function, and the relationship of distribution and government. The

course should assist the student in making an intelligent career choice in distribution or education. Designed for Distributive Education Majors.

DED 171 SALESMANSHIP: 5 hours. Basic principles of selling and their practical application, product information and its presentation, determination of customer needs, buying motives customer analysis, opportunities in selling and personality requirements of salesmen. Fall.

DED 172 SALES PROMOTION: 5 hours. Designed to acquaint the student with all phases of sales promotion; advertising, display, direct mail, radio, and TV. Actual practice in developing material in accordance with modern techniques. Winter.

DED 201 PRINCIPLES OF MARKETING: 5 hours. Principles and methods involved in the movement of goods and services from producer to consumer. Market institutions and functions. Special attention to problems encountered in merchandising, pricing, markups, markdowns, inventories, unit control, model stocks, and budgeting. Fall.

DED 202 BUSINESS ORGANIZATION AND OPERATION: 5 hours. A study of various business organization patterns with emphasis on the functions and responsibilities of the divisions; location, layout, lines of promotion and authority and problems of organization and expansion. As needed.

DED 290 PERSONNEL MANAGEMENT: 5 hours. This course is designed to introduce a workable pattern for dealing with personnel problems and human relations problems, to help the student develop high ethical standards and develop leadership qualities and techniques he will need as a supervisor. It includes techniques of (1) supervision, (2) training, (3) interviewing, (4) work organization, and (5) testing techniques.

DHU 203 ELEMENTS OF DAIRYING: 3 hours. Two discussions and one laboratory period. An elementary course in dairying dealing with dairying and its relation to agriculture as well as problems and advantages of dairying in Georgia. A study of the

types of dairy production and how this production fits into various farming types in Georgia. Fall (odd year).

DRA 101 DRAMA WORKSHOP: 1 hour Institutional credit per quarter. Practical application of techniques of acting and scene design and construction in the preparation of Baldwin Player's dramatic productions. Open to all students, regardless of major area of study. Fall, Winter, Spring, Summer.

DRA 102 BEGINNING ACTING: 5 hours. A study of the different acting theories and techniques with individual and group exercises in creating a role, motivation, stage movement, improvisation, and pantomime. Each student is required to participate in the productions of The Baldwin Players. Fall.

DRA 103 STAGECRAFT: 5 hours. A study of the techniques used in scenery construction and painting, lighting methods, set design, sound systems, and all other aspects of technical theatre. The student is required to participate in the production of The Baldwin Players. Winter.

DRA 203 ADVANCED ACTING: 5 hours. Prerequisite: Drama 102. A lecture-laboratory course continuing Drama 102, with exercise in acting techniques and procedures. Particular emphasis is placed on characterization, line interpretation, and tempo. The student is required to participate in productions of The Baldwin Players. Winter.

DRA 222 THEATRE HISTORY: 5 hours. A study of world theatre from its beginnings to the 20th century, with emphasis on representative plays, playwrights, acting styles, and the physical stage. Lectures, reading of plays, and student reports take up most of the course time. Spring.

ECN 105 PRINCIPLES OF ECONOMICS: 5 hours. Five lectures or discussions per week. An introductory course in economics with major emphasis upon the macroeconomic features of the economy. Analysis will include: Demand and supply and price determination, national income and employment, inflation and deflation, money and banking, and fiscal and monetary policy. Winter and Spring.

ECN 106 PRINCIPLES OF ECONOMICS: 5 hours. Five lectures or discussions per week. A continuation of Principles of Economics dealing primarily with Microeconomic features of the market system. Special emphasis upon supply and demand theory as applied to competition, economic time, and prices and upon cost and revenue analysis as applied to the business firm. Spring.

ECN 133 ECONOMIC DEVELOPMENT OF THE UNITED STATES: 5 hours. American economic development from the colonial period to the present; economic factors involved in industrial growth and the resulting economic problems. Spring and Fall.

EDU 204 INTRODUCTION TO EDUCATION: 5 hours. An introduction to the historical, philosophical and sociological foundations of education with emphasis on the current organization and scope of American education. One objective is to provide sufficient understanding of teaching as a profession so that the student may make a wise vocational choice, and better plan his subsequent preparation for teaching. Fall.

ENG 98 INTERNATIONAL ENGLISH: 5 hours. Institutional credit only. Designed to alleviate the language barrier which exists for foreign students who will use English as a second language. The basic skills of reading, writing, and speaking will be stressed. Fall and as needed.

ENG 99 DEVELOPMENTAL ENGLISH: 5 hours. Four recitations each week followed by an hour's laboratory in composition. A course designed for those students who show marked deficiencies in the basic skills of reading and writing and who are enrolled on a probation status. Institutional credit only. Summer only.

ENG 101 COMPOSITION AND RHETORIC: 5 hours. Five recitations each week. Short, intensive review of grammar, sentence structure, and mechanics, followed by six weeks of practical work in organizing and writing effective classroom themes. Analysis of the best short prose models is done to aid the student in understanding organization as a vital rather than a mechanical thing. Fall, Winter, Spring, Summer.

ENG 102 COMPOSITION AND LITERATURE: 5 hours. Five recitations each week. Prerequisite: English 101 with a grade of C or better or exemption by examination. Designed to develop in the student the necessary skills in writing longer classroom themes and some knowledge and appreciation of the literary types. A continuation of the composition work begun in English 101, with the writing experiences becoming an integral part of the study of more sophisticated expository, descriptive, and narrative literature. An introduction to and study of poetry. Practical experience in answering essay questions and in writing a short documented paper. Fall, Winter, Spring.

ENG 105 COMPOSITION AND LITERATURE: 5 hours. (Honors). For honors students, this course replaces English 101 and 102. Reading and writing will be given equal stress. Literary works will be studied as specimens of effective writing. The student will be expected to apply the principles and techniques thus learned in his own compositions. Not open to students who have had both English 101 and 102. As needed.

ENG 120 BUILDING READING SKILLS: 1 hour. Two recitations per week. A basic course in developmental reading for all students. Emphasizes individual achievement in four major areas: Reading comprehension, vocabulary building, study habits, and reading speed. Institutional credit. Fall, Winter, Spring.

ENG 203 ENGLISH LITERATURE TO 1800: A general course in English literature designed to give any student a broad knowledge of the subject. English 203 and 204 together offer a full survey of English literature, but either or both of these courses may be taken. Fall.

ENG 204 ENGLISH LITERATURE AFTER 1800: Continuation of English 203. Winter.

ENG 221 WESTERN WORLD LITERATURE: 5 hours. Five recitations each week. Prerequisite: English 102. Designed to develop in the student some knowledge and appreciation of literature, music, painting, sculpture, and architecture in the following art periods: Greek, Roman, early Christian, Romanesque, Gothic, and Renaissance. Fall, Winter, Spring, Summer.

ENG 222 WESTERN WORLD LITERATURE: 5 hours. Five recitations each week. Prerequisite: English 221 or consent of instructor. Designed to develop in the student some knowledge and appreciation of literature, music, painting, sculpture, and architecture in the following art periods: Baroque, Rococo, Classic, Romantic, and Twentieth Century. Fall, Winter, Spring, Summer.

ENG 224 CREATIVE WRITING: Prerequisite: Eng. 102. The examination and practice of creative types of writing with emphasis upon fiction, poetry and other types of imaginative literature. Spring.

FOR 191 ORIENTATION: 3 hours. Forestry orientation as it pertains to various fields of the profession; forestry development in the United States; and basic rules pertaining to volume determining and computations. Fall, Winter and Spring.

FOR 201 DENDROLOGY: 3 hours. One lecture and two laboratory periods. Prerequisites: BIO 101-102. A course dealing with the identification, classification, silvical requirements and distribution of more important forest trees of the hardwood (Angiosperms) group. Fall.

FOR 202 DENDROLOGY: 3 hours. One lecture and two laboratory periods. Prerequisites: BIO 101-102. A course dealing with the identification, classification, silvical requirements and distribution of the more important trees of the coniferous group. Winter.

FOR 203 FOREST ECOLOGY: 3 hours. Two discussions and one laboratory period. Fundamental principles of forestry physiology and ecology; effects of the various factors of site upon the characteristics of growth and development of forest stands; forest classifications. Fall, Winter and Spring.

FOR 294 FARM FORESTRY: 5 hours. Four discussions and one laboratory period. General agricultural forestry; tree identification, nursery plantings, naval stores, measurements and volumes, treatment and uses of woods, environment, growth,

culture, utilization and management are all treated from the standpoint of theory and practice. Course is dealt with on farm basis throughout. Fall, Winter and Spring.

FSC 200 INTRODUCTION TO FOOD SCIENCE: 3 hrs. A survey course to acquaint the student with the food industry and to point out that excellent opportunities are available for those who wish a career in Food Science. Winter.

FRN 101 ELEMENTARY FRENCH: 5 hrs. Five recitations and one laboratory period each week. Non-credit for students presenting one or more high school units in French. Work includes drill in fundamentals of grammar. Time is devoted to practice in hearing and speaking French. Fall and Spring.

FRN 102 ELEMENTARY FRENCH: 5 hrs. Five recitations and one laboratory period each week. Prerequisite: French 101 or the equivalent. A continuation of French 101. Winter.

FRN 103 INTERMEDIATE FRENCH: 5 hours. Prerequisites French 101-102 or two years of high school French. Review of French grammar. Emphasis on oral comprehension and oral expression. Reading and translation of various types of French. Fall and Spring.

FRN 104 INTERMEDIATE FRENCH: 5 hours. Prerequisite: French 103. Continuation of French 103. Winter and Spring.

GLY 125 ELEMENTS OF GEOLOGY (PHYSICAL): 5 hours. Four lectures and one laboratory period. An analysis of the major features of the natural environment and their interrelations, with emphasis on various land forms, common rock formations, and water resources. Distribution and characteristics of major residual soil types. Study of topographic and aerial photos. Winter and Spring.

HEC 115 FOODS: 5 hours. Three laboratory periods and two discussion periods. A course in the study of foods for family groups, includes planning, marketing, preparation and service. Fall, Winter and Spring.

HEC 120 CLOTHING: 5 hours. Two discussions and three laboratory periods. A course teaching the fundamentals of clothing based on wardrobe planning, purchase and use of fabrics as well as garment construction. Emphasis upon intellectual reasoning, problem-solving, managing, communication, and manual dexterity. Fall and Spring.

HEC 275 HOME FURNISHINGS: 5 hours. Three discussions and two laboratory periods. Includes the planning of homes, landscapes, and the selection of household furnishings from the artistic, economic and practical viewpoints. Fall and Winter.

HIS 211 WESTERN CIVILIZATION I: 5 hours. A survey of the development of man's social, economic, and political institutions to 1660, to include the forward progress of man, the early invasions, the dark ages, the Renaissance, and the religious and political wars of the 16th and 17th centuries. Fall, Winter and Spring.

HIS 212 WESTERN CIVILIZATION II: 5 hours. A survey of the development of Western Civilization from 1660 to the present day. The rise of government, emergence of democracy, totalitarianism and nationalism, internationalism, an analysis of the principal social institutions with the factors and forces influencing them, and the economic aspects of society during this period. Fall, Winter, and Spring.

HIS 251 UNITED STATES HISTORY I, 1492-1865: 5 hours. A study of the exploration and settlement of the English colonies in North America and the development of colonial life through a blending of European backgrounds and American environment. The Revolution, the Constitutional period, the rise of nationalism, westward expansion, and the political, economic, and social issues which lead to the Civil War are included. Fall, Winter, Spring and Summer.

HIS 252 UNITED STATES HISTORY II, 1865-PRESENT: 5 hours. Beginning with the era of Reconstruction, the rise of big business, and the ideas of imperialism, this study includes Progressivism, United States entry into World War I, the failure of

the peace settlement, the Twenties, the Great Depression, New Deal reforms, and America's role in World War II. The course concludes with a survey of contemporary developments and the role of the nation as a world power. Fall, Winter, Spring and Summer.

HOR 201 GENERAL HORTICULTURE: 3 hours. Two discussions and one laboratory period. Prerequisite: BIO 101. A survey of the field of horticulture with discussions of the principles and practices used in vegetable, fruit, flower and ornamental plant production. Fall, Winter and Spring.

HPE 238 OFFICIATING MAJOR SPORTS: 3 hours. Designed to give complete knowledge of the rules, their application, and correct procedure of officiating and conducting major sports. This course is to consist of lecture and lab periods. (Final test will be the Georgia High School Athletic Association Test for Accreditation or Certification). Winter.

HPE 250 INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION: 5 hours. Introduction to the field of health, physical education and recreation. Emphasis is placed on abilities and personal characteristics, professional qualifications, and employment situations. Fall and Winter.

HPE 255 GENERAL SAFETY EDUCATION AND FIRST AID: 5 hours. Designed to present facts and information concerning the cost in money, and human suffering of accidents in home, industry, school, traffic on farms and ranches, and during recreational activity. Included is the establishment of knowledge and background conducive to the development of personal activities, a practice which reduces accidents. The First Aid phase is the Instructor's American Red Cross Course. Fall, Winter and Spring.

JRN 101 INTRODUCTION TO JOURNALISM: 5 hours. Survey of journalism and practical application to newspaper writing through work on the staff on the Baldwin Stallion. Fall and Spring.

JRN 102 APPLIED JOURNALISM: 5 hours. The complete editorial process on a daily newspaper will be covered, including writing of news stories, copyreading, proofreading, headline writing, and layout of pages. Practical experience required through work on the Baldwin Stallion. Winter.

JRN 130 HISTORY OF JOURNALISM: 5 hours. The development of mass media of communications and their place in society, with special reference to the United States. Practical experience in writing articles for the campus newspaper. Spring and as needed.

LEN 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE: 5 hours. An orientation course designed to acquaint the student with the fields of law enforcement. Municipal, county, state, and federal police organizations are studied. The course includes the history, philosophy, and administration of justice and career orientation. Fall.

LEN 102 POLICE ORGANIZATION AND ADMINISTRATION: 5 hours. General principles of organization and administration of law enforcement structure of organization; police management; recruitment, selection, training, discipline and inspection. Analysis of the functional divisions of the modern law enforcement agency; and the future professionalization of the police service. Winter.

LEN 103 POLICE OPERATIONS: 5 hours. General duties and responsibilities of the uniformed police patrol; distribution and supervision of the force; theory and scope of criminal investigations and the responsibilities of the Detective Division; police records and communications, custody central services, and police logistics. Spring.

LEN 201 POLICE PROBLEMS AND PRACTICES: 5 hours. An analysis of contemporary police problems including social or civil disorders involved in urban society. Fall.

LEN 202 CRIMINAL LAW: 5 hours. A study of the definition and classification of crimes. The course gives consideration to criminal intent, acts of omission and commission, offenses against

the person and property. The elements of some of the more common offenses are studied in depth; defenses to criminal acts are considered. Winter.

LEN 203 POLICE ROLE IN CRIMINAL AND DELINQUENT BEHAVIOR: 5 hours. The development of criminal behavior will be studied to provide an insight into causal factors, precipitating factors and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities and capabilities of police organizations in the area of prevention will be developed. Spring.

LEN 204 JUVENILE DELINQUENCY: 5 hours. Techniques of handling juvenile offenders and victims; prevention and repression of delinquency, diagnosis and referral; organization of community resources. Juvenile law and juvenile court procedure. Spring.

MAT 99 REMEDIAL ALGEBRA: 5 hours credit (not applicable in meeting requirements toward graduation.) Emphasis on the fundamentals of elementary algebra. Required of those students whose backgrounds need strengthening for college mathematics. Summer, Fall and Winter.

MAT 100 COLLEGE ALGEBRA: 5 hours. Prerequisite: Set by the mathematics department. The system of complex numbers, algebraic functions of real variable, theory of equations, systems of equations, logarithmic and exponential functions, the binomial theorem, sequences. Fall, Winter, Spring and Summer.

MAT 101 TRIGONOMETRY: 5 hours. Prerequisite: A grade of C or better (or exemption) in college algebra. A study of the trigonometric functions and their inverses, further study of complex numbers. Fall, Winter, Spring and Summer.

MAT 130 BASIC IDEAS OF MATHEMATICS: 5 hours. A study of the basic logic underlying mathematical processes, the principles and terminology of the new approach to mathematical education. No prerequisite. Fall, Winter, Spring and Summer.

MAT 235 FINITE MATHEMATICS: 5 hours. Prerequisite: MAT 100 or MAT 130. An introduction to modern concepts of

mathematics; mathematical logic, sets, vectors, matrices, probability. Winter and Spring.

MAT 253 ANALYTIC GEOMETRY AND CALCULUS I: 5 hours. Prerequisite: A grade of C or better (or exemption) in trigonometry. A study of the graphs of the straight line, the circle, and conic sections; the concepts of limit, continuity, and the derivative. Winter and Spring.

MAT 254 CALCULUS II: 5 hours. Prerequisite: A grade of C or better in MAT 253. Further study of derivatives, definite integrals, transcendental functions, indefinite integration, applications of differentiation and integration. Fall and Winter.

MAT 255 CALCULUS III: 5 hours. Prerequisite: A grade of C or better in MAT 254. Functions of several independent variables, partial differentiation and multiple integration, further applications of calculus. Winter.

MAT 256 CALCULUS IV: 5 hours. Prerequisite: A grade of C or better in MAT 255. Additional applications of Calculus, L'Hopital's rules. Infinite sequences and series, approximations. Spring.

MUS 101 MUSIC APPRECIATION: 5 hours. Five recitations each week. A presentation and study of basic techniques and information for the intelligent appreciation of music as well as a study of the duties and obligations of the listener. Some depth of study provided of the compositions representing the important periods, composers, and types of music. Fall, Winter, Spring and Summer.

MUS 110 FUNDAMENTALS OF MUSIC: 3 hours. (Meets five times a week.) A course designed to cover the basic fundamentals of music theory. Required of all music majors and a prerequisite to all other music courses, unless exempted by examination. An elective for non-music majors and glee club members. Fall.

MUS 122 INTRODUCTION TO MUSIC LITERATURE: 2 hours. An introductory survey of the music in the standard repertory of

today. Required of all music majors. Prerequisite: Music 110. Spring and as needed.

MUS 123 HISTORY OF MUSIC: 5 hours. Five recitations each week. Prerequisites: Music 110 and Music 122. The historical development of music from the Renaissance to the present. Winter.

MUS 134 HARMONY, SIGHT-SINGING, AND DICTATION: 3 hours. Prerequisite: Music 110. Part-writing of triads, sight-singing, dictation, and keyboard harmony. Some creative work. Fall.

MUS 135 HARMONY, SIGHT-SINGING, AND DICTATION: 3 hours. Prerequisites: Music 110 and Music 134. Triads in inversions, dominant seventh chord, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Winter.

MUS 136 HARMONY, SIGHT-SINGING, AND DICTATION: 3 hours. Prerequisites: Music 110, Music 134, Music 135. Secondary seventh chords and inversions, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Spring.

MUS 181 APPLIED MUSIC: 1 hour (3 hours per year). One 25-minute lesson a week in piano, organ, or voice. Offered each quarter. Primarily for music majors but a limited number of non-majors may be accepted when schedules permit. A laboratory fee of \$30 per quarter is charged to majors for each 25-minute lesson taken weekly. Fall, Winter, Spring.

MUS 182 APPLIED MUSIC: 2 hours (6 hours per year). Two 25-minute lessons a week in piano, organ, or voice. Offered each quarter. For music majors only, unless schedules permit. A laboratory fee is charged. Fall, Winter, Spring.

MUS 188 GLEE CLUB: 1-6 hours (1 hour each quarter). Three hours each week up to two years of six quarters of credit. Open to all students who can qualify. Fall, Winter, Spring.

PCS 227 MECHANICS: 5 hours. Prerequisite: Math 101. Four recitations and one two-hour laboratory period. Introductory

course dealing with the fundamental laws of mechanics. Fall, Winter and Spring.

PCS 228 HEAT, SOUND, AND LIGHT: 5 hours. Prerequisite: Physics 227. Four recitations and one two-hour laboratory period. Introductory course dealing with the fundamental laws of heat, sound, and light. Fall, Winter and Spring.

PCS 229 ELECTRICITY, MAGNETISM, AND MODERN PHYSICS: 5 hours. Prerequisite: Physics 228. Four recitations and one two-hour laboratory period. Fundamental laws of electricity and magnetism. Some of the newest developments in the general field of physics are discussed. As needed.

PED 100 HEALTH AND FIRST AID: 2 hours. A course in community health, personal hygiene and first aid. Required for all freshmen. Fall, Winter, Spring and Summer.

PED 101 CONDITIONING: 1 hour. Designed to encourage self-discipline and personal effort toward the development of muscular flexibility, cardiovascular endurance and strength. MEN Fall, Winter and Spring.

PED 102 TOUCH FOOTBALL: 1 hour. Designed to present the basic rules and fundamental procedures in six and nine-man touch football. MEN. Fall.

PED 103 SWIMMING: 1 hour. Designed to introduce the beginning swimmer with the physiological, recreational, social and safety values of swimming. Men and women. Spring and Summer.

PED 104 BASKETBALL: 1 hour. Designed to promote basic knowledge of rules and fundamentals to the amateur basketball enthusiast. Men and Women. Fall and Winter.

PED 105 SOFTBALL: 1 hour. Designed to promote participation and enjoyment of softball, not only at the present time but later in life. Men and Women. Fall, Spring and Summer.

PED 106 VOLLEYBALL: 1 hour. Long a popular sport in our society, volleyball is growing in popularity, especially at the adult

level. This course emphasizes fundamentals and competitive techniques. Men and women. Fall and Spring.

PED 107 FOLK AND SQUARE DANCING: 1 hour. Emphasizes the language and techniques of folk and square dancing to the beginning student. Social and physical values are stressed. Men and Women. Fall and Winter.

PED 108 DRIVER EDUCATION: 1 hour. This course is designed to provide an opportunity for students to improve their driving skills and also to gain an understanding of traffic safety. This course will not be accepted as a substitute for a Physical Education Activity Course. Men and Women. Fall, Winter and Spring.

PED 109 VARSITY BASKETBALL: 1 hour. Freshmen Varsity Basketball. This course is restricted to varsity athletes. Winter.

PED 110 VARSITY BASEBALL: 1 hour. Freshman Varsity Baseball. This course is restricted to varsity athletes. Spring.

PED 111 VARSITY TENNIS: 1 hour. Freshman Varsity Tennis. This course is restricted to varsity athletes. Spring.

PED 112 VARSITY GOLF: 1 hour. Freshman Varsity Golf. This course is restricted to varsity athletes. Spring.

PED 200 ARCHERY: 1 hour. Emphasizes the art and technique of target shooting for the beginning student. Men and Women. Spring and Summer.

PED 201 BADMINTON: 1 hour. A beginning course designed to teach how to execute fundamental techniques as well as when and why they should be employed. Fall and Winter.

PED 202 TENNIS: 1 hour. Tennis is a growing recreational activity in this country and provides a great deal of carry-over potential for later years. Basic fundamentals and techniques are presented. Men and Women. Fall, Spring and Summer.

PED 204 TUMBLING: 1 hour. Designed to provide basic self confidence in neuromuscular activity and control. Men and Women. Fall and Winter.

PED 205 WRESTLING: 1 hour. A basic fundamental course in wrestling for beginners. Basic important steps and maneuvers are emphasized. Men. Fall and Winter.

PED 206 GOLF: 1 hour. Illustrates the techniques of the golf grip, the swing, and basic strategy. Men and Women. Spring and Summer.

PED 207 TRAMPOLINE: 1 hour. An exhilarating recreational activity which promotes poise, coordination and mental alertness. Men and Women. Fall and Winter.

PED 208 SENIOR LIFE SAVING: 1 hour. An in-depth study and practice course related to life saving and water safety. Men and Women. Spring and Summer.

PED 209 PHYSICAL EDUCATION PRACTICION: 1 hour. A course specifically for physical education majors in which they serve as a practitioner in one physical education activity course, under the supervision of the instructor in charge of the course. Men and Women. Fall, Winter and Spring.

PED 210 VARSITY BASKETBALL: 1 hour. Sophomore Varsity Basketball. This course is restricted to Varsity athletes. Winter.

PED 211 VARSITY BASEBALL: 1 hour. Sophomore Varsity Baseball. This course is restricted to varsity athletes. Spring.

PED 212 VARSITY TENNIS: 1 hour. Sophomore Varsity Tennis. This course is restricted to varsity athletes. Spring.

PED 213 VARSITY GOLF: 1 hour. Sophomore Varsity Golf. This course is restricted to varsity athletes. Spring.

PHU 160 POULTRY PRODUCTION: 5 hours. Four discussions and one laboratory period. An introductory course in poultry

husbandry designed to provide basic information in this field. A survey of all phases of poultry to be studied with emphasis on the special problems and advantages found in Georgia. Fall and Winter.

PHY 104 INTRODUCTION TO PHILOSOPHY: 5 hours. Designed to introduce to the student the fundamental problems of philosophy through the writings of some of the outstanding philosophers. The course involves a study of the basic problems of epistemology, ethics, politics, science, aesthetics, religion, and metaphysics in cultural, social and historical perspective. As needed.

POL 111, 112, 113, 211, 212, 213 CURRENT AFFAIRS: 1 hour. Meet one hour a week. A study of events of the world today based on current periodicals, radio, and television. Emphasis is on development of informed judgments about public affairs by the student. (Open to all students) Fall, Winter and Spring.

POL 201 AMERICAN NATIONAL GOVERNMENT: 5 hours. The object of this course is to acquaint the student with the origins, constitutional background, development, organization, including the practices of our national and state governments. Fall, Winter, Spring and Summer.

POL 202 STATE AND LOCAL GOVERNMENT: 5 hours. A survey of the forms of government existing in the different states with particular inquiry as to the place of states with reference to both national and local governments. Problems posed by the growing complexities of the present period are considered. Emphasis is given to state and local government in Georgia. On demand.

POL 203 INTERNATIONAL RELATIONS: 5 hours. Analytical introduction to international relations; nationalism, imperialism; racial, population, and economic factors; war, settlement of international disputes by methods other than war; foreign policies of the major powers. Prerequisite: His 212 or 252 with at least the grade of "C" for transfer students. As needed.

POL 123 INTRODUCTION TO COMPARATIVE POLITICS: 5 hours. An analysis of political institutions, processes, and culture in selected nations of Europe, Asia, and Latin America. Analysis will be made of their relationships with the United States and their impact on American foreign policy. As needed.

PSC 101 SURVEY OF PHYSICS: 5 hours credit. Four discussions and one two-hour laboratory period. A survey course dealing with elementary fundamentals of physics, with some study of the simpler applications. Fall, Winter and Spring.

PSC 102 SURVEY OF CHEMISTRY: 5 hours credit. Four discussions and one two-hour laboratory period. A survey course dealing with elementary fundamentals of chemistry. Fall, Winter and Spring.

PSY 101 INTRODUCTION TO PSYCHOLOGY: 5 hours. Five discussions or recitations. A course for the beginning student in psychology and is designed to give an adequate foundation in the fundamental problems, the techniques, and the vocabulary of psychology. Fall, Winter and Spring.

PSY 201 SOCIAL AND PERSONAL DISORGANIZATION: 5 hours. Prerequisite: Psy 101. Concepts and theories of social and personal organization and disorganization. The person-society relationship. Fall 1970.

PSY 221 HUMAN GROWTH AND DEVELOPMENT: 5 hours. Prerequisite: Psy 101. A study of the pre-natal development of the child and the origins and principles of behavior in infancy and childhood; physical, intellectual, social, emotional, and language development in the normal child; influences of school, home and other environment behavior; behavior patterns and problems of adolescents, adults, and the aging. Fall, Winter and Spring.

REC 127 INTRODUCTION TO RECREATION: 2 hours. Designed to introduce the student to the basic concepts of recreation. Includes history of the recreation movement, theories of play and leisure, and philosophies of Recreation. The economic importance of recreation, the social institutions providing recreation are emphasized. Fall and Winter.

REC 132 RECREATION LEADERSHIP: 3 hours. Deals with the philosophy of recreation program building, the development of leadership skills and procedures in conducting the program. Fall and Winter.

REC 231 CAMPING AND OUTDOOR RECREATION: 3 hours. Designed to train camp leaders, counselors, and park personnel in the techniques of outdoor activities related to camping. Includes camp craft, nature and wood lore, basic nature study, rainy day activities, and special occasion programs. Spring.

REC 232 SOCIAL RECREATION: 3 hours. A course of study devoted to planning and executing recreation programs and activities for groups and organizations whose primary objectives are not necessarily recreational in nature and scope. Fall, Winter and Spring.

SOC 105 INTRODUCTION TO SOCIOLOGY: 5 hours. An introduction to the scientific study of man's social life. The course is designed to provide insights into the principles and concepts which will enable the beginning student to have an understanding of human group behavior. Fall, Winter and Spring.

SOC 115 INTRODUCTION TO SOCIAL WELFARE INSTITUTIONS: 5 hours. Prerequisite: Soc 105. To provide the student with an understanding of social welfare as an institution and social work as a profession. Winter.

SOC 260 CONTEMPORARY SOCIAL PROBLEMS: 5 hours. A study of both general and special problems in our times. The problems considered in the social and cultural setting in which they occur. The emphasis is upon the people and their behavior. As needed.

SOC 263 SOCIAL METHODS: 5 hours. Prerequisite: Soc 105 and Soc 115. Introduction to group development and function, the nature and role of leadership and techniques for studying group processes (interviewing, survey, participant observation). To include lecture, discussion, case development and analysis, collecting, organizing and interpreting data. Spring.

SOC 293 FAMILY RELATIONS: 5 hours. Five discussion periods. Open to men and women. A study of the problems and adjustments confronting young people, both before and after marriage. As needed.

SOC 295 BEHAVIORAL SCIENCE LAB: 5 hours. Prerequisite: Soc 105, Soc 115, and Soc 263. Organization-disorganization, function-disfunction of community institutions. Participation supervised by faculty in a community agency such as county welfare office, school, corrections, health services, religious organizations, boys clubs, Girl Scouts, etc. Fall, Winter. Spring 1970-71.

SPC 108 FUNDAMENTALS OF SPEECH: 5 hours. Five recitations each week. Prerequisite: English 101. Spoken English in formal conversation and oral presentation of the formal types of discourse. Special emphasis placed upon speaking before groups. Fall, Winter, Spring and Summer.

SPC 209 PHONETICS: 5 hours. Five recitations each week. A study of the International Phonetic Alphabet with individual and group exercises in the formation of the sounds of spoken English. Prerequisites: English 101 and Speech 108. Fall.

SPC 250 PUBLIC SPEAKING: 5 hours. Five recitations each week. Prerequisites: English 101, Speech 108. A study of the various forms of public address; practice in the preparation and delivery of several types of speeches. Spring.

STA 200 STATISTICS: 5 hours. Five lectures per week. Prerequisite: MAT 100 or its equivalent. A basic course in elementary statistics dealing with fundamentals, frequency distributions, charts, means, deviations and variances (includes analysis of variance), correlations, and interpretations of statistical findings. Fall, Winter and Spring.

CAREER AND TECHNOLOGICAL PROGRAMS

The career and/or technological programs are designed to prepare a student for employment immediately after completing

the prescribed courses of study. These programs are under the direction of the various academic divisions listed in the College Parallel programs section of this catalog. The same faculty is responsible for both the Career and Parallel programs. Many courses listed in Career Programs are approved for College Parallel Programs.

The various Career programs of study offered by the college are: Agri-Science Technology; Agri-Business Technology; Agricultural Equipment Technology; Forest Technology; and Forest Technology—with an option in Wildlife Management; Home Economics Technology; Secretarial Science with options in—General Secretary, or Medical Secretary, or Legal Secretary, or Steno-Typist, or Clerical; General Business Programs with options in—General Business, or Hospital Business Manager, or Administrative Management (with two year or four-quarter options); Accounting and Data Processing with options in—one year program, or two year program, or Insurance and Real Estate; Distributive Education with options in—Marketing and Distribution, or Fashion Merchandising; Nurse Education; Sociology with options in—Law Enforcement, or Social Work.

Each course of study is rather specialized; therefore, the description of each program with its special requirements, degree earned and prescribed courses are enumerated below.

AGRI-SCIENCE TECHNOLOGY

(With options in Plant, Livestock or Poultry Sciences)

Students not planning a four-year degree course are offered Agri-Science Technology which affords training in agricultural principles and procedures. This training will be of immediate value on the farm or in agri-related fields.

The basic core program is given in a general nature with options which can be selected in Plant, Livestock and Poultry

Technology. Upon completion of the courses listed, the student will receive an Associate in Agriculture Degree.

Students may choose electives from General Agriculture, related Science and Social Sciences.

Freshman Year

Courses

AEC	210	Agricultural Economics	5
AEC	150	Farm Organization and Management	5
AHY	115	Livestock Production	5
BIO	101	Principles of Biology	5
ENG	101	Composition and Rhetoric	5
MAT	150	Basic Mathematics	5
FOR	294	Farm Forestry	5
AEN	203	Engineering Shop	5
SSC	101	Survey of U.S. History and Government	5
		*Electives	15
		Physical Education (3 quarters)	4
		TOTAL	64

Sophomore Year

Courses

			Hours
AEC	260	Economics of Agricultural Marketing	5
AEN	110	Farm Machinery and Equipment	5
AHY	215	Feeding Farm Animals	5
AGY	110	Forage Crops and Pastures	5
SPC	108	Fundamentals of Speech	5
SOC	293	Family Relations	5
		*Electives	20
		Physical Education (3 quarters)	3
		TOTAL	53

*Electives suggested below:

PHU	160	Poultry Production
PHU	200	Poultry Internship**
DHU	203	Elements of Dairying
AHY	205	Beef Cattle
AHY	210	Swine Production

AHY	200	Animal Internship**
AGY	200	Crop Internship**
AEN	220	Dr., Irr., Er. Control
AGY	220	Fertilizers and Soils
AGY	230	Field Crop Production
ECN	105	Principles of Econo.
BBA	270	Business Law
PHU	161	Broiler Production
PHU	162	Egg Production

**Internship, Summer Quarter-15 hours credit.

AGRI-BUSINESS TECHNOLOGY

The Agri-Business program has a two-fold purpose of training students in both Agriculture and Business. The course of study is designed to educationally prepare students for employment in occupations requiring more than high school training, but not necessarily a senior college degree. Upon completion of the course of study, the student will receive an Associate in Agriculture Degree.

If a student wishes to further his formal education beyond junior college, routine transfer of credit would present no major problem as this program consists mainly of courses designed to transfer to senior institutions.

Freshman Year

Courses

			Hours
ENG	101	Composition and Rhetoric	5
SPC	108	Fundamentals of Speech	5
BBA	171	Salesmanship	5
SSC	101	Survey of U.S. History and Government	5
CHM	121	Inorganic Chemistry	5
BIO	101	Principles of Biology	5
MAT	100	College Algebra	5
AEC	210	Agricultural Economics	3
AHY	101	Introduction to Animal Husbandry	5-8
		*Electives	4
		Physical Education (3 quarters)	4
		TOTAL	52-55

Sophomore Year

<i>Courses</i>		<i>Hours</i>
BBA	110 Principles of Accounting	5
BBA	108 Business Correspondence	5
FOR	294 Farm Forestry	5
AEN	260 Farm Power and Equipment	3
ENT	200 Introductory Entomology	3
AGY	201 Crop Production	3
SCI	101 Survey of Physics	5
ECN	105 Principles of Economics	5
*	*Electives	15-17
	Physical Education (3 quarters)	3
	TOTAL	52-54

*Electives suggested below:

AEN	280 Farm Electrification
AEN	203 Farm Shop
DHU	203 Elements of Dairying
PHU	160 Poultry Production
BBA	270 Business Law
HOR	201 General Horticulture

AGRICULTURAL EQUIPMENT TECHNOLOGY

An academic and technical program especially designed to train young men in the repair, service, use and marketing of agricultural and industrial equipment. Upon completion of this program, a student is eligible to receive the Associate Degree in Equipment Technology.

Freshman Year

<i>Courses</i>		<i>Hours</i>
SSC	101 Survey of U.S. History and Government ..	5
AEN	203 Engineering Shop	5
AEN	112 Graphic Communication	2
AEN	125 Agricultural Machinery Business	5
ENG	99 Development English	
ENG	101 Composition and Rhetoric	5-10
AEN	106 Engineering Problems	5
AEN	110 Farm Machinery and Equipment	5
AEN	120 Agricultural Power I	5
AEN	130 Power Unit Testing and Diagnosis	5

Electives (Restricted)	6
Physical Education (3 quarters)	4
TOTAL	52-57

Sophomore Year

<i>Courses</i>		<i>Hours</i>
BBA	171 Salesmanship	5
AEN	212 Agricultural Electrical Equipment	5
AEN	213 Hydraulics	5
AEN	230 Agricultural Power II	5
SPC	108 Fundamentals of Speech	5
ECN	105 Principles of Economics	5
**AEN	269 Internship	15
	*Electives	10
	Physical Education (3 quarters)	3
	TOTAL	58

*Must be selected from Agriculture, Business or Social Sciences.

Suggested Electives:

AGY	110 Forage Crops and Pastures
AGY	230 Field Crop Production
BBA	100 Introduction to Business
BBA	270 Business Law
PSC	101 Survey of Physics
BBA	110 Principles of Accounting
BBA	290 Human Relations in Business
SOC	105 Introductory Sociology

**Internship, Summer Quarter.

FOREST TECHNOLOGY CAREER PROGRAM

The objectives of this major and/or options are to train students in the techniques that are basic to planning, organizing, directing, and managing forestry enterprises, forest recreation areas, and wildlife management; and to provide a program of general studies which will serve as a foundation for future intellectual growth. It is intended that graduates will act in a supporting capacity to professionals in one or more of the above enumerated areas of responsibility.

To be eligible to receive the Associate in Forest Technology Degree, a student must complete the following described courses.

Freshman Year

<i>Courses</i>		<i>Hours</i>
SSC	101 Survey of U.S. History and Government	5
FOR	120 Forest Botany or	
BIO	222 General Botany	5
ENG	101 Composition and Rhetoric	5
AEN	120 Agricultural Power I	5
MAT	150 Basic Mathematics	5
AEN	110 Farm Machinery and Equipment	5
AEN	112 Graphic Communication	2
FOR	191 Orientation	3
SOC	105 Introductory Sociology	5
BBA	110 Principles of Accounting	5
	Physical Education (3 quarters)	4
	TOTAL	49

Summer

<i>Courses</i>		<i>Hours</i>
FOR	241 Forest Protection (Fire-Disease-Insects)	5
FOR	242 Forest Harvesting	3
FOR	243 Forest Industries	2
FOR	244 Forest Mensuration	5
FOR	246 Forest Safety	1
	TOTAL	16

Sophomore Year

<i>Courses</i>		<i>Hours</i>
FOR	222 Forest Surveying	5
FOR	220 Forestry Seminar	1
SPC	108 Fundamentals of Speech	5
BBA	270 Business Law	5
BBA	108 Business Correspondence	5
FOR	271 Wildlife Management	3
FOR	255 Forest Recreation	3
FOR	245 Timber Management	3
FOR	207 Silviculture (including reforestation)	5
FOR	204 Dendrology	5
FOR	205 Aerial Photo Interpretation	2

Physical Education (3 quarters)	3
TOTAL	45

FOREST TECHNOLOGY

(With Option in Wildlife Management)

The objective of this major is to train students in the basic techniques of wildlife management. It is intended that students who graduate under this program will function in a supporting capacity to professionals employed by private, state and federal organizations.

First Year

<i>Courses</i>		<i>Hours</i>
SSC	101 Survey of U.S. History and Government	5
ENG	101 Composition and Rhetoric	5
MAT	150 Basic Mathematics	5
FOR	190 Concepts of Natural Resource Conservation . .	3
FOR	191 Introduction to Forestry	3
BIO	101 Principles of Biology	5
CHM	121 General Inorganic Chemistry	5
AEN	110 Agricultural Engineering	5
FOR	120 Forestry Botany	5
FOR	192 Introduction to forest Wildlife Management . .	5
	Physical Education (3 quarters)	3
	TOTAL	50

Summer

FOR	260 Law Enforcement Procedures	5
FOR	261 Forest Game Management	5
FOR	262 Aquatic Resource Management	5
FOR	246 Forest Safety	1
	TOTAL	16

Second Year

FOR	222 Forest Surveying	5
FOR	263 Advanced Wildlife Biology	5
ENG	108 Speech	5

BBA	108	Business Administration	5
FOR	255	Forest Recreation	3
BBA	270	Business Law	5
FOR	204	Dendrology	5
BIO	226	Vertebrate Zoology	5
FOR	207	Silviculture (include Reforestation)	5
		Physical Education (3 quarters)	3
TOTAL			46

HOME ECONOMICS TECHNOLOGY

(Two-Year Career Program)

The objectives of this two-year Home Economics program are:

- I. To train students to serve as assistants in Home Economics related enterprises.
- II. To provide a program of general studies which will lead the student to assess his own values and to develop a responsible individuality with an attitude of continuing growth.

To be eligible to receive the Associate in Home Economics Degree a student must complete the following program of study.

		<i>Freshman Year</i>	
<i>Courses</i>			<i>Hours</i>
ENG	101	Composition and Rhetoric	5
ENG	102	Composition and Literature	5
MAT	100	College Algebra or	
MAT	130	Basic Ideas of Math	5
SOC	105	Introductory Sociology	5
HEC	100	Equipment Technology I	5
SSC	101	Survey of U.S. History and Government	5
		Electives	15
		Physical Education (3 quarters)	4
TOTAL			49

		<i>Sophomore Year</i>	
<i>Courses</i>			<i>Hours</i>
SPC	108	Fundamentals of Speech	5
PSY	101	Introduction to Psychology	5
PSC	101	Survey of Physics	5
HEC	200	Equipment Technology II	5
		*Electives	25
		Physical Education (3 quarters)	3
TOTAL			48

*Electives applicable to optional program may be chosen from the list below, subject to advisor's approval.

HEC	224	Textiles
HEC	275	Home Furnishings
HEC	115	Foods
HEC	107	Home Interiors
HEC	203	Child Care
HEC	220	Problems in Personal Finance
HEC	110	Elements of Clothing Construction
HEC	260	Merchandizing Textiles
BBA	101	Typewriting
BBA	102	Typewriting
BBA	103	Typewriting
HEC	116	Food Catering Service
HEC	118	Food Production and Serving for Groups
SOC	293	Family Relations
HOR	201	General Horticulture
BBA	201	Principles of Marketing
ECN	105	Principles of Economics
ART	120	Art Structure
ART	130	Art Structure

SECRETARIAL SCIENCE PROGRAMS

The objective of the Secretarial Curriculum is to prepare executive, legal and medical secretaries and office supervisory personnel qualified to assume administrative positions of responsibility and with sufficient breadth of educational preparation to enable them to advance to positions of higher

responsibility and authority. Upon completion of one of the two-year Secretarial Science program options, the student will receive an Associate in Secretarial Science Degree.

GENERAL SECRETARIAL PROGRAM OPTION

This course of study is for the student who expects to secure a position as private secretary in business and industry, or in Civil Service or State Merit. Does work of a confidential nature and relieves principal of designated administrative details.

<i>Courses</i>		<i>Freshman Year</i>		<i>Hours</i>
ENG	101	Composition and Rhetoric	5
PSY	101	Psychology	5
BBA	100	Introduction to Business	5
*SEC	101	Typewriting	2
SEC	102	Typewriting	2
SEC	103	Typewriting	2
*SEC	104	Shorthand	5
SEC	105	Shorthand	5
SEC	106	Shorthand	5
SEC	205	Office Machines	5
SSC	101	Survey of U.S. History and Government	5
		Physical Education (3 quarters)	4
TOTAL				50

<i>Courses</i>		<i>Sophomore Year</i>		<i>Hours</i>
BBA	108	Business Communications	5
BBA	110	Principles of Accounting	5
SEC	206	Transcription	5
SEC	207	Office Management	5
SEC	210	Secretarial Practice	5
ECN	105	Principles of Economics	5
BBA	270	Business Law	5
SPC	108	Speech	5
		Elective	5
		Physical Education (3 quarters)	3
TOTAL				48
GRAND TOTAL				97

*Requirements may be met by passing a test of proficiency in noted areas.

MEDICAL SECRETARIAL OPTION

This course of study is designed to prepare students for employment in the Medical field as secretaries to physicians, surgeons, dentists, or those in Medical Research, as well as for employment in clinics and hospitals. The program effectively integrates the practical and cultural aspects of education.

<i>Courses</i>		<i>Freshman Year</i>		<i>Hours</i>
ENG	101	English Composition and Rhetoric	5
PSY	101	Psychology	5
BBA	100	Introduction to Business	2
*SEC	101	Typewriting	2
SEC	102	Typewriting	2
SEC	103M	Medical Typewriting	5
*SEC	104	Shorthand	5
SEC	105	Shorthand	5
SEC	106M	Medical Shorthand	5
SEC	109M	Medical Terminology	5
BIO	211	Anatomy and Physiology	5
BIO	212	Anatomy and Physiology	4
		Physical Education (3 quarters)	4
TOTAL				55

<i>Courses</i>		<i>Sophomore Year</i>		<i>Hours</i>
SEC	207	Office Manager	5
BBA	108	Business Communications	5
BBA	110	Principles of Accounting	5
SEC	205	Office Machines	5
ECN	105	Principles of Economics	5
SEC	210	Secretarial Practice	5
SPC	108	Speech	5
BBA	270	Business Law	5
SEC	206M	Medical Transcription	5
SSC	101	Survey of U.S. History and Government	5

Physical Education (3 quarters)	3
TOTAL	53
GRAND TOTAL	108

*Requirements may be met by passing a comprehensive test of proficiency in noted areas.

LEGAL SECRETARIAL OPTION

The legal secretarial field is an expanding one in which there is a shortage of qualified personnel. The employment opportunities are almost endless. The legal secretary not only has opportunities in law offices, but also in corporate legal department of business firms, banks, insurance companies and financial institutions.

Freshman Year

Courses		Hours
ENG	101 English Composition and Rhetoric	5
PSY	101 Psychology	5
BBA	100 Introduction to Business	5
*SEC	101 Typewriting	2
SEC	102 Typewriting	2
SEC	103L Legal Typewriting	2
*SEC	104 Shorthand	5
SEC	105 Shorthand	5
SEC	106L Shorthand (Legal)	5
SEC	205 Office Machines	5
SSC	101 Survey of U.S. History and Government	5
	Physical Education (3 quarters)	4
	TOTAL	50

Sophomore Year

Courses		Hours
BBA	108 Business Communications	5
BBA	110 Principles of Accounting	5
SEC	207 Office Management	5
SEC	210 Secretarial Practice	5
SEC	206L Legal Transcription	5
SPC	108 Speech	5
ECN	105 Principles of Economics	5
BBA	270 Business Law	5
ADP	100 Introduction to Data Processing	5

Physical Education (3 quarters)	3
TOTAL	48
GRAND TOTAL	98

*Requirements may be met by passing a comprehensive test of proficiency in noted areas.

ONE-YEAR (4 quarters) PROGRAMS

Upon completion of either option listed below the student will receive a Certificate in Secretarial Science.

STENOGRAPHER—TYPIST OPTION

This program provides specific courses in the skills in a manner which prepares students for immediate employment in many kinds of business offices, in Civil Service and in State Merit positions as stenographer-typists.

Freshman Year

Courses		Hours
ENG	101 English Composition and Rhetoric	5
*SEC	101 Typewriting	2
SEC	102 Typewriting	2
SEC	103 Typewriting	2
*SEC	104 Shorthand	5
SEC	105 Shorthand	5
SEC	106 Shorthand	5
BBA	100 Introduction to Business	5
BBA	108 Business Communications	5
SSC	101 Survey of U.S. History and Government	5
SEC	205 Office Machines	5
SEC	210 Secretarial Practice	5
	Physical Education (3 quarters)	4
	TOTAL	55

*Requirements may be met by passing a comprehensive test of proficiency in noted areas.

CLERICAL OPTION

This program provides a well-rounded general background and offers specific subjects in the field of key punch and data processing. This program does not require shorthand. Upon graduation the student is capable of doing general clerical work, or

to be a key punch operator or to work in many areas in the data processing field.

Freshman Year

<i>Courses</i>		<i>Hours</i>
ENG	101 English Composition and Rhetoric	5
*SEC	101 Typewriting	2
SEC	102 Typewriting	2
SEC	103 Typewriting	2
SEC	205 Office Machines	5
SEC	210 Secretarial Practice	5
BBA	100 Introduction to Business	5
BBA	108 Business Communications	5
SSC	101 Survey of U.S. History and Government	5
ADP	100 Introduction to Data Processing	5
ADP	110 Key Punch	3
ADP	119 Data Processing Machine Operations	5
	Physical Education (3 quarters)	4
	TOTAL	53

*Requirement may be met by passing a comprehensive test of proficiency in noted area.

PROGRAMS IN GENERAL BUSINESS LEADING TO THE ASSOCIATE DEGREE

This General Business Program and its diversity of options is offered for students of widely varying abilities. Business has come to appreciate the importance of increasing opportunities for the students who do not expect to attend the four-year institutions, or who expect to work while attaining their four-year and graduate degrees.

There are programs planned with the academically talented in mind, with the Veteran in mind, and with the average student in mind. These programs provide preparation for effective performance and progress in any of the areas presented.

These programs are designed to give 90-100 academic hours in general and specific subjects. Some of them require externship

as a part of the academic requirement. In others, however, it is at the option of the student.

In the General Business Core, if the student elects to do direct practice, under the leadership of the college coordinator, after he receives his Associate Degree, he will be awarded by the Division of Business Administration a "Fellow's Certificate of Proficiency" upon completion of one year's successful externship.

The Degree program in Administrative Management, better known as the AMS Program, offers several advantages. In the first place, it is sponsored by the American Management Society, which is an international society of businessmen and businesswomen. Every AMS member offers to "extern" the student in his office and then he is obligated to help place the student in a good position after graduation. After one year's satisfactory externship, a Fellow's Certificate of Proficiency will be awarded the student by the Administrative Management Society.

GENERAL BUSINESS PROGRAM OPTION

There are many job opportunities in private industry for graduates with business training. The U.S. Civil Service has recently opened its examination for two-year college graduates in such fields as economics, personnel administration, automatic data processing, finance, accounting, and many others. The training that the students receive in a General Business Program prepares students for positions such as these as well as for positions in other Governmental agencies such as the F.B.I.

Freshman Year

<i>Courses</i>		<i>Hours</i>
ENG	101 English Composition and Rhetoric	5
PSY	101 Psychology	5
SEC	207 Office Management	5
ADP	100 Introduction to Data Processing	5
SEC	205 Office Machines	5
SSC	101 Survey of U.S. History and Government	5
DED	172 Sales Promotion	5
SPC	108 Speech	5
BBA	270 Business Law	5

Physical Education (3 quarters)	4
TOTAL	49

Sophomore Year		
Courses		Hours
ECN 105	Principles of Economics	5
BBA 110	Principles of Accounting	5
BBA 108	Business Communications	5
ABA 233	Financial Management	5
ABA 276	Investments	5
ABA 230	Income Tax	5
ABA 291	Government and Business	5
ABA 175	Principles of Insurance	5
ABA 274	Legal Aspects of Insurance and Real Estate..	5
	Physical Education (3 quarters)	3
	TOTAL	48
	GRAND TOTAL	97

HOSPITAL BUSINESS MANAGER OPTION

Successful participation in this Hospital Manager's Program will prepare students to be Hospital Office Managers. This field is wide open and offers many job opportunities at high salaries.

Freshman Year		
Courses		Hours
ENG 101	English Composition and Rhetoric	5
PSY 101	Psychology	5
SSC 101	Survey of U.S. History and Government	5
BIO 101	Principles of Biology	5
BIO 211	Anatomy and Physiology	5
SEC 207	Office Management	5
ABA 150	Hospital Organization and Management	5
ABA 155	Hospital Accounting	5
BBA 110	Principles of Accounting	5
	Physical Education (3 quarters)	4
	TOTAL	49

Summer		
ABA 160	Externship	10

Sophomore Year		
Courses		Hours
ADP 100	Introduction to Data Processing	5
BBA 270	Business Law	5
SEC 205	Office Machines	5
BBA 111	Principles of Accounting	5
ADP 115	Machines I	5
DED 210	Marketing	5
ABA 211	Business Statistics	5
DED 290	Personnel Management and Human Relations .	5
ECN 105	Principles of Economics	5
BBA 108	Business Communications	5
	Physical Education (3 quarters)	3
	TOTAL	53
ABA 260	Externship	10
	GRAND TOTAL	122

ADMINISTRATIVE MANAGEMENT OPTION

Successful participation in this program prepares the student for a position of Office Manager. There is a great need in this field. This program is sponsored by the Administrative Management Society.

Freshman Year		
Courses		Hours
ENG 101	English Composition and Rhetoric	5
PSY 101	Psychology	5
ADP 100	Introduction to Data Processing	5
SSC 101	Survey of U.S. History and Government	5
ECN 105	Principles of Economics	5
ECN 106	Principles of Economics	5
BBA 108	Business Communications	5
BBA 110	Principles of Accounting	5
BBA 111	Principles of Accounting	5
	Physical Education (3 quarters)	4
	TOTAL	49

ABA160	Externship	10
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Sophomore Year

Courses		Hours
DED	201 Marketing	5
DED	202 Business Organization and Management	5
ABA	211 Business Statistics	5
ABA	230 Income Tax	5
ABA	233 Financial Management	5
BBA	270 Business Law	5
SEC	207 Office Management	5
DED	290 Personnel Management and Human Relations	5
	Physical Education (3 quarters)	3
	TOTAL	43
	GRAND TOTAL	102

AMS ASSOCIATE CERTIFICATE IN ADMINISTRATIVE MANAGEMENT (4 Quarters)

Successful participation in this program prepares the student for a position of Assistant Office Manager. There is a great need in this field. This program is sponsored by the Administrative Management Society.

Upon completion of all the required academic courses, the student shall receive a Certificate in Administrative Management from Abraham Baldwin Agricultural College.

Upon completion of six months of successful work experience in general office work, the student shall be awarded the Associate Certificate in Administrative Management by AMS.

Freshman Year

Courses		Hours
ENG	101 English Composition and Rhetoric	5
ECN	105 Principles of Economics	5
PSY	101 Psychology	5
BBA	108 Business Communications	5
SEC	207 Office Management	5
ABA	270 Business Law	5
BBA	110 Principles of Accounting	5
BBA	111 Principles of Accounting	5

ECN	106 Problems of Economics	5
SSC	101 Survey of U.S. History and Government	5
	Physical Education (3 quarters)	4
	TOTAL	54

ACCOUNTING AND DATA PROCESSING (ADP) ONE-YEAR CERTIFICATE PROGRAM

Successful completion of this program enables the student to attain success as key punch and peripheral equipment operators or as programmer trainees.

Freshman Year

Courses		Hours
ENG	101 English Composition and Rhetoric	5
MAT	130 Basic Ideas of Mathematics	5
SSC	101 Survey of U.S. History and Government	5
ADP	100 Introduction to Data Processing	5
ADP	119 Data Processing Machines Operations	5
ADP	217 Systems Analysis and Methods	5
ADP	131 Principles of Computer Programming	5
ADP	211 Advanced Computer Programming Language I	3
ADP	110 Key Punch	3
*SEC	101 Typewriting	2
	Physical Education (3 quarters)	4
	TOTAL	47

*Requirement may be met by passing a comprehensive test in proficiency in noted area.

ACCOUNTING AND DATA PROCESSING (ADP) TWO-YEAR ASSOCIATE DEGREE CAREER PROGRAM

The Accounting and Data Processing Program is designed to offer the student a sound business background with emphasis in the principles of data processing and computer programming. The curriculum is planned to offer the student immediate employment training in many areas of accounting, data processing and computer programming.

Freshman Year

<i>Courses</i>		<i>Hours</i>
ENG	101 English Composition and Rhetoric	5
ENG	102 Composition and Literature or	
BBA	108 Business Communications	5
ENG	120 Developmental Reading	1
MAT	100 College Algebra or	
MAT	130 Basic Ideas of Arithmetic	5
PSY	101 Psychology or	
SOC	105 Sociology	5
ADP	119 Data Processing Machine Operations	5
ADP	100 Introduction to Data Processing	5
BBA	100 Introduction to Business	5
BBA	110 Principles of Accounting	5
BBA	111 Principles of Accounting	5
ADP	131 Principles of Computer Programming	5
	Physical Education (3 quarters)	4
	TOTAL	55

Sophomore Year

<i>Courses</i>		<i>Hours</i>
ECN	105 Principles of Economics	5
ABA	230 Income Tax	5
ADP	217 Systems Analysis and Methods	5
ABA	211 Statistics	5
MAT	235 Finite Mathematics	5
BBA	270 Business Law	5
SSC	101 Survey of U.S. History and Government	5
ADP	221 Advanced Computer Programming Language I	3
ADP	222 Advanced Computer Programming Language II	3
ADP	223 Advanced Computer Programming Language III	3
*SEC	101 Typewriting	2
	Physical Education (3 quarters)	3
	TOTAL	49
	GRAND TOTAL	104

*Requirement may be met by passing a comprehensive test in proficiency in noted area.

INSURANCE AND REAL ESTATE OPTION

Upon successful participation of this program and passing the State Examinations, the student will become a licensed realtor and insurance agent.

Freshman Year

<i>Courses</i>		<i>Hours</i>
ENG	101 English Composition and Rhetoric	5
PSY	101 Psychology	5
DED	171 Salesmanship	5
BBA	110 Principles of Accounting	5
SPC	108 Speech	5
BBA	108 Business Communications	5
ABA	173 Principles of Insurance	5
ABA	174 Real Estate and Valuation	5
ABA	175 Life and Health Insurance	5
	Physical Education (3 quarters)	4
	TOTAL	49

Summer

ABA	135 Externship	10
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Sophomore Year

<i>Courses</i>		<i>Hours</i>
ECN	105 Principles of Economics	5
SEC	207 Office Management	5
ABA	211 Business Statistics	5
BBA	270 Business Law	5
ABA	274 Legal Aspects of Insurance and Real Estate	5
ABA	275 Property and Casualty Insurance	5
ABA	276 Investments	5
DED	290 Personnel Management and Human Relations	5
ADP	100 Introduction to Data Processing	5
SSC	101 Survey of U.S. History and Government	5
	Physical Education (3 quarters)	3
	TOTAL	53
ABA	235 Externship	10
	GRAND TOTAL	122

DISTRIBUTIVE EDUCATION:**MERCHANDISING AND MID-MANAGEMENT
COOPERATIVE CAREER PROGRAM OPTION**

The purpose of this program is to prepare the student for mid-management or junior executive positions in retail, wholesale, service, and business service firms, and also the marketing departments in manufacturing firms.

The cooperative plan provides learning activities in two types of situations: (1) formal classes in school, and (2) supervised work experience in selected distributive business establishments. The occupational experience, coordinated by the instructor, constitutes the laboratory experience in a cooperative program.

The occupational experience will take place during the summer quarter of the freshman year and the winter quarter of the sophomore year, with the formal study on campus. While on the job, the student will follow a schedule of planned experience which will take him through the entire operation of the firm as quickly as his abilities and ambitions will permit. Through his formal education on campus, he will acquire those skills and theories in marketing and distribution that are necessary for his advancement.

**DISTRIBUTIVE EDUCATION: MARKETING
AND DISTRIBUTION OPTION***Freshman Year*

<i>Courses</i>		<i>Hours</i>
ENG	101 Composition and Rhetoric	5
SSC	101 Survey of U.S. History and Government	5
ECN	105 Economics	5
DED	150 Principles of Distribution	5
DED	171 Salesmanship	5
DED	172 Sales Promotion	5
PSY	101 Introduction to Psychology	
	or	

SOC	105	Introduction to Sociology	5
ART	120	Art Structure	5
		Physical Education (3 quarters)	4
		TOTAL	44

Summer

DED	120	Directed Occupational Experience	10
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Sophomore Year

<i>Courses</i>			<i>Hours</i>
BBA	110	Principles of Accounting	5
DED	201	Principles of Marketing	5
DED	202	Business Organization and Operation	5
BBA	270	Business Law	5
DED	290	Personnel Management	5
SPC	108	Speech	5
DED	220	Directed Occupational Experience	10
		Physical Education (3 quarters)	3
		TOTAL	43
		GRAND TOTAL	97

**DISTRIBUTIVE EDUCATION FASHION MERCHANDISING
PROGRAM—CAREER PROGRAM OPTION**

The objective of this program is to prepare the student for a career in the fashion field including home furnishings, decorations, apparel, and especially high fashion apparel. The job entry level in all probability will be in a supporting capacity to a professional fashion coordinator.

To be eligible to receive an Associate Degree in Distributive Education, a student must have completed the following prescribed course.

Freshman Year

Freshman Year		
<i>Courses</i>		<i>Hours</i>
ENG	101	English Composition and Rhetoric 5
ENG	102	Composition and Literature 5
DED	150	Principles of Distribution 5

PSC	102	Survey of Chemistry	5
HEC	107	Home Interiors	5
DED	171	Salesmanship	5
ART	120	or ART 130	5
HEC	120	Clothing	5
DED	172	Sales Promotion	5
		Physical Education (3 quarters)	4
		TOTAL	49

Summer

DED220	Occupational Experience	10
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*Sophomore Year**Courses*

			<i>Hours</i>
DED	202	Business Organization and Operation	5
SPC	108	Fundamentals of Speech	5
SSC	101	Survey of U.S. History and Government	5
HEC	101	Basic Fashions	5
DED	290	Personnel Management	5
HEC	224	Textiles	5
HEC	275	Home Furnishings	5
DED	201	Principles of Marketing	5
		Physical Education(3 quarters)	3
		TOTAL	43
		GRAND TOTAL	102

NURSE EDUCATION*Two Year Career Program*

The Department of Nurse Education is an integral part of the college in the Division of Science and Mathematics and offers educational opportunities to qualified individuals who seek a career in nursing. Students pursue a planned course of study which will help them develop physically, intellectually, emotionally, socially, and spiritually so that they will be able to practice in their chosen field of nursing and at the same time lead more satisfying lives.

The Associate Degree Program in Nursing contributes to meeting the over-all health needs of the people by preparing

nurses, of beginning competence to practice, under supervision, in hospitals and other health agencies. The registered nurse (RN) functions as a member of the health team in preventive, curative and rehabilitative health care wherever needed.

The two year curriculum combines courses in general education and in nursing education which run concurrently throughout both years. Laboratory nursing practice is planned to provide a variety of nursing experiences utilizing a variety of health agencies including hospitals, public health agencies, nursing homes, clinics, and physicians' offices. Students make provision for their own transportation to and from the clinical practice agencies.

The College offers many co-curricular activities which furnish training and leadership, diversion and recreation, assisting in the development of the student. Nursing students are expected to be active in the Student Nurses Club and are encouraged to participate in other activities of interest to them.

Students must attain grades of C or higher in nursing and science courses. Satisfactory performance in the clinical nursing laboratory is reflected in the grade for the nursing course. Throughout the program the faculty counsels with students about their adjustment to the field of nursing.

Prior to completion of the nursing program students will be expected to pass suitable comprehensive tests designed to evaluate the ability to administer safe nursing care.

Nursing students are subject to the same fee schedule as all persons in the College. They may live at home or in housing provided by the College.

Upon graduation the student receives the Associate in Science in Nursing Degree and is eligible to take the Georgia State Board Examination for licensure as a Registered Nurse (RN). The Nurse Education Program is accredited by the Board of Examiners of Nurses for Georgia.

Objectives of the Program

The program is designed to effect changes within the students so that they learn to:

1. Develop self-understanding.
2. Identify goals in life and begin to formulate a plan to fulfill those goals.
3. Accept responsibility for learning.
4. Evaluate their own performance.
5. Accept responsibility for continuing growth.
6. Recognize basic and unique needs of individuals.
7. Formulate plans based on selected scientific principles to meet nursing needs of individuals.
8. Give safe nursing care based on sound planning to a variety of patients.
9. Guide patients and families toward good health practices.
10. Seek appropriate assistance when needed.
11. Work effectively with various members of the health team.
12. Guide ancillary nursing personnel assigned to assist in patient care.

Requirements for Admission in Nurse Education

The nursing faculty will review the records of students who wish to study nursing and make recommendations concerning eligibility for enrollment in the nursing program. To enter the Nurse Education Program, students must, 1) be eligible for admission to the College; 2) submit evidence of good physical and mental health by endorsement of the family physician to undertake nursing (a physical examination must be completed at the beginning of each year); 3) submit a copy of the official birth certificate; 4) have completed high school level chemistry or may complete one quarter of college level chemistry after admission. Also, students having a predicted freshman average grade (PFAG) of less than 0.5 above the minimum required for entry to the College must take selected general education courses totaling 15 hours a quarter until they achieve an average grade of C for one quarter before enrolling in Nursing courses. Students having a PFAG below that required for college entrance must enroll in

developmental studies suggested by the Nurse Education Faculty, preliminary to formal admission into the Nurse Education Program. Students enrolled in the developmental studies are encouraged to enroll in selected courses as electives for enrichment.

Both men and women, married or single, at least seventeen years of age, may be admitted to the program. Students are encouraged to enter the College for the summer quarter prior to beginning the nursing curriculum in the fall. Building reading skills, Basic Ideas of Mathematics, and Beginning English Composition are among courses recommended for summer study.

Cost of the Program

Fees are itemized under the Schedule of Expenses. In order to participate in the clinical nursing laboratory, students will need to purchase uniforms before entering the program. During the two year period students in nursing will incur additional expenses, for transportation to clinical experience, NLN Tests, liability insurance, Student Nurse Club and subscription to the official periodical, the American Journal of Nursing, and the graduate nurse pin. These should not exceed \$150.00. Scholarships and loans are available and are described under the section on Financial Aid.

Curriculum

The courses listed below are required for a student to earn the Associate in Science in Nursing Degree.

Freshman Year

<i>Course</i>		<i>Hours</i>
NUR	131 Fundamentals of Nursing I	5
NUR	135 Fundamentals of Nursing II	5
NUR	136 Fundamentals of Nursing III	5
NUR	137 Fundamentals of Nursing IV	5
ENG	101 Composition and Rhetoric	5
PSY	101 Introduction to Psychology	5
BIO	211 Anatomy and Physiology	5
BIO	212 Anatomy and Physiology	5
BIO	105 Principles of Microbiology	5
	Physical Education (three quarters)	
	TOTAL	45

Sophomore Year

NUR	237	Advanced Nursing I	5
NUR	238	Advanced Nursing II	5
NUR	239	Advanced Nursing III	5
NUR	240	Advanced Nursing IV	5
NUR	241	Advanced Nursing V	5
PSY	221	Human Growth and Development	5
SOC	105	Introduction to Sociology	5
SSC	101	Survey of U.S. History and Government	5
ENG	102	Composition and Literature	5
		Physical Education (three quarters)	
		TOTAL	45
		GRAND TOTAL	90

SOCIAL WORK EDUCATION

The Social Work Education program is designed to serve the following objectives:

- To contribute to the enrichment of general education by helping students know and understand social welfare needs, services, and issues.
- To prepare students for further study leading to the baccalaureate degree in Social Work Education.
- To prepare students for immediate employment in social welfare positions not requiring the Bachelor's Degree or graduate work in Social Work Education.
- To prepare students for immediate employment in one of the other human service occupations.

The student who completes the curriculum listed below will receive the Associate in Science Degree.

Course	Hours
ENG 101	Composition and Rhetoric5
ENG 102	Composition and Literature5
ENG 222	Western World Literature5
SPC 108	Fundamentals of Speech5

MAT	130	Basic Ideas of Math	5
BIO	101	Principles of Biology	5
SOC	295	Behavioral Science Laboratory in Field Work	5
HIS	211	Western Civilization I	5
HIS	212	Western Civilization II	5
HIS	251	American History I	5
HIS	252	American History II	5
POL	201	American Government	5
SOC	105	Introduction to Sociology	5
PSY	101	Introduction to Psychology	5
SOC	115	Introduction to Social Welfare Institutions	5
SOC	260	Social Problems	5
PSY	201	Social and Personal Disorganization	5
SOC	263	Social Methods	5
SOC	293	Family Relations	6-7
		Physical Education (6 quarters)	
		TOTAL	96-97

LAW ENFORCEMENT CURRICULUM

The Law Enforcement Curriculum is designed to prepare students for careers in law enforcement. Courses taken in the two-year Associate degree program have been designed to meet the requirements of general education and to provide a minimum of 30 quarter hours in the specialized field of law enforcement. It is expected that all courses offered at ABAC in the law enforcement curriculum will be transferrable to a major institution offering a baccalaureate degree in law enforcement. Loan and grant funds are available in the Law Enforcement Program for students interested in careers in this field.

The student who completes the curriculum listed below will receive the Associate in Science Degree.

	<i>Freshman Year</i>	
LEN	101	Crime in America5
PSY	101	Introduction to Psychology5
ENG	101	Composition and Rhetoric5
LEN	102	Police Administration5

BIO	101	Principles of Biology or	
PSC	101	Survey of Physics	5
ENG	102	Composition and Literature	5
LEN	103	Police Operations	5
MAT	100	College Algebra or	
MAT	130	Basic Ideas of Mathematics	5
POL	201	American Government	5
		Physical Education (3 quarters)	4
		TOTAL	49

Sophomore Year

LEN	201	Police Problems and Practices	5
HIS	251	American History	5
SPC	108	Speech	5
LEN	202	Criminal Law	5
PSC	102	Survey of Chemistry	5
HIS	252	American History	5
LEN	203	Police Role in Criminal and Delinquent Behavior	5
ENG	222	Western World Literature	5
		Math or Lab Science	5
		Physical Education (3 quarters)	3
		TOTAL	48

DESCRIPTION OF COURSES IN THE CAREER TECHNOLOGICAL PROGRAMS*

ABA 135 Occupational Experience: 10 hours. Realtor and/or Insurance Salesman. Has knowledge of property utilization, law dealing with ownership, titles and liens; determines values of real estates. Puts this knowledge to practical use by renting and selling of property on a commission basis. Has knowledge and understanding of all kinds of insurance available, including underwriting and reinsurance, claims settlement, marketing methods, principles of rate making, statement analysis. He puts this knowledge into practical use by informing the public, recommending, and selling insurance of various kinds for insurance companies or agencies. Summer.

ABA 150 Hospital Organization And Management: 5 hours. The Course, Hospital Organization and Management, is designed to acquaint the student with the History of Hospitals, with the present role of the hospital in the community, and with the future expectations of hospitals. It describes the overall organizations found in the typical hospitals of today and explains the responsibilities and the functions of the hospital and of its various departments. It exposes the student to the principles of management and supervision which will be required in business office management. Winter.

ABA 155 Hospital Accounting: 5 hours. Prerequisite: Basic Accounting. The course of Hospital Accounting advances the student beyond the basic accounting principles and practices to the specific application of these principles and practices as they are uniformly used in hospitals. In addition to the basic accounting method and principles, the course includes hospital statistical computations which are peculiar to, and which are used in hospital accounting, the classification of services and expenses, the preparation of hospital financial statement (and analysis), budgeting, and costs analysis for hospitals. Spring.

*Some courses required in the Career Programs are approved for the College Parallel Programs and the description of these courses are found in the section entitled Description of Courses in the College Parallel Program.

ABA 160 *Direct Practice*: 10 hours. Hospital Orientation. Hospital Organization and Management. Principles of Management. Responsibilities of Management. Functions of Management. Hospital Department—their functions. Inter-relationships of each department to the others. The business aspects of each department and their relationships to the Business Office. Special on-the-job assignments. Project. Paper presenting the hospital organization identifying the various responsibilities and functions of the hospital. Summer.

ABA 173 *Principles of Insurance*: 5 hours. An introductory course in insurance, designed to acquaint the student with the various types of life, health and accident, and property (both group and individual) insurance from the standpoint of the consumer as well as from the standpoint of the industry. Some emphasis on insurance planning and programming correlated to social security and other group coverages. Spring.

ABA 174 *Real Estate and Valuation*: 5 hours. Social and economic aspects of real property and the real estate business. Land economics; valuation theory, approaches, and devices; depreciation and obsolescence. Winter.

ABA 175 *Life and Health Insurance*: 5 hours. Life and health risks, government security program, and basic principles of life and health insurance. Life and health insurance coverages and employee benefit plans. Fall.

ABA 176 *Principles of Insurance*: 5 hours. A study of the principles and practices; economics of insurance; fire, life, and casualty contracts; various types of business and contingency risks. Designed for those interested in the field whether as a profession or as buyers of insurance.

ABA 211 *Business Statistics*: 5 hours. Normal and other probability distribution functions; statistical frequency functions, means, standard deviations, and moments of probability distribution and frequency functions; probability and frequency

distributions in two variables; simple and multiple correlation and regression; sampling and sampling errors of means; proportions and percentages; sampling distributions including the chi-square, F, and "Student's" distributions tests of significance; point estimation; confidence limits. Winter.

ABA 225 *Intermediate Accounting*: 5 hours. Prerequisites: BBA 110, BBA 111 with a C grade or better. A problem course that provides a comprehensive review of the basic accounting sequence. Emphasis is on the preparation of financial statements and accounting of tangible assets, intangible assets, liabilities, capital stock, surplus, and an analysis of accounting statements. Spring.

ABA 230 *Income Tax*: 5 hours. Interpretation of federal and state income tax with practice materials requiring application of these laws to the return of individuals and companies. Winter.

ABA 233 *Financial Management*: 5 hours. This course is an introductory and fundamental course in the field of business and corporate finance. It deals with promotion and organization; capitalization and financial planning; valuation of business enterprises; permanent financing; working capital administration and sources; treatment of earnings; expansion and reorganization problems. Spring.

ABA 235 *Occupational Experience*: 10 hours. Realtor and/or Insurance Salesman. Rents and sells property for clients on a commission basis. Sells various types of insurance (life, fire, and marine) to new clients. Summer.

ABA 260 *Externship*: 10 hours. The Business Office and its functions and responsibilities. The role of the Business Office Manager. Business Office Management. Special on-the-job assignments. Project. Paper identifying hospital costs and income and including budgeting and cost analysis. Summer.

ABA 274 *Legal Aspects of Insurance and Real Estate*: 5 hours. Law of contract, agency, conveyance, and title in relation to real property. Application of substantive and regulatory law to the insurance contract and industry. Winter.

ABA 275 *Property and Casualty Insurance*: 5 hours. Property and liability exposures and basic principles of property and liability insurance. Property and liability coverages for personal and family exposures (auto, dwelling forms, C.P.I. Homeowners.) Spring.

ABA 276 *Investments*: 5 hours. An introduction in investments designed to acquaint the student with the securities market as well as alternative investments. Much emphasis placed on investment management. Fall.

ABA 291 *Government and Business*: 5 hours. An extremely practical course designed to acquaint the student with the mass of local, state, and federal laws that effect the business enterprise. Among the topics covered are labor laws, Social Security, unemployment compensation, organization fees and licenses, and aids to businesses. Fall.

ADP 110 *Key Punch Operations*: 3 hours. Prerequisite: SEC 101. The development of skills and proficiency in operation of the card punch and card verifier, and the knowledge of punched card applications and functions. Fall, Winter, Spring and Summer.

ADP 119 *Data Processing Machine Operations*: 5 hours. The operations, procedures, wiring, and control of peripheral data processing machines. Hands-on experience to include the card punch, sorter, tabulating machine, collater, reproducing summary punch, and calculating punch machine. Fall, Winter and Spring.

ADP 131 *Principles of Computer Programming*: 5 hours. Prerequisite: ADP 119. An assembly-type programming language. Principles of internally stored program machines taught through a basic computer programming language. A transition from peripheral equipment to the electronic computer. Fall, Spring.

ADP 217 *Systems Analysis and Methods*: 5 hours. Prerequisite: ADP 131. The analysis and design of data processing systems within the frame work of modern business enterprise involving a complex management structure dependent upon diverse internal and external sources for data. Winter and Spring.

ADP 221 *Advanced Computer Programming Languages I*: 3 hours. Prerequisite: ADP 131. A study of some of the most widely used

programming languages with special emphasis on FORTRAN IV as a typical compiler-type language. Programs written by students will be compiled and executed on a computer. Fall.

ADP 222 *Advanced Computer Programming Languages II*: 3 hours. Prerequisite: ADP 221. A study of the semantics of programming languages as contrasted by COBOL. Programs written by students will be compiled and executed on computer. Winter.

ADP 223 *Advanced Computer Programming Languages III*: 3 hours. Prerequisite: ADP 222. Extensive applications of computer programming. PL/1 and other programming languages will be used to develop a high degree of skill. Programs written by students will be compiled and executed on a computer. Spring.

AEC 150 *Farm Management*: 5 hours. Five discussions. A study of farm management with major emphasis upon decision-making and efficient use of farm resources. Winter.

AEC 222 *Internship*: 15 hours. Will involve summer employment in an enterprise selected by the student and his educational advisor in the area related to Agri-business. This course may be taken during the summer following completion of the freshman year. Summer.

AEC 260 *Agricultural Marketing*: 5 hours. Five discussions. Prerequisites: AEC 150 or ECN 105. A study designed to evaluate marketing methods and practices involved in modern agriculture. A comprehensive study of the agricultural marketing system from producer to ultimate consumer. Spring.

AEN 106 *Engineering Problems*: 5 hours. Five discussions. A basic study of elementary principles involved in simple engineering problems related to farm power and equipment with special emphasis on solving typical problems. Involves elements of algebra and plane geometry. (For Farm Equipment students only.) Fall and Spring.

AEN 110 *Farm Machinery and Equipment*: 5 hours. Three discussions and two laboratory periods. The study of basic farm

machinery including the assembling, operating, repair and care of machinery used on the farms in the South. Actual field operation. Winter and Spring.

AEN 112 *Graphic Communication*: 2 hours. Three laboratory periods. This course deals with skills rather than technical drafting proficiency. Although basic instruments are taught, the major emphasis is on sketching and plan reading. Fall and Winter.

AEN 120 *Agricultural Power I*: 5 hours. Three discussions and two laboratory periods. Study of the construction, operation and servicing of spark and compression engines. Special emphasis is placed on horse power rating, care and repair of hydraulic systems, diesel injectors, ignition systems and general repairs. Laboratory work to include actual field operation and overhaul procedures of tractors. Winter.

AEN 125 *Agricultural Machinery Business*: 5 hours. Five discussions. A study of general problems involved in operation and management of farm equipment retailing stores including their purchase, sale stocking, servicing and financing merchandise. Fall and Winter.

AEN 130 *Power Unit Testing And Diagnosis*: 5 hours. Two discussions and three laboratory periods. This course deals with malfunctions of power units and their interrelationship with other components and systems. Particular emphasis is placed on the use of a logical sequence of steps interpreting and diagnosing these malfunctions. Spring.

AEN 207 *METAL TECHNOLOGY*: 5 hours. Five two-hour laboratory periods. Development of basic understanding and skill in metal work; selection, care and use of materials, hand tools, and power equipment; cold and hot metal work; gas and arc welding; plumbing; soldering; surface finishing; and service centers. Fall, Winter and Spring.

AEN 210 *SURVEYING*: 5 hours. Five two-hour periods. Prerequisite: MAT 101. Surveying methods, instruments, and computations related to field problems in taping, leveling, directions, curves, and land surveying. Fall, Winter and Spring.

AEN 212 *Agricultural Electrical Equipment*: 5 hours. Three discussions and two laboratory periods. Application of electricity to agricultural machinery. Includes electric motors, electrical control equipment and ignition systems. Fall.

AEN 213 *Hydraulics*: 5 hours. Two discussions and three laboratory periods. A study of the technical language of fluid power including graphical symbols, industrial standards and components available. Their design, application, operation and maintenance. Power testing and repair procedures on agricultural tractors and light industrial equipment are emphasized. Spring.

AEN 230 *Agricultural Power II*: 5 hours. Three discussions and two laboratory periods. Principles of the diesel engine with reference to design and construction of different types used in agricultural and light industrial application. Theory and principles of diesel pumps and injectors are studied under actual and practical condition by rebuilding and calibrating. Winter.

AEN 269 *Internship*: 15 hours. A student taking this course will spend one quarter with a farm equipment dealer selected by the Georgia Farm Equipment Dealers Association and the college. Summer.

AGR 200 *Agricultural Projects*: 0-5 hours. A conference and practical experience course directed toward the technology student. A project selected by the student and his advisor will form the basis of the course. Individual and group problems related to the projects will be discussed. Record keeping and cost accounting on the project is required. Offered all quarters.

AGY 110 *Forage Crops And Pastures*: 5 hours. Four discussions and one laboratory period. Designed to study in greater detail those crops pertaining to livestock farming. Special emphasis to be given to grasses and grain crops emphasizing kind of seed, fertilizer treatment, land preparation and expected returns. Fall and Summer.

AGY 125 *Control Of Weeds, Insects and Plant Diseases*: 5 hours. Four lectures and one two-hour laboratory period. A combined

course embracing the principles of insect, disease and weed control in the production of field and horticultural crops with special emphasis upon practical applications and methods of control.

AGY 200 *Internship*: 15 hours. A student enrolled in plant technology will work during the summer quarter following the freshman year with an experiment station or a selected farm to gain practical experience in crop and plant production principles. Summer.

AGY 220 *Fertilizers And Soils*: 5 hours. Four discussions and one laboratory period. A study of kinds and makeup of soils found in Coastal Plains, and what fertilizer materials and treatment are needed for high crop yields. Spring.

AGY 230 *Field Crop Production*: 5 hours. Four discussions and one laboratory period. Basic course designed to familiarize students interested in agriculture to some of the basic principles and theories involved in field crop production. Study of major field crops of Georgia with special study on varieties, adaptation, fertilizer, rate of seeding, spacing, cultivations, disease and insect control, harvesting and marketing. Fall, Winter, Spring and Summer.

AHY 115 *Livestock Production*: 5 hours. Four discussions and one laboratory period. Introductory course in animal husbandry designed to acquaint the student with fundamental problems of livestock, its place in farming, emphasis on marketing requirements, marketing methods, processing, merchandising, feeding, management and breeding. Fall.

AHY 190 *Livestock Judging*: 1 hour. Two hours of discussion or laboratory periods each week. Introductory course in animal science designed to acquaint the student with fundamental aspects of livestock evaluation and selection. Open to freshmen and sophomore students. Fundamentals in judging beef cattle, swine and sheep. (Required for all students participating in Judging Team.) Fall.

AHY 200 *Internship*: 15 hours. Students enrolled in Livestock Technology will spend the summer quarter after the freshman year

with a selected livestock producer or on a ranch getting practical farm experience in breeding, selection, feeding and management of beef cattle and/or swine. Summer.

AHY 205 *Beef Cattle*: 3 hours. Prerequisite: AHY 101. A further study in breeding, feeding and management of beef cattle. Spring (odd year).

AHY 210 *Swine Production*: 3 hours. Prerequisite: AHY 101. A further study in breeding, feeding and management of the swine herd with particular emphasis placed on practical demonstrations and tests developed at the Georgia Coastal Plain Experiment Station. Spring (even year).

AHY 215 *Feeding Farm Animals*: 5 hours. Four discussions and one laboratory period. General course in livestock feeding and management with emphasis on the practical farm rations for swine, beef cattle, dairy cattle and poultry. Winter.

BBA 170 *Business Law*: 5 hours. Law in its relationship to business with special emphasis on current problems on the law of sales, property, negotiable instruments, business organizations, and trade regulations. Spring.

BIO 105 *Principles of Microbiology*: 5 hours. Four lectures and one two-hour laboratory period. A study of the basic micro-organism including pathogens, culturing, methods of straining, disinfection, and disease. Spring.

DED 120 *Occupational Experience*: 10 hours. Supervised work in selected business establishments during the summer quarter following the freshman year.

DED 220 *Occupational Experience*: 10 hours. Supervised work in selected business establishments during the winter quarter of the sophomore year.

ENT 200 *Introductory Entomology*: 3 hours. Two lectures and one laboratory period. Prerequisites: BIO 101-102. An introduction to the study of insects—their structure, identification and biology. Fall and Spring.

FOR 120 *Forest Botany*: 5 hours. Four discussions and one laboratory period. Plant structure with special emphasis on seed plants and functions of the various organs. Plant life and its relation to forestry. Spring.

FOR 190 *Concepts Of Natural Resource Conservation*: 3 hours. Three lectures per week dealing with the renewable resources and the basic concepts of their use and management. Land, forest, wildlife and water resources will be emphasized. Fall.

FOR 192 *Introduction To Forest Wildlife Management*: 3 hours. Prerequisites: BIO 101. An introduction to the basic ecological principles which govern the management of wild animal populations in the forest environment. Emphasis will be placed on those concepts which have given rise to present day management principles. The relationships between game species and other natural forest resources will be presented. Winter, Spring.

FOR 204 *Dendrology*: 5 hours. Three discussions and two laboratory periods. A brief survey of the plant kingdom, followed by the study of the trees of the United States with particular reference given to those of commercial importance. Spring.

FOR 205 *Aerial Photograph Interpretation*: 2 hours. One discussion and two laboratory periods. Application of aerial photo interpretation techniques by forest technicians in land management. Winter.

FOR 207 *Silviculture*: 5 hours. Three discussions and two laboratory periods. A study of the primary silvicultural systems on an ecological basis, including the basics of nursery practices and reforestation. Fall.

FOR 220 *Forestry Seminar*: 1 hour. One discussion. Group discussions with instructors and/or leaders in various fields of forestry, recreation and wildlife programs. Fall.

FOR 222 *Forest Surveying*: 5 hours. Three discussions and two laboratory periods. A practical course in land surveying to include such items as boundaries, corners, monuments, legal terms, deed descriptions, how to prepare records and where and how to find

records which do exist. Also, to include compass and chaining and area determination. Fall.

FOR 241 *Forest Protection*: 5 hours. Three discussions and two laboratory periods. The protection of forest from fires, insects and diseases with special emphasis on fire prevention and control (includes use and care of equipment). Summer.

FOR 242 *Forest Harvesting*: 3 hours. One lecture and two laboratory periods. A study of timber harvesting techniques with emphasis on techniques, problems, and equipment. Summer.

FOR 243 *Forest Industries*: 2 hours. A survey of forest industries with field trips to local plants. Laboratory. Summer.

FOR 244 *Forest Mensuration*: 5 hours. Cruising, estimating and mapping of standing timber; construction of local volume tables and collection of data for growth studies. (Five 8-hour days for two weeks.) Summer.

FOR 245 *Timber Management*: 3 hours. Two discussions and two laboratory periods. A practical course in the basic techniques of managing a stand of timber in order that the greatest economical returns may be secured but not at the sacrifice of ecological principles. To be given in order that the technology student may be able to understand and carry out the instructions of the professional man. Spring.

FOR 246 *Forest Safety*: 1 hour. One hour discussion and demonstration. Personal attitudes and procedures. Proper use of tools and safety equipment. The organizational approach to safety. Elementary first aid. Summer.

FOR 255 *Forest Recreation*: 3 hours. One discussion and two laboratory periods. Lectures and practical work on the organization and development of forest properties for recreational use. Winter.

FOR 260 *Law Enforcement Procedures*: 5 hours. A summer program designed to acquaint the student with the modern techniques of game and fish law enforcement. Court procedures

concerned with the prosecution of game and fish law violations will be covered. Field techniques, gun safety, jurisdiction and legal authority will be included. Summer.

FOR 261 *Forest Game Management*: 5 hours. Classroom and field instruction in game and fish management. To include population counts, preparing food plots, study of natural habitats, and use of tools and equipment necessary to carry out these projects. Summer program.

FOR 262 *Aquatic Resource Management*: 5 hours. Designed to give the student practical experience in the management of aquatic resources. A background will be laid for an ecological understanding of aquatic environments and their inhabitants. Approximately one-half of the time will be allotted to fisheries management and the remainder of time will be devoted to mammals, birds and plants which inhabit aquatic environments. Summer.

FOR 263 *Advanced Wildlife Biology*: 5 hours. Prerequisites: BIO 101, FOR 261-262. Designed to give the students knowledge pertaining to the practical application of biological techniques necessary for the management of wild game populations. Such areas as natural reproduction, artificial propagation, basic physiology, and sexing techniques will be incorporated. Fall.

FOR 271 *Wildlife Management*: 3 hours. Two discussions and two laboratory periods. An introduction to the principles of managing wildlife and its effect on forest environment. Winter and Summer.

HEC 100 *Equipment Technology I*: 5 hours. Five discussions. A study of the selection, care and efficient use of small household equipment and large appliances. Developing and understanding of the different types of fuel used for operation of equipment and heating of homes. Evaluation and drawing of electrical wiring systems for the home. Fall.

HEC 101 *Basic Fashions*: 5 hours. A study of the development of fashion and the selection of apparel for individuals based on such features as complexion, hair color, body size, posture, face and

figure types. Line, color, form and texture are studied as a means of expressing personality and creating illusions toward a more attractive personal appearance. The course is designed for those who will be advising others and for personal development. Winter and Spring (as needed).

HEC 107 *Home Interiors*: 5 hours. A study of elementary principles of design in their relationship and direct application to the home and household accountments. This will include adaptability of period and modern furnishings to contemporary living. Spring.

HEC 110 *Elements Of Clothing Construction*: 5 hours. Two hours of discussion and three hours laboratory. The course will include the selection of design and fabric, the construction, techniques and the use of equipment. Winter.

HEC 116 *Food Catering Services*: 5 hours. Three discussions and two laboratory periods. Food catering services appropriate for the home. Management and preparation of meals, table appointments, invitations, and record keeping. Study of accepted procedures of meal service in detail. Winter.

HEC 118 *Food Production And Serving For Groups*: 5 hours. Three discussions and two laboratory periods. Planning, purchasing and preparation of food for groups. A study of management, record keeping, layout, equipment, sanitation and safety in the kitchen. Spring.

HEC 200 *Equipment Technology II*: 5 hours. Five discussions. A study of the selection, care and use of institutional equipment for instructional purposes. Special emphasis on audio and visual aids equipment. Learning demonstration techniques. Winter.

HEC 203 *Child Care*: 5 hours. Five discussions. A study of the developmental needs of the infant and pre-school child and how these needs may be met by the various members of the family. Fall.

HEC 220 *Problems In Personal Finance*: 5 hours. five discussions. Management of personal income in relation to individual needs

and desires; investigation of consumer information sources, current financial and consumer credit problems which the individual or family may have to face. Spring.

HEC 224 *Textiles*: 5 hours. Three discussions and two laboratory periods. Prerequisites: CHM 121. A study of textile fibers, yarns and fabrics; their properties and identification. Selection and care of textiles including their use in home furnishings and wearing apparel. Winter and Spring.

HEC 230 *Clothing: Special Problems*: 5 hours. Two discussions and three laboratory periods. Fabric selection and clothing construction with emphasis placed upon fitting problems. The handling of special fabrics and tailoring techniques. Spring.

HEC 251 *Nutrition Fundamentals*: 5 hours. (Not transferrable for Home Economics majors.) A study of the basic principles of nutrition and the relationship between the maintenance of health and these principles. A course designed for majors in Health and Physical Education. Fall and Spring.

HEC 260 *Merchandising Textiles*: 5 hours. Four discussions and one laboratory period. A study of natural and man-made fiber textiles to provide a background for merchandising of fashions and household textiles. Analyzation of consumer needs and merchandising principles.

MAT 150 *Basic Mathematics*: A study of the basic mathematical concepts underlying applications of mathematics in agriculture and agricultural-related fields. Spring.

NUR 131 *Fundamentals of Nursing I*: 5 hours. Two hours lecture and nine hours laboratory a week. Study of the concepts, principles and techniques that form a foundation for all subsequent nursing courses. An introductory study of the nursing role, communications, interpersonal relations, community health, asepsis, nutrition, body mechanics, assessment of patient needs and nursing intervention. Mathematics of dosage and solutions. Fall.

NUR 135-136 *Fundamentals Of Nursing II and III*: 10 hours. Prerequisite: Grade of C or better in NUR 131. Six hours of lecture and twelve hours laboratory a week. Study of the body responses to illness and stress. Preventive, curative and rehabilitative aspects of nursing care. Included in the course are study and laboratory experience in nursing the patient undergoing surgery, patients with aberrant cellular growth, limitation of motion, disturbances of homeostasis and inflammatory processes. Winter.

NUR 137 *Fundamentals of Nursing IV*: 5 hours. Prerequisite: Grade of C or better in NUR 135-136. Two lecture hours and nine laboratory hours per week. Continuation of NUR 135-136. Spring.

NUR 237-238 *Advanced Nursing I and II*: 10 hours. Prerequisite: Grade of C or better in NUR 137. Six hours lecture and twelve hours laboratory a week. Exploring and understanding the language of behavior; designing and implementing appropriate nursing intervention. These units include study and practice of the role of the nurse in caring for selected patients (long term and critically ill, mothers and newborns, the hospitalized child and the hospitalized psychiatric patient). Fall.

NUR 239-240 *Advanced Nursing III and IV*: 10 hours. Six hours lecture and twelve hours laboratory a week. Continuation of NUR 237-238. Winter.

NUR 241 *Advanced Nursing V*: 5 hours. Prerequisite: Grade of C or better in NUR 239-240. Two lecture hours and nine laboratory hours a week. Study and laboratory experience in caring for the patient with complex needs. Planning and implementing a nursing care plan for a group of patients in conjunction with co-workers who have different types of preparation. A study of current trends in nursing practice and the relationships, opportunities and responsibilities of the Registered Nurse. Spring.

NUR 242 *Review in Nursing*: 0 hours. Corequisite NUR 241. Prerequisite: Grade of C or better in all other nursing courses. Two to five study sessions a week. Required of all nursing students who achieve below the 33rd percentile on the N.L.N. Achievement and Comprehensive Tests administered prior to graduation. Spring.

PHU 161 *Broiler Production*: 5 hours. Four discussions and one laboratory period. A course designed to study breeding, feeding management of a broiler enterprise. The course will include marketing of broilers and supply and demand relationships. Spring (even year).

PHU 162 *Egg Production*: 5 hours. Four discussions and one laboratory period. A course designed to emphasize the general management of the laying flock. Emphasis will be made on marketing eggs and supply and demand relationships. Spring (odd year).

PHU 200 *Internship*: 15 hours. A student taking Poultry Technology will work one quarter with an integrated poultry enterprise selected by the Georgia Poultry Federation and the College. Fall, Winter and Spring.

SEC 101 *Typewriting*: 2 hours. Beginning typewriting. An introductory course with emphasis on developing facility in operating techniques and a basic skill and speed. Fall.

SEC 102 *Typewriting*: 2 hours. Intermediate typewriting. The application of the basic skill and techniques to letter writing and other business writing. Winter.

SEC 103 *Typewriting*: 2 hours. Advanced typewriting. The application of correct typing techniques to practical office problems. Prerequisite: SEC 101 and 102. Spring.

SEC 103L *Typewriting*: 2 hours. Designed to provide students with a practical background in legal typewriting. Emphasis is placed upon the spelling of legal terms, and the various legal forms such as wills, contracts, deeds, closing statements, opinions of title, and forms used in pleadings and briefs.

SEC 103M *Typewriting*: 2 hours. Designed to provide students with a practical background in medical typing. Emphasis is placed upon the spelling of medical terms, and the formats of case histories, articles, letters, and insurance forms as they are used in the various specialties of the medical field.

SEC 101A, SEC 102A, SEC 103A *Art Rhythmical Typewriting*: 1 hour each. A course involving typing to rhythm incorporated with various other drill techniques. This course has a dual objective: First, to improve touch and the use of the parts of the machine, and second, to produce drill teams to be used for recruitment and other promotional activities.

SEC 104 *Shorthand*: 5 hours. Beginning shorthand. The principles of Gregg shorthand, simplified, and the development of a fair degree of skill in reading and writing shorthand. Fall.

SEC 104S *Touch Shorthand*: 5 hours. Beginning shorthand. The principles of stenograph or touch shorthand, and the development of a fair degree of skill in reading and writing shorthand on the stenograph. Fall.

SEC 105 *Shorthand*: 5 hours. Prerequisite: SEC 104 with a C grade or better. Intermediate shorthand. The continuation of the development of skill in reading and writing shorthand with the introduction to new-matter dictation. Winter.

SEC 105S *Touch Shorthand*: 5 hours. Prerequisite: SEC 104S with a C grade or better. Intermediate shorthand. The continuation of the development of skill in reading and writing shorthand by stenograph, with the introduction to new-matter dictation. Winter.

SEC 106 *Shorthand*: 5 hours. Prerequisite: ENG 101 with C grade or better. Advanced shorthand. Further development of skill in taking new-matter dictation with emphasis placed on mailable transcripts. Spring.

SEC 106L *Shorthand*: 5 hours. The enlargement of a legal vocabulary is emphasized, together with the development of 90-110-word dictation speed with accurate, rapid transcription on a production basis. Consideration is also given to appreciation of office problems, up-to-date business procedures, and the development of initiative and independent thinking.

SEC 106M *Shorthand*: The development of an enlarged medical vocabulary is emphasized together with the development of

90-110 dictation speed with accurate, rapid transcription on a production basis. Consideration is also given to appreciation of office problems, up-to-date business procedures, and the development of initiative and independent thinking.

SEC 106S *Touch Shorthand*: 5 hours. Prerequisite: SEC 105S with a C grade or better. Advanced shorthand. Further development of skill in taking new-matter dictation with emphasis placed on mailable transcripts. Spring.

SEC 109M *Medical Terminology*: 5 hours. The purpose of this course is to clarify and explain medical terms so that the student has a working knowledge of medical terminology. The course is designed to supplement and expand the terminology in basic Anatomy and Physiology. Stress is to be placed on disease and procedural terms including roots, prefixes and suffixes. Winter.

SEC 205 *Office Machines*: 5 hours. Prerequisite: SEC 101. A survey course to acquaint the student with the use of adding machines, calculators, and bookkeeping machines in practical application to business problems. Also the use of the transcription and duplication machines—mimograph and ditto. Fall, Winter and Spring.

SEC 206 *Transcription*: 5 hours. Development of high levels of skill in dictation and transcription with emphasis on the production of mailable business letters. Spring.

SEC 206L *Transcription*: 5 hours. The writing of legal terms in shorthand is emphasized. A substantial vocabulary is acquired through the study of these terms, their definitions, and their use in legal forms such as wills, contracts, deeds, closing statements, opinions of title, and forms used in pleadings and briefs. The ability to take new dictation at 110 to 130 words per minute and transcribe it rapidly and accurately is developed. Mailability of transcripts is stressed.

SEC 206M *Transcription*: 5 hours. The writing of medical terms in shorthand is emphasized. A substantial vocabulary is acquired through the study of these terms, their definitions, and their use in medical letters, reports, articles, and case studies. The ability to

take new dictation at 110 to 130 words per minute and transcribe it rapidly and accurately is developed. Mailability of transcripts is stressed.

SEC 207 *Office Management*: 5 hours. Principles of scientific management and the responsibilities of office management; office equipment; office records and reports; filing; supervision, selection and training; office methods and procedure. Fall and Spring.

SEC 208 *Machines Transcription*: 5 hours. Mastery of the transcribing machine as it relates to transcribing case histories of patients in Doctors' offices, clinics, or hospitals, and from the material to formulate a correct form, reports that are legible, accurate, and complete. Fall.

SEC 210 *Secretarial Practice*: SEC 101, 102, 104, 105. The study of office procedures and records management in a simulated office situation. Further development of high levels of skill in dictation and transcription. Acquiring a knowledge of business etiquette, appearance, good grooming, and personality of business.

SSC 101 *Survey of U.S. History and Government*: 5 hours. A survey of the significant political, constitutional, and social developments in the evolution of the nation, including the practices of our national and state governments. The legislative requirements concerning Georgia and United States history and constitutions are met by this course. Not open to students pursuing a program under the Core Curriculum; designed for students in career programs. Fall, Winter, Spring and Summer.

CONTINUING EDUCATION

Short Courses—In order to serve the people of Georgia better, Abraham Baldwin Agricultural College inaugurated in 1940 a series of short courses for farmers and others interested in rural life. The courses have met with statewide popularity and continue to have good attendance each year. In the past twenty-nine years 830 short courses have been held with a total of 109,867 people in attendance, with 154 Georgia counties represented. The highest number of counties represented for any one short course year is 123. Thirty-six states and thirty-eight other countries have been

represented over this period of time. Cooperating with the college in this program of adult education are: Georgia Coastal Plain Experiment Station, Cooperative Extension Service, Departments of Vocational Education, Soil Conservation Service, Farmers Home Administration, College of Agriculture, Georgia Experiment Station, outstanding farmers and commercial firms. This short course program has now been broadened to include business and cultural activities. If sufficient interest is manifested, the college and the above named agencies will offer courses on any subject of service to Georgia.

Non-Credit Night Courses— Abraham Baldwin has been requested by citizens of Tifton and surrounding towns for some time to offer non-credit courses, so this service was started in 1966. Since that time 43 courses dealing with a wide variety of subjects, have been taught with an attendance of 699. There is a \$15.00 registration fee for each course, which meets one night per week for eight weeks. Besides this fee the only requirement for enrolling in a course is the desire to improve oneself in what he is studying. Entrance is not based on educational requirements, and no grades are given. A certificate is awarded to people attending six of the eight meetings. Anyone interested in taking any of these courses should contact the Dean and Coordinator of Continuing Education in writing, or call 382-3236.

Institutes— During the past year five institutes on varied topics have been held at Abraham Baldwin Agricultural College, reaching a diversified group of people. These ranged from high school studying Conservation of Natural Resources, to teachers of vocational agriculture studying Ag Power and Equipment, to Agricultural Missionaries, and others.

Certain groups were housed in the college dormitory, using the college facilities. The total attending these institutes was 497. These people come from 141 of Georgia's counties, 13 different states, and two other countries. These institutes lasted from one to three weeks.