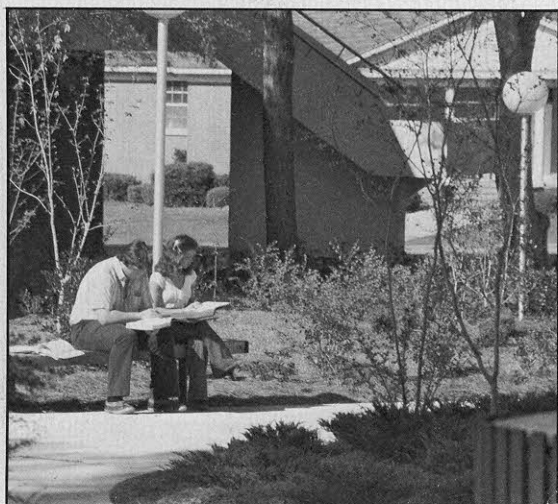


ABAC

Abraham Baldwin
Agricultural College

CATALOG 1979-80

FOR OFFICE
USE ONLY



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| Student Activities. | Assistant Dean of Student Affairs | 386-3233 |

BULLETIN

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

ABAC STATION
TIFTON, GEORGIA

Volume XLV, No. 1

July 1, 1979



A comprehensive coeducational college

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

ABAC is an Affirmative Action/Equal Employment and Educational Opportunity Institution

THE COLLEGE CATALOG

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Abraham Baldwin Agricultural College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of the Registrar. It is especially important that each student note that it is his/her responsibility to keep himself/herself apprised of current graduation requirements for his/her particular degree program.

FAILURE TO MEET FINANCIAL OBLIGATIONS

College expenses are payable in advance. Abraham Baldwin Agricultural College has reserved and intends to exercise the right to withhold copies of education records and/or to disenroll students who owe the institution money.

STUDENT RESPONSIBILITY

It is the responsibility of the student to read this catalog, official announcements, official bulletin boards, the Student's 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.

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.

HANDICAPPED DISCRIMINATION PROHIBITED

Abraham Baldwin Agricultural College is required by Section 504 of the Rehabilitation Act of 1973 not to discriminate in admission or access to, or treatment or employment in, its programs and activities. ABAC has designated the Dean of Student Personnel Services and the Personnel Director as the responsible individuals in the areas of handicapped student problems and handicapped employee problems, respectively.

SEX DISCRIMINATION PROHIBITED

Abraham Baldwin Agricultural College is required by Title IX Education Amendments of 1972 not to discriminate in education programs and activities on the basis of sex. This requirement extends to employment and admissions. Interested parties may inquire about the application for Title IX through ABAC's Title IX Coordinator, or Director of Office for Civil Rights.

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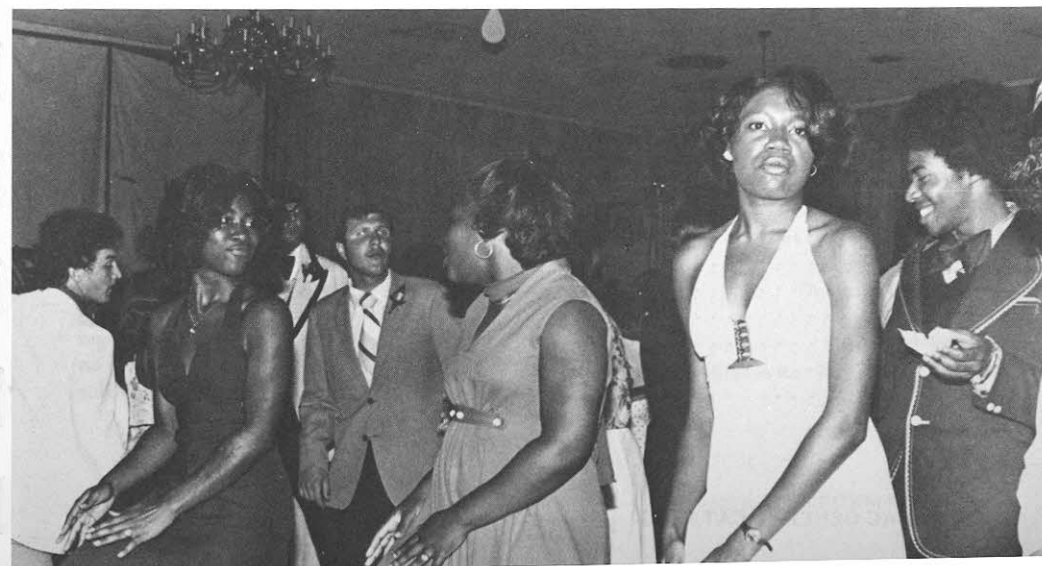
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general information



CALENDAR

SUMMER QUARTER, 1979

Fiscal Year and Quarter Code 801

| | |
|--------------|---|
| May 30 | Last day for making application for summer quarter |
| June 17 | Freshman dormitory students report 3:00-5:00 p.m. |
| June 18 | Orientation for first time entering freshmen |
| June 19 | Registration for all students, 8:00-12:00 noon |
| June 20 | Classes begin |
| June 22 | Last day for drop/add and late registration |
| July 4 | Holiday |
| July 23 | Withdrawal without penalty deadline (noon) |
| July 25 | Mid-quarter deficiency report due |
| August 20-22 | Final examinations |
| August 23 | End of Quarter — Grades due in the Registrar's Office |

FALL QUARTER, 1979

Fiscal Year and Quarter Code 802

| | |
|-----------------|--|
| August 29 | Last day for filing application for admission |
| September 12 | New Faculty members report |
| September 13-14 | Fall Faculty Workshop and Pre-Planning Sessions |
| September 16-18 | Final New Student Orientation Period |
| September 18 | Registration for new students |
| September 19 | Registration for former students |
| September 20 | Classes begin for all students |
| September 24 | Last day for drop/add and late registration |
| October 25 | Withdrawal without penalty deadline (noon) |
| October 29 | Mid-quarter deficiency report due |
| November 22-23 | Thanksgiving Holidays (begin at noon on November 21) |
| December 3 | Classes end |
| December 4-6 | Final examinations |
| December 7 | End of Quarter — Grades due in Registrar's Office |

WINTER QUARTER, 1980

Fiscal Year and Quarter Code 803

| | |
|-------------|--|
| December 12 | Last day for filing application for admission |
| January 1 | Dormitories open at 2:00 p.m. Dining hall opens for evening meal |
| January 2 | Registration and New Student Orientation |
| January 3 | Classes begin |
| January 7 | Last day for drop/add and late registration |
| February 6 | Withdrawal without penalty deadline (noon) |
| February 11 | Mid-quarter deficiency report due |
| March 12 | Classes end |
| March 13-15 | Final Examinations |
| March 17 | End of Quarter — Grades due in Registrar's Office |

SPRING QUARTER, 1980

Fiscal Year and Quarter Code 804

| | |
|----------|---|
| March 4 | Last day for making application for spring quarter |
| March 23 | Dormitories open 2:00 p.m. Dining hall opens for evening meal |
| | New Student Orientation |
| March 24 | Registration |
| March 25 | Classes begin |
| March 27 | Last day for drop/add and late registration |
| April 28 | Withdrawal without penalty deadline (noon) |
| May 7 | Honors Day |
| May 1 | Mid-quarter deficiency report due |
| June 2 | Classes end |
| June 3-5 | Final Examinations |
| June 6 | End of Quarter — Grades due in the Registrar's Office |
| June 7 | Graduation |

SUMMER QUARTER, 1980

Fiscal Year and Quarter Code 811

| | |
|--------------|---|
| May 28 | Last day for making application for summer quarter |
| June 15 | Freshman dormitory students report 3:00-5:00 p.m. |
| June 15-16 | New Student Orientation |
| June 17 | Registration for all students, 8:00-12:00 noon |
| June 18 | Classes begin |
| June 20 | Last day for drop/add and late registration |
| July 4 | Holiday |
| July 21 | Withdrawal without penalty deadline (noon) |
| July 24 | Mid-quarter deficiency report due |
| August 15 | Classes end |
| August 18-20 | Final Examinations |
| August 21 | End of Quarter — Grades due in the Registrar's Office |

FALL QUARTER, 1980

Fiscal Year and Quarter Code 812

| | |
|-----------------|---|
| September 1 | Last day for filing application for admission |
| September 17 | New Faculty members report |
| September 18-19 | Fall Faculty Workshop and Pre-Planning Sessions |
| September 21-23 | Final New Student Orientation Period |
| September 23 | Registration for new students |
| September 24 | Registration for former students |
| September 25 | Classes begin for all students |
| October 28 | Midquarter — Noon |
| November 27-28 | Thanksgiving Holidays |
| December 8 | Classes End |
| December 9-11 | Final Examinations |
| December 12 | End of Quarter — Grades due in Registrar's Office |

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*Educational Leave of Absence

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McALLISTER, ALAN D. — Assistant Professor of Forestry — B.S.F., Forestry, and M.F.R., Forest Resources, University of Georgia.

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

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MERRILL, MELVIN LEWIS — Director of Development — B.S., Animal Husbandry, and M.B.A., Business Administration, Berry College.

MILAM, THOMAS R. — Professor of Social Science and Chairman of Division of Social Science; Coordinator of Federal Programs and Director of AIDP — B.S.Ed., Social Science, Bethel College; M.A., Social Science and Educational Administration, George Peabody College; Ed.D., Social Science Curriculum, Auburn University.

MILLER, HENRY ALBERT, JR. — Assistant Dean of Student Affairs and Instructor in Social Science — B.A., History, Emory University; M.Ed., Educational Administration and Social Science, University of Georgia.

MOODY, THOMAS K. — Assistant Professor of Physical Education — B.S., Health and Physical Education, Georgia Southern College; M.S.T., Physical Education, Georgia Southern College.

MORGAN, BARBARA — Assistant Professor of Social Science — B.S., Elementary Education, Georgia Southern College; M.Ed., Guidance and Counseling, West Georgia College.

MOTT, LEONA REDDICK — Assistant Professor of English — A.B., English, Spelman College; M.A., English, West Georgia College.

MYERS, JAMES LEROY — Instructor in Computer Science — B.S., Mathematics, South Carolina State College; M.S., Teaching of Computer Science, University of Illinois.

NEWKIRK, KENNETH M. — Temporary Coordinating Counselor for Special Services/ Upward Bound Programs — B.A., Sociology, Morris Brown College; M.Ed., Guidance and Counseling, Valdosta State College.

OSBORN, MRS. CHASE S. — Distinguished Professor of Humanities — A.B. and A.M., University of Michigan.

OVERMAN, JOHN D. — Instructor in Distributive Education — B.S.Ed. Distributive Education, Central Missouri State College; M.Ed., Vocational Education, University of Arkansas.

OWENS, MARY G. — Temporary Part-time Instructor in Distributive Education — Professional Modeling, Cours International; Fashion Merchandising, University of Paris.

PARKER, ALICE N. — Temporary Part-time Instructor in Special Studies English — B.A., English, Columbia College; M.A., English, Clemson University. (Fall Quarter).

PARKER, EARL S. — Associate Professor of Biology — B.S.Ed., and M.Ed., General Science, Georgia Teachers College; Ph.D., Botany, University of Georgia.

PATE, ANDREA M. — Assistant Professor of Health, Physical Education and Recreation — B.S.Ed. and M.S.T., Physical Education, Georgia Southern College.

PFEIFFER, CHARLOTTE SMITH — Temporary Part-time Instructor in English — A.B., English, Wesleyan College; M.A., English, University of Georgia; and Ph.D., English, Georgia State University.

PHILLIPS, KATHRYN ANN — Temporary Part-time Instructor in Special Studies Reading — B.A., Education, Avila College; M.S.Ed., Reading, Central Missouri State University. (Fall Quarter).

PHILPOT, BARNEY LEE — Temporary Instructor in Criminal Justice — B.S., Sociology/ Anthropology, Valdosta State College.

POWELL, GEORGE W. — Professor of Biology and Chairman of Division of Science-Mathematics — B.S., Dairying, Clemson Agricultural College; M.S. and Ph.D., Animal Nutrition, University of Georgia.

RAY, ROSALYN — Associate Professor of English — B.A., English, Mercer University; M.A., English, George Peabody College for Teachers.

REEVES, RODNEY D. — Guidance Coordinator, Business Careers Preparation Program — B.S., Business Administration, Baptist College at Charleston; M.A., Student Personnel, Appalachian State University; Ed.S., Florida State University. (Project concluded 2/28/79).

REUTER, FREDERICK P. — Professor and Chairman, Division of Health, Physical Education and Recreation — B.Ed., Physical Education, Illinois State University; M.S., Physical Education and Educational Administration, University of Illinois; Ed.D., Educational Administration, New York University.

*ROBERTS, GARY L. — Associate Professor of History — A.B. and M.A., History, Georgia Southern College.

ROBERTS, A. KENNETH — Temporary Part-time Instructor in Distributive Education.

ROBINSON, BOBBIE ANN — Assistant Professor of English — B.A. and M.A., English, Valdosta State College.

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

SAVAGE, ANDREA H. — Assistant Professor of Humanities — B.A., English, Baylor University; M.A., English, Colorado State University.

SCOTT, GEORGE R. — Assistant Professor of English — A.B.J. and M.A., Journalism, University of Georgia.

SEAGLE, EDDIE D. — Instructor in Ornamental Horticulture — B.S.A., Horticulture, University of Georgia; M.S., Ornamental Horticulture and Landscape Design, University of Tennessee.

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

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

SIMONS, C. FRANK — Instructor in Criminal Justice — B.S., Political Science, Georgia Southwestern College; M.S. in Criminal Justice, Police Administration, Troy State University.

SIMONS, MARY KATHLEEN — Temporary Part-time Instructor in Special Studies — B.S.Ed., Mathematics, Georgia Southern. (Fall and Winter Quarters).

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

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

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

SOUTHERN, JOHN EMERSON — Temporary Instructor in Criminal Justice — Police Academy Director — B.S. and M.S., Criminal Justice Administration, Central Missouri State College.

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

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

THOMAS, FRANK H. — Academic Dean and Professor of Chemistry — B.S.A., General Agronomy, M.S. and Ph.D., Soil Chemistry, University of Georgia.

TOMPKINS, PATSIE — Instructor in Secretarial Science — B.B.A., Business Education and M.Ed., Secondary Education/Business Education, Valdosta State College.

TOMPKINS, L. PAUL — Temporary Instructor in Criminal Justice — B.A., Criminal Justice, Florida Technological University; M.A.T., Social Studies, Rollins College.

VEAL, DONALD G. — Assistant Professor of Physical Education and Men's Basketball Coach — B.A., Social Studies, Mercer University; M.Ed., Social Studies, Georgia College.

VESTERMARK, MABEL LYNNE — Temporary Part-time Instructor in Special Studies English — A.B., Sociology, Oberlin College; M.A., Sociology, University of Maryland. (Fall Quarter).

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

WELLS, JOHN LEE — Instructor in Forestry — B.S.F. and M.S., Forestry, University of Tennessee.

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

WIDSTROM, 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.

WISEMAN, GLADYS S. — Temporary Assistant Professor of Nursing — B.S., Nursing, Texas Woman's University; M.Ed., Administration and Supervision, Valdosta State College.

*Educational Leave of Absence

WOLFE, CLARA LOUISE — Temporary Assistant Professor of Social Science — B.A., History, New College; M.A., History, University of South Florida; and Ph.D., History, Florida State University.

YARBROUGH, JAMES E. — Temporary Instructor in Speech — B.A. and M.A.C.T., Speech, Auburn University; Ph.D., Speech, Louisiana State University.

YATES, MARSHA S. — Temporary Part-time Instructor in Special Studies English — A.B., History, Valdosta State College; M.Ed., Library Education, University of Georgia.

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.

SMITH, DON T. — Consulting College Physician — B.S., Pharmacy, University of Georgia; M.D., Medical College of Georgia.

FACULTY EMERITI

MR. GEORGE DILLARD Professor of Animal Sciences Emeritus

DR. GEORGE P. DONALDSON President Emeritus

DR. MARY M. LEMAR Professor Emeritus and Chairperson Emeritus,
Division of Business Administration

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

DR. LOYAL VERNON NORMAN Academic Dean Emeritus

MRS. MARY LEE VITANGE PAYNE Associate Professor of Business
Administration Emeritus

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 2,430 students enrolled in the fall quarter of 1978-79. Today the College reaches approximately 8,000 people annually through its college transfer programs, career technological programs, continuing education and short courses, and special services. Students are enrolled each quarter from each of the state's 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.

ACCREDITATION AND MEMBERSHIP

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 Administration
 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
 National Council on Student Development (AACJC)

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 390-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 U.S. highways 41, 82 and 319, 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 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 an educational unit of the Cooperative Extension Service of the University of Georgia located at Tifton. 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'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 take over their former jobs.

The Center's purpose is to coordinate the research, instruction, and service functions of the University System of Georgia so that its total resources may bear significantly on area-wide problems.

BUILDINGS AND GROUNDS

TIFT HALL — ADMINISTRATION — This is one of the original 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.

The Media Center, the Television Studio, the office of the Division of Special Studies, and the office of the Special Studies Project are located on the second floor.

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

HOWARD AUDITORIUM — THRASH 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 — COMPUTER CENTER — Completed in summer 1972, this is one of the most modern buildings on campus. This three-story building is air-conditioned with carpeted classrooms. The Business Division occupies the first two floors of this building.

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

MARY LOU BRITT HALL — Located on the northern side of the campus, this two-story fully air-conditioned building contains the Science-Math Divisional Office, three biology laboratories, a chemistry laboratory, three classrooms, and six faculty offices.

CLAUDE GRAY HALL — This building is located adjacent to and connected by a covered breezeway to Mary Lou Britt Hall. It contains two chemistry laboratories, two physics laboratories, three classrooms, and six faculty offices.

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.

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. Construction began in the summer of 1977 for a million dollar improvement to the ABAC dining hall. This included a new kitchen, an additional dining area, and renovation of the existing dining area.

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 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.

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.

INSTITUTIONAL POLICY UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Students have the right to assure that their education records, as defined by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), compiled and maintained by this institution will be recorded accurately and retained in confidence. Students have the right to review the contents of their education records and to release information from such records as provided in this policy and as required by FERPA.

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

Each unit must keep the student's record confidential and out of the hands of those who would use it for other than legitimate educational purposes. All members of the faculty, administration, and staff must respect the confidential nature of the student's record. All institutional personnel 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 who do not have dissemination of student information as part of their assigned duties 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, advisor, etc.

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 be made available only to authorized persons, as defined by FERPA and this policy. Written provisions may be made for periodic routine destruction of non-current records, whenever appropriate administrative authorization is granted by the 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.

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.

Annual notice of student rights and the availability of this policy in the Office of the Registrar will be published in the *General Catalog*.

STUDENT ACCESS TO RECORDS

Any student who is or has been in attendance at the institution will be allowed to inspect and review his/her education records excepting any items the student has waived his/her right to see, financial information submitted by their parents, or information about other students when an education record contains such information. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records; alumni records; or personal counseling records. Health records and counseling records, however, may be reviewed by physicians of the student's choosing.

If it is impractical for a former student to personally inspect and review the records, a properly authorized representative of the student may exercise this right on behalf of the student, upon receipt by the institution of an appropriate written, notarized authorization from the student.

A student desiring access to education records should present a written request to the Registrar or the official responsible for creation and maintenance of the record. The appropriate official will notify the student of the time and place such review may be made. The review will be granted within a reasonable period of time, not to exceed forty-five (45) days.

When the original record is shown to the student, examination will be permitted only under conditions which will prevent its alteration, mutilation, or loss, including the presence of a representative of the institution.

Upon reasonable request by the student, oral explanations and interpretation of the records will be given to the student, immediately. When the student desires a written explanation or interpretation, or when it is not practical or appropriate to give an oral explanation or interpretation, the student shall request the explanation or interpretation in writing. The Registrar or the appropriate institutional representative will provide the student with a written response to any reasonable written inquiries.

When the education record, or a portion thereof, is not in a form that can be readily reviewed by the student (stored in microfilm, in computer files, etc.), a true copy in understandable form will be provided for the student's inspection and review.

COPIES OF RECORDS TO THE STUDENT

Upon written request and payment of appropriate fees as shown below, students in good standing with the institution will be provided with copies of part or all of their education records, with the exception of transcripts received from other educational institutions and any

documents the student has waived his/her right to see. Such documents may be certified as true copies of the education records but will not be embossed with the institutional seal. The name of the institution shall be shown on all copies issued.

Copies of education records may be withheld by the institution when the student is not in good standing as a result of such conditions as unmet financial obligations and violations of institutional regulations. Such records to be withheld may include, but are not limited to, grade reports, transcripts, and certifications of student achievement and performance.

COPIES OF RECORDS TO THIRD PARTIES AT STUDENT'S REQUEST

Copies of records which may be released to students may be sent to third parties upon the written request of the student. Such a written request must include:

1. A specification of the records to be disclosed,
2. A party or class of parties to whom the disclosure may be made,
3. The signature of the student and date of request,
4. The date the request is delivered to the Registrar or a designated representative of the Registrar.

Only copies sent directly to other institutions of higher education and appropriate certification agencies will be embossed with the official seal.

SCHEDULE OF FEES FOR COPIES

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.

INSTITUTIONAL EDUCATIONAL RECORDS

The following educational records are maintained:

| TYPE OF RECORD | LOCATION | OFFICIAL RESPONSIBLE |
|------------------------|-----------------------|------------------------------------|
| Official Academic | Office of Registrar | Registrar |
| Student Folder | Office of Registrar | Registrar |
| Disciplinary | Student Center | Assistant Dean of Student Affairs |
| Counseling and Testing | Student Center | Director of Counseling and Testing |
| Health | Health Center | Director of Health Center |
| Financial Aid | Student Center | Director of Student Financial Aid |
| Veterans | Student Center | Veterans Coordinator |
| Advisee File | Department of Advisor | Advisor |

The mailing address for the above officials is Abraham Baldwin Agricultural College, ABAC Station, Tifton, Georgia 31794.

RELEASE OF DIRECTORY INFORMATION

Directory information will be treated as public information and be generally available on all students and former students, at the discretion of the institution. Directory information includes:

The student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height, weight, age, hometown, hobbies, and general interest items of members of athletic teams; dates of attendance; degrees and awards applied for and/or received; and previous educational institutions attended by the student.

Any student may refuse to permit the designation of any or all of the categories of personally identifiable information as directory information until the end of each academic year (end of the Spring Quarter), by submitting a written request to the institutional representative responsible for publishing and disseminating directory information. Such written requests will normally affect an individual publication (student directory, honors day program, athletic program, etc.) and must be submitted to the designated institutional representative within ten days after proper notification of proposed publication. Students who do not wish to be included in the student directory must submit a suitable written request to the Registrar within three weeks after the beginning of each Fall Quarter. Notice of other publications will be posted on all bulletin boards in sufficient time to allow student response before publication.

RELEASE OF STUDENT INFORMATION TO THIRD PARTIES

Disclosure of information to individuals and organizations other than those specifically covered in this policy shall be limited to items designated as directory information, except as specified herein.

Government agencies do not have the right to access to student files and records unless authorized by law and when required as part of an audit, an evaluation, or in enforcement of State or Federal education programs. Therefore, only directory information will be released to representatives of government agencies except where additional access is authorized by Federal law or when prior written consent of the student has been obtained.

Personally identifiable information will be released from education records of a student without the written consent of the student in the following situations:

When requested by another school in which the student seeks or intends to enroll or is enrolled.

To authorized representatives of the Board of Regents and the Chancellor of the University System of Georgia when required for evaluating or operating the University System of Georgia.

In connection with financial aid for which a student has applied, or which a student has received, as may be necessary to: (a) determine the eligibility of the student for financial aid, (b) determine the amount of financial aid, (c) determine the conditions which may be imposed regarding the financial aid, or (d) enforce the terms or conditions of the financial aid.

To state and local officials or authorities when specifically required by Georgia Statute adopted prior to November 19, 1974.

To individuals or organizations conducting studies for, or on behalf of, the institution for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction. Personally identifiable information may not be published as a result of these studies and the personally identifiable information will be destroyed when no longer needed for the purposes for which the study was conducted.

To accrediting organizations in order to carry out their accrediting functions.

To parents of a dependent student, as defined by the Internal Revenue Code of 1954, as amended. Information will be furnished only after the parent has submitted a signed,

dated, notarized request which includes a statement that the student is a dependent for income tax purposes and will be claimed as such, in the year the disclosure is made.

To comply with a judicial or lawfully issued subpoena, after making a reasonable effort to notify the student of the order to subpoena.

To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Notice will be given to third parties receiving information from education records that the disclosure is made under the condition that the information will not be disclosed to any other party without the prior written consent of the student.

Written requests from third parties for information from student education records, other than directory information, will be maintained as an integral part of the education records when the third party does not have the prior written consent of the student. With respect to such requests, a record of the action will also be retained as part of the education records.

RELEASE OF STUDENT INFORMATION TO INSTITUTIONAL OFFICIALS

Administrative, faculty, and staff employees of the institution will have access to education records of students when knowledge of the content is required for proper performance of their assigned duties and responsibilities. These employees will be deemed to have a legitimate need to access student records when their duties and responsibilities require such access for (a) student advisement and/or counseling, (b) creation and/or maintenance of the records, (c) authorized dissemination of the record or parts of the record, (d) as part of the institutional disciplinary procedures, (e) in processing student petitions and appeals in accordance with institutional policy, (f) in determining eligibility for honors and/or membership in approved student organizations, or when they demonstrate, to the satisfaction of the Registrar, other needs to know the content of a specific part or parts of the student education records to perform their duties relative to the student or the institution.

Students serving on institutional committees will have access to individually identifiable student information when such access is essential to performance of assigned committee responsibilities, upon approval of a written request to the Registrar.

CORRECTION OF EDUCATION RECORDS

When a student believes that information in the student's education is inaccurate, misleading, or violates the privacy or other rights of the student, the student may submit a written request for correction to the institutional official responsible for creation and maintenance of the record. Such a written request will specify the information being questioned, state the revision requested, state the reasons the student has for disagreeing with the entry in question, and will include (or have attached) any data or information the student has which shows that the record should be revised. The official responsible for creation and maintenance of the record will review the request and the appropriate records, and meet with the student if appropriate. The official will notify the student of the official's decision within 21 days after receipt of the written request. If the request is denied, the request and the denial will become a part of the contested portion of the record, unless the student withdraws the request.

If the student is not satisfied with the decision of the individual responsible for the record, upon written request to this official the student will be granted a hearing as specified under the rules and regulations of FERPA.

The above procedure may be used to question the correctness of the recording of a grade but may not be used to contest the assignment of a 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.

INTERPRETATION AND MAINTENANCE OF POLICY

The Registrar will have institutional responsibility for interpreting (a) the Family Educational Rights and Privacy Act of 1974, as amended, (b) rules and regulations issued by the Department of Health, Education and Welfare to enforce this Act, and (c) this policy. The Registrar will also be responsible for (a) annual notice to the students of their rights, (b) making copies of this policy and summaries of the act and regulations available to students and institutional employees, and (c) initiating necessary revisions to this policy.

Individuals responsible for the creation and maintenance of education records will also be responsible for approving operating procedures and special use of these records to insure compliance with FERPA and appropriate institutional policies. The Registrar will also have institutional responsibility for maintaining the confidentiality of officially reported student grades in any case where such grades are to be disclosed to individuals other than persons directly responsible for maintenance of education records or in any use of individually identifiable student grade information other than that required in routine maintenance of grade records.

Students who believe the institution has violated this policy and/or the provisions of the Family Educational Rights and Privacy Act should send a written complaint to the Registrar, specifying the nature of the possible violation. The Registrar shall investigate the complaint and initiate corrective action if it appears the institution is in violation. The Registrar shall notify the complainant of the results of the review within a reasonable period of time, not to exceed 30 calendar days. If the student still feels the institution is in violation of rights accorded the student under FERPA, the student may submit a written complaint to higher authority. The student will be notified of the procedure to follow.

CONTINUING EDUCATION

Short Courses — In order to serve the people of Georgia better, Abraham Baldwin agriculture 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-nine years 1,244 short courses have been held with a total of 187,652 people in attendance, with 159 Georgia counties represented. The highest number of counties represented in any one short course year is 140. 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.

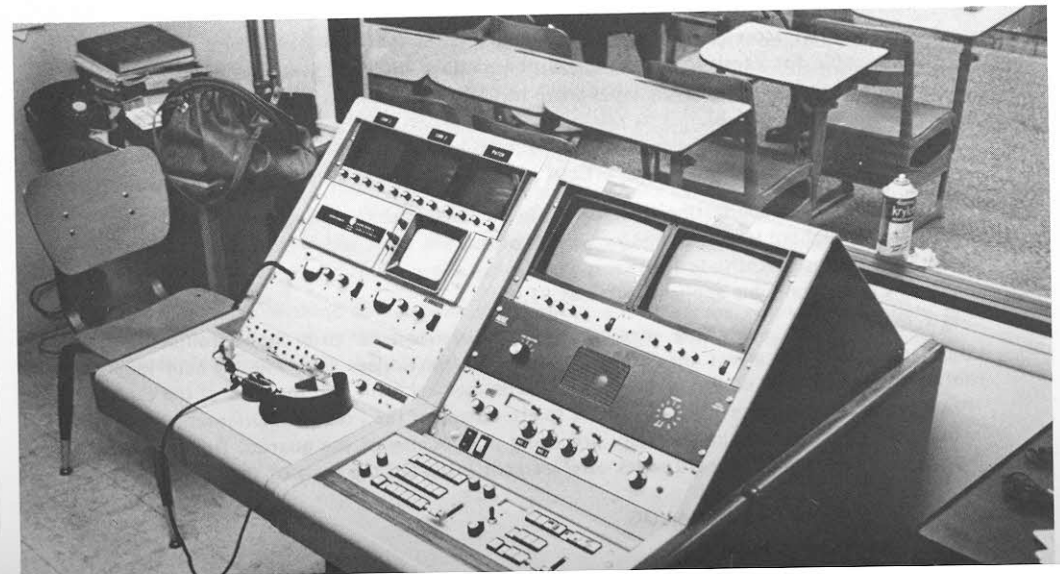
Non-Credit Courses — Abraham Baldwin began offering these courses in 1966. Since that time 297 courses dealing with a wide variety of subjects have been taught with an attendance of 6,299. The only requirement for enrolling in a course is the desire to improve oneself in what he is studying. Entrance is not based on educational requirements, and no grades are given.

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 have 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 have been housed in the college dormitories, using the College facilities. The total number attending these institutes has been 14,744. These people have come from 147 Georgia counties, 15 different states, and three other countries. These institutes have lasted from one to three weeks. Since their beginning 80 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 into 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 curricula which they will 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 Agricultural 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 the 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 and application fee 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 4, 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 the College upon compliance with the following minimum requirements and conditions:

1. Graduate from an accredited high school or a high school approved by the College, or
2. Submit diploma and/or scores showing successful completion of the General Education Development (GED) Test.
3. Submit SAT scores (Board of Regents policy requires that in order for an applicant to be eligible for admission to an institution of the University System, he/she must meet minimal requirements of a verbal score of 250 or a mathematical score of 280 or a high school average of 1.8).

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

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

Applicants must submit a medical history questionnaire prior to enrollment. This information will not affect the student's status at the College and will be held in strict confidence by the staff of the Health Center. (The medical form is in the back of the catalog.)

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 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 Division of Special Studies, in regular college-level work, or in a combination of the two. (The Division 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 (career program) or the Animal Technician Program must meet additional entrance requirements outlined in the appropriate section of the catalog under Career and Technological Programs.

Applicants must complete all college admission requirements before being admitted to the two aforementioned programs; however, admission to the College does not in any way guarantee formal admission to either program.

TRANSFER STUDENTS

A transfer student is one who has terminated enrollment at one institution and seeks admission to another. Failure to report previous college attendance is considered to be sufficient cause of expulsion from Abraham Baldwin Agricultural 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 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.)
3. The application fee of \$5.00. This fee is non-refundable.

Applicants must submit a medical history questionnaire prior to enrollment. This information will not affect the students' status at the College and will be held in strict confidence by the staff of the Health Center. (The medical form is in the back of the catalog.)

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

Courses transferred for credit from other accredited colleges or universities must have an over-all average grade of "C" or better. Courses from institutions which are not accredited must be validated by examination or by passing advanced courses with a grade of "C" or better.

TRANSIENT STUDENTS

A transient student is one who is regularly enrolled at another institution but who seeks temporary registration at Abraham Baldwin Agricultural College for one quarter only. Credits earned during the quarter will be forwarded to the institution where the transient is regularly enrolled. Transient students must file a transcript form in the Registrar's office prior to leaving the campus.

A transient must complete the following requirements for admission:

1. The completed application (this form is in the back of the catalog).
2. The application fee of \$5.00. This fee is non-refundable.
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 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 TO VETERANS

A veteran must meet all requirements for admission in whatever category he wishes to enroll as outlined in this catalog. For the convenience of those veterans just returning from service who have not taken the SAT, an Institutional SAT will be given at the College 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 Agricultural College. After being accepted at the College, they will be certified by the Director of Veterans Services at the 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 while completing the senior year in high school.

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

1. The completed application (this form is in the back of the catalog).
2. The non-refundable application fee of \$5.00.
3. The high school transcript showing that the applicant has earned at least 15 units (or 225 quarter hours) with an average of 2.5 or better in academic subjects.
4. Submit a score on the Scholastic Aptitude Test (SAT) of 800 or better or a minimum score of 80 on the Preliminary Scholastic Aptitude Test (PSAT). Students not meeting these requirements may request that their admission qualifications be reviewed by the College admissions committee.
5. A letter from the high school principal or counselor recommending the applicant to the JETS Program.
6. A letter of consent from the parents or guardian.

A student meeting the admissions requirements of this program may take courses during the Summer Quarter between the junior and senior years in high school.

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.

A high school student may enroll to take any of the developmental courses, provided he or she has an average of 2.0 or better and provided there is available classroom space. These developmental courses do not carry transfer credit.

EARLY ADMISSIONS

Students may be admitted to the 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 forms required by the Admissions Office for beginning freshmen as outlined in this catalog.

2. The applicant must have completed the junior year of high school with at least 15 units (or 225 quarter hours).
3. The applicant must submit a score of 900 or better on the Scholastic Aptitude Test (SAT) and have at least a 3.0 average in high school as computed by the Admissions Office. Students not meeting these requirements may request that their admission qualifications be reviewed by the College admissions committee.
4. The applicant must have a letter from his or her high school principal or counselor recommending him or her to the program.
5. The applicant must have a letter of consent from his or her parents or guardian.
6. The applicant must achieve at least the minimum scores on the ABAC administered placement test.

No student will be accepted into this program after he or she has begun his or her senior year in high school unless an exception is made by the Admissions Committee with written notification to secondary school officials.

A student may wish to enroll in the Early Admissions Program during the Summer Quarter and then return to his or her high school to complete the senior year. College credit will be released for transfer upon the student's successful completion of high school and acceptance into an accredited college of his or her choice.

READMISSION OF FORMER STUDENTS

A student must apply to the Registrar's Office for readmission when he/she does not enroll at ABAC for one or more quarters with the exception of the summer quarter. Students enrolled spring quarter may enroll the following fall quarter without applying for readmission. The student is required to complete an application for readmission and pay a non-refundable fee of \$5.00 when he/she desires to return for continued study.

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 requirements:

1. An official English translation must accompany the transcript.
2. The applicant must deposit with the Comptroller \$800.00 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 099, Math 099, Math 100, Reading 099 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 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.
 - d. Permission to own or operate a motor vehicle must be obtained from the Assistant Dean of Student Affairs and the Foreign Student Advisor.
6. The applicant is required to reside on campus unless special permission is granted by the Director of Residence Life 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.
8. The applicant is required to have a Social Security Number.

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 or registering for any subsequent quarter.

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 non-refundable application fee of \$5.00. No student will be allowed to enroll for more than 15 quarter credit hours under this classification.

DIVISION OF SPECIAL 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.

REGENTS' REQUIREMENTS FOR RESIDENT STATUS

Students/applicants who are classified by Abraham Baldwin Agricultural College as non-residents but who later claim to qualify as legal residents must file a "Petition for Georgia Residence Classification" form with the Registrar. A student's residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

1. (a) If a person is 18 years of age or older, he or she may register as a resident student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as a resident student only upon 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.
3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees, 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.
6. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
7. 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.
8. 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.
9. In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident 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.
10. Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Office represents, and who are stationed and living in Georgia under orders of their respective governments, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.
11. Military personnel, and their dependents, stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia.

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) | \$112.00 |
| Student activity fee (for all students). | 22.00 |
| Clinical fee (for all students). | 15.00 |
| Non-resident tuition | 174.00 |
| Room (Lewis). | 150.00 |
| Room (Comer, Weltner Annex). | 165.00 |
| Room (Branch, Mitchell, Fulwood, Women's New Dorm, Creswell) | 180.00 |
| Board (7-day, 3 meal plan). | 280.00 |
| Board (5-day, 3 meal plan). | 260.00 |

The matriculation fee per quarter hour for students enrolled for less than twelve hours will be \$9.50 per quarter hour. The non-resident tuition per quarter hour for students enrolled for less than twelve hours will be \$15.00 per quarter hour. The off-campus rate is \$12.50 per quarter hour and the non-resident tuition fee is an additional \$15.00 per quarter hour.

The estimated cost of books and supplies is \$75.00 per quarter.

Students who formally withdraw during one week following the scheduled registration are entitled to a refund of 80 percent of the fees paid for that quarter; those who withdraw during that 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. Disciplinary action is taken against the student who violates this regulation. 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. The dining hall closes on Wednesday noon prior to Thanksgiving holidays and remains closed until Sunday night supper following Thanksgiving.

A student who withdraws from college must notify a 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 and readmission.

Room Reservation/Damage Deposit — A room reservation/damage deposit of \$40.00 is required of any student desiring to live in a residence hall. This fee will be refunded after check-out Spring Quarter or the last quarter in attendance. Withdrawal from the residence hall during a quarter shall not constitute reason for refund unless the student withdraws from the College. Refer to section on student housing for detailed information.

SPECIAL FEES AND CHARGES

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

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 college because of illness, such case will be excused only by presenting a doctor's certificate. Failure to meet application deadlines or unmet obligations will not be adequate cause for a waiver.

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 \$8.50.

A \$6.00 annual fee for automobile registration and parking will be charged for each vehicle registered on campus.

A penalty charge of \$5.00 will be charged for each returned check given to the College by an individual.

Normally, a fee of \$20.00 will be charged for each orientation session.

The College may provide a residence hall to be used for boarding students who desire to stay on campus between quarters. A prorated rent is charged on a daily basis.

If private rooms are available in any dormitory, there will be an additional \$50 charge per quarter beyond the regular rate.

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.

UNMET OBLIGATIONS

Copies of education records may be withheld by the institution when the student is not in good standing as a result of such conditions as unmet financial obligations and violations of institutional regulations. Such records to be withheld may include, but are not limited to, grade reports, transcripts, and certifications of student achievement and performance. Students who owe money to the College may be disenrolled.



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 personal 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 resolving these problems of adjusting to college life and 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. Other educational opportunities such as leadership training, human relations skill building, assertive training, decision making skills, and alcohol education are provided by the Counseling Office staff.

The Counseling Office is located on the second floor of the 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.

A non-refundable orientation fee is charged for each session to cover the housing, meals, and other services.

MEDICAL SERVICES

The health of the students is safeguarded by a requirement that each student must submit a medical history questionnaire prior to admission to the College. This information is held in strict confidence by the staff of the Health Center. At the option of the college, a student may be required to submit a new questionnaire after four years. 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 five licensed practical nurses in order to provide medical services to all students in case of minor illness. The Health Center is open twenty-four hours a day, seven days a week. A physician employed on a consulting basis is on call twenty-four hours a day, and holds office hours for students in the Health Center one day weekly. A consulting pharmacist visits the Health Center weekly and is also on call twenty-four hours a day.

The Health Center has a ten-bed capacity and is fully air-conditioned. Although the College will assume no legal responsibility, it will assist in the treatment of injuries received in voluntary or required activities. Prescribed drugs and medical treatment other than that received in the Health Center are the responsibility of the student.

The College endorses a student accident and sickness insurance plan which is designed especially for students at ABAC. We recommend this coverage to our students for their protection in helping to meet additional medical expenses not covered by the ABAC Health Services. A brochure explaining the benefits of the plan and an application form is mailed to each student entering ABAC. Any additional information about the insurance plan may be obtained at the Health Center.

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. A \$10 charge will be made for the replacement of any section of a meal ticket which has been lost or destroyed by the student.

STUDENT HOUSING

Approximately 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 are housed in Lewis Hall, Creswell Hall and Women's New Dorm. Because of the implementation of Title IX by the Department of Health, Education and Welfare, it is illegal for any college or university receiving federal funds to impose a curfew on any student on the basis of sex. Residence halls therefore, do not have enforced curfew regulations.

Under special conditions private room accommodations may be available in designated residence halls. All private room requests will be handled by the Housing Office 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. Each student should furnish the following articles: Study lamp, iron, bed coverings, towels, laundry 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) 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 Director of Residence Life to live off-campus.

Requests to live off campus requiring approval of the Director of Residence Life must be submitted to the office of the Director of Residence Life prior to registration for each quarter. Students should not make off campus living arrangements prior to receiving written permission from the Director of Residence Life. Permission to live off campus is given on a quarterly basis.

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) 386-3230.

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.

ROOM RESERVATION/DAMAGE DEPOSIT

To secure housing for Fall Quarter, all students who plan to live in a residence hall must submit a Room Reservation/Damage Deposit of \$40.00 with the housing application. This reservation/damage deposit covers the entire academic year and will be refunded after check-out Spring Quarter or the last quarter in attendance. For new or transfer students who plan to enter College in the Winter or Spring Quarters, a Room Reservation/Damage Deposit must be sent with the housing application and the above refund process applies. A Room Reservation/Damage Deposit fee is not required for Summer Quarter. Occupancy of a room is terminated at the end of each Spring Quarter, and all rooms at that time are subject to reassignment.

Residents are responsible for the damage to College property. Assessments for damage are made at the time of the damage or as students check out of their rooms at the end of the quarter. If there are outstanding damage assessments to College property, the deposit will be forfeited. Should the damage cost exceed the deposit, transcripts will be withheld until assessment is paid in full.

A refund will be made if the College receives notice that the student has canceled his plans to attend college or to live in a residence hall, provided the notice is received in writing by the Housing Coordinator before August 1 for Fall Quarter and at least 20 days prior to the beginning of all other quarters. Academic exclusion shall not be the cause for automatic refund of the deposit. Students on academic probation are cautioned to decide whether or not they want a guaranteed reservation or their refund within the 20-day limit. Withdrawal from the residence hall during a quarter shall not constitute reason for refund unless the student withdraws from the College.

If a student does not check-in with the House Director of his assigned residence hall or official notification of a delay in arrival is not filed by 9:00 a.m. on the day classes begin, the College reserves the right to cancel the reservation and assign the space to another student. Failure to check-in the residence hall or to live in the residence hall long enough to complete registration will result in the student forfeiting the housing deposit.

The College's residence halls close during the Thanksgiving break and during quarter breaks. Students desiring to stay on-campus during these times may make special arrangements with the Housing Office for available space for a small fee.

CONDUCT INFORMATION AND REGULATIONS

An Abraham Baldwin Agricultural 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 the 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 may be referred to the Student Judiciary by the Assistant Dean of Student Affairs or by the Director of Residence Life. 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 of Regents within a period of twenty 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. The 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.

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 Financial Aid Form, 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.

Applicants for financial aid are encouraged to make every effort to complete the financial aid forms prior to April 1, 1980, for Fall Quarter, 1980. Applications received after this date will be considered in order of the date of completion, for as long as funds are available.

No information can be furnished to any college relating to financial aid matters if the student has an outstanding financial obligation with the College.

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 23, ABAC Station, Tifton, Georgia 31794.

SCHOLARSHIPS

GENERAL

The following scholarships will be granted on the sole basis of academic excellence as indicated by the applicant's past scholastic record and aptitude test. Economic need is not criterion for the selection of recipients except where specifically stated. One-third of each scholarship is payable quarterly unless the scholarship award is for only one quarter's matriculation, clinical, and student activity fee. Withdrawal or transfer to another institution will result in the termination of the scholarship. Any deviation from this requires written approval from the Academic Dean.

J. Clyde Driggers Memorial Scholarships: Six scholarships each year of \$500 each. Award is based primarily on scholarship. Two will be given to entering freshmen; closing date for application — June 30. Two will be given to freshmen who have earned at least 30 quarter credit hours with a 3.75 or higher cumulative grade point average and will enroll a minimum of two more quarters at Abraham Baldwin Agricultural College after the award, and two will be given to sophomores who graduate during the school year with a 3.75 or higher grade point average and enroll in a senior institution; closing date for application — April 24. Apply to Academic Dean's Office, Abraham Baldwin Agricultural College.

Larry W. (Buck) Wheeler Memorial Scholarship: A \$500 scholarship awarded annually based primarily on scholarship. Recipient must be a rising sophomore who has attended ABAC at least two quarters, has a cumulative grade point average of 3.2 or higher and plans to complete the sophomore year at ABAC. Closing date for application — April 24. Apply to Academic Dean's Office, Abraham Baldwin Agricultural College.

Muryl Yow Memorial Scholarship: Three grants each to cover matriculation, clinical and student activity fees for one quarter awarded during a year by the Baldwin Women's Club. Qualifications: financial need, available to any student who has successfully completed (C or higher average) at least one quarter at Abraham Baldwin Agricultural College. Apply to the Academic Dean's Office, Abraham Baldwin Agricultural College. Closing date four weeks prior to registration date for the quarter.

Star Student Scholarships: The student must have been designated a star student through the State Chamber of Commerce Student-Teacher-Achievement Recognition program. The scholarship pays matriculation, clinical, and student activity fees for one quarter to each star student who enrolls with the intention of completing one year's study at Abraham Baldwin Agricultural College. Apply to the Academic Dean, Abraham Baldwin Agricultural College. No closing date for application.

RESTRICTED TO CURRICULUM

Agri-Business Scholarship of Wheeler's, Inc.: \$500. Qualifications: (1) minimum of 3.2 cumulative grade point average, (2) rising sophomore majoring in agri-business (two- or four-year program), who plans to complete the requirements for graduation from ABAC the next year, (3) participation in organized and sanctioned campus activities, (4), honors received during current academic year, and (5) financial need. Apply to the Academic Dean, Abraham Baldwin Agricultural College. Closing date — April 24.

Louis Beard Nursing Scholarship: \$1,000 awarded to worthy nursing student in the Thomasville area. Apply to the Administrator of Archbold Memorial Hospital, Thomasville, Georgia. No closing date for application.

Josephine L. Cloudman Scholarship: \$500. Qualifications: (1) predicted academic success, (2) financial need, (3) only for women students majoring in Home Economics. Apply to the Academic Dean, Abraham Baldwin Agricultural College. Closing date — June 30.

Dairymen, Inc. Scholarship: \$300. Qualifications: (1) son or daughter of a Dairymen, Inc. member residing in Georgia, (2) Freshman or sophomore majoring in Dairy Science, Dairy

Manufacturing or Agricultural Economics. Apply to the Academic Dean, Abraham Baldwin Agricultural College. Closing date — June 30.

John Henry Dorminy Scholarships: Two scholarships each of \$500 will be awarded annually to a freshman who has completed 40 quarter credit hours with cumulative grade point average of 3.5 and plans to complete the sophomore year at ABAC. Recipient must be in field of forestry, pre-med, pre-vet, pre-dentistry, pre-law, nursing, accounting, or music (piano). Award will be based primarily on scholarship. Closing date for application — April 24. Apply to Academic Dean's Office, Abraham Baldwin Agricultural College.

Federal Nursing Scholarship: Up to \$1,500 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, Abraham Baldwin Agricultural College. Closing date for application — June 1.

Georgia Farm Implement Dealers Association: Two scholarships yearly at \$330. To further the education in the field of Agricultural Technology. Apply to Academic Dean, Abraham Baldwin Agricultural College. Closing date — June 30.

GEOGRAPHICAL RESTRICTIONS

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. No closing date for application.

Colquitt County Rural Electric Company Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) predicted academic success, (2) financial need, and (3) family must be a member of REA cooperative which covers portions of Berrien, Brooks, Colquitt, Cook, Lowndes, Tift, and Worth Counties. Apply to Academic Dean, Abraham Baldwin Agricultural College, Tifton, Georgia. Closing date for application — June 30.

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. No closing date for application.

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. Priority date for application is April 1.

Tift County

American Legion Post No. 21 Scholarships: Pays matriculation, clinical and student activity fees for three quarters. Qualifications: (1) child of Tift County veteran, (2) financial need, (3) scholastic ability. Apply through Guidance Department of the high school.

C & S Bank of Tifton Scholarship: Pays matriculation, clinical and student activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper 10 percent of class, (3) financial need. Apply through Guidance Department of the high school.

Citizens Bank of Tifton Scholarship: Pays matriculation, clinical and student activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper 10 percent of class, (3) financial need. Apply through Guidance Department of the high school.

Farmers Bank of Tifton Scholarship: Pays matriculation, clinical and student activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper 10 percent of class, (3) financial need. Apply through Guidance Department of the high school.

Kiwanis Club of Tifton Scholarship: Pays matriculation, clinical and student activity fees for three quarters. Qualifications: (1) full-time college student, (2) scholastic ability, (3) financial need, (4) preference given to Tift County student but others considered. Apply through Guidance Department of the high school.

Rotary Club of Tifton Scholarship: Pays matriculation, clinical and student activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) full-time student at ABAC, (3) scholastic ability, (4) financial need. Apply through Guidance Department of the high school.

Tifton Junior Woman's Club Scholarship: Pays matriculation, clinical and student activity fees for three quarters. Qualifications: (1) female, (2) graduating senior from Tift County High School, (3) upper 10 percent of class, (4) financial need. Apply through Guidance Department of the high school.

LOAN FUNDS

Loan funds are available to students who can document dire need. Some loans are restricted to students in specific programs. Certain loans may be repaid through service, others may be repaid without interest. Information and applications for loans from the following funds should be directed to the Director of Financial Aid, Abraham Baldwin Agricultural College, Tifton, Georgia 31794.

Direct Nursing Loan Programs: \$1,000 loan assistance repayable by service available to nursing students.

Federal Nursing Loan: Up to \$1,500 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.

Guaranteed Loans: Students may qualify for up to \$1,500 per year with no payments due until termination of formal education.

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.

Living Memorial Loan 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.

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 three percent. No interest is charged on loan while student is full-time student.

Application for loans from the following funds should be directed to the Comptroller, Abraham Baldwin Agricultural College, Tifton, Georgia 31794.

Iva M. Chandler Loan Fund: Established in 1964.

Evamae Howard Loan Fund: Established in 1965 by the Pilot Club of Tifton for second year students.

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.

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.

John G. Padrick Memorial Fund: Available to Tift County students.

Clovis Turk: Sale City FFA Loan Fund is available to worthy sophomore men from Mitchell County.

Ruth Fulwood Wright Loan Fund: Each year one girl may borrow \$125 from the loan fund established by Mrs. Ruth Fulwood Wright.

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.

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 \$1,600, 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 contributions 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. The application for the Basic Grant is in combination with the Financial Aid Form and is available either from high school counselors or the Financial Aid Office at the College.

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 on 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 Financial Aid, Abraham Baldwin Agricultural College, Tifton, Georgia 31794.

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 from 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 the 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 enrolled should fill out an application for work in the office of the Director of Financial 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 Financial Aid Office or their local rehabilitation office.

VETERANS SERVICES OFFICE

The Veterans Services Office is located on the second floor of the Student Center. The personnel in the office assist eligible students and prospective students to make application for and receive Veterans Educational Benefits. All Veterans and dependents 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 the proper procedure to obtain these additional benefits.

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, Residence Hall 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 Assistant Dean of Student Affairs 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 Director of Residence Life shall serve as the administrative advisor for the Inter-Activity 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, Rodeo Club, Rotaract, Saddle and Sirlain, SNAG (Student Nurses), Veterans Club and Youth Ranch.

STUDENT CENTER

ABAC Student Services moved into a new ultra-modern facility in December, 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 the College. 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 provided the books 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 billiards, air hockey, foosball and other games for the use of ABAC students. The Recreation Center is a tremendous asset to the campus.

Offices located on the second floor include: Dean and Coordinator of Student Personnel Services, Admissions, Student Financial Aid, Veterans Services, and Job Development (off campus), Counseling and Testing, Housing, Assistant Dean of Student Affairs, and Director of Residence Life. 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.

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 Student Center. The station began operation in January 1974 and broadcasts daily from 6:00 p.m. to 12:00 midnight.

INTRAMURAL ACTIVITIES

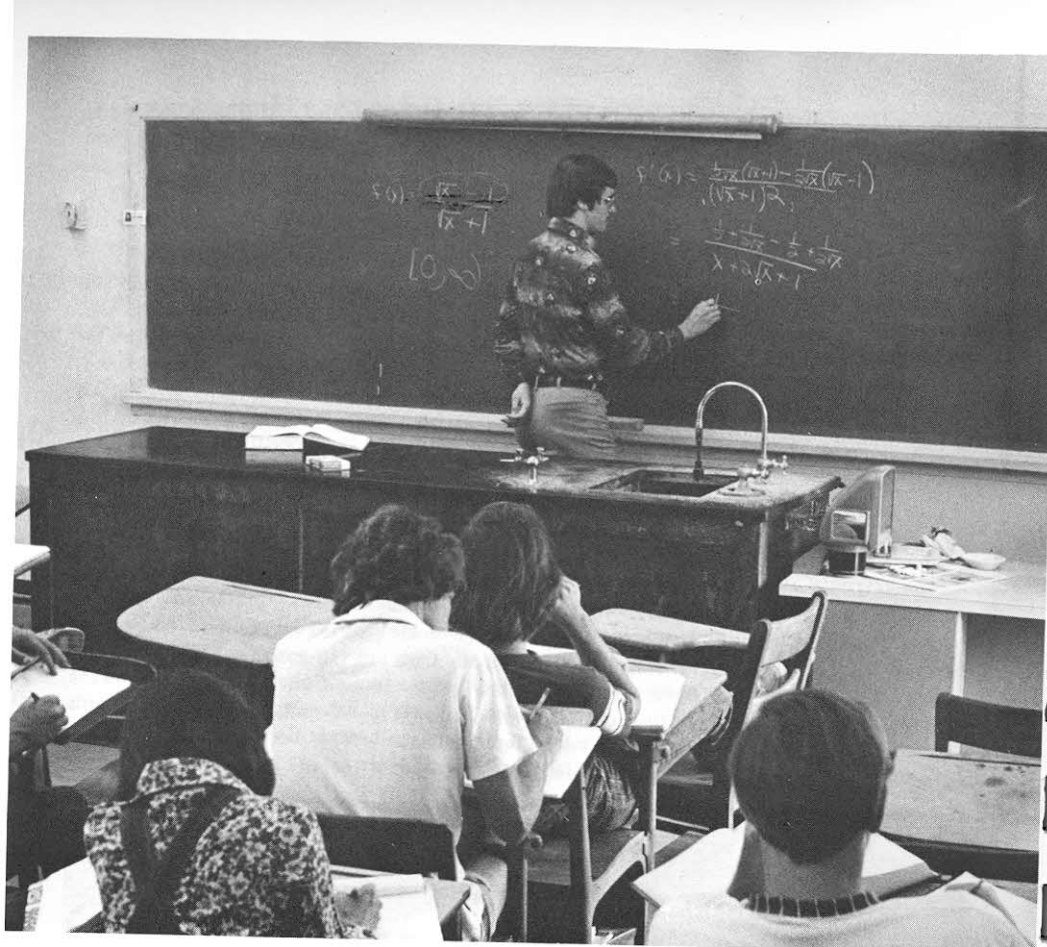
Through a program of intramural sports, the Division of Health, Physical Education and Recreation offers to every student the opportunity to engage in sports and recreative activities. Participation is entirely voluntary — students participate because they want to. The desire for fun, healthful exercise, 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 are an integral part of the Division of Health, Physical Education and Recreation. The College participates in four intercollegiate sports — basketball, baseball, tennis and golf. All full-time students are invited and strongly encouraged to try out for collegiate athletic teams.

The College is a member in good standing of the Georgia Junior College Conference and the National Junior College Conference. The "Golden Stallions" have compiled excellent records over the last several seasons against the best junior college competition available. All home 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. Freshman: 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. Each student is encouraged 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 full 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 for 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. 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 form has been completed and is on file in the Registrar's Office. 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 "W" (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, and 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 to 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 students 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 098 and/or 099 before attempting college algebra or other math courses.

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 since a letter grade is not assigned.

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 or 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 by the Counseling and Testing Office 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 the 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 of quality points are given. Credit is transferable within the University System of Georgia.

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 without permission from the Academic Dean.

GRADES AND FINAL EXAMINATIONS

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.

All students, including candidates for graduation, are required to take final examinations each quarter in their courses in accordance with the published final exam schedule. No instructor shall deviate from the published schedule of final exams for a class or individual student without the written approval of the division chairman and the academic dean.

THE GRADING SYSTEM

All institutions of the University System of Georgia shall be on a 4.0 grade point average system. The following grades are approved for use in institutions of the University System of Georgia and are included in the determination of the grade point average:

| | |
|----|------------------------------|
| A |excellent (4.0) |
| B |good (3.0) |
| C |satisfactory (2.0) |
| D |passing (1.0) |
| F |failure (0.0) |
| WF |withdrew, failing (0.0) |

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

- I—This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his control, was unable to meet the full requirements of the course. If an "I" is not satisfactorily removed after twelve months, the registrar will change the symbol "I" to the grade "F". "I's" cannot be removed by re-enrolling and completing a course.
- W—This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the mid-point of the quarter except in cases of hardship as determined by the academic dean in consultation with the advisor and/or counselor.
- S—This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.
- U—This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.
- V—This symbol indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status.
- K—This symbol indicates that a student was given credit for the course via a credit by examination program approved by the respective institutions' faculty. (CLEP, AP, Proficiency, etc.)

Cumulative Grade Point Average. The cumulative grade point average in each institution of the University System of Georgia will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. Institutional credit shall in no way affect the cumulative grade point average. (Only courses numbered below 100 at ABAC carry institutional credit.)

Other averages may be computed by each institution for internal uses as may be required.

Institutional Credits. These are courses which are numbered below 100 and are therefore not bound by the Uniform Grading System. The main difference is that a non-punitive grade of "P" may be assigned if a student really tries but fails to progress far enough to earn a "C" or higher grade. A "P" indicates considerable progress was made but not sufficient for a "C." A "D" or "F" is appropriate if the student fails to put forth sufficient effort through lack of class attendance and participation.

THE REPORTING OF GRADES

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

Final grades submitted by the instructor cannot be changed subsequently except when special circumstances merit it. A formal request in a grade change must be submitted to the Registrar by the instructor on a grade change form and approved by the chairman of his division. The Registrar may accept the proposed change or he may request that the proposed change of grade be reviewed and approved first 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 College.

An Academic Review Committee shall be composed of the Academic Dean, one Division 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. The Committee is also empowered to conduct an investigation of academic performance upon a request by any member of the faculty and staff.

The Academic Review Committee will review quarterly the academic averages of all students. Students are placed on academic probation after two quarters if their institutional cumulative grade point average is below 1.5. The student on probation is required to earn a "C" average in all courses during the next quarter(s) of enrollment completing no less than 10 quarter hours of course work each quarter. If the conditions of academic probation are not met, the student is excluded for one year, except he may enroll again under the conditions of

probation during summer school. The student is taken off academic probation after the cumulative grade point average reaches 1.5.

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 or former student who wishes to have a transcript of his/her record at ABAC released must make the request in writing to the Registrar's Office one week prior to the date the transcript is needed. This request may be submitted by mail or in person and must include the complete name and address of the individual or agency to receive the transcript. The request must be signed and dated by the student. A statement giving the purpose for which the transcript is to be used may save the student time and money since some agencies have special regulations for receiving transcripts.

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.

A student cannot be enrolled jointly or as a transient student at another institution while attending ABAC without written permission from the Registrar.

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. Courses numbered below 100 do not apply toward credit hours or grades required.

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 one time 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 one time 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. Participation in the graduation ceremony is encouraged.

In order to meet the graduation requirements at ABAC, students must:

1. have completed the required courses and credit hours outlined in this catalog for the degree and major for which they are a candidate.
2. have a 2.0 or higher graduation average and have completed a minimum of 90 quarter hours of academic work plus physical education courses.
3. have earned at least 40 quarter credit hours at ABAC which are applicable to the degree for which he/she is a candidate — thirty (30) of these hours must have been earned in residence after classification as a sophomore. Courses numbered less than 100 do not count toward graduation requirements.
4. have attained satisfactory scores on all test required by the Board of Regents (Regents' Exam).
5. have complied with the Georgia law which requires a minimum level of competence in Georgia and U.S. history and in Georgia and U.S. Constitution. Compliance may be established through examinations in history and constitution or through specified courses.
6. have completed six quarters of physical education or a specifically approved exemption filed with the Registrar.
7. have met all financial and other obligations to the College.
8. file for graduation with the Registrar two quarters in advance of expected graduation.
9. pay graduation fee one quarter in advance for June graduation.

Students who are candidates for certificates must:

1. have completed the required courses prescribed in this catalog for the certificate for which he/she is a candidate.
2. have a 2.0 or higher completion average.
3. have completed the physical education requirements or have a specifically approved exemption on file with the Registrar.
4. have earned at ABAC a minimum of 30 quarter credit hours applicable to the certificate.
5. have met all financial and other obligations to the College.
6. file for the certificate with the Registrar two quarters in advance of expected completion.
7. pay graduation fee one quarter in advance for participation in the June graduation ceremony.
8. have complied with the Georgia law which requires a minimum level of competence in Georgia and U.S. history and in Georgia and U.S. Constitution. Compliance may be established through examinations in history and constitution or through specified courses.

REGENTS' TESTING PROGRAM

An examination to assess the competency level in reading and writing of those students enrolled in degree programs in University System Institutions will be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this examination.

It is the responsibility of each institution of the University System of Georgia to assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess the basic competence of academic literacy, that is, certain minimum skills of reading and writing.

The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the testing program are: (1) to provide System-wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying these students who fail to attain minimum levels of competence expected of graduates in the areas of reading and writing.

In order to implement effectively the goals of the Testing Program:

1. Students enrolled in degree programs will be required to take and pass the Regents' Test. Passing the test is a requirement for graduation. Students may take the test after they have completed the required basic core English courses. They will be required to take the test in the quarter after they have completed their 45th degree quarter hour if it has not been taken and passed previously. Students who have not passed the test by the time they have earned seventy-five quarter credit hours (exclusive of P.E. Activity Courses and ROTC) must give priority to taking remedial or review English, reading and writing courses until they pass the test. Each institution is directed to develop procedures that will require its students to pass the Regents' Test prior to being classified as a junior year student. Students who have not passed the Regents' Test by the time they have earned 105 quarter credit hours (excluding P.E. Activity Courses and ROTC) must be denied taking further credit courses and be limited to taking only remedial or review English, reading and writing courses until they do pass the Regents' Test.
2. Having passed the Regents' Test shall not be a condition to transfer into an institution. All transfers within the System will be subject to paragraph 1, above. Students from colleges outside the System who transfer into a System institution in the lower division category and who have not passed the test must do so in accordance with paragraph 1, above. Students who transfer into an institution from outside the System in the classification of junior or senior and who have not passed the Regents' Test must take the test in the first quarter of their attendance. If they fail the test, they must be restricted to taking remedial or review courses in English, reading and writing until they have passed the Regents' Test.
3. Students whose mother tongue is other than English may be exempted by the institution provided appropriate local procedures are employed to certify the competence of those students earning a degree.
4. The test is to be considered as a single unit and will be administered as such; passing the test is defined as scoring above the cutoff on all components of the test at the same administration.
5. Students who fail the test must retake and pass the test. Each institution will provide an appropriate program of remediation and may require deficient students to participate in the program prior to retaking the test.
6. For extraordinary situations, each institution will develop special procedures for certifying the competency of students. A written description of these procedures will be submitted to the Chancellor's office for approval. Such procedures will include provision for remediation if needed and formal examination prior to certifying competency. Such examination will equal or exceed the standards of the Regents' Testing Program.
7. Each institution shall include in its catalog a copy of the Regents' policy on the Regents Testing Program.
8. These revised procedures shall be followed by all students, effective July 1, 1979. (Minutes, April 1972, pp. 554-555; November, 1972, p. 166; June, 1973, pp. 481-485; November, 1978, pp. 88-89)

STATUS OF GRADUATES

The Associate 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 College must consult a counselor in the Counseling Office to make an official withdrawal. A student who officially withdraws after the mid-point of the quarter will receive an "E" in each course in which he/she is enrolled except in very extenuating circumstances which must be approved by the Academic Dean. Refer to the college calendar for the exact date.

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 | |
| HUM 222—Western World Literature | |
| SPC 108—Fundamentals of Speech <i>or</i> | |
| SPC 250—Public Speaking | |
| Foreign Language 101-102 | |

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 of 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, or Physical Science | 10 hours |
| Laboratory Science or Mathematics (excluding | |
| Mat 099, 140 and 150) or 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 II | 10 hours |
| POL 201 American Government | .5 hours |

*History 251-252 meet the Georgia legislative requirement for American History and Georgia History. This legislative requirement may also be met by passing an 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 Macro-Economics
 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 Culture5 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

① *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
 Choice of the following:
 accounting, agriculture, agricultural engineering, biological
 sciences, chemistry, economics, forestry, geography, geology,
 mathematics, physics, statistics20-25 hours
 TOTAL 30 hours

② *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 Sciences5 hours
 Mathematics to include calculus15 hours
 Choice of the following:
 agricultural engineering, agronomy,10 hours
 biological sciences, physics
 TOTAL 30 hours

③ ④ *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

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 Macro-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 Food | .5 hours |
| HEC 120 Clothing | .5 hours |
| HEC 275 Home Furnishings | .5 hours |

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 and basic courses in Business. The junior and senior years would consist of an intensive study in a selected business area. 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 in the program that he has in mind.

Business Administration: General Option

Students who major in this option have a wide variety of majors to choose from at senior colleges and universities. Some of these various majors that this curriculum would prepare the student for are:

- | | |
|-----------------------------------|---|
| 1. Accounting | 11. International Business |
| 2. Administrative Management | 12. Logistics and Transportation Management |
| 3. Advertising | 13. Marketing |
| 4. Banking | 14. Management |
| 5. Business Administration | 15. Merchandising |
| 6. Business Systems | 16. Personnel Management |
| 7. Data Processing | 17. Public Administration |
| 8. Economics | 18. Pre-Legal Education |
| 9. General Business | 19. Real Estate |
| 10. Insurance and Risk Management | 20. Secretarial Administration |

Thirty hours are required from the following list of courses:

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

TOTAL 30 hours

Business Administration: Computer Science Option

This option is designed for students who want to obtain a four-year degree in the theory oriented subjects of Computer Science. Students who desire a strong business orientation in Computer Science should major in Business Administration: General Option.

| | |
|--|----------|
| CSC 100 Introduction to Business Data Processing | .5 hours |
| CSC 221 FORTRAN I | .5 hours |
| MAT 253 Analytic Geometry and 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

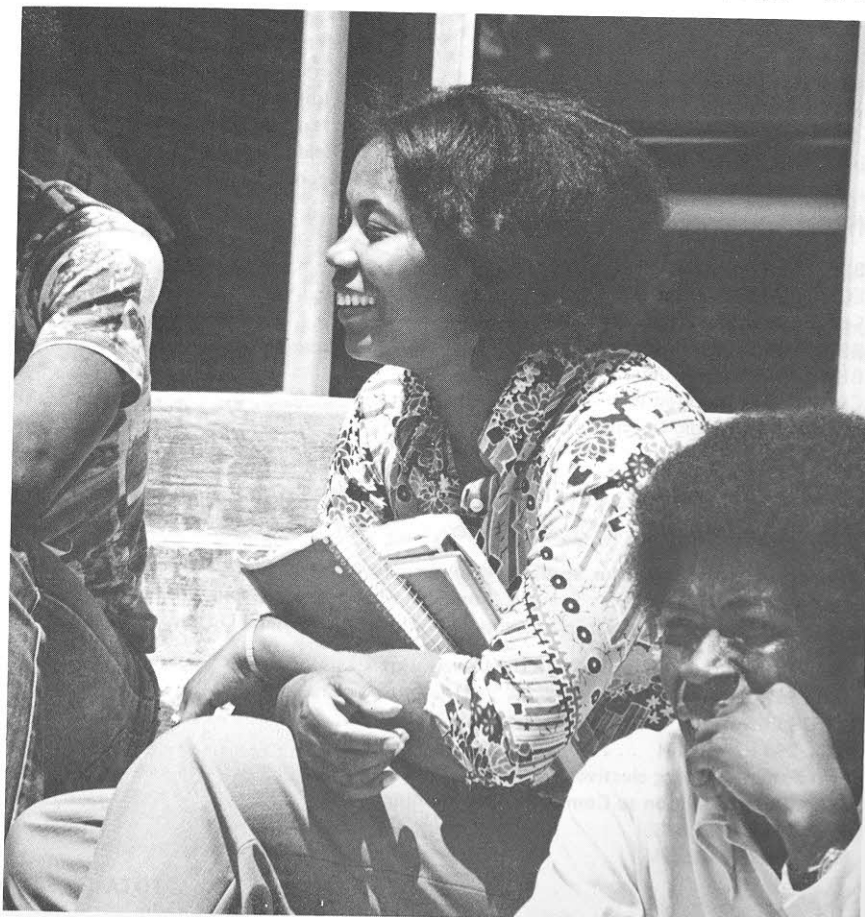
① Distributive Education:

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 Economics | 10 hours |
| EDU 204 Introduction to Education | .5 hours |
| DED 150 Principles of Distribution | .5 hours |
| Two courses from the following: | 10 hours |
| CWE 101 Cooperative Work Experience | |
| DED 171 Salesmanship | |
| DED 172 Sales Promotion | |
| DED 201 Principles of Marketing | |
| DED 202 Business Organization and Management | |
| 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.

④ 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 |
| HFN 151 Nutrition (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 | |

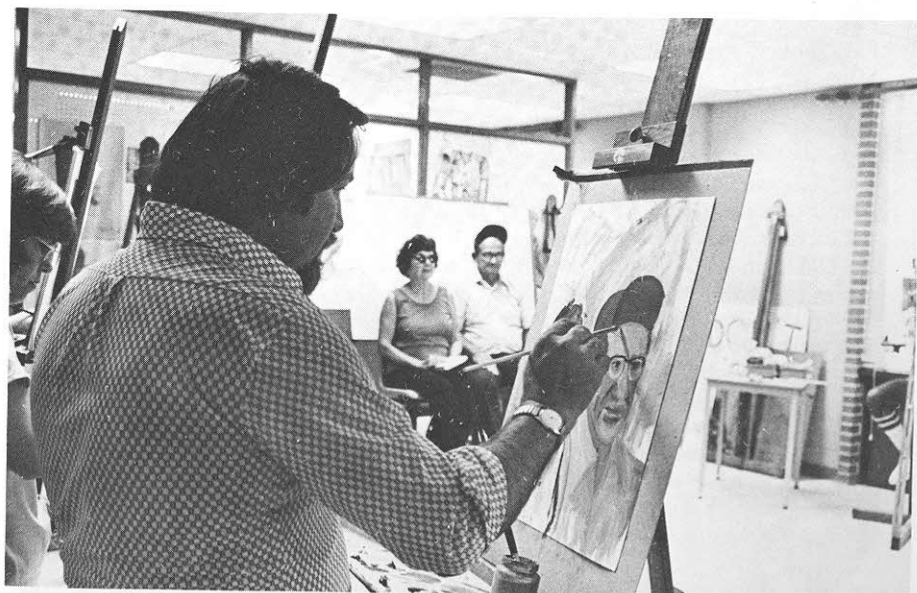
TOTAL 30 hours

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 Art History Survey I | |
| ART 213 Art Appreciation | |
| DRA 102 Beginning Acting | |
| DRA 103 Stagecraft | |
| DRA 200 Introduction to Theatre | |
| 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, English, 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 unit 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:

Twenty to twenty-one hours from the following:

| | |
|------------------------------------|----------|
| ART 120 Art Structure | .5 hours |
| ART 130 Art Structure | .5 hours |
| ART 211 Art History Survey I | .5 hours |
| ART 216 Drawing and Painting. | 3 hours |
| ART 217 Drawing and Painting. | 3 hours |
| ART 240 Ceramics | 5 hours |

Ten hours from the following:

| | |
|--|----------|
| Foreign Language 103-104. | 10 hours |
| MUS 101 Music Appreciation | 5 hours |
| DRA 200 Introduction to Theatre | 5 hours |
| JRN 101 Introduction to Journalism. | 5 hours |
| ART 213 Art Appreciation | 5 hours |
| HUM 221 Western World Literature | 5 hours |
| HUM 222 Western World Literature | 5 hours |

TOTAL 31 hours

Journalism:

Select two courses from the following:

| | |
|-------------------------------------|----------|
| JRN 101 Introduction to Journalism | 10 hours |
| JRN 215 Radio-Television Announcing | |
| JRN 260 News Writing and Reporting | |
| Foreign Language 103-104 | 10 hours |

Select two courses from the following:

| | |
|-----------------------------------|----------|
| ART 213 Art Appreciation | 10 hours |
| DRA 200 Introduction to Theatre | |
| MUS 101 Music Appreciation | |
| SOC 105 Introduction to Sociology | |
| SOC 260 Social Problems | |
| HUM 221 Western World Literature | |
| HUM 222 Western World Literature | |
| SPC 108 Fundamentals of Speech | |

TOTAL 30 hours

English:

Either Foreign Language 103-104
or Humanities 221-222 10 hours
Four courses from the following: 20 hours
ART 213 Art Appreciation
MUS 101 Music Appreciation
DRA 200 Introduction to Theatre
JRN 101 Introduction to Journalism
HUM 221 Western World Literature
HUM 222 Western World Literature
Foreign Language 103-104
SPC 108 Fundamentals of Speech
SPC 250 Public Speaking
HIS 211 Western Civilization I
HIS 212 Western Civilization II
JRN 260 News Writing and Reporting

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 187 (a,b,c), 287 (a,b,c) Madrigal Singers and/or
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 and/or
MUS 191 (a,b,c), 291 (a,b,c) Pep Band 6 hours

TOTAL 33-39 hours

Speech-Drama:

Foreign Language 103-104. 10 hours
Two courses from the following: 10 hours
DRA 103 Stagecraft
DRA 200 Introduction to Theatre
SPC 108 Fundamentals of Speech
SPC 250 Public Speaking
Two courses from the following: 10 hours
ART 213 Art Appreciation
HUM 221 Western World Literature
HUM 222 Western World Literature
JRN 101 Introduction to Journalism
JRN 215 Radio and TV Announcing
MUS 101 Music Appreciation

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

Student completing the college-wide core curriculum along with thirty additional hours from one of the major areas listed below will be granted an Associate in Science Degree in their elected major area of study. They are then prepared to transfer to a senior institution as a junior. Students desiring to transfer to an institution outside the University System of Georgia or desiring a major in engineering, allied health, or a science area not listed can, with the approval of their advisor, obtain an Associate in Science Degree by selecting thirty hours of appropriate courses from the ten major areas listed below.

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
MAT 253 Analytic Geometry & Calculus I
MAT 254 Calculus II
MAT 255 Calculus III
PCS 227 Mechanics
PSC 228 Heat, Sound and Light

TOTAL 30 hours

Dental Hygiene-Pre:

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

TOTAL 30 hours

*If Speech is taken as a part of Area I, select a second course from the restricted electives listed.

16 *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

19 *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> | |
| PCS 101 Survey of Physics | .5 hours |
| Choice of two of the following: | 10 hours |
| AEN 109 Engineering Graphics | |
| AEN 220 Drainage, Irrigation and Erosion Control | |
| CHM 261 Organic Chemistry | |
| MAT 253 Analytic Geometry and Calculus I | |
| STA 200 Statistics | |

TOTAL 30 hours

20 *Mathematics:*

| | |
|--|----------|
| MAT 253 Analytic Geometry and Calculus I | .5 hours |
| MAT 254 Calculus II | .5 hours |
| MAT 255 Calculus III | .5 hours |
| MAT 256 Calculus IV | .5 hours |
| PCS 227 Mechanics <i>or</i> | |
| PCS 228 Heat, Sound and Light <i>or</i> | |
| CSC 221 FORTRAN I <i>and</i> | |
| Foreign Language (French, German or Russian) | 10 hours |

TOTAL 30 hours

21 *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

22 *Nursing:*

| | |
|--|----------|
| 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 | |

Nursing (Continued)

| | |
|-------------------------------------|--|
| 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

23 *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 <i>and</i> | |
| PCS 228 Heat, Sound and Light <i>or</i> | |
| CHM 240-241 Fundamental Organic Chemistry | 10 hours |

TOTAL 30 hours

24 *Veterinary Medicine-Pre:*

| | |
|--|----------|
| BIO 101-102 Principles of Biology | 10 hours |
| BIO 222 General Botany <i>or</i> | |
| BIO 226 Vertebrate Zoology | .5 hours |
| PCS 227 Mechanics | .5 hours |
| PCS 228 Heat, Sound and Light | .5 hours |
| AHY 101 Introduction to Animal Science <i>or</i> | |
| CHM 223 Qualitative Inorganic Analysis <i>or</i> | |
| DHU 203 Elements of Dairying <i>or</i> | |
| PHU 160 Poultry Science | .5 hours |

TOTAL 30 hours

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

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 speciality 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 Education5 hours
 MUS 101 Music Appreciation *or*
 ART 213 Art Appreciation5 hours
 PSY 101 Introduction to Psychology *or*
 SOC 105 Introduction to Sociology5 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)
 POL 202 State and Local Government
 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 Education5 hours
 MUS 101 Music Appreciation *or*
 ART 213 Art Appreciation5 hours
 PSY 101 Introduction to Psychology *or*
 SOC 105 Introduction to Sociology5 hours
 PSY 201 Social and Personal Disorganization5 hours
 PSY 221 Human Growth and Development5 hours
 SOC 115 Introduction to Social Welfare5 hours

TOTAL 30 hours

Secondary Education:

ART 213 Art Appreciation *or*
 MUS 101 Music Appreciation5 hours
 EDU 204 Introduction to Education5 hours
 PSY 101 Introduction to Psychology *or*
 SOC 105 Introduction to Sociology5 hours
 ART: ART 120, 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 250, SEC 207-208.
 CHEMISTRY: BIO 101-102, CHM 121-122, CHM 223, CHM 261.
 ENGLISH: ART 213, DRA 200, HUM 221, 222, JRN 101, JRN 260, 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 235, MAT 253-254-255-256, PSC 101, PCS 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, PCS 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, 202, 211, 212, 213, REL 101, SOC 105, SOC 260, SOC 293, SSC 201.
 SPEECH: DRA 102, DRA 103, DRA 200, 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 I5 hours
- CRJ 215 Criminal Law II5 hours
- Four of the following electives: 20 hour
- CRJ 100 Introduction to Law Enforcement
- 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 145 Traffic Crash Investigation
- CRJ 150 Narcotics and Dangerous Substances
- CRJ 155 Criminal Evidence and Procedure
- CRJ 210 Juvenile Procedures
- CRJ 220 Criminal Investigation
- CRJ 225 Probation Parole
- CRJ 230 Police Role in Deviant Behavior

TOTAL 30 hours

Sociology: Option in Social Work

- PSY 101 Introduction to Psychology5 hours
- SOC 115 Introduction to Social Welfare5 hours
- SOC 260 Social Problems5 hours
- PSY 201 Social and Personal Disorganization5 hours
- SOC 263 Social Work Methods5 hours
- SOC 293 Family Relations5 hours

TOTAL 30 hours

Sociology: Option in Urban Life

- ECN 105 Principles of Economics5 hours
- PSY 101 Introduction to Psychology5 hours
- SOC 105 Introduction to Sociology5 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
- HUM 221-222 Western World Literature
- MUS 101 Music Appreciation
- SPC 108 Fundamentals of Speech
- (c) CRJ 100 Introduction to Law Enforcement
- CRJ 115 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 Economics10 hours
- ECN 133 Economic Development of the U.S.5 hours
- GGY 101 World Geography5 hours
- HIS 211-212 Western Civilization10 hours
- HIS 251-252 United States History10 hours
- HIS 271 Problems in American History5 hours
- POL 111, 112, 113 (one hour each)3 hours
- POL 211, 212, 213 (one hour each)3 hours
- POL 202 State and Local Government5 hours
- POL 203 International Relations5 hours
- PSY 101 Introduction to Psychology5 hours
- SOC 105 Introduction to Sociology5 hours
- SSC 201 Afro-American Culture5 hours
- Foreign Language10 hours

TOTAL 30 hours

31 Political Science:

Foreign Language or Statistics,
Computer Science10 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

32 Psychology:

PSY 101 Introduction to Psychology5 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 United States 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

33 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 260 Social Problems
SOC 293 Family Relations
SSC 201 Afro-American Culture

TOTAL 30 hours



DIVISION OF SPECIAL STUDIES

The Division of Special Studies offers developmental courses in English, reading, mathematics, and study skills; provides multi-media materials in a number of 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 entering freshmen must take placement tests in English, reading and mathematics as a part of their orientation process at ABAC. These test scores, SAT scores, and high school records are used in determining whether students are placed in developmental courses, regular college courses, or advanced college courses. Students scoring below the minimum score in English, reading, or mathematics must take the appropriate developmental courses since these courses are designed to teach students skills they need to pass college level work. However, students demonstrating a weakness in only one or two of these areas may take college level courses while taking developmental courses in their weak areas. Faculty in the Division will assist students and work with faculty advisors to ensure correct placement of entering freshmen.

In addition to first time entering students, the Division of Special Studies has remedial courses in English (ENG 096) and reading (KDG 096) for those students who take the Regents' Exam and fail either one or both of the sections of the exam. Remediation is required before the student can retake the Regents' Exam so the student should take the exam at the earliest possible time in case remediation is necessary.

A non-punitive grading system is utilized in developmental courses with emphasis on academic progress during the quarter. Students who have not completed developmental courses after two quarters will be placed on probation and counseled by members of the Division. Students failing to make satisfactory progress in developmental studies after three quarters will not be permitted to continue at ABAC.

All courses numbered below the 100 level are taught in this division of the College and carry institutional credit only. Students are admitted into Special Studies any quarter of the year.

All students experiencing difficulty in any subject area, whether they are developmental students or not, are encouraged to contact the chairman of the Division to arrange for tutors or multi-media materials. The major objective of the Division of Special Studies is to assist students in accomplishing their goals for attending ABAC.

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 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 in effectively relating to their employers and their fellow employees in an actual working environment.

The Cooperative Education Program 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 at the divisional level, with 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 Education 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 his 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 101-105, 111-151 and 201-205. 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 records 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, Physical Education and Recreation

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

Humanities:

ART 211 Art History Survey I
DRA 222 Theatre History

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 Director of Cooperative Education at the College or from any of the academic divisions.

CAREER PLANNING AND PLACEMENT

Recognizing that many students experience difficulties in making sound career choices, ABAC offers—on a voluntary basis—the services of a comprehensive Career Planning and Placement Center. Personnel working in the Center assist students in six important steps toward 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 — one-year, two-year, four-year, or graduate — 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 is formed not only around appropriate personnel, but is also located in an adequate facility (1st floor, Herring Hall), which houses a library of career information; a sophisticated assessment laboratory; a media center containing audiovisual equipment for use with multi-media career information; conference rooms for large and small group sessions; and interview rooms so that industry and business representatives have access to on-campus locations for interviewing prospective employees from the student body.

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

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.

1. The Division of Agriculture, Home Economics and Forestry
 - a. Agri-Science Technology
 1. Plant option
 2. Livestock option
 - b. Agri-Business Technology
 - c. Agricultural and Industrial Equipment Technology
 1. General option
 2. Diesel and Hydraulic 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
 2. Two-year Associate Degree
 - b. General Business Program
 1. General Business option
 2. Accounting option
 - c. Secretarial Science
 1. General Secretary option
 2. Executive Secretary option
 3. Medical Secretary option
 4. Legal Secretary option
 5. Administrative Office Assistant option
 6. Stenographer-Typist option (one year)
 7. Clerical option (one year)
 - d. Distributive Education
 1. Marketing-Management option
 2. General Merchandising option
 3. Fashion Merchandising option
 4. Certificate in Merchandising 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:

THE DIVISION OF AGRICULTURE HOME ECONOMICS AND FORESTRY

AGRI-SCIENCE TECHNOLOGY With options in Plant and Livestock Technology

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 and in agri-related fields.

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

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------------|--------------|
| AEC 150 Farm Organization and Management | | 5 |
| AEN 110 Farm Machinery and Equipment | | 5 |
| AGO 100 Agriculture Orientation | | 1 |
| BIO 101 Principles of Biology | | 5 |
| MAT 150 Basic Mathematics | | 5 |
| *Electives | | 15 |
| Choose one of the general education groups below | | 15/20 |
| <i>GROUP I (20 hours)</i> | <i>GROUP II (15 hours)</i> | |
| 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 | |
| SPC 108 Speech | | |
| Physical Education as required | | |
| | | TOTAL 51/56 |

**AGR 206 Internship 15

Sophomore Year

| | | |
|---|-------|----|
| AGY 220 Fertilizers and Soils | | 5 |
| FOR 294 Farm Forestry | | 5 |
| SOC 105 Introduction to Sociology or SOC 293 Family Relations | | 5 |
| *Electives | | 25 |
| Physical Education as required | | |

TOTAL 40
GRAND TOTAL 106/111

*Suggested list of electives:

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 201 Plant Science
AGY 223 Weed Control
AGY 230 Field Crop Production
AHY 101 Introduction to Animal Science
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
ENT 201 Insect Control
PAT 221 Plant Disease Control
PPC 101 Plant Pest Control

**Students enroll for one quarter of occupational experience in their major field after 45 hours of course work.

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.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------------|--------------|
| AEC 150 Farm Organization and Management | | 5 |
| AGY 125 Control of Weeds, Insects and Plant Diseases | | 5 |
| AGO 100 Agricultural Orientation | | 1 |
| AHY 115 Livestock Production | | 5 |
| MAT 150 Basic Mathematics | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| BIO 101 Principles of Biology | | 5 |
| Choose one of the general education groups below | | 15/20 |
| <i>GROUP I (20 hours)</i> | <i>GROUP II (15 hours)</i> | |
| 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 | |
| SPC 108 Speech | | |
| Physical Education as required | | |
| | | TOTAL 46/51 |

**AGR 206 Internship 15

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--------------------------------------|-----------------------|--------------|
| AEC 210 Agricultural Economics | | .5 |
| AGY 230 Field Crop Production | | .5 |
| BBA 270 Business Law | | .5 |
| FOR 294 Farm Forestry | | .5 |
| AEC 260 Agricultural Marketing | | .5 |
| AGY 220 Fertilizers and Soils | | .5 |
| *Electives | | 15 |
| Physical Education as required | | |

TOTAL 45
GRAND TOTAL 106/111

**Electives suggested below:*

- ABA 230 Income Tax
- AEN 110 Farm Machinery and Equipment
- AEN 120 Agricultural Power I
- AEN 130 Power Unit Testing
- AGY 110 Forage Crops and Pastures
- AHY 205 Beef Cattle Production
- AHY 210 Swine Production
- AHY 215 Feeding Farm Animals
- BBA 111 Principles of Accounting
- DED 171 Salesmanship
- DHU 203 Elements of Dairying
- HOR 201 Principles of Horticulture
- BIO 102 Principles of Biology

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.

| <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 Agricultura Machinery Business | | .5 |
| AEN 130 Power Unit Testing and Diagnosis | | .5 |
| *Electives (restricted) | | .5 |

*Must be selected from Agriculture, Business, Science-Math or Social Science.
**Students enroll for one quarter of occupational experience in their major field after 45 hours of course work.

Choose one of the general education groups below 15/20

- | | |
|----------------------------------|----------------------------|
| <i>GROUP I (20 hours)</i> | <i>GROUP II (15 hours)</i> |
| 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 |
| SPC 108 Speech | |

Physical Education as required

Summer

TOTAL 47/52

AEN 269 Internship 15

Sophomore Year

| | |
|---|----|
| AEN 207 Metal Technology | .5 |
| AEN 212 Agricultural Electrical Equipment | .5 |
| AEN 213 Hydraulics I | .5 |
| AEN 214 Hydraulics II | .5 |
| AEN 230 Agricultural Power II | .5 |
| DED 171 Salesmanship | .5 |
| ECN 105 Principles of Economics | .5 |
| *Electives | 10 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 107/112

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 | | .5 |
| AEN 125 Agricultural Machinery Business | | .5 |
| AEN 131 Diesel Service Shop | | .5 |
| Choose one of the general education groups below | | 15/20 |

- | | |
|----------------------------------|----------------------------|
| <i>GROUP I (20 hours)</i> | <i>GROUP II (15 hours)</i> |
| 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 |
| SPC 108 Speech | |

Physical Education as required

TOTAL 42/47

Summer

| | |
|--------------------------|----|
| AEN 269 Internship | 15 |
|--------------------------|----|

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 105/110

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 College of Veterinary Medicine, Athens, Georgia 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 101 quarter hours of technical courses with 28 quarter credit hours of general education courses. The program is accredited by the American Veterinary Medical Association and graduates are eligible for registration in any state.

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 \$8,000 to \$9,000 per year. Under today's conditions, a person might expect to eventually earn \$14,000 per year after several years of experience in the field.

ADMISSIONS REQUIREMENTS

The deadline for completed applications for Fall Quarter of each year is May 1. An application received after this date will be considered on a space-available basis. An applicant will be interviewed by the ATP Admissions Committee on the scheduled interview dates during the Spring Quarter.

Applicants will be ranked according to test scores and accepted on a space-available basis. The following are the criteria for admissions into the program.

1. A minimum combined verbal and mathematics SAT score of 700 or a 2.0 college cumulative grade point average (if applicable) on a minimum of 10 quarter hours of college level courses (preferably during one academic quarter). (The SAT must be taken on the January or February National test administration date or on the March ABAC test administration date so that the score will be available on May 1. (It is recommended that a student take the nationally administered tests as these test scores are kept on permanent file for future reference.)
2. An applicant must achieve scores above the developmental level on the ABAC administered test in mathematics, reading and English.

Additional Information

1. Students who have had no chemistry may take PSC 102 Survey of Chemistry during their freshman year.
2. Students are required to conform to the ATP and the College of Veterinary Medicine, University of Georgia dress code for all laboratory and laboratory related exercises. The dress code is designed primarily for safety as well as professional appearance.
3. To enter the ATP a student must be eligible for admission to the College. However, admission to ABAC does not in any way guarantee formal admission into the ATP program.
4. Students are admitted to the ATP in the fall of each year. Any student dropping out of the sequence during the academic year must wait until that quarter for readmission to the program. Students must request permission in writing to re-enter one academic quarter before expecting to return.
5. Students entering the A.T. Program are expected to conduct themselves in a highly ethical and professional manner as students in this program while at ABAC and the College of Veterinary Medicine, University of Georgia. Failing to do so may result in expulsion from the Animal Technician Program.
6. Students entering the A.T. Program should read and be familiar with the academic rules and regulations as apply to ABAC and the A.T. Program.

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 may be directed to drop from the program and return when the course is offered again.
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 this case, he must reapply for admission to the ATP program.

CURRICULUM

Freshman Year Fall Quarter

| Courses | Hours |
|--|-------|
| ATP 100 Principles of Surgery | 3 |
| ATP 102 Medical Terminology | 3 |
| LST 101 Life Studies | 5 |
| MAT 140 Fundamentals of Technical Math | 3 |
| ATP 133 Anatomy and Physiology | 5 |
| Physical Education | 1 |

Winter Quarter

| | |
|--|---|
| ATP 107 Hematology | 4 |
| ATP 118 Parasitology | 3 |
| ATP 125 Clinics | 2 |
| ATP 134 Anatomy and Physiology | 5 |
| LST 102 Life Studies | 5 |
| Physical Education | 1 |

Spring Quarter

| | |
|---------------------------------------|---|
| ATP 108 Clinical Medicine | 5 |
| ATP 109 Radiology | 2 |
| ATP 126 Clinics | 2 |
| PSC 102 Survey of Chemistry | 5 |
| LST 103 Life Studies | 5 |
| Physical Education | 1 |

TOTAL 60

Sophomore Year*

Group I

Summer and Fall Quarters

Rotate through the following courses taught in the teaching hospital, College of Veterinary Medicine, University of Georgia:

| | |
|---|---|
| ATP 228-U Small Animal Surgery | 7 |
| ATP 229-U Small Animal Medicine I | 7 |
| ATP 231-U Anesthesiology | 6 |
| ATP 238-U Bovine Medicine and Surgery | 5 |
| ATP 239-U Equine Medicine and Surgery | 5 |
| ATP 240-U Radiology | 5 |
| ATP 241-U Clinical Pathology | 5 |

Winter Quarter

| | |
|------------------------------|----|
| ATP 208 Externship | 15 |
|------------------------------|----|

Spring Quarter

| | |
|---|---|
| ATP 203 Prev. Medicine and Immunology | 5 |
| ATP 206 Ethics and Office Procedures | 2 |
| ATP 212 Nutrition | 3 |
| ATP 227 Clinics | 2 |
| PSY 101 Introduction to Psychology | 5 |
| Physical Education | 1 |

Group II

Summer Quarter

| | |
|------------------------------|----|
| ATP 208 Externship | 15 |
|------------------------------|----|

Fall Quarter

| | |
|---|---|
| ATP 203 Prev. Medicine and Immunology | 5 |
| ATP 206 Ethics and Office Procedures | 2 |
| ATP 212 Nutrition | 3 |
| ATP 227 Clinics | 2 |
| PSY 101 Introduction to Psychology | 5 |
| Physical Education | 1 |

Winter and Spring Quarters

Rotate through the following courses taught in the teaching hospital, College of Veterinary Medicine, University of Georgia:

| | |
|---|---|
| ATP 228-U Small Animal Surgery | 7 |
| ATP 229-U Small Animal Medicine I | 7 |
| ATP 231-U Anesthesiology | 6 |
| ATP 238-U Bovine Medicine and Surgery | 5 |
| ATP 239-U Equine Medicine and Surgery | 5 |
| ATP 240-U Radiology | 5 |
| ATP 241-U Clinical Pathology | 5 |

TOTAL 71
GRAND TOTAL 131

*The class will be divided into two approximately equal groups for the sophomore year.

2. A student who makes a D in any ATP course may be directed to drop from the program and return when the course is offered again.
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 this case, he must reapply for admission to the ATP program.

CURRICULUM

Freshman Year Fall Quarter

| Courses | Hours |
|--|-------|
| ATP 100 Principles of Surgery | 3 |
| ATP 102 Medical Terminology | 3 |
| LST 101 Life Studies | 5 |
| MAT 140 Fundamentals of Technical Math | 3 |
| ATP 133 Anatomy and Physiology | 5 |
| Physical Education | 1 |

Winter Quarter

| | |
|--------------------------------|---|
| ATP 107 Hematology | 4 |
| ATP 118 Parasitology | 3 |
| ATP 125 Clinics | 2 |
| ATP 134 Anatomy and Physiology | 5 |
| LST 102 Life Studies | 5 |
| Physical Education | 1 |

Spring Quarter

| | |
|-----------------------------|---|
| ATP 108 Clinical Medicine | 5 |
| ATP 109 Radiology | 2 |
| ATP 126 Clinics | 2 |
| PSC 102 Survey of Chemistry | 5 |
| LST 103 Life Studies | 5 |
| Physical Education | 1 |

TOTAL 60

Sophomore Year*

Group I

Summer and Fall Quarters

Rotate through the following courses taught in the teaching hospital, College of Veterinary Medicine, University of Georgia:

| | |
|---------------------------------------|---|
| ATP 228-U Small Animal Surgery | 7 |
| ATP 229-U Small Animal Medicine I | 7 |
| ATP 231-U Anesthesiology | 6 |
| ATP 238-U Bovine Medicine and Surgery | 5 |
| ATP 239-U Equine Medicine and Surgery | 5 |
| ATP 240-U Radiology | 5 |
| ATP 241-U Clinical Pathology | 5 |

Winter Quarter

| | |
|--------------------|----|
| ATP 208 Externship | 15 |
|--------------------|----|

Spring Quarter

| | |
|---------------------------------------|---|
| ATP 203 Prev. Medicine and Immunology | 5 |
| ATP 206 Ethics and Office Procedures | 2 |
| ATP 212 Nutrition | 3 |
| ATP 227 Clinics | 2 |
| PSY 101 Introduction to Psychology | 5 |
| Physical Education | 1 |

Group II

Summer Quarter

| | |
|--------------------|----|
| ATP 208 Externship | 15 |
|--------------------|----|

Fall Quarter

| | |
|---------------------------------------|---|
| ATP 203 Prev. Medicine and Immunology | 5 |
| ATP 206 Ethics and Office Procedures | 2 |
| ATP 212 Nutrition | 3 |
| ATP 227 Clinics | 2 |
| PSY 101 Introduction to Psychology | 5 |
| Physical Education | 1 |

Winter and Spring Quarters

Rotate through the following courses taught in the teaching hospital, College of Veterinary Medicine, University of Georgia:

| | |
|---------------------------------------|---|
| ATP 228-U Small Animal Surgery | 7 |
| ATP 229-U Small Animal Medicine I | 7 |
| ATP 231-U Anesthesiology | 6 |
| ATP 238-U Bovine Medicine and Surgery | 5 |
| ATP 239-U Equine Medicine and Surgery | 5 |
| ATP 240-U Radiology | 5 |
| ATP 241-U Clinical Pathology | 5 |

TOTAL 71
GRAND TOTAL 131

*The class will be divided into two approximately equal groups for the sophomore year.

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 110 Farm Machinery and Equipment | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| BIO 222 General Botany or FOR 120 Forest Botany | | 5 |
| FOR 191 Orientation | | 5 |
| FOR 193 Forest Mapping | | 5 |
| MAT 150 Basic Mathematics | | 5 |
| Choose one of the general education groups below | | 15/20 |

GROUP I (20 hours)

ENG 101 Composition and Rhetoric
HIS 252 United States History
POL 201 American Government
SPC 108 Speech

GROUP II (15 hours)

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

Physical Education as required

TOTAL 45/50

Summer

| | |
|--------------------------------------|---|
| 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

Sophomore Year

| | |
|---|---|
| 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 207 Silviculture | 5 |
| FOR 222 Forest Surveying | 5 |
| FOR 245 Timber Management | 5 |
| FOR 255 Forest Recreation | 5 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 106/111

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 |
| MAT 150 Basic Mathematics | | 5 |
| Choose one of the general education groups below | | 15/20 |

GROUP I (20 hours)

ENG 101 Composition and Rhetoric
HIS 252 United States History
POL 201 American Government
SPC 108 Speech

GROUP II (15 hours)

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

Physical Education as required

TOTAL 50/55

Summer

| | |
|---|---|
| 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

Sophomore

| | |
|---|---|
| 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 111/116

HOME ECONOMICS TECHNOLOGY General Option

The two year Home Economics program offers six programs of study. Five of these are designed to prepare students for employment in Home Economics related businesses and the sixth is a general program designed to prepare the student to be a full-time homemaker.

Students completing one of the six concentrations will receive the Associate in Home Economics Degree.

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 clinics and hospitals, and agencies dealing with family adjustment.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|---|----------------------|--------------|
| HCF 103 Child Care or | | |
| PSY 221 Human Growth and Development | | 5 |
| HCF 225 Etiquette | | 5 |
| HFN 151 Principles of Nutrition | | 5 |
| HID 115 Housing | | 5 |
| HID 116 Crafts | | 5 |
| PSY 101 Introduction to Psychology | | 5 |
| Choose either general education group below | | 15 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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

| | | |
|--------------------|-------|----|
| HEC 209 Internship | | 15 |
|--------------------|-------|----|

Sophomore Year

| | | |
|--------------------------------------|--------------------|------------|
| HCF 211 Group Care of Young Children | | 5 |
| HCF 220 Personal and Family Finance | | 5 |
| HCT 214 Clothing Selection | | 5 |
| HFN 245 Quantity Food Production | | 5 |
| MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| *Electives | | 20 |
| Physical Education as required | | |
| | TOTAL | 45 |
| | GRAND TOTAL | 105 |

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

ART 130 Art Structure
BBA 110 Principles of Accounting
BBA 270 Business Law
BIO 101 Biology
BIO 102 Biology
MUS 101 Music Appreciation
SPC 108 Speech
SOC 293 Family Relations

CONCENTRATION IN CLOTHING AND TEXTILES

This curriculum is appropriate for persons wishing to prepare for work as representatives (demonstrators, consumer specialists, home economists) for companies providing products related to clothing or textiles, clothing or fabrics buyer, bridal consultant, sewing instructor, or seamstress.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|---|----------------------|--------------|
| HCT 101 Basic Fashion | | 5 |
| HCT 110 Elements of Clothing Construction | | 5 |
| HCF 225 Etiquette | | 5 |
| ART 130 Art Structure | | 5 |
| MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| PSY 101 Introduction to Psychology | | 5 |
| Choose either general education group below | | 15 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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

| | | |
|--------------------|-------|----|
| HEC 209 Externship | | 15 |
|--------------------|-------|----|

Sophomore Year

| | | |
|-------------------------------------|--------------------|------------|
| HCT 214 Clothing Selection | | 5 |
| HCT 224 Textiles | | 5 |
| HCT 230 Clothing—Special Problems | | 5 |
| HCF 220 Personal and Family Finance | | 5 |
| HID 116 Crafts | | 5 |
| *Electives | | 20 |
| Physical Education as required | | |
| | TOTAL | 45 |
| | GRAND TOTAL | 105 |

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

ART 120 Art Structure
ART 216 Drawing
ART 217 Drawing
BBA 110 Principles of Accounting
BBA 270 Business Law
DED 171 Salesmanship
DED 172 Sales Promotion
DED 290 Personnel Management
HEC 275 Home Furnishings

CONCENTRATION IN FOODS AND NUTRITION

This 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 company representative; demonstrator for food products and foods equipment; food service workers; or government positions related to foods and nutrition.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|---|----------------------|--------------|
| HFN 151 Principles of Nutrition | | 5 |
| HID 161 Household Equipment | | 5 |
| HCF 225 Etiquette | | 5 |
| MAT 100 College Algebra <i>or</i> | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| *Electives | | 10 |
| Choose either general education group below | | 15 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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 |

| <i>Courses</i> | <i>Summer</i> | <i>Hours</i> |
|--------------------|---------------|--------------|
| HEC 209 Externship | | 15 |

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|-------------------------------------|-----------------------|--------------|
| HCF 220 Personal and Family Finance | | 5 |
| HEC 115 Foods | | 5 |
| HFN 245 Quantity Food Production | | 5 |
| HFN 250 Foods for Special Occasions | | 5 |
| *Electives | | 25 |
| Physical Education as required | | |
| | TOTAL | 45 |
| | GRAND TOTAL | 105 |

*Select electives from this list or others approved by advisor

BBA 110 Principles of Accounting
BBA 270 Business Law
BIO 101 Biology
BIO 102 Biology
BIO 105 Principles of Microbiology
DED 201 Principles of Marketing
DED 290 Personnel Management
HCF 103 Child Care
JRN 101 Introduction to Journalism
PSY 101 Introduction to Psychology *or*
SOC 105 Introduction to Sociology
SPC 108 Speech

CONCENTRATION IN HOUSING, FURNISHING AND INTERIORS

This curriculum is appropriate for persons wishing to prepare for work as an interior decorating consultant, kitchen plans consultant, or home furnishings buyer or coordinator.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|---|----------------------|--------------|
| HID 115 Housing | | 5 |
| HID 116 Crafts | | 5 |
| HID 161 Household Equipment | | 5 |
| HCF 225 Etiquette | | 5 |
| ART 120 Art Structure <i>or</i> | | |
| ART 130 Art Structure | | 5 |
| MAT 100 College Algebra <i>or</i> | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| Choose either general education group below | | 15 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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 |

| <i>Courses</i> | <i>Summer</i> | <i>Hours</i> |
|--------------------|---------------|--------------|
| HEC 209 Internship | | 15 |

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--|-----------------------|--------------|
| HCF 220 Personal and Family Finance | | 5 |
| HCT 224 Textiles | | 5 |
| HEC 275 Home Furnishings | | 5 |
| HID 207 Interior Environment | | 5 |
| HID 279 Special Problems in Home Furnishings | | 5 |
| PSY 101 Introduction to Psychology | | 5 |

| | |
|--------------------------------|----|
| *Electives | 15 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 105

*Select 15 hours of electives from this list or others approved by advisor.

BBA 110 Principles of Accounting
BBA 270 Business Law
DED 171 Salesmanship
DED 172 Sales Promotion
DED 290 Personnel Management
HCT 110 Elements of Clothing Construction
HOR 215 Basic Garden Planning

CONCENTRATION IN HOME ECONOMICS IN BUSINESS

This curriculum is appropriate for persons wishing to prepare for work as home economists in private businesses providing products or services for the home, the owner or operator of a home economics related business, in consumer relations, or government positions related to the home. The electives taken by the student in this curriculum will be those that will be best suited for his or her career objectives.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|---|----------------------|--------------|
| HCF 225 Etiquette | | 5 |
| HFN 151 Principles of Nutrition | | 5 |
| HID 115 Housing | | 5 |
| HID 161 Household Equipment | | 5 |
| MAT 100 College Algebra <i>or</i> | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| PSY 101 Introduction to Psychology | | 5 |
| Choose either general education group below | | 15 |

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

| | |
|------------------------------|----|
| HEC 209 Internship | 15 |
|------------------------------|----|

Sophomore Year

| | |
|---|----|
| HCF 220 Personal and Family Finance | 5 |
| HCT 214 Clothing Selection | 5 |
| HFN 250 Foods for Special Occasions | 5 |
| BBA 270 Business Law | 5 |
| SPC 108 Speech | 5 |
| *Electives | 20 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 105

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

BBA 108 Business Communications
BBA 110 Principles of Accounting
DED 171 Salesmanship
DED 172 Sales Promotion
DED 201 Principles of Marketing
DED 290 Personnel Management
ECN 105 Principles of Economics
HCF 103 Child Care
HCT 224 Textiles
HEC 115 Foods
HEC 275 Home Furnishings
HID 116 Crafts
JRN 101 Introduction to Journalism

CONCENTRATION IN GENERAL HOME ECONOMICS

This curriculum is appropriate for persons wishing to become a homemaker, able to manage family resources and provide a pleasant home environment.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| HCF 103 Child Care <i>or</i> | | |
| PSY 221 Human Growth and Development | | 5 |
| HCT 110 Elements of Clothing Construction | | 5 |
| HFN 151 Principles of Nutrition | | 5 |
| HID 115 Housing | | 5 |
| MAT 100 College Algebra <i>or</i> | | |
| MAT 130 Basic Ideas in Mathematics | | 5 |
| PSY 101 Introduction to Psychology <i>or</i> | | |
| SOC 105 Introduction to Sociology | | 5 |
| Choose one of the general education groups below | | 15 |

GROUP I

ENG 101 Composition and Rhetoric
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 45

Sophomore Year

| | |
|-------------------------------------|----|
| HID 161 Household Equipment | 5 |
| HCF 225 Etiquette | 5 |
| HID 116 Crafts | 5 |
| HCF 220 Personal and Family Finance | 5 |
| HCT 214 Clothing Selection | 5 |
| HCT 224 Textiles | 5 |
| HEC 115 Foods | 5 |
| HFN 250 Foods for Special Occasions | 5 |
| HEC 275 Home Furnishings | 5 |
| SOC 293 Family Relations | 5 |
| *Electives | 10 |
| Physical Education as required | |

TOTAL 60
GRAND TOTAL 105

*Select electives from this list or those approved by advisor.

ART 130 Art Structure
BIO 101 Biology
HOR 215 Basic Garden Planning
MUS 101 Music Appreciation
ECN 105 Principles of Economics
SSC 201 Afro-American Culture

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.

| Courses | Freshman Year | Hours |
|--|---------------|-------|
| BBA 108 Business Communications | 5 | 5 |
| HEC 117 Foods and Nutrition or | 5 | 5 |
| HEC 115 Foods | 5 | 5 |
| HEC 200 Food Service Equipment | 5 | 5 |
| LST 101 Life Studies: The Human Experience | 5 | 5 |
| LST 102 Life Studies: The Human Experience | 5 | 5 |
| LST 103 Life Studies: The Human Experience | 5 | 5 |
| MAT 150 Basic Mathematics | 5 | 5 |
| PSY 101 Introduction to Psychology or | 5 | 5 |
| SOC 105 Introduction to Sociology | 5 | 5 |
| SPC 108 Fundamentals of Speech | 5 | 5 |
| Physical Education as required | | |
| | TOTAL | 45 |

Summer

**HEC 209 Internship 15

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

Sophomore Year

| | |
|--|----|
| BBA 110 Principles of Accounting | 5 |
| HEC 118 Food Production Service for Groups | 5 |
| HEC 127 Commercial Foods Management | 5 |
| HEC 131 Food Purchasing | 5 |
| HEC 245 Supervision | 5 |
| HEC 251 Nutrition | 5 |
| HEC 257 Food and Labor Cost Control | 5 |
| *Electives | 10 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 105

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

BBA 270 Business Law
DED 290 Personnel Management
HEC 132 Quantity Food Production
HED 255 Catering
HEC 256 Merchandising for Food Service
HEC 268 Restaurant Management
SOC 260 Social Problems

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.

| Courses | Freshman Year | Hours |
|--|---------------|-------|
| AGY 125 Control of Weeds, Insects and Plant Diseases | 5 | 5 |
| AGY 220 Soils and Fertilizers | 5 | 5 |
| HOR 102 Horticultural and Turfgrass Equipment | 5 | 5 |
| HOR 111 Ornamental Plant Identification I | 2 | 2 |
| HOR 112 Ornamental Plant Identification II | 2 | 2 |
| HOR 113 Ornamental Plant Identification III | 2 | 2 |
| HOR 201 Principles of Horticulture | 5 | 5 |
| *MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Math or | | |
| MAT 150 Basic Mathematics | 5 | 5 |

*Required for Landscape Gardening option.

Choose one of the general education groups below 15/20

GROUP I (20 hours)

ENG 101 Composition and Rhetoric
HIS 252 United States History
POL 201 American Government
SPC 108 Speech

GROUP II (15 hours)

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

Physical Education as required

TOTAL 46/51

Summer

HOR 210 Internship 15

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Flowershop and Greenhouse Management Option

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---|-----------------------|--------------|
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| DED 172 Sales Promotion | | 5 |
| HOR 211 Flowershop Management I | | 5 |
| HOR 212 Flowershop Management II | | 5 |
| HOR 218 Interior Plantings and Decoration | | 3 |
| HOR 221 Greenhouse Management I | | 5 |
| HOR 222 Greenhouse Management II | | 5 |
| HOR 223 Greenhouse Management III | | 5 |
| HOR 241 Maintenance of Ornamental Plantings I | | 3 |
| *Elective | | 5 |
| Physical Education as required | | |

TOTAL 51
GRAND TOTAL 112/117

*Select elective from this list or those approved by advisor.

HOR 245 Plant Propagation
HOR 251 Management of Horticultural Operation
HOR 261 Nursery Management

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Landscape Gardening and Maintenance Option

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---|-----------------------|--------------|
| AEN 210 Surveying | | 5 |
| AEN 220 Drainage, Irrigation and Erosion Control | | 3 |
| BBA 110 Principles of Accounting | | 5 |
| HOR 215 Basic Garden Planning | | 5 |
| HOR 216 Advanced Garden Planning and Landscape Construction | | 5 |
| HOR 231 Turfgrass Management I | | 5 |
| HOR 241 Maintenance of Ornamental Plantings I | | 3 |
| HOR 242 Maintenance of Ornamental Plantings II | | 3 |
| HOR 251 Management of Horticultural Operations | | 5 |
| MAT 101 Trigonometry or | | |
| MAT 116 Pre-Calculus | | 5 |

*Elective 5
Physical Education as required

TOTAL 49
GRAND TOTAL 110/115

*Select elective from this list or those approved by advisor.

HOR 245 Plant Propagation
HOR 252 Landscape Contracting and Maintenance
HOR 261 Nursery Management

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Turfgrass Management Option

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---|-----------------------|--------------|
| AEN 220 Drainage, Irrigation and Erosion Control | | 3 |
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| HOR 215 Basic Garden Planning | | 5 |
| HOR 216 Advanced Garden Planning and Landscape Construction | | 5 |
| HOR 231 Turfgrass Management I | | 5 |
| HOR 232 Turfgrass Management II | | 5 |
| HOR 241 Maintenance of Ornamental Plantings I | | 3 |
| HOR 242 Maintenance of Ornamental Plantings II | | 3 |
| HOR 251 Management of Horticultural Operations | | 5 |
| *Elective | | 5 |
| Physical Education as required | | |

TOTAL 49
GRAND TOTAL 110/115

*Select elective from this list or those approved by advisor.

HOR 233 Golf Course Design and Maintenance
HOR 245 Plant Propagation
HOR 252 Landscape Contracting and Maintenance
HOR 261 Nursery Management

THE DIVISION OF
BUSINESS ADMINISTRATION
COMPUTER SCIENCE TECHNOLOGY
One-Year Certificate Program

Successful completion of this program enables the student to attain success as key punch and peripheral equipment operator or a programmer trainee. Students completing this 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 Business Data Processing | | 5 |
| CSC 130 Systems Analysis | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |

Choose one of the following 10 hour sequences

| | |
|-------------------------------------|----|
| CSC 135 RPG I | |
| CSC 235 RPG II | |
| CSC 222 Cobol I | |
| CSC 232 Cobol II | 10 |
| CWE 101 Cooperative Work Experience | 5 |
| LST 101 Life Studies | 5 |
| LST 102 Life Studies | 5 |
| MAT 100 College Algebra | 5 |
| Physical Education as required | |

TOTAL 45

COMPUTER SCIENCE TECHNOLOGY 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 prepared for employment as a junior programmer/analyst in a business data processing operation.

| Courses | Freshman Year | Hours |
|--|---------------|-------|
| CSC 100 Introduction to Business Data Processing | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |
| BBA 100 Introduction to Business | | 5 |
| CSC 134 Assembler I | | 5 |
| CSC 221 FORTRAN I | | 5 |
| MAT 100 College Algebra | | 5 |
| MAT 104 Decision Mathematics | | 5 |
| Physical Education as required | | |

GROUP I

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

GROUP II

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

TOTAL 45

Sophomore Year

| | |
|-------------------------------------|---|
| BBA 110 Principles of Accounting | 5 |
| BBA 111 Principles of Accounting | 5 |
| CSC 234 Assembler II | 5 |
| CSC 222 COBOL I | 5 |
| SCS 135 RPG I | 5 |
| CWE 101 Cooperative Work Experience | 5 |

Two from the following:

| | |
|---------------------------------------|------|
| CSC 231 FORTRAN II | |
| CSC 232 COBOL II | |
| CSC 235 RPG II | 10 |
| Physical Education as required | |
| Completion of general education group | 5/10 |

TOTAL 45/50
GRAND TOTAL 90/95

COMPUTER SCIENCE TECHNOLOGY PROGRAM

Data Processing / Accounting Option

The Associate in Computer Science Technology degree with this option is designed to offer the student a diversified program in data processing and accounting. The employment market is demanding graduates who know how to apply basic application of data processing to their business needs in accounting. This option seeks to combine the best of the data processing program with the best of the accounting program.

Freshman Year

| Courses | Hours |
|--|-------|
| BBA 100 Introduction to Business | 5 |
| CSC 100 Introduction to Business Data Processing | 5 |
| BBA 110 Principles of Accounting | 5 |
| BBA 111 Principles of Accounting | 5 |
| CSC 131 Introduction to Computer Programming | 5 |
| CSC 135 RPG I | 5 |
| MAT 100 College Algebra | 5 |
| Physical Education as required | |

Choose either general education group below

15/20

GROUP I

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

GROUP II

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

TOTAL 50/55

Sophomore Year

| | |
|---------------------------------|---|
| CSC 222 COBOL I | 5 |
| CSC 130 Systems Analysis | 5 |
| ABA 225 Intermediate Accounting | 5 |
| ABA 226 Intermediate Accounting | 5 |
| ABA 230 Income Tax | 5 |
| MAT 104 Decision Mathematics | 5 |
| CSC 235 RPG II | 5 |
| CSC 232 COBOL II | 5 |
| SEC 101 Typewriting | 5 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 95/100

PROGRAM IN GENERAL BUSINESS LEADING TO THE ASSOCIATE DEGREE

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

GENERAL BUSINESS PROGRAM General Business Option

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| SEC 101 Beginning Typewriting | | 5 |
| ECN 105 Principles of Economics | | 5 |
| MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| SEC 205 Office Machines | | 5 |
| Choose either general education group below | | 15 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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 |

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--|-----------------------|--------------|
| BBA 110 Principles of Accounting I | | 5 |
| BBA 111 Principles of Accounting II | | 5 |
| BBA 270 Business Law | | 5 |
| ABA 230 Income Tax | | 5 |
| BBA 108 Business Communications | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |
| DED 202 Business Organization and Management | | 5 |
| DED 290 Personnel Management | | 5 |
| ECN 106 Principles of Economics II | | 5 |
| Physical Education as required | | |
| | TOTAL | 45 |
| | GRAND TOTAL | 90 |

GENERAL BUSINESS PROGRAM Accounting Option

Students who complete this option will receive the Associate in General Business degree. This curriculum is designed to prepare students with entry level job skills as junior accountants or accountant-trainees.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| BBA 111 Principles of Accounting | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |
| MAT 100 College Algebra | | 5 |
| Physical Education as required | | |
| Choose either general education group below | | 15/20 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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 | 45/50 |

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---------------------------------|-----------------------|--------------|
| ABA 225 Intermediate Accounting | | 5 |
| ABA 226 Intermediate Accounting | | 5 |
| ABA 230 Income Tax | | 5 |
| BBA 108 Business Communications | | 5 |
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| DED 290 Personnel Management | | 5 |
| ECN 106 Principles of Economics | | 5 |
| SEC 205 Office Machines | | 5 |
| Physical Education as required | | |
| | TOTAL | 45 |
| | GRAND TOTAL | 90/95 |

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.

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 110 Principles of Accounting | | 5 |
| SEC 101 Typewriting | | 5 |
| SEC 102 Typewriting | | 5 |
| SEC 103 Typewriting | | 5 |

Choose any two of the following:

| | | |
|----------------------------------|-------|----|
| BBA 100 Introduction to Business | | |
| BBA 270 Business Law | | |
| ECN 105 Principles of Economics | | 10 |
| Physical Education as required | | |

Choose either general education group 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 45/50

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---------------------------------|-----------------------|--------------|
| BBA 108 Business Communications | | 5 |
| SEC 104 Shorthand | | 5 |
| SEC 105 Shorthand Dictation | | 5 |
| SEC 106 Shorthand | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 207 Office Management | | 5 |
| SEC 208 Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Grades | | 2 |
| Physical Education as required | | |

TOTAL 47

GRAND TOTAL 92/97

SECRETARIAL SCIENCE PROGRAM Executive Secretary Option

This option is designed for students who aspire to pass the Certified Professional Secretary examination. Students who have successfully completed all six parts of the CPS examination can receive credit for the following courses: BBA 100 or 270, BBA 108 and 110, ECN 105, SEC 101, 102, 104 and 210. 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 option 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 |
| BBA 108 Business Communications | | 5 |
| SEC 123 Medical Terminology | | 5 |
| MAT 140 Fundamentals of Technical Mathematics | | 3 |
| SEC 101 Typewriting | | 5 |
| SEC 102 Typewriting | | 5 |
| SEC 103M Medical Typing | | 5 |
| Physical Education as required | | |

Choose either general education group 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 48/53

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|----------------------------------|-----------------------|--------------|
| BBA 110 Principles of Accounting | | 5 |
| SEC 104 Shorthand | | 5 |
| SEC 105 Shorthand Dictation | | 5 |
| SEC 106M Medical Shorthand | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 207 Office Management | | 5 |
| SEC 208M Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Grades | | 2 |
| Physical Education as required | | |

TOTAL 47

GRAND TOTAL 95/100

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.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|---|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 108 Business Communications | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| SEC 101 Typewriting | | 5 |
| SEC 102 Typewriting | | 5 |
| SEC 103L Legal Typewriting | | 5 |
| Physical Education as required | | |
| Choose either general education group below | | 15/20 |

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 45/50

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--------------------------------|-----------------------|--------------|
| BBA 270 Business Law | | 5 |
| SEC 104 Shorthand | | 5 |
| SEC 105 Shorthand Dictation | | 5 |
| SEC 106 Shorthand | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 207 Office Management | | 5 |
| SEC 208L Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |

TOTAL 47
GRAND TOTAL 92/97

SECRETARIAL SCIENCE PROGRAM Administrative Office Assistant Option

| <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 |
| BBA 108 Business Communications | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| SEC 205 Office Machines | | 5 |
| DED 290 Personnel Management | | 5 |
| Physical Education as required | | |

TOTAL 45

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---|-----------------------|--------------|
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| SEC 207 Office Management | | 5 |
| SEC 208 Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |
| Choose either general education group below | | 15/20 |

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 47/52
GRAND TOTAL 92/97

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 option 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.

| <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 104 Shorthand | | 5 |
| SEC 105 Shorthand Dictation | | 5 |
| SEC 106 Shorthand | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 208 Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |

Choose either general education group below 10/15

| <i>GROUP I</i> | <i>GROUP II</i> |
|----------------------------------|----------------------|
| ENG 101 Composition and Rhetoric | LST 101 Life Studies |
| HIS 252 United States History | LST 102 Life Studies |
| POL 201 American Government | |

TOTAL 62/67

SECRETARIAL SCIENCE PROGRAM Clerical Option

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

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 108 Business Communications | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| SEC 101 Typewriting | | 5 |
| SEC 102 Typewriting | | 5 |
| SEC 103 Typewriting | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 208 Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |
| Choose either general education group below | 10/15 | |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| ENG 101 Composition and Rhetoric | LST 101 Life Studies | |
| HIS 252 United States History | LST 102 Life Studies | |
| POL 201 American Government | | |
| TOTAL | | 62/67 |

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.

DISTRIBUTIVE EDUCATION Marketing-Management Option

This option will prepare students who are interested in only a two year degree with entry level job skills and abilities to enter a management training program. This option will also prepare students with the knowledge necessary to start their own business enterprise. Students who complete this option will be awarded the Associate in Distributive Education Degree.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| SEC 101 Typewriting | | 5 |
| SPC 108 Fundamentals of Speech | | 5 |
| Physical Education as required | | |
| Choose one of the general education groups below | 15/20 | |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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 |

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--|-----------------------|--------------|
| ABA 230 Income Tax | | 5 |
| BBA 108 Business Communications | | 5 |
| BBA 111 Principles of Accounting | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| DED 251 Fundamentals of Management | | 5 |
| DEC 171 Salesmanship | | 5 |
| DED 202 Business Organization Management | | 5 |
| DED 290 Personnel Management | | 5 |
| DED 201 Principles of Marketing | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |
| TOTAL | | 52 |
| GRAND TOTAL | | 102/107 |

DISTRIBUTIVE EDUCATION General Merchandising Option

This option 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 Structure | | 5 |
| DED 150 Principles of Distribution | | 5 |
| DED 171 Salesmanship | | 5 |
| DED 172 Sales Promotion | | 5 |
| CWE 101-102 Cooperative Work Experience | | 10 |
| Physical Education as required | | |

Choose either general education group below 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|-----------------------------------|----------------------|
| 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 |
| SOC 105 Introduction to Sociology | |

TOTAL 45/50

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--|-----------------------|--------------|
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| DED 201 Principles of Marketing | | 5 |
| DED 202 Business Organization and Management | | 5 |
| DED 290 Personnel Management | | 5 |
| DED 251 Fundamentals of Management | | 5 |
| SPC 108 Fundamentals of Speech | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 200 Social Grades | | 2 |
| Physical Education as required | | |

TOTAL 47
GRAND TOTAL 92/97

DISTRIBUTIVE EDUCATION Fashion Merchandising Option

This option 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 Structure | | 5 |
| DED 150 Principles of Distribution | | 5 |
| DED 171 Salesmanship | | 5 |
| DED 172 Sales Promotion | | 5 |
| HCT 110 Elements of Clothing Construction | | 5 |
| CWE 101-102 Cooperative Work Experience | | 10 |
| Physical Education as required | | |

Choose either general education group below 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 50/55

Sophomore Year

| | |
|-------------------------------------|----|
| HCF 220 Personal and Family Finance | 5 |
| HCT 214 Clothing Selection | 5 |
| HFN 250 Foods for Special Occasions | 5 |
| BBA 270 Business Law | 5 |
| SPC 108 Speech | 20 |
| *Electives | |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 105

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

| |
|------------------------------------|
| BBA 108 Business Communications |
| BBA 110 Principles of Accounting |
| DED 171 Salesmanship |
| DED 172 Sales Promotion |
| DED 201 Principles of Marketing |
| DED 290 Personnel Management |
| ECN 105 Principles of Economics |
| HCF 103 Child Care |
| HCT 224 Textiles |
| HEC 115 Foods |
| HEC 275 Home Furnishings |
| HID 116 Crafts |
| JRN 101 Introduction to Journalism |

CONCENTRATION IN GENERAL HOME ECONOMICS

This curriculum is appropriate for persons wishing to become a homemaker, able to manage family resources and provide a pleasant home environment.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| HCF 103 Child Care or | | 5 |
| PSY 221 Human Growth and Development | | 5 |
| HCT 110 Elements of Clothing Construction | | 5 |
| HFN 151 Principles of Nutrition | | 5 |
| HID 115 Housing | | 5 |
| MAT 100 College Algebra or | | 5 |
| MAT 130 Basic Ideas in Mathematics | | 5 |
| PSY 101 Introduction to Psychology or | | 5 |
| SOC 105 Introduction to Sociology | | 15 |
| Choose one of the general education groups below | | |

| <i>GROUP I</i> | <i>GROUP II</i> |
|----------------------------------|----------------------|
| 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 45

Sophomore Year

| | |
|-------------------------------------|----|
| HID 161 Household Equipment | 5 |
| HCF 225 Etiquette | 5 |
| HID 116 Crafts | 5 |
| HCF 220 Personal and Family Finance | 5 |
| HCT 214 Clothing Selection | 5 |
| HCT 224 Textiles | 5 |
| HEC 115 Foods | 5 |
| HFN 250 Foods for Special Occasions | 5 |
| HEC 275 Home Furnishings | 5 |
| SOC 293 Family Relations | 5 |
| *Electives | 5 |
| Physical Education as required | 10 |

TOTAL 60
GRAND TOTAL 105

*Select electives from this list or those approved by advisor.

ART 130 Art Structure
BIO 101 Biology
HOR 215 Basic Garden Planning
MUS 101 Music Appreciation
ECN 105 Principles of Economics
SSC 201 Afro-American Culture

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.

| Courses | Freshman Year | Hours |
|--|---------------|-------|
| BBA 108 Business Communications | 5 | 5 |
| HEC 117 Foods and Nutrition or | 5 | 5 |
| HEC 115 Foods | 5 | 5 |
| HEC 200 Food Service Equipment | 5 | 5 |
| LST 101 Life Studies: The Human Experience | 5 | 5 |
| LST 102 Life Studies: The Human Experience | 5 | 5 |
| LST 103 Life Studies: The Human Experience | 5 | 5 |
| MAT 150 Basic Mathematics | 5 | 5 |
| PSY 101 Introduction to Psychology or | 5 | 5 |
| SOC 105 Introduction to Sociology | 5 | 5 |
| SPC 108 Fundamentals of Speech | 5 | 5 |
| Physical Education as required | | |
| | TOTAL | 45 |

Summer

| | |
|----------------------|----|
| **HEC 209 Internship | 15 |
|----------------------|----|

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

Sophomore Year

| | |
|--|----|
| BBA 110 Principles of Accounting | 5 |
| HEC 118 Food Production Service for Groups | 5 |
| HEC 127 Commercial Foods Management | 5 |
| HEC 131 Food Purchasing | 5 |
| HEC 245 Supervision | 5 |
| HEC 251 Nutrition | 5 |
| HEC 257 Food and Labor Cost Control | 5 |
| *Electives | 10 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 105

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

BBA 270 Business Law
DED 290 Personnel Management
HEC 132 Quantity Food Production
HED 255 Catering
HEC 256 Merchandising for Food Service
HEC 268 Restaurant Management
SOC 260 Social Problems

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.

| Courses | Freshman Year | Hours |
|--|---------------|-------|
| AGY 125 Control of Weeds, Insects and Plant Diseases | 5 | 5 |
| AGY 220 Soils and Fertilizers | 5 | 5 |
| HOR 102 Horticultural and Turfgrass Equipment | 5 | 5 |
| HOR 111 Ornamental Plant Identification I | 2 | 2 |
| HOR 112 Ornamental Plant Identification II | 2 | 2 |
| HOR 113 Ornamental Plant Identification III | 2 | 2 |
| HOR 201 Principles of Horticulture | 5 | 5 |
| *MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Math or | | |
| MAT 150 Basic Mathematics | 5 | 5 |

*Required for Landscape Gardening option.

Choose one of the general education groups below 15/20

GROUP I (20 hours)

ENG 101 Composition and Rhetoric
HIS 252 United States History
POL 201 American Government
SPC 108 Speech

GROUP II (15 hours)

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

Physical Education as required

TOTAL 46/51

Summer

HOR 210 Internship 15

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Flowershop and Greenhouse Management Option

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---|-----------------------|--------------|
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| DED 172 Sales Promotion | | 5 |
| HOR 211 Flowershop Management I | | 5 |
| HOR 212 Flowershop Management II | | 5 |
| HOR 218 Interior Plantings and Decoration | | 3 |
| HOR 221 Greenhouse Management I | | 5 |
| HOR 222 Greenhouse Management II | | 5 |
| HOR 223 Greenhouse Management III | | 5 |
| HOR 241 Maintenance of Ornamental Plantings I | | 3 |
| *Elective | | 5 |
| Physical Education as required | | |

TOTAL 51

GRAND TOTAL 112/117

*Select elective from this list or those approved by advisor.

HOR 245 Plant Propagation
HOR 251 Management of Horticultural Operation
HOR 261 Nursery Management

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Landscape Gardening and Maintenance Option

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---|-----------------------|--------------|
| AEN 210 Surveying | | 5 |
| AEN 220 Drainage, Irrigation and Erosion Control | | 3 |
| BBA 110 Principles of Accounting | | 5 |
| HOR 215 Basic Garden Planning | | 5 |
| HOR 216 Advanced Garden Planning and Landscape Construction | | 5 |
| HOR 231 Turfgrass Management I | | 5 |
| HOR 241 Maintenance of Ornamental Plantings I | | 3 |
| HOR 242 Maintenance of Ornamental Plantings II | | 3 |
| HOR 251 Management of Horticultural Operations | | 5 |
| MAT 101 Trigonometry or | | |
| MAT 116 Pre-Calculus | | 5 |

*Elective 5
Physical Education as required

TOTAL 49
GRAND TOTAL 110/115

*Select elective from this list or those approved by advisor.

HOR 245 Plant Propagation
HOR 252 Landscape Contracting and Maintenance
HOR 261 Nursery Management

ORNAMENTAL HORTICULTURE TECHNOLOGY PROGRAM
Turfgrass Management Option

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---|-----------------------|--------------|
| AEN 220 Drainage, Irrigation and Erosion Control | | 3 |
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| HOR 215 Basic Garden Planning | | 5 |
| HOR 216 Advanced Garden Planning and Landscape Construction | | 5 |
| HOR 231 Turfgrass Management I | | 5 |
| HOR 232 Turfgrass Management II | | 5 |
| HOR 241 Maintenance of Ornamental Plantings I | | 3 |
| HOR 242 Maintenance of Ornamental Plantings II | | 3 |
| HOR 251 Management of Horticultural Operations | | 5 |
| *Elective | | 5 |
| Physical Education as required | | |

TOTAL 49
GRAND TOTAL 110/115

*Select elective from this list or those approved by advisor.

HOR 233 Golf Course Design and Maintenance
HOR 245 Plant Propagation
HOR 252 Landscape Contracting and Maintenance
HOR 261 Nursery Management

**THE DIVISION OF
BUSINESS ADMINISTRATION**
COMPUTER SCIENCE TECHNOLOGY
One-Year Certificate Program

Successful completion of this program enables the student to attain success as key punch and peripheral equipment operator or a programmer trainee. Students completing this 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 Business Data Processing | | 5 |
| CSC 130 Systems Analysis | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |

Choose one of the following 10 hour sequences

| | |
|-------------------------------------|----|
| CSC 135 RPG I | |
| CSC 235 RPG II | |
| CSC 222 Cobol I | |
| CSC 232 Cobol II | 10 |
| CWE 101 Cooperative Work Experience | 5 |
| LST 101 Life Studies | 5 |
| LST 102 Life Studies | 5 |
| MAT 100 College Algebra | 5 |
| Physical Education as required | 5 |

TOTAL 45

COMPUTER SCIENCE TECHNOLOGY 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 prepared for employment as a junior programmer/analyst in a business data processing operation.

| Courses | Freshman Year | Hours |
|--|---------------|-------|
| CSC 100 Introduction to Business Data Processing | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |
| BBA 100 Introduction to Business | | 5 |
| CSC 134 Assembler I | | 5 |
| CSC 221 FORTRAN I | | 5 |
| MAT 100 College Algebra | | 5 |
| MAT 104 Decision Mathematics | | 5 |
| Physical Education as required | | 5 |

| GROUP I | GROUP II |
|-----------------------------------|----------------------|
| 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 45

Sophomore Year

| | |
|-------------------------------------|---|
| BBA 110 Principles of Accounting | 5 |
| BBA 111 Principles of Accounting | 5 |
| CSC 234 Assembler II | 5 |
| CSC 222 COBOL I | 5 |
| SCS 135 RPG I | 5 |
| CWE 101 Cooperative Work Experience | 5 |

Two from the following:

| | |
|---------------------------------------|------|
| CSC 231 FORTRAN II | |
| CSC 232 COBOL II | |
| CSC 235 RPG II | 10 |
| Physical Education as required | |
| Completion of general education group | 5/10 |

TOTAL 45/50
GRAND TOTAL 90/95

COMPUTER SCIENCE TECHNOLOGY PROGRAM

Data Processing / Accounting Option

The Associate in Computer Science Technology degree with this option is designed to offer the student a diversified program in data processing and accounting. The employment market is demanding graduates who know how to apply basic application of data processing to their business needs in accounting. This option seeks to combine the best of the data processing program with the best of the accounting program.

| Courses | Freshman Year | Hours |
|--|---------------|-------|
| BBA 100 Introduction to Business | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| BBA 111 Principles of Accounting | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |
| CSC 135 RPG I | | 5 |
| MAT 100 College Algebra | | 5 |
| Physical Education as required | | 5 |

Choose either general education group below 15/20

| GROUP I | GROUP II |
|-----------------------------------|----------------------|
| 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 |
| SOC 105 Introduction to Sociology | |

TOTAL 50/55

Sophomore Year

| | |
|---------------------------------|---|
| CSC 222 COBOL I | 5 |
| CSC 130 Systems Analysis | 5 |
| ABA 225 Intermediate Accounting | 5 |
| ABA 226 Intermediate Accounting | 5 |
| ABA 230 Income Tax | 5 |
| MAT 104 Decision Mathematics | 5 |
| CSC 235 RPG II | 5 |
| CSC 232 COBOL II | 5 |
| SEC 101 Typewriting | 5 |
| Physical Education as required | |

TOTAL 45
GRAND TOTAL 95/100

PROGRAM IN GENERAL BUSINESS LEADING TO THE ASSOCIATE DEGREE

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

GENERAL BUSINESS PROGRAM General Business Option

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| SEC 101 Beginning Typewriting | | 5 |
| ECN 105 Principles of Economics | | 5 |
| MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| SEC 205 Office Machines | | 5 |
| Choose either general education group below | | 15 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--|-----------------------|--------------|
| BBA 110 Principles of Accounting I | | 5 |
| BBA 111 Principles of Accounting II | | 5 |
| BBA 270 Business Law | | 5 |
| ABA 230 Income Tax | | 5 |
| BBA 108 Business Communications | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |
| DED 202 Business Organization and Management | | 5 |
| DED 290 Personnel Management | | 5 |
| ECN 106 Principles of Economics II | | 5 |
| Physical Education as required | | |

TOTAL 45

GRAND TOTAL 90

GENERAL BUSINESS PROGRAM Accounting Option

Students who complete this option will receive the Associate in General Business degree. This curriculum is designed to prepare students with entry level job skills as junior accountants or accountant-trainees.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| BBA 111 Principles of Accounting | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| CSC 131 Introduction to Computer Programming | | 5 |
| MAT 100 College Algebra | | 5 |
| Physical Education as required | | |
| Choose either general education group below | | 15/20 |
| <i>GROUP I</i> | <i>GROUP II</i> | |
| 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 | 45/50 |

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---------------------------------|-----------------------|--------------|
| ABA 225 Intermediate Accounting | | 5 |
| ABA 226 Intermediate Accounting | | 5 |
| ABA 230 Income Tax | | 5 |
| BBA 108 Business Communications | | 5 |
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| DED 290 Personnel Management | | 5 |
| ECN 106 Principles of Economics | | 5 |
| SEC 205 Office Machines | | 5 |
| Physical Education as required | | |

TOTAL 45

GRAND TOTAL 90/95

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.

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 110 Principles of Accounting | | .5 |
| SEC 101 Typewriting | | .5 |
| SEC 102 Typewriting | | .5 |
| SEC 103 Typewriting | | .5 |

Choose any two of the following:

| | | |
|----------------------------------|--|----|
| BBA 100 Introduction to Business | | |
| BBA 270 Business Law | | |
| ECN 105 Principles of Economics | | 10 |
| Physical Education as required | | |

Choose either general education group 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 45/50

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---------------------------------|-----------------------|--------------|
| BBA 108 Business Communications | | .5 |
| SEC 104 Shorthand | | .5 |
| SEC 105 Shorthand Dictation | | .5 |
| SEC 106 Shorthand | | .5 |
| SEC 205 Office Machines | | .5 |
| SEC 207 Office Management | | .5 |
| SEC 208 Machine Transcription | | .5 |
| SEC 209 Records Management | | .5 |
| SEC 210 Secretarial Practice | | .5 |
| SEC 200 Social Grades | | .2 |
| Physical Education as required | | |

TOTAL 47

GRAND TOTAL 92/97

SECRETARIAL SCIENCE PROGRAM Executive Secretary Option

This option is designed for students who aspire to pass the Certified Professional Secretary examination. Students who have successfully completed all six parts of the CPS examination can receive credit for the following courses: BBA 100 or 270, BBA 108 and 110, ECN 105, SEC 101, 102, 104 and 210. 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 option 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 |
| BBA 108 Business Communications | | .5 |
| SEC 123 Medical Terminology | | .5 |
| MAT 140 Fundamentals of Technical Mathematics | | .3 |
| SEC 101 Typewriting | | .5 |
| SEC 102 Typewriting | | .5 |
| SEC 103M Medical Typing | | .5 |
| Physical Education as required | | |

Choose either general education group 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 48/53

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|----------------------------------|-----------------------|--------------|
| BBA 110 Principles of Accounting | | .5 |
| SEC 104 Shorthand | | .5 |
| SEC 105 Shorthand Dictation | | .5 |
| SEC 106M Medical Shorthand | | .5 |
| SEC 205 Office Machines | | .5 |
| SEC 207 Office Management | | .5 |
| SEC 208M Machine Transcription | | .5 |
| SEC 209 Records Management | | .5 |
| SEC 210 Secretarial Practice | | .5 |
| SEC 200 Social Grades | | .2 |
| Physical Education as required | | |

TOTAL 47

GRAND TOTAL 95/100

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.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|----------------------------------|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 108 Business Communications | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| SEC 101 Typewriting | | 5 |
| SEC 102 Typewriting | | 5 |
| SEC 103L Legal Typewriting | | 5 |
| Physical Education as required | | |

Choose either general education group below 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 45/50

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--------------------------------|-----------------------|--------------|
| BBA 270 Business Law | | 5 |
| SEC 104 Shorthand | | 5 |
| SEC 105 Shorthand Dictation | | 5 |
| SEC 106 Shorthand | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 207 Office Management | | 5 |
| SEC 208L Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |

TOTAL 47

GRAND TOTAL 92/97

SECRETARIAL SCIENCE PROGRAM Administrative Office Assistant Option

| <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 |
| BBA 108 Business Communications | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| SEC 205 Office Machines | | 5 |
| DED 290 Personnel Management | | 5 |
| Physical Education as required | | |

TOTAL 45

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|---------------------------------|-----------------------|--------------|
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| SEC 207 Office Management | | 5 |
| SEC 208 Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |

Choose either general education group below 15/20

| <i>GROUP I</i> | <i>GROUP II</i> |
|------------------------------------|----------------------|
| 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 |
| PSY 101 Introduction to Psychology | |

TOTAL 47/52

GRAND TOTAL 92/97

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 option 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.

| <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 104 Shorthand | | 5 |
| SEC 105 Shorthand Dictation | | 5 |
| SEC 106 Shorthand | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 208 Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |

Choose either general education group below 10/15

| <i>GROUP I</i> | <i>GROUP II</i> |
|----------------------------------|----------------------|
| ENG 101 Composition and Rhetoric | LST 101 Life Studies |
| HIS 252 United States History | LST 102 Life Studies |
| POL 201 American Government | |

TOTAL 62/67

SECRETARIAL SCIENCE PROGRAM Clerical Option

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

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|--|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 108 Business Communications | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| SEC 101 Typewriting | | 5 |
| SEC 102 Typewriting | | 5 |
| SEC 103 Typewriting | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 208 Machine Transcription | | 5 |
| SEC 209 Records Management | | 5 |
| SEC 210 Secretarial Practice | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |

Choose either general education group below 10/15

| | |
|----------------------------------|----------------------|
| <i>GROUP I</i> | <i>GROUP II</i> |
| ENG 101 Composition and Rhetoric | LST 101 Life Studies |
| HIS 252 United States History | LST 102 Life Studies |
| POL 201 American Government | |

TOTAL 62/67

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.

DISTRIBUTIVE EDUCATION Marketing-Management Option

This option will prepare students who are interested in only a two year degree with entry level job skills and abilities to enter a management training program. This option will also prepare students with the knowledge necessary to start their own business enterprise. Students who complete this option will be awarded the Associate in Distributive Education Degree.

| <i>Courses</i> | <i>Freshman Year</i> | <i>Hours</i> |
|------------------------------------|----------------------|--------------|
| BBA 100 Introduction to Business | | 5 |
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| MAT 100 College Algebra or | | |
| MAT 130 Basic Ideas of Mathematics | | 5 |
| SEC 101 Typewriting | | 5 |
| SPC 108 Fundamentals of Speech | | 5 |
| Physical Education as required | | |

Choose one of the general education groups below 15/20

| | |
|-----------------------------------|----------------------|
| <i>GROUP I</i> | <i>GROUP II</i> |
| 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

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--|-----------------------|--------------|
| ABA 230 Income Tax | | 5 |
| BBA 108 Business Communications | | 5 |
| BBA 111 Principles of Accounting | | 5 |
| CSC 100 Introduction to Business Data Processing | | 5 |
| DED 251 Fundamentals of Management | | 5 |
| DEC 171 Salesmanship | | 5 |
| DED 202 Business Organization Management | | 5 |
| DED 290 Personnel Management | | 5 |
| DED 201 Principles of Marketing | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 200 Social Graces | | 2 |
| Physical Education as required | | |

TOTAL 52
GRAND TOTAL 102/107

DISTRIBUTIVE EDUCATION General Merchandising Option

This option 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 Structure | | 5 |
| DED 150 Principles of Distribution | | 5 |
| DED 171 Salesmanship | | 5 |
| DED 172 Sales Promotion | | 5 |
| CWE 101-102 Cooperative Work Experience | | 10 |
| Physical Education as required | | |

Choose either general education group below 15/50

GROUP I

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

GROUP II

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

TOTAL 45/50

| <i>Courses</i> | <i>Sophomore Year</i> | <i>Hours</i> |
|--|-----------------------|--------------|
| BBA 110 Principles of Accounting | | 5 |
| BBA 270 Business Law | | 5 |
| ECN 105 Principles of Economics | | 5 |
| DED 201 Principles of Marketing | | 5 |
| DED 202 Business Organization and Management | | 5 |
| DED 290 Personnel Management | | 5 |
| DED 251 Fundamentals of Management | | 5 |
| SPC 108 Fundamentals of Speech | | 5 |
| SEC 205 Office Machines | | 5 |
| SEC 200 Social Grades | | 2 |
| Physical Education as required | | |
| | TOTAL | 47 |
| | GRAND TOTAL | 92/97 |

DISTRIBUTIVE EDUCATION
Fashion Merchandising Option

This option 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 Structure | | 5 |
| DED 150 Principles of Distribution | | 5 |
| DED 171 Salesmanship | | 5 |
| DED 172 Sales Promotion | | 5 |
| HCT 110 Elements of Clothing Construction | | 5 |
| CWE 101-102 Cooperative Work Experience | | 10 |
| Physical Education as required | | |

Choose either general education group below 15/20

GROUP I

ENG 101 Composition and Rhetoric
HIS 252 United States History
POL 201 American Government
PSY 101 Introduction to Psychology

GROUP II

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

TOTAL 50/55

DESCRIPTION OF COURSES

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 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 274 REAL ESTATE FINANCE: 5 hours. Prerequisite: ABA 174 Principles of Real Estate. Economics and financial aspects of real property with special emphasis upon mortgages and liens, taxes and assessments, and property valuation. Winter.

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

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. Five discussions. A study of the economic principles of Agricultural Economics and the application of these principles to the solution of agricultural and farm business problems. Fall, Winter, Spring and Summer.

AEC 260 AGRICULTURAL MARKETING: 5 hours. Five discussions. A technical course of marketing methods, practices and policies in agriculture. Practical management applications are emphasized. As needed.

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.

AEN 108 DRAFTING AND PROJECTIONS: 5 hours. Five 2-hour 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. As needed.

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. Fall, Winter, Spring, Summer.

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. Fall, Winter, Spring, Summer.

AEN 121 DIESEL ENGINES: 5 hours. Three discussions and two laboratory periods. A basic study of the construction, operation, and design of the diesel engine to include lubrication systems, super chargers, air intake systems, exhaust systems, and complete engine test procedures. As needed.

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

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. As needed.

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. Winter and 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. 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, Spring, Summer.

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. As needed.

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. As needed.

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. As needed.

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. As needed.

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. As needed.

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. As needed.

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. As needed.

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. As needed.

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. As needed.

AEN 260 FARM POWER AND EQUIPMENT: 3 hours. Three discussions or recitations and one two-hour 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. As needed.

AEN 269 INTERNSHIP: 15 hours. For students in Agricultural Equipment Technology. As needed.

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. As needed.

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. As needed.

AGO 100 AGRICULTURAL ORIENTATION: 1 hour. One discussion period per week. A survey of the various fields of agriculture designed to orient freshmen in the state of modern agriculture. Fall and Spring. (Required for all students in Agri-Science and Agri-Business. Open to all students.)

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.

AGR 202, 203, 204 INTERNSHIP: 5 hours each. For students in Agriculture, Home Economics and Horticulture Technology desiring to enroll for 5 hours credit in one quarter. As needed.

AGR 205 INTERNSHIP: 10 hours. For students in Agriculture, Home Economics and Horticulture Technology desiring to enroll for 10 hours credit in one quarter. As needed.

AGR 206 INTERNSHIP: 15 hours. For students in Agri-Science and Agri-Business Technology. As needed.

AGY 110 FORAGE CROPS AND PASTURES: 5 hours. Four discussions and one two-hour laboratory periods. 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. Winter, Spring.

AGY 125 CONTROL OF WEEDS, INSECTS AND 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 and Summer.

AGY 201 PLANT SCIENCE: 5 hours. Four discussions and one two-hour 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 two-hour 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, Spring.

AGY 220 FERTILIZERS AND SOILS: 5 hours. Four discussions and one two-hour 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: 5 hours. Four discussions and one two-hour laboratory period. A basic course dealing with economically important weeds, their life cycles, their identification and how they might be controlled. As needed.

AGY 230 FIELD CROP PRODUCTION: 5 hours. Four discussions and one two-hour 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 and Summer.

AHY 101 INTRODUCTION TO ANIMAL SCIENCE: 5 hours. Four discussions and one two-hour laboratory period. Introductory course in animal science 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 two-hour 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 two-hour laboratory period. A study of nutrition, breeding, reproduction and diseases of horses. As needed.

AHY 205 BEEF CATTLE PRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. A study in breeding, feeding, and management of beef cattle. Spring (odd year).

AHY 210 SWINE PRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. A study in breeding, feeding, and management of swine. 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 periods each week involving audiovisual lectures and laboratory applications. An elementary (basic) course in drawing from still life, figure, landscape, as well as modeling in clay. Prerequisite to ART 216, 217, 218. Fall and as needed.

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

ART 211 ART HISTORY SURVEY I: 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. Alternate years beginning Spring, 1978.

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

ART 216 DRAWING AND PAINTING: 3 hours. One lecture and four laboratory periods each week. Prerequisites: Art 120 and 130 or permission of the instructor. Beginning course in drawing and painting involving experimental studio problems based on the figure and natural forms. Various media including charcoal, pen and ink, Tempera and acrylics will be used. Winter.

ART 217 DRAWING AND PAINTING: 3 hours. One lecture and four laboratory periods each week. Prerequisites Art 120 and 130 or permission of the instructor. Continuation of Art 216. Problems associated with abstract and non-representational art and experimental techniques. Spring.

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- and post-operative patient care, methods of sterilization, wound healing, infections, surgical techniques, instrumentation, suturing, and anesthesia. Fall.

ATP 102 MEDICAL TERMINOLOGY: 3 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 HEMATOLOGY: 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, hematology and urinalysis. Winter.

ATP 108 CLINICAL MEDICINE: 5 hours. Four lectures, one three-hour lab. Prerequisite: A grade of C or better in all previous ATP courses. A continuation of ATP 107 dealing with clinical chemistry, use of chemistry equipment, patient evaluation in intensive care, and pharmacology. 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: 5 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. 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 clinical laboratory medicine, surgical assistance, anesthesia administration, radiology, methods of treatment, restraint in large and small animals. 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: 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. Fall.

ATP 134 ANATOMY AND PHYSIOLOGY: 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. Winter.

ATP 203 PREVENTATIVE MEDICINE AND IMMUNOLOGY: 5 hours. Five 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 presented. Basic microbiology and viralology and its use in diagnostic procedures. 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 EXTERNSHIP: 15 hours. Prerequisite: A grade of C or better in all previous ATP courses. A practicum under a licensed veterinarian. Summer, Winter.

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. Fall, Spring.

ATP 228-U SMALL ANIMAL SURGERY: 7 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of skills in Animal Health Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves rotation in small animal surgery section with emphasis on basic techniques in patient preparation, pack preparation, and assistance. Fall, Winter, Spring and Summer.

ATP 229-U SMALL ANIMAL MEDICINE I: 7 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of skills in Animal Health Technology. Courses will be taken at the C.V.M.-U.G.A. Involves a rotation in small animal medicine section with emphasis on basic techniques in small animal care and medication. Fall, Winter, Spring and Summer.

ATP 231-U ANESTHESIOLOGY: 6 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of skills in Animal Health Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation in anesthesiology with emphasis on basic anesthesia techniques and monitoring of small and large animal patients. Fall, Winter, Spring and Summer.

ATP 238-U BOVINE MEDICINE AND SURGERY: 5 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of skills in Animal Health Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation in the food animal section of the large animal section. Emphasis on care, medication, and handling of various food animals. Fall, Winter, Spring and Summer.

ATP 239-U EQUINE MEDICINE AND SURGERY: 5 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of skills in Animal Health Technology courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves rotation in the equine section of the large animal clinic. Emphasis is placed on handling, medication and care of horses. Fall, Winter, Spring and Summer.

ATP 240-U RADIOLOGY: 5 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of skills in Animal Health Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation in the radiological section, with emphasis on technique, safety and positioning of both large and small animal patients. Fall, Winter, Spring and Summer.

ATP 241-U CLINICAL PATHOLOGY: 5 hours. Prerequisite: A grade of C or better in all previous ATP courses. Application of skills in Animal Health Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation through 3 different areas, intensive care, laboratory animal and parasitology section of the College. Fall, Winter, Spring and Summer.

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. Prerequisite: ENG 101 or LST 103 with a grade of C or better. A study of effective oral and written communication in the business environment using the human relations approach. Includes the study of the fundamental principles and standard practices in effective business letters and reports, and the application of these principles to the creation of original letters and reports. Fall, Winter and Spring.

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

BIO 101 PRINCIPLES OF BIOLOGY: 5 hours. Four lectures, one two-hour laboratory period and one one-hour laboratory. 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, cellular respiration, photosynthesis, gas exchange, circulation, and excretion. Fall, Winter, Spring and Summer.

BIO 102 PRINCIPLES OF BIOLOGY: 5 hours. Four lectures, one two-hour laboratory period and one one-hour laboratory. 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 and Summer.

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

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. Prerequisites: BIO 102 or 212 with a grade 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. Winter and as needed.

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

CHM 122 INORGANIC CHEMISTRY: 5 hours. 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. Winter and 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. Spring and as needed.

CHEM 261 ORGANIC CHEMISTRY: 5 hours. Four one-hour discussions and one three-hour laboratory period. Prerequisites: CHM 121. A brief terminal integrated discussion of introductory organic chemistry with materials of special interest to students of agriculture, home economics, forestry, and nursing. Fall, Spring and as needed.

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: 5 hours institutional credit. Prerequisite: Approval by a recognized law enforcement agency. A basic law enforcement course designed for all peace officers. The course is 240 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 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 130 FIREARMS: 2 hours. An introduction to the rules of safety and operation of the handgun. A joining of classroom lecture and range firing to instruct the student in the fundamentals of basic marksmanship. Open to all students. Required for Criminal Justice students under the Career Program. On demand.

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 twenty-four (24) hours of field work experience and a two hour seminar per week. As needed.

CRJ 140 DEFENSE TECHNIQUES: 3 hours. Designed to acquaint the in-service and pre-service Criminal Justice students with the necessary defensive and offensive physical processes needed in their protection and fulfilling an arrest. Open to all students on demand.

CRJ 145 TRAFFIC CRASH INVESTIGATION: 5 hours. This would be a study of the principles of traffic safety and design. It is also an in depth study of traffic crash investigation regarding techniques and methods, reconstruction, witness interviewing, photography, obtaining evidence for prosecution, and follow-up enforcement.

CRJ 150 NARCOTICS AND DANGEROUS SUBSTANCES: 5 hours. This course would be an introduction into the characteristics, effects, and history of selected narcotics and drugs. The course will examine the drug abuse problem as well as drug identification and abuse prevention.

CRJ 155 CRIMINAL EVIDENCE AND PROCEDURE: 5 hours. It will offer constitutional procedural considerations affecting arrest, search and seizure, post conviction treatment, origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence, rules governing admissibility, judicial decisions, and interpreting individual rights and case studies.

CRJ 160 POLICE PHOTOGRAPHY: 2 hours. The course will include an introduction into the photographic processes and their use in the police and fire service and instruction concerning basic camera usage as well as specific crime detection techniques.

CRJ 165 HOMICIDE INVESTIGATION: 3 hours. The student will examine techniques and methods used in the medicolegal investigation of death due to specific causes. The course will explore such topics as death by asphyxiation, gunshot wounds, poisoning and others.

CRJ 170 THE LAYMAN AND THE LAW: 2 hours. This is a study into the application of selected criminal and civil laws as they apply to the private citizen. The course is designed to acquaint the student/layman with the criminal and civil laws with which he may come into daily contact. The elements of commonly committed crimes and the victim's liabilities and responsibilities will be examined. (Open to all students.)

CRJ 200 CRIMINAL LAW I: 5 hours. A study of the definition and classification of crimes. The course give 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 causal factors, precipitating factors and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities and capabilities of police organizations in the area of prevention will be developed. Spring.

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

CSC 131 INTRODUCTION TO COMPUTER PROGRAMMING: 5 hours. A study of algorithms, flow charting, files, and BASIC programming. Prerequisite: CSC 100. Fall and Winter.

CSC 134 ASSEMBLER I: 5 hours. Computer structure; machine and assembler language techniques; computer solution of a variety of problems using assembler language. Prerequisite: CSC 131. Spring.

CSC 135 RPG I: 5 hours. An introduction to the RPG programming language, including translation of problem situations to RPG coding. Prerequisite: CSC 131 or CSC 221. Winter.

CSC 221 FORTRAN I: 5 hours. An introduction to the FORTRAN programming language, including translation of problem situations to FORTRAN coding. Prerequisites: CSC 100 and CSC 131 or consent of instructor. Spring.

CSC 222 COBOL I: 5 hours. An introduction to the COBOL programming language, including translation of business-oriented problem situations to COBOL coding. Prerequisite: CSC 131 or CSC 221. Fall.

CSC 231 FORTRAN II: 5 hours. An intensive study of the problem solving capabilities of FORTRAN. Prerequisite: CSC 221. Fall.

CSC 234 ASSEMBLER II: 5 hours. An intensive study of IBM System 360/70 assembler language. Prerequisite: CSC 134. Fall.

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

CSC 235 RPG II: 5 hours. An advanced study of the RPG programming language with emphasis on applications programming. Prerequisite: CSC 135 with a grade of "C" or better. Spring.

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 111-115 COOPERATIVE WORK EXPERIENCE: 1-5 hours. For students desiring to enroll for 1 to 5 hours in one quarter. As needed.

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

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.

DEC 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 and Winter.

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 251 FUNDAMENTALS OF MANAGEMENT: 5 hours. This course is designed to give a student the knowledge of the applied management techniques, practices, and principles that are universally accepted in contemporary business. Emphasis is placed on the decision-making process and to solve management problems of planning, organizing, staffing, directing, and controlling. 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. Fall and Summer.

DHU 203 ELEMENTS OF DAIRYING: 5 hours. Four discussions and one laboratory period. An elementary course 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. 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 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 productions of the Baldwin Players. As needed.

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. As needed.

ECN 105 MACRO-ECONOMICS: 5 hours. An introductory course in principles of economics with major emphasis upon macro-economic features of our economic system. Course covers the basic foundations of capitalism to include 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 MICRO-ECONOMICS: 5 hours. An introductory course in principles of economics with major emphasis upon micro-economic features of the market system. Special emphasis upon supply and demand theory as applied to competition and cost and revenue analysis as applied to the different forms of competition for business firms. 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. As needed.

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 students may make a wise vocational choice, and better plan their subsequent preparation for teaching. Fall and Spring. Two hour lab—two days per week.

EDU 205 INTRODUCTION TO EDUCATIONAL MEDIA: 5 hours. Prerequisite: EDU 204. An introduction to the field of Instructional Technology, with emphasis on the uses and application of instructional media in education, learning resources, the school library/media center, communication and learning theory, and instructional development and production. Open to all students but required of students in Social Work Education, Child Specialist option. Winter.

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 and grammar. The course will concentrate on fundamental sentence elements to provide students with an adequate background for successful composition. The final grade will be determined by the Basic Skills Examination and a writing sample. Students will be able to go from ENG 098 into ENG 099, or LST 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 work with the paragraph as well as some grammar review. Adequate scores on the Basic Skills 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 grades 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 refine the communication skills learned in 101 and to develop a basic analytical knowledge of the literary genres of poetry, drama, the short story, and the novel. As a whole, the essays written by the student will be of an analytical nature in relation to these literary types. 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 201 INSECT CONTROL: 5 hours. Four discussions and one two-hour laboratory period. A basic 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 might be controlled. As needed.

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 193 FOREST MAPPING: 5 hours. Three lectures and two two-hour laboratory periods. Theory and practice in use of instruments and free hand in lettering; practice in area location from records (deeds); use of map symbols; mapping of forest areas for acreage determination. 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. Four discussions and one two-hour laboratory period. Application of aerial photo interpretation techniques, area determinations, and topographic mapping by forest technicians in land management. Fall, Winter and Spring.

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 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 but not at the sacrifice of ecological principles. To be given in order that the technology student may be able to understand and carry out the instructions of the professional man. 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, swining, 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 population. 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 three 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. As needed.

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. A world survey emphasizing population characteristics, environmental factors, geopolitical problems, and economic activity within the major geographical regions. As needed.

HFC 103 CHILD CARE: 5 hours. Five discussions. A study of the development and needs of the infant and pre-school child and how these needs may be met by the various members of the family and child care workers. Fall every other year.

HFC 211 GROUP CARE OF YOUNG CHILDREN: 5 hours. Five discussions with additional out of class observation periods. Planning experiences appropriate to age, interest, and background of the young child. Includes increasing responsibility for guiding groups of children in preschool situations. Fall every other year.

HCF 212 NURSERY SCHOOL AND DAY CARE MANAGEMENT: 5 hours. Instruction and observation in the basic principles of group management of infants and preschoolers, guidance in selection of equipment and play materials, time and space management and business management with special emphasis on health and safety, licensing, staffing, program development and general organization. As needed.

HCF 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 aid consumer credit problems which the individual or family may have to face. Spring every other year.

HFC 225 ETIQUETTE: 5 hours. Five discussions. This course is designed to equip the student with contemporary etiquette appropriate for business and social situations. Spring every other year.

HCT 101 BASIC FASHIONS: 5 hours. A study of fashion as a social, economic, and merchandising force; designers, markets, fashion cycles. Fall every other year.

HCT 110 ELEMENTS OF CLOTHING CONSTRUCTION: 5 hours. Two hours of discussion and three two-hour laboratory periods. The course will include the selection of design and fabric, the construction, techniques and the use of equipment. Winter.

HCT 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. Fall every other year.

HCT 224 TEXTILES: 5 hours. Four discussions and one two-hour laboratory period. 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 every other year.

HCT 230 CLOTHING: Special Problems. 5 hours. Two discussions and three two-hour laboratory periods. Fabric selection and clothing construction with emphasis placed upon fitting problems. The handling of special fabrics and tailoring techniques. Winter.

HEC 115 FOODS: 5 hours. Two discussions and three two-hour laboratory periods. Basic principles of food preparation, meal management and meal service for family groups. Fall and Spring.

HEC 117 FOODS AND NUTRITION: 5 hours. Three discussion 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. As needed.

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. As needed.

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

HEC 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 one two-hour laboratory period. 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. As needed.

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. As needed.

HEC 209 INTERNSHIP: 15 hours. For students in Home Economics Technology. As needed.

HEC 245 SUPERVISION: 5 hours. Three discussion 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. As needed.

HEC 255 CATERING: 5 hours. Two discussions and two four-hour laboratory periods. Meals for special occasions at various costs 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. Five discussions. 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 discussions. Functions of planning, organizing, directing, coordinating and controlling in food services. Systems analysis and management by objectives. Problems of staffing including job specifications, job descriptions, selection and hiring. As needed.

HEC 275 HOME FURNISHINGS: 5 hours. Three discussions and two laboratory periods. The planning, selecting and placing of household furnishings in the home from the artistic, economic and practical viewpoints. Planning and evaluating electrical wiring systems in relation to the furnishings used in the home. Winter and Spring.

HFN 151 PRINCIPLES OF NUTRITION: 5 hours. Five discussions. A study of the basic principles of nutrition and selection of foods to maintain health at various stages of the life cycle. Fall.

HFN 152 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. Fall.

HFN 245 QUANTITY FOOD PRODUCTION: 5 hours. Three discussions and two two-hour laboratory periods. Quantity foods production planning, scheduling, purchasing, and preparation. Sanitation and safety in the quantity foods kitchen. Spring every other year.

HFN 250 FOODS FOR SPECIAL OCCASIONS: 5 hours. Three discussions and two three-hour laboratory periods. The planning, preparation, and serving of foods for a variety of special functions or occasions including teas, receptions, parties, buffets, brunches and other special occasions. Spring every other year.

HID 115 HOUSING: 5 hours. Five discussions. A basic course in housing focusing on family housing needs in relation to the selection of types of dwellings and the planning of the interior environment. Winter every other year.

HID 116 CRAFTS: 5 hours. A survey of varied crafts for the family and home with in-depth projects in the crafts which are especially related to the student's career objectives. Spring every other year.

HID 161 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. Winter every other year.

HID 207 INTERIOR ENVIRONMENT: 5 hours. Five discussions. An in-depth study of the principles of design applied to different types of interior environments and the furnishings and accessories used in them. The course also includes the adaptation of period and modern furnishings to contemporary interiors. Winter every other year.

HID 279 SPECIAL PROBLEMS IN HOME FURNISHINGS: 5 hours. Two discussions and three two-hour laboratory periods. Individualized projects in the construction of specific household furnishings, including draperies and slipcovers, furniture upholstery, and other household accessories. Fall.

HIS 211 WESTERN CIVILIZATION I: 5 hours. A survey of the development of man's social, economic, and political institution to 1660, to include the forward progress of man, the early invasion, 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 led 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. 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. Four discussions and one two-hour laboratory period. 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. Spring.

HOR 111 ORNAMENTAL PLANT IDENTIFICATION I: 2 hours. Two discussion laboratory periods. 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. Two discussion laboratory periods. 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 hour. Two discussion laboratory periods. 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 210 INTERNSHIP: 15 hours. For students in Ornamental Horticulture Technology. As needed.

HOR 211 FLOWER SHOP MANAGEMENT I: 5 hours. Four discussions and one two-hour laboratory period. 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. Four discussions and one two-hour laboratory period. 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. Three discussions and two two-hour laboratory periods. 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. Three discussions and two two-hour laboratory periods. 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. Three discussions. 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. Four discussions and one two-hour laboratory period. 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. Four discussions and one two-hour laboratory period. 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 223 GREENHOUSE MANAGEMENT III: 5 hours. Four discussions and one two-hour laboratory period. A continuation of Greenhouse Management II with emphasis on bedding plant culture and hanging baskets with demonstration plots established on campus. Spring.

HOR 231 TURFGRASS MANAGEMENT I: 5 hours. Four discussions and one two-hour laboratory period. Cultivar selection, identification and establishment; practical turfgrass management; basic fertility programs; mowing and irrigation practices; thatch control; and pest identification and control will be discussed in detail. Fall.

HOR 232 TURFGRASS MANAGEMENT II: 5 hours. Four discussions and one two-hour laboratory period. Prerequisite: HOR 231. Elements of planning, construction and maintenance of turfgrasses for residential and industrial grounds, parks, and roadsides will be emphasized. Traffic effects and compaction, water management and applied soil fertility will be discussed. Winter.

HOR 233 GOLF COURSE DESIGN AND MAINTENANCE: 5 hours. Four discussions and one two-hour lab. Prerequisites: HOR 215 and 231. Principles and practices in design, development and management of a golf course will be emphasized. Selection and utilization of turfgrass varieties and other landscape materials; development of specifications for their nutritional, chemical and mechanical maintenance; financing; equipment; labor management; and public relations will be discussed. Spring.

HOR 241 MAINTENANCE OF ORNAMENTAL PLANTINGS I: 3 hours. Three discussions. Theory and practice in the planting 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. Fall.

HOR 242 MAINTENANCE OF ORNAMENTAL PLANTINGS II: 3 hours. Three discussions. 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.

HOR 251 MANAGEMENT OF HORTICULTURAL OPERATIONS: 5 hours. Five discussions. Planning, establishment and operation of an ornamental horticultural business will be emphasized. Display arrangements; lighting control; organization of plant materials, supplies and garden equipment; and common business practices will be discussed. Fall and Spring.

HOR 252 LANDSCAPE CONTRACTING AND MAINTENANCE: 5 hours. Five discussions. Principles and practices of landscape contracting and maintenance specifications will be emphasized. Budget planning, supervision, inspections, contracts, and the components of maintenance specifications will be discussed. Winter.

HOR 245 PLANT PROPAGATION: 5 hours. Four discussions and one two-hour lab. Sexual and asexual propagation of ornamental plants; and propagation methods, equipment and related subjects will be discussed from both theoretical and applied points of view. Winter.

HOR 261 NURSERY MANAGEMENT: 5 hours. Four discussions and one two-hour lab. Production, labor and sales management, retail and wholesale nurseries, locations, layout, culture, equipment and facilities will be discussed. Spring.

HPE 190 HPER SEMINAR: 1 hour institutional credit. 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 and Spring.

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 centers 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 and Spring.

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 and Spring.

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 JOURNALISM WORKSHOP (PRINT MEDIA OR BROADCASTING): 1 hour. Practical application of journalistic techniques in (1) the operation of ABAC's student publications or (2) the operation of WABR-FM and the preparation of special programs at ABAC's TV facilities. Open to all students regardless of major area of study. Fall, Winter, Spring and Summer.

JRN 101 INTRODUCTORY JOURNALISM: 5 hours. A survey of contemporary mass media focused on journalism history and current trends, particularly in the area of news gathering. Students are encouraged to gain practical experience by involvement on one or more of the student media on campus; off-campus media employment would also provide practical experience during the quarter. As needed.

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 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. 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 and Spring.

LST 102 LIFE STUDIES: THE HUMAN EXPERIENCE: 5 hours. Prerequisite: A grade of "C" or better in 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. Continued emphasis on communications skills is maintained. By LST 102, the student is expected to have mastered basic writing skills, and intensive effort is devoted to insuring the development of these 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 102 is required. Recommended for all students in career programs. Fall, Winter, Spring.

LST 103 LIFE STUDIES: THE HUMAN EXPERIENCE: 5 hours. Prerequisite: A grade of "C" or better in 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 inter-personal relations are stressed in order to encourage greater self-awareness and social responsibility. Emphasis is placed on independent problem solving with supportive work drawn from the human experience as reflected in history and literature. In terms of communication skills, students learn and practice the fundamentals of practical writing. A grade of "C" or better is required. Recommended for all students in career programs. Fall, Winter, Spring.

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 placement test. 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: MAT 100 or exemption by examination from college algebra. A study of the trigonometric functions and their inverses, further study of complex numbers. Fall, Winter, Spring and Summer.

MAT 104 DECISION MATHEMATICS: 5 hours. Prerequisite: A grade of C or better in MAT 100. An overview of analytical geometry and an introduction to calculus with application to problems in economics and social sciences. Among topics included are graphs of straight lines, slope, the circle, introductory differentiation, partial differentiation, exponential and logarithms functions. The course is designed to business majors and not acceptable for mathematics majors. Winter, Spring and as needed.

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. Prerequisite: Set by Math placement test. 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. Prerequisite: Set by Math placement test. 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 U.S. systems of measurement, ratio and proportion, percentages, mixtures and solutions, and elementary equations in algebra. The application of such topics is constantly impressed upon the student. Fall, Spring and Summer.

MAT 150 BASIC MATHEMATICS: 5 hours. Prerequisite: Set by Math placement test. 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. As needed.

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.

MUS 100 BEGINNING KEYBOARDS: 2 hours. 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. Music majors only, or permission of the Chairman of the Division of the Humanities. 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 composition representing the important periods, composers, and types of music. Winter 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 100 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). Prerequisite: MUS 100 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 187 (a,b,c)—MUS 287 (a,b,c) MADRIGAL SINGERS: 1 hour (3 hours per year). A total of 6 hours credit may be earned. Two rehearsals per week. Open to all students who are members of the chorus and who can qualify. 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. Three 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. Three 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. Three 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 191 (a,b)—MUS 291 (a,b) PEP BAND: 1 hour credit (2 hours per year). A total of 4 hours credit may be earned. Two rehearsals per week. Open to all students who can qualify. Fall and Winter only.

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 lectures, six hours of clinical laboratory and three hours of audio tutorial laboratory per 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 birth to death; stresses which interfere with the individual's meeting his/her own needs; the nursing process; basic nursing intervention to meet the needs of the hospitalized patient with minimal stress; selected medically delegated activities; communication skills related to patient assessment and the establishment of a therapeutic nurse-patient relationship. Fall.

NUR 135 FUNDAMENTALS OF NURSING II: 10 hours. Prerequisite: grade of C or better in NUR 131 and BIO 211. Six hours of lecture, nine hours of clinical laboratory, and three hours of audio-tutorial laboratory per week. This course comprises study of the nursing care of the adult who, due to illness, is unable to meet his/her own needs. The student is assisted in utilizing the nursing process to provide care for patients with problems resulting from stress due to: surgical intervention; fluid and electrolyte imbalance; inadequate supply and removal of gases; inadequate transportation of materials to and from cells; inadequate cellular nutrition; and metabolic disturbances. Independent nursing functions as well as delegated responsibilities are included. Emphasis is placed on gaining additional skill in the use of communication techniques. Winter.

NUR 137 FUNDAMENTALS OF NURSING III: 5 hours. Prerequisite: Grade of C or better in NUR 135 and BIO 212. Two lecture hours, six hours of clinical laboratory and three hours of audio-tutorial laboratory per week. This course is a continuation of FUNDAMENTALS OF NURSING II. 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 imbalances; and disturbances in the proliferation and maturation of cells. Independent nursing functions as well as medically delegated responsibilities are included. Spring.

NUR 237 ADVANCED NURSING I: 10 hours. Prerequisite: Grade of C or better in NUR 137 and BIO 105. Seven lecture hours and eight hours of clinical laboratory per week. As needed, three hours of audio-tutorial laboratory may be substituted for one lecture hour. Includes study and application of scientific principles related to the care of individuals who manifest mental disorders and acute physical illness. The course is composed of two units, Psychiatric Nursing and Acute Medical-Surgical Nursing. The student is required to achieve a grade of C or better in each in order to pass the course. Fall.

NUR 239 ADVANCED NURSING II: 10 hours. Prerequisite: PSY 221 and a grade of C or better in NUR 237. Seven hours lecture and eight hours of clinical laboratory per week. As needed, three hours of audio-tutorial laboratory may be substituted for one lecture hour. Focuses on the study of maternal-child health. The student is assisted to augment previously acquired concepts and skills with those which relate specifically to the care of the obstetrical and pediatric patient. The course is composed of two units, Maternity Nursing and Pediatric Nursing. The student is required to achieve a grade of C or better in each unit in order to pass the course. Winter.

NUR 241 ADVANCED NURSING III: 10 hours. Prerequisite: Grade of C or better in NUR 239. Four lecture hours and two eight hour laboratory periods per week. As needed, three hours of audio-tutorial laboratory may be substituted for one lecture hour. Includes study and clinical laboratory experience in caring for patients with complete needs; also development and implementation of nursing care plans for groups of patients in a team nursing situation. Current nursing issues, legal and ethical considerations, and professional responsibilities are included. Spring.

NUR 242 COMPREHENSIVE OVERVIEW OF NURSING: 5 hours. Corequisite: NUR 241. Prerequisite: Grade of C or better in all other nursing courses. Three study sessions and six hours of laboratory weekly. This course is designed to utilize the student's basic nursing knowledge and skills as a basis for greater depth of knowledge in special areas of nursing. Spring.

PAT 221 PLANT DISEASE CONTROL: 5 hours. Four discussions and one two-hour laboratory period. A basic course dealing with some of the economically important plant diseases, their identification, their life cycles and structures, and how they might be controlled. As needed.

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: PCS 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 three-hour laboratory period. Prerequisite: PCS 228. Fundamental laws of electricity and magnetism. Some of the newest developments in the general field of physics are discussed. Spring.

PED 100 HEALTH AND FIRST AID: 3 hours. Three class meetings per week. 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. Winter.

PED 101 TUMBLING: 1 hour. Designed to provide vigorous physical activity for the student. The purpose of the course is to offer challenging 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 added emphasis on the rules, so that one may enjoy the game as a spectator as well as a participant. MEN. Fall.

PED 103 BEGINNING SWIMMING: 1 hour. Limited to the non-swimmer, course provides instruction in basic swimming skills and water safety. Included are breathing, floating, gliding, and front crawl and elementary water safety. Spring and Summer.

PED 104 BASKETBALL I: 1 hour. Designed to promote basic knowledge of rules and fundamentals, so that one can enjoy the game of basketball both 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: 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 impart knowledge and skill in American folk and square dancing. Classes cover values, history, terminology and the movements used in modern Western folk and square dancing as promulgated by Callerlab International and the American Square Dance Society. MEN and WOMEN. Fall, Winter and Summer.

PED 109M VARSITY BASKETBALL: 1 hour. Freshman varsity basketball restricted to men varsity athletes. Winter.

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

PED 125 JOGGING: 1 hour. An activity course designed to introduce the student to the life-time benefits of jogging. The class will include warm-up and flexibility exercises, injury prevention and care, proper running technique, and how to develop a personal jogging program. Major emphasis will be placed on running for fitness and enjoyment. Spring.

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

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

PED 113W VARSITY BASKETBALL: 1 hour. Restricted to freshman women varsity athletes. Winter.

PED 114W VARSITY TENNIS: 1 hour. Restricted to freshman women 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. Golddusters. 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. Golddusters. WOMEN. Winter.

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

PED 118 FOLK AND SQUARE DANCING II: 1 hour. Prerequisite: PED 107 with a grade of C or better. This course will build on the materials of PED 107. Further exploration of American folk dancing will take place and more intricate movement patterns will be explored. 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 131W 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. Winter.

PED 132 PHYSICAL FITNESS TO MUSIC: 1 hour. A course for college women involving several types of physical expression such as dancing (modern, jazz, ballet, folk) in various methods of exercise. Included in these methods are calisthenics and rhythmical rope jumping. Fall.

PED 141 GOLF I: 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 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.

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 modern 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. Winter, Spring and Summer.

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

PED 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 LIFESAVING: 1 hour. Prerequisite: An above average skill level in swimming. 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. This 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.

PED 210 VARSITY BASKETBALL: 1 hour. Sophomore varsity basketball restricted to men 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 215W VARSITY BASKETBALL: 1 hour. Restricted to sophomore women 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.

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 216W VARSITY TENNIS: 1 hour. Restricted to sophomore women varsity athletes. Spring.

PED 231 GOLF II: 1 hour. Prerequisite: Golf I or 20 handicap. Designed to further develop skills such as chipping, sand shots, situation shots and a better understanding of the rules. Spring.

PED 232 INTERMEDIATE SWIMMING: 1 hour. Designed for swimmers who can swim at least 144 feet in a minute and a half. Encompasses instruction in the crawls, side strokes, elementary back stroke, breast stroke, and basic safety plus rescue skills. Spring and Summer.

PED 233 POWER VOLLEYBALL: 1 hour. Prerequisite: PED 106 plus permission of instructor. A continuation of Volleyball (PED 106) in which skilled players acquire the fundamentals of competitive team strategy through the game of power volley. Spring.

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.

PPC 101 PLANT PEST CONTROL: 5 hours. Four discussions and one two-hour laboratory period. A basic course dealing with the composition, formulation, correct usage and correct application of pesticides. Also includes water, air and food pollution through use of pesticides. This course also involves the demonstration and use of pest control equipment. 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, Spring and as needed.

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, Spring, Summer and as needed.

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 096 REVIEW OF READING PRINCIPLES: 5 hours institutional credit. This course is required of those students who fail the reading portion of the University System's Regents' Exam. The course consists of intensive individualized instruction in vocabulary building and reading comprehension. The student must pass this course or have the permission of the instructor before signing up to retake the Regents' Exam. Fall, Winter, Spring and Summer.

RDG 098 BUILDING READING SKILLS: 5 hours institution credit. This course is required of those students who do not score above the minimum score on the placement test given to entering freshmen. The course is taught through individualized instruction techniques with three major goals: (1) increased reading comprehension, (2) improved vocabulary, and (3) faster rate of reading. Fall, Winter, Spring and Summer.

RDG 099 BUILDING READING SKILLS CONTINUED: 5 hours institutional credit. This course is designed for those students who have taken RDG 098 and did not make above the minimum score to exit the course. RDG 099 may be repeated until the student exists reading. Fall, Winter, Spring and Summer.

RDG 220 RATE EFFICIENCY: 2 hours. 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. As needed.

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

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

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

SEC 102 TYPEWRITING: 5 hours. Prerequisite: SEC 101 with a grade of C or better. Intermediate typewriting. The application of the basic skill and techniques to letter writing and other business writing. Winter.

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. Spring.

SEC 103L LEGAL TYPEWRITING: 5 hours. Prerequisite: SEC 102 with a grade of C or better. 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. Prerequisite: SEC 102 with a grade of C or better. 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 104 BEGINNING SHORTHAND: 5 hours. Gregg Shorthand, Diamond Jubilee Series: theory, emphasis on accuracy in reading and writing shorthand; development of dictation and pretranscription abilities. Training in accurate writing and transcribing of shorthand from new matter dictation at a minimum rate of 50 words per minute for 3 minutes. This course requires a one-hour lab per day. Fall.

SEC 105 SHORTHAND DICTATION: 5 hours. Review of theory in Gregg Shorthand, Diamond Jubilee Series. Training in accurate writing 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. Winter.

SEC 106 ADVANCED SHORTHAND: 5 hours. Prerequisite: Grade of C or better in SEC 105. Development of high levels of skill in dictation and transcription with emphasis on production of mailable business letters. Continued development of a broad general vocabulary and of speed and accuracy on new matter dictation at a minimum rate of 90 words per minute for 3 minutes.

SEC 106L LEGAL SHORTHAND: 5 hours. Prerequisite: Grade of C or better in SEC 105. Development of high levels of skill in dictation and transcription with emphasis on legal subject matter. Development of legal vocabulary and of speed and accuracy on new matter dictation at a minimum rate of 90 words per minute for 3 minutes. Mailability of transcripts is stressed.

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SEC 123 MEDICAL TERMINOLOGY: 5 hours. A course designed to train medical secretarial majors in acquiring and utilizing a medical vocabulary pertaining to medical specialties currently recognized by the American Medical Association and in the field of dentistry. Must be taken freshman year. Spring.

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SEC 105 SHORTHAND DICTATION: 5 hours. Review of theory in Gregg Shorthand, Diamond Jubilee Series. Training in accurate writing 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. Winter.

SEC 106 ADVANCED SHORTHAND: 5 hours. Prerequisite: Grade of C or better in SEC 105. Development of high levels of skill in dictation and transcription with emphasis on production of mailable business letters. Continued development of a broad general vocabulary and of speed and accuracy on new matter dication at a minimum rate of 90 words per minute for 3 minutes.

SEC 106L LEGAL SHORTHAND: 5 hours. Prerequisite: Grade of C or better in SEC 105. Development of high levels of skill in dictation and transcription with emphasis on legal subject matter. Development of legal vocabulary and of speed and accuracy on new matter dictation at a minimum rate of 90 words per minute for 3 minutes. Mailability of transcripts is stressed.

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SEC 123 MEDICAL TERMINOLOGY: 5 hours. A course designed to train medical secretarial majors in acquiring and utilizing a medical vocabulary pertaining to medical specialties currently recognized by the American Medical Association and in the field of dentistry. Must be taken freshman year. Spring.

SEC 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.

SEC 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.

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

SEC 205 OFFICE MACHINES: Prerequisite: A score of 60 or higher must be achieved on the Freshman Placement Test or MAT 098 will be required. The course covers the use of electronic calculators in solving business problems. Some of the topics covered are: percents, percentages, interest, markup, bank reconciliation, payroll, taxes, commissions, proration, financial statement analysis, depreciation and depletion of assets. Fall, Winter, Spring and Summer.

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 Winter.

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, typing format, proofreading, and vocabulary. The instructional materials and procedures are individualized for majors in the General, Legal, and Medical Programs. Fall, Winter and Spring.

SEC 208L MACHINE TRANSCRIPTION: 5 hours. Mastery of typing transcription from a transcribing machine or by verbal dictation. Work to be covered will parallel that required of a secretary in a legal office. Emphasis is placed on spelling, punctuation, capitalization, typing format, proofreading, and vocabulary as required for employable skills in legal transcription. Fall, Winter and Spring.

SEC 208M MACHINE TRANSCRIPTION: 5 hours. Mastery of typing transcription from a transcribing machine or by verbal dictation. Work to be covered will parallel that required of a secretary in a medical office. Emphasis is placed on spelling, punctuation, capitalization, typing format, proofreading, and vocabulary as required for employable skills in medical transcription. Fall, Winter and Spring.

SEC 209 RECORDS MANAGEMENT: 5 hours. This course has as its emphasis Records Management. In addition, the student will take modules in typewriting style, word division, capitalization, punctuation, spelling, proofreading. Winter.

SEC 210 SECRETARIAL PRACTICE: 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 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 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 the 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. Winter and Spring.

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. Fall and Summer.

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. Prerequisite: ENG 101 or LST 103 with a grade of C or better. Designed to develop techniques in research, organization and delivery of various types of speeches, and to learn 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. As needed.

SPN 101 ELEMENTARY SPANISH: 5 hours. Five recitations and two laboratory periods each week. Non-credit for students presenting two or more high school units in Spanish earned within the past three years. 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 two laboratory periods each week. Prerequisite: SPN 101 or the equivalent. A continuation of SPN 101. Winter and as needed.

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/or Spanish American literature. 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 concerns 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.

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ABRAHAM BALDWIN AGRICULTURAL COLLEGE — TIFTON, GEORGIA

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| 1. Gressette Gym | 12. Heating & Cooling Building | 23. Creswell Hall |
| 2. Thrash Gym | 13. Evans Health Center | 24. Nurse Education Building |
| 3. Howard Auditorium | 14. Plant Operations Warehouse | 25. Public Relations Building |
| 4. Welner Hall | 15. Plant Operations Building | 26. Fulwood Hall |
| 5. Comer Hall | 16. Dining Hall | 27. Mitchell Hall |
| 6. Herring Hall | 17. Rural Life Building | 28. Branch Hall |
| 7. Student Center | 18. Women's New Dormitory | 29. Ag Engineering Building |
| 8. Administration Building | 19. Agriculture Building | 30. President's Home |
| 9. Lewis Hall | 20. Business-Humanities Building | 31. Baseball Field |
| 10. Bowen Hall | 21. Baldwin Library | 32. Tennis Court |
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