

GENERAL CATALOG 1975-76



ABAC Abraham Baldwin
Agricultural College

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BULLETIN ABRAHAM BALDWIN AGRICULTURAL COLLEGE

ABAC STATION

TIFTON, GEORGIA

Volume XLI, No. 1

July 1, 1975



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.

EQUAL OPPORTUNITY EMPLOYER

Abraham Baldwin Agricultural College is an equal opportunity employer for all employees and applicants for employment without regard to race, color, sex, or national origin.

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

General Information

College Calendar	6
Office of Administration	9
General Information	18
Continuing Education	28

Student Services

Admissions	30
Expenses and Fees	36
Student Personnel Services	38
Student Activities	47

Academics

Academic Regulations	51
College Parallel Programs	58
Career and Technological Programs	81
Description of Courses	125

Index

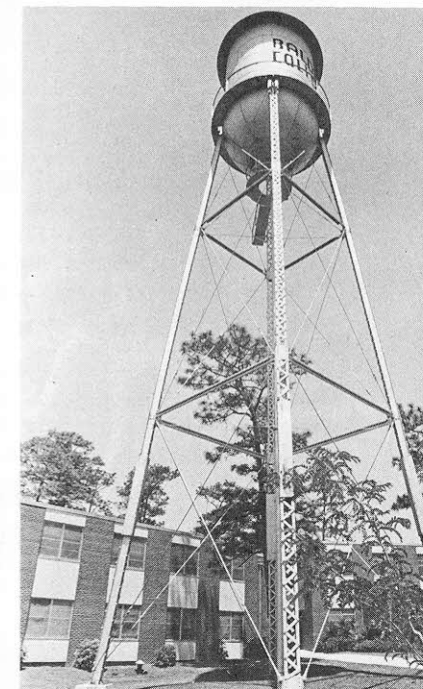
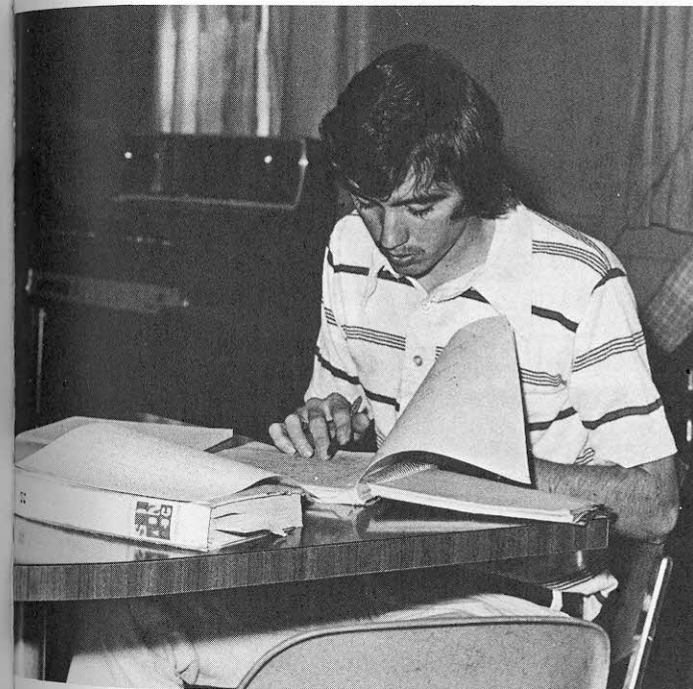
165

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GENERAL INFORMATION



CALENDAR

FALL QUARTER, 1975

August 25 Last day for filing application for admission
 September 8-12 Fall Faculty Workshop and Pre-Planning Sessions
 September 14-17 Final Freshman Orientation Period
 September 17 Registration for new students
 September 18 Registration for former students
 September 19 Classes begin for all students
 September 25 Last day for late registration
 October 24 Mid-quarter deficiency reports due
 November 26-28 Thanksgiving Holidays (begin at noon on November 26)
 December 2 Classes end
 December 3-5 Final Examinations
 December 6 End of Quarter — Grades due in Registrar's Office

WINTER QUARTER, 1976

December 16 Last day for filing application for admission
 January 4 Dormitories open at 2:00 p.m. Dining hall opens for evening meal
 January 5 Registration
 January 6 Classes begin
 January 12 Last day for late registration
 February 6 Mid-quarter deficiency report due
 March 15 Classes end
 March 16-18 Final Examinations
 March 19 End of quarter — Grades due in Registrar's Office

SPRING QUARTER, 1976

March 3 Last day for making application for spring quarter
 March 23 Dormitories open 2:00 p.m. Dining Hall opens for evening meal
 March 24 Registration
 March 25 Classes end
 March 31 Last day for late registration
 April 23 Mid-quarter deficiency report due
 May 4 Honors Day
 May 11 Student Activities Day
 June 3 Classes end
 June 4-8 Final examinations
 June 9 Grades due in the Registrar's Office
 June 10 Graduation

SUMMER QUARTER, 1976

May 26 Last day for making application for summer quarter
 June 13 Freshman dormitory students report 3:00-5:00 p.m.
 June 14 Orientation for first time entering freshman
 June 15 Registration for all students, 8:00-12:00
 June 16 Classes begin, 8:00 a.m.
 July 5 Holiday
 July 16 Mid-quarter deficiency report due
 August 18-20 Final examinations
 August 21 Quarter ends — Grades due in the Registrar's Office



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224 Washington Street, S. W. — Fourth Floor
Atlanta, Georgia 30334

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- BELL, JUDITH ANN** — Part-time Assistant Professor of Chemistry — B.S., Biology, Indiana State University; M.Ed., Chemistry, University of Georgia.
- BENEFIELD, LEON W., JR.** — Instructor in Biology — B.S.Ed. and M.A.C.T., General Biology, Auburn University.
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- BOWERS, DAVID H.** — Assistant Professor of Animal Science — B.S.A. and M.S., West Virginia University; Ph.D., Animal Science, University of Florida.
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- BRUMBY, GRAY** — Assistant Professor of Business Administration — A.B., Mathematics, Duke University; M.S., Information Science, Georgia Institute of Technology.
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- BUSH, DENNIS O., JR.** — Instructor of Social Science — B.S.Ed., Social Science, University of Georgia; M.Ed., Secondary Education, West Georgia College.
- BYERS, EDDIE M.** — Assistant Professor of Law Enforcement — B.S., Criminology, Florida State University; M.S., Criminal Justice, Eastern Kentucky University.
- *CAMPBELL, JOHN LIBBY, JR.** — Assistant Professor of English — B.A., English, Mississippi State University; M.A., English Education, Florida State University.

*Educational Leave of Absence

- CHAMBLISS, JESSE G.** — Professor of Agricultural Engineering — B.S.A., Education, M.Ed., Agricultural Education, University of Georgia.
- CLAXTON, MISS BETTY** — Associate Professor of Business Administration — B.S.Ed., Business Education, Georgia Southern College; M.A., Business Education, Appalachian State University and Ed.S., University of Georgia.
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- COOKE, DR. MARY LOUISE** — Assistant Professor of Biological Science — B.S., Biology, Midwestern University; M.S., Zoology, Miami University; Ph.D., Entomology, Purdue University.
- COOPER, WAYNE L.** — Assistant Professor of Physical Education — B.S.Ed. and M.Ed., Physical Education, University of Georgia.
- CORDELL, TOM M.** — Dean and Coordinator of Continuing Education — B.S.A., Education, University of Georgia; M.S., Agricultural Education, Auburn University.
- CROSBY, PHILLIP W.** — Assistant Professor of Agriculture — Associate of Arts, Chipola Junior College; B.S., Agriculture, University of Florida and M.Ed., Agricultural Education, University of Georgia.
- COWART, MRS. DIANNE D.** — Dean of Women and Instructor in Social Science — B.S., Secondary Education, Biology, Valdosta State College; M.Ed., Guidance and Counseling, University of Georgia.
- DAVIS, JOHN BALDWIN** — Associate Professor of Agriculture — B.S.A., Entomology, University of Georgia; M.S., Entomology, Purdue University.
- DAY, HOMER A.** — Assistant Professor of Social Science, Assistant Director of Financial Aid and Placement and Coordinator of Cooperative Education — B.S., General Science, Savannah State College; M.S., Guidance and Counseling, Fort Valley State College.
- DAY, JOSEPH JEROME, JR.** — Associate Professor of Mathematics — B.S.Ed., Mathematics, University of Georgia; M.Ed., Mathematics, Auburn University.
- DEES, PETER JOHN** — Instructor in Physical Education — B.S., Physical Education, Berry College; M.A., Education, Western Kentucky University.
- DEWAR, MISS FANNIE EVELYN** — Acting Director of Nursing Education and Assistant Professor of Nurse Education — A.B., Religious Education, Florida Southern College; M.N., Nursing, Yale University School of Nursing; M.P.H., Public Health Nursing, University of North Carolina.
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**Deceased

DUPREE, MRS. GARLAND — Assistant Professor of Business Administration — B.S., Business Administration and M.Ed., Business Administration, Georgia College.

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FAIRCLOTH, RONALD WATSON — Associate Professor of Social Science — A.B., History, Valdosta State College; M.A., History, Auburn University; Ph.D., History, University of Georgia.

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LEE, MRS. RUTH L. — Temporary Instructor in Nursing — Diploma, Nursing, Georgia Baptist Hospital; B.S., Social Studies for Nurses, Tift College.

*Educational Leave of Absence

LEMAR, DR. MARY M. — Professor of Business Administration and Chairman, Division of Business Administration — B.S., Business Education and Social Science, Black Hills Teachers College; M.A., Business Education and Educational Psychology-Guidance and Ed.D., Business, Colorado State College.

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MASSEY, DONALD L. — Assistant Professor of Mathematics — B.S.Ed., Mathematics and M.Ed., Mathematics, Georgia Southern College.

MATHEWS, RICHARD C. — Assistant Professor of Ornamental Horticulture — B.S.A., Horticulture and M.S., Agricultural Economics, University of Georgia.

MAY, PAUL EDWARD — Assistant Professor of Animal Technology and Director of the Animal Technician Program — D.V.M., Veterinary Medicine, Auburn University.

MAYO, MISS HARRIETT E. — Assistant Professor and Assistant Librarian — A.B., History, Wesleyan College; M. Librn., Library Science, Emory University.

McCAIN, FRANCIS SAXON — Professor of Agriculture and Chairman, Division of Agriculture, Home Economics and Forestry — B.S., Agricultural Science, Auburn University; M.S., Agronomy, Auburn University; Ph.D., Genetics and Plant Breeding, Purdue University.

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ROBERTS, GARY LELAND — Assistant Professor of History — A.A., Liberal Arts, Abraham Baldwin Agricultural College; A.B. and M.A., History, Georgia Southern College.

ROUSH, GERALD L. — Instructor in Social Science — B.A. and M.A., History, Auburn.

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

SAVAGE, ANDREA H. — Instructor in Humanities — B.A., English, Baylor University; M.A., English, Colorado State University.

SCOTT, GEORGE R. — Temporary Instructor in English — A.B.J. and M.A., Journalism, University of Georgia.

SELLERS, MRS. BRENDA A. — Assistant Librarian and Assistant Professor — B.A., History, Knoxville College; M.S.L.S., Library Service, Atlanta University.

SHUMPERT, MISS JULIA A. — Temporary Counselor, Special Services — B.A., English, Florida State University; M.Ed., Guidance and Counseling, Valdosta State College.

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

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

SMITH, MISS CAROLINE P. — Assistant Professor of Social Science — B.A., History, Furman University; M.A., History, Auburn University.

SMITH, MRS. JANICE G. — Instructor in Mathematics — B.S., Mathematics, M.A., Mathematics, University of Georgia.

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

SNAPP, WILLIAM W. — Temporary Assistant Professor of Humanities — B.A., English, Knox College; M.A., English, University of Southern California.

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

STRANGE, GEORGE W. — Assistant Professor of English — B.B.A., Accounting, University of Georgia; M.A., English, Georgia Southern College.

STRANGE, MRS. JEAN P. — Temporary, Part-time Instructor in English — B.A., English, Jacksonville State University.

STRICKLAND, MRS. HELEN L. — Assistant Professor of Journalism and Director of Publications — A.B.J. and M.A., Journalism, University of Georgia.

STUART, JAMES E., JR. — Assistant Professor of English — B.A. and M.A., English, Samford University.

SUMNER, MRS. JOANN T. — Part-time Assistant Professor of Nurse Education — B.S., Nursing, Goshen College; M.N., University of Washington.

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

TILLMAN, GERALD J. — Assistant Professor of Business Administration and Director of the Center for Automation — B.S., Computer Science, University of Southern Mississippi; M.S., Computer Science, Georgia Institute of Technology.

VICKERS, MRS. ELLEN — Assistant Professor of Physical Education — B.S.Ed. and M.Ed., Health and Physical Education, Georgia Southern College.

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

WEBB, GARTH L., JR. — Director of Admissions — B.S.Ed., Spanish Education, Georgia Southern College; M.Ed., Administration and Supervision, Valdosta State College.

WEBB, J. TALMADGE — Comptroller.

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

WHEELER, WILLIAM T. — Associate Professor of Mathematics and Chairman of Center for Developmental Studies — B.S., Secondary Education, Valdosta State College; M.Ed., Mathematics, Mercer; Ph.D., Higher Education, Florida State University.

WIDSTROM, MRS. VIRGINIA — Assistant Professor of Chemistry — B.S. and M.S., Chemistry, South Dakota State University.

WILKINSON, EDWARD E. — Temporary Instructional Development Specialist — B.S.Ed., Speech Communication, and M.Ed., Educational Media, Auburn University.

WILLIAMS, MRS. CELIA T. — Assistant Professor of Nurse Education — B.S.N., Nursing, Medical College of Georgia; M.N., Nursing, Emory University.

*WILLIAMS, TED N. — Assistant Professor in Music — B.M.E. and M.M.E., Instrumental Music, Murray State University.

*Educational Leave of Absence

WILLS, LEWIS C. — Assistant Professor of English — A.B., English, Georgia State University; M.A., Folklore and Mythology, U.C.L.A.

YOW, VERNON — Professor of Forestry — B.S., Forestry, Auburn University; M. Forestry, Yale University.

CONSULTING FACULTY

COX, ROBERT F., — Consulting College Pharmacist — B.S., Pharmacy, Southwestern State College.

FLOWERS, EUGENE MONROE, SR. — College Physician — A.B., Vanderbilt University; M.D., Medical College of Georgia.

FACULTY EMERITI

**MISS MARY LOU BRITT Professor of Chemistry Emeritus

MR. GEORGE DILLARD Professor of Animal Sciences Emeritus

DR. GEORGE P. DONALDSON President Emeritus

MISS NETTIE GRAY Librarian Emeritus

MRS. VIRGINIA S. LINDSKOG Associate Professor of Home Economics Emeritus

**Deceased October, 1974

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 2,076 students enrolled in the fall quarter of 1974-75. Today the college reaches approximately 8,000 people annually through its college transfer program, 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.

The uniqueness of Abraham Baldwin Agricultural College lies in its dedication and service to all the people of Georgia. In addition to offering specialized programs in Agriculture, Forestry, and Home Economics, the college also features comprehensive offerings in other two-year career and transfer programs. The list of curriculum offerings is given in the college catalog.

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 Associated Libraries
Southern Association of Colleges and Schools

Southern Association of Junior Colleges
Southern Association of Collegiate Registrars and Admissions Officers
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
The Society of American Archivists
Georgia College Personnel Association
Georgia Personnel and Guidance Association
American Personnel and Guidance Association
American College Personnel Association

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 statement of purpose:

Abraham Baldwin Agricultural College, a unit of the University System of Georgia, is a comprehensive, coeducational two-year college with a unique record of service. Its purpose is to meet the educational, vocational, intellectual, physical, and cultural needs of its students through a broadly based curriculum.

The college is proud of its tradition of service to Georgia as the only community college offering courses in agriculture, forestry, and home economics. While the college continues to serve this function as its primary emphasis, the changing character of rural society has led the college to broaden its base through a full range of academic and career programs.

The college, a residential institution, draws its students from many areas of the country and abroad, while at the same time it serves the functions of a community college.

In all its programs, the college seeks to encourage academic excellence, to promote critical thinking, to develop appropriate skills, to instill in students an appreciation for their cultural heritage, to help students understand their roles as citizens, and to respond to the needs of society.

Abraham Baldwin Agricultural College is based solidly on the assumption that learning is a continuous process, and it carries out its purpose through the following programs:

1. College Transfer Programs. The college offers academic programs designed to prepare students for transfer to senior colleges and universities without loss of credit.
2. Career Programs. The college offers a wide variety of career-technological programs, some available at no other institution in the University System, to meet the needs of those preparing for employment immediately following graduation and for those currently employed who need to retain or upgrade their skills. The college also maintains a commitment to provide for these students a substantial base in general

education, believing that the college has an obligation to provide more than skills training.

3. Developmental Programs. Recognizing academic deficiencies of many potentially successful students, the college offers a program of developmental courses in English, mathematics, reading, and study skills. These courses are designed for students needing to strengthen their academic foundations before entering college-level programs of study.
4. Continuing Education Programs. To meet the demands of citizens for specialized and general education, the college operates a program for continuing education through short courses, seminars, workshops, and evening courses. The college has long been a leader in continuing education and possesses unusual opportunities for community service through its connections with the Rural Development Center and the Georgia Coastal Plain Experiment Station.

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 approximately 100 top scientists in various specialized areas are 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 is 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 are demonstration plots showing important field crops growing and producing as a result of new and advanced farming techniques.

The Center's program has four 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 complements and expands 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 is to coordinate the research, instruction, and service functions of these units so that the total resources of the University System 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, and Comptroller 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 audiotutorial 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 50,000 volumes as well as journals on microfilm and over 400 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 one of the most modern buildings 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.

HERRING HALL — This building has been renovated and converted for the Career Planning and Placement Center.

WELTNER HALL — This building houses the Department of Safety and Service and the Day Care Center.

RESIDENCE HALLS — Male students are housed in Weltner-Annex, Comer Hall, Branch Hall, Mitchell Hall, and Fulwood Hall. Female students reside in Lewis Hall, Creswell Hall, and the Women's New Dormitory.

PAT GRIFFIN RURAL LIFE BUILDING — This large modern building was opened in January 1960. A beautiful auditorium, the Tifton Film Library, the Coastal Plain Regional Library, the college forestry department, 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 — The 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.

BOWEN HALL — Fully air-conditioned and completely modern, this building houses home economics, social science, an auditorium, 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.

STUDENT CENTER — This building is a new ultra-modern facility, opened in 1975 and located directly behind Tift Hall. The administrative offices of Student Personnel Services and the offices for the Student Government Association, Student Union, Student Judicial Council, and the Student Communications Media are located in this building. The new facility also houses the College Store, Post Office, Laundry, Snack Bar, and Recreation Center.

HOWELL HALL — This building is known as the old student center building and will be used by the ABAC Band, ABAC Chorus, and Jazz Ensemble.

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.

ABAC FOUNDATION

During the year 1954 businessmen in Tifton and Tift County organized the Greater Baldwin Association to advance the cause of education by supporting programs and activities for the promotion and assistance of the college. In 1974, in order to effect closer identification with the college, the name of the association was changed to ABAC Foundation. The purpose remains the same. Funds made payable to the foundation will be used for purchasing any needed equipment and/or lands, or for scholarships and improvements which the board of directors may deem advisable. Contributions to ABAC Foundation are tax deductible.

POLICIES FOR RELEASE OF INFORMATION ABOUT STUDENTS

Students in the University System of Georgia have the right to assurance that their education records, compiled and maintained by a unit within the System, will be recorded accurately and retained in confidence. Access to and release of information from such records shall conform to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended.

Transcripts of academic records shall contain information about disciplinary action only in cases where it affects the student's eligibility to register. Academic, disciplinary, personal counseling, medical, law enforcement, employment, financial aid, and similar records shall be maintained separately and shall not be made available to unauthorized persons on campus. When records are made available to persons off campus the written consent of the student involved shall be obtained except where produced under legal compulsion or as required by the Family Educational Rights and Privacy Act. Written provisions may be made for periodic routine destruction of noncurrent records, whenever appropriate administrative authorization is granted at each respective institution. Such provisions shall be in conformity with the University System Records Management requirements.

No records shall be kept which reflect the political activities or beliefs of students, except records of membership in officially recognized campus organizations.

Each unit must keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes, consistent with the provisions of the Family Educational Rights and Privacy Act. All members of the faculty, administration, and clerical staff must respect the confidential nature of the student's record.

Specific policies in addition to the provisions of the Family Educational Rights and Privacy Act governing the release of information are as follows:

A. Disclosure to the Student Himself

1. When the original record is shown to the student, examination will be permitted only under conditions which will prevent its alteration, mutilation, or loss.
2. Only uncertified copies of documents submitted by or for the student in support of his/her application for admission or transfer credit shall be released to the student or sent elsewhere at his/her written request. The name of the releasing institution shall be shown on copies of these documents. The student should request certified transcripts from the original institutions.

B. Disclosure to Faculty and Administrative Officers of the Institution

1. Faculty and administrative officers of each unit, who have a legitimate interest in the material and demonstrate a need to know, shall be permitted access to the education record of any student.
2. Only copies of the contents of the education records maintained by the Registrar on a student shall be sent outside the Office of the Registrar, except in circumstances specifically authorized by the Registrar or his/her designated representative. A permanent record card shall not be taken from the Office of the Registrar, since copies can readily be prepared.

C. Disclosure to Government Agencies

Federal government agencies do not have the right of access to student files and records unless authorized by law. Therefore, information from student records will be released to representatives of Federal agencies only where authorized by law or with prior written consent of the student. However, such persons may be given that information which has been designated as directory information, if students have been notified of what information shall be so designated and have been given the opportunity to request that such information not be released. When additional information is requested or when the student has requested that no directory information be released, information shall be released only on written authorization from the student. If such authorization is not given, the information will be released only in response to a court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed shall be notified and the subpoena shall be referred to the Executive Secretary of the Board of Regents.

D. Disclosure to Other Individuals and Organizations

1. Disclosure of information to individuals and organizations other than those specifically covered by the Family Educational Rights and Privacy Act shall be limited to items designated as directory information where the student has been notified that such items have been so designated and has been given the opportunity to request that such information not be released.
2. Release of local address or telephone numbers will not normally be made by the Office of the Registrar since such student listings are usually prepared each quarter and made available to the appropriate information centers on each campus. Release of such information from the Office of the Registrar or from such information centers must meet the requirements of the Family Educational Rights and Privacy Act on directory information.
3. Urgent requests for student information based on apparent emergency should be referred to the Registrar or a designated representative.

E. Disclosure in Student Directories and Other Publications

Directory information may be published and distributed to appropriate organizations and individuals requesting such publications, on campus. Students must be notified of the information to be published and a reasonable period of time must be allowed for any student to exercise his or her right to prevent publication of their personal data. Students will not, however, have the right to limit the distribution of such information to school officials who have been determined to have a legitimate educational interest.

The foregoing policy statements are applicable to handling any requests for information about students or former students received by any member of the faculty, administration, or clerical staff. They are intended to protect the individual's right to privacy and the confidentiality of his/her education records throughout the unit.

Personnel of each unit shall refer promptly to the appropriate office requests for transcripts, certification, or other information which that office typically provides. Faculty members and the various institutional officials shall restrict their responses to acknowledging, when appropriate, the receipt of requests for student information or limit their response to that information germane to their sphere of responsibility or their relationship to the student, e.g. faculty member, major professor, etc.

There may be conditions such as unmet financial obligations and violations of nonacademic regulations under which each unit may withhold grade reports, transcripts, certifications, or other information about a student. This shall not be construed to prohibit access by a student to his education records, even though such conditions exist.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, as amended, grants students in institutions of higher education the right of access to their education records. The Department of Health, Education and Welfare has published proposed regulations in the January 6, 1975, issue of the Federal Register to implement the Act.

Abraham Baldwin Agricultural College will notify students at least annually of the types of records maintained, the official responsible for such records, the persons with access to the records and the purpose of such access, and the policies and procedures for reviewing and expunging the records and for allowing challenges to the records.

Waivers of the right of access to student records are specifically prohibited, except in limited circumstances involving certain types of letters of recommendation. Additionally, limitations are placed on access to certain confidential letters of recommendation written prior to January 1, 1975, and to parents' financial records.

The student's right to access to his records includes the right to have a list of the records maintained and the right to inspect and review the records, including the right to make reasonable requests for interpretations and explanations. The institution must provide the student with copies of material from his record, and the charge for such copies will be 25¢ per page. The first transcript of the student's Permanent Academic Record is supplied without cost to the student. Additional transcripts are issued upon payment of a \$1.00 fee for each transcript issued. The student has a right to a hearing to challenge any material he finds in error in his record. The institution must respond within forty-five days to a student request for access to his record.

A hearing procedure will be provided and the student must have a fair opportunity to present evidence within a reasonable period of time after requesting a hearing. The review committee must be impartial, and its decision must be in writing. Students may not use this hearing process as a means of contesting grades which have been granted, but they do retain the right to challenge whether the grade actually given was correctly recorded.

Consent must be obtained from the student before personally identifiable records are released, with certain noted exceptions. These exceptions include certain government agencies,

organizations conducting specified studies, financial aid purposes, accrediting organizations, parents of dependent students (pursuant to the internal revenue code), and release by judicial order. Oral communications are not covered by the law as long as such communications are not based on a written record.

Consent for the release of records must be in writing and must be signed and dated. Consent must include the names of the persons to whom the records will be sent and the reasons such persons are receiving them.

Directory information may be disseminated on students after they have been notified of the types of information which will be considered directory information and have been given the opportunity to request that such information not be released. The following information is considered "Directory information" and may be unconditionally released to the public, without the consent of the student unless he has specifically asked that his prior consent be obtained: a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of the athletic teams, date of attendance, degrees and awards received, and the most recent previous educational institution attended by the student. The student will have annually during his or her first quarter of registration, before publication of the student directory, the opportunity to request that "directory information" as defined above be considered confidential information. Such a written request must be furnished to the Registrar in writing (forms available in the Registrar's Office) within fourteen days after the final day of regular registration for the student's initial quarter of any academic year. Upon the receipt of a properly completed form, directory information will be withheld.

More detailed information is available in the Registrar's Office.

Records available for student review and inspection and the official responsible for such records are as follows:

TYPE OF STUDENT RECORD	OFFICIAL	PERSONS WHO HAVE ACCESS	PURPOSE OF ACCESS
Permanent Academic Record	Registrar	Academic Advisors College Administrators Office Staff	Advisement Counseling Progress toward graduation
Student Folder (Application, transcripts with evaluation, SAT scores and related correspondence)	Registrar	Academic Advisors College Administrators Office Staff	Advisement Counseling Progress toward graduation
Disciplinary Files (Set up for students who have violated the Code of Conduct and been officially notified of this action)	Dean of Men Dean of Women	Dean of Student Personnel Services Members of Judicial Court for matters pertaining to that court Members of the Court of Inquiry for matters pertaining to that court	To render fair and just decisions for encouraging exemplary conduct on campus
Counseling Files (CGP Scores, Regents Test Scores, Institutional SAT Scores, Individual test scores for students tested for counseling purposes, GED Scores and GED test)	Guidance Counselor	Office Staff	Counseling
Health Record	Director of Health Cntr.	Dean of Student Personnel Services, College Physician, Health Center Staff	To render proper health care
Financial Aid Records (Application, needs analysis, correspondence, budget sheets, invoice file for vocational rehabilitation students)	Director of Student Financial Aid	Office Staff Dean of Student Personnel Services	To administer financial aid in accordance with established policies, procedures and regulations
Veterans Affairs (Certification of enrollment, application of benefits, correspondence)	Veterans Coordinator	Office Staff	To insure that veterans and dependents of veterans receive due benefits
Advisee File (Grade reports, interview and conference notes, CGP test results, SAT scores, transcripts, notes on progress toward graduation and/or career objective, related correspondence. Additional information for Nurse Edu. student, birth certificate, clinical evaluation, copy of application to ABAC physician's report if any.)	Academic Advisor	Academic Advisor	Advisee in meeting students academic objective

Any student wishing to review or challenge his records or desiring further information should contact the Registrar.

Records Review — Educational and Financial Aid records are maintained permanently. Records concerning major offenses are kept permanently, and records concerning minor offenses are reviewed after five years.

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-five years 1,067 short courses have been held with a total of 155,973 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 began offering these courses in 1966. Since that time 116 courses dealing with a wide variety of subjects, have been taught with an attendance of 2,793. 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 386-3267.

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 dormitories, using the college facilities. The total attending these institutes was 2,659. These people came from 147 Georgia counties, 15 different states, and three other countries. These institutes lasted from one to three weeks. Since their beginning 55 of these meetings have been held.



STUDENT SERVICES



ADMISSIONS

GENERAL POLICIES AND PROCEDURES

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

The college admits persons of good moral character who possess the physical and emotional health to meet the challenges of the curriculum which he wishes to pursue.

The Director of Admissions may refer any application to the Admissions Committee for further 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.

Applicants are encouraged to submit their applications at least 20 days prior to the registration date (see calendar in front of this catalog for these dates) in order to avoid unnecessary delay in the registration process. Failure to comply with this request can result in the payment of a late registration fee of \$5.00.

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.

The records of all applicants who do not enroll within a period of 12 months after making an application will be destroyed. A new application will be required after a full year has elapsed.

The Admissions Office is located on the second floor of the Student Center. All correspondence should be directed to the Director of Admissions, Box 233, ABAC Station, Tifton, Georgia 31794. The telephone number in the Admissions Office is (912) 386-3230.

BEGINNING FRESHMEN

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

1. Be a graduate of an accredited high school or a high school approved by Abraham Baldwin College, or
2. Submit diploma and/or scores showing successful completion of the General Education Development (GED) Test.

The steps necessary for making an official application for admission are:

1. The completed application (The form is in the back of the catalog.)
2. The completed physical examination form (This form is in the back of the catalog.)
3. The high school transcript and/or GED Scores.
4. The Scholastic Aptitude Test Score (SAT).
5. The non-refundable application fee of \$5.00.

All beginning freshmen will be required to attend one of the Freshman Orientation Sessions in the summer or the one immediately preceding the opening of the Fall Quarter. During this time freshmen will be administered a series of placement tests. On the basis of the results of these tests, a student may be placed in the Program of Developmental Studies, in regular college-level work, or in a combination of the two. (The Program of Special Studies is described in another section of this catalog.) A fee will be charged for the orientation session.

All students admitted to the Nurse Education Program or the Animal Technician Program must have a predicted freshman average grade in college (PFAG), based on the high school average and the SAT scores of 2.0 or better. Applicants who do not meet this requirement may

be admitted to general education courses to obtain additional background to prepare them for these programs later.

TRANSFER STUDENTS

A transfer student is 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.

The transfer applicant must submit the following information in order to be considered for admission:

1. The completed application.
2. The completed physical examination form.
3. The transcripts from all colleges which he has attended previously (If he has earned fewer than 15 quarter hours of college credit, he must submit his high school transcript, also.)
4. The application fee of \$5.00. This fee is non-refundable.

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

TRANSIENT STUDENTS

A transient student is one who is regularly enrolled at 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.

A transient must complete the following requirements for admission:

1. The completed application (The form is in the back of the catalog.)
2. The application fee of \$5.00.
3. A letter of good standing from the dean or registrar of the institution where the student is regularly enrolled, giving the applicant permission to take certain specified courses.

Transient students wishing to continue their enrollment at Abraham Baldwin College after one quarter must apply as transfer students through the Office of Admissions and comply with regulations pertaining to transfer students as outlined 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 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 Abraham Baldwin College about two weeks prior to the beginning of each quarter.

Eligible veterans, as well as children and widows of veterans, must make application for VA benefits, either at their local Veterans Administration Office or at the Veterans Affairs Office at Abraham Baldwin College. After being accepted at the college, they will be certified by the Director of Veterans Services at Abraham Baldwin College prior to registration.

JOINT ENROLLMENT FOR TWELFTH GRADE STUDENTS (JETS)

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

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

1. The completed application (The form is in the back of the catalog.)
2. The non-refundable application fee of \$5.00.
3. The high school transcript showing that he has earned at least 15 hours of credit with an average of 2.5 or better.
4. A letter from the high school principal or counselor recommending him to this program.

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

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 freshman as outlined in this catalog.
2. The applicant must have completed the junior year of high school with at least 15 units.
3. The applicant must have a predicted freshman average grade in college (PFAG), based on his high school average and his SAT scores, of 2.5 or better.
4. The applicant must have a letter from high school counselor or principal recommending him to this program.
5. The deadline for making application to this program for the Fall Quarter is July 1. No student will be accepted into the program after he has begun his senior year in high school.
6. 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. 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.
7. 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 in college of "C" or better. These courses do not carry transfer credit.

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 beginning students as outlined in this catalog, using the application for foreign students in lieu of the regular application form in the back of 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 \$700.00 to cover all fees for his first quarter, of which \$75.00 is non-refundable. Since all fees are payable in advance at the beginning of each quarter and since foreign students are not eligible for financial assistance, each student should make provisions to meet all of his financial obligations during his entire stay at the college prior to leaving his country.
3. The applicant who has had his training in non-English speaking countries is required to submit the results of the Test of English for Foreign Students (TOEFL). Students who score between 350 and 450 on the TOEFL or who, for legitimate reasons, have not yet had the examination may be admitted under the following conditions:
 - a. Until the student scores 450 or better on the TOEFL, he will be restricted to the following subjects: English 095, English 110, English 099, Math 099, Math 100, and Physical Education. The list may be expanded to include courses or auditing in the student's major area provided that the instructor of the course and the foreign student advisor agree that it would be appropriate.
 - b. Until the student scores 450 or better on the TOEFL, the foreign student advisor will also academically advise the student. When he scores 450 or better, he will be reassigned to an academic advisor in his major area.
 - c. Until the student scores 450 or better on the TOEFL, arrangements should be made to take the TOEFL near the end of each academic quarter. The results will be immediately available in order to advise the student about his status for the following quarter.
4. The application of all students who do not report to the college at the appointed time will be cancelled unless notification of change of quarters is received.
5. In order to secure a permit which authorizes a student to park and operate a motor vehicle on the campus, the student must have written permission from his or her parents or guardian. Other criteria that must be met include:
 - a. Secure a valid Georgia drivers license.
 - b. Show proof of liability insurance from a U.S. company which meets requirements of the state of Georgia.
 - c. Have a valid reason for owning and/or operating a motor vehicle, such as transportation to work or enhancing academic success.
 - d. Permission to own or operate a motor vehicle must be approved by the Dean of Men or Dean of Women and the Foreign Student Advisor.
6. The applicant is required to reside on campus unless special permission is granted by the Dean of Men or Dean of Women and the Foreign Student Advisor.
7. The applicant is required to purchase health insurance from a U.S. company or college approved agency before being allowed to register. This insurance must include minimal coverage of \$1,000 basic medical, \$5,000 major-medical, and \$2,500 in death benefits.

PROVISIONAL ACCEPTANCE

If for some good reason an applicant cannot meet all requirements for admission prior to the printed deadline, he may be admitted by the Director of Admissions for one quarter on a provisional basis. Students accepted in this manner must complete all requirements for admission during the quarter and change their status to that of a regular student before any grades or credits can be released.

IRREGULAR STUDENTS

An applicant with no degree objective may be admitted as an irregular student. Irregular students will be required to submit the application, together with an application fee of \$5.00.

PROGRAM OF DEVELOPMENTAL STUDIES

A beginning freshman whose high school grades and Scholastic Aptitude Test Scores reveal serious weaknesses in basic academic skills will be accepted into the Program of Developmental Studies. On the basis of further testing, he may be placed in developmental work, in regular college-level courses, or in a combination of the two. Credit earned in developmental courses is not transferable.

Complete information pertaining to the Program of Developmental Studies will be found in another section of this catalog.

COOPERATIVE AGREEMENT WITH THE INTERNATIONAL COLLEGE OF THE CAYMAN ISLANDS (ICCI)

Students enrolled at ICCI who wish to major in Agriculture, Computer Science, or Nursing will spend their first year at ICCI and complete their program of study at ABAC. The student will receive the Associate of Applied Science Degree from ICCI after completing the total prescribed course of study for one of these majors. This arrangement allows students from the Cayman Islands to obtain skills which are not otherwise possible. The student is admitted as a special student to ABAC and does not receive a degree from ABAC under this arrangement. Should the student wish to receive a degree from ABAC, then all of ABAC's degree requirements must be met.



LEGAL RESIDENT AND NON-RESIDENT

CLASSIFICATION OF STUDENTS

- If a person is 18 years of age or older, he or she may register as a resident student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
 - No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
- If a person is under 18 years of age, he or she may register as a resident student only upon a showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
- A full-time faculty member of the University System and his or her spouse and dependent children may register on the payment of resident fees even though he or she has not been a legal resident of Georgia for the preceding twelve months.
- Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
- Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees, when such teachers have been legal residents of Georgia for the immediately preceding nine months, were engaged in teaching during such nine month period, and have been employed to teach full time in the public schools of Georgia during the ensuing school year.
- All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visapermitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
- Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State, may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
- If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve month period the student may continue his registration only upon the payment of fees at the non-resident rate.
- In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.

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)	\$ 96.00
Student activity fee (for all students)	18.00
Clinical fee (for all students)	10.00
Non-resident tuition	144.00
Room (Lewis)	120.00
Room (Comer, Creswell, Weltner Annex)	135.00
Room (Branch, Mitchell, Fulwood, Women's New Dorm)	145.00
Board (7-day, 3 meal plan)	185.00
Board (5-day, 3 meal plan)	170.00

The matriculation fee per quarter hour for students enrolled for less than twelve hours will be \$8.00 per quarter hour. The non-resident tuition per quarter hour for students enrolled for less than twelve hours will be \$12.00 per quarter hour. The off-campus rate is \$11.00 per quarter hour and the non-resident tuition fee is an additional \$12.00 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 AND CHARGES

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 \$5.00 covers the cost of the diploma. The one-tripper cap, gown and tassel may be purchased through the college bookstore at a charge of \$7.00.

A \$5.00 annual fee for automobile registration and parking will be charged for each vehicle registered on campus.

A penalty charge of \$4.00 will be charged for each returned check given to the College by an individual.

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 dormitory may be assessed for the damage.

STUDENT PERSONNEL SERVICES

COUNSELING AND ADVISEMENT

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 four 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 Services.

Special counseling assistance concerning academic or professional progress hindered by problems of an educational, vocational, or personal nature is available through the Counseling Office. 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. These counseling and testing services are available to all students.

The Counseling Office is located on the second floor of the new Student Center. All correspondence should be directed to the Director of Counseling and Testing, Box 26, ABAC Station, Tifton, Georgia 31794. The telephone number is (912) 386-3233.

ORIENTATION

Four orientation sessions for freshmen students who enter for the fall quarter are held during the summer. Attendance at one of these sessions is required, but students are given the opportunity to select the session to attend. The program at these sessions includes testing, group counseling, academic advisement, and general orientation to college life on the campus.

One separate orientation session is scheduled for transfer students planning to enter fall quarter. For students entering any quarter other than fall quarter, orientation sessions are scheduled prior to registration for that quarter.

An orientation fee is charged for each session to cover the testing, housing, and meals.

MEDICAL SERVICES

The health of the students is safeguarded by a required physical examination upon the admission to the college. Every precaution is taken to have a healthy student body and the number of students who are sick during the year is negligible. The college employs a registered nurse and four licensed practical nurses in order to provide medical services to all students in cases of minor illness. The Health Center is open twenty-four hours a day, seven days a week. A physician is employed on a consulting basis and is on call twenty-four hours a day. A consulting pharmacist visits the Health Center weekly and is also on call twenty-four hours a day.

The Health Center, which has a ten-bed capacity and is fully air-conditioned was completed during the summer of 1966. Although the college will assume no legal responsibility, it will assist in the treatment of injuries received in voluntary or required activities.

Students are encouraged to participate in a voluntary health and accident program written by an individual company and 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. Male students are housed in Weltner-Annex, Comer Hall, Branch Hall, Fulwood Hall and Mitchell Hall. Female students reside in Lewis Hall, Creswell Hall and Women's New Dormitory, which was completed in September 1973. Private room accommodations may be available for some students in designated residence halls. All private room requests will be handled by the Housing Office and based on the availability of space and the individual circumstances of each student requesting private facilities. An additional charge will be placed on all private rooms to cover the extra costs. Each student should furnish the following articles: study lamp, iron, blankets, sheets, pillow and other bed covering, pillow-cases, towels, laundry, bathrobe and other personal belongings.

All 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 and commute daily to the College, are required to live in an ABAC residence hall. Exceptions are made only if room is not available in an ABAC residence hall and permission must be granted by the Dean of Women or Dean of Men to live off-campus.

Students living off campus must submit change of address or change in housing status to the Housing Office before such change is made. The Housing Office is located on the second floor of the new Student Center. The telephone number is (912) 386-3233.

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

three days prior to the hearing. 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 the Student Handbook and the published policy of the Board of Regents.

Any student charged with a violation of state or federal law or who is indicted for such offense is subject to disciplinary action pending the outcome of the trial. In cases of very severe violations of state or federal law, a student may be administratively suspended 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.

In addition to the Student Code of Conduct, the following stipulation exists relative to student conduct:

Notwithstanding any other provision of this Code, the President is authorized to review any student discipline case and take such action as he deems appropriate with respect thereto. His review may be based upon (1) the record made before the Student Judiciary; (2) oral or written arguments made to him by the parties or their representatives; (3) a de novo evidentiary hearing before him substantively following the procedures set out herein for hearings before the Student Judiciary; or (4) any combination of the foregoing methods. A student defendant may appeal the decision of the President in writing to the Executive Secretary of the Board within a period of ten days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision.*

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 of verbal or written obscenities involving indecent or disorderly conduct.

The 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 conditioning 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, 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 Financial 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. Application for financial aid for Fall Quarter 1976 should be completed by June 1, 1976. Applications received after this date will be considered in order of the date of completion.

The Student Financial Aid Office is located on the second floor of the new Student Center. Correspondence should be addressed to Student Financial Aid Office, Box 67, ABAC Station, Tifton, Georgia 31794.

SCHOLARSHIPS

American Records Management Association Scholarship Fund: \$400.00. Qualifications: (1) Pursuing a career in the area of Records Management, (2) Predicted academic success, (3) Financial Need. Apply to the ARMA Scholarship Fund, 24 North Wabash Avenue, Suite 823, Chicago, Illinois 60602.

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.

*This provision was suggested for all units of the University System of Georgia by Henry G. Neal, Executive Secretary, April 25, 1972.

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.

Curtis Branch Scholarship: Scholarships of \$500 will be awarded annually beginning Fall 1973 to one male and one female student. Qualifications: (1) Tift County High Graduate (2) Agriculture background (3) PFAG of 2.5 or better. Apply to the Director of Financial Aid.

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.

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.

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

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

Dairymen, Inc. Scholarship: \$300. Qualifications: (1) son or daughter of a Dairymen, Inc. member residing in Georgia; (2) freshman or sophomore majoring in Agriculture. Apply to Director of Financial Aid.

Farmers Bank of Tifton: \$300. 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 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 Financial Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

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

Rotary Club of Tifton Scholarship: \$330. Two scholarships yearly. Qualifications: (1) full-time student at ABAC (2) scholastic ability (3) financial need. (4) Tift County resident. Apply to President, Rotary Club of Tifton, Tifton, Georgia.

Star Student Scholarship: \$100 will be awarded annually to the top five high school star students during their freshman year at ABAC. Apply to the Director of Financial Aid.

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 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: Three grants of \$110.00 each awarded during a year by the Baldwin Woman's Club. Qualifications: financial need. Available to any freshman or sophomore at ABAC. Apply to President, Baldwin Woman's Club.

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 Financial Aid.

Guaranteed Loans. Students may qualify for up to \$1500 per year with no payments due until termination of formal education. Contact Director of Financial Aid.

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. These loans are available on a system of established priorities to students 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 Direct 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.

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.

BASIC EDUCATIONAL OPPORTUNITY GRANTS

This program provides for the payment of Basic Grant awards to students attending eligible institutions of higher education and is intended to be the "floor" of a student's total financial aid package. All other sources of Federal aid will be given in addition to the Basic Grant. By law, the maximum grant eligibility for each student is \$1400, less the amount the student and his family can be expected to contribute toward the student's education, but not to exceed one-half the cost of attending the institution of the student's choice. The amount of the expected family contribution is determined on the basis of a "family contribution schedule" developed by the Office of Education and approved by Congress. Again, students wishing to apply for other types of Federal Student Financial Aid must also apply for a Basic Grant. There is a separate application form for this purpose, available either from high school counselors, post offices, or the college Financial Aid Offices. NOTE: Current legislation provides that only students who initiate post-secondary study subsequent to July 1, 1973, are eligible to apply for this grant. Therefore, other students may disregard the regulation requiring the Basic Grant application concurrent to application for other types of Federal Aid.

SUPPLEMENTAL 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.

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.

A third source of work is in various businesses off campus. Interested students may contact the Financial Aid Office for a listing of opportunities.

STATE DEPARTMENT OF VOCATIONAL REHABILITATION

Students who have a physical or an emotional handicap may receive financial assistance to attend college through their nearest vocational rehabilitation office. For details, students may contact the Aid Office or their local rehabilitation office.

VETERANS SERVICES OFFICE

The Veterans Services Office is located upstairs, Room 24, of the Administration Building. The personnel in the office assist eligible students and prospective students to make application for and receive Veterans Educational Benefits. All Veterans and dependents of disabled or deceased Veterans should contact the office immediately upon deciding to enroll in the college so that proper administrative procedures can be initiated.

Veterans experiencing academic difficulty may be eligible for additional benefits to help defray the costs of tutoring to help overcome the difficulty. Such Veterans should consult with the personnel in the Veterans Services Office to determine a proper procedure to obtain these additional benefits.

The office also operates a career planning and placement service to assist those who need to find part- or full-time employment; works with benefit recipients in helping to solve personal problems; and coordinates the work of the Veteran's Club, which is affiliated with the National Association of Concerned Veterans.

CAREER PLANNING AND PLACEMENT

Beginning with the Fall Quarter of 1975, ABAC will offer to all its students, on a voluntary basis, the services of a comprehensive Career Planning & Placement Center, one of the most complete and centralized functions of its type in the nation. Personnel working in the Center will assist students in six important steps in becoming satisfied and satisfactory contributors to the country's system of free enterprise:

1. Exploring, investigating, and determining individual aptitudes, interests, attitudes, and capabilities;
2. Exploring the tremendous variety of careers and specific jobs available now and likely to be available in the future;
3. Choosing a career-cluster in the light of individual choice and occupational trends;
4. Designing an appropriate academic program — two-year, four-year, or beyond — in keeping with career choice;
5. Selecting, on an optional basis, part-time and full-time work experiences designed to enhance and bring to practicality the theoretical knowledge gained in the classroom; and,

6. Locating permanent employment or finding a suitable senior institution after terminating studies at ABAC.

The Center will be formed not only around appropriate personnel and an adequate facility, but will also house a library of career information, a sophisticated assessment laboratory, a media center containing audiovisual equipment installed with individual-student use in mind, conference rooms for large and small group sessions, and interview rooms so that industry and business representatives may have a location for interviewing prospective employees from the student body. Personnel in the Center will also utilize the expert services of an Advisory Council composed of representatives from the employment scene, placement officials at other institutions of higher education, counselors from high schools in the area, alumni of the college, college faculty, and students currently enrolled.

The implementation of the work of the Career Planning & Placement continues ABAC's recognized mission of providing supportive services in keeping with current and projected needs of the community and the nation.

The Career Planning and Placement is located in Herring Hall.



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, two representatives from the Inter-Activity Council, Dormitory Presidents, Freshman and Sophomore Class Officers and officers of the Student Government Association. The body meets Tuesday night of each week 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 cooperate and live in peace with his fellow man. The Director of Student Activities is the administrative advisor for the Senate and a faculty advisor is selected by the Senate.

INTER-ACTIVITY COUNCIL — The Inter-Activity Council is made up of one representative from each of the chartered clubs and participating residence halls on campus. The purpose of this Council is to coordinate activities among the clubs and residence halls and to bring about quicker, more effective action concerning these organizations. The Dean of Women shall serve as the administrative advisor for the Inter-Activities Council and a faculty advisor may be selected by the Council.

Listed below are the clubs and activities on campus that are dependent upon student participation for their existence. A more complete description of each club can be found in the Student Handbook. AET (Agricultural Equipment Technology), Afro-Culture, Ag Engineering, Alpha Beta Gamma, Baldwin Players, Band, BSU (Baptist Student Union), Cheerleaders, Chess Club, Chorus, Circle K, Civitan Club, Compass Club, DECA (Distributive Education Clubs of America), FFA (Future Farmers of America), Forestry Wildlife, 4-H Club, Golddusters (Drill Team), Health, P.E., and Recreation Club, Home Economics Club, Koinonia Club (Episcopalians and Presbyterians), Mu Alpha Theta, Para-Vet, Pre-Vet Club, Phi Beta Lambda, Phi Theta Kappa, Poultry Science, Radio Club, Rho-Men, Rodeo Club, Rotaract, Saddle and Sirlain, SNAG (Student Nurses), Veterans Club and Youth Ranch.

STUDENT CENTER

The ABAC Student Center moved into a new ultra-modern facility in the Summer of 1975 which is located directly behind Tift Hall.

The College Store, the office of the Director of the Student Center, the Post Office, and the Recreation Center are located on the first floor of the building.

The College Store is headquarters for textbooks for more than 300 courses offered at ABAC. Not only will you find books, but also many other needs such as cosmetics, non-prescription drugs, personal hygiene articles and a food counter. The store also handles soft goods, stationery, magazines, and many other items of interest. As a service to the students, the College Store conducts a book-buy-back at the end of each quarter. We buy back books, provided they are in good condition, current edition and usable. The books are resold to students at a great savings over the cost of new books.

Personal post office boxes are available to each student and staff member at a minimum rate. Each student living on campus is requested to have a box to expedite the delivery of his mail. The Post Office is a full service Post Office.

The Recreation Center includes a six-lane bowling facility, billiards, air hockey, foosball and other games for the use of students. The Recreation Center is a tremendous asset to the campus.

Offices located on the second floor include: Office of the Dean and Coordinator of Student Personnel Services, Admissions Office, Office of Student Financial Aid and Veterans Services, Office of Counseling and Testing, Housing Office, Cooperative Education, Office of the Dean of Men and Director of Student Activities, and Office of the Dean of Women. The Snack Bar and the Laundry are also located on the second floor.

The Snack Bar offers a wide variety of short order foods and a self-service refreshment bar. The new facility is one of the most modern of any junior college in Georgia.

The coin-operated laundry contains washers and dryers for the convenience of the students.

The offices of the Student Government Association, Student Judicial Council, Student Union, Student Communications Media, and the advisor to Student Publications are located on the third floor of the Student Center.

STUDENT COMMUNICATIONS MEDIA

Student communications media on the Abraham Baldwin Agricultural College campus include the following:

TABAC — The yearbook is a fall publication acclaimed nationally for excellence. Staff members function to record the year's events through pictorial and editorial coverage of ABAC's people and their many diversified activities.

STALLION — The campus newspaper is published bimonthly to provide news and features focused on campus events as well as present opinion and comment. For several years, the newspaper has earned national recognition and has been named Georgia's top junior college paper for four consecutive years.

THE AGRICULTURIST — One of the nation's leading periodicals of its type, this quarterly agricultural magazine covers events and research relating to agriculture, forestry-wildlife, and home economics.

PEGASUS — This bi-annual literary magazine, ABAC's most recently-established publication, provides a means for creative expression of students, faculty, and alumni. The magazine features poetry, essays, fiction, articles, art, and photography.

HAPPENING — The Student Government Association, through the efforts of the Calendar Committee, publishes this quarterly calendar of events which lists regularly scheduled activities and special events.

RADIO STATION WABR — The ABAC Radio Station, an FM facility, has studios located in the Rural Development Center. The station began operation in January 1974 and broadcasts daily from 6:00 p.m. to 12:00 midnight.

INTRAMURAL ACTIVITIES

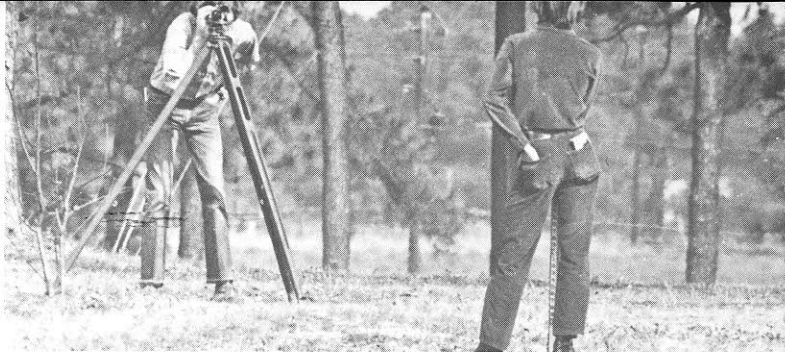
Through a program of intramural sports, the Division of Health, Physical Education and Recreation offers to every student the opportunity to engage in sports and recreative activities. Participation is entirely voluntary — students participate because they want to. The desire for fun, healthful exercise, 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 five intercollegiate sports — basketball, baseball, soccer, 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.





ACADEMICS



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. 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 full-time students shall be required to attend a minimum of two (2) hours of physical education each week beginning with their first quarter of college enrollment and terminating upon completion of six 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 his academic division, and the Academic Dean. A copy must be filed with the Registrar. Veterans may be exempted.
2. All physical education activity courses (PED) 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. Required of all freshmen.
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.

PLACEMENT BY EXAMINATION

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.

PROFICIENCY EXAMINATION PROGRAM (PEP)

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 proficiency examination. Application for such examination must be made to the student's educational advisor. Credit earned by examination will be entered on the student's record, will be counted as credit for graduation, and is transferable to other institutions in the University System of Georgia. Credits earned by examination are not included in computing grade point averages.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Minimum score to pass CLEP is the recommended score in each subject examination recommended by the Council on College Level Examination.

Students enrolled at Abraham Baldwin Agricultural College may earn full college credit by examination for acceptable scores on tests of the College-Level Examination Program. With few exceptions the test scores are equated with specific courses in the current catalog. Those attempting to earn credit by examination should first determine their eligibility for credit by checking with the Registrar's office. CLEP tests are administered in the Counseling Department and require approximately one hour each. All test results are evaluated by the Registrar's office and recorded by course, course number and quarter hours earned on a student's permanent record if credit is earned. Quarter hours of credit toward graduation are earned on the basis of these tests but no grades or quality points are given. Credit is transferable with the University System.

- A. General conditions for awarding credit by examination on CLEP.
 - 1. Only Abraham Baldwin Agricultural College Students are eligible to participate in our programs.

- 2. A maximum of 45 quarter hours will be accepted from the combined sources of correspondence work, extension work and credit by examination.
- 3. The College Level Examination Program's General Examination and Subject Examinations may not be retaken in order to earn college credit.

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.

GRADING SYSTEM

The following grading system is used throughout the University System of Georgia to facilitate transfer and to promote comparable values in student performance among institutions.

Grade Letter	Point Value
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

In addition, the following symbols are used at Abraham Baldwin Agricultural College to implement this grading system.

WF (withdrew failing)	0.0
WP (withdrew passing)	Not computed
I (Incomplete)	Not computed
AU (Audit — no credit)	Not computed

"WF" (withdrew failing) and "WP" (withdrew passing) are assigned to those students who withdraw through official procedures of the college. A grade of "F" is reported to students who drop a course without official withdrawal. An "I" signifies incomplete work. It indicates that the student has for some reason not completed some required course work. This mark shall be used by the instructor only when class work already done has been of a quality acceptable to the instructor. No credit is allowed for an "I". An "I" may be converted to a grade by repeating the course or by examination given by the instructor. The student must remove the "I" within 12 months. When a grade of "I" has been removed, both the student and the instructor must notify the Registrar's Office immediately.

The grade point average is computed by dividing all hours for credit attempted into the total number of grade points received. All WF's are included in the cumulative grade point average computation. The grade point average is used to express a student's cumulative academic standing.

Grades are based on performance by the student in classroom and laboratory as shown through tests, oral responses, and other class work, outside assignments, experiments, term papers, other acceptable academic procedures, and final examinations. The grade is intended to reflect student progress toward objectives of the course.

THE REPORTING OF GRADES

Mid-quarter deficiency reports are mailed by the Registrar in instances where the student earned one or more grades of "D" or "F". Faculty members are required to report all "D", "F", "WP", and "WF" grades at mid-terms and to make such grades available then to students.

Such grades are not entered on the student's permanent record, but are for use by him and his advisor as an indicator of his progress and for counseling and advisement purposes.

Final Grades — Grades are reported by the instructor to the Office of Registrar promptly following final examinations for the quarter and in no instance later than twenty-four hours following close of the examination schedule. The Registrar's Office mails a list of final grades at the end of the quarter. The student may learn of his grades for the quarter from his grade report or from the grades posted by the instructor. The tab posted will give the grade and student number.

STUDENT'S APPEAL OF GRADE

The student may appeal his grade to the chairman of the division in which the course is taught, after first having discussed his dissatisfaction completely with the instructor concerned. The appeal may be thereafter taken to the Committee on Academic Affairs where further hearing may be conducted.

CHANGE OF GRADE

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

ACADEMIC EXCLUSION

The College believes that academic standards are important and that a high level of achievement must be maintained. The College makes every endeavor to place a student into a program of study in which he has a reasonable chance of success. A developmental program is available for students with academic problems and they may be required to take developmental work if their record demonstrates the necessity of further preparation before proceeding to a higher level of academic study. However, a student who persistently demonstrates by failing grades or continual absence from class that he can no longer profit by enrollment in courses may be excluded from the campus.

An academic exclusion committee shall be composed of the Academic Dean, one Divisional Chairman as chosen by the Academic Affairs Committee, and three faculty advisors chosen by the Academic Assembly. A particular student's academic advisor may be asked to meet with the committee to furnish whatever records may be appropriate. This committee will review quarterly the academic averages of the students. They will also be empowered to conduct an investigation upon a request by any member of the faculty and staff. This committee will have the authority to exclude a student from college. Student appeals may be directed to the next higher level of authority.

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.

TRANSCRIPTS AND TRANSFER OF RECORDS

A transcript is a photocopy of a student's Permanent Academic Record. It contains a minimum amount of personal data about the student and a chronological account of the student's academic achievements.

Any student who wishes to have a transcript of his record at ABAC released should submit a "Request for Transcript of Record" form to the Registrar's Office at least one week prior to the date the transcript is needed. The first transcript is supplied without cost to the student. Additional transcripts are issued upon payment of a \$1.00 fee for each transcript issued.

For students who are not currently enrolled, consent for the release of transcripts must be in writing and must be signed and dated. Consent must include the names of the persons to whom the transcripts will be sent and the reasons such persons are receiving them.

ENGLISH — READING

The College expects that all students shall read with reasonable speed and understanding and that they shall write with clarity and reasonable precision. Such skills, it is realized, come with a disciplined knowledge of words, usage, and grammar. In courses, laboratory exercises, and conferences, considerable emphasis is placed on writing and reading with understanding.

Those students whose writing is not satisfactory and whose reading skill falls short of that required for satisfactory performance in college courses will be required to take further work in written English and/or in 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.

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, in Science and in Technology are awarded in a graduation ceremony at the end of the Spring Quarter to those students meeting requirements. The attainment of satisfactory scores on the Regents Examination Program is a requirement for awarding a degree.

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 the Registrar.

Formal application for graduation must be filed with the Registrar two full quarters in advance of the expected graduation date. The graduation fee must be paid one full quarter in advance of the June graduation exercises.

REGENTS' TESTING PROGRAM

1. All students enrolled in degree programs are required to take and pass the Regents' Test. Students whose native tongue is other than English may be exempt provided competence of those students is otherwise determined. Passing the test is a requirement for graduation. Passing the test is defined as scoring above the 10th percentile on reading and a score of 2 or higher on the essay at the same test administration.
2. Students may be required to take the test in the quarter after they have completed their 45th degree quarter credit hour and if not taken previously, must take the test in the quarter after they have completed their 75th hour.
3. Students are eligible to take the test only after the successful completion of English 101 or LST 103 with a grade of "C" or better.
4. The College provides a program of remediation. A student who fails the Regents' Test must take and pass remedial work in the area or areas of the test which he fails before being allowed to re-take the test. Remediation must be taken and passed after each failure of the examination before the student may re-take the examination.
5. Announcements of the date, time, and place of the examination will be made prior to each test administration.

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 in the Counseling Office to make an official withdrawal.

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

CENTER FOR DEVELOPMENTAL STUDIES

The Center for Developmental Studies coordinates developmental courses in English, Reading, Mathematics, and study skills; provides programmed materials in several subjects through the Independent Learning Center; provides tutors for students needing individual assistance with their college work; provides counseling for developmental students; and provides special services for students from low income families meeting the criteria of the Special Services Project.

All first-time entering Freshmen at ABAC take the Comparative Guidance and Placement test (CGP). This test consists of three major parts: Biographical Inventory; Comparative Interest Index; and Academic testing in Reading, English and Mathematics. Biographical inventories and comparative interest indexes are used by counselors and advisors in helping students decide on major fields of study. Academic tests are used to determine if students are academically weak in Reading, English, or Math. Students weak on one or more of these areas are then placed in developmental courses designed to raise their ability levels so that they may expect to succeed in college courses.

All students having combined SAT scores of 650 or less must make above the minimum CGP scores in English, Reading, and Mathematics before taking college level courses in these areas. A non-punitive grading system is utilized in developmental courses with emphasis on academic progress during the quarter.

Students are encouraged to enroll in needed developmental work early in their college careers so that they may obtain maximum benefit from college courses. Developmental students are encouraged to enroll in at least one college level course in their major field of interest so that they can begin working toward their degrees immediately.

Students experiencing difficulty with any of their classes are encouraged to talk with personnel in the Center for Developmental Studies to arrange for tutors or programmed materials that may assist them in their classes. The major objective of the Center is to assist students in accomplishing their goals for attending ABAC.

COLLEGE PARALLEL PROGRAMS

The College has seven 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 of credit, at four-year colleges/universities of the University System of Georgia. They normally will also be accepted by all other fully accredited colleges and universities of the nation. The following four areas constitute the College's core curriculum.

AREA I: THE HUMANITIES

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

ENG 101 — Composition and Rhetoric	5 hours
ENG 102 — Composition and Literature	5 hours
And ten hours from the following:	
HUM 221 — Western World Literature (5 hours)	
HUM 222 — Western World Literature (5 hours)	
SPC 108 — Fundamentals of Speech (5 hours) <i>or</i>	
SPC 250 — Fundamentals of Speech (5 hours)	
Foreign Language 101-102 (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, <i>or</i>	
MAT 130 — Basic Ideas of Mathematics	5 hours
Laboratory Science: Biology, Chemistry, Physics, <i>or</i> Physical Science	10 hours
Laboratory Science <i>or</i> Mathematics (excluding	
Mat 099, 140 and 150) <i>or</i> Behavioral	
Laboratory Science (Soc. 295)	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 I-II <i>or</i>	
HIS 251-252 United States History I-II	10 hours
POL 201 American Government	5 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.

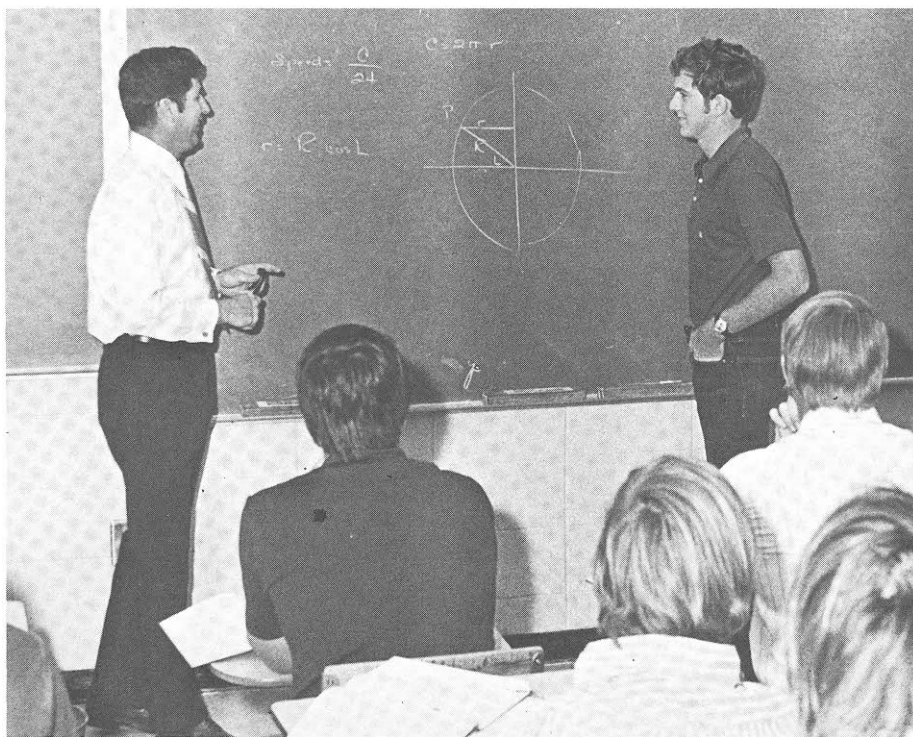
ECN 105 Principles of Economics *or*
 GGY 101 World Geography *or*
 PSY 101 Introduction to Psychology *or*
 SOC 105 Introduction to Sociology *or*
 SOC 260 Social Problems *or*
 SOC 293 Family Relations *or*
 SSC 201 Afro-American Culture 5 hours

TOTAL 20 hours

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

ASSOCIATE IN SCIENCE DEGREE

✓ Agriculture:

The curriculum for the freshman and sophomore years has been designed to provide core courses in introductory agricultural sciences and general education. Students who complete this curriculum will receive the Associate in Science degree. Upon transfer to senior colleges of agriculture in Georgia, no loss of time or credit should occur.

Students should choose a minimum of 30 quarter hours using the following guidelines:

Biological Sciences 5-10 hours

Courses from the following areas:

accounting, agriculture, agriculture engineering, biological sciences, chemistry, economics, forestry, geography, geology, mathematics, physics, statistics 20-25 hours

TOTAL 30 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, are self-employed as consultants, contractors, or sales engineers. Students who complete this curriculum will receive the Associate in Science degree.

Biological Sciences 5 hours

Mathematics 15 hours

Courses from the following areas:

agricultural engineering, agronomy, biological sciences, physics 10 hours

TOTAL 30 hours

Agricultural Mechanization:

Agricultural mechanization has emphasis on the needs of agri-business for individuals who have had mechanization training. The program stresses principles of engineering, agricultural science, business and economics.

Students are prepared to work in agri-business, industry, public service, government and self-employment.

Students who complete this curriculum will receive the Associate in Science degree. Students should choose a minimum of 30 quarter hours from the following:

AEC 210 Agricultural Economics (5 hours)

AEN 109 Engineering Graphics (5 hours)

AEN 207 Metal Technology (5 hours)

AEN 210 Surveying (5 hours)
 AEN 220 Draining, Irrigation and Erosion Control (3 hours)
 AEN 260 Farm Power and Equipment (3 hours)
 AEN 280 Farm Electrification (3 hours)
 AGY 201 Plant Science (5 hours)
 AGY 210 Soil Science (5 hours)
 BIO 101 Principles of Biology (5 hours)
 MAT 253 Analytic Geometry and Calculus I (5 hours)
 PCS 227 Mechanics (5 hours)
 PCS 228 Heat, Sound, and Light (5 hours)

Home Economics:

The purpose of the home economics program 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 this Associate in Science degree. This degree is granted upon the completion of 90 quarter hours earned under the core curriculum plus required 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

TOTAL 30 hours

Forestry and/or Wildlife Management:

Forestry and wildlife management programs are 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. Students who complete this curriculum will receive the Associate in Science degree. 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:

CHM 261 Organic Chemistry 5 hours
 STA 200 Statistics 5 hours
 Two of the following three Science sequences 20 hours
 BIO 101-102 Principles of Biology
 CHM 121-122 Inorganic Chemistry
 PCS 227-228 Mechanics — Heat, Sound and Light

TOTAL 30 hours



THE DIVISION OF BUSINESS ADMINISTRATION

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 | 11. International Business |
| 2. Administrative Management | 12. Labor Relations and Personnel Management |
| 3. Advertising | 13. Logistics and Transportation Management |
| 4. Banking and Finance | 14. Marketing |
| 5. Business Systems | 15. Office Management |
| 6. Economics | 16. Organization Management |
| 7. General Business | 17. Pre-legal Education |
| 8. General Management | 18. Secretarial Administration |
| 9. Institutional Management | |
| 10. Insurance and Risk Management | |

Students who complete the business administration and distributive education curriculums will receive the Associate in Science degree.

Business Administration: General Option

Thirty hours are required from the following list of courses:

- BBA 110-111 Principles of Accounting10 hours
 ECN 105-106 Principles of Economics10 hours
 Select two courses from the following:10 hours
 BBA 100 Introduction to Business
 BBA 108 Business Communications
 CSC 100 Introduction to Data Processing
 ECN 133 Economic Development of the U.S.

TOTAL 30 hours

Business Administration: Computer Science Option

- CSC 100 Introduction to Computer Science 5 hours
 CSC 221 FORTRAN I 5 hours
 MAT 253 Analytic Geometry & Calculus I 5 hours
 MAT 254 Calculus II 5 hours
 Two of the following electives:10 hours
 CSC 131 Introduction to Computer Programming
 MAT 255 Calculus III
 MAT 256 Calculus IV

TOTAL 30 hours

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 high school or area vocational-technical school. 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 Economics10 hours
 EDU 204 Introduction to Education 5 hours
 DED 150 Principles of Distribution 5 hours
 Two courses from the following:10 hours
 DED 171 Salesmanship
 DED 172 Sales Promotion
 DED 201 Principles of Marketing
 DED 202 Business Organization and Management
 DED 220 Occupational Experience
 DED 290 Personnel Management

TOTAL 30 hours

THE DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

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. Students completing the physical education curriculum or the recreation curriculum will receive the Associate in Science degree.

Physical Education:

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

BIO 211 Human Anatomy and Physiology	5 hours
EDU 204 Introduction to Education	5 hours
From the following courses:	10 hours
HEC 251 Nutrition Fundamentals (5 hours)	
HPE 238 Officiating Major Sports (3 hours)	
HPE 250 Introduction to Health, Physical Education and Recreation (5 hours)	
HPE 255 General Safety Education and First Aid (5 hours)	
PSY 221 Human Growth and Development (5 hours)	
REC 127 Introduction to Recreation (2 hours)	
REC 132 Recreation Leadership (3 hours)	
REC 231 Camping and Outdoor Recreation (3 hours)	
REC 232 Social Recreation (3 hours)	
From the following courses:	5 hours
PSY 101 Introduction to Psychology	
PSY 201 Social and Personal Disorganization	
PSY 221 Human Growth and Development	
SOC 105 Introduction to Sociology	
SOC 260 Social Problems	
SOC 293 Family Relations	
From the following courses:	5 hours
ART 120 Art Structure	
ART 130 Art Structure	
ART 211 Introduction to the History of Art	
ART 213 Art Appreciation	
DRA 102 Beginning Acting	
DRA 103 Stagecraft	
DRA 200 Introduction to Theatre	
DRA 203 Advanced Acting	
DRA 222 Theatre History	
MUS 101 Music Appreciation	
SPC 108 Fundamentals of Speech	
SPC 250 Public Speaking	

TOTAL 30 hours

Recreation:

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

REC 127 Introduction to Recreation	2 hours
REC 132 Recreation Leadership	3 hours
From the following courses:	10 hours
ART 120 Art Structure	
ART 130 Art Structure	
ART 211 Introduction to the History of Art	
ART 213 Art Appreciation	
DRA 102 Beginning Acting	
DRA 103 Stagecraft	
DRA 200 Introduction to Theatre	
DRA 203 Advanced Acting	
DRA 222 Theatre History	
MUS 101 Music Appreciation	
From the following courses:	5 hours
PSY 101 Introduction to Psychology	
PSY 201 Social and Personal Disorganization	
PSY 221 Human Growth and Development	
SOC 105 Introduction to Sociology	
SOC 260 Social Problems	
SOC 293 Family Relations	
From the following courses:	10 hours
HPE 238 Officiating Major Sports (3 hours)	
HPE 250 Introduction to Health, Physical Education and Recreation (5 hours)	
HPE 255 General Safety Education and First Aid (5 hours)	
REC 231 Camping and Outdoor Recreation (3 hours)	
REC 232 Social Recreation (3 hours)	
REC 233 Recreational Fishing (1 hour)	

TOTAL 30 hours



THE DIVISION OF THE HUMANITIES

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.

A minimum thirty hours are required from the courses listed under the elected major:

Art:

ART 120 Art Structure	5 hours
ART 130 Art Structure	5 hours
ART 211 Introduction to the History of Art	5 hours
ART 216 Drawing	3 hours
ART 217 Drawing	3 hours
Ten hours from the following:	
Foreign Language 103-104	10 hours
MUS 101 Music Appreciation	5 hours
DRA 222 Theatre History	5 hours
ENG 226 Readings in Philosophy	5 hours
JRN 101 Introduction to Journalism	5 hours
ENG 224 Creative Writing	5 hours
ART 213 Art Appreciation	5 hours
ART 240 Ceramics	5 hours
TOTAL	31 hours

Journalism:

Select two courses from the following:	10 hours
JRN 101 Introduction to Journalism	
JRN 215 Radio-Television Announcing	
JRN 260 News Writing and Reporting	
Select one of the following options:	10 hours
(a) Two courses in foreign language (Courses 103-104), if the student offers two or more high school units in foreign language plus 10 hours from the listed electives.	
(b) ART 213, MUS 101 plus 10 hours from the listed electives.	
Select two courses from the following:	10 hours
DRA 200 Introduction to Theatre	
DRA 222 Theatre History	
ENG 226 Readings in Philosophy	
SOC 105 Introduction to Sociology	
SOC 260 Social Problems	
TOTAL	30 hours

English:

Foreign Language 103-104	10 hours
ENG 224 Creative Writing	5 hours
ENG 203 English Literature to 1800	5 hours
ENG 204 English Literature after 1800	5 hours
One course from the following:	5 hours
ART 213 Art Appreciation	
DRA 222 Theatre History	
JRN 101 Introduction to Journalism	
MUS 101 Music Appreciation	
ENG 226 Readings in Philosophy	
HUM 221 Western World Literature	
HUM 222 Western World Literature	
SPC 108 Fundamentals of Speech	
TOTAL	30 hours

Music:

MUS 122 Introduction to Music Literature	3 hours
MUS 134*, 135, 136 Elementary Music Theory	9 hours
MUS 234, 235, 236 Advanced Music Theory	9 hours
MUS 181* (a, b, c), 281* (a, b, c) Applied Music and/or	
MUS 182* (a, b, c), 282* (a, b, c) Applied Music	6-12 hours
MUS 188 (a, b, c), 288 (a, b, c) College Chorale and/or	
MUS 189 (a, b, c), 289 (a, b, c) Concert Band and/or	
MUS 190 (a, b, c), 290 (a, b, c) Jazz Ensemble	6 hours
TOTAL	33-39 hours

Speech-Drama:

Foreign Language 103-104	10 hours
Three courses from the following:	15 hours
DRA 102 Beginning 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 hours
ART 213 Art Appreciation	
ENG 203 English Literature to 1800	
ENG 204 English Literature after 1800	
ENG 224 Creative Writing	
JRN 101 Introduction to Journalism	
MUS 101 Music Appreciation	
ENG 226 Readings in Philosophy	
HUM 221 Western World Literature	
HUM 222 Western World Literature	
TOTAL	30 hours

*MUS 100 is a prerequisite for these courses. It may be taken concurrently with MUS 134.

THE DIVISION OF SCIENCE AND MATHEMATICS

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 101-102 Principles of Biology	10 hours
BIO 222 General Botany	5 hours
BIO 226 Vertebrate Zoology	5 hours
PCS 227 Mechanics	5 hours
PCS 228 Heat, Sound and Light	5 hours

TOTAL 30 hours

Chemistry:

CHM 121-122 Inorganic Chemistry	10 hours
CHM 223 Qualitative Inorganic Analysis	5 hours
Three of the following electives:	15 hours
CHM 280 Quantitative Analysis	
MAT 253 Analytic Geometry & Calculus I	
MAT 254 Calculus II	
MAT 255 Calculus III	
PCS 227 Mechanics	
PCS 228 Heat, Sound and Light	

TOTAL 30 hours

Dental Hygiene-Pre:

BIO 101-102 Principles of Biology <i>or</i>	
BIO 211-212 Human Anatomy & Physiology	10 hours
CHM 121-122 Inorganic Chemistry <i>or</i>	
CHM 240-241 Fundamental Organic Chemistry	10 hours
*SPC 108 Fundamentals of Speech	5 hours
PSY 101 Introduction to Psychology <i>or</i>	
PSY 201 Social and Personal Disorganization <i>or</i>	
PSY 221 Human Growth and Development <i>or</i>	
SOC 105 Introduction to Sociology	5 hours

TOTAL 30 hours

Dentistry-Pre:

BIO 101-102 Principles of Biology	10 hours
CHM 240-241 Fundamental Organic Chemistry	10 hours
PCS 227 Mechanics	5 hours
PCS 228 Heat, Sound and Light	5 hours

TOTAL 30 hours

Environmental Health:

BIO 101-102 Principles of Biology	10 hours
BIO 222 General Botany <i>or</i>	
BIO 226 Vertebrate Zoology	5 hours
PCS 227 Mechanics <i>or</i>	
PSC 101 Survey of Physics	5 hours
Choice of two of the following:	10 hours
AEN 109 Engineering Graphics	
CHM 261 Organic Chemistry	
MAT 253 Analytic Geometry and Calculus I	
STA 200 Statistics	

TOTAL 30 hours

Mathematics/Physics:

MAT 253 Analytic Geometry & 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 and	
PCS 228 Heat, Sound and Light <i>or</i>	
Foreign Language (French, German or Russian)	10 hours

TOTAL 30 hours

Medicine-Pre:

BIO 101-102 Principles of Biology	10 hours
BIO 226 Vertebrate Zoology	5 hours
CHM 223 Qualitative Inorganic Analysis	5 hours
PCS 227 Mechanics	5 hours
PCS 228 Heat, Sound and Light	5 hours

TOTAL 30 hours

Nursing-Pre:

BIO 105 Principles of Microbiology	5 hours
BIO 211-212 Human Anatomy and Physiology	10 hours
*Three of the following electives:	15 hours
BIO 101-102 Principles of Biology	
CHM 121-122 Inorganic Chemistry	

*In combination with Area II, 15 hours must be in Chemistry, Biology or Physical Science.

NUR 131 Fundamentals of Nursing I
 NUR 135 Fundamentals of Nursing II
 NUR 136 Fundamentals of Nursing III
 NUR 137 Fundamentals of Nursing IV

A maximum of two electives may be taken from the following:

PSY 101 Introduction to Psychology
 PSY 201 Social and Personal Disorganization
 PSY 221 Human Growth & Development
 SOC 105 Introduction to Sociology

TOTAL 30 hours

Pharmacy-Pre:

BIO 101-102 Principles of Biology 10 hours
 ECN 105 Principles of Economics 5 hours
 PCS 227 Mechanics 5 hours
 CHM 223 Qualitative Inorganic Analysis and
 PCS 228 Heat, Sound and Light or
 CHM 240-241 Fundamental Organic Chemistry 10 hours

TOTAL 30 hours

Veterinary Medicine-Pre:

BIO 101-102 Principles of Biology 10 hours
 BIO 222 General Botany or
 BIO 226 Vertebrate Zoology 5 hours
 PCS 227 Mechanics 5 hours
 PCS 228 Heat, Sound and Light 5 hours
 AHY 101 Introduction to Animal Husbandry or
 CHM 223 Quantitative Inorganic Analysis or
 PHU 160 Poultry Science 5 hours

TOTAL 30 hours



THE DIVISION OF SOCIAL SCIENCE

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. Students who complete any of these curricula will receive the Associate in Science degree.

Elementary, Junior High & Special Education:

EDU 204 Introduction to Education 5 hours
 MUS 101 Music Appreciation or
 ART 213 Art Appreciation 5 hours
 PSY 101 Introduction to Psychology or
 SOC 105 Introduction to Sociology 5 hours
 Electives from the following list: 15 hours
 ART 213 Art Appreciation
 ECN 105-106 Principles of Economics
 ECN 133 Economic Development of the U.S.
 GGY 101 World Geography
 HIS 211-212 Western Civilization I-II
 HIS 251-252 United States History I-II
 HIS 271 Problems in American History
 MUS 101 Music Appreciation
 POL 111, 112, 113 Current Affairs (one hour each)
 POL 211, 212, 213 Current Affairs (one hour each)
 PSY 101 Introduction to Psychology
 SPC 108 Fundamentals of Speech
 SOC 105 Introduction to Sociology
 SOC 260 Social Problems
 SOC 293 Family Relations
 SSC 201 Afro-American Culture

TOTAL 30 hours

Elementary Education: Early Elementary Education Option

Area IV:

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

PSY 201 Social and Personal Disorganization	5 hours
PSY 221 Human Growth and Development	5 hours
SOC 115 Introduction to Social Welfare	5 hours

TOTAL 30 hours

Secondary Education:

ART 213 Art Appreciation <i>or</i>	
MUS 101 Music Appreciation	5 hours
EDU 204 Introduction to Education	5 hours
PSY 101 Introduction to Psychology <i>or</i>	
SOC 105 Introduction to Sociology	5 hours

ART: ART 102, ART 130, ART 211, ART 213, ART 216-217-218, HUM 222, FOR. LANG. (10 hours), SPC 108.

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

BUS. EDU.: BBA 108, BBA 110, BBA 111, ECN 105-106, SEC 102-103, SEC 104-105-106, SEC 206, SEC 205, SEC 207-208.

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

ENGLISH: ART 213, DRA 102, ENG 203, 204, 224, 226, HUM 221, 222, JRN 101, MUS 101, SPC 108.

FOREIGN LANGUAGE: FOR. LANG. 101, 102, 103, 104, HUM 221, 222, SPC 108.

HISTORY: (Same as Social Science).

INDUSTRIAL ARTS: AEN 207 plus two courses from AEN 109, AEN 120, AEN 213, AEN 214, AEN 280.

MATH: MAT 100, MAT 101, MAT 116, MAT 253-254-255-256, MAT 235, PSC 101, PSC 227-228-229.

MUSIC: FOR. LANG. (10 hours), HUM 221, 222, MUS 101, MUS 122, MUS 134-135-136, MUS 181-182, MUS 234, 235, 236, SPC 108.

PHY EDU: HPE 238, HPE 250, HPE 255, REC 132, REC 231, REC 232.

PHYSICS: CHM 121-122, MAT 100, MAT 101, MAT 116, MAT 253, PSC 101, PSC 227-228-229.

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

SOCIAL SCIENCE: ECN 105-106, ECN 133, GGY 101, HIS 211-212, HIS 251-252, HIS 271, PSY 101, PSY 221, POL 111, 112, 113, 211, 212, 213, REL 101, SOC 105, SOC 260, SOC 293, SSC 201.

SPEECH: DRA 102, DRA 103, DRA 203, DRA 222, HUM 221, 222, MUS 101, SPC 108, SPC 250.

Sociology: Option in Child Specialist

Area IV:

Six of the following electives: 5 hours

PSY 101 Introduction to Psychology
PSY 201 Social and Personal Disorganization
PSY 221 Human Growth and Development

SOC 105 Introduction to Sociology
SOC 115 Introduction to Social Welfare
SOC 260 Social Problems
SOC 263 Social Work Methods
SOC 293 Family Relations
SOC 296 Behavioral Science Lab in Education
MAT 130 Basic Ideas of Mathematics
BIO 101 Principles of Biology
BIO 102 Principles of Biology
SPC 108 Fundamentals of Speech
EDU 204 Introduction to Education
EDU 205 Introduction to Educational Media
SEC 101 Typewriting

TOTAL 30 hours

Sociology: Option in Criminal Justice

CRJ 200 Criminal Law I 5 hours
CRJ 215 Criminal Law II 5 hours
Four of the following electives: 20 hours
CRJ 100 Introduction to Law Enforcement
CRJ 105 Police Systems
CRJ 110 Police Administration
CRJ 115 Introduction to Corrections
CRJ 120 Juvenile Delinquency
CRJ 125 Police Patrol & Services
CRJ 135 Police Field Services Program
CRJ 210 Juvenile Procedures
CRJ 200 Criminal Investigation
CRJ 225 Probation & Parole
CRJ 230 Police Role in Deviant Behavior
CRJ 235 Seminar in Corrections

TOTAL 30 hours

Sociology: Option in Social Work

PSY 101 Introduction to Psychology 5 hours
SOC 115 Introduction to Social Welfare 5 hours
SOC 260 Social Problems 5 hours
PSY 201 Social and Personal Disorganization 5 hours
SOC 263 Social Work Methods 5 hours
SOC 293 Family Relations 5 hours

TOTAL 30 hours

Sociology: Option in Urban Life

ECN 105 Principles of Economics 5 hours
PSY 101 Introduction to Psychology 5 hours
SOC 105 Introduction to Sociology 5 hours
Select one of the following three areas: 15 hours
(a) ECN 106 Principles of Economics
SOC 115 Introduction to Social Welfare

- SOC 260 Social Problems
 SOC 293 Family Relations
 (b) ART 213 Art Appreciation
 ENG 204 English Literature after 1800
 HUM 221-222 Western World Literature
 MUS 101 Music Appreciation
 ENG 226 Readings in Philosophy
 SPC 108 Fundamentals of Speech
 (c) CRJ 100 Introduction to Law Enforcement
 CRJ Introduction to Corrections
 CRJ 120 Juvenile Delinquency
 CRJ 225 Probation and Parole

TOTAL 30 hours

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. Students who complete any of these curricula will receive the Associate in Arts degree.

History:

Thirty hours from the following courses, ten hours of which must be in history.

ECN 105-106 Principles of Economics	10 hours
ECN 133 Economic Development of the U.S.	5 hours
GGY 101 World Geography	5 hours
HIS 211-212 Western Civilization	10 hours
HIS 251-252 U.S. History	10 hours
HIS 271 Problems in American History	5 hours
POL 111, 112, 113 (one hour each)	3 hours
POL 211, 212, 213 (one hour each)	3 hours
POL 202 State and Local Government	5 hours
POL 203 International Relations	5 hours
PSY 101 Introduction to Psychology	5 hours
SOC 105 Introduction to Sociology	5 hours
SSC 201 Afro-American Culture	5 hours
Foreign Language	10 hours

TOTAL 30 hours

Political Science:

Foreign Language or Statistics, Computer Science	10 hours
Courses from the following list	20 hours
ECN 105-106 Principles of Economics	
ECN 133 Economic Development of U.S.	
GGY 101 World Geography	
HIS 211-212 Western Civilization	
HIS 251-252 United States History	
HIS 271 Problems in American History	
POL 111, 112, 113 Current Affairs (one hour each)	
POL 211, 212, 213 Current Affairs (one hour each)	

- POL 202 State and Local Government
 POL 203 International Relations
 PSY 101 Introduction to Psychology
 PSY 201 Social and Personal Disorganization
 PSY 221 Human Growth and Development
 SOC 105 Introduction to Sociology
 SOC 260 Social Problems
 SSC 201 Afro-American Culture

TOTAL 30 hours

Psychology:

PSY 101 Introduction to Psychology	5 hours
Five courses from the following:	25 hours
BIO 101-102 Principles of Biology	
CHM 121-122 Inorganic Chemistry	
ECN 105-106 Principles of Economics	
GGY 101 World Geography	
HIS 211-212 Western Civilization	
HIS 251-252 U.S. History	
MAT 101 Trigonometry	
MAT 116 Pre-calculus Mathematics	
PSC 101-102 Survey of Physics and Chemistry	
PSY 201 Social and Personal Disorganization	
PSY 221 Human Growth and Development	
STA 200 Statistics	
SOC 105 Introduction to Sociology	
SOC 260 Social Problems	
SOC 293 Family Relations	

TOTAL 30 hours

Sociology:

From the following courses:	5-15 hours
ECN 105-106 Principles of Economics	
POL 202 State and Local Government	
POL 203 International Relations	
PSY 101 Introduction to Psychology	
PSY 201 Social and Personal Disorganization	
PSY 221 Human Growth and Development	
From the following courses:	5-15 hours
MAT 100 College Algebra	
MAT 101 Trigonometry	
MAT 130 Basic Ideas of Mathematics	
STA 200 Statistics	
From the following courses:	5-15 hours
SOC 105 Introduction to Sociology	
SOC 260 Social Problems	
SOC 293 Family Relations	
SSC 201 Afro-American Culture	

TOTAL 30 hours

COOPERATIVE EDUCATION

The philosophy of Cooperative Education at Abraham Baldwin Agricultural College is to supplement theoretical knowledge with practical work experience. The purpose is to create a total learning experience through which students will gain not only specific skills and a broad range of knowledge, but also a sense of professional, financial, and personal responsibility.

The objectives of Cooperative Education at Abraham Baldwin are:

1. To provide relevant work experience for students to test their career interests.
2. To give first-hand contact with the occupational environment, to learn needed skills and to understand the human and technical requirements for productive work and self-development.
3. To assist students in effectively relating to their employers and their fellow employees in an actual working environment.

The cooperative Education Program, which has been in operation at Abraham Baldwin since 1972, combines study and job experience as a means of strengthening the process of learning. This plan of education has distinct advantages to students whether they plan to continue college study or enter full-time employment after completing their Associate Degree.

The Co-op Plan is operated on the divisional level, with the six academic divisions guiding the program. This insures that graduation will not be delayed because of the Co-op experience. It also assures the student of a meaningful work experience related to his college major.

Eligibility

Participation in the Cooperative Program is optional on the part of the student and selective on the part of the college. To be eligible for participation in the Cooperative Education Program, a student must:

1. Have been at the college at least one quarter.
2. Be in acceptable academic standing.
3. File an application with their divisional representative or with the Cooperative Education Office.
4. Register for Cooperative Work Experience (CWE).

Academic Credit

Credit hours earned will be entered on the student's permanent record as "Cooperative Work Experience" CWE 101, 102, 103, 201, 202 or 203. Although cooperative work experience is academically related to a given course of study and/or occupation, the academic credit awarded does not substitute for required courses in degree programs. Up to fifteen credit hours may be earned on Co-op.

In order to receive academic credit, the student must:

1. Pay the regular instructional fees for CWE credit hours at registration.
2. Submit reports during the work period as required by the respective divisions.
3. Receive a satisfactory evaluation from his Co-op employer and his academic division.

Cooperative Education students may register for five to ten hours of Co-op credit during each placement; in addition, they are encouraged to register for at least one five hour course. This may be a regular course taken by class attendance, by independent study, or credit by examination at Abraham Baldwin Agricultural College, or any other accredited college or university, by home study or correspondence, or a special problems course in an area appropriate to the student's major interests.

Six academic divisions have indicated that the following courses may be taken by independent-type study:

Agriculture, Home Economics and Forestry:

- AEC 210 Agricultural Economics
- AGR 201 Special Problems in Agriculture

Business Administration:

- BBA 270 Business Law
- ECN 105 Principles of Economics

Health, Recreation, and Physical Education:

- HPE 250 Introduction to Health, Physical Education, and Recreation
- REC 127 Introduction to Recreation
- REC 232 Social Recreation

Humanities:

- ART 211 Introduction to the History of Art
- DRA 222 Theatre History
- ENG 203 English Literature to 1800
- ENG 204 English Literature after 1800
- ENG 224 Creative Writing

Science and Mathematics:

- MAT 099 Developmental Algebra
- MAT 100 College Algebra
- MAT 130 Basic Ideas of Mathematics

Social Science:

- CRJ 115 Introduction to Corrections
- CRJ 135 Police Field Services
- CRJ 225 Probation and Parole
- SOC 115 Introduction to Social Welfare
- SOC 263 Social Work Methods
- SOC 295 Behavioral Science Laboratory in Field Work

Additional information can be obtained by contacting the Coordinator of Cooperative Education at the College or from any of the academic divisions.

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
 - (1) General option
 - (2) Diesel and Hydraulic option
 - (3) Irrigation option
 - d. Animal Technician Program
 - e. Forest Technology
 - f. Wild Life Technology
 - g. Home Economics Technology
 - (1) General option
 - (2) Food Management option
 - h. 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
 - (5) Public Administration option
 - c. Secretarial Science
 - (1) General Secretary option
 - (2) Executive Secretary option
 - (3) Medical Secretary option
 - (4) Legal Secretary option
 - (5) Court Reporting option
 - (6) Administrative Office Assistant option
 - (7) Stenographer-Typist option (one year)
 - (8) Clerical option (one year)
 - d. Distributive Education
 - (1) General Merchandising option
 - (2) Fashion Merchandising option

- (3) Certificate in Merchandising option
- (4) Insurance option
- (5) 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, each program with its special requirements, degree earned, and prescribed courses is described 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>
AEC 150 Farm Organization and Management5
AEN 110 Farm Machinery and Equipment5
AGO 100 Agriculture Orientation1
BIO 101 Principles of Biology5
LST 101 Life Studies: The Human Experience5
LST 102 Life Studies: The Human Experience5
LST 103 Life Studies: The Human Experience5
MAT 150 Basic Mathematics5
*Electives		1.5
Physical Education as required		

TOTAL 51

Summer

**CWE 101-102-103 Cooperative Work Experience	1.5
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Sophomore Year

AGY 220 Fertilizers and Soils5
FOR 294 Farm Forestry5
SOC 105 Introduction to Sociology or SOC 293 Family Relations5
*Electives	2.5
Physical Education as required	

TOTAL 40
GRAND TOTAL 106

*Suggested list of electives (35 hours):

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

**Student spends one quarter acquiring occupational experience in his major field. Required for graduation.

AGRI-SCIENCE TECHNOLOGY

Plant Protection Option

The need and demand for the services of plant pest control operators are 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. Students who complete the prescribed courses will receive the Associate in Agriculture degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
AEN 170 Pest Control Equipment5
AGY 120 Plant Identification5
ENT 201 Insect Control I5
ENT 202 Insect Control II5
LST 101 Life Studies: The Human Experience5
LST 102 Life Studies: The Human Experience5
LST 103 Life Studies: The Human Experience5
MAT 150 Basic Mathematics5
Elective5
Physical Education as required		

TOTAL 45

Summer

CWE 101-102-103 Cooperative Work Experience	15
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Sophomore Year

AEC 101 Resource Management5
AGY 220 Fertilizers and Soils5
AGY 223 Weed Control I5
AGY 224 Weed Control II5
ENT 105 Toxicology5
ENT 150 Pesticides5
ENT 203 Environmental Quality5
PAT 221 Disease Control I5
PAT 222 Disease Control II5
Physical Education as required	

TOTAL 45
GRAND TOTAL 105

AGRI-BUSINESS TECHNOLOGY

The Agri-Business program trains students in both agriculture and business. The course of study is designed to 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
AEC 210 Agricultural Economics5
AGO 100 Agriculture Orientation1
AHY 115 Livestock Production5
BIO 101 Principles of Biology5
LST 101 Life Studies: The Human Experience5
LST 102 Life Studies: The Human Experience5
LST 103 Life Studies: The Human Experience5
MAT 150 Basic Mathematics5
AGY 220 Fertilizers and Soils5
*Electives5
Physical Education as required		
	TOTAL	46

Summer

CWE 101-102-103 Cooperative Work Experience	15
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Sophomore Year

AEC 150 Farm Organization and Management5
AGY 230 Field Crop Production5
BBA 110 Principles of Accounting5
FOR 294 Farm Forestry5

*Electives	25
Physical Education as required	

TOTAL 45
GRAND TOTAL 106

*Electives suggested below:

AEN 207 Metal Technology
AEN 260 Farm Power and Equipment
AEN 280 Farm Electrification
AGY 201 Plant Sciences
AHY 101 Introduction to Animal Husbandry
BBA 108 Business Communications
BBA 270 Business Law
DED 171 Salesmanship
DHU 203 Elements of Dairying
ECN 105 Principles of Economics
HOR 201 Principles of Horticulture
PHU 160 Poultry Science

AGRICULTURAL AND INDUSTRIAL EQUIPMENT TECHNOLOGY

General Option

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 Agricultural and Industrial Equipment Technology.

Courses	Freshman Year	Hours
AEN 106 Engineering Problems5
AEN 110 Farm Machinery and Equipment5
AEN 112 Graphic Communication2
AEN 120 Agricultural Power I5
AEN 125 Agricultural Machinery Business5
AEN 130 Power Unit Testing and Diagnosis5
LST 101 Life Studies: The Human Experience5
LST 102 Life Studies: The Human Experience5
LST 103 Life Studies: The Human Experience5
*Electives (restricted)5
Physical Education as required		

TOTAL 47

CWE 101-102-103 Cooperative Work Experience	15
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Sophomore Year

AEN 207 Metal Technology5
AEN 212 Agricultural Electrical Equipment5
AEN 213 Hydraulics I5
AEN 214 Hydraulics II5
AEN 230 Agricultural Power II5
DED 171 Salesmanship5

ACADEMICS 85

ECN 105 Principles of Economics	5
*Electives	10
Physical Education as required	

TOTAL	45
GRAND TOTAL	107

AGRICULTURAL AND INDUSTRIAL EQUIPMENT TECHNOLOGY Diesel and Hydraulic Option

There is a growing need within the agricultural and industrial equipment industries for technicians with extensive training in diesel engine overhaul, diesel fuel system testing and hydraulic system overhaul and testing. The courses proposed here will meet this need. Students who complete this course of study will receive the Associate Degree in Agricultural and Industrial Equipment Technology.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
AEN 106 Engineering Problems		5
AEN 112 Graphic Communication		2
AEN 120 Agricultural Power I		5
AEN 121 Diesel Engines, Basic		5
AEN 125 Agricultural Machinery Business		5
AEN 131 Diesel Service Shop		5
LST 101 Life Studies: The Human Experience		5
LST 102 Life Studies: The Human Experience		5
LST 103 Life Studies: The Human Experience		5
Physical Education as required		

TOTAL	42
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CWE 101-102-103 Cooperative Work Experience	15
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Sophomore Year

AEC 210 Agricultural Economics	5
AEN 126 Electronic Instrumentation	3
AEN 207 Metal Technology	5
AEN 213 Hydraulics I	5
AEN 214 Hydraulics II	5
AEN 215 Hydraulic Service Shop	5
AEN 230 Agricultural Power II	5
AEN 231 Diesel Pump Service Shop	5
*Electives	10
Physical Education as required	

TOTAL	48
GRAND TOTAL	105

AGRICULTURAL AND INDUSTRIAL EQUIPMENT TECHNOLOGY Irrigation Option

The field of agriculture is fast becoming an exact science. With the advancement of technology in plant science, technicians who are knowledgeable in the field of irrigation are needed. The student who completes the courses prescribed below will receive the Associate Degree in Agricultural and Industrial Equipment Technology.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
AEN 106 Engineering Problems		5
AEN 110 Farm Machinery and Equipment		5
AEN 112 Graphic Communication		2
AEN 120 Agricultural Power I		5
AEN 125 Agricultural Machinery Business		5
AEN 130 Power Unit Testing and Diagnosis		5
LST 101 Life Studies: The Human Experience		5
LST 102 Life Studies: The Human Experience		5
LST 103 Life Studies: The Human Experience		5
*Electives (restricted)		5
Physical Education as required		

TOTAL	47
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CWE 101-102-103 Cooperative Work Experience	15
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Sophomore Year

AEN 207 Metal Technology	5
AEN 212 Agricultural Electrical Equipment	5
AEN 213 Hydraulics I	5
AEN 214 Hydraulics II	5
AEN 220 Drainage, Irrigation & Erosion Control	3
AEN 221 Irrigation Equipment & Systems Design	5
AEN 230 Agricultural Power II	5
AEN 281 Electric Motors and Controls	5
*Elective	5
Physical Education as required	

TOTAL	43
GRAND TOTAL	105

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

- AGY 110 Forage Crops and Pastures
- AGY 230 Field Crop Production
- BBA 100 Introduction to Business
- BBA 110 Principles of Accounting
- BBA 270 Business Law
- DED 290 Personnel Management
- MAT 150 Basic Mathematics
- PSC 101 Survey of Physics
- SOC 105 Introduction to Sociology

ANIMAL TECHNICIAN PROGRAM

The Animal Technician Program provides training for young men and women who desire to become veterinary assistants. Upon completion of the prescribed 7 quarter course of study, the individual will be awarded the Associate in Animal Health Degree and will be eligible for registration as an animal technician.

The Program prepares an individual for a career as a veterinarian's assistant and does not prepare one for admission to a college of veterinary medicine. The graduate is trained to assist the veterinarian with the care and treatment of both large and small animals. Duties that the technician may be expected to perform include: Reception and record keeping, telephone consultation, restraint of animals for examination and treatment, surgical assistance, radiological assistance, laboratory testing, feeding and maintaining proper sanitation.

CURRICULUM

The student will study four quarters on the campus of Abraham Baldwin Agricultural College and the Veterinary Diagnostic and Research Laboratory at Tifton, and 6 months on the campus of the Veterinary College at Athens for which the student receives two quarters of academic credit, and one quarter of cooperative work experience with a private veterinarian. The curriculum consists of one-hundred-eighteen quarter credit hours of technical courses with thirty-five quarter credit hours of general education courses. Graduates will be eligible to become "Registered Animal Technicians" under the laws of the State of Georgia.

JOB OPPORTUNITY

Employment of the graduate is now available in the following fields:

- 1) Private veterinary medical practice
- 2) Governmental agencies (Federal and State)
- 3) Private industry (pharmaceutical industry, nutrition research, etc.)

The beginning salary range is expected to be \$6,000 to \$7,500 per year. Under today's conditions, a person might expect to eventually earn \$10,000 per year after several years of experience in the field.

ADMISSIONS REQUIREMENTS

Admission to the Animal Technician Program is restricted to 40 students selected by the Animal Technician Admissions Committee. Students will be admitted only in September of each year. The deadline for receiving complete application is May 15.

Minimum requirements for consideration of an applicant are as follows:

- 1) A minimum Predicted Freshman Average Grade of 2.0 as calculated by ABAC's Admission Office, or a 2.0 Grade Point Average on all previous college work.
- 2) Autobiographical summary, handwritten, submitted with your application. Include experiences which cause you to desire this career.
- 3) A strong background in the Natural and Biological Sciences and Mathematics.
- 4) Evidence of good physical and mental health.
- 5) Personal interview is required for admission and will be conducted by the Animal Technician Admissions Committee on the ABAC campus at a time to be announced. Applicants will be expected to present themselves at the appointed time for the interview.

The decision of admission to the Animal Technician Program will be given in writing on or before the date announced at the time of interview.

Applicants to the Animal Technician Program must be admitted to Abraham Baldwin Agricultural College, but admission to the college carries no implication of admission to the Program.

Application forms and additional information about ABAC may be obtained by writing to Director of Admissions, ABAC Station, Tifton, Georgia 31794.

ACADEMIC RULES AND REGULATIONS

A grade of less than "C" indicates a level of knowledge unacceptable in a professional field. Therefore, the following rules and regulations have been adopted to insure the graduation of technicians who will be a credit to both the Animal Technician profession and ABAC.

- 1) A student who makes an "F" in any ATP course will be required to drop out of the program until the course is offered again. He must reapply for admission to the ATP program.
- 2) A student who makes a "D" in any ATP course will be directed to meet one of the following requirements:
 - A. Continue the program on academic probation.
 - B. Continue the program on academic probation, but required to retake the course when it is offered and pass it with a "C" or better.
- 3) A student may remain on academic probation only 1 quarter. Failure to remove himself from probation, by making a "C" or better in all ATP courses taken during the quarter while on probation, will result in the student having to drop from the program and retake all courses in which a "D" grade was made. In which case, he must reapply for admission to the ATP program.

ANIMAL TECHNICIAN PROGRAM

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ATP 100 Principles of Surgery		3
ATP 102 Fundamentals of Animal Technology II		1
ATP 107 Clinical Chemistry		4
ATP 108 Clinical Chemistry		4
ATP 109 Radiology		2
ATP 118 Parasitology		3
ATP 125 Clinics		2
ATP 126 Clinics		2
ATP 133 Anatomy and Physiology		5
ATP 134 Anatomy and Physiology		5
LST 101 Life Studies: The Human Experience		5
LST 102 Life Studies: The Human Experience		5
LST 103 Life Studies: The Human Experience		5
MAT 140 Basic Mathematics		3
PSC 102 Physical Science		5
Physical Education as Required		

TOTAL 54

Sophomore Year

ATP 203 Preventive Medicine and Immunology	3
ATP 206 Ethics and Office Procedures	2
ATP 208 Pharmacology	1
ATP 212 Nutrition	3
ATP 227 Clinics	2
ATP 228 Clinics	17
ATP 229 Clinics	17

CWE 203 Cooperative Work Experience	15
PSY 101 Introduction to Psychology	5
Physical Education as Required	

TOTAL	65
GRAND TOTAL	119

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>
AEN 108 Drafting and Projections		5
AEN 110 Farm Machinery and Equipment		5
BBA 110 Principles of Accounting		5
BIO 222 General Botany or FOR 120 Forest Botany		5
LST 101 Life Studies: The Human Experience		5
LST 102 Life Studies: The Human Experience		5
LST 103 Life Studies: The Human Experience		5
FOR 191 Orientation		5
MAT 150 Basic Mathematics		5
Physical Education as required		

TOTAL	45
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<i>Courses</i>	<i>Summer</i>	<i>Hours</i>
FOR 241 Forest Protection		5
FOR 242 Forest Harvesting		3
FOR 243 Forest Industries		2
FOR 244 Forest Mensuration		5
FOR 246 Forest Safety		1

TOTAL	16
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<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
BBA 108 Business Communications		5
BBA 270 Business Law		5
FOR 192 Forest Wildlife Management		5
FOR 204 Plant Identification		5
FOR 205 Aerial Photo Interpretation		5
FOR 206 Environmental Ecology		5
FOR 207 Silviculture		5
FOR 222 Forest Surveying		5
FOR 245 Timber Management		5

FOR 255 Forest Recreation	5
Physical Education as required	

TOTAL	50
GRAND TOTAL	111

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. The Associate in Wildlife Technology Degree will be awarded the students completing the courses prescribed below.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
AEN 110 Farm Machinery and Equipment		5
BIO 101 Principles of Biology		5
FOR 120 Forestry Botany		5
FOR 190 Concepts of Natural Resource Conservation		5
FOR 191 Orientation		5
FOR 192 Forest Wildlife Management		5
LST 101 Life Studies: The Human Experience		5
LST 102 Life Studies: The Human Experience		5
LST 103 Life Studies: The Human Experience		5
MAT 150 Basic Mathematics		5
Physical Education as required		

TOTAL	50
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<i>Courses</i>	<i>Summer</i>	<i>Hours</i>
FOR 246 Forest Safety		1
FOR 260 Law Enforcement Procedures		5
FOR 261 Forest Game Management		5
FOR 262 Aquatic Resource Management		5

TOTAL	16
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<i>Courses</i>	<i>Sophomore</i>	<i>Hours</i>
BBA 108 Business Communications		5
BBA 270 Business Law		5
BIO 102 Principles of Biology		5
CRJ 200 Criminal Law I		5
FOR 204 Plant Identification		5
FOR 207 Silviculture		5
FOR 222 Forest Surveying		5
FOR 255 Forest Recreation		5
FOR 263 Advanced Wildlife Biology		5
Physical Education as required		

TOTAL	45
GRAND TOTAL	111

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.

CONCENTRATION IN CHILD AND FAMILY

This curriculum is appropriate for persons wishing to prepare for work with young children in public and private nursery schools, day care centers, child serving agencies, children's clinics and hospitals, and agencies dealing with family adjustment. Students who successfully complete this curriculum will receive the Associate in Home Economics degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
HEC 117 Foods and Nutrition or		
HEC 115 Foods5
HEC 203 Child Care or		
*PSY 221 Human Growth and Development5
HEC 212 Parent-Child Relations5
MAT 100 College Algebra or		
MAT 130 Basic Ideas of Mathematics5
**Electives10

Choose either 15 hours general education group below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
HIS 252 United States History	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
Physical Education as required	
	TOTAL 45

Summer

CWE 101-102-103 Cooperative Work Experience15
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Sophomore Year

HEC 211 Group Care of Young Children5
HEC 220 Personal and Family Finance5
HEC 225 Etiquette5
PSY 101 Introduction to Psychology5
SOC 293 Family Relations5
**Electives20
Physical Education as required	

TOTAL 45
GRAND TOTAL 105

*Prerequisite: PSY 101.

**Select 30 hours of electives from this list or other approved by advisor.

Courses

Hours

ABA 230 Income Tax5
ART 130 Art Structure or other art elective5
BBA 270 Business Law5
BIO 101 Biology5
BIO 102 Biology5
HEC 107 Interior Environment5
HEC 118 Food Production and Serving5
HEC 132 Quantity Food Production5
HEC 245 Supervision5
HOR 201 Principles of Horticulture5
MUS 101 Music Appreciation5
SSC 201 Afro-American Culture5
SPC 108 Speech5

CONCENTRATION IN CLOTHING AND TEXTILES

This curriculum is appropriate for persons wishing to prepare for work as a seamstress, sewing instructor, fabric buyer or fabric coordinator.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ART 130 Art Structure5
HEC 101 Basic Fashion5
HEC 110 Elements of Clothing Construction5
HEC 225 Etiquette5
MAT 100 College Algebra or		
MAT 130 Basic Ideas of Mathematics5
PSY 101 Introduction to Psychology5

Choose either 15 hour general education group below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
HIS 252 United States History	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
Physical Education as required	
	TOTAL 45

Summer

CWE 101-102-103 Cooperative Work Experience15
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Sophomore Year

HEC 214 Clothing Selection5
HEC 220 Personal and Family Finance5
HEC 224 Textiles5
HEC 230 Clothing — Special Problems5

*Select 25 hours of electives from this list or other approved by advisor.

Hours

ART 120 Art Structure	5
ART 216 Drawing	3
ART 217 Drawing	3
BBA 270 Business Law	5
HEC 107 Interior Environment	5
HEC 216 Craft Media	5
HEC 275 Home Furnishings	5
SSC 201 Afro-American Culture	5

This curriculum is appropriate for persons wishing to prepare for work in consumer relations, insurance companies, government positions related to the home, or private companies providing products for the home.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
HEC 100 Household Equipment		5
HEC 115 Foods		5
MAT 100 College Algebra <i>or</i>		
MAT 130 Basic Ideas of Mathematics		5
SPC 108 Speech		5
*Electives		10

Choose either 15 hour general education group below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
HIS 252 United States History	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
Physical Education as required	
	TOTAL 45

CWE 101-102-103 Cooperative Work Experience15

HEC 214 Clothing Selection	5
HEC 215 Housing	5
HEC 275 Home Furnishings	5
HEC 220 Personal and Family Finance	5
JRN 101 Introduction to Journalism	5

*Select 25 hours of electives from this list or other approved by advisor.

Hours

ART 130 Art Structure	5
BBA 108 Business Communications	5
BBA 270 Business Law	5
BIO 101 Biology	5
BIO 102 Biology	5
HEC 107 Interior Environment	5
HEC 110 Clothing Construction	5
HEC 118 Food Production and Serving	5
HEC 131 Food Purchasing	5
HEC 203 Child Care <i>or</i>	
**PSY 221 Human Growth and Development	5
HEC 224 Textiles	5
HEC 225 Etiquette	5
HEC 251 Nutrition	5
SOC 293 Family Relations	5
**Prerequisite: PSY 101.	

The curriculum is appropriate for persons wishing to prepare for work as a food consultant with agencies such as the dairy council, peanut growers association, food representative for different companies, demonstrator for food company, foods products and foods equipment.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BIO 101 Biology		5
HEC 115 Foods		5
HEC 118 Food Production and Service		5
MAT 100 College Algebra <i>or</i>		
MAT 130 Basic Ideas of Mathematics		5
PSY 101 Introduction to Psychology <i>or</i>		
SOC 105 Introduction to Sociology		5
*Electives		5

Choose either 15 hour general education group below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
HIS 252 United States History	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
Physical Education as required	
	TOTAL 45
	ACADEMICS 95

Summer

CWE 101-102-103 Cooperative Work Experience15

Sophomore Year

HEC 200 Food Service Equipment5
 HEC 245 Supervision5
 HEC 220 Personal and Family Finance5
 HEC 251 Nutrition5
 SPC 108 Speech5
 *Electives20
 Physical Education as required

TOTAL 45
 GRAND TOTAL 105

*Select 25 hours of electives from this list or others approved by advisor.

Courses

Hours

BIO 102 Biology5
 BIO 105 Principles of Microbiology5
 HEC 118 Food Production and Serving5
 HEC 127 Commercial Foods Management5
 HEC 131 Foods Purchasing5
 HEC 132 Quantity Food Production5
 HEC 203 Child Care *or*5
 **PSY 221 Human Growth and Development5
 HEC 225 Etiquette5
 HEC 255 Catering5
 HEC 256 Merchandising for Food Service5
 HEC 257 Food and Labor Cost Control5
 HEC 268 Restaurant Management5

**Prerequisite: PSY 101.

CONCENTRATION IN HOUSING, FURNISHINGS AND INTERIORS, AND EQUIPMENT

This curriculum is appropriate for persons wishing to prepare for work as a decorating consultant, kitchen plans consultant, decorator in private business, home furnishings coordinator and work with utility companies.

Courses

Freshman Year

Hours

ART 120 Art Structure *or*5
 ART 130 Art Structure5
 HEC 100 Household Equipment5
 HEC 100 Elements of Clothing Construction5
 MAT 100 College Algebra *or*5
 MAT 130 Basic Ideas of Mathematics5
 *Electives10

Choose either 15 hour general education group below.

Group I

ENG 101 Composition and Rhetoric
 HIS 252 United States History
 POL 201 American Government
 Physical Education as required

Group II

LST 101 Life Studies
 LST 102 Life Studies
 LST 103 Life Studies

TOTAL 45

Summer

CWE 101-102-103 Cooperative Work Experience15

Sophomore Year

HEC 107 Interior Environment5
 HEC 215 Housing5
 HEC 220 Personal and Family Finance5
 HEC 224 Textiles5
 HEC 275 Home Furnishings5
 PSY 101 Introduction to Psychology5
 *Electives15
 Physical Education as required

TOTAL 45
 GRAND TOTAL 105

*Select 25 hours of electives from this list or others approved by advisor.

Courses

Hours

ART 120 Art Structure *or*5
 ART 130 Art Structure5
 ART 216 Drawing3
 ART 217 Drawing3
 ART 240 Ceramics5
 BBA 270 Business Law5
 DED 171 Salesmanship5
 DED 172 Sales Promotion5
 DED 201 Principles of Marketing5
 HEC 216 Crafts Media5
 HOR 218 Interior Plantings and Decoration5
 SSC 201 Afro-American Culture5

CONCENTRATION IN HOME ECONOMICS IN BUSINESS

This curriculum is appropriate for persons wishing to prepare for work with utility companies, food manufacturers, packers, growers, and private owners of Home Economics related businesses.

Courses

Freshman Year

Hours

DED 171 Salesmanship5
 DED 172 Sales Promotion5

HEC 115 Foods <i>or</i>	
HEC 117 Foods and Nutrition5
HEC 100 Home Service Equipment5
MAT 100 College Algebra <i>or</i>	
MAT 130 Basic Ideas of Mathematics5
*Electives5

Choose either 15 hour general education group below.

Group I	Group II
ENG 101 Composition and Rhetoric	LST 101 Life Studies
HIS 252 United States History	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
Physical Education as required	

TOTAL 45

Summer

CWE 101-102-103 Cooperative Work Experience15
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Sophomore Year

BBA 270 Business Law5
HEC 214 Clothing Selection5
HEC 220 Personal and Family Finance5
HEC 225 Etiquette5
HEC 275 Home Furnishings5
PSY 101 Introduction to Psychology5
*Electives15
Physical Education as required	

TOTAL 45
GRAND TOTAL 105

*Select 20 hours of electives from this list or others approved by advisor.

Courses	Hours
ART 120 Art Structure <i>or</i>	
ART 130 Art Structure5
BBA 108 Business Communications5
DED 201 Principles of Marketing5
ECN 105 Principles of Economics5
HEC 107 Interior Environment5
HEC 118 Food Production and Serving5
HEC 132 Quantity Food Production5
HEC 251 Nutrition5
HOR 000 Elective5
SSC 201 Afro-American Culture5

CONCENTRATION IN HOMEMAKING

This curriculum is appropriate for persons who want to expand their knowledge of homemaking so they will be able to operate a home economically.

Courses	Freshman Year	Hours
HEC 100 Home Service Equipment5
HEC 115 Foods <i>or</i>		
HEC 117 Foods and Nutrition5
MAT 100 College Algebra <i>or</i>		
MAT 130 Basic Ideas of Mathematics5
PSY 101 Introduction to Psychology5
*Electives10

Choose either 15 hour general education group below.

Group I	Group II
ENG 101 Composition and Rhetoric	LST 101 Life Studies
HIS 252 United States History	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
Physical Education as required	

TOTAL 45

Summer

CWE 101-102-103 Cooperative Work Experience15
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Sophomore Year

HEC 203 Child Care <i>or</i>	
**PSY 221 Human Growth and Development5
HEC 214 Clothing Selection5
HEC 220 Personal and Family Finance5
HEC 224 Textiles5
HEC 225 Etiquette5
HEC 275 Home Furnishings5
SOC 293 Family Relations5
*Electives10
Physical Education as required	

TOTAL 45
GRAND TOTAL 105

*Select 20 hours of electives from this list or others approved by advisor.

Courses	Hours
ART 130 Art Structure5
BIO 101 Biology5
BIO 102 Biology5
ECN 105 Principles of Economics5
HEC 215 Housing5
HEC 216 Crafts Media5

HEC 107 Interior Environment5
HEC 110 Elements of Clothing Construction5
HEC 211 Group Care of Young Children5
HEC 212 Parent-Child Relations5
HEC 251 Nutrition5
HEC 255 Catering5
HOR 201 Principles of Horticulture5
SSC 201 Afro-American Culture5

**Prerequisite: PSY 101.

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. Students who complete this curriculum will receive the Associate in Home Economics degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 108 Business Communications5
HEC 117 Foods and Nutrition <i>or</i>		
HEC 115 Foods5
HEC 200 Food Service Equipment5
LST 101 Life Studies: The Human Experience5
LST 102 Life Studies: The Human Experience5
LST 103 Life Studies: The Human Experience5
MAT 150 Basic Mathematics5
PSY 101 Introduction to Psychology <i>or</i>		
SOC 105 Introduction to Sociology5
SPC 108 Fundamentals of Speech5
Physical Education as required		
	TOTAL	45

**CWE 101-102-103 Cooperative Work Experience15

Sophomore Year

BBA 110 Principles of Accounting5
HEC 118 Food Production & Service for Groups5
HEC 127 Commercial Foods Management5
HEC 131 Food Purchasing5
HEC 245 Supervision5
HEC 251 Nutrition5
HEC 257 Food and Labor Cost Control5
*Electives	10
Physical Education as required	

TOTAL 45
GRAND TOTAL 105

*Suggested Electives:

BBA 270 Business Law5
DED 290 Personnel Management5
HEC 107 Interior Environment5
HEC 132 Quantity Food Production5
HEC 255 Catering5
HEC 256 Merchandising for Food Service5
HEC 268 Restaurant Management5
SOC 260 Social Problems5

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

ORNAMENTAL HORTICULTURE TECHNOLOGY 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 required Freshman year courses and the course work prescribed in one of the three major options.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
AGY 125 Control of Weeds, Insects and Plant Diseases5
AGY 220 Soils and Fertilizers5
HOR 102 Horticultural and Turfgrass Equipment5
HOR 111 Ornamental Plant Identification I2
HOR 112 Ornamental Plant Identification II2
HOR 113 Ornamental Plant Identification III2
HOR 201 Principles of Horticulture5
LST 101 Life Studies5
LST 102 Life Studies5
*MAT 100 College Algebra <i>or</i>		
MAT 130 Basic Ideas of Math <i>or</i>		
MAT 150 Basic Mathematics5
LST 103 Life Studies: The Human Experience5
Physical Education as required		
	TOTAL	46

Summer

CWE 101-102-103 Cooperative Work Experience15

*Required for Landscape Gardening option.

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Flowershop and Greenhouse Management Option

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
BBA 100 Introduction to Business5
BBA 110 Principles of Accounting5
BBA 270 Business Law5
DED 171 Salesmanship5
DED 172 Sales Promotion5
HOR 211 Flowershop Management I5
HOR 212 Flowershop Management II5
HOR 218 Interior Plantings and Decoration3
HOR 221 Greenhouse Management I5
HOR 222 Greenhouse Management II5
HOR 241 Maintenance of Ornamental Plantings I3
Physical Education as required		
	TOTAL	51
	GRAND TOTAL	112

ORNAMENTAL HORTICULTURE TECHNOLOGY
Landscape Gardening and Maintenance Option

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
AEN 108 Drafting and Projections5
AEN 210 Surveying5
AEN 220 Drainage, Irrigation and Erosion Control3
BBA 110 Principles of Accounting5
DED 171 Salesmanship5
HOR 215 Basic Garden Planning5
HOR 216 Advanced Garden Planning and Landscape Construction5
HOR 231 Turfgrass Management I5
HOR 241 Maintenance of Ornamental Plantings I3
HOR 242 Maintenance of Ornamental Plantings II3
MAT 101 Trigonometry or		
MAT 116 Pre-Calculus5
Physical Education as required		
	TOTAL	49
	GRAND TOTAL	110

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Turfgrass Management Option

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
AEN 108 Drafting and Projections5
AEN 220 Drainage, Irrigation and Erosion Control3
BBA 110 Principles of Accounting5
BBA 270 Business Law5
DED 171 Salesmanship5
HOR 215 Basic Garden Planning5

HOR 216 Advanced Garden Planning and Landscape Construction5
HOR 231 Turfgrass Management I5
HOR 232 Turfgrass Management II5
HOR 241 Maintenance of Ornamental Plantings I3
HOR 242 Maintenance of Ornamental Plantings II3
Physical Education as required	

TOTAL 49
GRAND TOTAL 110

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. Students completing this prescribed course of study will receive the Certificate in Computer Science Technology.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
CSC 100 Introduction to Computer Science5
CSC 131 Introduction to Computer Programming5
CSC 134 Assembler I5
CSC 135 RPG I5
CSC 221 Fortran I5
CSC 222 Cobol I5
LST 101 Life Studies5
LST 102 Life Studies5
MAT 100 College Algebra5
Physical Education as required		

TOTAL 45

COMPUTER SCIENCE TECHNOLOGY
Two-Year Associate Degree Career Program

The Associate in Computer Science Technology Degree 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.

This program is not recommended for students who have a predicted freshman average grade of less than 1.5.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 110 Principles of Accounting5
BBA 111 Principles of Accounting5
CSC 100 Introduction to Computer Science5
CSC 131 Introduction to Computer Programming5
CSC 221 Fortran I5
CSC 222 Cobol I5
MAT 100 College Algebra5
MAT 235 Finite Mathematics5

STA 200 Statistics5
Physical Education as required	

TOTAL 45

Sophomore Year

BBA 100 Introduction to Business <i>or</i>	
BBA 108 Business Communications5
CSC 130 Systems Analysis5
CSC 134 Assembler I5
CSC 135 RPG I5
CSC 223 PL/1 I5
ENG 101 Composition and Rhetoric5
HIS 252 U.S. History5
POL 201 American Government5
Two from the following:	
CSC 200 Internship5
CSC 231 Fortran II5
CSC 232 Cobol5
CSC 233 PL/1 II5
CSC 234 Assembler II5
CSC 235 RPG II5
Physical Education as required	

TOTAL 50
GRAND TOTAL 95

PROGRAMS IN GENERAL BUSINESS LEADING TO THE ASSOCIATE DEGREE

The General Business Program with 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 90-110 academic hours in general and specific subjects. Some of them require internship as a part of the academic requirement. In others, however, it is at the option of the student.

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

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 "intern" the student in his office and then he is obligated to help place the student in a good position after graduation.

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, computer science, finance, accounting, and many others. The training that students receive in a General Business Program prepares them for positions such as these as well as for positions in governmental agencies.

Students who complete the requirements in one of the two-year General Business Program Options will be awarded the Associate in General Business Degree.

GENERAL BUSINESS PROGRAM

General Business Option

<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
MAT 100 College Algebra <i>or</i>		
MAT 130 Basic Ideas of Mathematics5
SEC 101 Typewriting5
SPC 108 Fundamentals of Speech5

Choose one of the general education groups below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
SOC 105 Introduction to Sociology	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
HIS 252 United States History	

TOTAL 50/55

Sophomore Year

ABA 230 Income Tax5
BBA 108 Business Communications5
BBA 111 Principles of Accounting5
CSC 100 Introduction to Computer Science5
CSC 131 Introduction to Computer Programming5
DED 201 Principles of Marketing5
DED 202 Business Organization & Management5
DED 290 Personnel Management5
ECN 106 Principles of Economics5
SEC 207 Office Management5
Physical Education as required	

TOTAL 50
GRAND TOTAL 100-105

GENERAL BUSINESS PROGRAM

Accounting Option

Students who complete this curriculum will receive the Associate in General Business degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 233 Financial Management5
BBA 100 Introduction to Business5
BBA 110 Principles of Accounting5
BBA 111 Principles of Accounting5
BBA 270 Business Law5
ECN 105 Principles of Economics5
MAT 100 College Algebra or		
MAT 130 Basic Ideas of Mathematics5
SEC 101 Typewriting5

Choose one of the general education groups below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
SOC 105 Introduction to Sociology	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
HIS 252 United States History	
Physical Education as required	
	TOTAL 55/60

Sophomore Year

ABA 225-226 Intermediate Accounting	10
ABA 230 Income Tax5
ABA 231 Introduction to Cost Accounting5
ABA 234 Accounting & Data Processing5
BBA 108 Business Communications5
CSC 100 Introduction to Computer Science5
DED 290 Personnel Management5
SPC 108 Fundamentals of Speech5
Physical Education as required	

TOTAL 45
GRAND TOTAL 100-105

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. Students completing the prescribed courses will receive the Associate in General Business degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 110 Principles of Accounting5
BIO 101 Principles of Biology5
BIO 211 Human Anatomy and Physiology5
SEC 207 Office Management5

Choose one of the general education groups below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
SOC 105 Introduction to Sociology	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
HIS 252 United States History	
Physical Education as required	
	TOTAL 35/40

Summer

CWE 101-102 Cooperative Work Experience	10
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Sophomore Year

BBA 108 Business Communications5
BBA 111 Principles of Accounting5
BBA 270 Business Law5
CSC 100 Introduction to Computer Science5
DED 201 Principles of Marketing5
DED 290 Personnel Management5
ECN 105 Principles of Economics5
*SEC 205 Office Machines5
STA 200 Statistics5
Physical Education as required	

TOTAL 45

Summer

CWE 201-202 Cooperative Work Experience	10
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GRAND TOTAL 100-105

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

GENERAL BUSINESS PROGRAM

AMA Associate Certificate in Administrative Management Option (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 General Business.

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

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 108 Business Communications5
*BBA 110 Principles of Accounting5
BBA 111 Principles of Accounting5
BBA 270 Business Law5
ECN 105 Principles of Economics5
ECN 106 Principles of Economics5
SEC 207 Office Management5

Choose one of the general education groups below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
SOC 105 Introduction to Sociology	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
HIS 252 United States History	
Physical Education as required	
	TOTAL 50/55

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

GENERAL BUSINESS PROGRAM Administrative Management Option

Successful completion of this program prepares the student for a position as Office Manager. This program is sponsored by the Administrative Management Society. The Associate in General Business degree is awarded upon completion of the prescribed courses.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 108 Business Communications5
BBA 110 Principles of Accounting5
BBA 111 Principles of Accounting5
CSC 100 Introduction to Computer Science5
ECN 105 Principles of Economics5
ECN 106 Principles of Economics5

Choose one of the general education groups below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
PSY 101 Introduction to Psychology	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
HIS 252 United States History	
Physical Education as required	
	TOTAL 45/50

Summer

CWE 101-102 Cooperative Work Experience	10
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Sophomore Year

ABA 230 Income Tax5
ABA 233 Financial Management5
BBA 270 Business Law5
DED 201 Principles of Marketing5
DED 202 Business Organization and Management5
DED 290 Personnel Management5
SEC 207 Office Management5
*STA 200 Statistics5
Physical Education as required	

TOTAL 40
GRAND TOTAL 95-100

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

GENERAL BUSINESS PROGRAM Public Administration Option

Successful completion of this program prepares the student for middle management positions in public administration. The program also will benefit those already employed in city government, county government, Family and Children's Services, and the Department of Transportation.

The Associate in General Business Degree is awarded upon completion of the prescribed courses.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 108 Business Communications5
BBA 110 Principles of Accounting5
BBA 270 Business Law5
ECN 105 Principles of Economics5
ENG 101 Composition and Rhetoric5
PAD 100 Introduction to Public Administration5
POL 201 American Government5
POL 202 State and Local Government5
PSY 101 Introduction to Psychology5
SOC 105 Introduction to Sociology5

TOTAL 50

CWE 101-102-103 Cooperative Work Experience (elective)	15
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Sophomore Year

BBA 111 Principles of Accounting5
CSC 100 Introduction to Computer Science5
DED 202 Business Organization and Management5
DED 290 Personnel Management5

ECN 106 Principles of Economics	5
HIS 251 U.S. History I, 1492-1865, <i>or</i>	
HIS 252 U.S. History II, 1865–Present	5
MAT 100 College Algebra, <i>or</i>	
MAT 130 Basic Ideas of Mathematics	5
PAD 200 Public Service and the Law	5
PAD 205 Problems and Issues in Public Administration	5
SPC 108 Fundamentals of Speech	5
Physical Education as required	

TOTAL 50
GRAND TOTAL 100/115

LST 101, 102, and 103 may be substituted for ENG 101, SPC 108, PSY 101.

SECRETARIAL SCIENCE PROGRAM

There are many job opportunities for secretaries in business, industry, Civil Service and State Merit System. The Secretarial Science Program with its various options qualifies a student for these secretarial jobs.

Students who complete the requirements in one of the two-year Secretarial Science Program Options will receive the Associate in Secretarial Science Degree. The student may elect to substitute LST 101, 102 and 103 for ENG 101, PSY 101 or SOC 105 and SSC 101.

SECRETARIAL SCIENCE PROGRAM General Secretary Option

This course of study is for the student who expects to secure a position as private and confidential secretary in business and industry, or in Civil Service or State Merit.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 100 Introduction to Business		5
SEC 101 Typewriting		5
SEC 102 Typewriting		5
SEC 103 Typewriting		5
SEC 104 Shorthand		5
SEC 105 Shorthand Dictation		5
SEC 106 Shorthand		5
BBA 108 Business Communications		5
BBA 110 Principles of Accounting		5
ECN 105 Principles of Economics		5
Physical Education as required		

TOTAL 50

Sophomore Year

*SEC 205 Office Machines	5
SEC 206 Transcription	5
SEC 207 Office Management	5
SEC 209 Secretarial Practice I	5
SEC 210 Secretarial Practice II	5
BBA 270 Business Law	5

TOTAL 30

Choose either general education group below.

<u>Group I</u>	<u>Group II</u>
POL 201	LST 101
HIS 252	LST 102
PSY 101	LST 103
ENG 101	
Physical Education as required	20/15

TOTAL 50/45
GRAND TOTAL 100/95

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

SECRETARIAL SCIENCE PROGRAM Executive Secretary Option

This option is designed for students who aspire to pass the Certified Public Secretary examination. It requires completing all the General Secretary Option requirements listed above plus the following courses:

BBA 111 Principles of Accounting	5
DED 202 Business Organization and Management	5
DED 290 Personnel Management	5

GRAND TOTAL 115

SECRETARIAL SCIENCE PROGRAM Medical Secretary 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>
BBA 100 Introduction to Business		5
BIO 211 Human Anatomy and Physiology		5
BIO 212 Human Anatomy and Physiology		5
SEC 101 Typewriting		5
SEC 102 Typewriting		5
SEC 103M Medical Typewriting		5
SEC 104 Shorthand		5
SEC 105 Shorthand Dictation		5
SEC 106M Medical Shorthand		5
BBA 108 Business Communications		5
Physical Education as required		

TOTAL 50

Sophomore Year

BBA 110 Principles of Accounting5
*SEC 205 Office Machines5
SEC 206M Medical Transcription5
SEC 207 Office Management5
SEC 209 Secretarial Practice I5
SEC 210 Secretarial Practice II5

TOTAL 30

Choose one of the general education groups below.

Group I	Group II
ENG 101	LST 101
PSY 101	LST 102
POL 201	LST 103
HIS 252	
Physical Education as required	

TOTAL 20/15

TOTAL 50/45

GRAND TOTAL 100/95

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

SECRETARIAL SCIENCE PROGRAM

Legal Secretary 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.

Courses	Freshman Year	Hours
BBA 100 Introduction to Business5
SEC 101 Typewriting5
*SEC 102 Typewriting5
SEC 103L Legal Typewriting5
SEC 104 Shorthand5
*SEC 105 Shorthand Dictation5
SEC 106L Legal Shorthand5
BBA 108 Business Communications5
BBA 110 Principles of Accounting5
CSC 100 Introduction to Computer Science5
Physical Education as required		

TOTAL 50

Sophomore Year

BBA 270 Business Law5
*SEC 205 Office Machines5
SEC 206L Legal Transcription5
SEC 207 Office Management5
SEC 209 Secretarial Practice I5
SEC 210 Secretarial Practice II5

TOTAL 30

Choose either general education group below.

Group I	Group II
PSY 101	LST 101
POL 201	LST 102
HIS 252	LST 103
ENG 101	
Physical Education as required	

TOTAL 50/45

GRAND TOTAL 100/95

*Each student who scores below 21 on Part 1 of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

SECRETARIAL SCIENCE PROGRAM

Court Reporting Option

This option is designed to prepare persons to become a court reporter. It requires completing all the Legal Secretary Option requirements listed above plus the following courses.

SEC 212 Court Reporting I5
SEC 214 Court Reporting II5

GRAND TOTAL 105/95

SECRETARIAL SCIENCE PROGRAM

Administrative Office Assistant Option

Courses	Freshman Year	Hours
BBA 100 Introduction to Business5
SEC 101 Typewriting5
*SEC 102 Typewriting5
SEC 103 Typewriting5
BBA 108 Business Communications5
BBA 110 Principles of Accounting5
CSC 100 Introduction to Computer Science5
*SEC 205 Office Machines5
DED 290 Personnel Management5
Physical Education as required		

TOTAL 45

Sophomore Year

BBA 270 Business Law5
ECN 105 Principles of Economics5
SEC 207 Office Management5
SEC 208 Machine Transcription5
SEC 209 Secretarial Practice I5
SEC 210 Secretarial Practice II5

TOTAL 30

Choose either general education group below.

Group I	Group II
HIS 252	LST 101
POL 201	LST 102
PSY 101	LST 103
ENG 101	

TOTAL 50/45
GRAND TOTAL 95/90

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

SECRETARIAL SCIENCE PROGRAM 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 teaches specific 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
BBA 100 Introduction to Business5
SEC 101 Typewriting5
SEC 102 Typewriting5
SEC 103 Typewriting5
SEC 104 Shorthand5
SEC 105 Shorthand Dictation5
SEC 106 Shorthand5
*SEC 205 Office Machines5
SEC 209 Secretarial Practice I5
SEC 210 Secretarial Practice II5
Physical Education as required		

TOTAL 50

Choose one of the general education groups below.

Group I	Group II
HIS 252	LST 101
POL 201	LST 102
ENG 101	

TOTAL 55/60

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

SECRETARIAL SCIENCE PROGRAM Clerical Option

This program provides a well-rounded general background. This program does not require shorthand. Upon graduation the student is qualified to do general clerical work.

Courses	Freshman Year	Hours
BBA 100 Introduction to Business5
BBA 108 Business Communications5
CSC 100 Introduction to Computer Science5
SEC 101 Typewriting5
SEC 102 Typewriting5
SEC 103 Typewriting5
*SEC 205 Office Machines5
SEC 208 Machine Transcription5
SEC 209 Secretarial Practice I5
SEC 210 Secretarial Practice II5
Physical Education as required		

TOTAL 50

Choose one of the general education groups below.

Group I	Group II
POL 201	LST 101
HIS 252	LST 102
ENG 101	

TOTAL 65/60

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

DISTRIBUTIVE EDUCATION PROGRAM

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

The cooperative plan provides learning activities in two types of situations: (1) formal

classes in school, and (2) supervised work experience in selected distributive business establishments. The occupational experience, coordinated by the instructor, constitutes the laboratory experience in a cooperative program.

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

Students who complete the requirements in one of the two-year Distributive Education Program options will be awarded the Associate in Distributive Education Degree. The student may elect to substitute LST 101, 102 and 103 for ENG 101, PSY 101 or SOC 105, and SSC 101.

DISTRIBUTIVE EDUCATION
General Merchandising Option

This program consists of organized subject matter and learning experiences related to a variety of sales and sales-supporting tasks performed by distributive employees and management personnel engaged primarily in selling various types of merchandise at retail or wholesale in department stores, variety stores, general merchandise stores, discount stores, catalog houses and wholesalers.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ART 130 Art Structure5
*DED 150 Principles of Distribution5
DED 151 Problems in Distribution		1-.5
DED 171 Salesmanship5
DED 172 Sales Promotion5
ECN 105 Principles of Economics5

Choose one of the general education groups below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
SOC 105 Introduction to Sociology	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
HIS 252 United States History	
Physical Education as required	
TOTAL 46-55	

<i>Summer</i>	
CWE 101-102 Cooperative Work Experience	10

<i>Sophomore Year</i>	
BBA 110 Principles of Accounting5
BBA 270 Business Law5
DED 201 Principles of Marketing5
DED 202 Business Organization and Management5
CWE 201-202 Cooperative Work Experience	10

DED 290 Personnel Management5
SPC 108 Fundamentals of Speech5
Physical Education as required	
TOTAL	40
GRAND TOTAL	96-105

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

DISTRIBUTIVE EDUCATION
Fashion Merchandising Option

This program consists of organized subject matter and learning experiences related to the variety of sales, fashion coordination, and sales-supporting tasks performed by distributive employees and management personnel in retail or wholesale establishments primarily engaged in selling clothing of all kinds, related articles for personal wear and adornment, and/or home furnishings and decorations.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ART 130 Art Structure5
*DED 150 Principles of Distribution5
DED 151 Problems in Distribution		1-.5
DED 171 Salesmanship5
DED 172 Sales Promotion5
ENG 102 Composition and Literature5
HEC 107 Interior Environment5
HEC 110 Elements of Clothing Construction5
Approved Elective5

Choose one of the general education groups below.

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
POL 201 American Government	LST 102 Life Studies
HIS 252 United States History	LST 103 Life Studies
Physical Education as required	

TOTAL	51/55
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<i>Summer</i>	
CWE 101-102 Cooperative Work Experience	10

<i>Sophomore Year</i>	
DED 201 Principles of Marketing5
DED 202 Business Organization and Management5
DED 290 Personnel Management5
HEC 101 Basic Fashions5
HEC 224 Textiles5
HEC 275 Home Furnishings5

SPC 108 Fundamentals of Speech5
Elective from Science-Math5
Physical Education as required	

TOTAL 40
GRAND TOTAL 106-110

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

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. Students who complete the requirements under this option will receive a Certificate in Distributive Education.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 270 Business Law5
*DED 150 Principles of Distribution5
DED 151 Problems of Distribution		1-3
DED 171 Salesmanship5
DED 172 Sales Promotion5
DED 201 Principles of Marketing5
DED 202 Business Organization and Operations5
CWE 101 Cooperative Work Experience5
Physical Education as required		

Choose one of the general education groups below

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
SOC 105 Introduction to Sociology	LST 102 Life Studies
POL 201 American Government	LST 103 Life Studies
HIS 252 United States History	
Physical Education as required	

TOTAL 50/55

*Each student who scores below 21 on Part I of the Comparative Guidance and Placement Test will be required to take Math 098 as a prerequisite.

DISTRIBUTIVE EDUCATION Insurance Option

This program consists of organized subject matter and learning experiences related to the tasks performed by sales and management personnel for insurance carriers of all types, or by agents representing carriers and brokers dealing in the sale or replacement of insurance contracts with carriers.

Upon successful completion 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
SEC 101 Typewriting5
SPC 108 Fundamentals of Speech5

Choose one of the general education groups below

<u>Group I</u>	<u>Group II</u>
ENG 101 Composition and Rhetoric	LST 101 Life Studies
POL 201 American Government	LST 102 Life Studies
HIS 252 United States History	

TOTAL 46/53

Sophomore Year

ABA 275 Property Insurance5
ABA 278 Casualty Insurance5
ABA 285 Problems in Insurance5
BBA 108 Business Communications5
DED 171 Salesmanship5
DED 201 Principles of Marketing5
DED 290 Personnel Management5
ECN 105 Principles of Economics5
Physical Education as required	

TOTAL 45
GRAND TOTAL 95-100

DISTRIBUTIVE EDUCATION Real Estate Option

This program consists of organized subject matter and learning experiences related to tasks performed by persons who act for themselves or as agents for others in real estate brokerages or other firms engaged in buying, selling, appraising, renting, managing, and leasing of real property.

Upon successful completion 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 Principles of Economics5

MAT 150 Basic Mathematics5
SEC 101 Typewriting5
SPC 108 Fundamentals of Speech5

Choose one of the general education groups below

Group I

ENG 101 Composition and Rhetoric
SOC 105 Introduction to Sociology
POL 201 American Government
HIS 252 United States History
Physical Education as required

Group II

LST 101 Life Studies
LST 102 Life Studies
LST 103 Life Studies

TOTAL 50/55

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 40

GRAND TOTAL 95-100

NURSE EDUCATION Two-Year Career Program

The Nurse Education Program 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.

During the nursing program, students will be expected to achieve satisfactorily on appropriate 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 to Nurse Education

All applicants for the nursing program should make an appointment for an interview with the Director of Nurse Education. To enter the Nurse Education Program, students must: 1) be eligible for admission to the college; 2) submit evidence of good 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 who do not meet college placement requirements or who have a PFAg below that required for college level courses must enroll in developmental studies. Students enrolled in the developmental studies are encouraged to enroll in additional elective courses for enrichment.

Any individual meeting the above requirements 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 reenter the nursing courses.

Cost of the Program

College fees are itemized under the schedule of expenses. Books for the first quarter will cost approximately \$100 and less for subsequent quarters. In addition, nursing students will need to purchase approved student uniforms and accessory items (approximately \$100.00) before entering the program. During the two-year period students in nursing will incur further expenses: transportation to clinical experience, National League for Nursing tests, liability insurance, Student Nurse Club and subscription to the official periodical, THE AMERICAN JOURNAL OF NURSING, and the graduate nurse pin. These should approximate \$250.00. Scholarships and loans are available and are described under the section on Financial Aid.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BIO 105 Principles of Microbiology5
BIO 211 Human Anatomy and Physiology5
BIO 212 Human Anatomy and Physiology5
HEC 252 Nutrition Fundamentals3
NUR 131 Fundamentals of Nursing I5
NUR 135 Fundamentals of Nursing II5
NUR 136 Fundamentals of Nursing III5
NUR 137 Fundamentals of Nursing IV5
PSY 101 Introduction to Psychology5
ENG 101 Composition and Rhetoric5
Physical Education as required		
	TOTAL	48

Sophomore Year

NUR 237 Advanced Nursing I5
NUR 238 Advanced Nursing II5
NUR 239 Advanced Nursing III5
NUR 240 Advanced Nursing IV5
NUR 241 Advanced Nursing V5
NUR 242 Review in Nursing5
PSY 221 Human Growth & Development5
SOC 105 Introduction to Sociology5
POL 201 American Government5
HIS 252 U.S. History II5
Physical Education as required	
	TOTAL 50
	GRAND TOTAL 98

CRIMINAL JUSTICE CURRICULUM

The Criminal Justice Curriculum is designed to prepare students for careers in the criminal justice system. Courses taken in the two-year Associate Degree program have been designed to include courses in general education and to provide a minimum of 60 quarter hours in the specialized field of law enforcement. Loan and grant funds are available in the Law Enforcement Program for students interested in this field.

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

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
CRJ 100 Introduction to Law Enforcement5
CRJ 105 Police Systems5
CRJ 110 Police Administration5
CRJ 115 Introduction to Corrections5
CRJ 120 Juvenile Delinquency5
LST 101 Life Studies: The Human Experience5
LST 102 Life Studies: The Human Experience5
MAT 130 Basic Ideas of Mathematics5
PSY 101 Introduction to Psychology or		
SOC 105 Introduction to Sociology5
Physical Education as required		

TOTAL 45

Sophomore Year

CRJ 125 Police Patrol and Services5
CRJ 135 Police Field Services Program or	
CRJ 235 Seminar in Corrections5
CRJ 200 Criminal Law I5
CRJ 210 Juvenile Procedures5
CRJ 215 Criminal Law II5
CRJ 220 Criminal Investigation or	
CRJ 230 Police Role in Deviant Behavior5
CRJ 225 Probation and Parole5
LST 103 Life Studies: The Human Experience5
SOC 260 Social Problems5
Physical Education as required	

TOTAL 45

GRAND TOTAL 90

SOCIAL WORK EDUCATION

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

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

The Social Work curriculum is a seven quarter program with Cooperative Work Experience being required as indicated. The student who completes the curriculum listed below will receive the Associate in Social Work Degree.

<i>Courses</i>	<i>Hours</i>
BIO 101 Principles of Biology5
BIO 102 Principles of Biology5
CWE 101-102-103 Cooperative Work Experience15
ENG 101 Composition and Rhetoric5

ENG 102 Composition and Literature5
HUM 222 Western World Literature5
HIS 211-212 Western Civilization I-II or	
HIS 251-252 U.S. History I-II	10
MAT 100 College Algebra or	
MAT 130 Basic Ideas of Mathematics5
POL 201 American Government5
PSY 101 Introduction to Psychology5
PSY 201 Social and Personal Disorganization5
SOC 105 Introduction to Sociology5
SOC 115 Introduction to Social Welfare5
SOC 260 Social Problems5
SOC 263 Social Work Methods5
SOC 293 Family Relations5
SOC 295 Behavioral Science Laboratory in Field Work5
SPC 108 Fundamentals of Speech5
Physical Education as required	

TOTAL 105

SOCIAL WORK EDUCATION: CHILD SPECIALIST OPTION

This is a seven-quarter program preparing child care specialists for employment in kindergartens, day care centers, TMR centers, and as teacher aides. The student who completes this curriculum will receive the Associate in Social Work degree.

<i>Courses</i>	<i>Hours</i>
PSY 101 Introduction to Psychology5
PSY 201 Social and Personal Disorganization5
PSY 221 Human Growth and Development5
SOC 105 Introduction to Sociology5
SOC 115 Introduction to Social Welfare5
SOC 260 Social Problems5
SOC 263 Social Work Methods5
SOC 293 Family Relations5
SOC 296 Behavioral Science Lab in Education5
MAT 130 Basic Ideas of Mathematics5
BIO 101 Principles of Biology5
BIO 102 Principles of Biology5
SPC 108 Fundamentals of Speech5
EDU 204 Introduction to Education5
EDU 205 Introduction to Educational Media5
SEC 101 Typewriting	0.5
Physical Education as required	

TOTAL 75/80

Choose one of the general education groups below.

<i>Group I</i>	<i>Hours</i>	<i>Group II</i>	<i>Hours</i>
LST 101 Life Studies5	ENG 101 Composition & Rhetoric5
LST 102 Life Studies5	ENG 102 Composition & Literature5
LST 103 Life Studies		ENG 222 Western World Literature5
HEC 251 Nutrition Fundamentals5	HIS 251 United States History I or	
HEC 225 Etiquette5	HIS 211 Western Civilization I5
HEC 203 Child Care5	HIS 252 United States History II or	
Physical Education as required.		HIS 212 Western Civilization II5
		POL 201 American Government5

TOTAL 30

TOTAL 30
GRAND TOTAL 105/110

DESCRIPTION OF COURSES

ABA 090 LEADERSHIP DEVELOPMENT: 2 hours. Designed to develop leadership ability via positive concepts of self and positive attitudes of self-management. Fall, Winter, Spring, Summer.

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. As required.

ABA 155 HOSPITAL ACCOUNTING: 5 hours. Prerequisite: Basic Accounting. The course of Hospital Accounting advances the student beyond the basic accountiing principles and practices to the specific application of these principles and practices as they are uniformly used in hospitals. As required.

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. As required.

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. As required.

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. As required.

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. As required.

ABA 226 INTERMEDIATE ACCOUNTING: 5 hours. Prerequisite: ABA 225 with a grade of C or better. A continuation of ABA 225 with accounting theory and practices as applied to cash, receivables, investments, price level changes, funds, cash flow statements, and related concepts. As needed.

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. As required.

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. As required.

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. As required.

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. Spring.

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 provision, and the current problems of property and liability insurance. As required.

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. As required.

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. As required.

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. Winter.

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. As required.

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. As required.

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 ORGANIZATION AND MANAGEMENT: 5 hours. Five discussions. A study of farm management with major emphasis upon decision-making and efficient use of farm resources. Fall, Winter, Spring.

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.

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 108 DRAFTING AND PROJECTIONS: 5 hours. Five 2-hours laboratory periods per week. Principles of orthographic projection, isometric drawing, and use of perspective in presentation drawing. Emphasis on lettering and working drawings. 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 121 DIESEL ENGINES, BASIC: 5 hours. Three discussions and two laboratory periods. A study of the construction, operation, and design of the diesel engine to include lubrication systems, superchargers, air intake systems, exhaust systems, and complete engine test procedures. Winter and Spring.

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

AEN 126 ELECTRONIC INSTRUMENTATION: 3 hours. One discussion and two laboratory periods. A survey of the types of electronic test instruments used by the hydraulic technician with practical exercises in their use. Fall and Spring.

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 131 DIESEL SERVICE SHOP: 5 hours. One discussion and four laboratory periods. A practical shop experience in the problems of diesel engine overhaul and testing. Winter and 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. As needed.

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 215 HYDRAULIC SERVICE SHOP: 5 hours. Two discussions and three laboratory periods. This course covers the overhaul and testing of individual hydraulic system components including pumps, motors, control valves, and hydrostatic transmissions. Winter.

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 221 IRRIGATION EQUIPMENT AND SYSTEM DESIGN: 5 hours. Three discussions and two laboratory periods. Study of the construction, performance, and maintenance of sprinkler irrigation hardware; the design, implementation, and maintenance of sprinkler irrigation systems for agricultural, commercial, and private operations; and the study of the comparative costs of various irrigation systems. As needed.

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 231 DIESEL PUMP SERVICE SHOP: 5 hours. Two discussions and three laboratory periods. This course covers the operation and maintenance of diesel pump and injector test equipment and the procedures for proper test of the common classes of diesel pumps and injectors. Spring.

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

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

AEN 281 ELECTRIC MOTORS AND CONTROLS: 5 hours. Three discussions and two laboratory periods. Basic electrical theory; study of the construction, operations, and maintenance of electric motors; electric motor ratings and performance characteristics; wiring electric motors and controls; use of electric controls as related to irrigation power supply and system operation; and use of electrical principles as applied to servicing and evaluating electrical equipment. 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 areas of interest. As needed.

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, Winter, Spring.

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. Winter, Spring, 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 Spring and Summer.

AGY 210 SOIL SCIENCE: 5 hours. Prerequisite: CHM 121. 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.

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. Fall, Winter and 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 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 120 HORSE PRODUCTION: 5 hours. Four discussions and one laboratory period. A study of nutrition, breeding, reproduction and diseases of horses. As needed.

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 student participating in Judging Team.) Fall.

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 Plains 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 and as needed.

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. As needed.

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. As needed.

ART 213 ART APPRECIATION: 5 hours. Five recitations each week. Presented as in 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 and Spring.

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 240 CERAMICS: 5 hours. An introduction to the materials and processes used in designing, constructing, glazing, and firing earthenware and stoneware clays. Emphasis will be placed upon hand-built rather than wheel-thrown pottery. As needed.

ATP 100 PRINCIPLES OF SURGERY: 3 hours. Discussion will cover history of surgery, asepsis, pre- & post-operative patient care, methods of sterilization, wound healing, infections, surgical techniques, instrumentation and suturing. Fall.

ATP 101 GENERAL SCIENCE: 5 hours. A survey of elementary fundamentals of chemistry, biology, pathology and microbiology. Fall.

ATP 102 MEDICAL TERMINOLOGY: 2 hours. A combined course embracing a study of medical terminology including prefixes, suffixes and root words, their meaning and pronunciation. Also a study of various breeds of animals, their use, husbandry, and restraint techniques. Fall.

ATP 107 CLINICAL CHEMISTRY: 4 hours. Three one-hour lectures and one two-hour laboratory period. Prerequisite: A grade of C or better in all previous ATP courses. This course is designed to instruct the student in the performance of laboratory diagnostic procedures. Winter.

ATP 108 CLINICAL CHEMISTRY: 4 hours. Three one-hour lectures and one three-hour laboratory period. Prerequisite: A grade of C or better in all previous ATP courses. A continuation of ATP 107, emphasizing clinical chemistry, use of blood chemistry equipment, and patient evaluation in intensive care. Spring.

ATP 109 RADIOLOGY: 2 hours. Two lecture periods. Prerequisite: A grade of C or better in all previous ATP courses. Course covers principles of radiology and radiation safety as it applies to the veterinary technician. Spring.

ATP 118 PARASITOLOGY: 3 hours. Two lectures and one two-hour laboratory period. Prerequisite: A grade of C or better in all previous ATP courses. A study of parasitology of domestic animals to include the pathogenic parasites. Also included will be a discussion of hematology of domestic animals. Winter.

ATP 125 CLINICS: 2 hours. Two three-hour laboratory periods. Prerequisite: A grade of C or better in all previous ATP courses. This is a multi-discipline course covering necropsy, microbiology, clinical pathology and medicine and surgery. Winter.

ATP 126 CLINICS: 2 hours. Two three-hour laboratory periods. Prerequisite: A grade of C or better in all previous ATP courses. A continuation of ATP 125. Spring.

ATP 133 ANATOMY AND PHYSIOLOGY I: 5 hours. Three lectures and two two-hour laboratory periods. Prerequisite: A grade of C or better in all previous ATP courses. A study of anatomy and physiology of domestic animals including the following systems: integument, musculoskeletal, circulatory, endocrine, and nervous systems. Winter.

ATP 134 ANATOMY AND PHYSIOLOGY II: 5 hours. Three lectures and two two-hour laboratory periods. Prerequisite: A grade of C or better in all previous ATP courses. A continuation of ATP 133. Spring.

ATP 203 PREVENTIVE MEDICINE AND IMMUNOLOGY: 3 hours. Three one-hour lecture periods. Prerequisite: A grade of C or better in all ATP courses. Discussions of disease prevention utilizing sound management methods for domestic animals. Immunological response and vaccination programs will be discussed. Fall, Spring.

ATP 206 ETHICS AND OFFICE PROCEDURES: 2 hours. Two one-hour lecture periods. Prerequisite: A grade of C or better in all previous ATP courses. A discussion of veterinary ethics as they apply to the technician. Veterinary office procedures and records keeping as they apply in a veterinary hospital. Fall, Spring.

ATP 208 PHARMACOLOGY: 1 hour. One one-hour lecture. Prerequisite: A grade of C or better in all previous ATP courses. Principles of pharmacodynamics in domestic animals. Fall, Spring.

ATP 212 NUTRITION: 3 hours. Three one-hour lectures. Prerequisite: A grade of C or better in all previous ATP courses. A study of the nutritional requirements of both normal and diseased domestic animals. Fall, Spring.

ATP 227 CLINICS: 2 hours. Two three-hour laboratory periods. Prerequisite: A grade of C or better in all previous ATP courses. A continuation of ATP 126. Winter, Spring.

ATP 228 CLINICS: 17 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of previously learned material and the acquisition of additional technical skills in

animal technology will be covered at the teaching hospital College of Veterinary Medicine, Athens, Ga. Summer.

ATP 229 CLINICS: 17 hours. Prerequisite: A grade of C or better in all previous ATP courses. A continuation of ATP 228. Fall, Spring.

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

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, and 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 and Summer.

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 atomic particles to ecosystems. General topics to be considered include molecular aspects of biology, the cellular basis of life, maintenance and integration of the organism, ecology, and man's place in nature. Fall, Winter, Spring and Summer.

BIO 102 PRINCIPLES OF BIOLOGY: 5 hours. Four lectures and one two-hour laboratory period. Prerequisite: Bio 101. Continuation of BIO 101. General topics to be considered include reproduction and development, responsiveness and coordination, evolution and natural selection, the origin of life, and man's place in nature. Fall, Winter, Spring and Summer.

BIO 105 PRINCIPLES OF MICROBIOLOGY: 5 hours. Four lectures, one two-hour laboratory period and one one-hour laboratory. 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 reproductions in seed bearing plants. On demand.

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

BIO 226 VERTEBRATE ZOOLOGY: 5 hours. Three lectures and two two-hour laboratory periods. Prerequisite: BIO 101 and 102 with a grade average of C or better. A brief taxonomic study of the Chordates followed by anatomy and physiology of the vertebrates. A study of vertebrate characteristics, structure, and function. Emphasis placed on evolutionary changes of the various vertebrate classes. Fall and Winter.

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. Four one-hour discussions and one three-hour laboratory period. Prerequisite: CHM 121. 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. Spring.

CHM 240 FUNDAMENTAL ORGANIC CHEMISTRY: 5 hours. Four lecture periods and one three-hour laboratory period. Prerequisite: CHM 122 with a grade of C or better. This course is designed for pre-professional students who are required to take biochemistry in their professional curricula. Includes basic descriptive phases of both aliphatic and cyclic compounds. As needed.

CHM 241 FUNDAMENTAL ORGANIC CHEMISTRY: 5 hours. Prerequisite: CHM 240 with a grade of C or better. This course is a continuation of CHM 240. As needed.

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.

CRJ 100 INTRODUCTION TO LAW ENFORCEMENT: 5 hours. An introduction to the philosophical and historical background; agencies and processes; purposes and functions. An evaluation of law enforcement today. Fall.

CRJ 101 BASIC LAW ENFORCEMENT: 13 hours institutional credit. Prerequisite: Approval by a recognized law enforcement agency. A basic law enforcement course designed for all peace officers. The course is 114 hours of classroom instruction and consists of the following topics as prescribed by the Georgia Peace Officers Standards and Training Council for the Recruit Minimum Curriculum: Introduction to Law Enforcement; Criminal Law; Evidence; Criminal Investigation; Patrol Procedures; Juvenile Procedures; Firearms; Accident Investigation; Community Relations; and First Aid.

CRJ 105 POLICE SYSTEMS: 5 hours. Police systems established in America and abroad; functions and activities, divisions and sub-divisions with responsibilities and functions of each. Contrasting of structures. Fall.

CRJ 110 POLICE ADMINISTRATION: 5 hours. An examination of the principles of organization, administration and functions of police departments. An evaluation of personnel policies, divisions, operations, command policies, and evaluation of the department as a whole. Winter.

CRJ 115 INTRODUCTION TO CORRECTIONS: 5 hours. Philosophical and historical background of corrections; European antecedents and the American evolution of correctional facilities and programs; survey of career opportunities. Winter.

CRJ 120 JUVENILE DELINQUENCY: 5 hours. The development of delinquent and criminal behavior; initial handling and proper referrals; preventive police techniques, and special police problems with juveniles. Spring.

CRJ 125 POLICE PATROL AND SERVICES: 5 hours. Organization, administration, and supervision of the patrol function. Responsibilities, techniques, and methods of police patrol. Various services and public assistance offered by police organizations. Spring.

CRJ 135 POLICE FIELD SERVICES PROGRAM: 5 hours. Prerequisites: CRJ 100, CRJ 115. Closed to in-service police officers. Provides supervised observation and participation in uniform patrol duty, investigation, communications, records, correction, or crime laboratory work. This course, which bridges the gap between theory and practice, requires ten (10) hours of field work experience and a two hour seminar per week. As needed.

CRJ 200 CRIMINAL LAW I: 5 hours. A study of the definition and classification of crimes. The course gives consideration to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth; defenses to criminal acts are considered. Fall.

CRJ 210 JUVENILE PROCEDURES: 5 hours. A course in organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; and juvenile statutes and court procedures. Fall.

CRJ 215 CRIMINAL LAW II: 5 hours. Laws of arrest, search and seizure, confessions, and signed statements, trial and courtroom procedures. Winter.

CRJ 220 CRIMINAL INVESTIGATION: 5 hours. Fundamentals of criminal investigation, crime scene search and recording, collection and preservation of evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up and case presentation. Winter.

CRJ 225 PROBATION AND PAROLE: 5 hours. History and philosophy of probation and parole; function and operation of parole boards; modern trends; examination of presentence investigation, selection, supervision of probationers and parolees. Spring.

CRJ 230 POLICE ROLE IN DEVIANT BEHAVIOR: 5 hours. The development of criminal behavior will be studied to provide an insight into casual 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.

CRJ 235 SEMINAR IN CORRECTIONS: 5 hours. Prerequisite: CRJ 115. Review of the causes of crime and delinquency; evaluation of preventive and rehabilitation methods and services. Spring.

CSC 100 INTRODUCTION TO COMPUTER SCIENCE: 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. Fall, Winter, Spring and 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, CSC 131. As needed.

CSC 131 COMPUTER PROGRAMMING I: 5 hours. Study of algorithms, flowcharts, decision tables, programs, programming languages, and data representation. Includes computer solutions to a variety of problems using one or more programming languages. As needed.

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

CSC 134 ASSEMBLER I: 5 hours. Computer structure; machine and assembler language programming; computer solution of a variety of problems using assembler language. Prerequisites: CSC 100, CSC 131. As needed.

CSC 135 RPG I: 5 hours. Prerequisites: Permission of instructor. An introduction to the RPG programming language, including translation of problem situations to RPG codings. As needed.

CSC 200 INTERNSHIP: 5 hours. Prerequisite: Taken only with permission of the academic advisor and the division chairman. Ten to fifteen hours per week work experience in operations and programming in the Center for Automation. Fall, Winter, Spring and Summer.

CSC 221 FORTRAN I: 5 hours. Prerequisite: Permission of instructor. An introduction to the FORTRAN programming language, including translation of problem situations to FORTRAN coding. Winter, Spring and Summer.

CSC 222 COBOL I: 5 hours. Prerequisite: Permission of instructor. An introduction to the COBOL programming language, including translation of business-oriented problem situations to COBOL coding. As needed.

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

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

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

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

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

CSC 235 RPG II: 5 hours. Prerequisite: CSC 135. An advanced study of the RPG programming language with emphasis on applications programming. As needed.

CWE 101, 102, 103 COOPERATIVE WORK EXPERIENCE: 5 hours each. A student placed in a work situation selected by his academic advisor in cooperation with the Director of Cooperative Education and properly registered with the College will receive academic credits. These credits may or may not be applicable to graduation requirements depending on the particular curriculum pursued. The advisor must have outlined the educational objectives to be acquired by the student and have the "co-oping" employer agree to provide the opportunity for the student to meet these objectives. Final grades will be assigned by the advisor as needed.

CWE 104 COOPERATIVE WORK EXPERIENCE: 10 hours. For students desiring to enroll for 10 hours in one quarter. As needed.

CWE 105 COOPERATIVE WORK EXPERIENCE: 15 hours. For students desiring to enroll for 15 hours in one quarter. As needed.

CWE 201, 202, 203 COOPERATIVE WORK EXPERIENCE: 5 hours each. Continuation of CWE 101, 102, 103.

CWE 204 COOPERATIVE WORK EXPERIENCE: 10 hours. For students desiring to enroll for 10 hours in one quarter. As needed.

CWE 205 COOPERATIVE WORK EXPERIENCE: 15 hours. For students desiring to enroll for 15 hours in one quarter. As needed.

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 and Spring.

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, markdown, inventories, unit control, model stocks, and budgeting. Winter.

DED 202 BUSINESS ORGANIZATION AND MANAGEMENT: 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. Spring.

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: 3 hours institutional credit. 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 and Summer.

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

DRA 103 STAGECRAFT: 5 hours. A broad study of technical theatre, with emphasis of 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. Fall and Spring.

DRA 203 ADVANCED ACTING: 5 hours. Prerequisite: DRA 102. A lecture-laboratory course continuing DRA 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. As needed.

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 099 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. Practical experience in a school setting is an integral part of the course and has the objective of providing 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. Two hour lab — two days per week; Fall, Winter, and Spring; 1 hour lab — two days per week; Summer.

EDU 205 INTRODUCTION TO EDUCATIONAL MEDIA: 5 hours. Two hours lectures and four hours laboratory periods per week. Prerequisite: EDU 204. To acquaint students with the application of media to educational purposes and to the development of the skills necessary to operate and utilize media hardware. Open to all students but required of students in social work education, child specialist option. As needed.

ENG 094 ORIENTATION FOR INTERNATIONAL STUDENTS: 2 hours institutional credit. Two class meetings per week. Assistance and advice in adapting to laws, mores, customs, procedures, and manner of communication unique to the United States, Georgia, and ABAC. Required for each international student enrolled at ABAC. Students may enroll in this course a maximum of six quarters.

ENG 095 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 096 WRITING LABORATORY: 5 hours. Institutional credit only. Intensive individualized instruction in English writing and composition. For students who have special writing problems that cannot be solved using traditional classroom teaching methods, and for students who fail to meet the requirements of the University System's Regents' Exam. Fall, Winter, Spring and Summer.

ENG 098 DEVELOPMENTAL ENGLISH: 5 hours institutional credit only. Five recitations each week. For students who exhibit marked deficiencies in the basic skills of written communication. The course will concentrate on fundamental sentence elements to provide students with an adequate background for successful composition. As students master the basic skills, they will receive intensive individualized instruction in more advanced techniques of composition. The final grade will be determined by a Student English Performance Level Examination, consisting of a usage section and a composition. Students demonstrating an adequate level of performance will go into LST 101 or ENG 101. Fall, Winter, Spring and Summer.

ENG 099 DEVELOPMENTAL ENGLISH: 5 hours institutional credit only. Five recitations each week. For students whose writing deficiencies require more than one quarter of remediation. This course will assume a certain degree of knowledge coming from ENG 098 and will contain both an intensification of previous studies and the introduction of additional material in order to better meet the special difficulties indicated by students' performance in ENG 098. Adequate scores on the Performance Level Examination will be necessary for a student to enter LST 101 or ENG 101. Fall, Winter, Spring and Summer.

ENG 101 COMPOSITION AND RHETORIC: 5 hours. Five recitations per week. Prerequisite: Placement or grade of C or better in ENG 098 or in ENG 099. 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 and Summer.

ENG 102 COMPOSITION AND LITERATURE: 5 hours. Five recitations each week. Prerequisite: ENG 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 ENG 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 and Summer.

ENG 105 COMPOSITION AND LITERATURE: 5 hours. (Honors). For honors students, this course replaces ENG 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 ENG 101 and 102. As needed.

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. ENG 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 ENG 203. Winter.

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 226 READINGS IN 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.

ENG 230 THE TERM PAPER: One hour institutional credit. Prerequisite: ENG 101, 102, or equivalent. Taught as a directed study. A course in the researching and writing of the research paper. Each student working with the instructor individually, is to research and write one long, fully-documented paper in his major or a field of his interest. Fall, Winter, Spring and 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 plantings 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 professions; forestry development in the United States; and basic rules pertaining to volume determining and computations. Fall, Winter and Spring.

FOR 192 FOREST WILDLIFE MANAGEMENT: 5 hours. Prerequisite: BIO 101 or permission of instructor. 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 204 PLANT IDENTIFICATION: 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. Fall and 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 206 ENVIRONMENTAL ECOLOGY: 5 hours. Four lectures and one 2-hour laboratory period. An introductory survey covering material cycles, energy and mineral resources, air and water pollution, soils and soil types, and the significance of these to economics and population distribution.

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 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. Prerequisite: FOR 191. 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. Prerequisite: FOR 191. A study of timber harvesting techniques with emphasis on techniques, problems, and equipment. Summer

FOR 243 FOREST INDUSTRIES: 2 hours. Prerequisite: FOR 191. A survey of forest industries with field trips to local plants. Laboratory. Summer.

FOR 244 FOREST MENSURATION: 5 hours. Prerequisite: FOR 191. 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: 5 hours. Four discussions and one two-hour laboratory periods. Prerequisite: FOR 191. A practical course in the basic techniques of managing a stand of timber in order that the greatest economical return may be secured by 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. Fall and Spring.

FOR 246 FOREST SAFETY: 1 hour. One hour discussion and demonstration. Prerequisite: FOR 191. Personal attitudes and procedures. Proper use of tools and safety equipment. The organizational approach to safety. Elementary first aid. Summer.

FOR 255 FOREST RECREATION: 5 hours. Three lectures and two two-hour 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 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 262 AQUATIC RESOURCE MANAGEMENT: 5 hours. Classroom instruction plus field work under actual working conditions. This includes taking water temperature, O² samples,

hardness readings, fish samples, working nets, seining, operating work boats, and fertilization of ponds. Summer.

FOR 263 ADVANCED WILDLIFE BIOLOGY: 5 hours. Four lectures and one laboratory period. Prerequisites: BIO 101, FOR 261-262. Designed to give the students knowledge pertaining to the practical application of biological techniques necessary for the management of wild game populations. Such areas as natural reproduction, artificial propagation, basic physiology, and sexing techniques will be incorporated. Fall and Winter.

FOR 270 DENDROLOGY: 5 hours. Three lectures and two 3-hour laboratory periods or field trips. Classification, distribution, identification, and silvical requirements of trees, shrubs, and other plants of importance to the management of forest resources.

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.

GGY 101 WORLD GEOGRAPHY: 5 hours credit. A world survey emphasizing population characteristics, environmental factors, geopolitical problems, and economic activity within the major geographical regions. As needed.

HEC 100 HOUSEHOLD EQUIPMENT: 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 INTERIOR ENVIRONMENT: 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 periods 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 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 117 FOODS AND NUTRITION: 5 hours. Three discussions periods and two two-hour laboratory periods. Designed to present the principles of nutrition as related to methods of preparation and service of the basic food groups. Winter.

HEC 118 FOOD PRODUCTION AND SERVING: 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 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 FOOD SERVICE EQUIPMENT: 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 211 GROUP CARE OF YOUNG CHILDREN: 5 hours. Three discussions and two laboratory periods. Planning experiences appropriate to age, interest, and background of the young child. Includes increasing responsibility for guiding groups of children in preschool situations. Emphasis on legislation, licensing, staff and purposes of group care. As needed.

HEC 214 CLOTHING SELECTION: 5 hours. A study of the selection of clothing and accessories during various life stages based on aesthetic, economic, psychological, and sociological aspects. Includes personal grooming, clothing care, repair and storage. As needed.

HEC 215 HOUSING: 5 hours. A basic course in housing which includes family housing needs, minimum standards, and types of dwellings in relation to house design and construction. As needed.

HEC 216 CRAFT MEDIA: 5 hours. A study of varied crafts for the family and home. Experimentation with various media and techniques. As needed.

HEC 220 PERSONAL AND FAMILY 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. 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 225 ETIQUETTE: 5 hours. This course is designed to equip the student with contemporary etiquette as it relates to personality and social development. As needed.

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 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. 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 transferable for Home Economics majors.) A study of the basic principles of nutrition and the relationship between the maintenance of health and these principles. Special attention will be given to therapeutic diets used in health care facilities. 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. As needed.

HEC 256 MERCHANDISING FOR FOOD SERVICE: 5 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. As needed.

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. As needed.

HEC 268 RESTAURANT MANAGEMENT: 5 hours. Four discussion. 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. As needed.

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, Spring and Summer.

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, and analysis of the principal social institutions with the factors and forces influencing them, and the economic aspect of society during this period. Fall, Winter, Spring and 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 of 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: 5 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.

HOR 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 planting. 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: 5 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, banquets, wedding, corsages, and emblems are included. Fall.

HOR 212 FLOWER SHOP MANAGEMENT II: 5 hours. A study of the principles involved in locating, managing and operating a flower shop. Advertising, buying, selling, and other business practices are discussed. Laboratory practices in arranging flowers for funerals, novelty and gifts, and decorations for public and private social functions are included. Spring.

HOR 215 BASIC GARDEN PLANNING: 5 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 216 ADVANCED GARDEN PLANNING AND LANDSCAPE CONSTRUCTION: 5 hours. This course is a continuation of Basic Garden Planning with emphasis on effective plant groupings. Structural features such as details of steps, walks, seats, walls, fences, and other landscape structures will be studied. Spring.

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: 5 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. Cultural and technical requirements of specific commercial cut flower crops are discussed. Fall.

HOR 222 GREENHOUSE MANAGEMENT II: 5 hours. A continuation of Greenhouse Management I with emphasis on pot plant culture, bedding plant culture, grading and standards of flower crops, planning cut flower and pot plant crop rotations and specific insect and diagnosis and control. Spring.

HOR 231 TURFGRASS MANAGEMENT I: 5 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 (odd number years).

HOR 232 TURFGRASS MANAGEMENT II: 5 hours. Elements of planning construction and maintenance of turfgrass for residential and industrial grounds, parks and roadsides will be emphasized. Spring (odd number years).

HOR 241 MAINTENANCE OF ORNAMENTAL PLANTINGS I: 3 hours. Theory and practice in the planting and care of ornamental trees, shrubs, vines and flower planting. 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 planting 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 190 HPER SEMINAR: 1 hour. Required every quarter for all HPER division majors. A course covering preparation for professional experiences normally lying outside the formal classroom, i.e.; professional societies, their use and function; current research; clubs; rules; legislation; extracurricular activities; sports officiating; etc. Fall, Winter, Spring and Summer.

HPE 201 DRIVER EDUCATION: 3 hours institutional credit. Designed to improve the driving skills of students and to inform them of traffic safety problems, including pedestrian, bicycle, motorcycle, and automobile. This is done in two phases: (1) 30 hours of classroom instruction and (2) 6 hours of driving laboratory. The classroom phase consists of learning experiences centered around instruction which includes lectures, discussion, film, outside resource persons, and case studies of traffic problems. The laboratory phase provides actual driving instruction in an automobile on rural roads, interstate highways, and in towns and cities. Fall, Winter, Spring and Summer.

HPE 209 PRACTITIONING: 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.

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. 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.

HPE 290 HPER SEMINAR: 1 hour. Continuation of HPE 190. Required every quarter of all HPER division majors. Fall, Winter, Spring and Summer.

HUM 221 WESTERN WORLD LITERATURE: 5 hours. Five recitations each week. Prerequisite: ENG 102 or permission of Division Chairman. 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 and Summer.

HUM 222 WESTERN WORLD LITERATURE: 5 hours. Five recitations each week. Prerequisite: ENG 102 or permission of Division Chairman. 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 and Summer.

JRN 100 BROADCAST-JOURNALISM WORKSHOP: 1 hour. Institutional credit only. Practical application of broadcasting techniques in the operation of WABR-FM and in the preparation of special TV programs at ABAC's TV facilities. A laboratory for students working on any of the campus publications. Open to all students regardless of major area of study. Fall, Winter, Spring and Summer.

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 215 RADIO-TELEVISION ANNOUNCING: 5 hours. Non-dramatic performance before microphone and camera. Application of techniques of delivery in the interpretation of radio-television copy (news, feature scripts, continuity, and commercials). Students will study ad-lib and interviewing techniques. As needed.

JRN 260 NEWS WRITING AND REPORTING: 5 hours. A study and practical application of basic news reporting, writing, and editing. Involvement in and contribution to one or more of various communications media on campus required. As needed.

LST 101 LIFE STUDIES: THE HUMAN EXPERIENCE: 5 hours. Prerequisite: Placement or grade of C or better in ENG 098 or in ENG 099. An inter-disciplinary introduction to the human condition embracing the disciplines of the social sciences and humanities. The purpose of this course is two fold: to aid students to a better understanding of the world around them through an examination of man's experience and to instruct students in the fundamentals of communications skills commonly associated with freshmen English composition courses with an emphasis on practical writing experiences. LST 101 emphasizes rights in conflict under the American system. This course examines the meaning of freedom and examines the conflicts growing out of the exercise of civil liberties. Communications skills are constantly reinforced, and contributions made to the human experience in the areas of the humanities are repeatedly stressed. Recommended for all students in career programs. Fall, Winter, or on demand.

LST 102 LIFE STUDIES: THE HUMAN EXPERIENCE: 5 hours. Prerequisite: LST 101. A continuation of LST 101 which centers around the theme of change. LST 102 examines the role of technology in creating change and explores the impact of change upon value systems, institutions, and individuals. A continued emphasis upon communications skills is maintained with increasing responsibility placed upon the students to write and speak clearly. Recommended for all students in career programs. Winter, Spring, or on demand.

LST 103 LIFE STUDIES: THE HUMAN EXPERIENCE: 5 hours. Prerequisite: LST 102. This course is the culmination of the three quarter sequence of interdisciplinary courses in the humanities and the social sciences. LST 103 turns the attention of the student inward to the question of identity. Using a broadly based and practical approach, the student is asked to examine the factors which have shaped his own personal identity. Personality theory, environment, institutions, and interpersonal relations are stressed in order to encourage greater self-awareness and social responsibility. Emphasis is placed upon independent problem solving, with supportive work drawn from the human experience as reflected in history and literature. By LST 103, the student is expected to have mastered basic writing and speaking skills, and intensive effort is devoted to insuring the development of communications skills at a level equivalent to the basic college level composition course. A final written theme is required of all students, and a grade of C or better in LST 103 is necessary for a student to be eligible to take the Regent's Examination. Spring, Fall, or on demand.

MAT 098 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. Summer, Fall and Winter.

MAT 099 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, Winter and Spring.

MAT 100 COLLEGE ALGEBRA: 5 hours. Prerequisite: Set by the mathematics department. Set theory, the real numbers, basic operations on algebraic expressions and algebraic fractions, functions and relations, theory of equations, system of equations, ratio and proportion, variation, exponents and radicals, complex numbers, inequalities, logarithmic and exponential functions. Summer, Fall, Winter and Spring.

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; and the principles and terminology of the new approach to mathematical education. Emphasis on mathematical systems, theory of set, real number system and cartesian coordinate system. Summer, Fall, Winter and Spring.

MAT 140 FUNDAMENTALS OF TECHNICAL MATHEMATICS: 3 hours. Designed for students in agricultural and medical programs. Emphasizes development of the number system as well as the explanation of all laws in the field. Major emphasis: Metric and British systems of measurement, ratio and proportions, percentages, mixtures and solutions, and elementary equations in algebra. The application of such topics is constantly impressed upon the student. Fall.

MAT 150 BASIC MATHEMATICS: 5 hours. A study of the basic mathematical processes and concepts, metric conversion, simple geometry and trigonometry with applications, percent, ratio and proportion and simple algebraic operations. Summer, Fall, Winter and 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, linear programming, probability. Fall, Winter and Spring.

MAT 253 ANALYTIC GEOMETRY AND CALCULUS: 5 hours. Prerequisite: A grade of C or better (or exemption) in trigonometry or pre-calculus. A study of the graphs of the straight line, the circle, conic sections, limits, continuity, introductory differentiation and applications. Winter, Spring and Summer.

MAT 254 CALCULUS II: 5 hours. Prerequisite: A grade of C or better in MAT 253. Further study of applications of derivatives, integral calculus, transcendental functions, and applications of integrals. Fall and Spring.

MAT 255 CALCULUS III: 5 hours. Prerequisite: A grade of C or better in MAT 254. Polar coordinates, vector calculus, three-dimensional analytic geometry, partial differentiation, and infinite sets. Winter.

MAT 256 CALCULUS IV: 5 hours. Prerequisite: A grade of C or better in MAT 255. A study of linear algebra, vector spaces, multiple integration and applications. Spring.

MOD 200 SOCIAL GRACES: 2 hours. Manners for men and women, animation and conversation, social and business etiquette, conversational do's and don'ts essential to all areas of life; basic visual poise, figure control, basic makeup, wardrobe and styling, and effective human relations.

MOD 201 PERSONALITY DEVELOPMENT: 2 hours. How to be popular and correct; charm for the career girl, group and individual influences on the personality; intermediate visual poise, fashion show, figure control, interviews, hair care and design.

MOD 202 ADVANCED MODELING: 2 hours. Advanced visual poise, advanced fashion modeling, professional makeup, photographic modeling, television modeling and haute couture fashion.

MUS 100 BEGINNING KEYBOARDS: 2 hours. Institutional credit only. Basic instruction in keyboard instruments. All students who plan to enroll in applied music and MUS 134 must pass the course with a grade of C or better, or they must exempt MUS 100. As needed.

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 122 INTRODUCTION TO MUSIC LITERATURE: 3 hours. An introductory survey of the music in the standard repertory of today. Spring and as needed.

MUS 134 ELEMENTARY MUSIC THEORY: 3 hours. Prerequisite: Grade of C or better in MUS 100 or exemption by examination. Part-writing of triads, sight-singing, dictation, and keyboard harmony. Some creative work. Fall.

MUS 135 ELEMENTARY MUSIC THEORY: 3 hours. Prerequisites: MUS 110 and MUS 134. Triads in inversions, dominant seventh chord, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Winter.

MUS 136 ELEMENTARY MUSIC THEORY: 3 hours. Prerequisites: MUS 110, MUS 134, MUS 135. Secondary seventh chords and inversions, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Spring.

MUS 181 (a, b, c) – MUS 281 (a, b, c) APPLIED MUSIC: 1 hour (3 hours per year). Prerequisite: MUS 099 or exemption by examination. One 25-minute lesson a week in piano, organ, or voice. Primarily for music majors but a limited number of non-majors may be accepted when schedules permit. A laboratory fee of \$15.00 per quarter is charged for each 25-minute lesson taken weekly. Fall, Winter and Spring.

MUS 182 (a, b, c) – MUS 282 (a, b, c) APPLIED MUSIC: 2 hours (6 hours per year). Pre-requisite: MUS 099 or exemption examination. Two 25-minute lessons a week in piano, organ, or voice. For music majors only. A laboratory fee of \$30.00 per quarter is charged. Fall, Winter and Spring.

MUS 188 (a, b, c) – MUS 288 (a, b, c) COLLEGE CHORALE: 1 hour (3 hours per year). A total of 6 hours credit may be earned. 3 rehearsals weekly. Open to all students who can qualify. Fall, Winter and Spring.

MUS 189 (a, b, c) – MUS 289 (a, b, c) CONCERT BAND: 1 hour (3 hours per year). A total of 6 hours credit may be earned. 3 rehearsals weekly. Open to all students who can qualify. Fall, Winter and Spring.

MUS 190 (a, b, c) – MUS 290 (a, b, c) JAZZ ENSEMBLE: 1 hour (3 hours per year). A total of 6 hours credit may be earned. 3 rehearsals per week. Open to all students who can suitably play a musical instrument. Gives students the opportunity to experience all types of jazz musical styles (blues, swing, rock, and improvisation) through the actual playing of instruments in a small combo group. Fall, Winter and Spring.

MUS 234 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 136. Borrowed chords, secondary dominants, modulation to related keys, and analysis of small forms. Fall.

MUS 235 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 234. Neapolitan and augmented sixth chords, chromatic chord forms, and advanced modulation, Winter.

MUS 236 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 235. Contemporary techniques, including quartal harmony, modes, synthetic and exotic scales, rhythmic devices and form. Spring.

NUR 131 FUNDAMENTALS OF NURSING I: 5 hours. Two lecture and nine hours laboratory a week. This course is an introduction to nursing and includes beginning concepts related to: the development, goals and functions of nursing; the contributions of nursing to the promotion and maintenance of health; the needs of the well individual from conception to death; the stresses which interfere with the individual's meeting his own needs; the nursing process; nursing intervention to meet the needs of the hospitalized patient's selected medically delegated activities and mathematics of dosage and solution. Fall.

NUR 135-136 FUNDAMENTALS OF NURSING II AND III: 10 hours. Six hours of lecture and eleven hours laboratory a week. Prerequisite: Grade of C or better in NUR 131 and BIO 211. This course comprises study of the technical nursing care of the adult who, due to illness, is unable to meet his own needs. The student is assisted in utilizing the nursing process to provide care for patients with problems resulting from stress due to: fluid and electrolyte imbalance; surgical intervention; inadequate supply and removal of gases; inadequate transportation of materials to and from cells; inadequate cellular nutrition; metabolic disturbances. The course will include concepts related to independent nursing functions and medially delegated responsibilities. The student is expected to utilize knowledge of pertinent scientific principles in each step of the nursing process. Winter.

NUR 137 FUNDAMENTALS OF NURSING IV: 5 hours. Two lecture hours and nine laboratory hours per week. Prerequisite: Grade of C or better in NUR 135-136 and BIO 212. This course is a continuation of FUNDAMENTALS OF NURSING II AND III. The course comprises study of the technical nursing care of the adult who, due to illness, is unable to meet his own needs. The student is assisted in utilizing the nursing process to provide care for patients with problems resulting from stress due to: sensory and motor dysfunction; fluid and

electrolyte imbalance; and disturbances in the proliferation and maturation of cells. This course includes concepts related to independent nursing functions and medically delegated responsibilities. The student is expected to utilize knowledge of pertinent scientific principles in each step of the nursing process. Spring.

NUR 237-238 ADVANCED NURSING I AND II: 10 hours. Seven lecture hours and eight of laboratory a week. Prerequisite: Grade of C or better in NUR 137 and BIO 105. Includes study and application of scientific principles related to the care of individuals who manifest mental illness or acute physical illness. Fall.

NUR 239-240 ADVANCED NURSING III AND IV: 10 hours. Seven hours lecture and eight laboratory a week. Prerequisite: PSY 221 and a grade of C or better in NUR 237-238. Focuses on the study of maternal-child health. The student is assisted in augmenting previously acquired concepts and skills with those which relate to the care of the obstetrical and pediatric patient. Winter.

NUR 241 ADVANCED NURSING V: 5 hours. Three lecture hours and six laboratory hours a week. Prerequisite: Grade of C or better in NUR 239-240. 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.) Three to five study sessions a week. Corequisite: NUR 241. Prerequisite: Grade of C or better in all other nursing courses. Required prior to graduation of all students. Students having an average of 85 or more in nursing courses may exempt the course. Spring.

PAD 100 INTRODUCTION TO PUBLIC ADMINISTRATION: 5 hours. Study of the fundamental principles of administration and their application to governmental operations: administrative organization, budgeting, planning, administrative law, personnel management, career. Offered on demand.

PAD 200 PUBLIC SERVICE AND THE LAW: 5 hours. Prerequisite: PL 101. A study of that portion of law which relates and defines limitations and requirements of public service functions. Offered on demand.

PAD 205 PROBLEMS AND ISSUES IN PUBLIC ADMINISTRATION: 5 hours. This course, utilizing a seminar approach, will consider such problems as operating and surviving a bureaucratic system, the politics of race, violence, poverty and environment, and problems peculiar to the State of Georgia, Tift County, and Tifton. The course is designed to assist students in solving current problems on their jobs as well as providing discussion on current topics through use of case study and outside speakers. Offered on demand.

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

PCS 228 HEAT, SOUND, AND LIGHT: 5 hours. Four recitations and one two-hour laboratory period. Prerequisite: PHY 227. 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. Four recitations and one two-hour laboratory period. Prerequisite: PHY 228. Fundamental laws of electricity and magnetism. Some of the newest developments in the general field of physics are discussed. As needed.

PED 100 HEALTH AND FIRST AID: 3 hours. Three class meetings per week. A course utilizing selected techniques of the team teaching process designed to provide the student with knowledge of current health problems including physical fitness, nutrition, first aid, drugs, pollution and major disease, and to encourage application of this knowledge for healthful living. MEN and WOMEN. Fall, Winter and Spring. Required of all Freshmen and transfer students.

PED 101 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 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 and Winter.

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 I: 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. Spring and Summer.

PED 106 VOLLEYBALL I: 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 I: 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 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 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 I: 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 and Spring.

PED 118 FOLK AND SQUARE DANCING II: 1 hour. Prerequisite: 107 with a grade of C or better. 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 high degree. MEN. Winter and 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 132 PHYSICAL FITNESS TO MUSIC: 1 hour. A course for college women involving several types of dancing (modern, jazz, square, ballet, folk) in various methods of exercise. Included in these methods are calisthenics and rhythmical rope jumping. Fall, Winter and Spring.

PED 135-136-137 ADAPTIVE PHYSICAL EDUCATION: 3 hours (1 hour each quarter). Two class meetings per week. This is a course designed individually for those students who have physical impairments, as attested to by a physician, which would prevent participation in physical education activity courses. Individualized programs as needed will include one or more of the following: walking, therapeutic exercise, modified weight training, modified swimming, and other appropriate forms of limited physical movement. Students whose physical condition excludes them from the therapeutic program will be instructed in selected areas of lifetime activities. Freshman MEN and WOMEN. Fall, Winter, Spring, and Summer.

PED 140 HORSEBACK RIDING: 1 hour. Two class meetings per week. A coeducational beginning course in which the basic elements of animal care and safety, and the fundamental skills of horseback riding are taught. Lecture and/or laboratory. Fall, Spring and Summer.

PED 150 BODY LANGUAGE: 1 hour. A course designed to develop grace and poise through use of ballet, jazz, modern, and folk dance. Fall, Winter and Spring.

PED 151 INTERNATIONAL FOLK DANCE: 1 hour. An introduction to traditional folk dances of the world, especially those which have served to perpetuate major ethnic cultures. The course is coeducational and will involve active participation in both dance and background study of each dance. Fall.

PED 152 SOCIAL DANCE I: 1 hour. A study of the development of ballroom dancing from past to present, especially those movements which are performed to popular music of today. The class is coeducational and in addition to contemporary dance will offer the cha-cha, tango, twist, hully-gully and jitterbug. Fall and Winter.

PED 153 INTRODUCTION TO MODERN DANCE: 1 hour. A study of dance in which the student learns self expression through the language of dance by studying improvisation, coreography, and movement techniques. Fall, Winter and Spring.

PED 154 TAP DANCE: 1 hour. An introductory course offering basic techniques in tap and soft shoe dancing. Winter and Spring.

PED 155 BALLET: 1 hour. A course of fundamental exercises in the leg and arm movements of ballet which are used to perform dance routines to various styles of music. Winter and Spring.

PED 156 JAZZ DANCING: 1 hour. The dynamic study of jazz techniques and styles, using a comprehensive range and variety of musical and rhythmical patterns. 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 I: 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 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. Fall, Spring and Summer.

PED 207 TRAMPOLINE: 1 hour. Prerequisite: PED 101. 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 PRACTITIONING: 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.

PED 221 TENNIS II: 1 hour. Prerequisite: A grade of C or better in PED 202. A continuation of Tennis I, offering the advanced player more practice in skills, strategy and techniques. MEN and WOMEN. Spring and Summer.

PED 222 SOCIAL DANCE II: 1 hour. Prerequisite: A grade of C or better in PED 152. A continuation of Social Dance I in which the more intricate skills in rhythmic body movement are examined and applied to as many social dance situations as possible. MEN and WOMEN. Winter and Spring.

PED 223 VOLLEYBALL II: 1 hour. Prerequisite: A grade of C or better in PED 106. A continuation of Volleyball I in which skilled players acquire the fundamentals of competitive team strategy and finesse. MEN and WOMEN. Spring and Summer.

PED 224 BASKETBALL II: 1 hour. Prerequisite: A grade of C or better in PED 104. A continuation of Basketball I where skilled participants practice advanced team strategy and finesse, including modern up-to-date offense and defense. MEN and WOMEN. Winter.

PED 225 FOLK AND SQUARE DANCE III: 1 hour. Prerequisite: A grade of C or better in PED 118. A continuation of Folk and Square Dance II in which emphasis is placed on perfecting performance skills. MEN and WOMEN. Spring.

PED 226 SOCCER II: 1 hour. Prerequisite: A grade of C or better in PED 117. This course deals with advanced techniques of European football which emphasizes highly developed team offense and defense. Persons enrolled for the course should ultimately become varsity caliber competitors. MEN and WOMEN. Spring.

PED 235-236-237 ADAPTIVE PHYSICAL EDUCATION: 3 hours (1 hour each quarter). A continuation of PED 135-136-137. Sophomore MEN and WOMEN. Fall, Winter, Spring and Summer.

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).

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). On demand.

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 in 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 099 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. 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. Four discussions and one two-hour laboratory period. A survey course dealing with elementary fundamentals of chemistry. Fall, Winter, Spring and Summer.

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 201 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 prenatal 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 and Spring.

RDG 099 BUILDING SKILLS: 5 hours institutional credit. Required of those who do not score satisfactorily on composition and reading placement tests. May be required to repeat if satisfactory progress is not made in first quarter. 1. Increase comprehension. 2. Develop vocabulary skills. 3. Adapt rate of reading to purpose. 4. Study habits and techniques. Informal laboratory with individual and small group work. Fall, Winter, Spring and Summer.

RDG 220 RATE EFFICIENCY: 2 hours institutional credit. For those students who have not experienced academic difficulty due to a reading deficiency. Emphasis is on the development of vocabulary and speed with adequate comprehension. Phrase reading, skimming, and scanning. Fall, Winter, Spring and Summer.

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.

REL 101 WORLD'S GREAT RELIGIONS: 5 hours. A brief introduction to the field of religion and religions, followed by a systematic comparative survey, historical and critical of the religions of the world. On demand.

SEC 099 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. Prerequisites: 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 103L LEGAL 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 MEDICAL 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 transcription abilities. Training in accurate writing and transcribing of shorthand from new matter dictation at a 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 a stenograph, with the introduction to a 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 LEGAL 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 MEDICAL 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 LEGAL 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 MEDICAL 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 TRANSCRIPTION: 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 212 COURT REPORTING I: 5 hours. An advanced dictation/transcription course of unfamiliar legal and courtroom materials; testimony, jury charges, etc. Prerequisite: A dictation speed of 120 WPM on medium difficult material; a transcription speed of 40 WPM with 98% accuracy. As needed.

SEC 214 COURT REPORTING II: 5 hours. Prerequisite: A dictation speed of 140 WPM on legal materials; a transcription speed of 50 WPM with 98% accuracy. Actual courtroom experience in recording multiple voice conversations that exist in the courtroom. As needed.

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. On demand.

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 with a grade of C or better. 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. Five discussion periods. A study of both general and special contemporary social problems in our times. The problems are considered in the social

and cultural setting in which they occur. The emphasis is upon the people and their behavior. Fall and Spring.

SOC 263 SOCIAL WORK METHODS: 5 hours. Prerequisite: SOC 115 with a grade of C or better. 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 263 with a grade of C or better. 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.

SOC 296 BEHAVIORAL SCIENCE LAB IN EDUCATION: 5 hours. Prerequisites: EDU 204 and SOC 115 with grades of C or better. Field experience supervised by faculty in an educational setting. Students will be assigned to an environment primarily devoted to the training and the education of pre-school and kindergarten children. 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 or special permission. 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: SPN 101 or the equivalent. A continuation of SPN 101. Winter and as needed.

INDEX

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

SSC 098 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 and Spring.

SSC 099 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 and Summer.

SSC 201 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.

ABAC Foundation	23
Academic Exclusion	54
Academic Regulations	51
Accreditation and Memberships	18
Admissions	30
Alumni Association	23
Appeal from Academic Exclusion	54
Appeal of Grades	54
Athletic Programs	49
Auditors	31
Building and Grounds	21
Calendar, 1975-76	4
CAREER AND	
TECHNOLOGICAL PROGRAMS ..	81
Accounting Option	106
Administrative Office Assistant	
Option	113
Administrative Management Option ..	107
Agri-Business Technology	84
Agri-Science Technology	82
Agricultural & Industrial	
Equipment Technology	85
AMA Associate Certificate in	
Administrative Management	107
Animal Technician	88
Certificate in Merchandising	
Option	118
Clerical Option	115
Computer Science Technology	103
Criminal Justice	122
Court Reporting Option	113
Distributive Education	115
Executive Secretary Option	111
Fashion Merchandising Option	117
Forest Technology Career Program ..	90
General Business Programs	104
General Merchandising Option	116
General Secretarial Option	110
Home Economics Technology	92
Hospital Business Manager Option ..	106
Insurance Option	118
Real Estate Option	119
Legal Secretarial Option	112
Medical Secretarial Option	111
Nurse Education	120
Ornamental Horticulture	
Technology	101
Social Work Education	123
Stenographer-Typist Option	114
Wildlife Technology Career Program ..	91
Career Planning & Placement	45
Classification of Students	51

College Level Examination Programs ...	52
COLLEGE PARALLEL PROGRAMS ...	58
Agricultural Engineering	61
Agricultural Mechanization	61
Agriculture	61
Art	68
Biology	70
Business Administration	64
Chemistry	70
Dental Hygiene-Pre	70
Dentistry-Pre	71
Distributive Education	65
Elementary Education and/or	
Secondary Education	73
Elementary, Junior High and	
Special Education	73
English	69
Environmental Health	71
Forestry and/or Wildlife	
Management	62
History	76
Home Economics	62
Journalism	68
Mathematics/Physics	71
Medicine-Pre	71
Music	69
Nursing-Pre	71
Pharmacy-Pre	72
Physical Education	66
Physics	71
Psychology	77
Political Science	76
Recreation	67
Secondary Education	74
Sociology	77
Sociology: Option in Criminal	
Justice	75
Sociology: Option in Social Work ...	75
Sociology: Option in Urban Life ...	75
Speech-Drama	69
Veterinary Medicine-Pre	72
Communications Media	48
Conduct Information and Regulations ...	39
Counseling, Advisement and Orientation ..	38
Continuing Education	28
Cooperative Education	78
Core Curriculum	59
Course Descriptions	125
Course Load and Attendance	51
Credit by Examination	52
Dean's Honor List	55
Description of Courses	125

Developmental Studies	34
Developmental Studies, Center for	57
Directory for Correspondence	cover
Disruptive Behavior	40
Division of Agriculture, Home Economics and Forestry	61
Division of Business Administration	64
Division of Health, Physical Education and Recreation	66
Division of the Humanities	68
Division of Science and Mathematics	70
Division of Social Science	73
Early Admissions	32
Educational Opportunity Grants	44
English-Reading	55
Expenses and Fees	36
Examinations Required	53
Faculty	10
Family Education Rights and Privacy Act of 1974	25
Fees	36
Financial Aid	41
Food Service	39
Foreign Students	32
General Information	18
Georgia Coastal Plain Experiment Station	20
Grades, Change of	58
Grading System	53
Graduation Requirements	55
History	18
Honors Day	55
ICCI	34
Intramural Activities	48
Irregular Students	34
JETS	32
Legal Resident and Non-Resident Classification of Students	35

Loan Funds	43
Location	20
Medical Services	38
Officers of Administration	9
Philosophy and Purposes	19
Physical Education Requirements	51
Placement by Examination	52
Policies for Release of Information	23
Proficiency Examination Program	52
Provisional Acceptance	33
Readmissions	32
Regents' Testing Program	56
Regents, University System of Georgia	8
Repeated Courses	54
Rural Development Center	20
Schedule, Change of	51
Scholarships	41
Special Fees and Charges	36
Status of Graduates	56
Student Activities	47
Student Center	47
Student Financial Aid	41
Student Government Association	47
Student Housing	39
Student Publications	48
Student Personnel Services	38
Student Responsibility	2
Table of Contents	3
Transcript of Student Record	55
Transfer of Students	31
Transient Students	31
Veterans	31
Violations	39
Vocational Rehabilitation	45
Withdrawal from College	57
Work Opportunities	45

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