

Eve
Business and Humanities Building



Abraham Baldwin College

CATALOG 1972-73

Residence Hall for Women



DIRECTORY FOR CORRESPONDENCE

Information About:

Academic Affairs, Curriculum,
Development, Course Offerings,
and Faculty Leadership.

General Information and Admis-
sions.

Fees, Expenses, and Method of
Payment.

Student Activities, Student Ser-
vices, and Housing.

Financial Aid, Scholarships, and
Student Employment.

Transcripts Student Academic
Records and Registration.

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

Alumni, Public Relations, and Gifts
or Bequests.

Write To:

Academic Dean

Director of Admissions

Comptroller

Dean of Student Personnel
Services.

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Placement.

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Dean and Coordinator of Con-
tinuing Education.

Director of Public Relations.

BULLETIN

TABLE OF CONTENTS

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

ABAC STATION

TIFTON, GEORGIA

912-382-2755

Volume XXXVIII, No. 1

July 1, 1972



A comprehensive coeducational college

CIVIL RIGHTS COMPLIANCE

Abraham Baldwin Agricultural College subscribes fully to a policy of non-discrimination with regard to all employees, students, and services to the community. Specifically, the College has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246 as amended. All members of the College's faculty, staff and student body are expected to subscribe to this assurance of compliance and to assist in making such assurance valid in fact.

STUDENT RESPONSIBILITY

It is the responsibility of the student to read this catalog, official announcements, official bulletin boards, the Student Handbook, and otherwise to inform himself completely in regard to his program of studies, credits, degree requirements, quality points, and other facts relating to life at the college.

Students are requested to keep this catalog and to bring it with them at the time set for academic advisement with the educational advisor and subsequent registration.

TABLE OF CONTENTS

COLLEGE CALENDAR	5
ADMINISTRATIVE OFFICIALS	8
GENERAL INFORMATION	18
CONTINUING EDUCATION	27
ADMISSIONS	28
EXPENSES AND FEES	35
STUDENT PERSONNEL SERVICES	37
STUDENT ACTIVITIES	46
ACADEMIC REGULATIONS	48
COLLEGE PARALLEL PROGRAMS	56
CAREER AND TECHNOLOGICAL PROGRAMS	73
DESCRIPTION OF COURSES	107
INDEX	153

● CALENDAR FOR 1972 ●			
JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	MAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MARCH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SEPTEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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

CALENDAR, 1972-73

FALL QUARTER, 1972

August 28 Last day for filing application for admission
September 10 Reception for New Faculty/Staff - 3:00-5:00 Rural Development Center - All Faculty/Staff attending (Official day Faculty reports for duty)
September 11-16 Fall Faculty Workshop and Pre-Planning Sessions
September 17-20 Final Freshman Orientation Period
September 20 Registration for new students
September 21 Registration for former students
September 22 Classes begin for all students
September 28 Last day for late registration
October 27 Mid-quarter deficiency reports due
November 23-26 Thanksgiving Holidays (begin at noon on Nov. 22)
December 5 Classes End
December 6-8 Final Examinations
December 8 End of Quarter

WINTER QUARTER, 1973

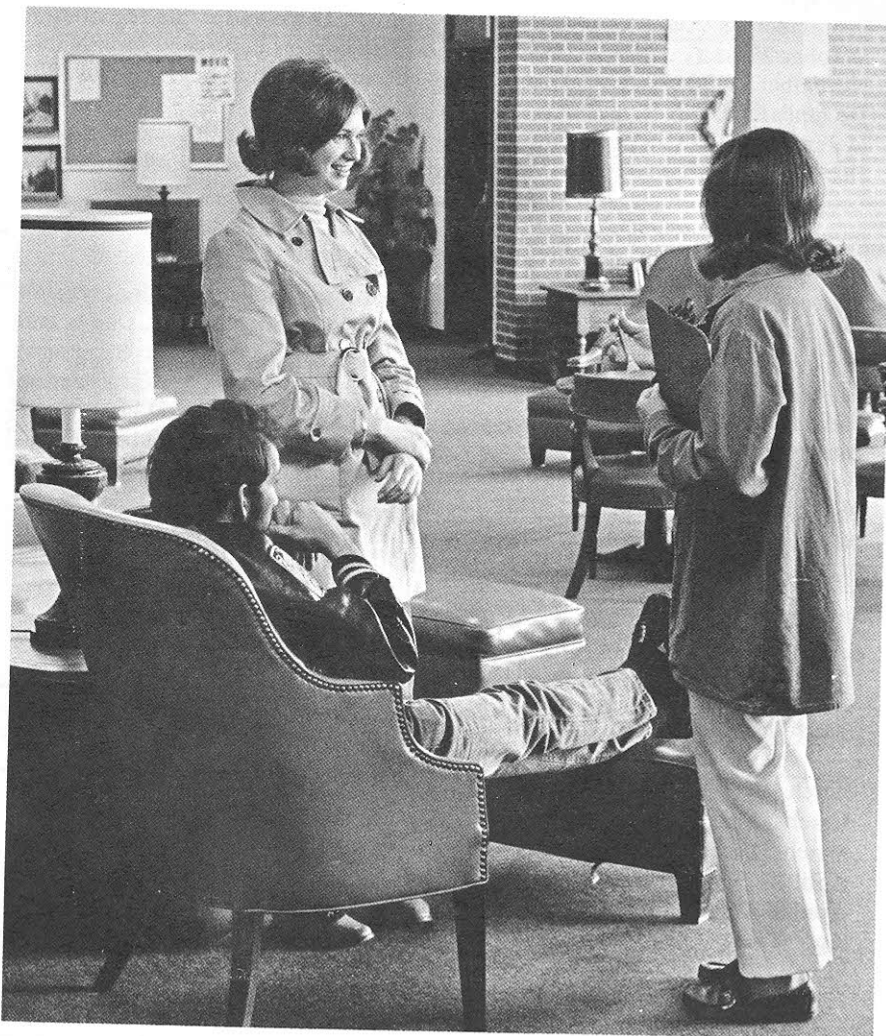
December 12 Last day for filing application for admission
January 2 Dormitories open at 2:00 p.m. Dining hall opens for evening meal
January 3 Registration
January 4 Classes begin
January 10 Last day for late registration
February 2 Mid-quarter deficiency report due
March 14 Classes end
March 15-17 Final Examinations
March 17 End of Quarter

SPRING QUARTER, 1973

March 5 Last day for making application for spring quarter
March 25 Dormitories open 2:00 p.m. Dining hall opens for evening meal
March 26 Registration
March 27 Classes begin
March 31 Classes meet on this Saturday
April 2 Last day for late registration
April 20-22 Easter Holidays
April 27 Mid-quarter deficiency report due
May 9 Honors Day
May 16 Student Activities Day
June 4 Classes end
June 5-7 Final Examinations
June 9 Graduation

SUMMER QUARTER, 1973

May 28	Last day for making application for summer quarter
June 17	Freshman dormitory students report 3:00-5:00 p.m.
June 18	Orientation for first time entering freshmen
June 19	Registration for all students, 8:00-12:00
June 20	Classes begin, 8:00 a.m.
July 4	Holiday
July 20	Mid-quarter deficiency report due
August 21-23	Final examinations
August 23	Quarter ends



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244 Washington Street, S. W.—Fourth Floor

Atlanta, Georgia 30334

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1971-72

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1971-72

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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 2153 students enrolled in the fall quarter of 1971-72. 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 even 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 of studies to all academic areas.

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
American Association of Collegiate Registrars and Admissions Officers
Georgia Association of Junior Colleges
Georgia Association of Collegiate Registrars and Admissions Officers
National Association of College Stores
National Commission on Accreditation
Southeastern College Art Conference
South Georgia Academic Libraries
Southern Association of Colleges and Schools
Southern Association of Junior Colleges
Southern Association of Collegiate Registrars and Admissions Officers
American Council on Education
American Association of Departments of English
Institute of International Education
Council on Social Work Education
National Association of Colleges and Teachers of Agriculture
Administrative Management Society
Georgia Association of Colleges
Georgia Junior College Athletic Association
American Association of College Baseball Coaches
Georgia Collegiate Press Association
Georgia Press Association
National League for Nursing
National Association of Student Personnel Administrators
Southern Association of College and University Business Officers

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.

COOPERATIVE EDUCATION

Abraham Baldwin College has adopted for its students a Cooperative Education Program, which seeks to integrate classroom learning with actual practical experience in a technical, business or professional setting. Participating students will alternate quarters on campus with quarters of work in a position educationally related to their chosen field of study. The Cooperative Education Office will coordinate the placement and supervision of students enrolled in the Program. Several plans are being made available so that students can elect to graduate in the normal two-year period or extend the graduation date if they so desire, thus allowing them to work more than the minimum two periods which will be required of participants. The Program is voluntary and will be offered to students of any liberal arts or college transfer major, as well as to some students in other fields of study. It is expected that the Program will be operational beginning with the Fall Quarter of 1972.

Additional information can be obtained by contacting the Director of Cooperative Education at the College.

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.

GEORGIA COASTAL PLAIN EXPERIMENT STATION

The Georgia Coastal Plain Experiment Station, a unit of the University of Georgia College of Agriculture, 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.

RURAL DEVELOPMENT CENTER

The Rural Development Center is a new educational unit of the Regents of the University System of Georgia located at Tifton, Georgia. The educational program of the Rural Development Center will be directed toward full development and utilization of the social and economic potential of the region and the state.

The Center will be an attractive and modern cluster of buildings with ample space for large meetings, group discussions, classes, exhibit areas, library and reading room accommodations. Nearby will be demonstration plots showing important field crops growing and producing as a result of new and advanced farming techniques.

The Center's program will have four initial objectives:

1. Increase agricultural and forest production efficiently through continued research in agricultural and forest production and the broad application of research findings.
2. Advance developments of marketing and utilization of farm and forest commodities.
3. Aid community developments and solve problems concerning how and where people will live and relate to each other.
4. Further manpower training and utilization to provide more skilled workers in various types of agribusiness that are needed in the area, and to assist general farm workers to prepare for new forms of employment as farm technology takes over their former jobs.

The Center will complement and expand the existing programs of the Coastal Plain Experiment Station, the Cooperative Extension Service, the College of Agriculture of the University of Georgia and Abraham Baldwin Agricultural College. These units already are dealing effectively with many problems at the community, county and small multi-county area levels. The Center's purpose will be to coordinate the research, instruction and service functions of these units so that the total resources of the University System will bear significantly on area-wide problems.

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.

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—Remodeled in 1969 for use by the Nurse Education Department, this building, carpeted and air-conditioned throughout, contains both small-group and large-group classroom areas, an audio-tutorial laboratory, six faculty offices, a student lounge, and a conference room.

INA GAINES HALL—This building houses the offices of public relations and development and the Baldwin Alumni Association.

AUDITORIUM-GYMNASIUM—Equipped with a large stage and seating over 500 people, the auditorium is the center of many college and community activities, including concerts, plays, movies, and assembly programs. Located at a right angle to the auditorium, and connected to it by an arcade-rotunda, the gymnasium is used for classes in physical education, for intramural sports, and for other student activities, including dances.

BRUCE V. GRESSETTE PHYSICAL EDUCATION CENTER—This large, modern 42,000 sq. ft. physical education building contains five double faculty offices, classrooms, special rooms for weightlifting and personal contact sports, 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 in a modern, air-conditioned building, Baldwin Library is planned to meet the curricular needs of students in attractive, functional facilities. Its collection includes more than 47,000 volumes as well as journals on microfilm and over 300 current periodical titles.

Students have direct access to the book collection located on both floors. Two large reading rooms provide individual and group study tables seating more than 200 students. In addition, there are 25 carrels in the stacks.

During 1972, Baldwin Library installed a learning laboratory system consisting of a central audio and video system and 20 student carrels where, using earphones and small monitors, students have access to the library's collection of audiovisual materials via audiotape and videotape.

Library hours are from 8:00 a.m. to 10:00 p.m., Monday through Thursday; 8:00 a.m. to 5:00 p.m., Friday; 9:00 a.m. to 12:00 noon, Saturday; 7:00 p.m. to 10:00 p.m. Sunday. Hours are 8:00 a.m. to 4:00 p.m., Monday through Friday between quarters.

BUSINESS ADMINISTRATION—HUMANITIES—CENTER FOR AUTOMATION—Completed in summer 1972, this is the newest and most modern building on campus. It has three stories, is air conditioned, with carpeted classrooms and hallways, and has ABAC's first elevator. The first floor houses the Center for Automation, containing the computer center, classrooms arranged for flexible scheduling, offices, a conference room, an accounting laboratory, and a student lounge.

The Division of Business Administration occupies the second floor, with classrooms, offices, one 50-carrel room, and a faculty lounge.

The Humanities Division is housed on the third floor, with offices, flexible classrooms, a developmental English laboratory, a reading laboratory, a music laboratory, studios for ceramics, painting, sculpture, and drama, and one of the most modern auditoriums in South Georgia.

ENGINEERING TECHNOLOGY CENTER—Upon completion early in 1972 of a \$500,000, 26,500 sq. ft. addition, the Center now contains 45,000 sq. ft. of space. In addition to classrooms, faculty and staff offices, the Center houses instrumentation, electric, welding, hydraulics, gasoline and recreational equipment, diesel, power and machinery, irrigation, and machine shop laboratories, and a diesel pump and injector room.

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

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 nonfiction 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 must be sold to the bookstore on announced dates. Store hours are arranged for the convenience of all.

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

RESIDENCE HALLS—Men students are housed in Weltner Hall, Weltner Annex, Comer Hall, Lewis Hall, Herring Hall, and Branch Hall. Women students reside in Mitchell Hall, which was completed in February 1970, and in Creswell Hall.

HOUSING FACILITIES FOR MARRIED STUDENTS—Information about housing facilities for married students is available at the Housing Authority of the City of Tifton. Many private homes, apartments, mobile homes, and mobile home lots are available for rent in the immediate area.

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—Located on the northwest side of the campus, this attractive, modern one-story brick home was completed in August 1967. One of the most striking landscape features of the president's home is Lake Baldwin which eventually will include facilities for swimming and fishing for students, faculty, and staff.

E. L. EVANS STUDENT HEALTH CENTER—This new health service building was completed in September 1966. This modern, air-conditioned infirmary has a ten bed capacity and 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 directly across ABAC Boulevard from Baldwin Library.

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.

PHYSICAL PLANT WAREHOUSE—Completed in the fall of 1971, this completely modern facility houses the supply center for the college and contains a storage area, a blueprint room, a conference room, and offices for the physical plant director and supply clerk.

CENTRAL DISTRIBUTION PLANT—This building, completed during the summer of 1972, has the capability of providing heating and air-conditioning for the entire campus.

PAVING—A new paved parking lot accommodating approximately 800 automobiles and two perimeter roads were completed in the summer of 1972.

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.

Construction is underway on a 200-bed men's dormitory and a 200-bed women's dormitory, both of which will be air-conditioned. In addition, a new \$1,200,000, 28,000 sq. ft. student union building, housing the book store, a snack bar, the post office, administrative offices for student personnel services, offices for Student Government Association and student publications, and meeting rooms for clubs and activities, has been approved for construction.

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 recipient for each of the years is listed below:

Academic Year	Name of Faculty Member
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.
1969-70	Dr. George W. Powell, Associate Professor of Biology.
1970-71	Miss Gaye Elder, 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 1970-71 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 in the faculty/staff 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.

ARTICLES TO BE BROUGHT FROM HOME

Each student should furnish the following articles: study lamp, blankets, sheets, pillow, and other bed covering, pillowcases, towels, laundry bag, bathrobe and other personal belongings. Students are encouraged to permanently mark their personal property so that it could be readily identified in case of loss or theft. All clothing and bedding articles should be plainly marked with the owners name, in order that they may not be lost in the laundry.

The rooms are furnished with single beds, mattresses, chairs, study tables, dresser, and window shades.

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 thirty-two years 929 short courses have been held with a total of 120,277 people in attendance, with 156 Georgia counties represented. The highest number of counties represented for any one short course year is 123. Thirty-six states and forty-one 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 92 courses dealing with a wide variety of subjects, have been taught with an attendance of 1612. 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 several years institutes on varied topics have been held at Abraham Baldwin Agricultural College, reaching a diversified group of people. These ranged from high school students 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 1545. These people came from 141 of Georgia's counties, 15 different states, and three other countries. These institutes lasted from one to three weeks.

ADMISSIONS

General Admission Policies and Procedures

1. 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.

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

3. 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.

4. 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 for in the policies of Abraham Baldwin College and the Board of Regents of the University System of Georgia.

5. An applicant may have his application and the application 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.

6. Applicants are encouraged to submit their applications 20 days prior to the registration date for the quarter for which the applicant wishes to enroll. (See calendar in front of this catalog for these dates.)

7. 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.

8. All correspondence should be directed to The Director of Admissions, Box 233, ABAC Station, Tifton, Georgia 31794. The phone number in the Admissions Office is 382-2755 Ext. 8.

BEGINNING FRESHMEN

All first-time-entering freshmen will be declared eligible for admission to Abraham Baldwin College upon compliance with the following minimum requirements and conditions:

1. The applicant must meet one of the following conditions:

- (A) Be a graduate of an accredited high school or a high school approved by Abraham Baldwin College, or
- (B) Show successful completion of the General Education Development (GED) Test with no score less than 35, and an overall average score of 45.

2. The applicant must have completed satisfactorily at least sixteen units of high school 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 course in which credit is given)	3 units

*Students enrolling in Career Technological Programs are exempt from the algebra requirement. Students who expect to enroll in a College Parallel Program which requires Math 100 are encouraged to take two years of algebra and one of geometry, at least.

3. Briefly, the steps necessary for making an official application for admission are:

- (A) The completed application. (The form is in the back of this catalog.)
- (B) The physical examination form completed by a physician. (This form is in the back of this catalog.)
- (C) The high school transcript and/or GED Scores.
- (D) The Scholastic Aptitude Test Scores. These scores will be combined with the high school average to predict success at the college level.
- (E) The non-refundable application fee of \$5.00.
- (F) The billfold-size photograph.

4. All beginning freshmen will be required to take a series of placement tests. On the basis of the results of these tests, a student may be required to take developmental courses which do not carry college transfer credit, or he may exempt certain beginning courses and obtain college credit.

5. A student with a predicted freshman average grade of 1.5 or better may be admitted to any college program other than where an exception is specifically stated. A student who does not have a predicted freshman average grade of 1.5 may be admitted on trial to any College Parallel Program for any quarter other than the Fall Quarter.

6. A student may be admitted to one or two-year Career Technological Program other than where an exception is specifically stated, regardless of his predicted freshman average grade in college. A student in this category will be required to remain in the Technology Program for two full quarters and have a "C" average before he can transfer into a College Parallel Program.

7. There will be no specific admission requirements for individuals entering special programs which do not carry college credit.

TRANSFER STUDENTS

1. A transfer student is defined as one who has terminated enrollment at one institution and seeks admission in another. Failure to report previous college attendance is considered to be sufficient cause for expulsion from Abraham Baldwin College and cancellation of any credits earned.

2. All regulations applicable to students entering college for the first time shall apply to students transferring from other colleges with the following exceptions:

(A) The transfer applicant must submit his college transcript in lieu of the high school transcript, although the Director of Admissions may require both if he deems the high school transcript to be of value in deciding whether or not to admit the student.

(B) The transfer applicant must submit the SAT Scores or the scores of some other test (such as the ACT, STEP, or SCAT) which are acceptable to the college.

3. A student transferring to Abraham Baldwin College must have the same cumulative grade point average as that required of ABAC students for the same given quarter, as listed in this catalog.

4. All transfer students must be in good standing socially at the institutions from which they are transferring.

TRANSIENT STUDENTS

1. A transient student is defined as a student who is regularly enrolled in another institution who seeks temporary registration at Abraham Baldwin College for one quarter only. Credits earned during the quarter will be forwarded to the institution where the transient is regularly enrolled.

2. A transient must complete the following requirements for admission:

(A) The completed application (The form is in the back of the catalog).

(B) The application fee of \$5.00.

(C) A letter from the dean or registrar of the institution where the student is regularly enrolled, giving the applicant permission to take certain specified courses.

3. Transient students wishing to continue their enrollment at Abraham Baldwin College after one quarter must apply as transfer students through the Admissions Office and comply with regulations pertaining to transfer students as listed in this catalog.

AUDITORS

Persons not interested in accumulating credits may audit courses by completing the application form in the back of this catalog and paying all fees. The Scholastic Aptitude Test (SAT) will not be required. No credit is granted when the course is completed, nor can any credit be given at a future date.

ADMISSION OF VETERANS

A veteran must meet all requirements for admission in whatever category he wishes to enroll as outlined in this catalog. For the convenience of those veterans just returning from service who have not taken the SAT, an Institutional SAT will be given at the college towards the end of each quarter.

JOINT ENROLLMENT FOR TWELFTH GRADE STUDENTS (JETS)

1. This program is designed for those high school seniors who wish to earn credit for one course each quarter at ABAC while completing the senior year in high school. Credit evening courses are included in this program.

2. Upon graduation from high school these students will be given full credit toward graduation from ABAC; they may submit such credits to other colleges and universities for evaluation.

3. Whether or not the high schools accept this credit towards graduation will be left up to the discretion of each high school.

4. Each applicant under the JETS Program will be required to meet the following requirements for admission:

A. The completed application (The form is in the back of this catalog).

B. The application fee is \$5.00.

C. The high school transcript.

5. The applicant must have completed the Eleventh Grade in high school or have completed 15 units of high school work.

6. The applicant must have a high school average of 3.0 or better.

7. The applicant must be recommended by the high school counselor or principal for this program.

EARLY ADMISSIONS

Students may be admitted to Abraham Baldwin College for a full-time course of study at the end of their junior year in high school if all of the following requirements are met:

1. The applicant must complete all of the information required by the Admissions Office for Beginning Freshmen as outlined in this catalog.

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 predicted freshman average grade in college (PFAG), based on his high school average and his SAT Scores, of 3.0 or better.

4. The applicant must have a letter from his high school counselor or principal recommending him to the Early Admissions Program.

5. The deadline for making application to this program for the Fall Quarter is July 1.

6. No student will be permitted to enroll in the Early Admissions Program after he has begun his senior year in high school.

READMISSION OF FORMER STUDENTS

A former student who wishes to be readmitted to Abraham Baldwin College should apply directly to the registrar. He will be required to complete an application for readmission and pay a non-refundable application fee of \$5.00.

ADMISSION OF FOREIGN STUDENTS

An applicant from outside the United States should complete the requirements for admission of beginning students as outlined in this catalog. In addition, he must meet the following special requirements:

1. An official English translation must accompany the transcript.
2. The applicant must deposit with the comptroller \$550.00 to cover all fees for his first quarter. Since all fees are payable in advance at the beginning of each quarter, he should make provisions to meet all of his financial obligations at the college during his entire stay before leaving his country.
3. The applicant must submit his scores on the Test of English for Foreign Students to show that he can communicate in the English language well enough to succeed in a classroom where only English is spoken.
4. The application of all students who do not report to the college at the appointed time will be cancelled.

SPECIAL STUDENTS

Students who do not fit into any of the classifications described may be considered for admission as Special Students. All such applicants will be required to meet such special requirements as may be prescribed by the college.

THE SUMMER QUARTER

1. Abraham Baldwin College operates on an "Open Admissions Policy" during the Summer Quarter and will admit any student who has graduated from high school or who has acceptable scores on the GED.

2. A student may earn fifteen hours of academic credit during the summer, or he may take developmental work in math, English, and reading to give him additional background in these areas. No transfer credit is given in developmental courses.

3. A student may wish to enroll in the Early Admissions Program during the Summer Quarter and then return to his high school to complete his senior year. This applicant must meet all requirements for admission listed under the Early Admissions Section of this catalog. 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.

4. A student may enroll during the Summer Quarter between his junior and senior years in high school to take any of the developmental courses, provided he has a predicted freshman average grade of "C" or better, based on his high school average and his SAT Scores. These courses do not carry transfer credit.

LEGAL RESIDENT AND NON-RESIDENT

CLASSIFICATION OF STUDENTS

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 of residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve months' period the student may continue his registration only upon the payment of fees at the non-resident rate.

6. Military personnel and their dependents may become eligible to enroll in institutions of the University System as resident students provided they file with the institution in which they wish to enroll the following:

- (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)	\$85.00
Student activity fee (for all students)	15.00
Clinical fee (for all students)	10.00
Non-resident tuition	120.00
Room (Herring, Lewis, Weltner)	100.00
Room (Comer, Creswell, Weltner Annex)	115.00
Room (Branch, Mitchell)	125.00
Board (7-day 3 meal plan)	150.00
Board (5-day 3 meal plan)	135.00

The matriculation fee per quarter hour for students enrolled for less than twelve hours will be \$7.50 per quarter hour. The non-resident tuition per quarter hour for students enrolled for less than twelve hours will be \$11.00 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 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 on the final quarter's room fee and must be requested on day of registration of last quarter in attendance. If the student does not enroll at Abraham Baldwin College, this deposit is non-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 accessed 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 \$10.00 covers the cost of the diploma and rental of cap and gown.

A \$4.00 annual fee for automobile registration and parking will be charged for each vehicle registered on campus. This amount will be prorated if vehicle is registered for less than four quarters.

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 PERSONNEL 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.

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.

FOOD SERVICE

The College furnishes well balanced meals three times a day to all boarding students and those living off campus who desire to eat in the college dining hall. The purchase of meal tickets is optional with a seven day, three meals per day, plan and a five day, three meals per day, plan available for purchase. Individuals may also purchase meal tickets in blocks of thirty meals. Meals are planned with the student in mind. The following criteria are used in meal planning: content (nutrition), color, texture, student preference, cost.

STUDENT HOUSING

Over one-half of the student body resides on campus. A house director resides in each residence hall. Men students are housed in Weltner Hall, Weltner Annex, Comer Hall, Lewis Hall, Herring Hall, and Branch Hall. Women students reside in Mitchell Hall, which was completed in February 1970, and in Creswell Hall.

All women students, except those who are: (1) married; (2) a veteran of more than 365 consecutive days of active military duty; (3) twenty-one years or older; or (4) who live at home with their parents or guardians, are required to live in an ABAC residence hall.

All male students except those who are: (1) married; (2) veterans of more than 365 consecutive days of active military duty; (3) twenty-one years of age or older; or (4) who live at home with their parents or guardians, are required to live in an ABAC residence hall. Exceptions are made only if room is not available in an ABAC resident hall and permission must be granted by the Dean of Men to live off campus.

Off Campus Housing Facilities — Information about housing facilities for married students and for other students who are authorized to live off campus is available in the Housing Office. Many private homes, apartments, mobile homes, and mobile home lots are available for rent in the immediate area.

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 in violation of written policy 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 Student Judiciary by the appropriate Dean of Men or Dean of Women. 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 Judiciary 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 charged with a violation of state or federal law or who is indicted for such offense may be subject to disciplinary action pending the outcome of the 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.

BOARD OF REGENTS STATEMENT ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System:

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and nondisruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect or irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years, a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display or verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of

meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education. (Minutes, 1968-69, pp. 166-168) (Minutes, 1970-71, p. 98)

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.

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: \$330. 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.

C & S Bank of Tifton Scholarship: \$330. 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.

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. Qualifications: (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: \$330. 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.

Federal Nursing Scholarship. Up to \$1500 per academic year may be awarded to full-time nursing students of exceptional financial need. Students receiving a scholarship must remain in good standing with the college. U. S. citizenship required. Apply to the Director of Student Financial Aid.

Georgia Farm Implement Dealers Association. Two scholarships yearly at \$330. 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: \$330. 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.

Law Enforcement Assistance Administration Grants: \$200 per quarter. These grants provide financial aid to any employee of a criminal justice agency who is enrolled in the law enforcement education program, full or part-time. Apply to Director, Department of Law Enforcement.

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 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: \$330. 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: \$330. 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: \$110.00 each winter and spring quarter, 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 high schools of Blackshear,

Patterson, or Jesup, Georgia. Applications should be addressed to Mrs. Clarence C. Woodall, Jr., Blackshear, Georgia.

LOAN FUNDS

Loan funds 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.

Federal Nursing Loan. Up to \$1500 per academic year may be borrowed to complete a full-time course of study leading to a degree in nursing. Repayment provisions, deferments, etc., are very liberal. U. S. citizenship required. Apply to the Director of Student Financial Aid.

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.

Law Enforcement Assistance Administration Loans. \$600 per quarter. These loans are available to any full-time student enrolled in the law enforcement education program and are subject to cancellation if the student is employed in a criminal justice agency following completion of the program.

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 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 four 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. Refer to the Student Handbook for detailed information about Student Activities.

STUDENT GOVERNMENT ASSOCIATION

SENATE — The Senate is made up of student-elected representatives from on and off-campus, six representatives from the Inter-Club Council, Freshman and Sophomore Class officers, and officers of SGA. The body meets every first and third Tuesday of each month to plan and discuss activities and other matters which concern the student body. This group tries to maintain and strengthen the bonds between students, faculty, and administration, recognizing that a characteristic of an educated person is his ability to co-operate and live in peace with his fellowman. The director of student activities is the faculty advisor for the Senate.

INTER-ACTIVITY COUNCIL — The Inter-Activity Council is made up of one representative from each of the several chartered clubs on campus. The Chairman will be elected by the membership during the first meeting of the academic year. The Vice President of the Student Government Association will preside until this person is elected. The purpose of the Council is to coordinate activities among the clubs on campus and to bring about quicker, more effective action concerning clubs and their goals. The Director of Student Activities acts as faculty advisor to the Council.

There are a total of twenty-eight clubs on campus that are entirely dependent upon student participation for their existence. Of this number, six are personal interest clubs, twelve professional, five service, two honorary, three religious, and twelve devoted to professional growth. A more complete description of each club can be found in the Student Handbook.

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.

The ABRAHAM BALDWIN AGRICULTURIST is a student magazine published quarterly by students interested in Agriculture and Agri-Business and the magazine is supported by agricultural firms throughout the south.

The HAPPENING is a student publication issued quarterly for the purpose of informing the campus community of various day-to-day activities throughout the particular quarter of publication. This periodical is handled by the Calendar Committee of the Student Government Association.

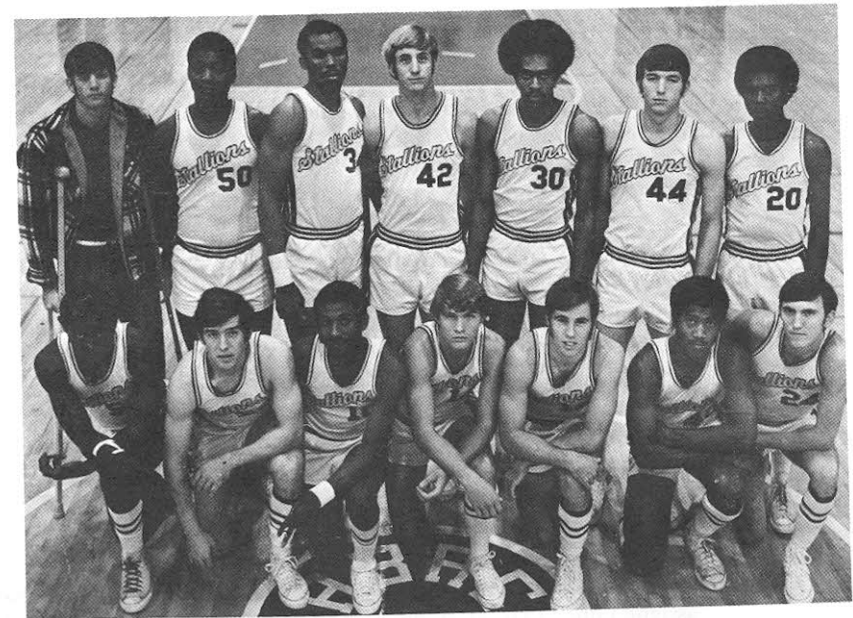
INTRAMURAL ACTIVITIES

Through a program of intramural sports, the Division of Health, Physical Education and Recreation 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 furnish 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.

ATHLETIC PROGRAMS

Intercollegiate athletics at Abraham Baldwin College are an integral part of the Division of Health, Physical Education and Recreation. 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.



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 45 quarter hours credit is classified as a freshman.
2. Sophomore: A student who has 45 or more quarter hours credit is classified as a sophomore.

COURSE LOAD AND ATTENDANCE

The normal course load for a full-time student is 15 quarter hours per quarter, plus physical education and building reading skills. 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. The upper limit for any quarter, however, is 20 quarter hours, plus physical education.

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. In the event of illness, it is the responsibility of the student to present a written statement from the doctor to that effect.

PHYSICAL EDUCATION REQUIREMENTS

1. All students shall be required to attend a minimum of two (2) hours of physical education each week on a continuing basis, beginning with their first quarter of college enrollment and terminating upon completion of six consecutive quarters of physical education with a satisfactory grade. Students whose program of study is completed in less than six quarters shall enroll in a physical education class each quarter they are enrolled in college. Any exceptions must be approved by the student's advisor, Chairman of the Division of Health, Physical Education and Recreation, and the Academic Dean. A copy must be filed with the Registrar. Veterans may be exempted.
2. All physical education activity courses meet twice a week and are assigned one (1) hour credit.

3. PED 100, Health and First Aid, is a three (3) hour course, meeting three (3) times per week.
4. Physical Education activity course grades are calculated in all grade point averages.

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 so that the student may 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. A request for such examination must be made to the student's educational advisor. Credit earned by examinations 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.

All entering freshmen will be given placement tests in English. The results of these tests in addition to their high school averages, their SAT verbal scores, their scores on the standardized reading test given during orientation will determine what English course a student may be placed in. If his scores are sufficiently high he may exempt English 101. Otherwise he will be placed in English 101 or one of the developmental English courses which seems most appropriate for his needs. One or more of the developmental English courses is required of a first time entering student who is entering 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 98 and/or 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
AU (Audit — No credit)	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. The procedure for computing grade point averages is explained in the student handbook. 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

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 Association of Colleges and Schools.

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.

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.

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.

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.

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 developmental 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 3.3, 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

Honors Day was introduced to give public recognition to students who achieve high scholastic records. Students are selected for honors on the basis of the following criteria:

1. Students completing 30 quarter hours at ABAC with 3.2 cumulative grade point average will be recognized as Honor Students.

2. Students completing 30-74 quarter hours at ABAC with 3.75 cumulative grade point average will be recognized as Superior Honor Students.

3. Students who have completed 75 quarter hours at ABAC with a 3.75 cumulative grade point average will be recognized as Distinguished Honor Students.

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. Institutional credit earned in courses below the 100 course level does not count toward graduation requirements except in specific technology programs.

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 two

full quarters in advance of the expected graduation date, at which time the \$10.00 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.

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.



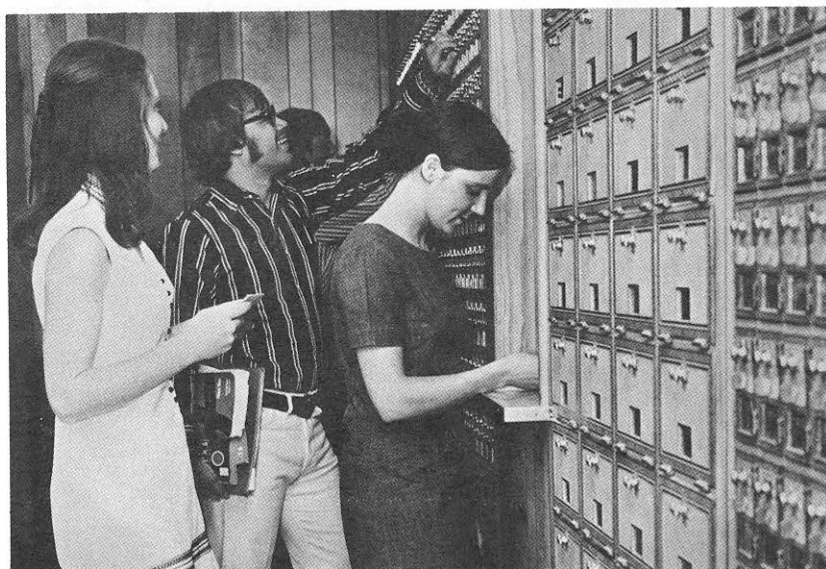
COLLEGE PARALLEL PROGRAMS

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. 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.

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 lead to this degree prepare the student to transfer and continue a program leading to the Bachelor of Science Degree in the 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 the elected major.

Regardless of the major chosen, all students in the parallel program must complete the requirements of the college-wide core curriculum. Physical education course requirements are in addition to 90 hours required in the Core Curriculum.



THE CORE CURRICULUM: COLLEGE WIDE

Students who graduate under the Core Curriculum must be accepted, without loss or 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 catalog 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 – U. S. History	10 hours
POL 201 – American Government	5 hours
ECN 105 – Principles of Economics or	
PSY 101 – Introduction to Psychology or	

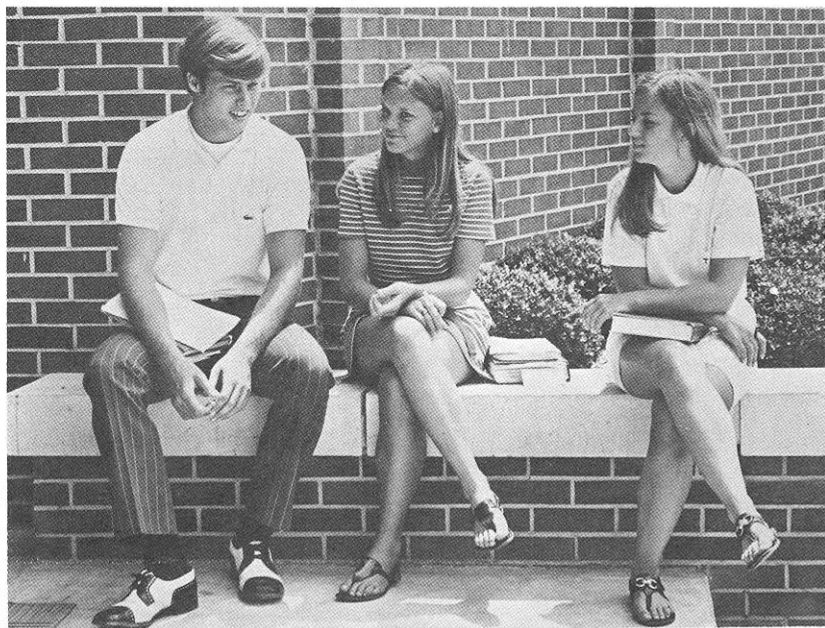
SOC 105	Introductory Sociology or	
SOC 260	Social Problems, or	
SOC 293	Family Relations	5 hours
TOTAL		20 hours

*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. 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.

Students who have not decided on a major or whose major is not listed in one of the following programs are encouraged and counseled first to complete the 60 hours required in Areas I, II, and III of the Core Curriculum. These students need to work closely with their advisors in selecting 30 hours of electives from Area IV. It is suggested that the Area IV courses be confined to the offerings in any one of the B.A., B.S., or professional majors. Students who have not chosen a major upon registering as a second quarter sophomore may lengthen the time necessary for them to earn the baccalaureate degree. *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, Crosby, Davis, Dillard, Flinchum, Gibbons,
Guill, Johnson, Jones, Lindskog, Marshall, Mathews,
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 should choose 30 quarter hours listed under the major they wish to pursue.

AEC 210 Agricultural Economics	5 hours
AGY 201 Plant Science	5 hours
AHY 101 Introduction to Animal Husbandry	5 hours
FOR 294 Farm Forestry	5 hours
BIO 101-102 Principles of Biology	10 hours
CHM 121-122 Inorganic Chemistry	10 hours
ECN 105-106 Principles of Economics	10 hours
MAT 235 Finite Mathematics	5 hours
MAT 101 Trigonometry or	
MAT 116 Pre-Calculus	5 hours
PSC 101 Survey of Physics	5 hours
STA 200 Statistics	5 hours

Agricultural Education, Agricultural Extension, Agricultural Journalism:

AEC 210 Agricultural Economics	5 hours
AGY 201 Plant Science	5 hours
AHY 101 Introduction to Animal Husbandry	5 hours
AGY 210 Soil Management	5 hours
AEN 220 Drainage, Irrigation and Erosion Control	3 hours
AEN 280 Farm Electrification	3 hours
FOR 294 Farm Forestry	5 hours
BIO 101-102 Principles of Biology	10 hours
CHM 121-122 Inorganic Chemistry	10 hours
CHM 261 Organic Chemistry	5 hours
PHU 160 Poultry Science	5 hours
PSC 101 Survey of Physics	5 hours
STA 200 Statistics	5 hours
JRN 101 Introduction to Journalism	5 hours

Agronomy, Botany, Horticulture, and Plant Genetics:

AEC 210 Agricultural Economics	5 hours
AGY 201 Plant Science	5 hours

AGY 210 Soil Management	5 hours
AEN 220 Drainage, Irrigation and Erosion Control	3 hours
FOR 294 Farm Forestry	5 hours
BIO 221-222 General Botany	10 hours
CHM 121-122 Inorganic Chemistry	10 hours
CHM 261 Organic Chemistry	5 hours
PSC 101 Survey of Physics	5 hours
STA 200 Statistics	5 hours

Agricultural Chemistry, Food Science, Soil Science, Microbiology and
Related Majors:

AEC 210 Agricultural Economics	5 hours
AHY 101 Introduction to Animal Husbandry	5 hours
AGY 201 Plant Science	5 hours
AGY 210 Soil Management	5 hours
DHU 203 Elements of Dairying	5 hours
PHU 160 Poultry Science	5 hours
BIO 101-102 Principles of Biology	10 hours
CHM 121-122 Inorganic Chemistry	10 hours
CHM 261 Organic Chemistry	5 hours
CHM 223 Qualitative Inorganic Analysis	5 hours
CHM 280 Quantitative Analysis	5 hours
PSC 101 Survey of Physics	5 hours
STA 200 Statistics	5 hours

General Electives for the Above Areas:

AEN 109 Engineering Graphics	5 hours
AEN 260 Farm Power and Equipment	3 hours
AEN 207 Metal Technology	5 hours
AEN 210 Surveying	5 hours
AEN 211 Surveying	3 hours
BIO 226 Vertebrate Zoology	5 hours
HOR 201 Principles of Horticulture	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

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 207 Metal Technology	5 hours
AEN 211 Surveying	3 hours
AGY 201 Plant Science	5 hours
AGY 210 Soil Management	5 hours
BIO 101-102 Principles of Biology	10 hours
CHM 121-122 Inorganic Chemistry	10 hours
MAT 101 Trigonometry or	
MAT 116 Pre-Calculus	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 program 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 quarter 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

Humanities: (5-10 hours)

ART 120 Art Structure	5 hours
ART 130 Art Structure	5 hours
ART 213 Art Appreciation	5 hours
SPC 108 Fundamentals of Speech	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 210 Surveying	5 hours
BIO 226 Vertebrate Zoology	5 hours
CHM 121-122 Inorganic Chemistry	10 hours
FOR 191 Orientation	5 hours
FOR 201 Dendrology	3 hours
FOR 202 Dendrology	3 hours
FOR 203 Forest Ecology	5 hours
GLY 125 Elements of Geology	5 hours
PCS 227 Mechanics	5 hours
STA 200 Statistics	5 hours

THE DIVISION OF BUSINESS ADMINISTRATION

LeMar, Burgess, Claxton, DuPree, Evans, Harris, Lanier, Loyd,
Sherman, Simpson, Vitange

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, 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 | 9. Institutional Management |
| 2. Administrative Management | 10. Marketing |
| 3. Advertising | 11. Office Management |
| 4. Banking | 12. Personnel Management |
| 5. Economics | 13. Pre-legal Education |
| 6. Financial Administration | 14. Secretarial Administration |
| 7. Industrial Management | 15. Traffic Management |
| 8. Industrial Trade | |

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.
CSC 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.
EDU 204 Introduction to Education	5 hrs.
DED 150 Principles of Distribution	5 hrs.
TWO courses from the following	10 hrs.
DED 171 Salesmanship	
DED 172 Sales Promotion	
DED 201 Principles of Marketing	
DED 202 Business Organization and Operation	
DED 220 Occupational Experience	
DED 290 Personnel Management	

THE DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

Reuter, Cooper, Evans, Hill, Moody, Mulkey, Vickers

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 Physical Education and Recreation. If the student plans to transfer outside the University System, he should contact the appropriate school or guidance officers to see if there are variations required in the program he should follow.

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:

The courses required for a major in Recreation are listed below:

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

Edwards, Akin, Baxter, Brooks, Burt,
Campbell, Carr, Elder, Evans,
Giles, Keesee, Liner, Ray, Robertson,
Segura, Sitton, Strickland, Stuart,
Williams, 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, literature, journalism, 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:

Art:

Foreign Language	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:

JRN 101 Introduction to Journalism	5 hrs.
JRN 102 Applied Journalism	5 hrs.
JRN 130 History of Journalism	5 hrs.
Selection of one of the following options	15 hrs.
(a) Three courses in foreign language (courses 101-102-103), if the student offers less than two high school units in foreign language.	
(b) Two courses in foreign language (courses 103 and 104) if the student offers two or more high school units in foreign language, plus 5 hours from (c).	
(c) ART 213, MUS 101, DRA 200	

Literature:

Foreign Language	10 hrs.
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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	
DRA 222 Theatre History	
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:

Foreign Language	10 hrs.
Three courses from the following	15 hrs.
DRA 102 Acting	
DRA 103 Stagecraft	
DRA 200 Introduction to Theatre	
DRA 203 Advanced Acting	
DRA 222 Theatre History	
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

F. Thomas, Benton, Braziel, Cooke, Cornelius, Day, Dewar, Fletcher,
Griner, Hudspeth, LeClaire, Massey, Meyer, Nicholson,
Powell, Rowe, Smith, Sumner, Wells,
Wheeler, Widstrom, C. Williams

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 or	
PCS 228 Heat, Sound and Light	5 hrs.
MAT 253 Analytic Geometry and Calculus I	5 hrs.
MAT 254 Calculus II	5 hrs.
PCS 227 Mechanics	5 hrs.
Foreign Language	5 hrs.

Dental Hygiene:

MAT 130 Basic Ideas of Mathematics and	
MAT 235 Finite Mathematics or	
MAT 100 College Algebra and	
MAT 101 Trigonometry	10 hrs.
PSY 101 Introduction to Psychology and	
PSY 201 Social and Personal Disorganization or	
PSY 221 Human Growth and Development	10 hrs.
Electives	10 hrs.

Environmental Health:

BIO 101 Principles of Biology	5 hrs.
BIO 102 Principles of Biology	5 hrs.
BIO 222 General Botany or	
BIO 226 Vertebrate Zoology	5 hrs.

PCS 227 Mechanics or	
PSC 101 Survey of Physics	5 hrs.
Choice of two of the following	10 hrs.
AEN 109 Engineering Graphics	
AEN 220 Drainage, Irrigation and Erosion Control	
CHM 261 Organic Chemistry	
MAT 253 Analytic Geometry and Calculus I	
STA 200 Statistics	

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.
Foreign Language	10 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 222 General Botany or	
BIO 226 Vertebrate Zoology	5 hrs.
PCS 227 Mechanics	5 hrs.
PCS 228 Heat, Sound and Light	5 hrs.
CHM 223 Quantitative Inorganic Analysis or	
PHU 160 Poultry Science or	
AHY 101 Introduction to Animal Husbandry	5 hrs.

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

Milam, Baker, Bush, Dalton, Dunn, Faircloth, Gravitt, Hammons,
Henderson, Hutchinson, Johnson, Miller, Roberts

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 U. S. History I and II
HIS 211-212 Western Civilization I and II
MUS 101 Music Appreciation
ART 213 Art Appreciation
SOC 105 Introduction to Sociology
PSY 101 Introduction to Psychology
SOC 260 Contemporary Social Problems
SOC 293 Family Relations
ECN 105 Principles of Economics
ECN 106 Principles of Economics
LED 201 Reference Materials
ECN 133 Economic Development of the United States
SPC 108 Fundamentals of Speech
POL 111, 112, 113 Current Affairs (one hour each)
POL 211, 212, 213 Current Affairs (one hour each)

Secondary Education:

EDU 204 Introduction to Education	5 hrs.
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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 203, 204, 222, 224, SPC 108, MUS 101, ART 213, DRA 101, JRN 101, JRN 130, PHY 104.

SPEECH: SPC 108, SPC 250, MUS 101, DRA 102, DRA 103, DRA 203, DRA 222, ENG 222, LED 201.

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

SOCIAL SCIENCE: HIS 251-252, HIS 211-212, HIS 271, 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, FOR. LANG. (10 hours), ENG 222, SPC 108.

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

MATH: MAT 100, MAT 101, MAT 116, 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 116, MAT 253, PSC 101, PSC 227-228-229.

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

PHY EDU: HPE 238, HPE 250, HPE 255, REC 132.

Sociology: Option in Law Enforcement
LEN 101 Criminal Justice I 5 hrs.
LEN 102 Police Administration or
LEN 103 Criminal Justice II 5 hrs.

LEN 202 Criminal Law 5 hrs.
LEN 203 Police Role in Deviant Behavior or
LEN 205 Criminal Justice III 5 hrs.
LEN 204 Juvenile Delinquency 5 hrs.
SOC 260 Social Problems 5 hrs.

Sociology: Option in Social Work
PSY 101 Introduction to Psychology 5 hrs.
SOC 115 Introduction to Social Welfare Institutions 5 hrs.
SOC 260 Social Problems 5 hrs.
PSY 201 Social and Personal Disorganization 5 hrs.
SOC 263 Social Work Methods 5 hrs.
SOC 293 Family Relations 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 10 hrs.
Courses from the following list 20 hrs.
HIS 211 Western Civilization I
HIS 212 Western Civilization II
HIS 251 U. S. History I
HIS 252 U. S. History II
HIS 271 Problems in American History
PSY 101 Introduction to Psychology
SOC 105 Introduction to Sociology
ECN 105 Principles of Economics
ECN 106 Principles of Economics
ECN 133 Economic Development of the United States
PSY 221 Human Growth and Development
POL 111, 112, 113 (one hour each)
POL 211, 212, 213 (one hour each)

Political Science:
Foreign Language 10 hrs. —
Courses from the following list 20 hrs.
HIS 211 Western Civilization I
HIS 212 Western Civilization II
HIS 251 U. S. History
HIS 252 U. S. History
HIS 271 Problems in American History
PSY 101 Introduction to Psychology
SOC 105 Introduction to Sociology
SOC 260 Contemporary Social Problems

Stat - 200
ESC - 100
or
Foreign Lang -

Can either take
10 hrs in Foreign lang.

ECN 105 Principles of Economics
 ECN 106 Principles of Economics
 ECN 133 Economic Development of United States
 PSY 221 Human Growth and Development
 POL 111, 112, 113 Current Affairs (one hour each)
 POL 211, 212, 213 Current Affairs (one hour each)

Psychology:

Foreign Language 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 U. S. History I
 HIS 252 U. S. History II
 STA 200 Statistics
 PSY 221 Human Growth and Development
 PSY 201 Social and Personal Disorganization

Sociology:

Foreign Language 10 hrs.
 Courses from the following list 20 hrs.

HIS 211 Western Civilization I
 HIS 212 Western Civilization II
 HIS 251 U. S. History I
 HIS 252 U. S. 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
 PSY 201 Social and Personal Disorganization
 PSY 221 Human Growth and Development

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 in:

1. The Division of Agriculture, Forestry, and Home Economics;
 - a. Agri-Science Technology
 - (1) Plant option
 - (2) Livestock option
 - (3) Poultry Science option
 - (4) Plant Protection option
 - b. Agri-Business Technology
 - c. Agricultural Equipment Technology
 - d. Forest Technology
 - e. Wild Life Technology
 - f. Home Economics Technology
 - (1) General option
 - (2) Food Management option
 - g. Ornamental Horticulture Technology
 - (1) Flower Shop and Greenhouse Management option
 - (2) Landscape Gardening and Maintenance option
 - (3) Turfgrass Management option
2. The Division of Business Administration;
 - a. Computer Science Technology
 - (1) One-year Certificate option
 - (2) Two-year Associate Degree option
 - b. General Business Program
 - (1) General Business option
 - (2) Accounting option
 - (3) Hospital Business Manager option
 - (4) Administrative Management option
 - (a) one-year program – AMS
 - (b) two-year program
 - c. Secretarial Science
 - (1) General Secretarial option
 - (2) Medical Secretarial option
 - (3) Legal Secretarial option
 - (4) Administrative Office Assistant option
 - (5) Stenographer-Typist option (one year)
 - (6) Clerical option (one year)
 - d. Distributive Education
 - (1) Marketing and Distribution option
 - (2) Fashion Merchandising option
 - (3) Certificate in Merchandising option
 - (4) Insurance and Real Estate option

3. The Division of Science-Mathematics
 - a. Nurse Education
4. The Division of Social Science
 - a. Law Enforcement
 - b. 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.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BIO 101	Principles of Biology	5
*ENG 99	Developmental English or	
ENG 101	Composition and Rhetoric	5
MAT 150	Basic Mathematics	5
SSC 101	Survey of U. S. History and Government	5
SPC 108	Fundamentals of Speech	5
AEN 110	Farm Machinery and Equipment	5
AEC 150	Farm Organization and Management	5
AGO 100	Agriculture Orientation	1
	**Electives	15
	Physical Education as required	
	TOTAL	51

Summer

***Internship15

Sophomore Year

AGY 220	Fertilizers and Soils	5
AEC 260	Economics of Agricultural Marketing	5
SOC 293	Family Relations or	
SOC 105	Introduction to Sociology	5

FOR 294	Farm Forestry	5
	**Electives	20
	Physical Education as required	

TOTAL 40
GRAND TOTAL 106

*English course taken will depend upon results of an English placement examination.

**Suggested list of electives (35 hours):

AGY 110	Forage Crops
AGY 125	Control of Weeds, Insects and Plant Diseases
AGY 201	Plant Science
AGY 230	Field Crop Production
AEC 210	Agricultural Economics
AEN 207	Metal Technology
AHY 215	Feeding Farm Animals
BBA 100	Introduction to Business
BBA 110	Principles of Accounting
ABA 230	Income Tax
BBA 270	Business Law
AEN 220	Drainage, Irrigation and Erosion Control
AEN 260	Farm Power and Equipment
AEN 280	Farm Electrification
AHY 101	Introduction to Animal Husbandry
AHY 115	Livestock Production
AHY 205	Beef Cattle Production
AHY 210	Swine Production
DHU 203	Elements of Dairying
ECN 105	Principles of Economics
PHU 160	Poultry Science
PHU 161	Broiler Production
PHU 162	Egg Production

***PHU 200 Poultry Internship, AHY 200 Animal Internship, AGY 200 Crop Internship. Student spends one quarter acquiring occupational experience. Required for graduation and is taken in field of student's major.

AGRI-SCIENCE TECHNOLOGY

(Plant Protection Option)

The need and demand for the services of plant pest control operators is increasing rapidly. At present, most pest control operators usually confine their efforts to the control of urban and industrial pests. They could extend their activities to include custom-treating for the control of any insect, plant

disease, weed or other pest. The curriculum in Plant Protection is designed to provide individuals with the broad technical knowledge essential to supplying satisfactory pest controls to the agricultural industry.

Courses	Freshman Year	Hours
ENG 99	Developmental English or English 101	5
SSC 101	Survey of U. S. History and Government	5
MAT 150	Basic Mathematics	5
ABA 98	Business Communications	5
ABA 99	Record Keeping	5
AEN 170	Pest Control Equipment	5
ENT 201	Insect Control I	5
ENT 202	Insect Control II	5
AGY 120	Plant Identification	5
TOTAL		45

Summer

Internship	15
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Sophomore Year

AEC 101	Resource Management	5
AGY 220	Fertilizers and Soils	5
PAT 221	Disease Control I	5
PAT 222	Disease Control II	5
AGY 223	Weed Control I	5
AGY 224	Weed Control II	5
ENT 105	Toxicology	5
ENT 203	Environmental Quality	5
ENT 150	Pesticides	5
TOTAL		45
GRAND TOTAL		105

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.

Courses	Freshman Year	Hours
*ENG 99	Developmental English or	
ENG 101	Composition and Rhetoric	5
SPC 108	Fundamentals of Speech	5
SSC 101	Survey of U. S. History and Government	5
PSC 102	Survey of Chemistry	5
BIO 101	Principles of Biology	5
MAT 150	Basic Mathematics	5
AEC 210	Agricultural Economics	5
AHY 115	Livestock Production	5
AGO 100	Agriculture Orientation	1
**Electives		5
Physical Education as required		
TOTAL		46

Summer

AEC 222	Internship	15
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*English course taken will depend upon results of an English placement examination.

Sophomore Year

BBA 110	Principles of Accounting	5
FOR 294	Farm Forestry	5
AEC 150	Farm Management	5
AGY 230	Field Crop Production	5
**Electives		25
Physical Education as required		
TOTAL		45
GRAND TOTAL		106

**Electives suggested below:

AEN 260	Farm Power and Equipment
AEN 207	Metal Technology
AEN 280	Farm Electrification
PHU 160	Poultry Science
BBA 108	Business Communications
BBA 270	Business Law
AEC 260	Agricultural Marketing
DHU 203	Elements of Dairying
HOR 201	General Horticulture
AHY 101	Introduction to Animal Husbandry
DED 171	Salesmanship

AGY 201 Plant Science
 ECN 105 Principles of Economics
 AEN 207 Metal Technology

Other electives as suggd by advisor_____

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.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
SSC 101	Survey of U. S. History and Government	5
AEC 207	Metal Technology	5
AEN 112	Graphic Communion	2
AEN 125	Agricultural Machinery Business	5
*ENG 99	Developmental English or	
ENG 101	Composition and Rhetoric	5
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 as required	
	TOTAL	48
	<i>Summer</i>	
AEN 269	Internship	15
	<i>Sophomore Year</i>	
BBA 171	Salesmanship	5
AEN 212	Agricultural Electrical Equipment ..	5
AEN 213	Hydraulics I	5
AEN 214	Hydraulics II	5
AEN 230	Agricultural Power II	5
SPC 108	Fundamentals of Speech	5
ECN 105	Principles of Economics	5
	**Electives	10
	Physical Education as required	
	TOTAL	45
	GRAND TOTAL	108

*English course taken will depend upon results of an English placement examination.

**Electives suggested below (must be selected from Agriculture, Business or Social Sciences):

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

FOREST TECHNOLOGY CAREER PROGRAM

The objectives of this major 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.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
SSC 101	Survey of U. S. History and Government	5
FOR 120	Forest Botany or	
BIO 221	General Botany or	
BIO 222	General Botany	5
*ENG 99	Developmental English or	
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	5
SOC 105	Introductory Sociology	5
BBA 110	Principles of Accounting	5
	Physical Education as required	
	TOTAL	47
	<i>Summer</i>	
FOR 241	Forest Protection (Fire-Disease-Insects)	5
FOR 242	Forest Harvesting	3

FOR 243	Forest Industries2
FOR 244	Forest Mensuration5
FOR 246	Forest Safety1
TOTAL			16

Sophomore Year

FOR 222	Forest Surveying5
FOR 220	Forestry Seminar1
SPC 108	Fundamentals of Speech5
BBA 270	Business Law5
BBA 108	Business Communications5
FOR 192	Forest Wildlife Management5
FOR 255	Forest Recreation5
FOR 245	Timber Management5
FOR 207	Silviculture (including reforestation)5
FOR 204	Dendrology5
FOR 205	Aerial Photo Interpretation5
Physical Education as required			
TOTAL			51
GRAND TOTAL			114

*English course taken will depend upon results of an English placement examination.

WILDLIFE TECHNOLOGY CAREER PROGRAM

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.

<i>Courses</i>	<i>First Year</i>	<i>Hours</i>
SSC 101	Survey of U. S. History and Government	5
*ENG 99	Developmental English or	
ENG 101	Composition and Rhetoric	5
MAT 150	Basic Mathematics	5
FOR 190	Concepts of Natural Resource Conservation	5
FOR 191	Orientation	5
BIO 101	Principles of Biology	5
LEN 202	Criminal Law	5
AEN 110	Agricultural Engineering	5
FOR 120	Forestry Botany	5
FOR 192	Introduction to Forest Wildlife Management	5
	Physical Education as required	
	TOTAL	50

Summer

FOR 260	Law Enforcement Procedures5
FOR 261	Forest Game Management5
FOR 262	Aquatic Resource Management5
FOR 246	Forest Safety1
TOTAL			16

Second Year

FOR 222	Forest Surveying5
FOR 263	Advanced Wildlife Biology5
SPC 108	Fundamentals of Speech5
BBA 108	Business Communications5
FOR 255	Forest Recreation5
BBA 270	Business Law5
FOR 204	Dendrology5
BIO 102	Principles of Biology5
FOR 207	Silviculture5
Physical Education as required			
TOTAL			45
GRAND TOTAL			111

*English course taken will depend upon results of an English placement examination.

HOME ECONOMICS TECHNOLOGY

General Option

- The objectives of this two-year Home Economics program are:
- 1) To train students to serve as assistants in Home Economics related enterprises.
 - 2) 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.

Courses	Freshman Year	Hours
ENG 101	Composition and Rhetoric5
ENG 102	Composition and Literature5
MAT 100	College Algebra or	
MAT 130	Basic Ideas of Mathematics5
SOC 105	Introductory Sociology5
HEC 100	Equipment Technology I5

SSC 101	Survey of U. S. History and Government	5
	*Electives	15
	Physical Education as required	
	TOTAL	45

Summer

**HEC 269	Summer Practice	15
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Sophomore Year

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 as required	
	TOTAL	45
	GRAND TOTAL	105

*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 260	Merchandizing Textiles
SEC 101	Typewriting
SEC 102	Typewriting
SEC 103	Typewriting
HEC 116	Food Catering Service
HEC 118	Food Production and Serving for Groups
SOC 293	Family Relations
HOR 201	Principles of Horticulture
DED 201	Principles of Marketing
ECN 105	Principles of Economics
ART 120	Art Structure
ART 130	Art Structure
HEC 101	Basic Fashions
HEC 251	Nutrition Fundamentals

**To be taken the summer following freshman year—Required for graduation.

HOME ECONOMICS TECHNOLOGY

Food Management Option

This area of study offers training for students interested in promotional work in commercial fields of food science. Conference between student and advisor is suggested to meet individual professional interests.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
SOC 105	Introduction to Sociology	5
HEC 115	Foods	5
MAT 130	Basic Ideas of Mathematics	5
SSC 101	Survey of U. S. History & Government	5
SPC 108	Fundamentals of Speech	5
BBA 108	Business Communications	5
HEC 251	Nutrition	5
HEC 200	Equipment Technology	5
	*Electives	5
	Physical Education as required	
	TOTAL	50

Summer

**HEC 269	Summer Practice	15
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Sophomore Year

BBA 110	Principles of Accounting	5
HEC 118	Food Production & Serving for Groups	5
PSY 101	Introduction to Psychology	5
HEC 128	Sanitation and Safety	1
HEC 257	Food and Labor Cost Control	5
HEC 131	Food Purchasing	5
HEC 127	Commercial Foods Management	5
HEC 245	Supervision	5
	*Electives	5
	Physical Education as required	
	TOTAL	41
	GRAND TOTAL	106

*Suggested Electives:

HEC 111	Orientation to Food Service Industry	1
HEC 268	Restaurant Management	4
HEC 132	Quantity Food Production	5
HEC 243	Food Service Equipment	5
HEC 255	Catering	5
HEC 256	Merchandising for Food Service Industry	5

**To be taken the summer following freshman year—Required for graduation.

ORNAMENTAL HORTICULTURE PROGRAM

(With options in Flower Shop and Greenhouse Management,
Landscape Gardening and Maintenance,
and Turfgrass Management)

This area of study offers training in the specialties of Ornamental Horticulture leading to gainful employment for men and women as highly skilled technicians and supervisory personnel in one of the highly specialized ornamental industries. This program will provide the individual with a depth of understanding of the technical requirements of the Ornamental Horticulture specialties and will help the student develop some skill proficiency in the various techniques utilized by the commercial Ornamental Horticulturist. Students trained in this program will find employment in garden centers, in flower shops, on golf courses, in athletic and recreation areas, in schools and colleges, and in other agri-business occupations. To be eligible to receive the Associate Degree in Ornamental Horticulture, the student must complete the basic core program and course work prescribed in one of the three major options.

Core Curriculum

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
*ENG 99	Developmental English or	
ENG 101	Composition and Rhetoric	5
HOR 201	Principles of Horticulture	5
HOR 111	Ornamental Plant Identification I	2
PSC 102	Survey of Chemistry	5
HOR 102	Horticultural and Turf Grass Equipment	3
SPC 108	Fundamentals of Speech	5
SSC 101	Survey of U. S. History and Government	5
HOR 112	Ornamental Plant Identification II	2
DED 290	Personnel Management	5
AGY 220	Soils and Fertilizers	5
AGY 125	Control of Weeds, Insects and Plant Diseases	5
HOR 113	Ornamental Plant Identification III	2
**MAT 100	College Algebra or	
MAT 130	Basic Ideas of Mathematics	5
	Physical Education as required	
	TOTAL	54

Summer

HOR 200	Ornamental Internship	15
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**Required for Landscape Gardening Option.

ORNAMENTAL HORTICULTURE TECHNOLOGY

Flower Shop and Greenhouse Management Option

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
HOR 211	Flower Shop Management I	3
HOR 221	Greenhouse Management I	3
DED 171	Salesmanship	5
ABA 291	Government and Business	5
HOR 212	Flower Shop Management II	3
HOR 218	Interior Plantings and Decoration	3
HOR 222	Greenhouse Management II	3
BBA 110	Principles of Accounting	5
DED 172	Sales Promotion	5
HOR 213	Flower Shop Management III	3
HOR 223	Greenhouse Management III	3
BBA 100	Introduction to Business	5
BBA 111	Principles of Accounting	5
	Physical Education as required	
	TOTAL	51
	GRAND TOTAL	120

ORNAMENTAL HORTICULTURE TECHNOLOGY

Landscape Gardening and Maintenance Option

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
MAT 101	Trigonometry or	
MAT 116	Pre-Calculus	5
AEN 109	Engineering Graphics	5
HOR 214	Basic Garden Planning	3
DED 171	Salesmanship	5
BBA 100	Introduction to Business	5
HOR 215	Intermediate Garden Planning	3
HOR 241	Maintenance of Ornamental Plantings I	3
HOR 217	Landscape Contracts and Specifications	3
AEN 210	Surveying	5
HOR 242	Maintenance of Ornamental Plantings II	3
HOR 216	Advanced Garden Planning and Landscape Const.	5
HOR 233	Turfgrass Management III	3
AEN 220	Drainage, Irrigation and Erosion Control	3
	Physical Education as required	
	TOTAL	51
	GRAND TOTAL	120

ORNAMENTAL HORTICULTURE TECHNOLOGY

Turfgrass Management Option

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
HOR 231	Turfgrass Management I	3
AEN 109	Engineering Graphics	5
HOR 214	Basic Garden Planning	3
DED 171	Salesmanship	5
AEN 220	Drainage, Irrigation and Erosion Control	3
HOR 232	Turfgrass Management II	3
HOR 241	Maintenance of Ornamental Plantings I	3
HOR 215	Intermediate Garden Planning	3
BBA 100	Introduction to Business	5
HOR 233	Turfgrass Management III	3
HOR 242	Maintenance of Ornamental Plantings II	3
HOR 216	Advanced Garden Planning and Landscape Const.	5
BBA 270	Business Law	5
	Physical Education as required	
	TOTAL	49
	GRAND TOTAL	118

*English course taken will depend upon results of an English placement examination.

COMPUTER SCIENCE TECHNOLOGY

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.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
MAT 100	College Algebra	5
SSC 101	Survey of U. S. History and Government	5
PSY 101	Introduction to Psychology	5
CSC 100	Introduction to Data Processing	5
CSC 130	Systems Analysis	5
CSC 131	Computer Programming I	5
CSC 221	Compiler Programming I	5
CSC 222	Compiler Programming II	5
	Physical Education as required	
	TOTAL	45

COMPUTER SCIENCE TECHNOLOGY

Two-Year Associate Degree Career Program

The Computer Science Technology Program is designed to offer the student an intensive program of training in computer science technology, with an emphasis on business-applications programming. Upon successful completion of the program, the student will be fully prepared for immediate employment as a junior programmer/analyst in any modern commercial and/or business data processing operation, a program for the better student.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
MAT 100	College Algebra	5
CSC 100	Introduction to Data Processing	5
BBA 100	Introduction to Business	5
CSC 130	Systems Analysis	5
CSC 131	Computer Programming I	5
CSC 132	Computer Programming II	5
STA 200	Statistics	5
MAT 235	Finite Mathematics	5
	Physical Education as required	
	TOTAL	45

Sophomore Year

BBA 110	Principles of Accounting	5
BBA 111	Principles of Accounting	5
BBA 108	Business Communications	5
SSC 101	Survey of U. S. History & Government	5
CSC 221	Compiler Programming I	5
CSC 222	Compiler Programming II	5
CSC 223	Compiler Programming II	5

Two from the following:

CSC 231	FORTTRAN Programming	5
CSC 232	COBOL Programming	5
CSC 233	PL/I Programming	5
CSC 234	Assembly Language Programming	5
	Physical Education as required	

TOTAL 45
GRAND TOTAL 90

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

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.

General Business Option

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
PSY 101	Introduction to Psychology	5

BBA 100	Introduction to Business	5
SPC 108	Fundamentals of Speech	5
BBA 270	Business Law	5
BBA 110	Principles of Accounting	5
ECN 105	Principles of Economics	5
MAT 100	College Algebra or	
MAT 130	Basic Ideas of Mathematics	5
SEC 101	Typewriting	5
SSC 101	Survey of U. S. History & Government	5
	Physical Education as required	

TOTAL 50

Sophomore Year

DED 290	Personnel Management	5
BBA 108	Business Communications	5
BBA 111	Principles of Accounting	5
ECN 106	Principles of Economics	5
ABA 230	Income Tax	5
CSC 100	Introduction to Data Processing	5
CSC 130	Systems Analysis	5
DED 202	Business Organization & Management	5
DED 201	Marketing	5
SEC 207	Office Management	5
	Physical Education as required	

TOTAL 50

GRAND TOTAL 100

GENERAL BUSINESS PROGRAM

Accounting Option

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	English Composition and Rhetoric	5
PSY 101	Introduction to Psychology	5
BBA 100	Introduction to Business	5
BBA 270	Business Law	5
BBA 110	Principles of Accounting	5
BBA 111	Principles of Accounting	5
ECN 105	Principles of Economics	5
MAT 100	College Algebra or	
MAT 130	Basic Ideas of Mathematics	5
SEC 101	Typewriting	5
SSC 101	Survey of U. S. History & Government	5
ABA 233	Financial Management	5
	Physical Education as required	
	TOTAL	55

Sophomore Year

CSC 100	Introduction to Data Processing	.5
ABA 225	Intermediate Accounting	.5
ABA 230	Income Tax	.5
DED 290	Personnel Management	.5
ABA 231	Introduction to Cost Accounting	.5
ABA 232	Auditing Principles	.5
ABA 234	Accounting & Data Processing	.5
BBA 108	Business Communications	.5
SPC 108	Fundamentals of Speech	.5
	Physical Education as required	

TOTAL 45
GRAND TOTAL 100

GENERAL BUSINESS PROGRAM

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.

Courses	Freshman Year	Hours
ENG 101	Composition and Rhetoric	.5
PSY 101	Introduction to 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 as required	
	TOTAL	45

Summer

ABA 160	Externship	.10
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Sophomore Year

CSC 100	Introduction to Data Processing	.5
BBA 270	Business Law	.5
SEC 205	Office Machines	.5

BBA 111	Principles of Accounting	.5
DED 201	Marketing	.5
STA 200	Statistics	.5
DED 290	Personnel Management	.5
ECN 105	Principles of Economics	.5
BBA 108	Business Communications	.5
	Physical Education as required	

TOTAL 45

Summer

ABA 260	Externship	.10
	GRAND TOTAL	110

GENERAL BUSINESS PROGRAM

Administrative Management Option

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.

Courses	Freshman Year	Hours
ENG 101	English Composition and Rhetoric	.5
ECN 105	Principles of Economics	.5
PSY 101	Introduction to 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 as required	
	TOTAL	50

GENERAL BUSINESS PROGRAM

Administrative Management Option (Two-Year Program)

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.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	English Composition and Rhetoric	5
PSY 101	Introduction to Psychology	5
CSC 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 as required	
	TOTAL	45

Summer

ABA 160	Externship	10
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Sophomore Year

DED 201	Marketing	5
DED 202	Business Organization and Management	5
STA 200	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	5
	Physical Education as required	
	TOTAL	40
	GRAND TOTAL	95

SECRETARIAL SCIENCE

General Secretarial 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
BBA 100	Introduction to Business	5
PSY 101	Psychology	5
*SEC 101	Typewriting	5
SEC 102	Typewriting	5
SEC 103	Typewriting	5
*SEC 104	Shorthand	5
SEC 105	Shorthand	5
SEC 106	Shorthand	5
SSC 101	Survey of U. S. History and Government	5
	Physical Education as required	
	TOTAL	45

Sophomore Year

BBA 108	Business Communications	5
SEC 205	Office Machines	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
**SEC 220	Practicum Peer Instruction	5
	Physical Education as required	
	TOTAL	50

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

**May be taken instead of Office Management with permission of advisor.

SECRETARIAL SCIENCE

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	Composition and Rhetoric	5
PSY 101	Introduction to Psychology	5
BBA 100	Introduction to Business	5

*SEC 101	Typewriting	5
SEC 102	Typewriting	5
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	5
	Physical Education as required	
TOTAL		60

Sophomore Year

SEC 207	Office Management	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	Fundamentals of Speech	5
BBA 270	Business Law	5
SEC 206M	Medical Transcription	5
SSC 101	Survey of U. S. History and Government	5
	Physical Education as required	
TOTAL		50
GRAND TOTAL		110

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

SECRETARIAL SCIENCE

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 departments of business firms, banks, insurance companies and financial institutions.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
PSY 101	Introduction to Psychology	5
BBA 100	Introduction to Business	5
*SEC 101	Typewriting	5

SEC 102	Typewriting	5
SEC 103L	Legal Typewriting	5
*SEC 104	Shorthand	5
SEC 105	Shorthand	5
SEC 106L	Shorthand (Legal)	5
SSC 101	Survey of U. S. History and Government	5
	Physical Education as required	
TOTAL		50

Sophomore Year

BBA 108	Business Communications	5
BBA 110	Principles of Accounting	5
SEC 205	Office Machines	5
SEC 207	Office Management	5
SEC 210	Secretarial Practice	5
SEC 206L	Legal Transcription	5
SPC 108	Fundamentals of Speech	5
ECN 105	Principles of Economics	5
BBA 270	Business Law	5
CSC 100	Introduction to Data Processing	5
	Physical Education as required	
TOTAL		50

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

SECRETARIAL SCIENCE

Administrative Office Assistant Option

(A New Two-Year Prestige Program In Secretarial Administration)

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
BBA 100	Introduction to Business	5
CSC 100	Introduction to Data Processing	5
SEC 101	Typewriting	5
SEC 102	Typewriting	5
SEC 103	Typewriting	5
SSC 101	Survey of U. S. History and Government	5
SPC 108	Fundamentals of Speech	5
ENG 120	Building Reading Skills	2
ECN 105	Principles of Economics	5
SEC 209	Secretarial Practice I	5
	Physical Education as required	
TOTAL		57

Sophomore Year

PSY 101	Psychology	5
BBA 110	Principles of Accounting	5
SEC 208	Machine Transcription	5
SEC 211	Personal and Employability Development	5
SEC 205	Office Machines	5
SEC 207	Office Management	5
BBA 270	Business Law	5
SEC 210	Secretarial Practice II	5
BBA 108	Business Communications	5
	Physical Education as required	5

TOTAL 45

SECRETARIAL SCIENCE

One-Year (4 quarters) Programs

Upon completion of either option listed below the student will receive a Certificate in Secretarial Science. These options may require 4 quarters for completion.

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.

Courses	Freshman Year	Hours
ENG 101	English Composition and Rhetoric	5
*SEC 101	Typewriting	5
SEC 102	Typewriting	5
SEC 103	Typewriting	5
*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 as required	5
		TOTAL 60

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

SECRETARIAL SCIENCE

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.

Courses	Freshman Year	Hours
ENG 101	English Composition and Rhetoric	5
*SEC 101	Typewriting	5
SEC 102	Typewriting	5
SEC 103	Typewriting	5
SEC 205	Office Machines	5
BBA 100	Introduction to Business	5
BBA 108	Business Communications	5
SSC 101	Survey of U. S. History and Government	5
CSC 100	Introduction to Data Processing	5
SEC 208	Machine Transcription	5
SEC 209	Secretarial Practice I	5
	Physical Education as required	5
		TOTAL 55

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

DISTRIBUTIVE EDUCATION

Merchandising and Mid-Management Cooperative Career Program Option

The purpose of this program is to prepare the student for mid-management of junior executive position 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 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

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric5
SSC 101	Survey of U. S. History and Government5
ECN 105	Economics5
DED 150	Principles of Distribution5
DED 171	Salesmanship5
DED 172	Sales Promotion5
PSY 101	Introduction to Psychology or	
SOC 105	Introduction to Sociology5
ART 120	Art Structure5
	Physical Education as required	
TOTAL		40

Summer

DED 120	Directed Occupational Experience10
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Sophomore Year

BBA 110	Principles of Accounting5
DED 210	Principles of Marketing5
DED 202	Business Organization and Operation5
BBA 270	Business Law5
DED 290	Personnel Management5
SPC 108	Speech5
DED 220	Directed Occupational Experience10
	Physical Education as required	
TOTAL		40

DISTRIBUTIVE EDUCATION

Fashion Merchandising 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 courses.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric5
ENG 102	Composition and Literature5
DED 150	Principles of Distribution5
PSC 102	Survey of Chemistry5
HEC 107	Home Interiors5
DED 171	Salesmanship5
ART 120	Art Structure or	
ART 130	Art Structure5
HEC 120	Clothing5
DED 172	Sales Promotion5
	Physical Education as required	
TOTAL		45

Summer

DED 220	Occupational Experience10
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Sophomore Year

DED 202	Business Organization and Operation5
SPC 108	Fundamentals of Speech5
SSC 101	Survey of U. S. History and Government5
HEC 101	Basic Fashions5
DED 290	Personnel Management5
HEC 224	Textiles5
HEC 275	Home Furnishings5
DED 201	Principles of Marketing5
	Physical Education as required	
TOTAL		40

DISTRIBUTIVE EDUCATION

Certificate in Merchandising Option

The objective of the Certificate Program is to give the student the foundation needed for obtaining a Sales or Service position in a Merchandising firm. Cooperative work experience will be required. While the cooperative work experience carries no credit, it is an integral part of the program.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
DED 150	Principles of Distribution5
DED 171	Salesmanship5
ENG 101	Composition and Rhetoric5
BBA 270	Business Law5
DED 172	Sales Promotion5
DED 202	Business Organization and Operations5
SSC 101	Survey U. S. History and Government5
DED 201	Principles of Marketing5
	Elective5
	Physical Education as required	
TOTAL		45

DISTRIBUTIVE EDUCATION

Insurance Option

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

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 173	Principles of Insurance5
ABA 175	Life Insurance5
ABA 176	Health Insurance5
BBA 100	Introduction to Business5
BBA 110	Principles of Accounting5
BBA 270	Business Law5
ENG 101	Composition and Rhetoric5
PSY 101	Introduction to Psychology or	
SOC 105	Introduction to Sociology5
SEC 101	Typewriting5
SPC 108	Fundamentals of Speech5
	Physical Education as required	
TOTAL		50

Sophomore Year

ABA 275	Property Insurance5
ABA 278	Casualty Insurance5
ABA 285	Problems in Insurance5
BBA 108	Business Communications5
DED 290	Personnel Management5
DED 171	Salesmanship5
DED 201	Principles of Marketing5
ECN 105	Principles of Economics5
SSC 101	Survey of U. S. History and Government ..	.5
	Physical Education as required	
TOTAL		45

DISTRIBUTIVE EDUCATION

Real Estate Option

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

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 100	Introduction to Business5
BBA 110	Principles of Accounting5
BBA 270	Business Law5
ECN 105	Principles of Economics5
ECN 106	Problems of Economics5
ENG 101	Composition and Rhetoric5
MAT 150	Basic Mathematics5
PSY 101	Introduction to Psychology or	
SOC 105	Introduction to Sociology5
SEC 101	Typewriting5
SPC 108	Fundamentals of Speech5
	Physical Education as required	
TOTAL		50

Sophomore Year

ABA 174	Principles of Real Estate5
ABA 274	Real Estate Finance5
ABA 275	Property Insurance5
ABA 280	Problems in Real Estate5
BBA 108	Business Communications5
DED 171	Salesmanship5
DED 201	Principles of Marketing5
DED 290	Personnel Management5
SSC 101	Survey of U. S. History and Government5
	Physical Education as required	
TOTAL		45

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 overall health needs of the people by preparing nurses for 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 six-quarter curriculum combines courses in general education and in nursing education which run concurrently throughout two academic years, beginning in the fall quarter of each year. Both nursing and science courses must be taken in sequential order. 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 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 required 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 achieve satisfactorily on appropriate comprehensive tests designed to evaluate their 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 and the National League for Nursing.

Objectives of the Program

The graduate of this program should be able to:

1. Establish and maintain a therapeutic relationship with the patient and his family.
2. Identify, analyze and evaluate the patient's nursing problems and needs.
3. Assist the patient to participate in developing and implementing the nursing plan.

4. Implement and evaluate therapeutic nursing measures based on an understanding of scientific principles.
5. Work cooperatively with other members of the health team in providing a therapeutic environment for the patient.
6. Participate with other members of the health team in assisting the patient toward optimum health.
7. Utilize appropriate available resources of the hospital and the community in planning for continuity of patient care.
8. Guide nursing assistants in the technical aspects of care.
9. Seek and utilize guidance from more skilled practitioners.
10. Establish realistic goals for continuing growth in nursing based on identification of his own strengths and weaknesses.
11. Utilize appropriate resources which will promote continuing growth.

Requirements for Admission in Nurse Education

All applicants for the nursing program must make an appointment for an interview with the Director of 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 (a physical examination must be completed at the beginning of each academic 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 before taking any nursing or required science courses. Also, students having a predicted freshman average grade (PFAG) of less than 2.0 must take recommended general education courses 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 recommended 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 additional elective courses for enrichment.

Both men and women, married or single, may be admitted to the program. Students lacking any of the above academic qualifications are encouraged to enter College by the summer quarter prior to beginning the nursing curriculum in the fall. Students are admitted to the nursing course sequence in the Fall Quarter only. Any student who drops his nursing sequence during the academic year must wait until that quarter of the following year to re-enter the nursing courses.

Cost of the Program

Fees (including books) are itemized under the Schedule of Expenses. In addition, nursing students will need to purchase approved student uniforms and accessory items (approximately \$75.00) before entering the program. During the two-year period students in nursing will incur further expenses; 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.

<i>Courses</i>	<i>Freshman Year</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 as required	
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 as required	
TOTAL		45

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>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BIO 101	Principles of Biology	5
ENG 99	Developmental English	5
ENG 101	Composition and Rhetoric	5
LEN 101	Criminal Justice I	5
LEN 102	Police Administration	5
MAT 100	College Algebra or	
MAT 130	Basic Ideas of Mathematics	5
PSC 101	Survey of Physics	5
PSY 101	Introduction to Psychology	5
POL 201	American Government	5
	Physical Education as required	
TOTAL		45

Sophomore Year

ENG 222	Western World Literature	5
HIS 251	U. S. History I	5
HIS 252	U. S. History II	5
LEN 202	Criminal Law	5
LEN 203	Police Role in Deviant Behavior ..	5
LEN 204	Juvenile Delinquency	5
PSC 102	Survey of Chemistry	5
SPC 108	Fundamentals of Speech	5
SOC 260	Social Problems	5
	Physical Education as required	
TOTAL		45

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.

Courses	Hours
*ENG 101 Composition and Rhetoric	5.0
*ENG 102 Composition and Literature	10.0
ENG 222 Western World Literature	10.0
SPC 108 Fundamentals of Speech	5.0
*MAT 100 College Algebra or	
MAT 130 Basic Ideas of Mathematics	15.0
BIO 101 Principles of Biology	10.0
BIO 102 Principles of Biology	5.0
*HIS 211 Western Civilization I	5.0
*HIS 212 Western Civilization II or	15.0
HIS 251 U. S. History I	5.0
HIS 252 U. S. History II	5.0
POL 201 American Government	5.0
*PSY 101 Introduction to Psychology	10.0
PSY 201 Social and Personal Disorganization	10.0
*SOC 105 Introduction to Sociology	10.0
SOC 115 Introduction to Social Welfare Institutions	15.0
SOC 260 Social Problems	10.0
SOC 263 Social Work Methods	20.0
SOC 293 Family Relations	10.0
SOC 295 Behavioral Science Laboratory in Field Work.	5.0
Physical Education as required	

TOTAL 90

DESCRIPTION OF COURSES

ABA 98 BUSINESS COMMUNICATIONS: 5 hours institutional credit. A study of the art of effective oral and written communications in business using the human relations approach. It emphasizes correct capitalization, punctuation, spelling and word division; it emphasizes accurate and successful conveyance of data and judgment orally. As needed.

ABA 99 RECORD KEEPING: 5 hours institutional credit. A study of the principles of record keeping in business for anyone who aspires to a successful career in business. It emphasizes the need for various types of information for those who manage or operate a business, its owners, its prospective owners, its present and prospective creditors, governmental taxing authorities, and other government agencies. As needed.

ABA 150 HOSPITAL ORGANIZATION AND MANAGEMENT: 5 Hours. The course 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. 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. Spring.

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. Summer.

ABA 173 PRINCIPLES OF INSURANCE: 5 hours. Basic course devoted primarily to the study of insurance and the economics of insurance with consideration given to risk management, types of insurance, insurance functions, and the insurance contract. Fall.

ABA 174 PRINCIPLES OF REAL ESTATE: 5 hours. A course designed to lay the foundation for advanced courses and to give practical information dealing with the theories and concepts of real estate. Special emphasis is upon the economics of real estate, the real estate market, property ownership, interest, and rights, and real estate brokerage. Fall.

ABA 175 LIFE INSURANCE: 5 hours. Prerequisite: ABA 173 Principles of Insurance. A specialized course dealing with the basic types and classes of life insurance, the life insurance contract and its provisions, legal requirements and implications, annuities, and social security. Winter.

ABA 176 HEALTH INSURANCE: 5 hours. Prerequisite: ABA 173 Principles of Insurance. A specialized course dealing with the various categories of health insurance, the common coverages, provisions, and benefits of specific health insurance plans, and the current problems of health insurance. Spring.

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 231 INTRODUCTION TO COST ACCOUNTING: 5 hours. Prerequisite, BBA 111 with "C" grade or better. An exposure to cost accounting concepts and terminology with a study of the principles and techniques of measurement and accumulation of cost data, including direct and indirect costs, job-order and process costs and the rationale behind cost allocation procedures. Fall.

ABA 232 AUDITING PRINCIPLES: 5 hours. Prerequisite: ABA 213 with "C" grade or better. The study of auditing principles, standards and procedures, including statistical sampling, internal control and the preparation of audit working papers and reports. Designed to give the student the "How to . . ., and why . . ." of both internal and independent auditing. 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 234 ACCOUNTING AND DATA PROCESSING: 5 hours. Prerequisites, CSC 100 and ABA 232 with a "C" grade or better. A study of how data processing and accounting relates to each other,

with applications in a modern business enterprise; emphasizing the development of data processing systems in accounting using problems and case studies. 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 REAL ESTATE FINANCE: 5 hours. Prerequisite: ABA 174 Principles of Real Estate. Economic and financial aspects of real property with special emphasis upon mortgages and liens, taxes and assessments, and property valuation. Fall.

ABA 275 PROPERTY INSURANCE: 5 hours. Prerequisite: ABA 173 Principles of Insurance. Course dealing with property and liability and surety. Special emphasis is upon types of coverage, cost of coverage, contract provisions, and the current problems of property and liability insurance. Winter.

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 278 CASUALTY INSURANCE: 5 hours. Prerequisite: ABA 173 Principles of Insurance. Course dealing specifically with casualty and liability insurance and the three main areas of coverage: third party liability coverage, accident and health coverage, and miscellaneous liability coverage. Special emphasis is upon automobile professional liability, aviation and personal liability forms of insurance. Winter.

ABA 280 PROBLEMS IN REAL ESTATE: 5 hours. A course designed to give the student an opportunity to apply the principles and concepts of real estate. Special emphasis is upon actual brokerage transactions and problems of real estate brokerage. Spring.

ABA 285 PROBLEMS IN INSURANCE: 3 hours. Course dealing with the application of insurance principles and analysis of current problems in the various areas of insurance and risk management. Spring.

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 affect the business enterprise. Among the topics covered are labor laws, Social Security, unemployment compensation, organization fees and licenses, and aids to businesses. Fall.

AEC 101 RESOURCE MANAGEMENT: 5 hours. A survey study designed to introduce students of technological problems to general principles of efficient resource allocation. General production, marketing and consumption concepts are explained as they relate to the modern agri-business complex and to the total economy. 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 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 and Summer.

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 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 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 170 PEST CONTROL EQUIPMENT: 5 hours. A course designed to familiarize the student with all types of pest control equipment to include hand-operated, machine-operated, and aerial applicators.

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 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 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 I: 5 hours. Two discussions and three laboratory periods. A study of the basic principles of hydraulics and fluid power including graphical symbols, system components and system design. Winter.

AEN 214 HYDRAULICS II: 5 hours. Two discussions and three laboratory periods. Advanced fluid power system design, operation and maintenance. Special emphasis placed on power testing and repair procedures on agricultural tractors and light industrial equipment. Spring.

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 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 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 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.

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 of modern agriculture. Fall and Spring. (Required for all students in agriculture.)

AGR 200 AGRICULTURAL PROJECTS: 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 this course. Individual and group problems related to the projects will be discussed. Record keeping and cost accounting on the project are required. Offered all quarters.

AGR 201 SPECIAL PROBLEMS IN AGRICULTURE: 3 hours. Course will be conducted in informal manner with no regularly scheduled classes. Assignments and work will depend upon project and staff member involved. A written report will be required. Objectives are to give the student an opportunity to become acquainted with research and problem solving in all areas of agriculture and to give an opportunity to broaden his education by working with outstanding researchers in his primary area of interest.

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 120 PLANT IDENTIFICATION: 5 hours. A course designed to familiarize the student with the identification, adaptation, and use of ornamental and crop plants. Spring.

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 201 PLANT SCIENCE: 5 hours. Four discussions and one laboratory period. Basic introductory course designed to familiarize students interested in agriculture with 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.

AGY 220 FERTILIZERS AND SOILS: 5 hours. Four discussions and one laboratory. A study of kinds and makeup of soils found in the Coastal Plain, and what fertilizer materials and treatment are needed for high crop yields. Spring.

AGY 223 WEED CONTROL I: 5 hours. A study of economically important weeds and how they are controlled. Winter.

AGY 224 WEED CONTROL II: 5 hours. (A continuation of AGY 223.) Spring.

AGY 230 FIELD CROP PRODUCTION: 5 hours. Four discussions and one laboratory period. Basic course designed to familiarize students interested in agriculture with 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, cultivation, disease and insect control, harvesting and marketing. Fall, Winter, Spring and Summer.

AHY 101 INTRODUCTION TO ANIMAL HUSBANDRY: 5 hours. Four discussions and one laboratory period. Introductory course in animal husbandry designed to acquaint the student with fundamental problems of livestock production. Includes kinds of livestock, its place in farming, emphasis on marketing methods, processing, merchandising, feeding, management and breeding. 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: 5 hours. Prerequisite: AHY 101. A further study in breeding, feeding and management of beef cattle. Spring (odd year).

AHY 210 SWINE PRODUCTION: 5 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 practical farm rations for swine, beef cattle, dairy cattle and poultry. Winter.

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 audio-visual lectures per week. Prerequisite to Art 216, 217, 218. 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, and 217, 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 and operation of American business and industry. Fall, Winter, and Summer.

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. Fall, Winter and Spring.

BBA 110 PRINCIPLES OF ACCOUNTING: 5 hours. An introduction to the fundamental principles of accounting; analysis of business transactions; completion of the accounting cycle; preparation of various business forms and statements; construction and interpretation of financial statements and reports; receivables, payables, and inventories; deferrals, accruals, and long-lived assets; accounting systems; accounting concepts. Fall, Winter, Spring, Summer.

BBA 111 PRINCIPLES OF ACCOUNTING: 5 hours. Prerequisite BBA 110 with C grade or better. Applications of accounting principles to problems of business; partnerships and corporations; control accounting of departments and branches, manufacturing cost systems; standard cost systems, decision making in regards to taxes, cost and revenue relationships for management; funds statement and cash flow; financial statement analysis. Fall, Winter, Spring.

BBA 270 BUSINESS LAW: 5 hours. Prerequisite BBA 100 Introduction to Business or equivalent. A general study of law and its relationship to business. Special emphasis is upon the Law of Contracts as related to sales, property, negotiable instruments, and business organization. Fall, Winter and Spring.

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 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.

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 BIO 211 including study of the nervous, digestive, excretory, endocrine, and reproductive systems and the principles of embryology and heredity. Winter and Spring.

BIO 221 GENERAL BOTANY: 5 hours. Four lectures and one two-hour laboratory period. A study of (a) the structure of stems, leaves, and roots; (b) growth and nutritive processes of plants; (c) methods of reproduction in seed bearing plants. Fall and Winter.

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

BIO 226 VERTEBRATE ZOOLOGY: 5 hours. Prerequisite: BIO 101-102. Three lectures and two three-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. Two lectures and three three-hour laboratory periods. Prerequisite: Chemistry 122. 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 period. Prerequisites: CHM 121 and 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.

CSC 100 INTRODUCTION TO DATA PROCESSING: 5 hours. An introduction to data preparation equipment, a survey of the structure and functions of computer systems, and introduction to number systems, an introduction to systems analysis and flow-charting, and an introduction to computer programming via the RPG programming language. Fall, Winter, Spring, Summer.

CSC 130 SYSTEMS ANALYSIS: 5 hours. An intensive study of the techniques and procedures of analyzing an operational system, developing a

flowchart to describe this system, and modifying the analysis to respond to changes in a dynamic system. Prerequisite: CSC 100. Corequisite: CSC 131. Winter, Spring.

CSC 131 COMPUTER PROGRAMMING I: 5 hours. An intensive study of computer system structure and function, techniques of data representation, number systems, and an introduction to assembly language programming, and operating systems. Corequisite: CSC 130. Winter, Spring.

CSC 132 COMPUTER PROGRAMMING II: 5 hours. An intensive study of assembly language programming, including use of temporary and mass storage devices such as magnetic tape and temporary and mass storage devices such as magnetic tape and magnetic disk. Prerequisite: CSC 131, CSC 130. Spring, Summer, Fall.

CSC 221 COMPILER PROGRAMMING I: 5 hours. An introduction to the FORTRAN programming language, including translation of problem situations to FORTRAN coding. Prerequisite: Math 100, Statistics 200. Winter, Spring, Summer.

CSC 222 COMPILER PROGRAMMING II: 5 hours. An introduction to the COBOL programming language, including translation of business-oriented problem situations to COBOL coding. Prerequisite: BBA 110. Fall, Spring, Summer.

CSC 223 COMPILER PROGRAMMING III: 5 hours. An introduction to the PL/1 programming language, including translation of business and scientific problems to PL/1 coding. Prerequisite: CSC 221 or CSC 222. Winter, Spring.

CSC 231 FORTRAN PROGRAMMING: 5 hours. An intensive study of the problem-solving capabilities of FORTRAN by means of case studies. Course will include an introduction to numerical analysis. Prerequisite: CSC 221. Winter.

CSC 232 COBOL PROGRAMMING: 5 hours. An intensive study of the COBOL programming language with emphasis on business-oriented case studies. Prerequisite: CSC 222. Winter.

CSC 233 PL/1 PROGRAMMING: 5 hours. An intensive study of the PL/1 programming language. Prerequisite: CSC 223. Spring.

CSC 234 ASSEMBLY LANGUAGE PROGRAMMING: 5 hours. An intensive study of assembly language, including comparisons of various assemblers for different computer systems. Prerequisite: CSC 132. Fall.

DED 99 HUMAN RELATIONS: 5 hours institutional credit. Emphasizes an awareness of the problem of man's relationship to his fellows, and the known laws and generalizations about the action patterns of individuals and groups.

Effort is made to develop an awareness of the techniques of effective interpersonal relations. As needed.

DED 120 OCCUPATIONAL EXPERIENCE: 10 hours. Supervised work in selected business establishments during the summer quarter following the freshman year. Summer.

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. Fall and as needed.

DED 151 PROBLEMS IN DISTRIBUTION: 1-5 hours. (1 hour each quarter). Special problems in distribution is the study or investigation of factors necessary for maximum orderly distribution of goods and/or services. Course limited to majors in Distributive Education and majors are required to enroll every quarter until they have earned 5 hours credit. Fall, Winter, Spring and Summer.

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 220 OCCUPATIONAL EXPERIENCE: 10 hours. Supervised work in selected business establishments during the sophomore year. Fall, Winter, Spring and Summer.

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: 5 hours. Four 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, state movement, improvisation, and pantomime. Each student is required to participate in the productions of The Baldwin Players. Fall.

DRA 103 STAGECRAFT: 5 hours. A broad study of technical theatre, with emphasis on scene construction and painting, lighting methods, set design, and sound systems. Required participation in the production of the Baldwin Players. Winter.

DRA 200 INTRODUCTION TO THEATRE: 5 hours. Introduction to the art of the theatre emphasizing its historical development. Survey of the basic elements and theories of theatrical production with special consideration of theatre as an artistic experience. 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 production 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 99 CONSUMER ECONOMICS: 5 hours institutional credit. An introductory course dealing with basic concepts of economics and consumer behavior. Topics covered in the course are primarily related to the normal activities of the average consumer in the American economy. As needed.

ECN 105 PRINCIPLES OF ECONOMICS: 5 hours. An introductory course in economics with major emphasis upon macroeconomic features of our economic system. This will include: the basic foundation of capitalism—including demand, supply and price determination; alternative economic systems, measurement of aggregate economic output, and; fiscal and monetary policy. Fall, Winter, Spring and Summer.

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. Fall, Winter, Spring and Summer.

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, Winter, Spring and Summer.

ENG 95 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 97 DEVELOPMENTAL ENGLISH: 5 hours. Institutional credit only. Five recitations each week. A three quarter, viable sequence course designed for students who exhibit marked deficiencies in the basic skills of communication. Extensive practice will be given the student in communicating his sensory and emotional impressions in accurate and concrete prose. Fall, Winter, Spring, Summer.

ENG 98 DEVELOPMENTAL ENGLISH: 5 hours. Institutional credit only. A continuation of ENG 97. Fall, Winter, Spring, Summer.

ENG 99 DEVELOPMENTAL ENGLISH: 5 hours. Institutional credit only. (Not applicable in meeting requirements toward graduation). A continuation of ENG 98. Fall, Winter, Spring, Summer.

ENG 101 COMPOSITION AND RHETORIC: 5 hours. Five recitations per week. Short, intensive review of the functional structure of practical essay forms followed by application of these forms in writing assignments. Analysis

of prose models is done to aid the student in understanding organization as a vital rather than a mechanical function in written communication. 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: 2 hours. 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: 5 hours. 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: 5 hours. 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 224 CREATIVE WRITING: 5 hours. Prerequisite: ENG. 102. The examination and practice of creative types of writing with emphasis upon fiction, poetry and other types of imaginative literature. Spring.

ENG 222 WESTERN WORLD LITERATURE: 5 hours. Five recitations each week. 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.

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.

ENT 105 TOXICOLOGY: 5 hours. A study of the effect of pesticides upon the pests.

ENT 150 PESTICIDES: 5 hours. A study of the composition, formulation, correct usage, precautions and antidotes of common pesticides.

ENT 201 INSECT CONTROL I: 5 hours. A course dealing with how economically important insects live, their structure, their function, how they feed, their life cycles, how they are classified and identified, and how they are controlled. Winter.

ENT 202 INSECT CONTROL II: 5 hours (A continuation of ENT 201.)

ENT 203 ENVIRONMENTAL QUALITY: 5 hours. This is a study of how pests relate to the environmental quality of man. Particular attention is given to water, air and food pollution through the use of pesticides. 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. Fall, Winter and Spring.

FOR 190 CONCEPTS OF NATURAL RESOURCE CONSERVATION: 5 hours. Five 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. Winter and Spring.

FOR 191 ORIENTATION: 5 hours. Four lectures and one laboratory period. 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, Spring and Summer.

FOR 192 FOREST WILDLIFE MANAGEMENT: 5 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. 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 (Gymnosperms) group. Winter.

FOR 203 FOREST ECOLOGY: 5 hours. Four 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 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 those of commercial importance. Spring.

FOR 205 AERIAL PHOTOGRAPHY INTERPRETATION: 5 hours. Three discussions 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, Winter and Spring.

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, include compass and chaining and area determination. Fall, Winter and Spring.

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. Fall, Winter and Spring.

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.

FOR 263 ADVANCED WILDLIFE BIOLOGY: 5 hours. Prerequisites: BIO 101, FOR 261-262. Four lectures and one laboratory period. 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 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 stand point of theory and practice. Course is dealt with on farm basis throughout. Fall, Winter and Spring.

FSC 200 INTRODUCTION TO FOOD SCIENCE: 3 hours. 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 hours. 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 hours. 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 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.

HEC 107 HOME INTERIORS: 5 hours. A study of elementary principles of design in their relationship and direct application to the home and household accoutrements. 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 111 ORIENTATION TO THE FOOD SERVICE INDUSTRY: 1 hour. History and extent of the food service industry. Types of restaurants and institutional food services and their organization. The challenges and opportunities. As needed.

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

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 groups. A study of management, record keeping, layout, equipment, sanitation and safety in the kitchen. 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. Winter and Spring.

HEC 127 COMMERCIAL FOODS MANAGEMENT: 5 hours. Three discussions and two two-hour laboratory periods. Introduction to volume feeding. Principles of menu making. The menu as master schedule. Portion control, costing and pricing. Use and care of kits, tools and power equipment. Work methods for preparation and presentation of food in quantity. Preparation of food in quantity with emphasis upon application of principles of food science to quantity methods. Experience with additional food materials and menu items. Introduction to cafeteria and banquet food service. As needed.

HEC 128 SANITATION AND SAFETY: 1 hour. Bacteria which cause food-borne diseases, molds and yeast. Food handling, food storage at cold temperatures, food holding at high temperatures, staggered timing of cooking, personal hygiene, dishwashing, pest control, housekeeping materials and methods of cleaning, sanitation training programs. Safety precautions, equipment devices, safety programs. As needed.

HEC 131 FOOD PURCHASING: 5 hours. Four discussions and two two-hour laboratory periods. Identification of foods and selection for various uses.

Grades, specifications, packaging. The market system, methods of purchasing, ethics. Receiving, storage conditions and layout, requisitioning and issuing. Field trips.

HEC 132 QUANTITY FOOD PRODUCTION: 5 hours. One discussion and two six-hour laboratory periods. Quantity food preparation, production planning, scheduling and evaluation. Use and development of program for standardized recipes. Yield studies. Coordination of preparation and service. Cafeteria menu making and costing. Laboratory experience in each department of the dining hall of the college. As needed.

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 243 FOOD SERVICE EQUIPMENT: 5 hours. Four discussions and one two-hour laboratory period. Equipment selection for function, ease of maintenance and safety. Specifications. Maintenance procedures and methods. Layout in relation to the menu and work flow. Interior decoration for food services. Physiological and psychological effects of ventilation, color, lighting, flooring. As needed.

HEC 245 SUPERVISION: 5 hours. Three discussions and two two-hour laboratory periods. Work methods and programs of work improvement. Time and sequence scheduling of work. Written procedures including recipes for quality control. Development of work sheets. Training programs and methods; induction, job instruction, interviews, employee meetings,

workshops and conferences. Motivation. Leadership. Communication. Human relations. Case studies, student demonstrations, reports.

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. Winter and Spring.

HEC 252 NUTRITION FUNDAMENTALS: 3 hours. (For Nurse Education students.) A course designed to present the basic principles of nutrition. This is a study of how nutrients are digested, absorbed, and metabolized to meet body requirements which lead to an understanding of the function of food and how it relates to growth, health, and longevity. The course will include evaluating food fads, diets, and new developments in products for consumption. Winter and Spring.

HEC 255 CATERING: 5 hours. One discussion and two six-hour laboratory periods. Meals for special occasions at various cost levels. Planning, production sales, service and evaluation of receptions, restaurant style table service, buffets and banquets. Regional food patterns.

HEC 256 MERCHANDISING FOR THE FOOD SERVICE INDUSTRY: 3 hours. Three discussions. Sales promotion and methods used to obtain public recognition and good will. Styling the menu. Use and pronunciation of foreign menu terms.

HEC 257 FOOD AND LABOR COST CONTROL: 5 hours. Three discussions and two two-hour laboratory periods. Record keeping and analysis. Storeroom controls and purchasing records. Food costing. Relation of the food cost system to data processing. Labor laws and payroll. Profit and loss statements and analysis of reports. Budget planning and control.

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. Analysis of consumer needs and merchandising principles.

HEC 268 RESTAURANT MANAGEMENT: 4 hours. Four discussions. Functions of planning, organizing, directing, coordinating and controlling in food services. Systems analysis and management by objectives. Problems of staffing including job specifications, job descriptions, selection and hiring.

HEC 269 SUMMER PRACTICE: 15 hours. Employment for a minimum of six weeks in a restaurant or institutional food department. Observation of and responsibility in various positions of the establishment with responsibility in various positions of the establishment with responsibility for supervision at the employer's discretion. Project: Written report on the total food system concerning objectives, planning procedures, food preparation, food service, the dishwashing unit, storeroom, office units and manager's responsibilities.

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, Spring, Summer.

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.

HIS 271 PROBLEMS IN AMERICAN HISTORY: 5 hours credit. An examination of basic problems in American historical writing, with emphasis on interpretation, evaluation of evidence, basic historical method. By concentrated study of selected issues in American History and differing interpretations and them by historians, the course attempts to develop critical thinking and deeper appreciation of the problems involved in the historical process. Directed reading, small group discussion, classroom discussion, classroom reporting, and independent writing are emphasized. Recommended for Social Science and Liberal Art majors. On demand.

HOR 102 HORTICULTURAL AND TURFGRASS EQUIPMENT: 3 hours. A study in the selection, operation, and maintenance of power equipment used in various ornamental and turfgrass enterprises. This course will acquaint students with the various types of mechanized equipment used in

maintenance, production, and planting operations and to teach respect for power while learning how to operate and use the equipment safely and to the best advantage. Fall.

FOR 111 ORNAMENTAL PLANT IDENTIFICATION I: 2 hours. This course deals with the identification, cultural practices, and landscape values of deciduous, broad-leaf, and narrow-leaf evergreen trees and shrubs. Fall.

HOR 112 ORNAMENTAL PLANT IDENTIFICATION II: 2 hours. A continuation of Ornamental Plant Identification I with emphasis on broad-leaf and narrow-leaf evergreen shrubs. The identification, cultural requirements and use of ground cover plants is introduced. Winter.

HOR 113 ORNAMENTAL PLANT IDENTIFICATION III: 2 hours. Emphasis in this course is on classification, identification, and general cultural requirements of annuals, perennials, and bulbous plants commonly used in garden plantings. Spring.

HOR 200 ORNAMENTAL INTERNSHIP: 15 hours. Supervised work in selected commercial horticultural establishments for students in the Ornamental Technology Career Program. Summer, Fall, Winter, Spring.

HOR 201 PRINCIPLES OF HORTICULTURE: 5 hours. Four discussions and one laboratory period. A survey of horticulture and its specialized industries. Principles of plant growth are stressed with emphasis on the effects of temperature, light, nutrients and water. Fall, Winter, Spring and Summer.

HOR 211 FLOWER SHOP MANAGEMENT I: 3 hours. This course is an introduction to the retail florist business and includes a study of the basic principles and development of the fundamental skills of elementary flower arrangement. Laboratory practices in arranging flowers for the home and flower shows as well as commercial designs are included. Studies on care and handling of cut flowers and accessories will be emphasized. Fall.

HOR 212 FLOWER SHOP MANAGEMENT II: 3 hours. This is an extended course in color line and design as applied to flower arrangement. Emphasis is placed upon decoration for weddings, banquets, corsages and emblems. Principles of etiquette are included and emphasized. Winter.

HOR 213 FLOWER SHOP MANAGEMENT III: 3 hours. A study of the principles involved in locating, managing and operating a flower shop. Advertising, buying, selling, and other business practices are discussed. Emphasis is also placed on commercial flower arrangements for funerals, novelty and gifts, and decorations for public and private social functions. Spring.

HOR 214 BASIC GARDEN PLANNING: 3 hours. This course is an introduction to the principles of landscape design as applied to residential

properties. Emphasis is placed on the theory and principles of design and planning so that students are able to make effective use of plant materials to make a building more attractive and its surroundings more useful. Skills in on-the-job sketching and plan presentation will be stressed. Fall.

HOR 215 INTERMEDIATE GARDEN PLANNING: 3 hours. This course is a continuation of Basic Garden Planning with emphasis placed on plant groupings and their uses as they pertain to their ecological and climatic requirements, in addition to their design effectiveness. Winter.

HOR 216 ADVANCED GARDEN PLANNING AND LANDSCAPE CONSTRUCTION: 5 hours. A course in advanced garden design including structural features such as details of steps, walks, seats, walls, fences and other landscape features and structures. Emphasis will also be placed on selection and use of materials for construction and on irrigation and drainage systems. Spring.

HOR 217 LANDSCAPE CONTRACTS AND SPECIFICATIONS: 3 hours. Landscape and nursery cost finding, contract and specification structure, and methods of estimating landscape costs. Calculating areas, volumes and planting quantities for landscape projects will be included. Winter.

HOR 218 INTERIOR PLANTINGS AND DECORATION: 3 hours. The uses of house plants in homes and professional buildings. Interior planting plans will be developed showing the plants and their value to the decorating scheme. Identification and cultural requirements of the most popular and widely used house plants will be studied. Winter.

HOR 221 GREENHOUSE MANAGEMENT I: 3 hours. The status of the flower growing industry is discussed with emphasis on the locations, plans, structures, and markets which are of importance to the commercial flower producer. The economics and practices of greenhouse operation are discussed including the effects of light, temperature, water, humidity, and soil effects on growth of flower crops. An introduction to cut flower crop production is included. Fall.

HOR 222 GREENHOUSE MANAGEMENT II: 3 hours. A continuation of HOR 221 emphasizing commercial cut flower production by discussing the cultural and technical requirements of specific crops. The nutritional requirements and mineral deficiency symptoms and excesses will be studied. The student will also be introduced to production of flowering plants in containers. Winter.

HOR 223 GREENHOUSE MANAGEMENT III: 3 hours. A continuation of Greenhouse Management II with emphasis on pot plant culture, grading standards of flower crops, planning cut flower and pot plant crop rotations, and specific insect and disease diagnosis and control. Spring.

HOR 231 TURFGRASS MANAGEMENT I: 3 hours. Soil requirements of

fine turf, turfgrass identification, seed and vegetative propagation and turf usage will be discussed. Pest identification, prevention and control are discussed in detail. Fall.

HOR 232 TURFGRASS MANAGEMENT II: 3 hours. Elements of planning, construction and maintenance of turfgrass for residential and industrial grounds, parks and roadsides will be emphasized. Winter.

HOR 233 TURFGRASS MANAGEMENT III: 3 hours. Planning, construction and maintenance of turf for golf courses and athletic fields will be studied. Spring.

HOR 241 MAINTENANCE OF ORNAMENTAL PLANTINGS I: 3 hours. Theory and practice in the planting and care of ornamental trees, shrubs, vines and flower plantings. Topics of discussion will include planting procedures, pruning, mulching, watering, fertilization, and insect, disease and weed control practices. Winter.

HOR 242 MAINTENANCE OF ORNAMENTAL PLANTINGS II: 3 hours. Advanced theory and practice in the care of ornamental plantings to include bracing, cabling, bark repair, and cavity repair of shade trees, and diagnosis of tree problems. Business practices and organization including management record keeping, estimating and customer relations will be studied. 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.

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. Winter.

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

LED 201 REFERENCE MATERIALS: 5 hours. A study of the selection, evaluation, and use of general reference books and materials and of representative reference materials in specific subject fields. Provides a working knowledge of the library as an information laboratory. Fall.

LEN 101 CRIMINAL JUSTICE I: 5 hours. An orientation course designed to acquaint the student with the field 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 ADMINISTRATION: 5 hours. General principles of organization, administration, and operations of law enforcement agencies; police management, recruitment, selection, training procedures. Analysis of the functional divisions, responsibilities and duties of the divisions of a law enforcement agency. Winter.

LEN 103 CRIMINAL JUSTICE II: 5 hours. Fundamentals of administration and management; principles and techniques; application of techniques to corrections. Winter.

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 offences are studied in depth; defenses to criminal acts are considered. Fall.

LEN 203 POLICE ROLE IN DEVIANT 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.

LEN 205 CRIMINAL JUSTICE III: 5 hours. Examination of pre-sentence investigation, selection, supervision, release of probationers and parolees. Spring.

MAT 98 DEVELOPMENTAL MATHEMATICS: 5 hours institutional credit. This course is designed to imbue the student with an understanding of the fundamental processes with whole numbers, fractions, and decimals. The course will also increase the students' knowledge and competency in computational arithmetic and fundamental manipulations related to numbers. Throughout this course the student will encounter informal proofs and logic strengthening his grasp of the mathematical concepts and further developing his reliance in intuition. As needed.

MAT 99 DEVELOPMENTAL 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 variables, 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 116 PRE-CALCULUS MATHEMATICS: 5 hours. Prerequisite: Exemption by examination from college algebra. This course is taken in lieu of MAT 101. A study of the concept of functions, trigonometric functions, polynomials, exponential and logarithmic functions. Fall.

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 150 BASIC MATHEMATICS: 5 hours. A study of the basic mathematical concepts underlying applications of mathematics in agriculture and agricultural-related fields. Spring.

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 exception) 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 Spring.

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.

MUS 189 BAND: 1-6 hours (1 hour each quarter). Open to all students who can qualify. Fall, Winter, Spring.

NUR 131 FUNDAMENTALS OF NURSING I: 5 hours. Two 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, problem-solving, 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. A study of body responses and adaptations of the adult individual to physical illness and stress. Preventative, curative and rehabilitative aspects of nursing care of patients receiving medical and/or surgical treatment. Problems of patients in relation to the maintenance of oxygen to and carbon dioxide from body cells, nutrition, sensory and motor function, fluid and electrolyte balance and metabolic processes are discussed. Beginning skills in patient teaching. 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: 5 hours. (Credit not applicable in meeting requirements for graduation.) Corequisite NUR 241. Prerequisite: Grade of C or better in all other nursing courses. Two to five study sessions a week. Required prior to graduation of all students who fail to perform satisfactorily on selected comprehensive tests at the end of the winter quarter. Spring.

PAT 221 DISEASE CONTROL I: 5 hours. A course that deals with the economically important plant diseases. The course will describe the structure, life cycles, classification and identification of plant disease organisms and how they are controlled. Fall.

PAT 222 DISEASE CONTROL II: 5 hours (A continuation of PAT 221.) Winter.

PCS 227 MECHANICS: 5 hours. Prerequisite: Math 101 or 116. Four recitations and one two-hour laboratory period. Introductory course dealing with the fundamental laws of mechanics. Fall, Winter, Spring and Summer.

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 93 MODIFIED GROUP EXERCISE I: 1 hour institutional credit. A course designed for students who do not have severe physical limitations in both the upper and lower extremities, or for students who may have obesity or related handicaps. Regularly scheduled exercise routines will be outlined for various groups of students within the class. As needed.

PED 94 MODIFIED GROUP EXERCISES II: 1 hour institutional credit. A course designed for students who possess more severe physical handicaps, and whose exercise program must be more intensively modified than PED 93. Emphasis will be placed upon digital and extremity exercises, isotonic and isometric contractions, breathing, posture, and muscle stretching exercises. Walking and modified swimming may be incorporated into the program. As needed.

PED 95 INDIVIDUAL AND COMPETITIVE SPORTS I: 1 hour institutional credit. This course is offered to all students who possess any degree of physical disability from a sore back to a person who is confined to a wheelchair. Activities will include archery, ping-pong, billiards, horseshoes, shuffleboard, and many other forms of non-vigorous, individual and competitive sports. As needed.

PED 96 INDIVIDUAL AND COMPETITIVE SPORTS II: 1 hour institutional credit. A continuation of PED 95, with increased emphasis on individual perfection. As needed.

PED 97 ARTS AND CRAFTS I: 1 hour institutional credit. A course designed for the severely handicapped individual, and whose degree of physical activity is limited to a sedentary nature. Activities will include leather working, painting, model construction, sewing, and a variety of other crafts and arts activities. As needed.

PED 98 ARTS AND CRAFTS II: 1 hour institutional credit. A continuation of Arts and Crafts I, with emphasis on increased perfection. As needed.

PED 99 THERAPEUTIC TREATMENT: 1 hour institutional credit. A course designed for the physically disadvantaged student who is aware, through diagnosis by his family physician, of some specific physical handicap (old knee injury, shoulder injury, deformity, childhood disease, which may have left the student anemic, heart condition, etc.) for which specific exercise might be prescribed. All activities in this course will be cleared through the student's family physician prior to his engagement in such activities. As needed.

PED 100 HEALTH AND FIRST AID: 3 hours. Three class meetings per week. A course designed to provide the student with knowledge of his body and its functions, to acquaint the student with general first aid measures for accidents or sudden illnesses, and to encourage application of this knowledge for healthful living. MEN and WOMEN. Fall, Winter, Spring and Summer. Required for all Freshmen.

PED 102 TOUCH FOOTBALL: 1 hour. Designed to present the rules and fundamental procedures in touch football. Major emphasis will be placed on physical fitness and self-confidence, with major emphasis on the rules, so that one may enjoy the game as a spectator as well as a participant. MEN. Fall.

PED 103 SWIMMING: 1 hour. Designed to equip the individual with basic water safety skills and knowledge, in order to make him reasonably safe while in, on, or about the water. Included are breathing, floating, gliding and kicking skills. MEN AND WOMEN. Spring and Summer.

PED 104 BASKETBALL: 1 hour. Designed to promote basic knowledge of rules and fundamentals, so that one can enjoy the fine game of basketball as a

participant and a spectator. Emphasis will be on developing physical fitness and self-confidence. Breakdown of fundamental skills to be taught will be: dribbling, passing, shooting, ball handling and rebounding. MEN and WOMEN. Fall and Winter.

PED 105 SOFTBALL: 1 hour. Designed to offer comprehensive coverage of the history, strategy, rules and skill of the activity. Meeting outdoors seventy percent of the time, this course will include lectures, written examinations and skill tests. Fundamentals and techniques will include: catching, throwing, pitching, hitting, field and baserunning. MEN and WOMEN. Fall, Spring and Summer.

PED 106 VOLLEYBALL: 1 hour. Designed to teach the basic skills, strategy and rules. Skills include the different volleys, serving, setting, spiking and blocking. MEN and WOMEN. Fall, Winter, Spring and Summer.

PED 107 FOLK AND SQUARE DANCING: 1 hour. Designed to improve knowledge and skill in folk and square dancing. Lecture classes cover values, history, terminology and calls used in folk and square dancing. MEN and WOMEN. Fall, Winter and Spring.

PED 108 DRIVER EDUCATION: 1 hour. Designed for students to improve their driving skills, and also to gain a knowledge and understanding of traffic safety. This will be done in two phases: 1. The classroom phase. 2. The laboratory phase. The classroom phase consists of learning experiences, centered around classroom instruction, which includes lecture, discussion, films and student reports on case studies of traffic accidents. The laboratory phase provides actual driving instruction in an automobile, used on public streets, rural roads and interstate highways. MEN and WOMEN. Fall and Winter.

PED 109 VARSITY BASKETBALL: 1 hour. Freshman varsity basketball restricted to varsity athletes. Spring.

PED 110 VARSITY BASEBALL: 1 hour. Freshman varsity baseball restricted to varsity athletes. Spring.

PED 111 VARSITY TENNIS: 1 hour. Freshman varsity tennis restricted to varsity athletes. Spring.

PED 112 VARSITY GOLF: 1 hour. Freshman varsity golf restricted to varsity athletes. Spring.

PED 113 VARSITY SOCCER: 1 hour. Freshman varsity soccer restricted to varsity athletes. Spring.

PED 114 ADAPTIVE PHYSICAL EDUCATION: 1 hour. Two class meetings per week. This is a course designed for those students who have physical

impairments, as attested to by a physician, which would prevent participation in other physical education activity courses. Activities will consist of walking, hiking, modified weight training, modified swimming, therapeutic exercise and other appropriate forms of limited physical activity. MEN and WOMEN. Fall, Winter, Spring and Summer.

PED 115 ADVANCED RHYTHMS I: 1 hour. Prerequisite: Consent of instructor plus experience in rhythmic activity. Simple analysis and exploration of the technical aspects of patterns of movement with emphasis on muscular control, anatomical structure and rhythmic application. WOMEN. Fall.

PED 116 ADVANCED RHYTHMS II. 1 hour. Prerequisite: Consent of instructor and/or PED 115. A continuation of 115 which will involve deeper and more comprehensive penetration into the theory of movement and body control. WOMEN. Winter.

PED 117 SOCCER: 1 hour. Covers the skills and techniques of beginning kick and the half-volley kick. Includes the passes, the traps, dribbling, heading, tackling and also charging. MEN. Fall, Winter, and Spring.

PED 118 FOLK AND SQUARE DANCING: 1 hour. Prerequisite 107: This course will build on the materials of PED 107. Further exploration of folk dancing will take place and more intricate patterns will be taught. MEN and WOMEN. Winter and Spring.

PED 121 CONDITIONING I: 1 hour. Designed for male students who are particularly interested in gaining an understanding of physical fitness and improving their personal physical condition. This is done by classroom instruction and by a program of body exercise designed to develop muscular tone, coordination, and endurance as well as strength. MEN. Fall and Winter.

PED 122 CONDITIONING II: 1 hour. Prerequisite: PED 121. A continuation of PED 121 in which increasing emphasis is placed on coordination, on fitness, and endurance. MEN. Winter and Spring.

PED 123 CONDITIONING III: 1 hour. Prerequisite: PED 122. Further continuation of PED 122 in which coordination, fitness, endurance, and strength development are carried to a considerably higher degree. MEN. Spring.

PED 131 CONDITIONING: 1 hour. This course is designed for female students to gain an understanding of fitness, including physical fitness, figure improvement, nutrition, weight control, care of the feet and back, menstrual health, and relaxation. WOMEN. Fall, Winter and Spring.

PED 200 ARCHERY: 1 hour. The purpose of this course is to give basic knowledge and skill of archery as a sport to the student for personal use. This

course may be used by the participant to advance techniques and skills in recreational archery. It may also be used by students interested in the growing sport of bow-hunting. MEN and WOMEN. Fall, Spring and Summer.

PED 201 BADMINTON: 1 hour. Two class meetings per week. A beginning course which is designed to teach the basic fundamentals and techniques which will include grips, wristwork, footwork, body control and strokes. Rules and strategy will be emphasized. MEN and WOMEN. Fall, Winter, Spring and Summer.

PED 202 TENNIS: 1 hour. Two class meetings per week. This course emphasizes the basic skills: forehand drive, backhand drive, service, and the techniques involved in executing these fundamental skills. MEN and WOMEN. Fall, Spring and Summer.

PED 204 TUMBLING: 1 hour. Designed to provide vigorous physical activity for the student. The purpose of the course is to offer challenging physical activity to each student at every level of skill. MEN and WOMEN. Fall and Winter.

PED 205 WRESTLING: 1 hour. A course with emphasis on developing physical fitness, protective skills and self-confidence. Major topics to be covered will be: take-downs, escapes and reversals, breakdown and controls, and pin holds. MEN. Fall and Winter.

PED 206 GOLF: 1 hour. A course which covers basic fundamental skills in golf. Its purpose is to provide each student with a working knowledge of the game. Lecture classes will cover terminology, rules and etiquette. Practical classes will include driving, chipping and putting. MEN and WOMEN. Spring and Summer.

PED 207 TRAMPOLINE: 1 hour. Emphasis is placed on safety and control first, through the diligent practicing of elementary skills. After basic skills are learned and self-confidence developed, more advanced skills are learned. Students are allowed to progress at their own rates, so as not to become discouraged. MEN and WOMEN. Fall, Winter and Spring.

PED 208 SENIOR LIFE SAVING: 1 hour. A course designed to provide the individual with the knowledge and skills to save his own life, or the life of another in the event of an emergency. The skills taught include the nine styles of swimming, five releases, six carries and three methods of approaching victims. The course will require a minimum of 20 class hours for life saving certification. MEN and WOMEN. Spring and Summer.

PED 209 PHYSICAL EDUCATION PRACTITION: 1 hour. A course designed specifically for physical education majors. Each student is assigned as a practitioner to a regularly scheduled activity course. He works directly under the supervision of the instructor in charge of the course. MEN and WOMEN. Fall, Winter, Spring and Summer.

PED 210 VARSITY BASKETBALL: 1 hour. Sophomore varsity basketball restricted to varsity athletes. Winter.

PED 211 VARSITY BASEBALL: 1 hour. Sophomore varsity baseball 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.

PED 214 VARSITY SOCCER: 1 hour. Sophomore varsity soccer restricted to varsity athletes. Winter.

PHU 160 POULTRY SCIENCE: 5 hours. An introductory course designed to provide basic information about the poultry industry with emphasis on poultry husbandry. Fall and Winter.

PHU 161 BROILER PRODUCTION: 5 hours. Prerequisite: PHU 160. The application of Poultry Science to the broiler enterprise. The course is designed to study breeding, feeding and management of the broiler flocks with special emphasis on broiler merchandising and marketing. Spring (even year).

PHU 162 EGG PRODUCTION: 5 hours. Prerequisite: PHU 160. The application of poultry science to the egg production enterprise. A detailed study of the practices and principles used in the business of producing and marketing eggs. Spring (odd year).

PHU 200 INTERNSHIP: 15 hours. A student taking Poultry Technology (two years) will work one quarter with an integrated poultry enterprise selected by the Georgia Poultry Federation and the college. Fall, Winter and Spring.

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 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.

POL 201 AMERICAN 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.

PSC 99 INTRODUCTION TO SCIENCE: 5 hours institutional credit. An explanation of the "Scientific Method" along with usage of common scientific terms introduces the student to science. A study of the various systems of measurement used in science and how to convert from one system to another will give the student confidence when data is discussed. Basic concepts will be covered in the areas of property of matter, energy, heat, light, sound, work, and forces. Throughout the course, reference is made to why the study of science is important to them in everyday life. 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 Summer.

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, Spring and Summer.

PSY 210. SOCIAL AND PERSONAL DISORGANIZATION: 5 hours.

Prerequisite: PSY 101. Concepts and theories of social and personal organization and disorganization. The person-society relationship. Winter.

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.

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. 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. 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. Overnight camping trips will be a required part of this course. 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. Winter.

REC 233 RECREATIONAL FISHING: 1 hour. Two class meetings per week. Designed to familiarize the individual with the aspects of fishing for recreation. This includes types of equipment, types of fish, good fishing locations, fish and game laws, and preparation of fish for consumption. Students will furnish some of their own equipment. MEN and WOMEN. Spring.

SEC 99 TYPEWRITING: 5 hours institutional credit. An introductory course with emphasis upon keyboard mastery and operating techniques. A basic skill in speed with accuracy. As needed.

SEC 101 TYPEWRITING: 5 hours. Beginning typewriting. An introductory course with emphasis on developing facility in operating techniques and a basic skill and speed. Fall and Winter.

SEC 102 TYPEWRITING: 5 hours. Prerequisite: SEC 101 with a grade of C or better. Intermediate typewriting. The application of the basic skill and

techniques to letter writing and other business writing. Fall, Winter and Spring.

SEC 103 TYPEWRITING: 5 hours. Prerequisite: SEC 102 with a grade of C or better. Advanced typewriting. The application of correct typing techniques to practical office problems. Winter and Spring.

SEC 103 L TYPEWRITING: 5 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. Spring.

SEC 103M TYPEWRITING: 5 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. Spring.

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. As needed.

SEC 104 BEGINNING SHORTHAND: 5 hours. Gregg Shorthand, Diamond Jubilee Series: theory, emphasis on accuracy in reading and writing shorthand; development of dictation and pretranscription abilities. Training in accurate writing and transcribing of shorthand from new matter dictation at minimum rate of 50 words per minute for 5 minutes. May be exempted by examination. Fall and Winter.

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 DICTATION: 5 hours. Review of theory in Gregg Shorthand, Diamond Jubilee Series. Training in accurate writing and transcribing of shorthand from new matter dictation at minimum rate of 70 words per minute for 5 minutes. Prerequisite: A grade of C or better in SEC 104 or have exempted SEC 104. Fall, Winter and Spring.

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 ADVANCED SHORTHAND: 5 hours. Continued development of a

broad general vocabulary and of speed in taking new matter dictation at a minimum rate of 90 words per minute for 5 minutes; also the transcribing of business letters in mailable form. Prerequisite: A grade of C or better in SEC 105. Winter and 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. Spring.

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. Spring.

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—mimeograph 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. Continued development in speed and accuracy on new matter dictation at a minimum rate of 110 words per minute for 5 minutes. 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. Spring.

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. Spring.

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 MACHINE TRANSCRIPTIONS: 5 hours. Mastery of typing transcription from a transcribing machine or by direct verbal dictation. Work to be covered will parallel that required of a secretary in a general business office. Emphasis on spelling, punctuation, capitalization, and vocabulary. Spring.

SEC 209 SECRETARIAL PRACTICE I: 5 hours. This course has as its emphasis Records Management. In addition, the student will take modules in Business English, spelling, basic mathematics, abstracting, editing and listening and other areas deemed necessary. Winter.

SEC 210 SECRETARIAL PRACTICE II: 5 hours. An analysis of the secretarial profession with emphasis on the personal qualities that are needed for success. It provides an opportunity for self analysis and personality development. It includes a sharpening of secretarial skills involved in typewriting, taking and transcribing dictation, composing and reproducing communications. Emphasis is on specialized secretarial duties—transmitting mail, shipments, telephone and telegraph messages, filing, receiving callers, planning travel and recording messages, preparing business reports and handling financial and legal responsibilities. Spring.

SEC 211 PERSONAL AND EMPLOYABILITY DEVELOPMENT: 5 hours. Emphasis on the understanding and acceptance of self and then individually setting up a personal development program; an understanding on emotional factors in interpersonal relations; determinates of personality; the process of social interaction; study of an occupation, adjustment factors in employment, how to get along with others; leadership ability and working as a member of a team. Incorporates actual office practicum. As required.

SEC 220 PRACTICUM PEER INSTRUCTION: 5 hours. Student will act as instructor's aide, give demonstrations, work with students individually, administer tests, and will assist the instructor in passing out materials, correcting papers and evaluating tests. Student will work in that area where best qualified.

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, Spring and Summer.

SOC 115 INTRODUCTION TO SOCIAL WELFARE: 5 hours. Prerequisite: SOC 105. To provide the student with an understanding of social welfare as an institution and social work as a profession. The course will include a study of various settings which offer social welfare services; development of knowledge, values, and skills relevant to social work and other human services; and examination of the problems and gaps encountered in service delivery systems. This course is designed to contribute to the enrichment of general education for all students as well as those in the Social Work Education Program. Winter.

SOC 260 SOCIAL PROBLEMS: 5 hours. A study of both general and special contemporary social 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. Spring.

SOC 263 SOCIAL WORK METHODS: 5 hours. Prerequisite: SOC 105 and SOC 115. Designed to help the student develop an approach to ability to identify, understand, and deal with social problems. Emphasis will be placed on the principal methods of social work and the application of knowledge and techniques to individual, group, and community situations. 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 LABORATORY IN FIELD WORK: 5 hours. Prerequisite: SOC 105 and SOC 263. Field experience supervised by faculty in a community setting which provides an opportunity for the student to integrate and apply knowledge, theory and understanding derived from classroom learning. This opportunity to let the student learn by doing aids in the further development of the techniques and skills common to practice in the social welfare field, such as: observation, data collection and organization, interviewing, and reporting and evaluating impressions. As needed.

SPC 108 FUNDAMENTALS OF SPEECH: 5 hours. Designed to develop techniques in research, organization and delivery of various types of speeches. Learning to present a clear, concise, effective presentation of ideas coupled with the development of an acceptable speaking voice. Fall, Winter, Spring and Summer.

SPC 210 PARLIAMENTARY LAW: 2 hours institutional credit. The course is designed to prepare the student to participate in formal organizations as a member or an officer. It provides an approved method of conducting

meetings in an orderly, expeditious manner, ascertaining the will of the majority. It enables an assembly to transact business with economy of time, and with order and accuracy. The course includes classes of motions, and the correct procedures for determining the disposition of all motions. Students will have practice in serving as president, vice-president, etc., and as organization members. As needed.

SPC 250 PUBLIC SPEAKING: 5 hours. Prerequisite: SPC 108. A study of various forms of public address; practice in the preparation and delivery of several types of speeches. Designed for students interested in doing advanced work in speech research and organization. Spring.

SPN 101 ELEMENTARY SPANISH: 5 hours. Five recitations and one laboratory period each week. Non-credit for students presenting one or more high school units in Spanish. Work includes drill in fundamentals of grammar. Time is devoted to practice in hearing and speaking Spanish. Fall, and as needed.

SPN 102 ELEMENTARY SPANISH: 5 hours. Five recitations and one laboratory period each week. Prerequisite: Spanish 101 or the equivalent. A continuation of Spanish 101. Winter, and as needed.

SPN 103 INTERMEDIATE SPANISH: 5 hours. Prerequisites: Spanish 101-102 or two years of high school Spanish. Review of Spanish grammar. Emphasis on oral comprehension and oral expression. Reading and translation of various types of Spanish. As needed.

SPN 104 INTERMEDIATE SPANISH: 5 hours. Prerequisite: Spanish 103. Translation of Spanish and Spanish American short stories. Composition based on readings. As needed.

SSC 98 ORIENTATION: 3 hours institutional credit. The purpose of this course is to provide the entering student with the information necessary for successful adjustment to college life, work, and activities. Attention is given to study habits, vocational choice, social usage, courtship and marriage, and the development of a well-rounded philosophy of life. Summer, Fall, Winter, Spring.

SSC 99 DEVELOPMENTAL SOCIAL SCIENCE: 5 hours institutional credit. A general introduction to the problems of man in society. This course is designed to enrich the students' appreciation of basic historical, political and social problems and institutions. The course involves students in activities which measure and enhance their understanding of concepts in American life. Fall, Winter, Spring, Summer.

✓ **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.

SSC 201 INTRODUCTION TO AFRO-AMERICAN CULTURE: 5 hours. An interdisciplinary survey of the history, sociology, politics, and culture of Afro-Americans and their contributions to American society. This course is open to all students and is designed to provide a basis upon which students can develop a better understanding of all the factors which have contributed to the development of their nation. On demand.

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.



INDEX

Academic Regulations	48
Accreditation and Memberships	18
Admissions	28
Alumni Association	25
Appeal from Academic Exclusion	52
Articles to be brought from Home	26
Associate in Arts Degree	65, 71
Associate in Science Degree	59, 63, 64, 67, 69
Athletic Programs	47
Attendance	48
Auditing Courses	30
Buildings and Grounds	22
Calendar, 1972-73	5
CAREER AND TECHNOLOGICAL PROGRAMS	73
Administrative Office Assistant Option	95
Administrative Management Option	92
Agri-Business Technology	76
Agri-Science Technology	74
Agricultural Equipment Technology	78
AMS Associate Certificate in Administrative Management	91
Clerical Option	97
Computer Science Technology	86
Distributive Education	97
Forest Technology Career Program	79
General Business Programs	88-92
General Secretarial Option	92
Home Economics Technology	81
Hospital Business Manager Option	90
Insurance Option	100
Real Estate Option	101
Law Enforcement	105
Legal Secretarial Option	94
Medical Secretarial Option	93
Nurse Education	101
Ornamental Horticulture Technology	84

Social Work Education	106
Stenographer-Typist Option	96
Wildlife Technology Career Program	80
Classification of Students	48
COLLEGE PARALLEL PROGRAMS	56
Agricultural Engineering	61
Agriculture	59
Art	65
Biology	67
Business Administration	63
Chemistry	67
Dental Hygiene	67
Distributive Education	63
Elementary Education and/or Secondary Education ...	69
Elementary, Junior High and Special Education	69
Environmental Health	67
Forestry and/or Wildlife Management	62
History	71
Home Economics	61
Journalism	65
Literature	65
Mathematics	68
Medicine or Nursing or Dentistry	68
Music	66
Pharmacy	68
Physical Education	64
Physics	68
Psychology	72
Political Science	71
Recreation	64
Secondary Education	69
Sociology	72
Sociology: Option in Law Enforcement	70
Sociology: Option in Social Work	71
Speech-Drama	66
Veterinary Medicine	68

College-Wide Honors Program	53
Conduct Information and Regulations	38
Counseling and Orientation	37
Continuing Education	27
Cooperative Education	20
Core Curriculum	57
Course Descriptions	107
Course Load and Attendance	48
Credit by Examination	49
Dean's Honor List	53
Description of Courses	107
Directory for Correspondence	Inside front cover
Disruptive Behavior	39
Distinguished Professor of the Year	25
Division of Agriculture, Home Economics and Forestry	59
Division of Business Administration	63
Division of Health, Physical Education and Recreation	64
Division of the Humanities	65
Division of Science and Mathematics	67
Division of Social Science	69
Early Admissions	31
Educational Opportunity Grants	44
English-Reading	53
Expenses and Fees	35
Examinations Required	49
Faculty	9
Fees	35
Financial Aid	40
Food Service	38
Foreign Students	32
Future Expansion	25
General Information	18
Georgia Coastal Plain Experiment Station	21
Grades, Change of	52
Grading System	50
Graduation Requirements	54
Greater Baldwin Association	25

History	18
Honors Day	54
Intramural Activities	47
JETS	31
Legal Resident and Non-Resident Classification of Students ..	33
Loan Funds	43
Location	20
Medical Services	37
Officers of Administration	8
Philosophy and Purposes	19
Physical Education Requirements	48
Placement by Examination	50
Readmissions	31
Regents, University System of Georgia	7
Repeated Courses	52
Rural Development Center	21
Schedule, Change of	49
Scholarships	41
Special Students	32
Status of Graduates	55
Student Activities	46
Student Financial Aid	40
Student Government Association	46
Student Housing	38
Student Publications	46
Student Personnel Services	37
Student Responsibility	2, 26
Summer Quarter	32
Table of Contents	3
Transcript of Student Record	52
Transfer Students	29
Transient Students	30
Veterans	30
Violations	39
Vocational Rehabilitation	45
Withdrawal from College	55
Work Opportunities	45