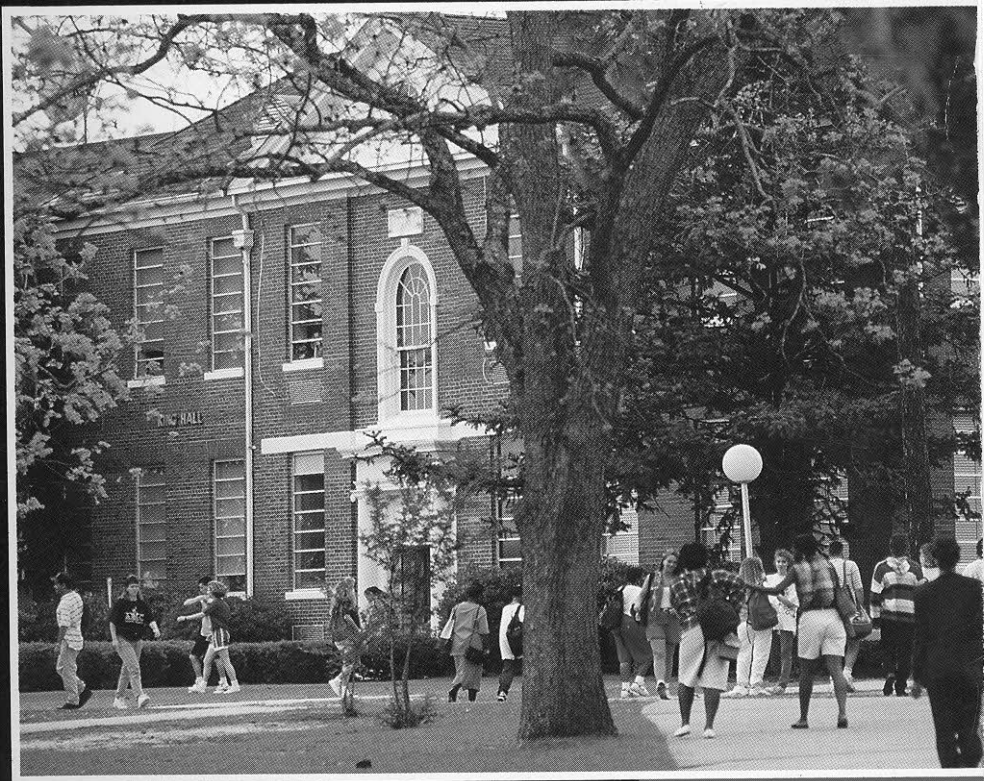


# ABRAHAM BALDWIN COLLEGE



1994-96 CATALOG



## DIRECTORY FOR CORRESPONDENCE

Write the person listed below at

ABAC STATION

Tifton, GA 31794-2601

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Vice President and Dean of Academic Affairs	James A. Burran	386-3238
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Acting Chairperson, Division of Agriculture and Forest Resources	Thomas B. Call	386-3255
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Chairperson, Department of Health, Physical Education, and Recreation	Wayne L. Cooper	386-3272
Chairperson, Division of the Humanities	Lew S. Akin	386-3250
Chairperson, Department of Nursing	R. Joy Conger	386-3262
Chairperson, Division of Science and Mathematics	Leon W. Benefield	386-3260
Chairperson, Division of Social Science	Gary L. Roberts	386-3257
Chairperson, Division of Developmental Studies	William T. Wheeler	386-3488
Director of Admissions	Garth L. Webb	386-3230
Registrar	Su-Zan Harper	386-3236
Director of Continuing Education/ Enrichment Program	Jane C. Tanner	386-3267
Director of Evening and Off-Campus Programs	Richard H. Strickland	386-3245
Director of Financial Aid and Veteran Affairs	Kay L. Freeland	386-3235
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Assistant Dean of Student Affairs	Henry A. Miller	386-3233
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Director of Alumni Relations	Nancy C. Coleman	386-3321
Director of Institutional Research	Donna E. Miller	386-7231
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## BULLETIN

### ABRAHAM BALDWIN AGRICULTURAL COLLEGE

A TWO-YEAR UNIT OF THE UNIVERSITY  
SYSTEM OF GEORGIA

ABAC STATION  
TIFTON, GEORGIA

Volume LVII, No. 1

July 1, 1994



A comprehensive coeducational college  
Abraham Baldwin 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 responsibility to keep himself apprised of current graduation requirements for his particular 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 educational records and/or disenroll students who owe the institution money.

### CIVIL RIGHTS COMPLIANCE

Abraham Baldwin Agricultural College subscribes fully to a policy of nondiscrimination 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.

### DISCRIMINATION PROHIBITED AGAINST INDIVIDUALS WITH DISABILITIES

Abraham Baldwin Agricultural College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities. In its efforts to comply with these regulations, Abraham Baldwin College has designated the Vice President and Dean of Student Affairs, J. Lamar Branch Student Center (second floor), 912-386-3232, and the Director of Human Resources, Tift Hall, room 23, 912-386-3491, as the individuals responsible in the areas of students with disabilities and employment related disabilities respectively.

### SEX DISCRIMINATION PROHIBITED

Abraham Baldwin Agricultural College complies with Title IX of the Education Amendments of 1972 which prohibits discrimination in education programs and activities on the basis of sex. This prohibition extends to employment and admissions. The individual responsible for compliance with Title IX is the Director of Human Resources, Tift Hall, room 23, 912-386-3491.

### EQUAL OPPORTUNITY EMPLOYER

Abraham Baldwin Agricultural College is an equal opportunity employer for all employees and applicants for employment without regard to race, color, gender, religion, national origin or disability of the individual.

### STUDENT RESPONSIBILITY

It is the responsibility of the students to read this catalog, official announcements, official bulletin boards, the *Student Handbook*, and otherwise inform himself/herself completely in regard to his/her 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 academic advisor and subsequent registration.

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# CALENDAR

## FALL QUARTER 1994 (952)

September 14	New faculty members report
September 15-16	Fall Preview and Planning Conference
September 19	Last day for filing application for admission
September 18-20	New student orientation
September 19	Last day for filing a readmission application
September 20	Registration for new students
September 21	Registration for returning students
September 22	Classes begin
September 23	Last day for late registration
September 23	Last day for change of schedule
October 25	Withdrawal without penalty deadline
October 28	Mid-quarter reports due
November 24-25	Thanksgiving holiday
November 30	Classes end
December 1-3	Final examinations
December 5	Grades due in the Registrar's Office

## WINTER QUARTER 1995 (953)

January 2	Last day for filing application for admission
January 2-3	New student orientation
January 2	Last day for filing a readmission application
January 3	Registration
January 4	Classes begin
January 5	Last day for late registration
January 5	Last day for change of schedule
January 16	Martin Luther King, Jr. holiday
February 7	Withdrawal without penalty deadline
February 10	Mid-quarter reports due
March 13	Classes end
March 14-16	Final examinations
March 17	Grades due in the Registrar's Office

## SPRING QUARTER 1995 (954)

March 27	Last day for filing application for admission
March 27-28	New student orientation
March 27	Last day for filing a readmission application
March 28	Registration
March 29	Classes begin
March 30	Last day for late registration
March 30	Last day for change of schedule
May 2	Withdrawal without penalty deadline
May 5	Mid-quarter reports due
June 2	Classes end
June 5-7	Final examinations
June 8	Grades due in the Registrar's Office
June 10	Graduation

## SUMMER QUARTER 1995 (961)

June 19	Last day for filing application for admission
June 19-20	New student orientation
June 19	Last day for filing a readmission application
June 20	Registration
June 21	Classes begin
June 22	Last day for late registration
June 22	Last day for change of schedule
July 3-4	Independence Day holiday
July 24	Withdrawal without penalty deadline
July 27	Mid-quarter reports due
August 22	Classes end
August 23-24	Final examinations
August 25	Grades due in the Registrar's Office

## FALL QUARTER 1995 (962)

September 13	New faculty members report
September 14-15	Fall Preview and Planning Conference
September 18	Last day for filing application for admission
September 17-19	New student orientation
September 18	Last day for filing a readmission application
September 19	Registration for new students
September 20	Registration for returning students
September 21	Classes begin
September 22	Last day for late registration
September 22	Last day for change of schedule
October 24	Withdrawal without penalty deadline
October 27	Mid-quarter reports due
November 23-24	Thanksgiving holiday
November 29	Classes end
November 30-	
December 2	Final examinations
December 4	Grades due in the Registrar's Office

**WINTER QUARTER 1996 (963)**

January 2	Last day for filing application for admission
January 2-3	New student orientation
January 2	Last day for filing a readmission application
January 3	Registration
January 4	Classes begin
January 5	Last day for late registration
January 5	Last day for change of schedule
January 15	Martin Luther King, Jr. holiday
February 8	Withdrawal without penalty deadline
February 13	Mid-quarter reports due
March 12	Classes end
March 13-15	Final examinations
March 18	Grades due in the Registrar's Office

**SPRING QUARTER 1996 (964)**

March 25	Last day for filing application for admission
March 25-26	New student orientation
March 25	Last day for filing a readmission application
March 26	Registration
March 27	Classes begin
March 28	Last day for late registration
March 28	Last day for change of schedule
April 29	Withdrawal without penalty deadline
May 2	Mid-quarter reports due
May 31	Classes end
June 3-5	Final examinations
June 6	Grades due in Registrar's Office
June 8	Graduation

**SUMMER QUARTER 1996 (971)**

June 17	Last day for filing application for admission
June 17-18	New student orientation
June 17	Last day for filing a readmission application
June 18	Registration
June 19	Classes begin
June 20	Last day for late registration
June 20	Last day for change of schedule
July 4-5	Independence Day holiday
July 22	Withdrawal without penalty deadline
July 25	Mid-quarter reports due
August 19	Classes end
August 20-21	Final examinations
August 22	Grades due in the Registrar's Office

**HISTORY OF THE COLLEGE**

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, signer of the United States Constitution 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 2,773 students enrolled in the fall quarter of 1993. Today the College reaches approximately 12,000 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. Emphasis on 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 lies in its dedication and service to all the people in Georgia. In addition to offering specialized programs in agricultural and environmental sciences, forest resources and family and consumer sciences, the College also features comprehensive offerings in other two-year career and transfer programs.

**ACCREDITATION AND MEMBERSHIPS**

Abraham Baldwin Agricultural College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Certificates and Associate Degrees.

The College is accepted by the Veterans Administration for the training of veterans under the G.I. Bill of Rights.

The College and its personnel are affiliated with many national, regional, and state associations, some of which include:

- American Association of Community Colleges
- Georgia Association of Colleges
- Georgia Association of Junior Colleges
- Georgia Collegiate Press Association
- National League for Nursing
- National Junior College Athletic Association

**STATEMENT OF PURPOSE**

Abraham Baldwin Agricultural College (ABAC), a two-year unit of the University System of Georgia, is committed to advancing the intellectual, cultural,



social, recreational, physical and career development of its students without regard to race, creed, disability, gender, age, national origin or economic circumstances.

ABAC is both 1) a comprehensive community college offering programs in the natural and physical sciences, the liberal arts, business, physical education and recreation, and health-related occupations and 2) a specialized institution offering programs in agriculture and related disciplines. This dual emphasis gives the college its distinctive character and enables it to attract traditional and non-traditional students from Georgia, other states and other countries, creating a culturally diverse student body.

The college provides a variety of learning experiences and individualized academic advisement, as well as leadership opportunities through student involvement in co-curricular and extra-curricular activities. Vital to the college's mission is a strong, enthusiastic and student-oriented faculty who encourage students to think critically and creatively, to pursue and appreciate knowledge, and to commit themselves to lifelong learning, leadership development and service.

To accomplish its mission as both a community college and a specialized institution, the college offers the following programs and services.

1. **College Transfer Programs** prepare students for transfer to senior colleges and universities. An honors program incorporates specialized courses in various disciplines to provide challenges to students desiring a more rigorous program of study.
2. **Career Programs** prepare students for employment immediately following graduation and enable those currently employed to retrain or upgrade their skills.
3. **Developmental Programs** focus on eliminating the academic deficiencies of many potentially successful students in English, mathematics, reading and study skills.
4. **Off Campus and Evening Programs** provide educational opportunities for individuals who, because of location or work schedule, are unable to attend traditional day classes.
5. **Public Service Programs** include specialized courses, occupation-enhancing short courses and performing arts events. The college also provides administrative services and facilities which enable organizations and units of the University System of Georgia to bring seminars, meetings, and upper-level and graduate courses to the region.
6. **Student Services** helps students achieve their educational goals by providing counseling, career development, testing, health services, on-campus housing, financial aid and job placement. The college also supports student organizations, publications, social events and a wide variety of intramural and intercollegiate sports programs.

## ASSESSMENT PROGRAM

Abraham Baldwin Agricultural College is committed to helping all students realize their potential. For this reason, student assessment is part of the college's educational program. From the time students apply until the time they leave, they will participate in a series of tests and surveys designed to assist college personnel in accurate advisement and course placement, to gather information on satisfaction with college programs and services, and to measure academic and

personal achievements while at the college. These tests and surveys will be used to help students achieve their individual goals and to improve college programs and services.

Students' earnest and sincere participation on tests, learning tasks, exit exams and surveys will provide the college with accurate information to be used in planning effective programs and services. Students should take seriously their participation in these activities.

## CONTINUING EDUCATION AND PUBLIC SERVICE

The Continuing Education Program, as one of the basic missions of Abraham Baldwin Agricultural College, provides a necessary link between the College and the local communities. Programs of continuing education are developed in response to special educational demands and requests of citizens, professional and business groups, governmental agencies and civic groups. The major role of continuing education is to develop and implement short courses, workshops, seminars and institutes for (1) personal interest and enrichment and (2) career and professional development.

Since its beginning in 1940, Abraham Baldwin College's continuing education programs have served thousands of people. The Office of Continuing Education offers a wide range of courses each year as part of its commitment to lifelong learning. Courses range from agricultural short courses to golf, from real estate to guitar, from computers to gourmet cooking and from time management to welding. In addition, classes may be customized for a group who needs particular training. The only requirement for enrolling in most of these courses is interest and a desire to learn. Entrance is not based on educational background and no grades are given in most classes.

The Office of Continuing Education at Abraham Baldwin Agricultural College is located in the University of Georgia's Rural Development Center, situated adjacent to the Abraham Baldwin campus and in the Baldwin Library on the campus. Additional information may be obtained by calling the Office of Continuing Education between 8 a.m. and 5 p.m. weekdays at 912-386-3267.

## ABRAHAM BALDWIN'S ENRICHMENT PROGRAM

The Enrichment Program which includes ABAC's Youth Connection is located in Room 107 of the Baldwin Library. The Enrichment Program was established in 1987 to enhance community relations, assist in student recruitment and more fully utilize campus facilities through scheduling of overnight groups, camps and conferences.

Designed as an outreach to the young people of the community, ABAC's Youth Connection hosts a wide range of activities and special events and offers year-round programming with special emphasis on summer scheduling for ages six months (parent/tot swimming) to 18 years. A smorgasbord of activities is offered from specialty athletic camps like the Golden Stallions Day Camp, tennis clinics and most any other sport imaginable to academically challenging activities like maniac math, computer camp, a wide variety of science-based programs and classes like drama, creating a newspaper, clown school and even Spanish and Japanese.

## THE ARTS EXPERIMENT STATION

The Arts Experiment Station (AES) is located in Tift Hall on Abraham Baldwin campus. It represents another aspect of the College's commitment to continual learning and public service by seeking to broaden the cultural perspectives of South Georgians through a variety of programs and activities. The AES has developed a multi-county arts alliance through which arts in education programs, crafts workshops, arts camps, and residencies by professional dance and theatre groups have been presented. In addition, the Arts Experiment Station has launched a program to recognize and sustain the folklife of South Georgia. The Station attracts participants from virtually all walks of life.

## REGIONAL POLICE ACADEMY

The Regional Police Academy is located in Bowen Hall on the ABAC campus and operates as an integral part of the College's Division of Social Science. Its activities are funded by the Georgia Peace Officers Standards and Training Council, which oversees the operation of other regional and departmental training academies located in the state. The Academy's overall mission is to serve the training needs of peace officers within its 38 county service region representing 129 local law enforcement agencies in South Georgia. The Academy currently offers courses in four areas: (1) Basic Law Enforcement and Corrections Officer Training; (2) Refresher Training; (3) Career Development Training; and, (4) Specialized Training.

## ALLIED STATE AGENCIES

The work of Abraham Baldwin is complemented by the continual, informal cooperation of other state-level agencies and institutions located in Tifton. Together, they assist the College in providing work experience, internships, and job placement for students, additional expertise in agricultural research, coordination of conferences and seminars, facilities, and research and writing opportunities for faculty members.

One of these agencies is the Rural Development Center (RDC), an educational unit of the Cooperative Extension Service of the University of Georgia. The program of the RDC is directed toward full development and utilization of the social and economic potential of the region and the state. Its objectives include 1) increasing agricultural and forest production through continued research and the application of research findings; 2) advancing developments in marketing and utilization of farm and forest products; 3) aiding community development and solving problems related to lifestyles and social interaction; 4) furthering manpower training and utilization to provide more skilled workers in the various areas of agribusiness and to help general farm workers in coping productively with increasing farm technology.

Another state agency that works closely with the College is the University of Georgia's Coastal Plain Experiment Station. The Station has approximately 100 scientists in various specialized areas who are engaged in research and development in the plant and animal sciences. The proximity of the Experiment Station's personnel to the College contributes to an invigorating climate of inquiry and study for students, faculty, and staff. Many college students find part-time employment at the Station, and some ventures are shared jointly by the two institutions.

A third allied state agency is the State Museum of Agriculture, popularly known as the Georgia Agrirama. Its aim is to preserve and exhibit the culture of South Georgia through a restored settlement of the late nineteenth century. The two dozen restored buildings at the Agrirama range from an 1896 farmhouse to a steam-powered cotton gin and provide a living history museum for the people of the state. Abraham Baldwin and the Agrirama cooperate throughout the year in presenting special social and cultural events that celebrate the rural life of a century ago.

Two other state offices, the Georgia Department of Labor and the Department of Natural Resources, contribute to the College's efforts to provide job placement and work experience for Abraham Baldwin students. The Department of Labor, in cooperation with the College provides employment assistance for students whose education has prepared them for direct entry into the job market. The Department of Natural Resources works with faculty members in the forestry and wildlife programs of the Division of Agriculture and Forest Resources and helps provide work experience for students in the areas of game and forest management.

## ABRAHAM BALDWIN ALUMNI ASSOCIATION

Anyone who has completed a minimum of 15 quarter hours of education credit is eligible for membership in the ABAC Alumni Association. Only those who have earned 45 or more hours are considered active alumni. The Ag Alumni Council, a special interest group of the Association, consists of alumni from agriculture, family and consumer sciences (home economics), forest resources and veterinary medicine.

The purpose of the Association is to promote activities designed to strengthen and enrich the education and extracurricular programs of ABAC so the college can make a maximum contribution to the economic, social, cultural, and spiritual life of Georgia and the surrounding area.

Homecoming, which includes the annual meeting of the Association, is held in April of each year and continues to grow in number and enthusiasm. Seven awards are presented to alumni annually who have excelled in various professions.

The alumni newspaper, *ABAC Today*, is published in the fall and spring, keeping alumni and friends abreast of happenings of the College. It is mailed to all active alumni and donors.

There are no dues, but financial requests are made through the ABAC Foundation. Contributions to the Foundation fund alumni activities including the alumni newspaper, homecoming, the awards program and two alumni scholarships as well as other campus interests.

## ABRAHAM BALDWIN FOUNDATION

In 1954 businessmen in Tifton and Tift County organized the Greater Baldwin Association to advance the cause of education by supporting programs and activities of the College which cannot be funded through the budget allocated by the state. In 1974, in order to achieve closer identification with the College, the name of the organization was changed to the Abraham Baldwin Agricultural College Foundation. The purpose remains the same. Funds made payable to the Foundation are used for purchasing any needed equipment and property, provid-



ing academic and athletic scholarships, campus improvement, and other projects and activities which the board of directors may deem appropriate.

The Foundation accepts gifts of cash, securities, trusts, real estate, gifts-in-kind, life insurance, bequests or a combination thereof. All gifts to the Foundation are tax deductible.

## LOCATION OF THE COLLEGE

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.

The College is also readily accessible via U.S. highway 41, which lies close to the campus. Abraham Baldwin 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 major airlines through airports at Albany, Macon, and Tallahassee, Florida.

## BUILDINGS AND GROUNDS

*(See map on inside back cover for exact location of buildings.)*

**BALDWIN LIBRARY**—Completed in 1990, this facility of 42,000 square feet serves as a central learning resources center for the college. Its collections include approximately 67,000 volumes, 450 periodical subscriptions, and a varied assortment of audio-visual materials and equipment. Microcomputer laboratories, media production facilities, and a large meeting room are located on the ground floor. The building is designed to serve the needs of students, faculty, and the community.

**BOWEN HALL**—This building, at the center of the campus, houses the Division of Social Science, the Family and Consumer Sciences Program, Regional Police Academy and faculty offices.

**BRITT HALL**—Located on the northern side of the campus, this two-story building contains a part of the Science-Math Division, three biology laboratories, a chemistry laboratory, three classrooms, and six faculty offices.

**CONGER HALL**—This three-story building houses the Business Administration Division and the Office of Student Support Services, which occupy the first two floors, and the Humanities Division, which is located on the third floor. Facilities include offices, flexible classroom space and an auditorium. The College's Computer Center, situated on the first floor, holds records vital to the operation of the College.

**CENTRAL DISTRIBUTION PLANT**—This building provides heating and cooling for most of the campus.

**DONALDSON DINING HALL**—This, the largest dining facility in South Georgia, provides a seating capacity in excess of 950. In addition to providing dining services for the student body, the dining hall is frequently used for large banquets by groups throughout Tiftarea.

**ENGINEERING TECHNOLOGY BUILDING**—Containing 45,000 square feet, the center houses the faculty/staff of Agricultural Engineering, Agricultural Equipment Technology, Horticulture, and Animal Science. Classrooms

and a wide variety of laboratories are located in the center which are used by students in many different programs of study.

**FARM**—The College's Farm contains over 200 acres and is used in such academic programs as agronomy, agricultural engineering, animal husbandry, wildlife, forestry, horticulture, and veterinary medicine.

**GAINES HALL**—This building houses part of the Nursing Department. It is adjacent to the Moore Building which also houses part of the Nursing Program.

**GRAY HALL**—This building is located adjacent to Britt Hall. It contains laboratories for physics and chemistry, classrooms and faculty offices.

**GRESSETTE PHYSICAL EDUCATION CENTER**—This 42,000 square feet physical education building contains faculty offices, classrooms, special rooms for weight lifting and personal contact sports, and a large basketball court with seating capacity for approximately 2,500. Adjacent to the complex is an olympic-sized swimming pool.

**HEALTH CENTER**—The E. L. Evans Health Center has a ten-bed capacity and contains separate wards for males and females.

**HOWARD AUDITORIUM-THRASH GYM**—Equipped with a large stage and a capacity of 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 with it by an arcade-rotunda, the gymnasium is used for classes in physical education, intramural sports, and other student activities.

**J. L. BRANCH STUDENT CENTER**—Located directly behind Tift Hall, the J. Lamar Branch Student Center contains the administrative offices of Student Affairs and the student offices of the Student Government Association, Student Union, Student Judicial Council, and the student communications media. The building also houses the Bookstore, Post Office, Snack Bar, and Recreation Center.

**KING HALL**—This building, containing general classrooms and laboratories, houses the Division of Developmental Studies.

**MOORE BUILDING**—This structure houses part of the Nursing Department and contains classrooms, an audiotutorial laboratory, faculty offices, a student lounge, and a conference room.

**MUSIC BUILDING**—Centrally located on campus, the music building houses classrooms, laboratories, practice rooms, rehearsal areas and offices of the vocal and instrumental programs of the College.

**PHYSICAL EDUCATION OUTDOOR FACILITIES**—Situated along the east side of the campus is a forty acre physical education outdoor sports complex. It features a baseball field, tennis courts, archery range, and a field for soccer and intramural sports. In addition, a putting green and driving range are located near Lake Baldwin. These facilities are open to College students, faculty, and staff.

**PHYSICAL PLANT WAREHOUSE**—This facility houses the supply center for the College. It contains a warehouse storage area and offices for the administrative staff of Plant Operations.

**FORMER PRESIDENT'S HOME**—Located on the northern side of the campus, this building houses the Office of Development and Alumni Relations, the ABAC Foundation, and the ABAC Alumni Association. This building was built in 1967 and was renovated for its present use in 1990. It is complemented by formal gardens and overlooks Lake Baldwin, a recreational area for faculty, staff, and students.

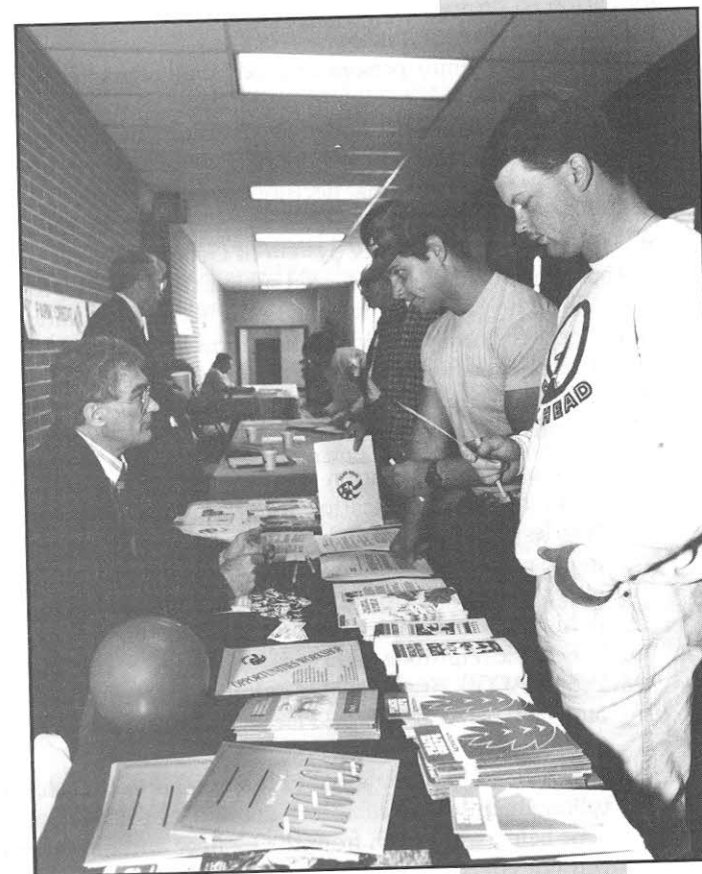
**RESIDENCE HALLS**—Branch Hall (Male); Chandler Hall (Female); Comer Hall (Male); Creswell Hall (Co-ed); Fulwood Hall (Co-ed); Mitchell Hall (Male).

**TIFT HALL-ADMINISTRATION**—This building houses the administrative offices of the President, Vice President and Dean of Academic Affairs, Vice President for Fiscal Affairs, the Admissions Office and the Registrar's Office, as well as the Arts Experiment Station, Director of College Services, Director of Institutional Research, and the Office of Public Relations.

**WELTNER HALL**—This building houses the Office of Public Safety. In addition, Georgia Department of Education Supervisors of Vocational Agriculture and Home Economics are located in this building.

**YOW FORESTRY AND WILDLIFE BUILDING**—This 20,000 square foot facility provides classroom, laboratory, and faculty office space for the Division of Agriculture and Forest Resources, including facilities for forestry wildlife management, agronomy and agricultural economics.

## Admissions





## GENERAL POLICIES AND PROCEDURES

The Admissions Office, located on the first floor of Tift Hall, can be reached by telephone at (912) 386-3230 and by mail at ABAC 4, 2802 Moore Hwy, Tifton, Georgia 31794-2601. The Toll Free number 1-800-733-3653.

The Office of Admissions at Abraham Baldwin is responsible for providing information to prospective students, evaluating their applications, and notifying them of admissions status.

The College admits persons of good moral character who possess the physical and emotional health to meet the challenges of the academic program they will pursue. The Director of Admissions may refer any application to the Curriculum Committee for further study and advice. The Director of Admissions, however, has the right to make a final decision on applications. This decision may be appealed by the applicant under provisions set forth by the College and the Board of Regents of the University System of Georgia.

Applicants for admission should submit the necessary forms and fee, and other information no later than two days prior to the registration date for the quarter they expect to enroll. An application form may be found in the back of this catalog. The calendar at the front of this catalog provides the registration dates for each quarter.

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

1. A completed application (this form is in the back of the catalog) and a non-refundable application fee of \$5. (The payment of an application fee entitles the applicant to have his or her application form reviewed according to normal admissions procedures at the institution; however, admission is not guaranteed by payment of the application fee.)
2. A high school transcript and/or GED scores.
3. Scholastic Aptitude Test Score (SAT) or the American College Test Score (ACT). Students may enroll in career/technological programs without SAT or ACT scores. Placement tests, however, will be administered routinely.
4. A certification of immunization and report of medical history prior to enrollment. Failure to submit the required health data may result in the student being withdrawn from the College without refund. This information will not effect 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.)

The applications and records submitted to the College become the property of the College and will not be returned to the applicant or sent to another institution. The records of applicants who do not actually enroll within twelve months after completing an application will be destroyed, and a new application and fee will be required.

## BEGINNING FRESHMEN

All first-time-entering freshmen will be admitted to the College based upon 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 or ACT 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 must meet minimal requirements of a verbal SAT score of 250 or a mathematical SAT score of 280 or a high school average of 1.8. Minimum ACT requirements are a verbal score of 13 or a mathematical score of 14).

All beginning freshmen will be required to attend one of the Student Orientation Sessions in the summer or the one immediately preceding the opening of each 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 Developmental Studies, in regular college-level work, or in a combination of the two. (The Division of Developmental Studies is described in another section of this catalog.) A fee will be charged for the orientation session.

In order to exempt the placement tests in reading and English, an entering student must have a SAT verbal score of 350 or higher or an ACT English score of 18 or higher, and must have completed four years of high school English. In order to exempt the placement test in mathematics, an entering student must have an SAT math score of 400 or higher or an ACT math score of 19 or higher, and must have completed two years of high school algebra and one year of geometry.

All students admitted to the Nursing Program (career program) must meet additional entrance requirements outlined in the appropriate section of the catalog under Career and Technological Programs. Applicants must complete all college requirements before being admitted to this program; however, admission to the College does not in any way guarantee formal admission to this program.

## ADMISSION TO A PROGRAM OF STUDY LEADING TO A BACHELOR'S DEGREE FOR STUDENTS GRADUATING FROM HIGH SCHOOL SPRING 1988 OR LATER

Students who graduate from high school in the spring of 1988, or later, must complete the following high school courses in order to pursue a program of study leading to a bachelor's degree:

1. English—4 units with emphasis in grammar and usage; literature and advanced composition skills.
2. Mathematics—3 units (Two courses in Algebra and one in Geometry).
3. Science—3 units (One course in Physical Science and a minimum of two laboratory courses in Biology, Chemistry, Physics or related courses.)
4. Social Science—3 units (American History, World History and Economics and Government.)
5. Foreign Language—Two units in one language.

Students not meeting the course requirements of the pre-college curriculum may be admitted on a conditional basis and will be required to take one or more courses in which there is a deficiency. These courses will require a C grade or better or credit by examination and will not count as degree credit.

The pre-college curriculum is not required for students who enroll in two-year career/technological programs. However, students who transfer into baccalaureate programs must satisfy all pre-college curriculum deficiencies.

## READMISSION OF FORMER STUDENTS

When a student fails to enroll for fall, winter, or spring quarters, or a combination of these, that student must reapply for admission to the College. This requires that the student complete a readmission form obtained from the Registrar's Office. This regulation does not apply to summer quarter. A student may attend spring quarter, remain out of school summer quarter, and return the following fall quarter without applying for readmission.

## 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 for expulsion from Abraham Baldwin and cancellation of any credits earned.

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

1. A completed application for admission and a \$5 non-refundable application fee.
2. Official copies of transcripts from all colleges previously attended.
3. Applicants who have completed fewer than 20 transferable quarter credit hours shall complete all the requirements for freshman admission.
4. A certification of immunization and report of medical history prior to enrollment. Failure to submit the required health data may result in the student being withdrawn from the College without refund. 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 transfer students must be in good academic and social standing at the institutions from which they are transferring.

A grade of D is acceptable for courses taken from a University System of Georgia institution with the exception of English 101 which requires a 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. A maximum of 45 quarter hours can be accepted in transfer. It should be noted that while D grades as stipulated above may be accepted in transfer, ABAC requires a 2.0 GPA on all work presented for graduation. See the "Requirements for Graduation" section elsewhere in this catalog.

An applicant transferring from an institution or program that did not require the College Preparatory Curriculum shall submit a transcript of secondary school credits unless the applicant has completed a minimum of 45 hours of accepted transfer Core Curriculum credits or graduated from high school before spring, 1988. Transfer students who have not met all College Preparatory Curriculum requirements and who have not completed 45 credit hours may be admitted only as provisional students under the Provisional Admission Procedures established by the University System of Georgia.

An applicant shall not be considered for admission unless he or she is academically eligible to return to the college or university last attended or unless the officials of the institution last attended recommend the applicant's admission. If, however, two or more calendar years have elapsed since the applicant's dismissal

from the last college or university attended, the admitting institution may review the application through established procedures to determine whether or not admission should be granted. Students with uncompleted Developmental Studies requirements at another System institution shall be admitted only in accordance with the receiving institution's approved Developmental Studies guidelines.

## TRANSIENT STUDENTS

A transient student is one who is regularly enrolled at another institution but who seeks temporary registration at Abraham Baldwin 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 request form in the Registrar's office prior to leaving the campus.

A transient must complete the following requirements for admission:

1. A completed application for admission and a \$5 non-refundable fee.
2. A letter of recommendation from the registrar of the institution where the student is regularly enrolled, giving the applicant permission to take certain specified courses.
3. A certification of immunization and report of medical history prior to enrollment. Failure to submit the required health data may result in the student being withdrawn from the College without refund. 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 inside back cover of the catalog.)

Transient students wishing to continue their enrollment after one quarter must apply as transfer students through the Office of Admissions and comply with the regulations described in the "Transfer Students" section above.

## AUDITORS

Students who submit evidence of graduation from an accredited high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as "auditors". Under extraordinary circumstances, the President may waive the requirement of a high school diploma or equivalent. Students registered as "auditors" shall be required to pay the regular fees for enrollment and shall be prohibited from receiving credit at any later time for course work that they completed as "auditors". Faculty members in an institution may attend classes offered by other faculty members in the same institution without registering as auditors, but no credit shall be awarded for such attendance.

## ADMISSION OF VETERANS

A veteran must meet all requirements for admission in whatever category he wishes to enroll as outlined in this catalog. For the convenience of those veterans just returning from service who have not taken the SAT, an Institutional SAT will be given at the College 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 the Veterans Affairs Office at Abraham Baldwin. After being accepted at the College, they will be certified by the Director of Veterans Affairs and Financial Aid at the College prior to registration.

## JOINT ENROLLMENT

This program is designed to serve unique needs of high school students who wish to earn college credit while completing their high school studies. Each applicant under the Joint Enrollment program must submit the following for admission:

1. A completed application and a \$5 non-refundable application fee.
2. A certification of immunization and report of medical history (found in the back of this catalog).
3. A high school transcript with an academic average of 3.0 or better (on a 4.0 scale).
4. A composite score of the Scholastic Aptitude Test (SAT) of 850 or a composite score of 21 on the ACT.
5. A letter from the high school principal or counselor recommending the applicant for admission to the Joint Enrollment Program.
6. A letter of consent from the parents or guardian.

A Joint Enrollment student will be restricted to 5-10 hours per quarter depending upon his or her high school load.

Upon graduation from high school these students will be given full credit toward graduation from Abraham Baldwin or they may submit these credits to other colleges if they choose to enroll elsewhere. Whether the students' high schools accept these credits toward high school graduation will be left up to the high schools and Boards of Education.

Every student enrolled in the Joint Enrollment Program must achieve a minimum grade point average of 2.0 each quarter in order to remain in the program.

## EARLY ADMISSION

A high school student who has completed the junior year but has not begun the senior year may be admitted to the College on a full-time, regular basis if the student can meet the following requirements:

1. Complete all forms required by the Admissions Office.
2. Have completed the junior year of high school with at least 15 units (225 quarter hours) and an average of at least a 3.0 on a 4.0 system.
3. Submit a composite score of 850 or better on the Scholastic Aptitude Test (SAT) or a composite score of 21 on the ACT.
4. Furnish a letter from his high school principal or counselor recommending him for admission to the program.
5. Provide a letter of consent from his parents or guardian.

This program is for students who wish to enter college a year early. However, it is possible for a student to attend ABAC during the summer quarter between his junior and senior year and then finish the senior year in high school. Credit earned can be used at ABAC or transferred to another college of the student's choice.

## POSTSECONDARY OPTIONS PROGRAM

The Postsecondary Options Program provides for students who are at least 16 years of age or older or who are classified as juniors or seniors in Georgia public schools to take courses full-time or part-time at Georgia public colleges, univer-

sities or technical institutions where they have been accepted to receive high school Carnegie unit credit(s) and postsecondary credit hours.

Under the Postsecondary Options Program, the tuition for classes taken by the students at the postsecondary institution is paid for with funds generated by the Quality Basic Education funding formula. The monies generated for the high school classes that the student would have been enrolled in are used to pay the tuition for the postsecondary classes for which the student seeks joint credit.

Postsecondary Options is a voluntary program. Students who participate in the program shall be jointly enrolled to complete the high school diploma, the vocational seal of endorsement or the college preparatory seal of endorsement and earn postsecondary credit hours. Completion of the graduation requirements for the high school diploma and/or the seal(s) is required for graduation.

Students admitted under the Postsecondary Options Program must meet the minimum admissions standards of either the joint enrollment program or the early admissions program as listed on page 22. Students who have not completed the College Preparatory Curriculum requirements may be admitted if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year. With the exception of English and social studies, courses taken by students with a SAT verbal score of at least 450 or an ACT English score of at least 24, a college course may not be used to fulfill both high school College Preparatory Curriculum requirements and college degree requirements.

## ADMISSION AS A SENIOR CITIZEN AGE 62 OR OLDER

Pursuant to the provisions of an amendment to the Georgia Constitution adopted on November 2, 1976, the Board of Regents established rules with respect to the enrollment of eligible persons 62 years of age or older in institutions of the University System of Georgia, effective with the Fall Quarter 1977.

An eligible person may audit or enroll in a course for resident credit on a space available basis without payment of fees except for supplies and laboratory fees.

To be eligible for admission and enrollment under the provisions of this amendment a person must:

1. Meet all requirements for admission as either an auditor, beginning freshmen, transfer student, or re-entering student, as outlined elsewhere in this catalog.
2. Be a legal resident of the State of Georgia.
3. Be 62 years of age or older at the time of registration. (A birth certificate or other comparable written documentation of age must be submitted with the application for admission.)

## ADMISSION OF INTERNATIONAL STUDENTS

An applicant from outside the United States should complete the requirements for beginning students as outlined in this catalog, using the application for international students in lieu of the regular application form in the back of this catalog. In addition, he must meet the following requirements which are established by the Curriculum Committee. Exceptions to these requirements can be



made only by the Director of Admissions who may seek the advice and consent of the Foreign Student Advisor.

1. An official English translation must accompany the transcript. An overall C average is required in academic course work.
2. The applicant may be required to deposit with the Comptroller \$2,000\* to cover all fees for his first quarter, of which \$75 is non-refundable. Since all fees are payable in advance at the beginning of each quarter and since international 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 of leaving his country.
3. All international students are required to complete the following:
  - a. The applicant whose first language is other than English is required to submit the results of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission from outside the United States.
  - b. Prior to registration all admitted students will take the College Placement Examination (CPE) in the areas of English grammar, reading, and mathematics. Students scoring below the minimum required must take the appropriate developmental courses designed to teach the skills needed to pass college level work. These courses must be taken promptly, since those international students who have not completed developmental courses after two quarters will be placed on probation and those failing to make satisfactory progress in developmental studies after three quarters will not be permitted to continue at Abraham Baldwin.
  - c. Until the student completes the required courses in developmental studies, the International Student Advisor will also serve as his academic advisor. When the developmental courses have been completed, the student will be reassigned to an academic advisor in his major area.
4. The application of all students who do not report to the College at the appointed time will be canceled 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:
  - a. Secure a valid Georgia driver's license.
  - b. Show proof of liability insurance from a U.S. company which meets requirements of the State of Georgia.
  - c. Obtain permission from the Assistant Dean of Student Affairs to own or operate a motor vehicle.
6. The applicant is required to reside on campus unless special permission is granted by the Director of Residence Life.
  - a. During quarter breaks and holidays, students not living in Weltner Hall will move to a designated hall for temporary housing. A charge of \$3 per night is made for those requesting temporary housing.
  - b. During quarter breaks and holidays, college dining facilities are closed. Students are responsible for their own meal arrangements.
7. The applicant is required to purchase health insurance from a U.S. company or college approved agency before being allowed to register. This in-

- surance 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 obtain a Social Security number during the first quarter of enrollment.

## ENGLISH LANGUAGE STUDY CENTER

The English Language Study Center (ELSC) is a private school located on the campus of Abraham Baldwin College. The ELSC serves international students who need to improve basic English skills.

TOEFL is not required to enroll in the ELSC. All students are administered the Michigan Test upon arrival for placement into proficiency levels.

Students who score 470 on the TOEFL are allowed to apply for one five-hour course at ABAC. Those who achieve 75 or higher on the Michigan Test (or 480 TOEFL) are allowed to apply for two or more regular credit courses at ABAC. Students who achieve 78 or higher (or 500 TOEFL) qualify for application to become full-time ABAC students.

Classes are provided from 9 a.m. to 3 p.m. Monday through Thursday and 9 a.m. to 12 noon Friday. Classes include Grammar, Reading, Writing, Conversation/Pronunciation and Essentials (Culture, Listening Comprehension, Idioms and Active Skills).

## PROVISIONAL ADMISSION

Applicants who have not attended high school or college within the previous five years and have earned fewer than 20 transferable quarter hours of college credit are not required to take the SAT or ACT. However, students admitted in this category must take the University System of Georgia Collegiate Placement Examination (CPE) and complete any Developmental Studies requirements.

## NON-DEGREE STUDENTS

An applicant with no degree objective may be admitted as a non-degree student. Non-degree students will be required to submit the application, certification of immunization and report of medical history, appropriate transcripts and a non-refundable application fee of \$5. No student will be allowed to enroll for more than 20 quarter hours under this classification.

## DIVISION OF DEVELOPMENTAL STUDIES

A beginning freshman whose placement tests and SAT or ACT 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.

A student must exit developmental studies status within four academic quarters in order to continue his enrollment at Abraham Baldwin or at any other institution within the University System of Georgia.

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

\*The College reserves the right to request funds for one year from countries in which students experience unusual difficulty in obtaining funds.

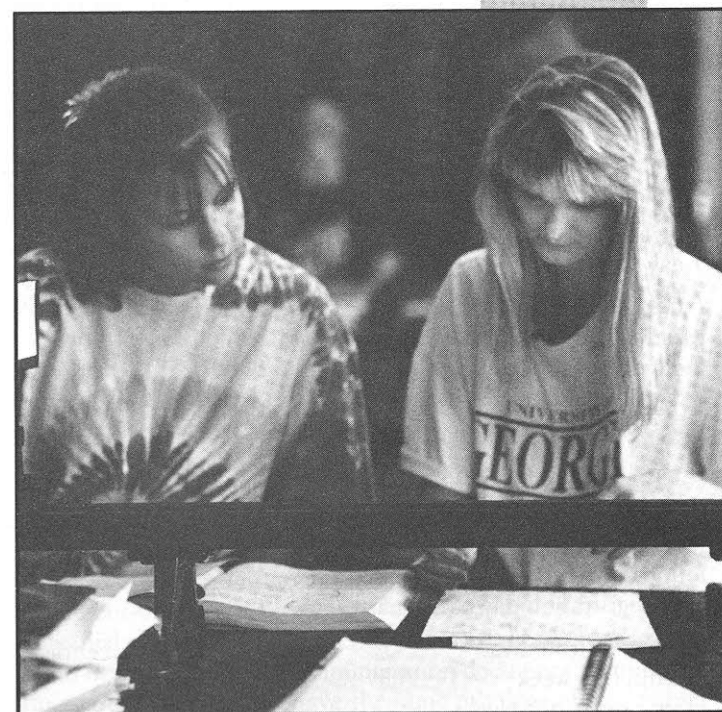


## ADDITIONAL ADMISSIONS INFORMATION

In addition to the general Admissions Policies described in the catalog, each unit of the University System may increase the requirements, entry levels, and/or testing procedures for programs at the undergraduate or graduate levels provided they are in agreement with University System of Georgia Policies and are published in official college publications. As part of its Admissions Policies, each unit of the System may also develop such reasonable rules and regulations as may be necessary to protect the health and safety of its students, faculty and staff.

Each unit of the University System reserves the right to refuse admission to a non-resident of Georgia, to an applicant whose admission would cause the institution to exceed its maximum capacity, to an applicant whose request for admission is only to a program that is already filled, to an applicant whose transcript(s) are from an unaccredited institution or who is otherwise ineligible for admission.

## Expenses and Fees



College expenses are payable in advance. All charges are subject to change at the end of any quarter.

For the purpose of paying fees, twelve or more quarter hours are considered a full-time load, and eleven or fewer quarter hours are considered a part-time load. There are separate fees scheduled for each. Below is a schedule of costs by quarter.

**Matriculation Fee (tuition):**

Georgia Resident, Full-time	\$ 452.00	
Georgia Resident, Part-time	\$ 30.00	per quarter hour
Non-Resident, Full-time	\$1133.00	(includes \$681.00 non-resident tuition) per quarter hour
Non-resident, Part-time	\$ 87.00	
<sup>1</sup> Student Activity Fee	\$ 25.00	
Athletic Fee	\$ 31.00	
Clinical Fee	\$ 38.00	

All students residing in a residence hall must purchase one of the two available meal plans as indicated below. Room and board represents a package plan and a single cost is shown according to the residence hall and meal plan options. Students who do not live on campus but eat in the dining hall may want to purchase a commuter ticket for 27 meals for \$87.50 per quarter.

**Branch Hall, Chandler Hall, Creswell Hall, Mitchell Hall**

7 day 19 meal plan	\$ 830.00	per quarter
7 day 15 meal plan	\$ 820.00	per quarter

**Fulwood Hall**

7 day 19 meal plan	\$ 875.00	per quarter
7 day 15 meal plan	\$ 865.00	per quarter

**Mitchell Hall (third floor)**

7 day 19 meal plan	\$1025.00	per quarter
7 day 15 meal plan	\$1015.00	per quarter

Private Room—add \$195.00

The estimated cost for books and supplies is \$150.00-\$200.00 per quarter.

A student who formally withdraws from the College within four weeks following the first class day of any quarter is refunded a percentage of fees paid. The following refund period is based on regular calendar weeks beginning the day after registration day each quarter.

Time of Withdrawal	Percentage Refund Received
Within one week	80%
From one to two weeks	60%
From two to three weeks	40%
From three to four weeks	20%
After four weeks	No Refund

<sup>1</sup>Students taking 5 or fewer hours are not required to pay the student activity, athletic, or clinical fees, but may do so if they wish in order to get the services provided.

After the published drop/add period of each quarter, students who drop below 12 credit hours or who registered for fewer than 12 quarter hours and further reduce their load are not entitled to any refund of tuition.

Refunds of room and board will be figured on a prorated basis according to the number of days in actual attendance at the College. The College does not make refunds of room and board unless the student officially withdraws from College.

When the dining hall is closed for official school holidays, such as Thanksgiving, no meals will be served.

## REGENTS' POLICIES GOVERNING THE CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students:

- (a) If a person is 18 years of age or older, he or she may register as an in-state 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 other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
- If a person is under 18 years of age, he or she may register as an in-state 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.
- If a parent or legal guardian of a minor changes 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 in-state tuition. After the expiration of the twelve-month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
- In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
- Aliens shall be classified as nonresident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
- Waivers:** An institution may waive out-of-state tuition for:
  - nonresident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;

- (b) international students, selected by the institutional president or his authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall quarter immediately preceding the quarter for which the out-of-state tuition is to be waived;
- (c) full-time employees of the University System, their spouses, and their dependent children;
- (d) medical and dental residents and medical and dental interns at the Medical College of Georgia;
- (e) full-time teachers in the public schools of Georgia or in the programs of The State Board of Technical and Adult Education and their dependent children. Teachers employed full-time on military bases in Georgia shall qualify for this waiver;
- (f) 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. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;
- (g) military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned to System institutions for educational purposes;
- (h) students who are legal residents of out-of-state counties bordering on Georgia counties in which an institution of the University System is located and who are enrolled in said institution.

### SPECIAL FEES AND CHARGES

A **non-refundable fee** of \$5 must accompany each application for admission.

If **private rooms** are available in any residence hall, there will be an additional \$195 charge per quarter above the regular rate.

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

The **clinical fee** of \$38 does not cover a physician's bill but is used instead to defray supplies and nursing services for first aid care. All first aid services must originate at the Health Center.

A **late registration fee** is charged students who enter the College after the regular registration day each quarter. The fee for the first and second days after registration day is \$10; thereafter, the fee is \$25. The maximum charge for late registration is \$25. If a student is unable to enter the College because of illness, he must present a physician's statement confirming his affliction. Failure to meet application deadlines or unmet obligations will not be adequate cause for a waiver.

The **graduation fee** of \$10 covers the cost of the diploma. A "one-tripper" cap and gown may be purchased at a charge of \$15. These prices are subject to change without notice.

An **automobile registration fee** of \$10 is required for each vehicle operated on campus or parked in the college lots. The fee for evening credit and non-credit students \$2.

Each **returned check** given to the College by an individual will result in a service charge of \$20. If two checks are returned on the same student or family, no other checks will be accepted by the College.

An **orientation fee** of \$30 will be charged each full-time student entering ABAC for the first time. Part-time evening students may attend an abbreviated orientation session at no cost.

### ROOM RESERVATION/DAMAGE DEPOSIT

To secure housing at Abraham Baldwin, all students who plan to live in a residence hall must submit a room reservation/damage deposit of \$75 along with the housing application and terms of agreement. This deposit covers the entire period of residency and will be automatically transferred from quarter to quarter unless the student cancels his reservation in writing ten (10) days prior to the first day of classes each quarter. The deposit is refundable as outlined in the terms of agreement.

Residents are responsible for damage to College property. If there are outstanding damage assessments to College property, the reservation/damage deposit will be forfeited. Should the damage cost exceed the deposit, transcripts will be withheld until the debt is cleared.

A refund of the reservation/damage deposit will be made if the College Housing Office receives notice that the student has canceled his plans to attend or to live on campus. This notice must be received in writing by the Housing Office at least ten (10) days prior to the beginning of the quarter. Academic exclusion is not cause for an 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 ten day limit. Withdrawal from a residence hall during a quarter is not reason for a refund of room and board charges for the quarter unless the student withdraws from the College altogether.

If a student does not check in with the house director of his assigned residence hall by 9 a.m. on the day classes begin, or if he does not officially notify the director of a delay in arrival, the College may cancel his reservation. A student's failure to check into the residence hall or to live there long enough to complete registration will result in his loss of the housing deposit.

### BREAKAGE FEES

Students are responsible for property in the residence hall rooms, lobbies, and halls. Periodic inspections are made to determine possible damage to buildings. The cost of the damage is charged to the occupants of the room. Where the guilty party cannot be determined, all occupants may be assessed for the damage.

Students are also responsible for any damage they cause to other College property.

### UNMET OBLIGATIONS

Students who have not met their financial obligations or violate institutional regulations will have their educational records withheld. Records subject to this regulation include, but are not limited to, transcripts and certifications of students achievement and performance.

Students who owe money to the College may have their registration canceled.





## STUDENT FINANCIAL AID

The Financial Aid Office is located on the second floor of the J. Lamar Branch Student Center. Correspondence should be addressed to Financial Aid Office, ABAC 23, Moore Highway, Tifton, Georgia 31794-2601.

Through a program of institutional, state and federal aid, Abraham Baldwin can assist qualified students in obtaining a college education. Students with limited resources can be offered a package which will enable them to further their education beyond the high school level. Financial aid is awarded on the basis of financial need and scholastic achievement. The College uses the *Free Application for Federal Student Aid* (FAFSA) to determine financial need. No action can be taken on an application until the applicant has been accepted for admission to the College.

All financial aid students are required to comply with the selective service registration procedure. All students must certify that they are not in default on any Title IV educational loans, that they do not owe a repayment on any Title IV educational grants, and have not borrowed in excess of loan limits.

Applicants for financial aid are requested to have the results from the FAFSA in the Financial Aid Office by May 1 for fall quarter. Applications received after this date will be considered as long as funds are available in the order of the date of completion. Students enrolled less than full time will receive full consideration for financial aid. Students must be working toward a degree to receive federal financial aid.

## STANDARDS OF ACADEMIC PROGRESS

All recipients of financial aid are required to uphold the Office of Student Financial Aid's Standards of Academic Progress.

### Introduction

The Higher Education Act of 1965, as amended by Congress in 1980, mandated institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. The College makes these standards applicable to all institutionally-awarded federal funds to include Federal Pell Grants, Federal Supplemental Educational Grants, Federal College Work Study, Georgia Incentive Grants, Federal Perkins Loans, Federal Stafford Loans, Federal (PLUS) Parent Loans to Undergraduate Students, and Federal (SLS) Supplemental Loans to Students for the purpose of maintaining a consistent policy for all students receiving assistance.

### Procedures

Effective with the beginning of Summer quarter 1993, the following standards will apply to any student receiving any type of financial aid outlined in the introduction.

#### A. First Quarter Recipients

To receive federal financial assistance for the first time, each eligible person will have, by his signature, acknowledged his awareness and acceptance of the standards set forth in the remainder of this document.

#### B. Continuing Recipients

The concept of satisfactory progress is that there is a timely progression toward the successful academic completion of course requirements for a de-



gree or certification. Thus, in order for a student to remain eligible for federal financial aid programs, "a student must continue to maintain satisfactory academic progress." At Abraham Baldwin College, standards for maintaining such progress are as follows:

1. Students must maintain the following cumulative grade point average (GPA):

Quarter Hours Attempted	Minimum GPA
0-45	1.50 (institutional)
46 or more	2.00 (academic)

Students must have the GPA required for graduation when they are half-way through their program of study.

Any student failing to maintain the required grade point average shall be placed on probation for one quarter and allowed to continue receiving financial aid before the GPA penalty will be implemented.

2. Students in the one-year certificate program (maximum 73 hours of courses required) will not be allowed to exceed 100 quarter hours in their attempt to finish the course requirements. Students must complete at least 50% of the course requirements in the first year and the remaining 50% of the course requirements in the second year.
3. Students in the two-year associate degree programs (maximum 134 hours of course work required) will not be allowed to exceed 160 quarter hours in their attempt to finish course requirements. Students must complete at least 50% of the course requirements by the end of the second year of attendance; and 50% of the course requirements by the end of the third year.
4. No further aid will be awarded when a student has attempted 100 quarter hours in the one-year certificate program or 160 quarter hours in the associate degree program.
  - a. Developmental/remedial courses will not be included in the 100 or 160 quarter hours attempted limit.
  - b. Transfer credit (hours attempted) will be included in the 100 or 160 quarter hours limit but not in the calculation of the GPA.
5. A student may not drop more than six courses.
6. A student may not drop the same course twice.
7. Students who withdraw, or are withdrawn, from school will not receive further consideration for aid except under documented mitigating circumstances.

#### C. Forfeiture of Aid

Students who do not meet the criteria established in B (above) will be considered in default of their right to continue receiving aid, subject to reinstatement provisions described below. A student whose aid is discontinued for failure to maintain satisfactory academic progress will be informed in writing by the Director of Financial Aid.

#### D. Reinstatement Provisions

A student whose aid has been discontinued in accord with the standards set forth in B (above) may have his aid reinstated subject to the following conditions.

1. The Availability of Funds—The Financial Aid Office will have reallo-

cated any forfeited funds; consequently, reinstatement depends primarily upon whether funds are available or uncommitted to other recipients.

2. Deficient GPA—A student may enroll without federal assistance, attain the appropriate GPA specified in B (above) and thus regain his former aid eligibility status.
3. Withdrawals—A student may be reinstated, at the discretion of the Director of Student Financial Aid, if mitigating circumstances are such that the student's withdrawal from college was beyond his normal, immediate control.

#### E. Route of Appeal

Any student with mitigating circumstances, who is notified of his ineligibility for federal aid for any of the above reasons, may appeal such decision, in writing and in person, using the following channels:

1. Director of Student Financial Aid
2. Student Financial Aid Committee

The Financial Aid Committee will hear only one appeal per student. If the appeal is denied, the student may enroll using his own resources. If the appeal is granted and the student subsequently fails to maintain standards, no further appeal will be heard.

Students who wish to appeal are encouraged to present at least one letter of support from their academic advisor or another faculty member familiar with their situation.

The Director of Student Financial Aid reserves the right to examine and issue a post-facto judgment on any financial aid recipient failing to maintain satisfactory academic progress.

## GRANTS

#### Georgia Student Incentive Grant

The qualifications are (1) legal resident of Georgia, (2) financial need, and (3) full-time student. The maximum award is \$600 per academic year. Applications is made by filling out Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

#### Federal Pell Grant

This federal aid program is designed to assist undergraduate students who cannot attend college without financial assistance. This is a grant with no repayment required. An applicant must be enrolled at Abraham Baldwin in a degree program, and be a citizen or permanent United States resident. The amount of the grant is governed by financial need and the cost of attending Abraham Baldwin for an academic year. The duration of the student's eligibility for a Pell Grant is limited to the time the student is enrolled in an undergraduate degree or certificate program of four years or less and is making satisfactory academic progress. Application is made by filling out Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

#### Federal Supplemental Educational Opportunity Grant (SEOG)

Grants are available through this federally funded program, ranging from \$100 to \$4,000 per academic year. These grants are awarded to students who have

demonstrated financial need. Grants are renewable each year during undergraduate study provided the student shows satisfactory academic progress and financial need. Application is made by filling out Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

### **Helping Outstanding Pupils Educationally (HOPE) Scholarship**

This is a state scholarship for Georgia residents funded through Georgia Lottery proceeds. HOPE covers mandatory fees, \$100 per quarter for books and the cost of tuition not covered by Pell Grant or other federal grants and scholarships. It is available to college freshmen who graduated from a Georgia high school June 1993 or later. These students must have earned a 3.00, or better, high school grade point average (GPA), have a family income of under \$100,000 annually and be seeking a degree. HOPE is also available to students seeking a certificate, regardless of date of high school graduation, high school GPA or family income. HOPE also provides a \$500 one-time incentive for students earning the GED on or after July 1993. These students will receive vouchers from the Georgia Department of Technical and Adult Education. No other application is necessary for GED recipients. All other HOPE applicants must apply using the FAFSA and the institutional application for Financial Aid. In 1994-95, college sophomores may renew their HOPE Scholarships if they have earned a GPA of 3.00 or better during their freshman year in college and continue to meet all other requirements.

## **LOANS**

To apply for the following loans, complete the FAFSA which may be obtained at your high school counselor's office or the College Financial Aid Office:

### **Federal Nursing Loans**

The federal government provides support for a loan fund specifically for students who plan to become nurses. Up to \$2,500 per academic year may be borrowed to complete a course of student leading to a degree in nursing, provided the student shows satisfactory academic progress. Repayment of principal and interest of 5% per year is not required as long as the student borrower is enrolled as at least a half-time student, or is in the military service or Peace Corps.

### **Federal Perkins Loan (formerly National Direct Student Loan)**

The Perkins Loan program is for students who are enrolled in a degree or certificate program in a participating postsecondary institution and who need a loan to meet their education expenses. Abraham Baldwin participates in this loan program established under the National Defense Education Act of 1958. Funds jointly provided by Abraham Baldwin and the federal government are used to make long-term, low-interest loans to qualified students. Awards range up to a maximum of \$4,500 for the first two years of undergraduate study. Interest at the rate of 5% and repayment over a period up to ten years begins six or nine months (depending upon when the student received his/her first Perkins Loan) after a student ceases to be enrolled at least half-time in any college or university. During repayment a student will be required to make \$30/40 minimum payments monthly. There is no penalty for prepayment or accelerated payments. To assist with timely repayment, a student will be billed monthly. The college contracts

with Academic Financial Services Association (AFSA) for billing of these loans. Payments should be made as instructed in each statement. Special circumstances, such as active military duty or Peace Corps assignment, may defer interest and repayment for an additional period. Portions of a Perkins Loan may also be canceled if the student borrower teaches in a school designated as one with a concentration of low-income students, is employed as a teacher of handicapped children, and in some cases is a full-time staff member of a HEAD START PROGRAM. Cancellation of these loans is also possible for service as a law enforcement officer. The student must file the required forms with AFSA to qualify for such deferments. To qualify for the Perkins awards, the student must be a permanent resident or a citizen of the United States, register at Abraham Baldwin, show financial need and satisfactory progress

### **Federal Stafford Loans (formerly GSL)**

Students may qualify for a "subsidized" Federal Stafford Loan which is based on financial need. The federal government will pay the interest on the subsidized loan while the student is in college. Students may qualify for an "unsubsidized" Federal Stafford Loan, regardless of need. Interest will accrue on unsubsidized loans during the in-school and repayment periods. Dependent undergraduate students can borrow up to \$2,625 as freshmen and up to \$3,500 as sophomores. Independent undergraduate students can borrow up to \$6,625 as freshmen (at least \$4,000 of this amount must be unsubsidized), and up to \$7,500 as sophomores (at least \$4,000 of this amount must be unsubsidized). Applicants will complete the FAFSA and institutional application to determine eligibility. Stafford Loans for first-time borrowers carry a variable interest rate, capped at 8.25%. The current rate, as of July 1, 1993 is 6.22%. A 4% fee will be deducted from the student's loan proceeds. Repayment is not required as long as the student is enrolled at least half-time. Students will have a six month grace period after they cease to be enrolled before repayment must begin. The total outstanding loans that dependent undergraduates may have cannot exceed \$23,000. Independent undergraduates may borrow up to a total of \$46,000.

### **Federal Parents Loan to Undergraduate Students (PLUS)**

A parent may borrow up to the cost of attendance minus any other financial aid per academic year on behalf of an eligible dependent student. The applicant does not have to demonstrate financial need.

### **State Direct Nursing Loan**

Up to \$2,000 is available to full-time students. These loans are repayable by service in the State of Georgia at the rate of one year of service for each year of assistance received. They are available to students who are enrolled in the nursing program and are legal residents of Georgia. Closing date for application is May 1.

Application for the following loan may be secured from the Pickett and Hatcher Educational Fund, P.O. Box 8169, Columbus, Georgia 31908:

### **Pickett and Hatcher Education Loan**

Available to worthy students enrolled in courses in broad liberal college training, excluding students of law, medicine, and the ministry. Must apply two months prior to the quarter needed.

The following loans are small emergency/short-term loans and application must be made to the Vice President for Fiscal Affairs at Abraham Baldwin College:

**Iva M. Chandler Loan Fund:** Available to all students.

**Evamae Howard Loan Fund:** Available to second year students only.

**Harry F. Kulbersh Memorial Fund:** Available to sons and daughters of those having served in the armed forces of our country.

**General Student Loan Fund:** Available to all students.

**Susie T. Moore Loan Fund:** Priority is given to young men and women of Tift County, but the fund is open to any deserving student recommended by the faculty committee.

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

**Clovis Turk Loan Fund:** Available to worthy sophomore men from Mitchell County.

**Ruth Fulwood Wright Loan Fund:** One loan per year given to women with a maximum of \$125.

## WORK

### Federal Work-Study Program (FWSP)

Students who qualify may work on campus or at an approved off-campus location to help earn money to meet educational expenses. To qualify for FWSP, the student must be a permanent resident or a citizen of the United States, registered at Abraham Baldwin, show financial need, and make satisfactory academic progress. Application is made by filling out Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

### Regular Work Program

A few jobs are also available to students under the regular program of work. Information concerning these opportunities is provided by the College. Application should be made through the Job Placement Office.

## REFUND POLICY

A student who withdraws from college may be entitled to a refund depending on his date of withdrawal. Any refund, to which a student receiving financial aid may be entitled, will be first applied against accounts in the following priority:

1. Accounts receivable (amounts due the College for tuition, room, rent, etc.)
2. Federal family education loans (FFELP, Stafford, SLS, PLUS)
3. Perkins Loan
4. Federal Nursing Loan
5. Federal Pell Grant
6. Supplemental Educational Opportunity Grant (SEOG)
7. Other Title IV programs
8. Private financial sources and student

## 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. All Veterans, members of the Reserves, and the 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 services. Such Veterans should consult with the personnel in the Veterans Service Office to determine the proper procedure to obtain these additional benefits.

## SCHOLARSHIPS

The following scholarships will be granted on the basis of prior academic achievement. Economic need is not a criterion for the selection of recipients except where specifically stated. One-third of each scholarship is payable quarterly unless specifically stated otherwise. In the case of scholarships that carry awards for more than one quarter, the recipient must maintain a 2.0 current grade point average unless otherwise stated throughout the period of the award and must not drop below a full load during the quarter. Transfer to another institution will result in the termination of the scholarship. Withdrawal will result in termination unless withdrawal was for circumstances beyond the student's control. Unused portions of a scholarship resulting from withdrawal during a quarter, failure to maintain the prescribed GPA, or suspension, will revert to the scholarship fund. Reinstatement of the scholarship after withdrawal must be initiated by the student. Any deviation from this regulation requires written approval from the academic dean.

## GENERAL

**Abraham Baldwin Alumni Scholarships:** Two \$1,000 awards will be presented annually to qualified recipients. One third of each scholarship is payable quarterly. The recipients must have a minimum current grade point average of 2.5. The recipients must maintain a 2.5 grade point average in order to receive the scholarship the following quarter. Scholarships will be presented to students who have completed a minimum of 30 quarter hours of degree credit. Recipient must be a full-time student, must plan to attend ABAC for three additional quarters, and must plan to graduate. The student's need for financial assistance will be given priority when other factors are approximately equal. Priority will be given to children of alumni. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be submitted to the Office of Academic Affairs by April 1.

**ABAC FFA Scholarship:** Awarded annually to a Georgia State FFA Officer (preference will be given to state president). Equivalent to three quarters' ma-



trication, clinical, and student activity fees. Qualifications: (1) student must be an entering freshmen, (2) student must plan to enroll full time toward a degree and (3) student must have a 750 minimum SAT or its equivalent and a 2.5 high school grade point average. Applications are available in the Office of Academic Affairs and must be returned by May 1.

**ABAC Migrant Scholarship:** This scholarship is awarded to migrant students or dependents of migrant workers, and covers three quarters' matriculation, clinical, and student activity fees. Applicants must have engaged in agriculturally-related work; is in the field for a minimum of 75 days each year and whose work requires him/her to relocate with the changes in seasons; must be a United States citizen; must have a 2.0 grade point average in high school, and must enrolled in at least six credit hours per quarter. Applications are available at high schools and in the Office of Academic Affairs. Closing date is May 1.

**ABAC Staff Forum Scholarship:** Awarded annually to entering freshmen and/or enrolled Abraham Baldwin College students. This scholarship pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) student must be a dependent of an ABAC staff employee; (2) student must have a 750 minimum combined SAT or its equivalent, and a 2.0 high school grade point average as determined by the ABAC Admissions Office. Applications may be obtained from the Office of Academic Affairs. Closing date is May 1.

**Abraham Baldwin Foundation Scholars Scholarships:** Pays matriculation, clinical, and student activity fees for three quarters. These scholarships will be awarded to three of the top five honor graduates of the following schools: Berrien High School, Colquitt County High School, Cook County High School, Fitzgerald High School, Irwin County High School, Pineland Academy, Tift County High School, Tiftarea Academy, Turner County High School, Worth County High School, and Worth Academy. The scholarships will be offered in descending order to the top five honor graduates of each school until all three scholarships have been accepted or until all five graduates have been offered the scholarships. In order for a student to receive the scholarship, he/she must enroll at Abraham Baldwin within one calendar year after his/her high school graduation date and carry a full academic load each quarter. To retain the scholarship for its duration he/she must complete the three quarters within one calendar year from the date of initial matriculation at Abraham Baldwin and must achieve a 3.0 current academic grade point average.

**Abraham Baldwin Opportunity Scholarship:** Pays matriculation, clinical, and student activity fees for three quarters. The scholarship will be awarded on the basis of the following academic criteria. The recipient must 1) have a 2.0 or higher cumulative GPA on last high school grade report; 2) be an entering freshman; 3) be planning to attend Abraham Baldwin full time, and 4) maintain a minimum GPA of 2.5 to receive the scholarship the following quarter. Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by May 1.

**Baldwin Sophomore Scholarship:** Awarded to a rising sophomore who has completed 30 quarter hours of academic work with a 3.0 average or higher. The amount of the scholarship(s) will vary depending on the money available from the corpus earnings. Application forms may be obtained from the Financial Aid

Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1.

**Britt Scholarships:** Recipient(s) must be a student at Abraham Baldwin who shows potential for success in his/her chosen academic field while also demonstrating a real need for financial assistance. The recipient must use the scholarship over a period of three quarters and must make a C (2.0) average each quarter to be eligible for the next quarter's allotment. The scholarship(s) will be available to either entering freshmen or students who have completed one or more quarters at the college. The amount of the scholarship(s) will vary depending on the money available from the corpus earnings. Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs for freshmen by May 1 and sophomores by April 1.

**Carlton Scholarships:** Six scholarships each year. Awards are based primarily on academic achievement.

Two scholarships (\$1,200 each) will be given to entering freshmen with a 3.0 or higher grade point average and have SAT scores of 1,000 or higher or the equivalent. Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by May 1.

Two scholarships (\$1,200 each) will be given to freshmen who have earned at least 30 quarter hours of degree credit with a 3.75 or higher cumulative academic grade point average and will enroll a minimum of three more quarters at ABAC after the award.

Two scholarships (\$1,200 each) will be given to sophomores who graduate during the school year with a 3.75 or higher cumulative academic grade point average. Evidence of enrollment or intent to enroll full-time in a senior institution must be provided with the application.

Application forms may be obtained from the Office of Academic Affairs and returned by April 1.

**Katherine Rountree Christian Scholarships:** Scholarship equivalent to three quarters' matriculation, clinical, athletic, and activity fees will be awarded annually to first-time entering freshmen at Abraham Baldwin. To be considered for this scholarship, students must have a composite SAT of 1000 or higher and a high school grade point average of 3.0 or higher as calculated by the Abraham Baldwin admissions office. Students must also show exceptional performance in science as judged by the Scholarship and Awards Committee. Preference will be given to students whose declared college majors are: general science, biology, chemistry, computer science, dentistry, medicine, veterinary medicine, or pharmacy. Secondary consideration will be given to students majoring in the following areas: allied health, agriculture, and forestry/wildlife. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by May 1.

**Josephine L. Cloudman Scholarships:** Each scholarship is equivalent to three quarters' matriculation, clinical, and student activity fees. The number of scholarships is dependent on the corpus earnings. Open to entering freshmen and rising sophomores. Qualifications: (1) predicted academic success, and (2)

financial need. Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs for freshmen by May 1 and for sophomores by April 1.

**George Conger Scholarship:** Scholarship is equivalent to three quarters' matriculation, clinical, and student activity fees. The number of scholarship is dependent on the corpus earnings. Open to rising sophomores. Qualifications: (1) predicted academic success, and (2) financial need) application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1.

**Agnes Davis Donaldson Scholarships:** Each scholarship will cover matriculation, clinical, and student activity fees for three quarters at Abraham Baldwin. The number of scholarships is dependent on the corpus earnings. The recipients must have attended ABAC for two quarters as a full-time student, earned 30 quarter hours of degree credits and have a cumulative academic grade point average of 3.3 or higher. The student's need for financial assistance and residents of Tift County will be given priority when other factors are approximately equal. The recipients must plan to attend ABAC for three additional quarters and plan to graduate. Application forms may be obtained from the Office of Academic Affairs and returned by April 1.

**Eastman Scholarship:** Scholarship covers matriculation, clinical, and student activity fees. The number and amount of scholarships is dependent on the corpus earnings. Open to entering freshmen and rising sophomores. Qualifications: (1) applicants must have a 2.5 average or higher, and (2) financial need. Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1 for rising sophomores and May 1 for entering freshmen.

**James Perry Gleaton Scholarship:** This scholarship will pay tuition, health, athletic and activity fees for one academic year. The scholarship must be used within four quarters from the time of initial enrollment; unused funds will revert to the scholarship fund. Awarded to entering freshmen or currently enrolled freshmen with a 2.0 or higher grade point average. Recipient must be planning to enroll at Abraham Baldwin with the intention of remaining at the college until graduation. Priority will be given to the employees or children of the employees of Plant Telephone Company. A student awarded this scholarship must maintain at least a 2.5 grade point average in order to continue receiving the funds. Applications are available in the Office of Academic Affairs and must be returned by May 1.

**Fredrick William Kinard, Jr. Scholarship:** Open to entering freshmen or rising sophomores with a 2.5 average or higher. Scholarship will be given to academically qualified students who need financial assistance. Contact the Office of Academic Affairs for applications. Closing dates are April 1 for rising sophomores and May 1 for entering freshmen. The amount and number of scholarships awarded each year will depend in part on earnings of the endowment.

**George H. King Scholarship:** Available to entering freshmen or rising sophomores with a 2.5 average or higher. Scholarship will be given to academically qualified students who need financial assistance. Contact the Office of Academic Affairs for applications. Closing dates are April 1 for rising sophomores and

May 1 for entering freshmen. The amount and number of scholarships awarded each year will depend in part on earnings of the endowment.

**S. L. Lewis Scholarship:** Scholarship is equivalent to three quarters' matriculation, clinical, and student activity fees. The number of scholarship is dependent on the corpus earnings. Open to rising sophomores. Qualifications: (1) predicted academic success, and (2) financial need) application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1.

**J. P. Short Scholarship:** A full scholarship awarded to a Short and Paulk employee or employee's dependent with preference given employees. May be awarded to an entering freshman or rising sophomore with a 2.5 or higher grade point average. Applications are available at the Office of Academic Affairs. Closing date for sophomores is April 1 and for freshmen is May 1.

**Star Student Scholarships:** Available to entering freshmen who have been designated a Star Student through the State Chamber of Commerce Student-Teacher Achievement Recognition Program are entitled to this scholarship. This 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 College. No closing date for application. Contact the Office of Academic Affairs.

**John W. Strickland Scholarship:** Scholarship equivalent to three quarters' matriculation, clinical, athletic, and activity fees will be awarded annually to a rising sophomore who has completed two or more quarters at Abraham Baldwin with a cumulative academic grade point average of 3.2 and plans to attend the college for three quarters the following year. Student must show evidence of leadership as demonstrated through extracurricular activities on the campus. When all factors are nearly equal, preference will be given (although not required) to agriculture majors and/or a background of achievement in 4-H Club. Apply to the Office of Academic Affairs. Closing date for application is April 1.

**Lewis Taylor Scholarship:** A full scholarship awarded to an employee or employee's dependent of Lewis Taylor Farms with preference given employees. May be awarded to an entering freshman or rising sophomore with a 2.5 or higher grade point average. Applications are available at the Office of Academic Affairs. Closing date for rising sophomores is April 1 and for freshmen is May 1.

**Larry W. (Buck) Wheeler Memorial Scholarship:** An award of \$1,500 awarded annually based primarily on scholarship. Recipient must be a rising sophomore who has attended Abraham Baldwin at least two quarters, has a cumulative academic grade point average of 3.2 or higher and plans to complete the sophomore year at the college. Apply to the Office of Academic Affairs. Closing date for application is April 1.

**Muryl Yow Memorial Scholarship:** Three grants each to cover matriculation, clinical, and student activity fees for one quarter awarded during the year by the Baldwin Woman's Club. Qualifications: (1) financial need, and (2) available to any student who has completed at least one quarter or more with a 2.0 grade point average or higher. Closing date is six weeks prior to registration for the quarter. Apply through the Office of Academic Affairs.



**James E. Zorn Memorial Scholarship:** Scholarship covers matriculation, clinical, and student activity fees. The number and amount of scholarships is dependent on the corpus earnings. Open to entering freshmen and rising sophomores. Qualifications: (1) applicants must have a 2.5 average or higher, and (2) financial need. Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1 for rising sophomores and May 1 for entering freshmen.

## RESTRICTED TO CURRICULUM

**Russell A. Acree Nursing Scholarship:** Equivalent to three quarters' matriculation, clinical, and student activity fees. This scholarship will be awarded to an entering freshman in the nursing program with a cumulative grade point average of 2.5 or higher. Applications may be obtained from the Office of Academic Affairs. Closing date is May 1.

**AmeriCare Home Health Nursing Scholarship:** A \$2,000 nursing scholarship to be awarded each to an entering freshman and a rising sophomore. Sophomores must have completed 30 or more hours of core course work at ABAC with a grade point average of 2.5 or higher. A student must be a resident of Berrien, Ben Hill, Colquitt, Cook, Irwin, Tift, Turner or Worth counties. To continue receiving the scholarship, the student must earn a quarterly grade point average of 2.5 or higher each quarter while enrolled in the nursing program. Applications may be obtained from the Office of Academic Affairs. Closing dates are April 1 for rising sophomores and May 1 for entering freshmen.

**ASSIST:** Matriculation fees each quarter for a maximum of six quarters. Available exclusively to first time entering freshmen fall quarter. Restricted to students majoring in agriculture, humanities or a closely related field. Scholarship requirement is 860 minimum combined SAT score. High school record and SAT score are the primary factors for determining award; however, financial need and moral character are secondary factors for consideration. Georgia residents will be given preference. To maintain eligibility for the maximum number of quarters the student must meet a graduated minimum academic requirement each quarter. Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1.

**Louis Beard Nursing Scholarship:** \$2,000 awarded to worthy nursing student in the Thomasville area. Apply to the Administrator of Archbold Memorial Hospital, Thomasville, Georgia. No closing date for application.

**Beckham Nursing Scholarship:** Equivalent to three quarters' matriculation, clinical, and student activity fees. The number of scholarship is dependent on the corpus earnings. Open to rising sophomores. Qualifications: (1) predicted academic success, and (2) financial need) application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1.

**J. L. Branch Memorial Scholarship:** Student(s) must study in the Division of Agriculture and Forest Resources. Preference will be given students studying Ag Education, Forestry or Home Economics. Must have a 2.5 grade point or higher.

Application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by May 1.

**Brightwell Horticulture Scholarship:** Maximum \$500 scholarship awarded to a worthy student in Ornamental Horticulture Technology. The recipient must have completed two quarters at Abraham Baldwin with a 2.0 or higher grade point average with plans to attend ABAC for three additional quarters. Recipient must be actively involved in the Horticulture Club and interested in and involved with campus beautification projects as certified by the horticulture faculty. When all factors are nearly equal, preference will be given to students with financial need. Application forms may be obtained from the Office of Academic Affairs. Closing date for application—April 1.

**Carlton Music Scholarships:** Each scholarship pays full tuition and student activity, athletic, and clinical fees for three quarters. Scholarships are awarded to freshmen and sophomores music majors. Recipients must meet these criteria: (1) must have a 3.0 high school grade point average as calculated by the ABAC Admissions Office, (2) must have a composite 900 SAT (ACT 22), and (3) must have an outstanding record in music performance, and (4) a qualifying audition. Applications may be obtained from the Office of Academic Affairs. Closing date August 1.

**Jesse and Dolly Chambliss Scholarship:** The Jesse and Dolly Chambliss Scholarships are made available to students majoring in Agricultural and Industrial Equipment Technology and/or Agricultural Engineering. In order to apply for one of these \$500 scholarships a student should have attained an average minimum grade point average of 2.5 by completing a minimum of 12 quarter hours per quarter and have completed at least 30 quarter hours of academic work toward a degree. Other factors to be considered include participation in divisional organizations and activities, leadership abilities, and personal growth as attested by peers and faculty. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1.

**J. Baldwin Davis Scholarship:** A \$500 scholarship to be awarded to a worthy student in agriculture at Abraham Baldwin. Student must have earned a 3.2 cumulative academic grade point average at the college; have attended ABAC two or more quarters; be a rising sophomore and attend the college for three quarters during the following year; and be of high moral character and exhibit leadership potential. Financial need and participation in organized college sanctioned activities will be considered. Apply to the Office of Academic Affairs. Closing date for application is April 1.

**Eason Agricultural Studies Scholarship:** \$1,000 scholarship awarded to a student studying in the Division of Agriculture and Forest Resources. Preference will be given students studying Agri Business or Agronomy and remain in that area in order to continue receiving the scholarship. Must have a 2.5 or higher grade point average. Recipient may be an entering freshman or rising sophomore at ABAC. Applications may be obtained from the Office of Academic Affairs and returned by May 1.

**Dairymen, Incorporated Scholarship:** A \$300 scholarship will be given to a student who meets the following requirements: (1) son or daughter of a Dairymen,



Inc. member residing in Georgia, and (2) freshman or sophomore majoring in dairying or agricultural economics. Award will be made by May 1. If application from a qualified person is not received by May 1, award will be made when a qualified person makes application. Apply through the Office of Academic Affairs.

**Holly Donaldson Scholarship:** Awarded annually to entering freshmen and/or enrolled Abraham Baldwin College students majoring in art, English, foreign language, journalism, liberal arts, music, or speech-drama. The award of these scholarships will be based on SAT scores, high school or college average as calculated by ABAC's admissions office, active participation in co-curricular activities or occupation related to the major area of study. Students must have the recommendation of their high school or college teachers, be of high moral character, exhibit leadership potential, plan to attend ABAC for three or more quarters, and maintain a 2.5 cumulative grade point average at the college. Financial need will be considered. The Scholarship and Awards Committee will select the recipient from applications submitted. The amount of the scholarship will depend on the earnings of the endowment. Applications may be obtained from the Office of Academic Affairs. Closing date is May 1.

**Warren Bruce Donaldson, Jr. Journalism Scholarship:** Scholarship will pay tuition, including health, athletic and activity fees for one academic year. Scholarship must be used within four quarters following the date of award. Allocations usually will be divided over three quarters. Strong preference will be given to Tift County students. The scholarship is to be awarded to a student(s) majoring in journalism and possessing the following criteria: (1) a 3.3 cumulative grade point average at Abraham Baldwin with at least 30 hours of degree credit (2) two or more quarters of attendance at Abraham Baldwin; (3) continued attendance at Abraham Baldwin for three quarters with plans to graduate. Student must maintain a minimum current academic average of 2.5 to receive the scholarship the following quarter.

**J. H. Dorminy Nursing Scholarships:** Three scholarships, \$1,000 each awarded annually.

Two scholarships are available to students entering the sophomore year in Abraham Baldwin's nursing program who have a 3.0 or higher grade point average at the college. Closing date—April 1.

One scholarship is available to an LPN entering the freshman class of Abraham Baldwin's nursing program who has at least two years full-time work experience during the immediate past three years, a combined SAT score of 750 or higher, and/or must have earned a 3.0 or higher GPA on all previous college courses taken within the immediate past three years, and have documented financial need. A scholarship not awarded to a student in the designated class above due to lack of qualified applicants will be awarded in the other class provided qualified applicants are on file. Application forms and detailed criteria are available in the office of the academic dean. Closing date—April 1.

**John Henry Dorminy Scholarships:** Four scholarships each equivalent to three quarter's matriculation, clinical, athletic, and activity fees.

Two scholarships will be awarded annually to entering freshmen who plan to major in forestry, pre-med, pre-vet, pre-dentistry, pre-law, nursing, accounting,

or music (piano). The award of these scholarships will be based on academic ability as measured by SAT scores, high school average as calculated by ABAC's admissions office, and active participation in high school co-curricular activities which enhance leadership ability. Apply to the Office of Academic Affairs. Closing date—May 1.

Two scholarships will be awarded annually to freshmen who have completed 30 quarter hours of degree credits with cumulative academic grade point averages of 3.5 and plans to complete the sophomore year at ABAC. Recipient must be in the field of forestry, pre-med, pre-vet, pre-dentistry, pre-law, nursing, accounting, or music (piano). Award will be based primarily on scholarship. Apply to the Office of Academic Affairs. Closing date for application—April 1.

**Oren H. Harden, Sr. Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Available to an entering freshmen or rising sophomore with preference given to freshmen. Criteria: Student must be studying in the area of agriculture and must have a 2.5 or higher grade point average. Apply to the Office of Academic Affairs. Closing date for applications—April 1 for sophomores and May 1 for freshmen.

**Mary M. LeMar Scholarship:** A scholarship covering matriculation, clinical, athletic, and activity fees for three quarters will be awarded to an entering freshman with a 3.0 high school average or higher. Apply at the Office of Academic Affairs. Closing date is May 1.

**Robert L. Miles Scholarship:** Awarded to recipient(s) majoring in agriculture or an agricultural related field. Preference will be given to a student with a farm background. Student may be an entering freshman or a rising sophomore with a 2.5 average or higher and have proven financial need. Closing dates: April 1 for rising sophomores and May 1 for entering freshmen.

**Ernest Edwards Music Scholarship:** Scholarships to be awarded to worthy students enrolled in music at Abraham Baldwin. The recipients must be entering freshmen and must plan to major in music. The award of these scholarships will be based on musical talent as evaluated in auditions, leadership in high school music activities, financial need, and grade point average. The recipients must maintain a 2.5 grade point average each quarter while attending Abraham Baldwin. Change of major, withdrawal, or inability to maintain the required grade point average will result in termination of the scholarship. Contact the Humanities Division for details on application. Closing date is May 1.

**Georgia Association of Nursing Students Scholarship:** A \$500 scholarship will be awarded annually. Applicants for the Georgia Association of Nursing Students (GANS) Scholarship must be an active member of the ABAC Chapter of GANS and must have a cumulative grade point average of at least a 2.0. Preference will be given to the student who has the highest grade point average and is highly active in GANS and community activities. Applications may be obtained from the Office of Academic Affairs. Closing date is April 1.

**Marian Jones Girtman Scholarship:** Awarded to a worthy student(s) in the Visual Art Program and/or area of Humanities. At the discretion of the scholarship and Awards Committee, the \$1000 scholarship may be given as one or equally divided into two scholarships. Student(s) must submit a portfolio of at least three examples of art work; plan to attend ABAC for three or more quarters; maintain

a 2.5 cumulative grade point average at ABAC and be of high moral character and exhibit leadership potential. Financial need and participation in organized high school or college sanctioned activities will be considered. First priority will be given to a major in the visual arts but if there are not qualified applicants in this area, the scholarship will be open to Journalism, Music, Speech/Drama and English majors. Applicants in these areas must show evidence of creative work and have the recommendation of their high school or college advisor. Application forms may be obtained from the Office of Academic Affairs. Deadlines will vary depending on availability.

**John L. Herring Scholarship:** Awarded to students majoring in accounting and other business majors. May be awarded to an entering freshman or a rising sophomore with preference given to freshmen. Students must have a 2.5 average or higher. The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Applications may be obtained from the Office of Academic Affairs. Closing dates: April 1 (rising sophomores) and May 1 (entering freshmen).

**Janice C. Payne/Baldwin Woman's Club Scholarship:** Recipient must be a rising sophomore nursing student having completed 30 hours of academic work at ABAC with a grade point average of 3.25 or higher. The amount of the scholarship will vary depending on the money available from the corpus earnings. Application forms may be obtained from the Office of Academic Affairs and returned by April 1.

**David W. Mullis Memorial Scholarship:** Scholarship equivalent to three quarters' matriculation, clinical, athletic, and activity fees will be awarded to a rising sophomore in the Wildlife Technology Curriculum. Applications will be reviewed by a Screening Committee as designated by the Abraham Baldwin's Wildlife Technology faculty and subsequently submitted to the Abraham Baldwin Scholarship and Awards Committee for final selection. The recipient must have completed a minimum of 30 hours credit in the Wildlife Technology Curriculum and have a minimum academic grade point average of 2.5. The recipient must maintain a 2.5 academic grade point average each quarter for the duration of the scholarship. Applications may be obtained from the Office of Academic Affairs or the Agriculture and Forest Resources Division office. Closing date: April 1.

**Carlton Smith Scholarship:** Awarded to a worthy student(s) in agriculture and/or forestry. At the discretion of the Scholarship and Awards Committee, the \$1,000 may be given as one scholarship or equally divided into two scholarships. Student(s) must have earned a 3.2 cumulative academic grade point average at Abraham Baldwin; attended the college two or more quarters; be a rising sophomore; attend the college for three quarters during the following year; and be of high moral character and exhibit leadership potential. Financial need and participation in organized, college sanctioned activities will be considered. Apply at the Office of Academic Affairs. Closing date for application—April 1.

**Ethel H. Slatter Memorial Scholarship:** Applicants must be rising sophomores having completed 30 quarter hours earned in the Wildlife Technology or Forest Technology curricula at ABAC, with a minimum academic grade point average of 3.2. The amount of the scholarship will vary depending on the money avail-

able from the corpus earnings. Application forms may be obtained from the Office of Academic Affairs and returned by April 1.

**B. L. Southwell Scholarship:** Awarded annually to a student majoring in any phase of agriculture or home economics with preference given to animal science majors. The amount of the scholarship will depend on the earnings from the endowment. The scholarship may be awarded to an entering freshman with a minimum of 750 combined SAT score and 2.5 high school average or to a college student who has earned 25 or more degree credit hours and a 2.5 or higher cumulative grade point average. The award will be divided over a three quarter period and must be used within 12 months from date of initial award. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by April 1.

**Tifton Medical Clinic Scholarship:** Awarded annually to an entering freshman or rising sophomore. Criteria: Must have a B (3.0) average or higher on academic work, and a minimum SAT score of 1000. Student must be a pre-medicine major. Preference will be given to a) residents of Tift county or b) residents of contiguous counties.

**Vernon Yow Forestry Scholarships:** Two scholarships, maximum of \$500 each, awarded to worthy students in the two or four-year forestry program. The recipient must have completed three quarters of academic credit (preference given to students who have completed three quarters credit at Abraham Baldwin) with a 3.0 or higher grade point average and plans to attend the college for three additional quarters. Application forms may be obtained from the Office of Academic Affairs. Closing date for application—April 1.

## GEOGRAPHICAL RESTRICTIONS

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

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

**O.V. Barkuloo Memorial Scholarship:** Awarded to an entering freshman from Tift County High School or Tiftarea Academy. Pays matriculation, clinical, athletic, and activity fees for three quarters. Qualifications: Student must have a background of achievement in 4-H Club work in the sophomore, junior and/or senior years of high school. Student need and academic potential shall be considered equally. Student must maintain a 2.8 current grade point average with a full load (minimum 12 credit hours) each quarter to be eligible for the succeeding quarter's allocation. Applications forms may be obtained from the Office of Academic Affairs. Closing date for application—May 1.

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



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

**Louis Beard Nursing Scholarship:** \$2,000 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.

**Dolly W. Bearden Forestry Scholarship:** The amount of \$1500 will be awarded per year. To be eligible one must meet the following criteria: must be a resident of Thomas County, must be enrolled in either the two-year or four-year forestry curricula, and must have completed 30 hours of academic work with a 2.0 grade point average or higher. Apply to the Office of Academic Affairs. Closing date is April 1.

**Belk Hudson Scholarships:** Two \$1,000 scholarships awarded to students in the Tifton area. Strong preference will be given to full-time employees or children of full-time employees of Belk Hudson, Tifton. Other criteria include: student must be a resident of Tift County and a graduate of Tift County High School or Tiftarea Academy; student must be an entering freshman at ABAC, and must have a high school grade point average of 2.5 or higher. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by May 1.

**Cato Knight Memorial Scholarship:** An award of one quarter's tuition and fees to an entering freshman for a fall quarter. The scholarship will be paid at the beginning of the student's first quarter of enrollment at Abraham Baldwin. Qualifications for eligibility include the following: (1) Tift County student, (2) student must have a 750 minimum SAT or its equivalent and a 2.5 high school grade point average, and (3) student must have applied for admission to ABAC and plan to enroll full time toward a degree or certificate. Priority will be given to students demonstrating solid academic potential. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be submitted by May 1.

**Colquitt Electric Membership Corporation Scholarship:** Pays matriculation, clinical, athletic, and activity fees for three quarters. Qualifications: (1) predicted academic success, (2) financial need, and (3) family must be a member of Colquitt County EMC cooperative which covers portions of Berrien, Brooks, Colquitt, Cook, Lowndes, Tift and Worth counties. Students may be awarded scholarship for one year only. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by May 1.

**H. Gordon Davis Nursing Scholarship:** Two \$1,000 scholarships will be awarded to entering freshmen at ABAC declaring nursing as a major. Student must have earned a high school grade point average of 2.5 or higher, must be a resident of Worth County, and a graduate of Worth County High School. Applications may be obtained from the Worth County High School counselor's office or from the Office of Academic Affairs. Closing date is May 1.

**First Community Bank of Tifton Scholarship:** Pays matriculation, clinical, athletic, and activity fees for three quarters. Qualifications: (1) resident of Tift

County, (2) rank in upper ten percent of class, and (3) financial need. Apply through Guidance Department of the high school.

**Joseph A. Haley, Sr. Scholarship:** Awarded to a worthy entering freshman or rising sophomore. Qualifications: Student must be from Tift and contiguous counties; entering freshman must have a 2.5 average or higher; rising sophomore must have completed 30 hours of academic work with a 2.5 average or higher. The amount of the scholarships will vary depending on the money available from the corpus earnings. Application forms may be obtained from the Office of Academic Affairs and returned by April 1 for sophomores and May 1 for freshmen.

**John and Julie Hunt Scholarship:** A graduate of Tiftarea Academy will be awarded a \$500 scholarship to attend Abraham Baldwin. The money will be divided over a three quarter period. To qualify for the second and third quarter's grant, the student must maintain a 2.2 or higher grade point average each quarter.

**Weetie and Homer Rankin Scholarships:** Young Georgia high school graduates with academic potential as judged by SAT scores, high school records and possibly other tests, who have demonstrated leadership potential and possess financial need are encouraged to apply for these entering freshmen scholarships. To be eligible, students must pursue full-time study toward an associate degree and not have previously attended college. (Joint Enrollment students are eligible.) Recipients are paid \$200 per quarter with a maximum of \$1,600 per student. Specific criteria for these scholarships and application forms may be obtained from the Financial Aid Office or the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by June 1.

**Regents' Scholarships:** Qualifications: (1) a high prediction of academic success, (2) financial need, (3) Georgia resident, and (4) agreement to serve in Georgia after completion of education. Information and application forms may be secured from the high school counselor or the Financial Aid Office at Abraham Baldwin College. Priority date for application is April 1.

**Rotary Club of Tifton Scholarship:** There will be two scholarships in the amount of \$650 each, with the funds to be divided equally over three quarters. Eligible students must be Tift County residents enrolled at Tift County High School or Tiftarea Academy, must plan to enroll full time at Abraham Baldwin, and must show evidence of scholastic ability and financial need. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be returned to the dean's office by May 1.

**Shoney's Scholarship:** Scholarship will pay matriculation, clinical, athletic, and activity fees for one academic year. The scholarship recipient will be chosen by John and Julie Hunt from among employees and families of employees of Shoney's of Tifton, Inc. The recipient must have a 2.0 or higher high school or college cumulative grade point average. Student may be either an entering freshman or an enrolled ABAC student, must be planning to attend ABAC for three additional quarters to graduate within the next three quarters, and student must maintain a 2.2 or higher GPA each quarter to be eligible for each succeeding quarter.

**South Georgia Banking Company Scholarships:** One \$1,000 scholarship to be applied to tuition, clinical, athletic, and activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper 10% of class, and (3) fi-



nancial need. Apply through Guidance Department of Tift County High School or Tiftarea Academy.

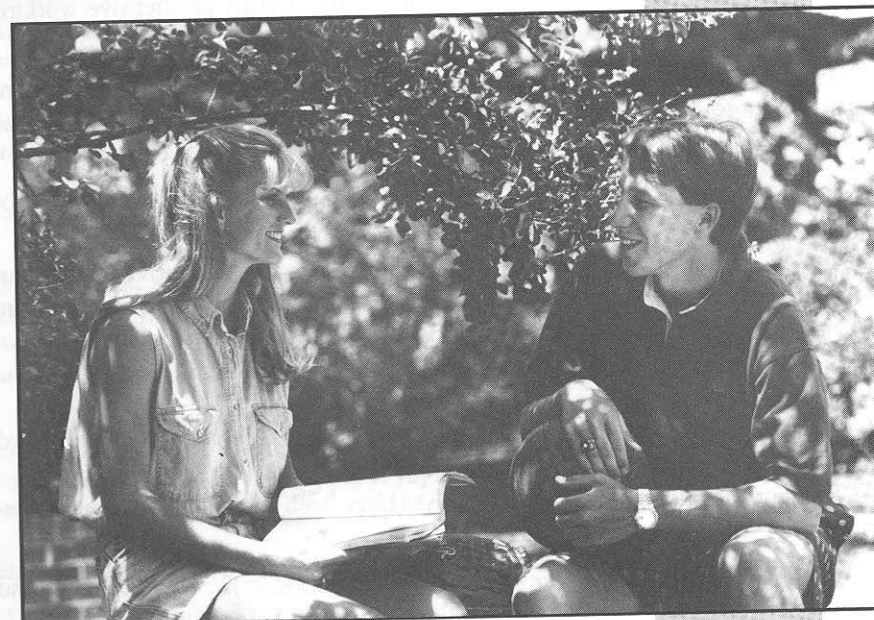
**Tifton Junior Woman's Club Scholarships:** Pays matriculation, clinical, athletic, and activity fees for three quarters. Qualifications: (1) female, (2) graduating senior from Tift County High School, (3) upper ten percent of class, and (4) financial need. Apply through Guidance Department of the high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

**Western Auto Scholarship:** An Award of \$300 to an entering freshman for a fall quarter. The scholarship will be paid at the beginning of the student's first quarter of enrollment at Abraham Baldwin College. Qualifications for eligibility include the following: (1) Tift County student, (2) student must have a 750 minimum SAT or its equivalent and a 2.5 high school grade point average, and (3) student must have applied for admission to ABAC and plan to enroll full time toward a degree or certificate. Priority will be given to students demonstrating solid academic potential. Applications are available in the Office of Academic Affairs. Closing date for application is May 1.

**Wine and Spirits Wholesalers of Georgia Foundation:** Qualifications: Georgia resident, attending an institution in the University System of Georgia, academic excellence, and financial need. Priority date for application, May 1. Contact Financial Aid Office.

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

## Student Services



## POLICY ON SEXUAL HARASSMENT

Federal law<sup>1</sup> provides that it shall be unlawful, discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Students who feel they have been subjected to any type of sexual harassment should consult with the Director of the Health Center or Vice President and Dean of Student Affairs.

## POLICY ON RACIAL HARASSMENT

It is the policy of Abraham Baldwin College to conduct and provide programs, activities and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his/her race.

Racial harassment of college faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action.

Students, faculty and staff who feel they have been subjected to racial harassment can seek advice from:

Civil Rights Issues (Students)—Dr. W. Worth Bridges, Jr., Vice President and Dean of Student Affairs, J. Lamar Branch Student Center (second floor), 912-386-3232 and/or Tammy Groover, Director of Health Center, 912-386-3224.

Civil Rights Issues (Faculty)—Dr. James A. Burran, Vice President and Dean of Academic Affairs, Tift Hall, room 27, 912-386-3238 and/or Dr. Bobbie Robinson, Division of Humanities, Conger Hall, room 320, 912-386-7216.

Civil Rights Issues (Staff)—Hubert Wood, Director of Human Resources, Tift Hall, room 23, 912-386-3491 and/or Mary Self, Housing Coordinator, J. Lamar Branch Student Center (second floor), 912-386-3234.

<sup>1</sup>Section 703 of Title VII of the Civil Rights Act of 1964, as amended.

## COUNSELING/TESTING/CAREER DEVELOPMENT/JOB PLACEMENT OFFICE

The Counseling/Testing/Career Development/Job Placement Office is located on the second floor of the Student Center. Correspondence should be directed to the Director of Counseling/Testing/Career Development/Job Placement, Box 48, ABAC Station, Tifton, Georgia 31794-2601. The telephone number is (912) 386-3231.

These services are available free to all students to help them achieve maximum educational development. Priority is given to currently enrolled students. Dependent upon time and space availability, alumni and the community are allowed to use the counseling, career development and job placement services.

### Counseling and Testing

The Counseling Office provides a wide variety of services to promote personal growth and development and to help students handle day-to-day problems. These services include personal counseling, career exploration, academic assessment and counseling, study skills assistance, group programs, workshops, crisis intervention services, outreach services, and national and college-wide test administration. Individual testing services are provided by the counselor for students desiring them.

Other educational opportunities such as leadership training, human relations skill building, assertiveness training, decision making, and alcohol education are provided by the Counseling/Testing/Career Development/Job Placement Office.

### Career Development

The Career Center assists students in assessing career alternatives and making career choices through individual career counseling, interest inventories, other testing, and through the career planning program, DISCOVER.

### Job Placement

The Job Placement Office has a counselor from the Georgia Department of Labor who provides a wide range of services, including employment referral opportunities for all college work study students and for all other enrolled students seeking employment.

### Student Medical Withdrawals

A student may be administratively withdrawn from the college when in the judgment of the Vice President and Dean of Student Affairs and the Director of Counseling/Testing/Career Development/Job Placement and/or the College Physician, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which: (a) poses significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the student conduct code and other publications of the college.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to final decision concerning his/her continued enrollment at the College. (Complete medical withdrawal policies and procedures and appeal procedures may be obtained from the Counseling/Testing/Career Development/Job Placement Office.)

## ORIENTATION

Each quarter first-time entering students are required to attend an orientation session prior to entering the College. Special orientation sessions are arranged for part-time and night students.

The orientation programs are designed to assist the student in making the transition from high school to college a rewarding educational experience. The program at these sessions includes placement testing, group and individual counseling, academic advising, and general orientation to college life.

Attendance at an orientation session is required prior to registering. Three orientation sessions are held during the summer for new students who enter fall quarter. The student is given an opportunity to select the session to attend. Additional sessions are held prior to winter, spring, and summer quarters.

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

## FRESHMAN ORIENTATION COURSE

In conjunction with the student orientation sessions described above, the College offers for first-time entering students an orientation course. Intended for those full-time students not classified as developmental, this orientation course is required of all first-time entering freshmen and covers information considered essential for the transition to a college environment as well as providing an orientation to the student's major field of study. Among the topics considered are study skills, cultural diversity, career development and identification of various college resources.

## ACADEMIC ASSISTANCE CENTER

The Academic Assistance Center provides tutoring assistance free-of-charge to anyone enrolled in a college course. Students may use the service on a one-time basis or regularly throughout their stay at ABAC. Located on the second floor of Baldwin Library, the center offers tutoring in math and English, as well as in a variety of other subjects. Hours of operation vary each quarter according to tutors' class schedules.

## HEALTH SERVICES

The institution must provide an effective program of health services and education consistent with its purpose and reflecting the needs of its constituents. Health Services is located in the E.L. Evans Health Center. The mailing address is ABAC 29, 2802 Moore Highway, Tifton, GA 31794-2601 and the telephone number is 912-386-3224.

**REQUIRED IMMUNIZATIONS:** Each student must submit a medical history form and certificate of immunization to the Admissions Office prior to ad-

mission to the college. This information is held in strict confidence by the Health Center staff. Every precaution is taken to ensure a healthy student population.

- MMR: If born before 1957, Rubella immunity certificate only. All other students must have two MMR (measles, mumps, rubella).
- TB: Tuberculin skin test, required prior to admission
- Tetanus: Recommended within the last ten years.

<b>OPERATING HOURS:</b>	Sunday	Open at 3 p.m. for 24 hour service
	Monday-Thursday	Open 24 hours
	Friday	7 a.m.-11 p.m.
	Saturday	9 a.m.-5 p.m.

For the summer quarter only, the Health Center closes at 5 p.m. Friday and does not reopen until 3 p.m. Sunday.

**Health Care:** Students who take six or more quarter hours on ABAC campus and are currently enrolled will pay a quarterly health fee to obtain health care. Services provided by the ABAC Health Center staff or pharmacist will be at no further charge. If a student is referred to another health care provider, the student will be financially responsible for any charges.

**Nursing Care:** Call for an appointment to schedule treatment but emergencies will receive priority.\* The college employs a registered nurse and three full-time licensed practical nurses to provide medical services in case of minor illness. A physician and a pharmacist are available to the nursing staff for consultation during operational hours.

**Emergency Care:** Call the Health Center (912-386-3224) or Public Safety (912-386-3274). A nurse will assess the situation for further treatment or emergency service if needed.

**Physician Care:** Appointments must be made between 7 a.m.-11:30 a.m. on the "doctor days." A physician is scheduled to arrive at 12 noon on Mondays and 12:30 p.m. on Thursdays during the quarters.\*

**Pharmacist Hours:** Prescriptions will be ready after 3:30 p.m. on "doctor days," Mondays and Thursdays. Prescriptions that are "in stock" at the ABAC Pharmacy will be filled without any charge. However, prescriptions that are not stocked must be purchased by the student. The ABAC Pharmacy does not stock or provide medications that are for daily therapy to treat disease, medical disorders, etc. The Health Center primarily treats acute illness.

**Class Excuses:** Excuses will only be issued on approval by the Health Center staff to students who have been under the medical care of the Health Center. If the student goes to his/her private physician, dentist or other health care professional for treatment and misses class, s/he must obtain a written excuse from that health care professional.

## FOOD SERVICE

The College dining hall furnishes well-balanced meals three times a day to all boarding students; meals are also provided as an option to those students living

\*The hours may vary because of emergency situations or unpredictable circumstances at the physician's office. After the physician has arrived, s/he will see all the students who signed up prior to his/her arrival. Clinic will be held until the last student with an appointment has been seen.



off-campus. A snack bar and a vending area are located on the second floor of the J. Lamar Branch Student Center. The snack bar and vending area are available to anyone on campus on a cash only basis.

## STUDENT HOUSING

The Office of Residence Life is located on the second floor of the J. Lamar Branch Student Center. The mailing address is ABAC 24, 2802 Moore Highway, Tifton, Georgia 31794-2601 and the telephone number is (912) 386-3234.

Approximately one-third of the student population resides on campus. A house director lives in each residence hall. Male students are housed in Comer Hall, Branch Hall, and Mitchell Hall. Female students are housed in Chandler Hall. Fulwood and Creswell Halls are coed. Because of the implementation of Title IX by the Department of Education, it is illegal for any college or university receiving federal funds to impose curfew on any student on the basis of sex. Thus, residence halls do not have enforced curfew regulations.

Normally, two students share a room. Under special circumstances, however, private room accommodations may be available in designated residence halls. All private room requests will be handled by the Housing Coordinator based on the availability of space and the student's individual circumstances. An additional charge will be made for private rooms.

All students residing in College residence halls should furnish a study lamp, iron, bed linens, towels, mattress cover, waste basket, and other personal items.

All students are required to live in a residence hall, except those who are (1) married; (2) can show proof of financial independence; (3) living at home with parents or guardians. Other exceptions are made if room is not available in a residence hall, and each exception must be approved by the Director of Residence Life.

Requests to live off-campus must be submitted to the office of the Director of Residence Life before each quarter's registration. Permission to live off-campus is given on a quarterly basis. Students should not make off-campus living arrangements without first securing written permission from the Director. Students living off-campus must notify the Housing Coordinator of any change in address or housing status before they actually make the change.

The College's residence halls close during the Thanksgiving break and between quarters. Students who want to stay on campus during those times may make special arrangements with the Housing Coordinator for available space at a small fee.

## CONDUCT INFORMATION AND REGULATIONS

An Abraham Baldwin College student is expected to show proper respect for order, morality, and the rights of others. Conduct which is normally reprehensible or which is of a disorderly nature and in violation of written policy shall subject the student to disciplinary action.

Anyone registered as a student at the College is subject to the regulations outlined in the Student Handbook. He/she is also subject to city, state, and federal law. The College will not intervene nor will it ask special treatment for students who have violated any law.

College regulations apply to both on- and off-campus students.

## VIOLATIONS

Students who violate College regulations regarding conduct may be punished by warning, special sanction, suspension, or expulsion. The nature of the offense will determine the severity of the punishment.

The procedure for suspending or expelling a student is the same. A student who has broken a 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 notification of a hearing at least three days before the hearing is scheduled. He/she will also be informed of the charges against him/her and of his/her right to legal counsel. The Judiciary will hold a hearing and make its recommendations regarding disciplinary action. Appeals may be made in accordance with the Student Handbook and the published policy of the Board of Regents.

Any student who is charged with or indicted for a violation of state or federal law is subject to disciplinary action by the College while the case is pending. When very severe violations of state or federal law occur, a student may be administratively suspended until the trial is concluded.

Any student who is guilty of violating College regulations or who is financially indebted to the College will not be eligible for readmission until he/she receives the appropriate clearance. Under these circumstances, a student's ineligibility for readmission will become a part of his/her record.

In addition to the Student Code of Conduct, which may be found in the Student Handbook, the following stipulation exists:

Notwithstanding any 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, discussions, peaceful and non-disruptive 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 of 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 of display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the 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 in 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.

## DRUG FREE SCHOOLS POLICY STATEMENT

In order to comply with the Drug Free Schools and Communities Act Amendments of 1989, (Public Law 101-226) signed by President George Bush on De-

cember 12, 1989, Abraham Baldwin Agricultural College hereby prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the properties of Abraham Baldwin Agricultural College will impose sanctions on students and employees which are consistent with local, state, and federal law. (See Student Handbook, page 41, and the Policy Manual.)

## STUDENT ACTIVITIES

Abraham Baldwin is committed to the philosophy that in a total educational process the student activity program should supplement the academic program and that such a program should be student oriented. Faculty and staff members act as advisors but students plan and implement the programs. The College provides a variety of extra-curricular activities that not only supplement the academic program but provide training and leadership opportunities as well as entertainment. In order to keep the student activity program one of the best in the state, each student is personally encouraged to take part in one or more of the programs offered. The Student Handbook contains more detailed information about the student activity program.

## 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 among students, faculty, and administration, recognizing that a characteristic of an educated person is his ability to cooperate 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. The purpose of this Council is to coordinate activities among the clubs and facilitate communications among 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: ABAC Cattlemen's Association; AET (Agricultural Equipment Technology); Alpha Beta Gamma; Art Students League; Back for the Future; Baptist Student Union; Black Student Fellowship; Campus-Wide Bible Study; Circle K; Criminal Justice Majors; Forestry Wildlife Club; Future Farmers of America; Georgia Association of Nursing Students; Horticulture; Health, Physical Education and Recreation; Horticulture Club; International Club; MASDA (Minority Academic Social Development Association); Mu Alpha Theta; Music Educators National Conference (MENC); Pre-Vet Club; Phi Theta Kappa; Radio Club; Rodeo Club; Science Club; Student Georgia Association of Educators (SGAE) and Student Home Economics Association. A more complete description of each club can be found in the Student Handbook.

## STUDENT COMMUNICATIONS MEDIA

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

**STALLION**—The campus newspaper is published biweekly 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.

**PEGASUS**—This annual literary magazine provides a means for creative expression among students, faculty, and alumni. The magazine features poetry, essays, fiction, articles, art, and photography.

**HAPPENING**—A calendar of events which lists regularly scheduled activities, special events, and club meetings is published quarterly by the Student Affairs Office.

**WPLH-FM**—The College radio station, located at 103.1 on the FM dial, has studios located in the J. Lamar Branch Student Center.

**WABR-FM**—The affiliate of the Georgia Public Radio Network, located at 91.1 on the FM dial, is housed in the J. Lamar Branch Student Center.

## INTRAMURAL ACTIVITIES

Through a program of intramural sports including basketball, softball, touch football, and volleyball, the Department of Health, Physical Education and Recreation and the Student Activity Program offer to every student the opportunity to engage in sports and recreative activities. Participation is entirely voluntary, however, varsity athletes are not allowed to play intramural in the sport in which they participate. The desire for fun, exercise, social contact, and the zest of friendly competition in a wholesome, satisfying atmosphere furnish the stimulation for the activities and tournaments offered. Each quarter there is also an opportunity for students to participate in individual sport games. Activities offered in this program include male/female pool, ping-pong, shuffleboard, and football tournaments.

## ATHLETIC PROGRAMS

Intercollegiate athletics, both male and female, are an integral part of both the Department of Health, Physical Education and Recreation and the student activity program. The College participates in six intercollegiate sports—basketball, baseball, men's and women's tennis, women's softball 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 Region 17 of the Georgia Junior College Athletic Association and the National Junior College Athletic Association. The "Golden Stallions" and "Fillies" are always strong competitors against the best junior college competition available, and successful academic endeavors are stressed to athletes. All home athletic contests are free to full-time students.

Supporting the athletic program and college recruitment through the Student Activities Program are the Golddusters. Full-time students are eligible to try out for this group.

## FINE ARTS GROUPS

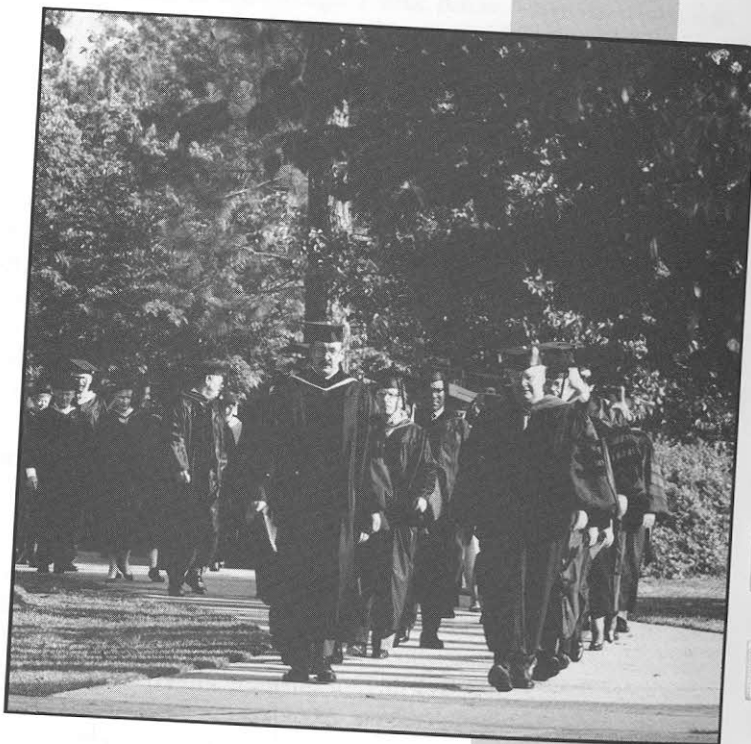
Musical groups on the Abraham Baldwin College campus are open to all students and include the following groups: Jazz Ensemble, Concert Band, Gospel Choir, Concert Choir and Jazz Choir. These groups perform at various high schools, civic group events and community festivals.

The Art Students League sponsors student art exhibits, craft shows, demonstrations, field trips to art museums, and lectures. As part of their learning experience, League students provide drawings and graphics for campus and community publications.

The Baldwin Players, consisting of students from throughout the college who are interested in theatre, stage two major productions each year, present one-act plays and other small-scale productions, and encourage attendance at other theatre performances.



## 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.
2. Sophomore: A student who has 45 or more quarter hours credit.

### COURSE LOAD AND ATTENDANCE

The normal course load for a full-time student is 15 quarter hours per quarter, plus physical education as required. 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 they can successfully complete. 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 assignments missed. 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 physician to that effect.

### COLLEGE POLICY ON CLASS ATTENDANCE

Abraham Baldwin College expects all students to conduct themselves in a responsible manner as adults who understand that they are accountable for the choices they make as students. Students are expected to attend all class meetings scheduled in the courses for which they are registered. Instructors are expected to maintain an accurate written record of student attendance in class. At the end of each quarter, instructors will record absences for all students on the official grade sheets. Absence from class for whatever reason does not excuse students from full responsibility for class work or assignments missed. Students will be allowed to make up work only if the instructor excuses the absences. Class attendance and grades are directly correlated, and students must understand the importance of regular participation in classroom and laboratory activities. The college believes that all class meetings are important and requires that students abide by the attendance policies adopted for individual classes by instructors or divisions. The attendance policy will be presented in writing to the students at the beginning of the quarter. Students missing more than ten percent (10%) of the scheduled meetings may be withdrawn by the Registrar upon recommendation by the instructor. Those withdrawn before the conclusion of one-third of the course(s) will receive the grade of W; those withdrawn between the one-third point and midterm will receive either the W or WF at the instructor's discretion; those withdrawn after midterm will receive the WF.

## WITHDRAWALS

**Official Withdrawals**—If a strong need exists to reduce a student's course load during a particular quarter, that student may officially withdraw from a class with a grade of W, provided he takes this action before the mid-point in the quarter (see the College calendar) or if very unusual circumstances require the withdrawal, after the mid-point. After midterm, students may withdraw only with the permission of the Registrar, and if permission is granted, students will be assigned the grade of W or WF according to their averages at the time they withdraw. The student who wants to "drop" a course must first see his academic advisor for permission to withdraw. At that point the advisor will complete a drop form and the student will then be required to follow the steps outlined on the form before it can be submitted to the Registrar's Office. Official withdrawals can be made only if the student has not already abandoned the course and been dropped from the course with a penalty. Students who simply abandon classes may be withdrawn by the instructor according to the following: between the beginning of the quarter and the conclusion of one-third of the quarter, students will be withdrawn by the instructor with a grade of W; between the one-third point and mid-quarter, the grade will be a W or WF at the instructor's discretion; after mid-quarter, the grade will be a WF. See the "Change of Schedule" section below for further information.

**Withdrawal from the College**—Any student who voluntarily withdraws from the College must first consult a counselor in the Office of Counseling and Testing. A student who withdraws from the College after the mid-point of the quarter will receive a WF in each course in which he is enrolled, except in very unusual cases which require the approval of the Vice President and Dean of Academic Affairs.

**Withdrawal from Developmental Studies**—A student who wishes to withdraw from a required developmental course must also withdraw from any college-level courses in which he or she is enrolled. This requirement does not apply to Regents' remediation courses.

**Medical Withdrawals**—For policy relative to medical withdrawals initiated by College officials, see Counseling and Advisement.

## CHANGE OF SCHEDULE (DROP/ADD)

Students are discouraged from changing schedules after classes get underway. However, consideration is given to every request for a change in a student's program, and recommendations are made in accordance with the educational goals 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 period set aside for that purpose. **No refund will be made for a dropped course after the official two-day drop period.** The student must first confer with his academic advisor to secure drop or add forms. Changes in an original registration by additions or withdrawals require the permission of the student's advisor, the instructor, and the division 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.

See the College calendar for change of schedule days at the beginning of each quarter.

## ACADEMIC DISHONESTY

Academic dishonesty among students at the College will not be tolerated in any of its forms by the faculty or administration. Academic dishonesty is defined as knowingly taking information from another student or source during the course of completing any requirements in which these additional sources are not allowed by the instructor. Examples include but are not limited to the following: plagiarism, use of another student's work, cheating on tests and examinations by looking at another person's work or bringing cheat sheets and the like into the test room, and falsifying homework or out-of-class assignments.

In a case involving academic dishonesty where the cheating relates to a routine assignment or examination, the penalty will be imposed at the instructor's discretion and may include a WF for the course. If a matter of academic dishonesty is contested, the division chair responsible for the course in question will convene a panel of three other faculty members to render a decision. Appeals from that point will be taken to the Vice President and Dean of Academic Affairs and, if necessary, to the Student Judiciary under the provisions of the Student Code of Conduct. The Student Code of Conduct can be found in the *Student Handbook*. The president of the college will be the final level of appeal.

In cases involving academic dishonesty where the cheating relates to a departmental exam, a standardized exam, the Regents' Test, or where the dishonesty is part of a conspiracy or involves repeated acts of dishonesty by the same person(s), the penalty may include expulsion from the college. In matters of such magnitude, contested cases will be subject to a hearing by the Academic Review Committee for discovery purposes and then referred to the Student Judiciary under the provisions of the Student Code of Conduct. The Student Code of Conduct can be found in the *Student Handbook*. The president of the college will be the final level of appeal.

## PHYSICAL EDUCATION REQUIREMENTS

**Beginning with the Summer Quarter 1994, the Physical Education Requirement will change.** All first-time entering students will be required to take three one-hour activity courses and one three-hour Health class (PED 100C). The Health class will be a graduation requirement for all students, even those exempted from activity courses. Students should select three different activity courses to fulfill the physical education requirement.

All full-time students who entered ABAC prior to Summer Quarter 1994 will be required to attend a minimum of two (2) hours of physical education each week, beginning with their first quarter of college enrollment and ending after completion of six quarters of physical education. A satisfactory grade must be achieved in each course. Students should select six different activity courses to fulfill physical education requirements (PED 100C is considered one activity). Students whose program of study is completed in fewer than six quarters shall enroll in a physical education class each quarter they are enrolled at the College. Any exceptions to these regulations must be approved by the student's academic advisor, the chairperson of his academic division, and the Vice President and Dean of Academic Affairs. A copy must be filed with the Registrar.

Veterans with 180 days or more active military duty may receive three (3) hours of physical education activity course credit by filing a copy of their DD 214 with the office of the Registrar.



Most physical education courses (labeled PED) meet twice a week and are assigned one (1) hour credit.

Physical education course grades are calculated in all grade point averages except graduation GPA.

## COMPETENCY REQUIREMENT IN HISTORY AND CONSTITUTION

Every student who receives an associate degree from a University System of Georgia institution is required by the Georgia legislature to show competency in United States and Georgia history and a knowledge of the constitutions of the United States and Georgia. POL 201 fulfills the constitution requirements for both career-technology and college transfer students. HIS 251 and HIS 252 fulfill the history requirements for college transfer students. For career-technology programs and certificate programs at ABAC, the legislative requirement may be satisfied by passing HIS 251 or HIS 252. Those students who choose to take HIS 211 and 212, Western Civilization, must take an examination in US and Georgia History in order to fulfill the legislative requirement. Students who transfer American History and/or Political Science courses from institutions outside the state must also fulfill the legislative requirements by examination.

## 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/ACT verbal scores, and their scores on the standardized reading test given during orientation will determine in which English course a student may be placed. If his scores are sufficiently high, he may exempt ENG 101 and be placed into ENG 102. Upon completion of ENG 102 with a grade of C or better, the student will receive credit for ENG 101. Otherwise he will be placed in ENG 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 and having high SAT/ACT math scores may exempt College Algebra. This enables students to begin in Pre-Calculus or Trigonometry if they exempt College Algebra. Trigonometry may be exempted by acceptable scores on CLEP or departmental examination. Students who score poorly on the placement examination and who have poor SAT/ACT math scores may be required to take MAT 098 and/or MAT 099 before attempting College Algebra or other math courses.

## PROFICIENCY EXAMINATION PROGRAM

A regularly enrolled student may earn credit for any course offered by the College, at the discretion of his academic advisor and the division chairman, by successfully completing a comprehensive proficiency examination. Application for such examination must be made to the student's academic 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)

Students enrolled at Abraham Baldwin may earn full credit for certain of the College's courses by achieving acceptable scores on the College Level Examination Program's tests. With few exceptions, adequate test scores will match and substitute for specific courses in the current catalog. Those students who wish to earn credit by examination should first check with the Registrar's Office to determine their eligibility for this program. 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 if credit is earned, the results are recorded by course, course number, and quarter hours earned. Successful CLEP tests are credited toward graduation but do not carry grades or quality points. CLEP credit is transferable within the University System of Georgia.

The general conditions for awarding credit by examination through CLEP are as follows:

1. Only Abraham Baldwin College students are eligible to participate in the program.
2. A maximum of forty-five (45) quarter hours will be accepted from the combined sources of correspondence work, transfer credit 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 of the Vice President and Dean of Academic Affairs.

## ADVANCED PLACEMENT PROGRAM (AP)

Abraham Baldwin participates in the Advanced Placement (AP) Program of the College Entrance Examination Board. Through this program high school students who plan to enroll at Abraham Baldwin can take AP examinations in several subject areas. Generally, if students score a 3 or higher on one or more examinations, the College will provide regular college credit in the subject areas of the exam(s) provided that the subject area(s) are taught by the College. In this way high school students can get college credit and/or advanced placement at Abraham Baldwin before actually beginning the college freshman year. At present, AP exams are available in the following fields: art, biology, chemistry, English, American history, mathematics, music, physics, and Spanish.

Persons desiring further information about the Advanced Placement Program should contact their high school counselors or Abraham Baldwin's Office of Counseling and Testing.

## GRADES AND FINAL EXAMINATIONS

Grades are based on performance by the student in the 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 ex-



aminations in their courses each quarter 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 Vice President and Dean of Academic Affairs.

## 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. An I cannot be removed by re-enrolling in and completing the 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 Registrar 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 IP may be assigned if a student really tries but fails to progress far enough to earn a C or higher grade. An IP 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 reports** are mailed by the Registrar to all students. In instances where a student earned one or more grades of D or F, such deficiencies are recorded on the report. Faculty members are required to report all D, F, and W grades at mid-term and to make such grades available to students. These grades are not entered on the student's permanent record. Mid-term reports are intended for the use of the student and his advisor and thus only for the purpose of counseling and advising.

**Final grades** are reported by the instructor to the Office of the Registrar within twenty-four hours following the end of the examination schedule. The Registrar's Office then mails a list of final quarterly grades to the student.

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

## APPEAL OF GRADES

A student who wishes to appeal or contest a grade assigned in a course must first appeal the matter in writing to the instructor(s) who taught the course. The instructor(s) will respond to the student in writing within ten working days from the date of the appeal. Should this response not satisfy the appeal, the student will appeal in writing to the chairperson of the academic division or department in which the course was taught within ten working days from the date of the instructor's response. The chairperson may conduct a conference including the chairperson, the student and the instructor; the chairperson will respond to the student in writing within ten working days from the date of the student's appeal to the chairperson. Should this procedure fail to resolve the appeal, the student must provide a written appeal to the Vice President and Dean of Academic Affairs within ten working days from the date of the division chairperson's response. The Vice President and Dean of Academic Affairs will then take the appeal to the Academic Review Committee, where further hearings may be conducted. Should this procedure fail to resolve the appeal, the student must provide a written appeal to the President of the college within ten working days from the Academic Dean's response. The judgment of the President will be considered the final and binding decision on the matter.

## ACADEMIC PROBATION AND EXCLUSION

The Academic Review Committee examines quarterly the academic averages of all students. Students are placed on academic probation after two quarters if the institutional cumulative grade point average falls below 1.5. The institutional grade point average includes all courses attempted. The student on probation is required to take ten or more quarter hours and earn a C average in all courses during that quarter. If these conditions are not met, the student is academically excluded for one quarter with exception that he may enroll again under probation during the next available summer quarter. The student is taken off probation when the institutional cumulative grade point average reaches 1.5.

Should the student enroll during a summer quarter or after the one quarter exclusion period and not meet the conditions of probation, the student will be excluded for the period of three quarters, exclusive of summer quarter. Subsequent exclusions will be for three quarters.

Any student who shows through failing grades and/or continual absence that he can no longer benefit from enrollment in courses may be excluded from the College.

The Academic Review Committee is composed of the Registrar, one division chairperson as chosen by the Academic Affairs Committee, and three faculty advisors chosen by the Academic Assembly. When a student is reviewed by the Committee, his academic advisor may be asked to meet with the Committee and furnish whatever records may be required. The Committee is empowered to conduct an investigation of a student's academic performance if a faculty or staff member requests it.

## DEVELOPMENTAL STUDIES EXCLUSION

After four quarters of full-time enrollment, or the equivalent in part-time enrollment, a student who has failed to complete all required developmental course work with a C or higher will be excluded from the College for one quarter. Upon returning, the student will have one full-time quarter in which to satisfy all remaining developmental requirements. If these requirements are not met, the student will be excluded for three quarters and may re-enroll only upon the written permission of the president of the College. Any subsequent exclusions will be for three quarters and readmission will be contingent upon the president's permission.

## REPEATED COURSES

Any course in which a student enrolls more than once is considered a repeated course. To improve his background in a subject matter area, a student may repeat courses in which he has previously been enrolled. Both the original course grade and the repeated grade are entered upon the student's permanent record. In addition, the grade points earned from each are added to the cumulative average. In providing credit toward graduation only the most recent grade will be used.

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

Abraham Baldwin College guarantees any student, regardless of age, who is or has been in attendance at the College the right of access to inspect and review

any and all official records, files, documents, and other materials created during the period of enrollment which relate directly to him or her, subject only to certain specific exceptions. Each student is guaranteed an opportunity to challenge the accuracy of information contained in any file or record to which he or she may have access, including the right to a hearing if so requested.

With limited exceptions, including "directory information," no personally identifiable information from the education records of a student will be disclosed to any third party by any official or employee of the College without written consent of the student. "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, full-time or part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. A student has the right to prohibit the release of "directory information" pertaining to himself or herself by completing a form in the Registrar's Office during the first two weeks of each term. The form will be honored for one year.

Each student also has the right to file a complaint directly with the United States Department of Education whenever the student believes that the rights afforded him or her by the College policy or the Family Educational Rights and Privacy Act have been violated.

Copies of the complete College policy statement on student education records may be obtained at the Registrar's Office or the Vice President and Dean of Academic Affairs's Office.

## 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 record at the College 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 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.

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

## PRESIDENT'S HONOR LIST

Superior achievement in academics is recognized each quarter by the publication of a President's Honor List, which includes those students who complete 15 or more academic hours (non-developmental) with a grade point average of 4.0.

The President's Honor List is posted on the college bulletin board at the end of each quarter, and a copy is provided to the hometown newspapers of those students whose names appear on the list.



## 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 registered for 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 honor students' hometown newspapers.

## DISTINGUISHED ACHIEVEMENT LIST

The Distinguished Achievement List, published at the end of each quarter, recognizes excellence in scholastic achievement among part-time students. To be included on the Distinguished Achievement List, a student must have completed between five and fourteen quarter hours of academic course work with a quarterly average of 3.3 or higher.

## HONORS PROGRAM

The Abraham Baldwin Honors Program is a combination of special experiences during the freshman and sophomore years which together provide a more meaningful college career for academically superior students than would otherwise be the case.

The Honors Program consists of six Honors Seminar courses and six specifically modified Core Curriculum courses. Honors Program students take three of the Seminar courses and three of the Core courses each year. These courses are scheduled alongside the other courses required for completion of the student's degree.

Upon completion of the Honors Program, students will find themselves much better prepared to tackle junior and senior level work at institutions to which they transfer after leaving ABAC. Honors Program graduates will in fact have an edge on most other students in successfully completing their bachelor's or professional degrees.

Normally membership in the Honors Program is gained only by invitation from the Honors Coordinator. However, students with excellent academic backgrounds may petition the Honors Program Committee, through the Coordinator, for membership.

For further information, contact the Honors Program Coordinator at 912-386-3250.

## 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 Abraham Baldwin with a 3.2 cumulative grade point average will be recognized as Honor Students.
2. Students completing 30-74 quarter hours at Abraham Baldwin with a 3.75

cumulative grade point average will be recognized one time as Superior Honor Students.

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

## REQUIREMENTS FOR GRADUATION

Associate degrees in Art, 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 Abraham Baldwin, 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 45 quarter hours at Abraham Baldwin which are applicable to the degree for which he 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 satisfactorily completed all parts of the 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 required physical education or have a specifically approved exemption filed with the Registrar (see PHYSICAL EDUCATION REQUIREMENTS section).
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 the catalog for the certificate for which he is a candidate.
2. have a 2.0 or higher graduation average.
3. have completed the physical education requirements or have a specifically approved exemption on file with the Registrar.
4. have earned at Abraham Baldwin 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 through examination or through specified courses.

Students may fulfill the graduation requirements of the ABAC catalog which was in effect at the time of their initial enrollment or the catalog which is in effect during the quarter in which they graduate. Students may not mix the degree requirements from both catalogs but rather must meet all of one or all of the other. There will be no exceptions unless specifically approved by the appropriate division chair, the registrar and the academic dean.

## STATUS OF GRADUATES

The Associate Degree is awarded to students who fulfill a two-year organized curriculum 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 intend to transfer.

## REGENTS' TESTING PROGRAM

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

Each institution of the University System of Georgia shall assure the other institutions, and the system as a whole, that students obtaining a degree from that institution possess literacy competence; 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 Systemwide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

Passing the Regents' Test is defined as having passed all components of the Test by scoring above the cutoff score specified for each component. The Test may be administered either in its entirety or as one or more components depending on the needs of the students. If one component of the test is passed, that component need not be retaken; this provision is retroactive to all students who have taken the test in any form since the inception of the program.

The intent of this policy is that passing the Regents' Test occur before the end of the students' sophomore year, that is, before the completion of 105 hours of degree credit. Students who fail the test must retake and pass the Test. Each institution shall provide an appropriate program of remediation and shall require deficient students to participate in that program prior to retaking the test.

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution.

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

1. Students enrolled in undergraduate degree programs shall pass the Regents' Test as a requirement for graduation. Students, including transfer students and/or readmitted students, may take the Test after they have completed the required basic core English courses. They may be required to take the Test in the quarter after they have earned 45 hours of degree credit if the Test has not been passed previously. Institutions, however, may not delay initial testing beyond the student's having earned the 60th hour of degree credit.
2. All students who have not passed the Regents' Test during the quarter in which they will have earned 75 hours of credit shall take the appropriate non-degree credit course or courses in remedial reading and/or remedial writing in each quarter of attendance until they have passed all components of the Test.
3. Having passed the Regents' Test shall not be a condition of transfer into an institution. All transferring students from within the System shall be subject to all provisions of this policy. Students from institutions outside the System who transfer into a System institution with 60 or more degree credit hours shall take the Test during the initial quarter of enrollment and in subsequent quarters shall be subject to all provisions of this policy.
4. Students whose mother tongue is other than English may be exempted from taking the Regents' Test by the institution provided appropriate local procedures are employed to certify the literacy competence of those students earning a degree.
5. For extraordinary situations, each institution shall develop special procedures for certifying the literacy competence of students. A written description of those procedures shall be submitted to the Chancellor for approval. A record of the action shall be reported by the Chancellor to the Education Committee of the Board of Regents. Such procedures shall include provision for remediation if needed and formal examination prior to certifying competency. Such examination shall equal or exceed the standards of the Regents' Testing Program.
6. A student may request a formal review of his/her failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded and if the student has successfully completed the courses in English composition required by the local institution. This review will be conducted in accordance with the Board approved procedures.
7. These revised procedures shall be followed by all students effective January 1, 1980.
8. Remedial work as required under the above policy shall be in keeping with regulations in satisfaction of federal and state student financial assistance and such other eligibility programs.
9. These regulations shall not prohibit institutions from increasing requirements affecting the Regents' Testing Program, provided such increased requirements are authorized by the Chancellor, and provided further that such requirements are published in the official catalog of the institution prior to implementation. Such additional requirements shall in no way affect the transfer of students from one institution to another or the readmission of students to University System institutions. (Minutes, April,

1972, pp. 554-55; November, 1972, p. 166; June, 1973, pp. 481-85; November, 1978, pp. 88-9).

10. A student who fails both parts of the Regents' Test and who is required to participate in remediation shall be allowed to take the reading and essay portions of the test in separate quarters.

### Stipulation Relating to Procedure for the Essay Review Process—Regents' Testing Program

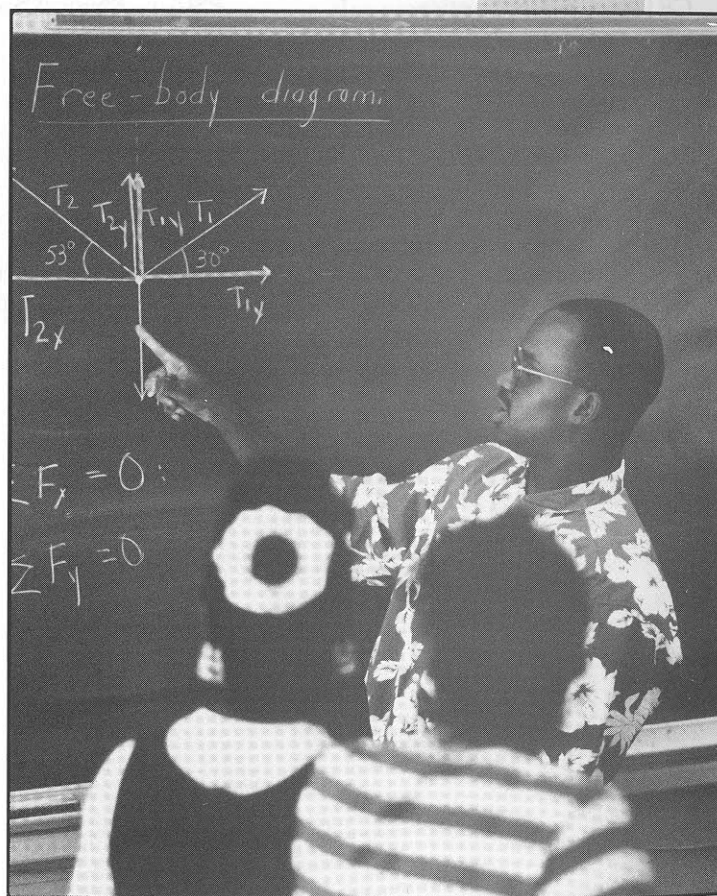
1. The review will be initiated at the campus level, with procedural matters to be determined by the institution. The on-campus review, however, will be conducted by the three (3) faculty members designated by the institution as a review panel.
2. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program central office. The student will be notified concerning the results of the on-campus review.
3. If the on-campus panel recommends a re-scoring of the essay, that recommendation will be transmitted in writing, along with a copy of the essay, to the office of the System's Director of the Regents' Testing Program. The Director will utilize the services of three (3) experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the essay component of the Regents' Test. The decision of this panel on the merits of the essay will be final, thus terminating the review process. The student will be notified, through the institution, concerning the results of the review.

For details of the review process at Abraham Baldwin College, contact the Vice President and Dean of Academic Affairs or the Office of Counseling, Testing, and Career Development.

## COLLEGE-WIDE COURSE DESIGNATION ABBREVIATIONS

ABA	Associate Business Administration	GGY	Geography
AEC	Agricultural Economics	HIS	History
AEN	Agricultural Engineering	HNR	Honors
AGP	Agricultural Pests	HOR	Horticulture
AGR	Agriculture	HPE	Health and Physical Education
AGY	Agronomy	HUM	Humanities
AHY	Animal Husbandry	JRN	Journalism
ART	Art	MAT	Mathematics
AST	Astronomy	MGT	Management
BBA	Bachelor Business Administration	MKT	Marketing
BIO	Biology	MUS	Music
CHM	Chemistry	NUR	Nursing
CIS	Computer Information System	PCS	Physics
CRJ	Criminal Justice	PED	Physical Education
CSC	Computer Science	POL	Political Science
CWE	Cooperative Work Experience	PSC	Physical Science
DRA	Drama	PSY	Psychology
ECN	Economics	RDG	Reading
EDU	Education	REC	Recreation
ENG	English	REM	Remedial
FCS	Family and Consumer Sciences	SCI	Science and Mathematics
FOR	Forestry	SOC	Sociology
FRN	French	SPC	Speech
		SPN	Spanish
		SSC	Social Science
		WIN	Orientation/Study Skills

## College Parallel Programs



The College has six academic divisions and two departments in which the total academic instructional program is conducted. The division faculty work under the guidance of a chairman who is responsible to the Vice President and Dean of Academic Affairs. The faculty and chairmen 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 program of study 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 prepare the student who seeks to earn the Bachelor of Arts Degree in the elected major.

Regardless of the program of study 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.

1. The Division of Agriculture and Forest Resources
  - a. Agriculture
  - b. Biological and Agricultural Engineering
  - c. Forestry
  - d. Wildlife Management
  - e. Family and Consumer Sciences
2. The Division of Business Administration
  - a. Business Administration
3. The Department of Health, Physical Education, and Recreation
  - a. Physical Education
  - b. Recreation
4. The Division of the Humanities
  - a. Art
  - b. English
  - c. Foreign Language
  - d. Journalism
  - e. Liberal Arts
  - f. Music
  - g. Speech-Drama
5. The Department of Nursing
  - a. Nursing (BSN)
6. The Division of Science and Mathematics
  - a. Biology
  - b. Chemistry
  - c. Computer Science
  - d. Dental Hygiene
  - e. Mathematics



- f. Pharmacy
- g. Physics
- h. Medical Technology
- 7. The Division of Social Science
  - a. Elementary, Middle Grades, Special Education
  - b. Secondary Education
  - c. Criminal Justice
  - d. Economics
  - e. Human Services
  - f. History
  - g. Political Science
  - h. Psychology
  - i. Sociology
- 8. Pre-Professional Courses of Study
  - a. Dentistry
  - b. Medicine
  - c. Veterinary Medicine
  - d. Law
  - e. Engineering

## The Core Curriculum

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: 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
SPC	108	Fundamentals of Speech.....	5 hours

And five hours from the following:

HUM	221	Western World Literature
HUM	222	Western World Literature
ART	213	Art Appreciation
DRA	200	Introduction to Theatre
MUS	101	Music Appreciation
MUS	122	Introduction to Music Literature

One course in a foreign language.....5 hours

**TOTAL 20 HOURS**

### AREA II: MATHEMATICS AND THE NATURAL SCIENCES

A minimum of twenty 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.

MAT	110	College Algebra or other math (excluding MAT 102 or 104.....)	5 hours
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Laboratory Science: (sequence)			
BIO 107 and BIO 108; CHM 121 and CHM 122;			
PSC 101 and PSC 102; PCS 227 and PCS 228;			
AST 107 and AST 108.....			10 hours
Laboratory science or mathematics (excluding MAT 102 and 104 and BIO 211, BIO 212 and BIO 250) .....			5 hours
<b>TOTAL</b>			<b>20 HOURS</b>

### 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-	Western Civilization I-II or	
	212*		
HIS	251-	United States History I-II .....	10 hours
	252		
POL	201	American Government .....	5 hours
ECN	105	Macro-Economics or	
ECN	106	Micro-Economics or	
GGY	101	World Geography or	
PSY	101	Introduction to Psychology or	
SOC	105	Introduction to Sociology .....	5 hours
<b>TOTAL</b>			<b>20 HOURS</b>

### AREA IV: ACADEMIC MAJOR AREAS

A minimum of 30 quarter hours is required in the major field. The course requirements for each program of study 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 program of study or whose program of study is not listed in one of the following programs are encouraged 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 program of study upon registering as a second quarter sophomore may lengthen the time necessary for them to earn the bachelor's degree.

**Courses taken in fulfillment of Areas I, II and III may not be used again in Area IV of the Core Curriculum.**

\*History 251-252 meets 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.

## The Division of Agriculture and Forest Resources

### 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 and will be prepared to enter a program of study in one of the following fields of interest:

Agronomy	Horticulture
Soils	Agricultural Economics
Entomology	Plant Pathology
Poultry Science	Dairy Science
Animal Science	Agricultural Education

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program

Select 5 to 10 hours from the following:	
BIO 107, BIO 108 .....	5-10
Select 20 to 25 hours from the following:	
AEC 258, AGY 201, AEN 207, AHY 101, AHY 203, BBA 110, BIO 211, BIO 212, CHM 240, CHM 261, CIS 100, CSC 140, ECN 106, FOR 294, HOR 201, JRN 101, JRN 260, MAT 111 or MAT 116, MAT 200, MAT 203, MAT 253 .....	20-25

Physical Education as required

**TOTAL 90**

### BIOLOGICAL AND 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 extension at colleges and universities, or self-employed as consultants, contractors, or sales engineers. Students who complete this curriculum will receive the Associate in Science degree. Student interested in Agricultural Mechanical Management should pursue the Biological and Agricultural Engineering Curriculum.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
BIO 107 .....	5
Select 10-15 hours from the following:	
MAT 253, MAT 254, MAT 255 .....	10-15
Select 5-10 hours from the following:	
PCS 237, PCS 238 .....	5-10
Select 0-5 hours from the following:	
AEN 109, AEN 121 .....	0-5
Physical Education as required	
<b>TOTAL</b>	<b>90</b>

### FORESTRY AND/OR WILDLIFE MANAGEMENT

The education preparation for professionals in forest resources is necessarily diversified and demanding. The quality of our physical environment and, ultimately, the quality of human life, rests to a great extent in the hands of forest resources personnel. The graduate in forest resources must be capable of making sound natural resources policy decisions which contribute so heavily to our social and economic well-being.

The curriculum prepares students to transfer to the University of Georgia as juniors. Although courses satisfactorily completed in meeting the core curriculum at Abraham Baldwin are accepted in transfer to the University of Georgia, completion of the prescribed pre-forest resources curriculum is required for admission to the professional program of the School of Forest Resources. 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. Students completing this curriculum will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics* .....	*20
Social Science .....	20
Program of Study	
CIS 100 .....	5
Select 5 hours from the following:	
MAT 111, MAT 116 .....	5
MAT 253 .....	5
BIO 107 .....	5
BIO 108 .....	5
Select 5 hours from the following:	
CHM 261, PCS 227, BIO 226 .....	5
Physical Education as required	
<b>TOTAL</b>	<b>90</b>

\*Area II Science & Mathematics: Select MAT 110, MAT 200, CHM 121 and CHM 122.

NOTE: Selected Forestry or Wildlife Management courses offered at Abraham Baldwin College may be transferred to the University of Georgia in addition to the 90 hours listed above.

## FAMILY AND CONSUMER SCIENCES

The Family and Consumer Sciences curriculum has been designed for students who plan to pursue the B.S. in Family and Consumer Sciences at a senior institution. Students who complete this curriculum will receive the Associate in Science Degree. Upon transfer to a senior college or university within the University System of Georgia, no loss of time or credit should occur.

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

Child and Family Development/ Early Childhood Education Clothing and Textile Consumer Economics Family and Children Services Dietetics	Fashion Merchandising Foods and Nutrition Food Service Management Home Economics Education Interior Design/Home Furnishings
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Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

### Program of Study

FCS 115, FCS 120, FCS 275 .....	15
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#### Select 15 hours from the following:

ART 120, ART 130, ART 213, BBA 110, BIO 107, BIO 108, CHM 121, CHM 122, CHM 261, ECN 105, ECN 106, MAT 111, MAT 116 or MAT 200, PSY 101, PSY 221, SOC 293 or FCS 293 .....	15
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Physical Education as required

**TOTAL 90**

## The Division of Business Administration

This program is designed to prepare students for the first two years of a four year degree in business. The major part of this program for the freshman and sophomore years consists of courses that provide a sound foundation in the humanities, natural and behavioral sciences and mathematics as well as the basic courses in business. These courses are designed to transfer to a senior college or university. The junior and senior years would consist of an intensive study in one of the selected areas of business (some of which are listed below). If the student plans to transfer outside the University System of Georgia, he should contact the college or university and obtain a catalog or curriculum guide from the School of Business to see if there are different requirements for that school that can be accommodated in the Abraham Baldwin curriculum.

### BUSINESS ADMINISTRATION

Students who complete the Business Administration Curriculum will receive the Associate in Science Degree.

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

Accounting	Logistics and Transportation Management
Advertising	Management Services
Banking and Finance	Management Information Systems
Business Administration	Marketing
Business Systems	Management
Economics	Office Administration
Fashion Merchandising	Organizational Management
General Business	Human Resource Management
Industrial Relations	Public Administration
Information Systems	Pre-Law
Insurance and Risk Management	Real Estate
International Business	Secretarial Administration

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics (MAT 110 and MAT 203 are required for Business Administration majors) .....	20
Social Science .....	20

### Program of Study

CIS 100 .....	5
BBA 110 .....	5
BBA 111 .....	5
ECN 105* .....	5
ECN 106 .....	5
Select 5 hours from the following: BBA 108, BBA 210 .....	5

Physical Education as required

**TOTAL 90**

\*A student may not simultaneously enroll in ECN 105 and ECN 106.



## The Department of Health, Physical Education and Recreation

The curriculum for the freshman and sophomore years has been designed to provide core courses in the areas of humanities, mathematics, natural and behavioral sciences, and introductory courses in the area of Physical Education and Recreation. If the student plans to transfer outside the University System, he should contact the appropriate school or guidance officers to see if there are variations required in the program he should follow.

### PHYSICAL EDUCATION

Students completing the physical education curriculum will receive the Associate in Science degree. This degree will allow a student to major in either Physical Education or Sports Medicine.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
BIO 211 .....	5
BIO 212 .....	5
EDU 204 .....	5
PSY 221 .....	5
CIS 100 .....	5
Select 5 hours from the following:	
SOC 105, SOC 260, SOC 293, PSY 101, PSY 201 .....	5
Physical Education as required	
<b>TOTAL</b>	<b>90</b>

### RECREATION

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

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
Select 5 hours from the following:	
REC 127, REC 132 .....	5
Select 10 hours from the following:	
ART 120, ART 130, ART 211, ART 213, DRA 103, DRA 200, MUS 101 .....	10

Select 5 hours from the following:  
PSY 101, PSY 201, PSY 221, SOC 105, SOC 260,  
SOC 293.....5

Select 10 hours from the following:  
HPE 250, HPE 255, REC 231, REC 232, REC 233.....10

Physical Education as required

**TOTAL 90**

## The Division Of The Humanities

The Division of the Humanities offers freshman and sophomore programs in art, English, foreign language, journalism, music, speech-drama, and liberal arts leading to the Associate in Arts Degree and to further study at a senior college. These programs provide sufficient general education and basic major courses for a student to enter a four-year college at the junior level. Career options for students in these programs include fine and commercial art; advertising, photography, and graphics; newspaper, periodical, radio, TV, or technical writing; broadcasting; speech writing; public relations; theatre; music directing and teaching, musical instrument repair and sales, music recording; management and other careers dependent on excellent communication skills.

Students augment their humanities course work by extensive practical experience, by co-curricular activity, and by participating in the programs of the unique and nationally recognized Abraham Baldwin Arts Experiment Station.

Students interested in pursuing a general arts program should consult with their advisors and the division chairman, as should students who plan to transfer to a senior college which is not a unit of the University System of Georgia.

### ART

Students completing the art curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program of Study

Select 20 hours from the following:

ART 120, ART 130, ART 211, ART 216, ART 217, ART 24020

Select 10 hours from the following:

Foreign Language 103-104, MUS 101, DRA 200, JRN 101,  
ART 213, HUM 221, HUM 222, ART 240.....10

Physical Education as required

TOTAL 90

### ENGLISH

Students completing the English curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program of Study

Foreign Language 103-104.....10

Select 20 hours from the following:

ART 213, DRA 200, HIS 211, HIS 212, HUM 221, HUM 222

JRN 101, JRN 260, MUS 101, SPC 250.....20

Physical Education as required

TOTAL 90

### FOREIGN LANGUAGE

Students completing the foreign language curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program of Study

Select 10 hours from the following:

Foreign Language 103-104.....10

Select 10 hours from the following:

GGY 101, HIS 211, HIS 212.....10

Select 10 hours from the following:

ART 213, HUM 221, HUM 222.....10

Physical Education as required

TOTAL 90

### JOURNALISM

Students completing the journalism curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program of Study

Select 10 hours from the following:

JRN 101, JRN 215, JRN 260.....10

Select 15 hours from the following:

Foreign language through 104.....15

Select 5 hours from the following:

ART 213, DRA 200, MUS 101, SOC 105, SOC 260, HUM 221,  
HUM 222, ECN 105, ECN 106.....5

Physical Education as required

TOTAL 90

## LIBERAL ARTS

Students completing the liberal arts curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

## Program of Study

Select 15 hours from the following:

ART 213, ART 216-217*, ART 240, ART 211, HUM 221, HUM 222, MUS 100*, MUS 134*, MUS 135*, MUS 136*, MUS 234*, MUS 235*, MUS 236*, MUS 122*, DRA 200, SPC 250, JRN 101, JRN 215, JRN 260, MUS 101, Foreign Language 101-104 .....	15
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Select 10 hours from the following:

HIS 211-212, SOC 105, ECN 105, PSY 101, HIS 255 .....	10
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Select 5 hours from the following:

HUM 221, HUM 222 .....	5
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Physical Education as required

TOTAL 90

## MUSIC

Students completing the music curriculum will receive the Associate of Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

## Program of Study

Select 9 hours from the following:

MUS 134**, MUS 135**, MUS 136** .....	9
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Select 9 hours from the following:

MUS 234**, MUS 235**, MUS 236** .....	9
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Select 6 hours from the following:

MUS 182A, MUS 182B, MUS 182C, MUS 282A, MUS 282B, MUS 282C .....	6
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Select 6 hours from the following:

MUS 181a, MUS 181b, MUS 181c, MUS 281a, MUS 282b, MUS 281c, MUS 187a, MUS 187b, MUS 187c, MUS 188a, MUS 188b, MUS 188c, MUS 189a, MUS 189b, MUS 189c, MUS 190a, MUS 190b, MUS 190c, MUS 191a, MUS 191b, MUS 287a, MUS 287b, MUS 287c, MUS 288a, MUS 288b,	
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\*Entrance by permission of instructor.

\*\*Music 100 or Applied Music (Piano) is a corequisite and must be taken concurrently with these courses. Music majors take MUS 100 each quarter or satisfy the requirement via a proficiency exam.

MUS 288c, MUS 289a, MUS 289b, MUS 289c, MUS 290a, MUS 290b, MUS 290c, MUS 291a, MUS 291b .....	6
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Physical Education as required

TOTAL 90

## SPEECH AND DRAMA

Students completing the speech-drama curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

## Program of Study

Foreign Language 103-104 .....	10
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DRA 200 .....	5
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Select 15 hours from the following:

ART 213, DRA 103, JRN 101, JRN 215, MUS 101, HUM 221, HUM 222, SPC 250 .....	15
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Physical Education as required

TOTAL 90



## The Division of Science and Mathematics

Students completing the college-wide core curriculum along with thirty additional hours from one of the programs of study listed below will be granted an Associate in Science Degree. 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, computer science, allied health, or a science not listed can, with the approval of their advisor, obtain an Associate in Science Degree by selecting thirty hours of appropriate courses from the areas listed below.

### BIOLOGY

Students interested in biology can obtain an Associate in Science Degree with a program of study in Biology by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university where after completion of the junior and senior requirements the Bachelor of Science Degree with a major in Biology may be received. There is a great diversity of employment opportunities in biology. Biologists are involved in research which seeks to discover ways of curing disease, eliminating famine, controlling climate, increasing life expectancy, and in many other ways to improve our lives. Biologists are employed by the Department of Agriculture, the Fish and Wildlife Service, the National Park Service, and NASA. Job opportunities are also available for biologists as teachers. The major private industries employing biologists are those related to food and drug production where individuals are employed in research and sales. The military service provides many jobs for biologists both in uniform and as civilian employees.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program of Study

Select 10 hours from the following:

BIO 107, BIO 108, BIO 222, BIO 226, BIO 250.....10

Select 20 hours from the following:

CHM 121, CHM 122, CHM 123, CHM 240, CHM 241,  
CHM 261, Foreign Language 101, 102, 103, 104,  
MAT 111, MAT 116, MAT 253, MAT 254, PCS 227,  
PCS 228.....20

Physical Education as required

**TOTAL 90**

## CHEMISTRY

Students interested in chemistry can obtain an Associate in Science Degree with a program of study in Chemistry by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university to complete course work at the junior and senior level. Chemistry graduates are qualified for employment in research and development work in commercial or government laboratories, in the teaching profession, or in chemical industries in production and inspection or sales.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program of Study

CHM 121, CHM 122, CHM 123.....15

Select 15 hours from the following:

MAT 253, MAT 254, MAT 255, MAT 256, PCS 227,  
PCS 228, PCS 229, PCS 237, PCS 238, PCS 239.....15

Physical Education as required

**TOTAL 90**

## COMPUTER SCIENCE

Students interested in computer science can obtain an Associate in Science Degree with a program of study in Computer Science by taking the prescribed course work at Abraham Baldwin College. This curriculum prepares a student to transfer to a senior institution where, after completion of the junior and senior requirements, a B.S. degree with a major in Computer Science may be earned. A degree in computer science leads to a career as a programmer/analyst, systems analyst, or systems programmer.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Program of Study

CSC 140, CSC 141, CSC 142, MAT 253, MAT 254.....25

Select 5 hours from the following:

BBA 110, MAT 200, MAT 255.....5

Physical Education as required

**TOTAL 90**

## DENTAL HYGIENE

Students interested in dental hygiene can obtain an Associate in Science Degree with a program of study in Dental Hygiene by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university where, after completion of the junior and senior requirements, the Bachelor of Science Degree with a major in Dental Hygiene may be received. Dental hygienists, working under the direction of a dentist provide direct patient care; they remove deposits and stains from patients' teeth, expose and develop dental X-ray films, and perform various other preventive and therapeutic services. They are also employed in research, teaching, and in public or school health programs.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Mathematics .....	20
Social Science .....	20

### Program of Study

Select 10 hours from the following:

BIO 107 & BIO 108 or BIO 211 & BIO 212.....10

Select 10 hours from the following:

CHM 121 & CHM 122 or CHM 240 & CHM 241.....10

Select 10 hours from the following:

PSY 101, PSY 201, PSY 221, SOC 105.....10

Physical Education as required

**TOTAL 90**

## MATHEMATICS

Students interested in mathematics can obtain an Associate in Science Degree with a program of study in Mathematics by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university to complete course work at the junior and senior level. Bachelor of Science with a major in Mathematics graduates are qualified as mathematicians for employment by governmental agencies, private industries, insurance companies, institutions of higher learning, computer centers and engineering firms.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

### Program of Study

MAT 253, MAT 254, MAT 255, MAT 256.....20

Select 10 hours from the following:

PCS 227 and PCS 228 or PCS 237, PCS 238

and PCS 239 or CIS 221 and MAT 200,

Foreign Language (French, German or Russian).....10

Physical Education as required

**TOTAL 90**

## PHARMACY

Students interested in receiving either the Bachelor of Science in Pharmacy or the Doctor of Pharmacy Degree can obtain an Associate in Science Degree with a program of study in Pharmacy by taking the prescribed course work at Abraham Baldwin College. Students who graduate from Abraham Baldwin will have completed all of the necessary requirements for applying for admission to a college of pharmacy.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

### Program of Study

BIO 107, BIO 108.....10

PCS 227, PCS 228.....10

CHM 240, CHM 241.....10

Physical Education as required

**TOTAL 90**

## PHYSICS

Students interested in physics and any of its sub-disciplines like solid state, atomic, nuclear or elementary particle physics can obtain an Associate of Science with a program in physics by taking the prescribed course work at Abraham Baldwin College. A physics major can then transfer to a four-year college or university to complete a bachelor's degree in physics. Double majors in physics and some engineering disciplines are also possible at the bachelor's level. Physicists are employed, for example, in research and development, engineering technology, and the manufacture of modern devices.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Mathematics & Science (see recommended elective) .....	20
Social Science .....	20

### Program of Study

PCS 237, PCS 238, PCS 239.....15

MAT 254, MAT 255, MAT 256.....15

Recommended elective in Area II:

CHM 121, CHM 122

Physical Education as required

**TOTAL 90**

## MEDICAL TECHNOLOGY

Students interested in medical laboratory technology can obtain an Associate in Science Degree with a program of study in Medical Technology by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university to complete course work at the junior and senior level. Bachelor of Science with a major in Medical Technology graduates are qualified to attempt certification as a medical technologist. Medical technologists' primary responsibilities are to help diagnose and treat disease by reliable performance and interpretation of clinical laboratory tests. They should be skilled in analysis of blood or other specimens, problem identification and solution with confirmation of results. Employment is available in a variety of medical facilities as well as industry, consulting, research, and education.

### Core Curriculum (see p. 82)

Humanities .....	20
Mathematics & Science .....	20
Social Science .....	20

### Program of Study

MAT 200 .....	5
BIO 211, BIO 212 .....	10
CHM 240 .....	5
Select 10 hours from the following: CSC 140, CHM 123, CHM 241, BIO 107, BIO 108, BIO 250, PSC 227, PCS 228, any math higher than MAT 110 .....	10

Physical Education as required

TOTAL 90

## The Department of Nursing

### NURSING (BSN)

Students interested in nursing can obtain an Associate in Science Degree with a program of study in Nursing by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university where, after completion of the junior and senior requirements, the Bachelor of Science in Nursing degree may be received. This program should not be confused with the two-year career associate degree program in nursing described on page 144.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

### Program of Study

BIO 250 .....	5
BIO 211, BIO 212 .....	10
Select 5 to 15 hours from the following: BIO 107, BIO 108, CHM 121, CHM 122 .....	5-15
Select 0 to 10 hours from the following: PSY 101, PSY 201, PSY 221, SOC 105 .....	0-10

Physical Education as required

TOTAL 90



## The Division of Social Science

### EARLY CHILDHOOD, MIDDLE GRADES, SPECIAL EDUCATION

The Elementary Education Program is designed for the student who intends to transfer to a senior college or university for the bachelor's degree in elementary education. Students completing the curriculum in early childhood, middle grades, and special education will receive the Associate in Science Degree.

#### Core Curriculum (see p. 82)

	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Major Field of Study

EDU 204 .....	5
PSY 221 .....	5

Select 20 hours from the following:

ART 213, CIS 100, ECN 105, ECN 106, GGY 101, HIS 201, HIS 211, HIS 212, HIS 251, HIS 252, HIS 255, HUM 221, HUM 222, MUS 101, POL 202, PSY 101, PSY 201, SOC 105, SOC 260, SOC 293 .....	20
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Physical Education as required

**TOTAL 90**

### SECONDARY EDUCATION

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

Students completing the secondary education curriculum will receive the Associate in Science degree.

#### Core Curriculum (see p. 82)

	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

#### Major Field of Study

EDU 204 .....	5
PSY 221 .....	5

Select 20 hours from the following fields of concentration:

ART: ART 120, ART 130, ART 211, ART 213, ART 216,  
ART 217, HUM 222, Foreign Language (10 hours)

BIOLOGY: BIO 107, BIO 108, BIO 222, BIO 226, CHM 121, CHM 122

BUSINESS EDUCATION: BBA 100, BBA 108, BBA 110, BBA 111, BBA 210, CIS 100, ECN 105, ECN 106

CHEMISTRY: BIO 107, BIO 108, CHM 121, CHM 122, CHM 123, CHM 240, CHM 241, CHM 261

ENGLISH: ART 213, DRA 200, HUM 221, HUM 222, JRN 101, JRN 260, MUS 101

FOREIGN LANGUAGE: Foreign Language 101, 102, 103, 104, HUM 221, HUM 222

HISTORY: Same as Social Science

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

MATHEMATICS: MAT 110, MAT 111, MAT 116, MAT 253, MAT 254, MAT 255, MAT 256, PSC 101, PCS 227, PCS 228

MUSIC: Foreign Language (10 hours), HUM 221, HUM 222, MUS 101, MUS 122, MUS 134, MUS 135, MUS 136, MUS 181, MUS 182, MUS 234, MUS 235, MUS 236, MUS 281, MUS 282

PHYSICAL EDUCATION: HPE 238, HPE 250, HPE 255, REC 132, REC 231, REC 232

PHYSICS: CHM 121, CHM 122, MAT 110, MAT 111, MAT 116, MAT 253, PSC 101, PCS 227, PCS 228

SCIENCE: BIO 107, BIO 108, BIO 222, BIO 226, CHM 121, CHM 122, PCS 227, PCS 228, PSC 101, PSC 102

SOCIAL SCIENCE: ECN 105, ECN 106, GGY 101, HIS 201, HIS 211, HIS 212, HIS 232, HIS 251, HIS 252, HIS 255, PSY 101, POL 202, SOC 105, SOC 260, SOC 293

SPEECH: DRA 103, DRA 200, HUM 221, HUM 222, MUS 101, SPC 250

Physical Education as required

**TOTAL 90**

## CRIMINAL JUSTICE

Students completing the curriculum in criminal justice will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
CRJ 200 .....	5
CRJ 215 or CRJ 155 .....	5
Select 10 hours from the following:	
ECN 105, HUM 221, HUM 222, MAT 105, MAT 110, SOC 260 .....	10
Select 10 hours from the following:	
CRJ 100, CRJ 110, CRJ 115, CRJ 120, CRJ 125, CRJ 135, CRJ 145, CRJ 150, CRJ 155, CRJ 210, CRJ 220, CRJ 225, CRJ 230 .....	10
Physical Education as required	
<b>TOTAL</b>	<b>90</b>

## ECONOMICS

Students completing the curriculum in economics will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
ECN 105 .....	5
ECN 106 .....	5
MAT 200 .....	5
Select 10 hours from the following:	
SPN 101, SPN 102, SPN 103, SPN 104, MAT 253, MAT 254, MAT 255 .....	10
Select 5 hours from the following:	
HIS 252, HIS 212, SOC 105 .....	5
Physical Education as required	
<b>TOTAL</b>	<b>90</b>

## HUMAN SERVICES (Social Work)

Students completing the curriculum in social work will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
Select 30 hours from the following:	
CRJ 100, CRJ 115, CRJ 120, CRJ 210, ECN 105, HIS 201, PSY 101, PSY 201, PSY 221, SOC 105, SOC 115, SOC 260, SOC 293, Spanish (10 hours) .....	30
Physical Education as required	
<b>TOTAL</b>	<b>90</b>

## HISTORY

Students completing the curriculum in history will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
Select 15 hours from the following:	
HIS 211, HIS 212, HIS 251, HIS 232, HIS 252, HIS 255 .....	15
Select 15 hours from the following:	
ECN 105, ECN 106, GGY 101, HIS 201, POL 202, POL 203, PSY 101, SOC 105, SOC 260, Foreign Language (10 hours) .....	15
Physical Education as required	
<b>TOTAL</b>	<b>90</b>

## POLITICAL SCIENCE

Students completing the curriculum in political science will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

### Program of Study

Select 10 hours from the following:

Spanish 101-104, MAT 200, CIS 100.....10

Select 20 hours from the following:

CRJ 200, CRJ 215, ECN 105, ECN 106, GGY 101,  
HIS 201, HIS 211, HIS 212, HIS 232, HIS 251,  
HIS 252, HIS 255, POL 202, POL 203, PSY 101,  
PSY 201, PSY 221, SOC 105, SOC 260.....20

Physical Education as required

**TOTAL 90**

## PSYCHOLOGY

Students completing the curriculum in psychology will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

### Program of Study

PSY 101.....5

Select 25 hours from the following:

BIO 107, BIO 108, CHM 121, CHM 122, ECN 105,  
ECN 106, GGY 101, HIS 211, HIS 212, HIS 251,  
HIS 252, MAT 111, MAT 116, MAT 200, PSC 101,  
PSC 102, PSY 201, PSY 221, SOC 105, SOC 260, SOC 293.....25

Physical Education as required

**TOTAL 90**

## SOCIOLOGY

Students completing the curriculum in sociology will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20

### Program of Study

SOC 105.....5

Select 25 hours from the following:

ECN 105, ECN 106, HIS 232, MAT 105, MAT 110,  
MAT 111, MAT 116, MAT 200, POL 202, POL 203,  
PSY 101, PSY 201, PSY 221, SOC 260, SOC 293.....25

Physical Education as required

**TOTAL 90**



## Pre-Professional Courses of Study

Students interested in attending Schools of Dentistry, Medicine, Veterinary Medicine or Law would need to work toward one of the following curricula while at Abraham Baldwin. The following courses fall within the suggestions of the University of Georgia and the Medical College of Georgia for freshman and sophomore students who plan to pursue Dentistry, Medicine, Veterinary Medicine, or Law.

### DENTISTRY

Students interested in becoming a dentist can obtain an Associate in General Science by taking the prescribed course work at Abraham Baldwin College. Most students take four years (2 years at Abraham Baldwin and 2 years at a senior institution) to complete their program and usually graduate with a Bachelor of Science degree before being accepted into a school of dentistry.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
BIO 107, BIO 108 .....	10
CHM 240, CHM 241 .....	10
PCS 227, PCS 228 .....	10

Physical Education as required

**TOTAL 90**

### MEDICINE

Students interested in receiving the MD degree can obtain an Associate in General Science by taking the prescribed course work at Abraham Baldwin College. Most students take four years (2 years at Abraham Baldwin and 2 years at a senior institution) to complete their program and usually graduate with a Bachelor of Science degree before being accepted into medical school.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
BIO 107, BIO 108 .....	10
BIO 226, CHM 123, PCS 227, PCS 228 .....	20

Physical Education as required

**TOTAL 90**

## VETERINARY MEDICINE

Students interested in receiving the Doctor of Veterinary Medicine degree can obtain an Associate in General Science by taking the prescribed course work at Abraham Baldwin College. Most students take four years (2 years at Abraham Baldwin and 2 years at a senior institution) to complete the requirements for admission to this professional school and usually graduate with a Bachelor of Science Degree before being accepted into veterinary college. Students with exceptionally good college records may be accepted into veterinary college after only 3 years of college work. Depending upon their state of residency, Abraham Baldwin students usually attend the Veterinary College at the University of Georgia, Auburn University, or the University of Florida.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study*	
BIO 107, BIO 108 .....	10
Select 5 hours from the following:	
BIO 222, BIO 226 .....	5
PCS 227, PCS 228 .....	10
Select 5 hours from the following:	
AHY 101, CHM 123, ANY 203 .....	5

Physical Education as required

**TOTAL 90**

\*In addition to these requirements for graduation, CHM 240, CHM 241 and BIO 250 are strongly recommended.

### LAW

Students interested in pursuing careers in law can obtain an Associate of Arts Degree in Political Science by taking the prescribed course work at Abraham Baldwin College. Most students take four years (2 years at Abraham Baldwin and 2 years at a senior institution) to complete their program and usually graduate with a Bachelor of Arts degree before being accepted into law school. Students with exceptionally good academic records may be accepted into law school after only 3 years of college work. Other programs of study can serve as appropriate pre-law curricula include such fields as History, English, and Business Administration.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics .....	20
Social Science .....	20
Program of Study	
Select 10 hours from the following:	
Spanish 101-104, MAT 200, CIS 100 .....	10

Select 20 hours from the following:

CRJ 200, CRJ 215, ECN 105, ECN 106, GGY 101, HIS 201, HIS 211, HIS 212, HIS 251, HIS 252, POL 202, POL 203, PSY 101, PSY 201, PSY 221, SOC 105, SOC 260 .....	20
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Physical Education as required

TOTAL 90

## ENGINEERING

(Students interested in agricultural engineering should see p. 84)

Students interested in engineering, to include aeronautical, architectural, biomedical, chemical, civil, electrical, industrial, mechanical, and nuclear can obtain an Associate of Science degree at Abraham Baldwin College. The engineering major may then transfer to a four-year college or university to complete a bachelor's degree in engineering. The prescribed course work at Abraham Baldwin prepares engineering majors to begin work in this chosen area of engineering at the senior college level.

Core Curriculum (see p. 82)	Hours
Humanities .....	20
Science & Mathematics (see recommended electives) .....	20
Social Science .....	20

### Program of Study

Select 15 hours from the following:

MAT 253, MAT 254, MAT 255, MAT 256 .....	15
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Select 15 hours from the following:

PCS 237, PCS 238, PCS 239 .....	15
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Recommended electives in Area II:

CHM 121, CHM 122 or BIO 107, BIO 108

### Suggested electives:

To be established by the engineering advisors based upon student's background and time available. (Note: Most engineering programs require more than 180 hours of credit for a bachelor's degree. More than 90 hours may be obtained at Abraham Baldwin College.)

Physical Education as required

TOTAL 90

## The Division of Developmental Studies

The Division of Developmental Studies offers courses in English, reading, mathematics, and study skills; provides counseling for developmental students; and provides special services for students from low income families meeting the criteria of the Special Services Project. All courses numbered below the 100 level are taught in this division of the College and carry institutional credit only.

Students are admitted into Developmental Studies any quarter of the year. All entering freshmen who score below the College's minimum levels for the SAT or ACT must take placement tests in English, reading, and mathematics as a part of their orientation process at Abraham Baldwin. These placement test scores, ACT or SAT scores, and high school records are used to determine 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, provided that the college level courses selected do not require the completion of the required developmental courses as a prerequisite. 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 Developmental Studies offers remedial courses in English (ENG 096) and reading (RDG 096) for those students who take the Regent's Test and fail either one or both of the sections of the test. Remediation is required before the student can retake the Regent's Test, so the student should take the test 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. No student may earn more than 30 quarter credit hours of degree credit before exiting all developmental studies requirements. Students who have not completed developmental courses after two quarters will be placed on probation and counseling by members of the Division. Students who do not complete requirements for a developmental area (English, reading, math) within four attempts will be excluded from Abraham Baldwin and all other institutions of the University System of Georgia for one quarter.

The major objective of the Division of Developmental Studies is to assist students in accomplishing their goals for attending Abraham Baldwin.

## Evening and Off-Campus Programs

### GENERAL INFORMATION

Abraham Baldwin's Evening and Off-Campus Programs seeks to accommodate both traditional and non-traditional students through flexible programming designed to provide educational opportunities when and where students need them. Through the on-campus evening program students may obtain one of ten different associate degrees entirely by attending classes at night. Three off-campus locations offer evening associate degree programs as well.

Students may attend classes at the Moultrie off-campus location and earn an associate degree either in education or business. In addition, through a cooperative agreement with the Moultrie Area Technical Institute, Moultrie area students may acquire an associate in applied science degree in one of eleven different technical fields. Through a cooperative agreement with Ben Hill-Irwin Technical Institute, students may earn an associate in applied science degree in one of seven different areas by attending classes in Fitzgerald. At yet another off-campus location, Abraham Baldwin students in Valdosta may obtain an associate degree in nursing at the South Georgia Medical Center and become eligible for licensing as a registered nurse.

Associate degree program graduates may take advantage of cooperative programs with three senior colleges in the University System (Albany State College, Georgia Southwestern College, and Valdosta State University) which lead to bachelors and masters degrees in business, education, and nursing. These programs permit area residents to receive four-year and graduate degrees without leaving ABAC campus.

### NON-TRADITIONAL STUDENTS

Abraham Baldwin has long been known as an academic institution that is willing to help those who are willing to help themselves. This is evidenced by a rapidly growing segment of the student body, non-traditional students, who wholeheartedly embrace both the work ethic and a creed of self-improvement. In turn, the college endorses their efforts, believing that those who are willing to help themselves add a special dimension to the learning process and should be encouraged to do so.

Approximately half of the ABAC student body are non-traditional students. Many of these non-traditional students deferred or interrupted their academic goals after high school for reasons of work, family, and other commitments; others were not ready for college when they were younger; and many find that life-long learning is required for professional development, active citizenship, and personal satisfaction.

Abraham Baldwin is committed to accommodate the needs of these students by offering college, career, and developmental programs at times and places convenient for these students. It acknowledges that most non-traditional students are adult learners who have family and work responsibilities. Because of this, many have special needs but quite often possess unique strengths and experiences which enhance the classroom environment.

Due to its commitment to the non-traditional student, ABAC has established the Office of Evening and Off-Campus Programs to coordinate and administer

the college's evening and off-campus programs for credit. The Director of this office serves under the Vice-President and Dean of Academic Affairs as chief administrator for the planning, improvement, development, implementation, marketing, and management of these programs. The Office of Evening and Off-Campus Programs works diligently to foster an environment which enhances the partnership among administrators, faculty, staff, and non-traditional students, recognizing that superior achievement can accrue on a part-time schedule, that there is more than one way to achieve a degree other than the traditional path from high school student directly to day full-time college student, and that learning is often enhanced by the richer context of experience that adults bring to their studies.

### ON-CAMPUS EVENING DEGREE PROGRAMS

Through Abraham Baldwin College's Evening Program a student may take advantage of ten different degree programs available during the evenings on-campus, or may choose to take courses to satisfy a personal interest or a job-related need. The degree programs available through night classes are as follows:

Associate in Arts—Liberal Arts  
 Associate in Arts—Law  
 Associate in Arts—Political Science  
 Associate in Arts—Psychology  
 Associate in Arts—Sociology  
 Associate in Science—Business Administration  
 Associate in Science—Criminal Justice  
 Associate in Science—Education  
 Associate in Science—Human Services (Social Science)  
 Associate in Science—Nursing

In addition to these, all core curriculum course required in each of the 34 college parallel (transfer) programs at Abraham Baldwin are offered through the evening program. Also, because of a unique agreement with senior colleges of the University System in this area, ABAC offers cooperative programs leading to four-year and graduate degrees in business, education, and nursing.

### THE ENROLLMENT PROCESS

All evening and off-campus degree programs are administered as integral parts of the college as a whole. Admissions procedures are no different than those that apply to regular, full-time day students. The enrollment process is summarized below:

1. An admissions application form must be completed and returned with a non-refundable application fee of \$5 to the Admissions Office. These forms are found in the back of the ABAC catalog or one will be sent by calling (912) 386-3230, or, if the student lives outside of the Tifton dialing area, by calling toll free 1-800-733-3653.
2. A copy of the student's high school transcript or GED certificate must be provided to the Admissions Office.



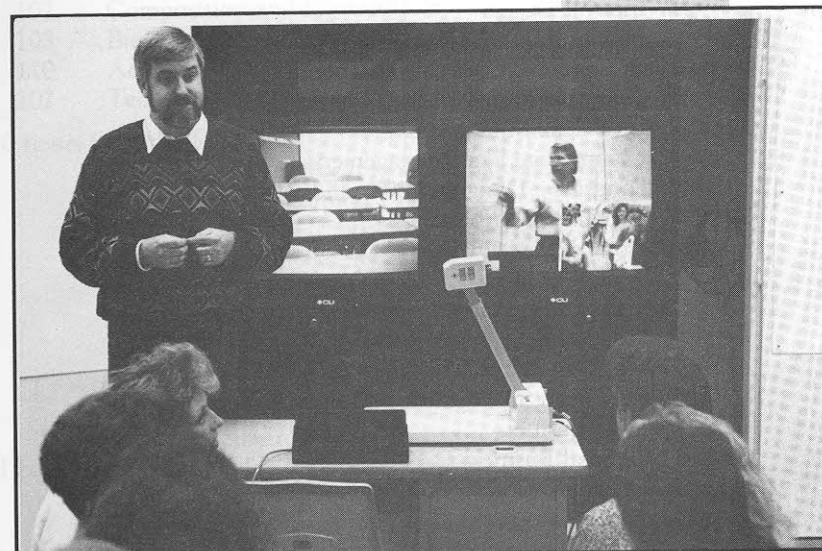
3. A certificate of immunization and a medical history must be provided to the Admissions Office. A form will be provided for this purpose.
4. The Admissions Office must be provided with copies of either the student's Scholastic Aptitude Test Score (SAT) or the American College Test Score (ACT). If the students have taken neither the SAT nor ACT and graduated from high school over five years prior to admission, they are not required to have an SAT or ACT score, but will be required to take the Collegiate Placement Exam (CPE) during a special orientation session for evening students.
5. Students must attend one of the orientation sessions held for evening students prior to the start of their first quarter of enrollment. During orientation, the students will be provided with specific information about the advisement and registration process.

Please note that, if a student has attended Abraham Baldwin in the past, a readmissions application (no charge) must be completed through the Registrar's Office. A readmission form may be obtained by calling the Registrar's Office at (912) 386-3236.

## FINANCIAL AID

Financial aid is available to evening and off-campus students who qualify. Special scholarship opportunities are available for deserving non-traditional, part-time students as well. For specific information on financial aid, contact the Financial Aid Office by calling (912) 386-3235.

## 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. Many courses listed in Career programs are approved for College Parallel programs.

1. The Division of Agriculture and Forest Resources
  - a. Agricultural Management Technology
  - b. Agricultural Marketing Technology
  - c. Agricultural Technology
    1. Plant Science
    2. Animal Science
    3. Livestock Health
  - d. Agricultural Engineering Technology
    1. Agricultural Engineering Technology
    2. Surveying Technology
  - e. Forest Technology
  - f. Wildlife Technology
  - g. Family and Consumer Sciences Technology
    1. Children and Family Services
    2. Interior Design
    3. Fashion Merchandising
  - h. Environmental Horticulture Technology
    1. Golf Turf Management
    2. Golf Club Management
    3. Commercial Turf Management
    4. Landscape Design and Grounds Management
    5. Ornamental Production
    6. Floral Management and Design
2. The Division of Business Administration
  - a. Business Information Technology
    1. Microcomputer Programming
    2. Microcomputer Business Applications
    3. Certificate in Business Information Technology
  - b. General Business
    1. General Business
    2. Concentration in Business
  - c. Management and Marketing
    1. Management and Marketing
    2. Fashion Merchandising
    3. Golf Club Management
    4. Certificate in Management and Marketing
3. The Department of Nursing
  - a. Nursing Education
4. The Division of Social Science
  - a. Criminal Justice
    1. Criminal Justice
    2. Law Enforcement
  - b. Human Services Technology
    1. General
    2. Children and Family Services

## The Division of Agriculture and Forest Resources

### AGRICULTURAL MANAGEMENT TECHNOLOGY

The two year program is designed to prepare students for employment in occupations in agricultural management and mid-management which requires an agricultural college education but not necessarily a senior college degree. One receives a general education core, an agribusiness and business base, plus choices of subjects from which one may design a special purpose major. Upon completion of graduation requirements, graduates are awarded an Associate in Applied Science degree in Agricultural Management.

Courses		Freshman Year	Hours
CIS	100	Introduction to Business Information Systems.....	5
AEC	150	Farm Organization and Management .....	5
AEC	258	Agricultural Economics.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or .....	5
BBA	108	Business Communication .....	5
BBA	110	Accounting I.....	5
MAT	102	Technical Mathematics.....	5

Select 10 hours from the following:

AEN	110	Farm Machinery and Equipment .....	5
AEN	120	Agricultural Power I.....	5
AEN	207	Metal Technology .....	5
AEN	220	Drainage, Irrigation and Erosion Control.....	5
AEN	280	Farm Electrification.....	5
AGY	110	Forage Crops and Pastures .....	5
AGP	125	Fundamentals of Plant Protection .....	5
AGY	230	Field Crop Production.....	5
AHY		Elective .....	5
FOR	294	Farm Forestry.....	5

Physical Education as required

TOTAL 45

Courses		Sophomore Year	Hours
SPC	108	Fundamentals of Speech.....	5
HIS	251	United States History I .....	5
POL	201	American Government .....	5
AGR	206*	Internship .....	*15
AEC	260	Agricultural Marketing.....	5

Select 10 hours from the following:

MGT 202	Business Organization and Management.....	5
MGT 251	Fundamentals of Management.....	5
MGT 290	Human Resource Management.....	5
BBA 111	Accounting II.....	5
BBA 270	Business Law.....	5
Electives	.....	10

Physical Education as required

TOTAL 55

GRAND TOTAL 100

\*A student must complete 45 hours of course work before taking AGR 206.

## AGRICULTURAL MARKETING TECHNOLOGY

This two year program is designed to prepare students for employment in occupations in agricultural marketing which requires an agricultural college education but not necessarily a senior college degree. One receives a general education core, an agribusiness and business base, plus choices of courses from which one may design a special purpose major. Upon completion of graduation requirements, graduates are awarded an Associate in Applied Science degree in Agricultural Marketing.

Courses	Freshman Year	Hours
CIS 100	Introduction to Business Information Systems.....	5
AEC 150	Farm Organization and Management .....	5
AEC 258	Agricultural Economics.....	5
ENG 101	Composition and Rhetoric.....	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications.....	5
BBA 110	Accounting I.....	5
MAT 102	Technical Mathematics.....	5

Select 10 hours from the following:

AEN 110	Farm Machinery and Equipment .....	5
AEN 120	Principles of Engines .....	5
AEN 207	Metal Technology .....	5
AEN 280	Farm Electrification.....	5
AHY	Elective.....	5
AGY 220	Fertilizer and Soils.....	5
AGP 125	Fundamentals of Plant Protection .....	5
AGY 230	Field Crop Production.....	5
FOR 294	Farm Forestry.....	5

Physical Education as required

TOTAL 45

Courses	Sophomore Year	Hours
SPC 108	Fundamentals of Speech.....	5
HIS 251	United States History I .....	5
POL 201	American Government .....	5
AGR 206*	Internship .....	*15
AEC 260	Agricultural Marketing.....	5

Select 10 hours from the following:

MKT 171	Personal Selling.....	5
MKT 172	Sales Promotion .....	5
BBA 111	Accounting II.....	5
BBA 270	Business Law.....	5
Electives	.....	10

Physical Education as required

TOTAL 55

GRAND TOTAL 100

\*A student must complete 45 hours of course work before taking AGR 206.

## AGRICULTURAL TECHNOLOGY

### Plant Science

The Plant Science curriculum is designed for persons desiring preparation in the crop production sector of agriculture. This training affords the student knowledge of immediate value on the crop-production farm. Students completing this course work will receive the Associate in Applied Science in Agricultural Technology degree.

Courses	Freshman Year	Hours
AEC 150	Farm Organization and Management .....	5
AEN 110	Farm Machinery and Equipment .....	5
AGP 125	Fundamentals of Plant Protection .....	5
ENG 101	Composition and Rhetoric.....	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications.....	5
SPC 108	Fundamentals of Speech.....	5
MAT 102	Technical Mathematics.....	5
AHY 101	Animal Science .....	5
Elective*	.....	5

Physical Education as required

TOTAL 45

Courses	Summer	Hours
AGR 207**	Internship .....	**15



Courses		Sophomore Year	Hours
AGY	220	Fertilizers and Soils.....	5
AGY	230	Field Crop Production.....	5
AGY	110	Forage Crops and Pasture.....	5
AEC	258	Agricultural Economics.....	5
AEN	207	Metal Technology.....	5
AEN	220	Drainage, Irrigation, and Erosion Control.....	5
HIS	251	United States History I.....	5
POL	201	American Government.....	5
Elective*		.....	5
Physical Education as required			

TOTAL 45

GRAND TOTAL 105

\*Elective credit must be outside the Division of Agricultural and Forest Resources.

\*\*A student must complete 45 hours of course work must be completed before taking AGR 207.

### Animal Science

The Animal Science curriculum is designed for persons desiring training in the livestock production sector of agriculture. Emphasis is upon selection, feeding, health, reproduction, and marketing of livestock. Students completing this course work will receive the Associate in Applied Science in Agricultural Technology degree.

Courses		Freshman Year	Hours
AHY	101	Animal Science.....	5
AHY	110	Livestock Evaluation.....	5
AHY	115	Livestock Production.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
HIS	251	United States History I.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
MAT	102	Technical Mathematics.....	5
Physical Education as required			

TOTAL 45

Courses		Summer	Hours
AGR 208*		Internship.....	*15

Courses		Sophomore Year	Hours
AHY	120	Herd Health.....	5
AHY	215	Feeding Farm Animals.....	5

Select 20 hours from the following:

CIS	100	Introduction to Business Information Systems.....	5
CIS	101	Microcomputers.....	2
BBA	100	Introduction to Business.....	5
BBA	270	Business Law.....	5
FCS	293	Family Relations or	
SOC	293	Family Relations.....	5
AHY	203	Elements of Dairying.....	5
AHY	205	Beef Cattle Production.....	5
AHY	210	Swine Production.....	5

Electives in General Agriculture.....15  
Physical Education as required

TOTAL 45

GRAND TOTAL 105

\*A student must complete 45 hours of course work before taking AGR 208.

### Livestock Health

The Livestock Health Technology curriculum is designed for persons desiring training in the livestock management and health sector of agriculture. The courses will emphasize all aspects of dealing with and maintaining healthy, productive livestock. This includes knowing how a healthy animal functions, how to manage them to maintain a good level of health and how to recognize problems when they occur. Students completing this course work will receive the Associate in Applied Science in Agricultural Technology with an option in Livestock Health.

Courses		Freshman Year	Hours
AHY	101	Animal Science.....	5
AHY	110	Livestock Evaluation.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
HIS	251	United States History I.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
MAT	102	Technical Mathematics.....	5
Elective		.....	5
Physical Education as required			

TOTAL 45

Courses		Summer	Hours
AGR	209*	Internship.....	*15

Courses		Sophomore Year	Hours
PSY	101	Introduction to Psychology or	
FCS	293	Family Relations or	
SOC	293	Family Relations .....	5
AHY	120	Herd Health.....	5

Select 10 hours from the following:

AGY	110	Forage Crops.....	5
AEC	258	Agricultural Economics.....	5
ABA	211	Microcomputer Spreadsheet Applications .....	5
BBA	270	Business Law .....	5

Select 25 hours from the following:

AHY	115	Livestock Production .....	5
AHY	203	Elements of Dairying.....	5
AHY	205	Beef Cattle Production.....	5
AHY	210	Swine Production .....	5
AHY	215	Feeding Farm Animals .....	5
AHY	220	Horse Production .....	5
AHY	225	Reproduction of Livestock .....	5

Physical Education as required

TOTAL 45

GRAND TOTAL 105

\*A student must complete 45 hours of course work before taking AGR 209.

## AGRICULTURAL ENGINEERING TECHNOLOGY

The Agricultural Engineering Technology Program is designed to train students in the repair, service, operation, and marketing of equipment used in agricultural production, industrial applications, and turfgrass management.

### Academic Rules and Regulations

A grade of less than C indicates a level of knowledge that is unacceptable in a professional field. Students are required to maintain a C or better in all AEN courses.

### Agricultural Engineering Technology

This program of study is intended to provide young men and women with the training needed for entry level positions in both the agricultural and industrial equipment areas. These students have also received sufficient courses in the general education area to allow them to rise to middle management level positions. Typical employment opportunities include parts manager, service manager, or service representative. Upon completion of the program of study, the student is eligible for the Associate in Applied Science in Agricultural Engineering Technology.

Courses		Freshman Year	Hours
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
SPC	108	Fundamentals of Speech.....	5
MAT	102	Technical Mathematics.....	5
HIS	251	United States History I .....	5
POL	201	American Government .....	5
AEN	113	Power Equipment .....	5
AEN	120	Principles of Engines .....	5
AEN	207	Metal Technology .....	5
Physical Education as required			TOTAL 45

Courses		Summer	Hours
AEN	269*	Internship .....	*15

Courses		Sophomore Year	Hours
AEN	213	Principles of Hydraulics.....	5
AEN	280	Farm Electrification .....	5
AEC	258	Agricultural Economics or	
ECN	106	Micro-Economics.....	5
CIS	100	Introduction to Business Information Systems.....	5
BBA	100	Introduction to Business.....	5
Elective .....			5

Depending on a student's particular interest s/he will choose one of the following groups of electives:

AEC	150	Farm Organization and Management .....	5
AGY	201	Plant Science.....	5
AGP	125	Fundamentals of Plant Protection .....	5
or			
FOR	120	Forest Ecology.....	5
FOR	190	Natural Resource Conservation.....	5
FOR	192	Forest Wildlife Management .....	5
or			
AEN	210	Surveying.....	5
AEN	220	Drainage, Irrigation and Erosion Control .....	5
HOR	215	Landscape Design .....	5
or			
AHY	101	Introduction to Animal Science.....	5
AHY	110	Livestock Evaluation and Selection .....	5
AHY	115	Livestock Production .....	5-15

Physical Education as required

TOTAL 45

GRAND TOTAL 105

\*A student must complete 45 hours of course work before taking AEN 269.

## Surveying Technology

This program of study is intended to provide students with the training needed for entry level positions with land surveying companies. The students will have received sufficient course work to enable them to operate the instruments in use today. The students will also have received training in computer aided drafting as used in modern surveying firms. Upon completion of the program of study, the student is eligible for the Associate in Applied Science in Agricultural Engineering Technology.

Courses	Freshman Year	Hours
AEN 109	Engineering Graphics .....	5
AEN 113	Power Equipment .....	5
AEN 210	Surveying .....	5
ENG 101	Composition and Rhetoric .....	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications .....	5
SPC 108	Fundamentals of Speech .....	5
MAT 102	Technical Mathematics .....	5
HIS 251	United States History I .....	5
POL 201	American Government .....	5
Physical Education as required		
TOTAL		45

Courses	Summer	Hours
AEN 208	Construction Surveys .....	5
AEN 209	Surveying CAD .....	5
AEN 211	Advanced Surveying .....	5
TOTAL		15

Courses	Sophomore Year	Hours
AEC 258	Agricultural Economics or	
ECN 105	Macro-Economics .....	5
AEN 106	Engineering Problems .....	5
AEN 207	Metal Technology .....	5
AEN 220	Drainage, Irrigation, and Erosion Control .....	5
AEN 280	Farm Electrification .....	5
BBA 270	Business Law .....	5
CIS 100	Introduction to Business Information Systems .....	5
Electives	.....	10
Physical Education as required		
TOTAL		45

GRAND TOTAL 105

## FOREST TECHNOLOGY

The objective of this major is to train students in the basic concepts and practical techniques of forestry. It is intended that graduates will function in a supporting capacity to professional foresters in private, state and federal organizations.

To receive the Associate of Applied Science degree in Forestry, a student must complete the following courses. A grade of C or better is required in ENG 101, MAT 102, and all courses with an FOR prefix.

Courses	Freshman Year	Hours
ENG 101	Composition and Rhetoric .....	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications .....	5
MAT 102	Technical Mathematics .....	5
AEN 113	Power Equipment .....	5
BBA 100	Introduction to Business or	
BBA 270	Business Law .....	5
FOR 140	Forest Measurements I .....	3
FOR 145	Introduction to Mapping .....	2
FOR 150	Forest Soils .....	2
FOR 155	Microcomputers in Forest Resources .....	3
FOR 160	Forest Surveying .....	5
FOR 190	Natural Resource Conservation .....	5
Physical Education as required		
TOTAL		45

Courses	Sophomore Year	Hours
HIS 251	United States History I .....	5
POL 201	American Government .....	5
SPC 108	Fundamentals of Speech .....	5
FOR 170	Dendrology .....	5
FOR 200	Aerial Photography and Mapping .....	5
FOR 275	Principles of Supervision .....	2
Physical Education as required		

Sophomore Spring Quarter		
FOR 240	Forest Measurements II .....	7
FOR 246	Forest Safety .....	1
FOR 250	Forest Ecology .....	5
FOR 265	Silviculture .....	5



*Sophomore Summer Quarter*

FOR	210	Forest Industries.....	3
FOR	220	Forest Harvesting.....	3
FOR	230	Forest Protection.....	3
FOR	270	Forestry Seminar.....	1
FOR	280	Timber Management.....	6
TOTAL			61

GRAND TOTAL 106

NOTE: Courses in spring and summer quarters of the second year are taken together as a unit. Wildlife Technology students who desire to continue on for the Forest Technology degree should not take FOR 265 during the winter quarter as it will be taken as a part of the spring quarter block of forestry courses.

**WILDLIFE TECHNOLOGY**

The objective of this major is to train students in the basic concepts and 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. To receive the Associate in Applied Science degree in Wildlife Technology, a student must complete the following courses. A grade of C or better is required in ENG 101, MAT 102, and all courses with an FOR prefix.

Courses		<i>Freshman Year</i>	<i>Hours</i>
AEN	113	Power Equipment.....	5
ENG	101	Composition and Rhetoric.....	5
MAT	102	Technical Mathematics.....	5
FOR	130	Herbaceous Vegetation.....	2
FOR	140	Forest Measurements I.....	3
FOR	145	Introduction to Mapping.....	2
FOR	160	Forest Surveying.....	5
FOR	170	Dendrology.....	5
FOR	190	Natural Resource Conservation.....	5
FOR	192	Forest Wildlife Management.....	5
BIO	107	Principles of Biology.....	5
Physical Education as required			
TOTAL			47

Courses		<i>Summer</i>	<i>Hours</i>
FOR	246	Forest Safety.....	1
FOR	260	Conservation Law Enforcement.....	5
FOR	261	Forest Game Management.....	5
FOR	262	Aquatic Resource Management.....	5
TOTAL			16

*Courses**Sophomore Year**Hours*

FOR	135	Nongame Wildlife.....	2
FOR	150	Forest Soils.....	2
FOR	155	Microcomputers in Forest Resources.....	3
FOR	263	Advanced Wildlife Technology.....	5
FOR	264	Wildlife Seminar.....	1
FOR	265	Silviculture.....	5
FOR	275	Principles of Supervision.....	2
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
BIO	108	Principles of Biology II.....	5
CRJ	155	Criminal Evidence and Procedures or	
CRJ	200	Criminal Law I.....	5
SPC	108	Fundamentals of Speech.....	5
HIS	251	United States History I.....	5
POL	201	American Government.....	5
Physical Education as required			

TOTAL 50

GRAND TOTAL 113

**FAMILY AND CONSUMER SCIENCES TECHNOLOGY**

The two year Family and Consumer Sciences program offers three programs of study. They are designed to prepare students for employment in Family and Consumer Sciences related occupations. Upon completion of the student's selected option, the student is eligible to receive the Associate in Applied Science in Home Economics Technology Degree.

**Children and Family Services**

This curriculum is appropriate for persons wishing to prepare for work with young children in public nursery schools, day care centers, child serving agencies, nanny positions, children's clinics and hospitals, and agencies dealing with family adjustment.

Courses			Hours
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
SPC	108	Fundamentals of Speech.....	5
MAT	102	Technical Mathematics or	
MAT	105	Basic Ideas of Mathematics or	
MAT	110	College Algebra.....	5
PSY	101	Introduction to Psychology .....	5
SOC	105	Introduction to Sociology .....	5
FCS	103	Child Care .....	5
FCS	151	Wellness Nutrition .....	5
FCS	211	Group Care of Young Children .....	5

CIS	100	Introduction to Business Information Systems .....	5
HIS	251	United States History I .....	5
POL	201	American Government .....	5
PSY	221	Human Growth and Development or	
SOC	295	Behavioral Science Laboratory in Field Work .....	5
FCS	293	Family Relations or	
SOC	293	Family Relations .....	5
FCS	206	Internship .....	5

Physical Education as required

Select 25 hours from the following:

BBA	100	Introduction to Business .....	5
EDU	204	Introduction to Education .....	5
FCS	212	Nursery School and Day Care Management .....	5
FCS	220	Personal and Family Finance .....	5
FCS	225	Professional Development .....	5
FCS	115	Foods .....	5
PSY	201	Social and Personnel Disorganization .....	5
SOC	115	Human Services and Social Policy .....	5
SOC	260	Social Problems .....	5

GRAND TOTAL 100

### Interior Design

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.

Courses		Freshman Year	Hours
FCS	100	Home Economics Career Exploration .....	1
SPC	108	Fundamentals of Speech .....	5
ENG	101	Composition and Rhetoric .....	5
MAT	102	Technical Mathematics .....	5
FCS	215	Housing .....	5
FCS	161	Household Equipment .....	5
FCS	225	Professional Development .....	5
ART	120	Art Structure or	
ART	130	Art Structure .....	5
HIS	251	United States History I .....	5
POL	201	American Government .....	5
FCS	293	Family Relations .....	5

Physical Education as required

TOTAL 51

Courses		Sophomore Year	Hours
FCS	220	Personal and Family Finance .....	5
FCS	224	Textiles .....	5
FCS	275	Home Furnishings .....	5
FCS	279	Special Problems in Home Furnishings .....	5
FCS	290	Interior Environment .....	5
HOR	218	Interior Plantscapes .....	5
HOR	211	Floral Design .....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications .....	5
FCS	120	Clothing .....	5
FCS	206	Internship .....	5
PSY	101	Introduction to Psychology or	
SOC	105	Introduction to Sociology .....	5
Physical Education as required			

TOTAL 55

GRAND TOTAL 106

### Fashion Merchandising

This option consists of organized subject matter and learning experience related to the variety of sales, fashion coordination, and sales-supporting tasks performed by marketing 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.

Courses		Freshman Year	Hours
ENG	101	Composition and Rhetoric .....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications .....	5
FCS	225	Professional Development .....	5
FCS	120	Clothing .....	5
HIS	251	United States History I .....	5
MKT	171	Personal Selling .....	5
MKT	172	Sales Promotion .....	5
MKT	205	Studies in Distribution .....	5
POL	201	American Government .....	5
PSY	101	Introduction to Psychology or	
SOC	105	Introduction to Sociology .....	5
Physical Education as required			

TOTAL 50

Courses		Sophomore Year	Hours
BBA	110	Principles of Accounting.....	5
MKT	201	Principles of Marketing.....	5
MGT	202	Small Business Management.....	5
MGT	290	Human Resource Management.....	5
FCS	101	Basic Fashions.....	5
FCS	214	Clothing Selection.....	5
FCS	224	Textiles.....	5
FCS	275	Home Furnishings.....	5
MAT	105	Basic Ideas of Mathematics or	
MAT	110	College Algebra.....	5
SPC	108	Fundamentals of Speech.....	5

Select 5 hours from the following:

ART	130	Art Structure.....	5
BBA	100	Introduction to Business.....	5
CIS	100	Introduction to Business Information Systems.....	5
CWE	101	Cooperative Work Experience.....	5
ECN	105	Macro-Economics.....	5
ABA	100	Keyboarding and Document Formatting.....	5
FCS	293	Family Relations or	
SOC	293	Family Relations.....	5

Physical Education as required

TOTAL 55

GRAND TOTAL 105

## ENVIRONMENTAL HORTICULTURE TECHNOLOGY

Golf Turf Management	Landscape Design and Grounds Management
Golf Club Management	Ornamental Production
Commercial Turf Management	Floral Management and Design

Environmental Horticulture Technology offers training in these specialized areas for men and women. As highly skilled technicians and supervisory personnel, graduates obtain employment in one of these highly specialized ornamental and environmental industries. This program provides the individual with a detailed understanding of the technical requirements of the industry and helps the student develop the skills needed as commercial environmental horticulturalists. Also, the program allows students the opportunity to further develop critical thinking and problem solving skills needed in the work place. Students trained in this program will find employment with golf courses, commercial properties, contract maintenance, garden centers, floral shops, athletic and recreational areas, production and retail nurseries, schools, colleges, lawn maintenance and landscape companies, and related horticultural and agronomic service and/or production careers. The Golf Club Management option prepares students to become assistant clubhouse managers at golf courses.

To be eligible to receive the Associate of Applied Science degree in Environmental Horticulture, each student must complete the required courses of one specific management area. A grade of C or better is required in ENG 101, MAT 102 and all classes with AEN, AGP, AGY and HOR prefixes.

Many students earn at least two of the above degrees to better prepare them for the work force and improve their employability. The program is a mix of traditional and nontraditional students. Many nontraditional students enter the program with a previous degree and complete the technical classes within a year. Students lacking sufficient job training are encouraged to participate in a minimum of two internship (on the job training) programs. Also students are encouraged to become a student member of the state and/or national professional trade organization (i.e., Golf Course Superintendents Association of America, Georgia Golf Course Superintendents Association, Professional Lawn Care Association of America, Club Managers Association of America, American Association of Nurserymen, Southern Nurserymen Association, Georgia Green Industry Association, etc.) as applicable to their chosen major. Scholarships are available to specific majors from industry and professional organizations.



## Golf Turf Management

Courses		Freshman Year	Hours
BBA	110	Principles of Accounting I or	
MGT	290	Personnel Management.....	5
CIS	100	Introduction to Business Information Systems.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
HIS	251	United States History I.....	5
MAT	102	Technical Mathematics.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
HOR	270	Woody Ornamental Plant Identification.....	5
Physical Education as required			
			TOTAL 45

Courses		Sophomore Year	Hours
AEN	114	Turfgrass Equipment or	
AEN	220	Drainage, Irrigation and Erosion Control or	
AGP	125	Plant Pest Control or	
AGY	220	Soils and Fertilizers.....	15
HOR	230*	Internship.....	*15
HOR	231	Turfgrass Science and Technology.....	5
HOR	232	Turf Pest Management.....	5
HOR	233	Golf Course Design and Management.....	5

Select 15 hours from the following with advisor approval:

- HOR 201 Principles of Horticulture or
- HOR 202 Grounds Maintenance Equipment or
- HOR 208 Special Problems in Turfgrass or
- HOR 215 Landscape Design or
- HOR 235 Computerized Grounds Maintenance or
- HOR 236 Environmental Issues or
- HOR 239 Grounds Irrigation Systems or
- HOR 241 Grounds Management or
- HOR 243 Urban Tree Maintenance or
- MGT 271 Golf Club Operations.....15

Physical Education as required

TOTAL 60

GRAND TOTAL 105

\*A student must complete 45 hours of course work and receive advisor approval before taking HOR 230. HOR 250 is available for students lacking in experience and needing a second internship.

## Golf Club Management

This option consists of a combination of basic business, turfgrass management, golf club management and general education courses designed to prepare a graduate to enter a golf club as an assistant manager or other entry level management training position. The internship must offer extensive training experiences needed to prepare a graduate for entry level management positions. Students who complete this curriculum will receive an **Associate of Applied Science in Golf Club Management** degree.

Courses		Freshman Year	Hours
BBA	110	Principles of Accounting I.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
FCS	225	Professional Development.....	5
HIS	251	United States History I.....	5
MAT	102	Technical Mathematics.....	5
MGT	271	Golf Club Operations.....	5
MGT	272	Golf Club Management.....	5
MKT	172	Sales Promotion.....	5
Physical Education as required			
			TOTAL 45

Courses		Sophomore Year	Hours
BBA	270	Business Law.....	5
CIS	100	Introduction to Business Information Systems.....	5
HOR	231	Turfgrass Identification.....	5
HOR	233	Golf Course Design and Management.....	5
MGT	251	Fundamentals of Management.....	*15
MGT	270*	Internship.....	5
MGT	273	Special Problems in Golf Club Management.....	5
MGT	290	Human Resource Management.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
Physical Education as required			
			Total 60

GRAND TOTAL 105

\*A student must complete 45 hours of course work and receive advisor approval before taking MGT 270.

**Commercial Turf Management**

Courses		Freshman Year	Hours
BBA	110	Principles of Accounting I or	
MGT	290	Personnel Management.....	5
CIS	100	Introduction to Business Information Systems.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
HIS	251	United States History I.....	5
MAT	102	Technical Mathematics.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
HOR	270	Woody Ornamental Plant Identification.....	5
Physical Education as required			
TOTAL			45

Courses		Sophomore Year	Hours
AEN	114	Turfgrass Equipment or	
AEN	220	Drainage, Irrigation and Erosion Control or	
AGP	125	Plant Pest Control or	
AGY	220	Soils and Fertilizers.....	15
HOR	230*	Internship.....	*15
HOR	231	Turfgrass Science and Technology.....	5
HOR	232	Turf Pest Management.....	5
HOR	234	Commercial Turf Management.....	5

Select 15 hours from the following with advisor approval:

- HOR 201 Principles of Horticulture or
- HOR 202 Grounds Maintenance Equipment or
- HOR 208 Special Problems in Turfgrass or
- HOR 215 Landscape Design or
- HOR 235 Computerized Grounds Maintenance or
- HOR 236 Environmental Issues or
- HOR 239 Grounds Irrigation Systems or
- HOR 241 Grounds Management or
- HOR 243 Urban Tree Maintenance.....15

Physical Education as required

TOTAL 60

GRAND TOTAL 105

\*A student must complete 45 hours of course work and receive advisor approval before taking HOR 230. HOR 250 is available to students lacking in experience and needing a second internship.

**Landscape Design and Grounds Management**

Courses		Freshman Year	Hours
BBA	110	Principles of Accounting I or	5
MGT	290	Personnel Management.....	5
CIS	100	Introduction to Business Information Systems.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
HIS	251	United States History I.....	5
MAT	102	Technical Mathematics.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
HOR	270	Woody Ornamental Plant Identification.....	5
Physical Education as required			
TOTAL			45

Courses		Sophomore Year	Hours
AEN	210	Surveying or	
AEN	220	Drainage, Irrigation and Erosion Control or	
AGP	125	Plant Pest Control or	15
AGY	220	Soils and Fertilizers.....	5
HOR	215	Landscape Design.....	*15
HOR	240*	Internship.....	5
HOR	241	Grounds Management.....	5
HOR	242	Landscape Contracting.....	5

Select 15 hours from the following with advisor approval:

- HOR 201 Principles of Horticulture or
- HOR 202 Grounds Maintenance Equipment or
- HOR 207 Special Problems in Landscaping or
- HOR 216 Computerized Landscape Design or
- HOR 218 Interior Plantscapes or
- HOR 231 Turfgrass Science and Technology or
- HOR 235 Computerized Grounds Maintenance or
- HOR 239 Grounds Irrigation Systems or
- HOR 243 Urban Tree Maintenance or
- HOR 251 Garden Center/Floral Management or
- HOR 271 Herbaceous Ornamental Plant Identification.....15

Physical Education as required

TOTAL 65

GRAND TOTAL 105

\*A student must complete 45 hours of course work and receive advisor approval before taking HOR 240. HOR 250 is available to students lacking in experience and needing a second internship.

**Ornamental Production**

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
BBA	110	Principles of Accounting I or	
MGT	290	Personnel Management.....	5
CIS	100	Introduction to Business Information Systems.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
HIS	251	United States History I.....	5
MAT	102	Technical Mathematics.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
HOR	270	Woody Ornamental Plant Identification.....	5
Physical Education as required			
<b>TOTAL</b>			<b>45</b>

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
AGP	125	Plant Pest Control.....	5
AGY	220	Soils and Fertilizers.....	5
HOR	201	Principles of Horticulture.....	5
HOR	220*	Internship.....	15
HOR	222	Bedding Plant Production.....	5
HOR	245	Plant Propagation.....	5

Select 20 hours from the following with advisor approval:

- HOR 206 Special Problems in Production or
- HOR 218 Interior Landscapes or
- HOR 221 Greenhouse Operations and Management or
- HOR 223 Floriculture or
- HOR 239 Grounds Irrigation Systems or
- HOR 251 Garden Center/Floral Management or
- HOR 261 Nursery Crop Production or
- HOR 271 Herbaceous Ornamental Plant Identification.....20

Physical Education as required

**TOTAL 60**

**GRAND TOTAL 105**

\*A student must complete 45 hours of course work and receive advisor approval before taking HOR 220. HOR 250 is available to students lacking in experience and needing a second internship.

**Floral Management and Design**

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
BBA	110	Principles of Accounting I or	5
MGT	290	Personnel Management.....	5
CIS	100	Introduction to Business Information Systems.....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	5
BBA	108	Business Communications.....	5
FCS	225	Professional Development.....	5
HIS	251	United States History I.....	5
MAT	102	Technical Mathematics.....	5
MGT	251	Fundamentals of Management.....	5
MKT	172	Sales Promotion.....	5
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5
Physical Education as required			
<b>TOTAL</b>			<b>55</b>

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
HOR	210*	Internship.....	*15
HOR	211	Floral Design.....	5
HOR	218	Interior Landscapes.....	5
HOR	251	Garden Center/Floral Management.....	5
HOR	270	Woody Ornamental Plant Identification.....	5

Select 15 hours from the following with advisor approval:

- HOR 201 Principles of Horticulture or
- HOR 205 Special Problems in Floral Management or
- HOR 221 Greenhouse Operations and Management or
- HOR 222 Bedding Plant Production or
- HOR 223 Floriculture or
- HOR 245 Plant Propagation or
- HOR 271 Herbaceous Ornamental Plant Identification.....15

Physical Education as required

**TOTAL 60**

**GRAND TOTAL 105**

\*A student must complete 45 hours of course work and receive advisor approval before taking HOR 210. HOR 250 is available to student lacking in experience and needing a second internship.



## The Division of Business Administration

### BUSINESS INFORMATION TECHNOLOGY

#### Microcomputer Programming

This program is designed to offer the student a concentrated program in using microcomputers to perform business applications and in programming and operating microcomputers. The employment demand has greatly increased for persons who specifically have knowledge of microcomputer applications which include operating systems, mini and mainframe operations, and programming. Students majoring in this option may choose from a number of electives, emphasizing various programming languages, depending on each student's own employment intentions. All students majoring in this option are required to earn a grade of C or better in all CIS, CSC, ABA, and MAT courses. Students completing this course work will receive the Associate in Applied Science in Business Information Technology degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 100	Keyboarding and Document Formatting .....	5
ABA 211	Microcomputer Spreadsheet Applications.....	5
BBA 110	Principles of Accounting I .....	5
CIS 100	Introduction to Business Information Systems .....	5
CIS 200	Microcomputer Office Automation .....	5
ENG 101	Composition and Rhetoric .....	5
HIS 251	United States History I .....	5
PSY 101	Introduction to Psychology or	
SOC 105	Introduction to Sociology .....	5
Physical Education as required		
<b>TOTAL</b>		<b>40</b>

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
CIS 105	Introduction to Microcomputer Operating Systems .....	5
CIS 120	Introduction to Microcomputer Programming .....	5
CIS 224	Database Management .....	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications.....	5
MAT 110	College Algebra.....	5
MAT 200	Statistics or	
MAT 203	Calculus for Management .....	5
POL 201	American Government .....	5
SPC 108	Fundamentals of Speech.....	5

Select 15 hours from the following:

CIS 222	COBOL .....	5
CIS 228	RPG II .....	5
CIS 230	"C" Programming Language.....	5
CSC 140	Principles of Programming I.....	5
CSC 141	Principles of Programming II .....	5
CSC 142	File Processing .....	5

Physical Education as required

**TOTAL 55**

**GRAND TOTAL 95**

#### Microcomputer Business Applications

This program is designed to prepare students as microcomputer operators in today's automated offices. Emphasis is placed on software applications and business courses that provide extensive computer application skills in areas such as electronic spreadsheets, word processing, desktop publishing and database management. Students majoring in this option may also select electives which will tailor the program toward their individual needs. All students majoring in this option are required to earn a grade of C or better in all CIS, CSC, ABA, and MAT courses. Students completing this course work will receive the Associate in Applied Science in Business Information Technology degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 100	Keyboarding and Document Formatting .....	5
ABA 200	Automated Accounting .....	2
ABA 211	Microcomputer Spreadsheet Applications.....	5
ABA 220	Word Processing Using WordPerfect.....	5
BBA 110	Principles of Accounting I .....	5
CIS 100	Introduction to Business Information Systems .....	5
CIS 105	Introduction to Microcomputer Operating Systems .....	5
ENG 101	Composition and Rhetoric.....	5
MAT 105	Basic Ideas of Mathematics or	
MAT 110	College Algebra.....	5
PSY 101	Introduction to Psychology or	
SOC 105	Introduction to Sociology .....	5
Physical Education as required		
<b>TOTAL</b>		<b>47</b>

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
ENG 102	Composition and Literature or	
BBA 108	Business Communications.....	5
CIS 200	Microcomputer Office Automation .....	5
CIS 224	Database Management .....	5
HIS 251	United States History I .....	5
MGT 290	Human Resource Management .....	5
POL 201	American Government .....	5
SPC 108	Fundamentals of Speech.....	5

Select 15 hours from the following:

ABA	205	Business Problems.....	5
ABA	230	Income Tax .....	5
BBA	111	Principles of Accounting II.....	5
BBA	270	Business Law.....	5
CIS	120	Intro to Microcomputer Programming .....	5
ECN	105	Macro-Economics.....	5
ECN	106	Micro-Economics .....	5

Physical Education as required

TOTAL 50

GRAND TOTAL 97

### Certificate in Business Information Technology

Successful completion of this program enables the student to gain employment in a business which uses microcomputers to perform its business operations in such positions as a data entry operator, word processing operator or microcomputer operator. Graduates can expect to find employment in business, industry, civil service or state merit positions. All students majoring in this option are required to earn a grade of C or better in all CIS and ABA courses. Students completing this course of study will receive the Certificate in Business Information Technology.

Courses		Hours
ABA	100	Keyboarding and Document Formatting .....5
ABA	200	Automated Accounting .....2
ABA	211	Microcomputer Spreadsheet Applications.....5
ABA	220	Word Processing Using WordPerfect.....5
BBA	110	Principles of Accounting I .....5
CIS	100	Introduction to Business Information Systems.....5
CIS	105	Introduction to Microcomputer Operating Systems .....5
CIS	200	Microcomputer Office Automation .....5
ENG	101	Composition and Rhetoric.....5
HIS	251	United States History I .....5

Select 10 hours from the following:

CIS	120	Introduction to Microcomputer Programming .....	5
CIS	224	Database Management .....	5
CIS	230	"C" Programming Language.....	5
CSC	140	Principles of Programming I.....	5

Physical Education as required

TOTAL 57

## GENERAL BUSINESS

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. Students who complete this option will receive the Associate in Applied Science in General Business degree.

### General Business

Courses		Freshman Year	Hours
ABA	100	Keyboarding and Document Formatting .....	5
ABA	205	Business Problems.....	5
BBA	110	Principles of Accounting I .....	5
CIS	100	Introduction to Business Information Systems.....	5
ECN	105	Macro-Economics .....	5
ENG	101	Composition and Rhetoric.....	5
HIS	251	United States History I. ....	5
MAT	105	Basic Ideas of Mathematics or	
MAT	110	College Algebra.....	5
POL	201	American Government .....	5
PSY	101	Introduction to Psychology or	
SOC	105	Introduction to Sociology .....	5
Physical Education as required			

TOTAL 50

Courses		Sophomore Year	Hours
ABA	211	Microcomputer Spreadsheet Applications.....	5
ABA	200	Automated Accounting .....	2
ABA	230	Income Tax.....	5
BBA	111	Principles of Accounting II.....	5
BBA	270	Business Law .....	5
ECN	106	Micro-Economics.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
MGT	202	Small Business Management or	
MGT	251	Fundamentals of Management or	
MGT	290	Human Resource Management .....	5
MKT	171	Personal Selling .....	5
SPC	108	Fundamentals of Speech.....	5
Physical Education as required			

TOTAL 47

GRAND TOTAL 97

## CONCENTRATION IN BUSINESS

Students can earn an Associate in Applied Science degree with a Concentration in Business upon the completion of 30 hours of additional credit in business courses beyond that required in another associate degree program. This option is design to provide the student who receives an associate degree in a non-business area from Abraham Baldwin the ability to complete an additional 30 hours of credit in business courses and receive a second associate degree. The content of this 30 hours would be arranged to meet the individual needs and interests of the student. If the degree is from another institution, an additional 15 hours beyond the Concentration in Business will be required to satisfy residency requirements.

## MANAGEMENT AND MARKETING

The Management and Marketing Program at Abraham Baldwin College is a two-year career technical program designed to prepare students for entry-level management and marketing positions or for management or marketing training programs in retail, wholesale, service and manufacturing companies. Students in this program also receive the well-rounded training necessary to initiate and run their own businesses.

There are employment opportunities for marketing and management personnel in every industry. Through formal education on campus, students acquire the knowledge and skills necessary for employment and advancement.

Students who complete the requirements in one of the two-year Management and Marketing program options will be awarded the Associate in Applied Science in Management and Marketing degree.

### Management and Marketing

This option constitutes a well-rounded curriculum of business study with an emphasis on management and marketing skills sufficient to qualify graduates for entry-level positions in management or marketing or admission to management or marketing training programs. The broad-based nature of this option also provides sound basic training in entrepreneurial skills.

Courses	Freshman Year	Hours
BBA 110	Principles of Accounting I .....	5
BBA 270	Business Law .....	5
ENG 101	Composition and Rhetoric .....	5
HIS 251	United States History I .....	5
MAT 105	Basic Ideas of Mathematics or	
MAT 110	College Algebra .....	5
MKT 171	Personal Selling .....	5
MKT 172	Advertising and Sales Promotion .....	5
POL 201	American Government .....	5
PSY 101	Introduction to Psychology or	
SOC 105	Introduction to Sociology .....	5
SPC 108	Fundamentals of Speech .....	5
Physical Education as required		

TOTAL 50

Courses	Sophomore Year	Hours
ABA 230	Income Tax .....	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications .....	5
CIS 100	Introduction to Business Information Systems .....	5
MGT 202	Small Business Management .....	5
MGT 251	Fundamentals of Management .....	5
MGT 290	Human Resource Management .....	5
MKT 201	Principles of Marketing .....	5

Select 10 hours from the following:

ABA 100	Keyboarding and Document Formatting .....	5
ABA 205	Business Problems .....	5
BBA 100	Introduction to Business .....	5
BBA 111	Principles of Accounting II .....	5
CIS 200	Microcomputer Office Automation .....	5
ECN 105	Macro-Economics .....	5

Physical Education as required

TOTAL 45

GRAND TOTAL 95

## Fashion Merchandising

This option consists of organized subject matter and learning experiences related to the variety of sales, fashion coordination, and sales-supporting tasks performed by marketing 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.

Courses	Freshman Year	Hours
CIS 100	Introduction to Business Information Systems .....	5
ENG 101	Composition and Rhetoric .....	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications .....	5
FCS 225	Professional Development .....	5
FCS 120	Clothing .....	5
HIS 251	United States History I .....	5
MKT 171	Personal Selling .....	5
MKT 172	Advertising and Sales Promotion .....	5
POL 201	American Government .....	5
PSY 101	Introduction to Psychology or	
SOC 105	Introduction to Sociology .....	5
Physical Education as required		

TOTAL 50



Courses		Sophomore Year	Hours
BBA	110	Principles of Accounting.....	5
MKT	201	Principles of Marketing .....	5
MGT	202	Small Business Management.....	5
MGT	290	Human Resource Management.....	5
FCS	101	Basic Fashions.....	5
FCS	214	Clothing Selection .....	5
FCS	224	Textiles .....	5
FCS	275	Home Furnishings.....	5
MAT	105	Basic Ideas of Mathematics or	
MAT	110	College Algebra.....	5
SPC	108	Fundamentals of Speech.....	5

Select 5 hours from the following:

ABA	100	Keyboarding and Document Formatting .....	5
ART	130	Art Structure .....	5
BBA	100	Introduction to Business .....	5
CIS	200	Microcomputer Office Automation.....	5
CWE	101	Cooperative Work Experience.....	5
ECN	105	Macro-Economics.....	5
SOC	293	Family Relations.....	5

Physical Education as required

TOTAL 55

GRAND TOTAL 105

### Golf Club Management

This option consists of a combination of basic business, golf club management, turfgrass management and general education courses designed to prepare a graduate to enter a golf club as an Assistant Manager or other entry level management training position. The internship must be completed between the freshman and sophomore years at a location approved by the educational advisor. This location must offer extensive training experiences needed to prepare a graduate for entry level management position. Students who complete this curriculum will receive an Associate in Applied Science in Management and Marketing.

Courses		Freshman Year	Hours
BBA	110	Principles of Accounting I .....	5
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5
FCS	225	Professional Development.....	5
HIS	251	United States History I .....	5
MAT	102	Technical Mathematics.....	5
MGT	271	Golf Club Operations.....	5
MGT	272	Golf Club Management .....	5
MKT	172	Sales Promotion.....	5

Physical Education as required

TOTAL 45

Courses		Sophomore Year	Hours
BBA	270	Business Law .....	5
CIS	100	Introduction to Business Information Systems.....	5
HOR	231	Turfgrass Identification .....	5
HOR	233	Golf Course Design and Management.....	5
MGT	251	Fundamentals of Management .....	5
MGT	270*	Golf Club Internship.....	15
MGT	273	Special Problems in Golf Club Management .....	5
MGT	290	Human Resource Management.....	5
POL	201	American Government .....	5
SPC	108	Fundamentals of Speech.....	5
Physical Education as required			

TOTAL 60

GRAND TOTAL 105

\*A student must complete 45 hours of course work before taking MGT 270.

### Certificate in Management and Marketing

The objective of the certificate option is to give the student the foundation needed for obtaining a sales or service position in a merchandising firm. Cooperative work experience will be required. Students who complete the requirements under this option will receive a Certificate in Management and Marketing.

Courses		Hours
ABA	205	Business Problems.....
ENG	101	Composition and Rhetoric.....
ENG	102	Composition and Literature or
BBA	108	Business Communications.....
BBA	100	Introduction to Business.....
BBA	270	Business Law .....
MGT	202	Small Business Management.....
MKT	171	Personal Selling .....
MKT	172	Advertising and Sales Promotion .....
MKT	201	Principles of Marketing .....
CIS	100	Introduction to Business Information Systems.....
HIS	251	United States History I .....
Physical Education as required		

TOTAL 55

## The Department of Nursing

### ASSOCIATE DEGREE PROGRAM

The Department of Nursing is an integral part of the college and offers educational opportunities to qualified individuals who seek a career in nursing. Students pursue a planned course of study which will help them develop intellectually, emotionally, and socially and which prepares them for nursing practice as a registered nurse (RN).

The nursing program provides a curriculum which assists individuals to give safe, effective nursing care for clients in diverse health care settings. The registered nurse functions as a member of the health care team in the promotion and restoration of optimal health.

Abraham Baldwin College provides an on-campus nursing program and an off-campus evening nursing program in Valdosta, Georgia. In addition, an LPN to RN Career Mobility program is offered on-campus. In recognition of prior nursing knowledge and experience, the LPN to RN Career Mobility program provides the licensed practical nurse with the opportunity for advanced placement. Students successfully completing NUR 103 Transition to Associate Degree Nursing may enroll in the sophomore nursing sequence.

Because of the academically demanding program of study in the nursing curriculum, it is recommended that students who anticipate enrolling in the nursing program complete several required general education courses prior to admission.

The College offers many extra-curricular activities which supplement the academic program and provide leadership and diversional opportunities. Nursing students are encouraged to be active in the Abraham Baldwin College Chapter of the Georgia Association of Nursing Students (GANS) and to participate in other college related activities.

Upon graduation the student receives the Associate in Science in Nursing Degree and is eligible to take the examination for licensure as a registered nurse (RN).

### Objectives of the Program

The graduate of this program:

1. Utilizes the nursing process in diverse settings to meet the physiological and psychosocial need of clients with acute and chronic dysfunctions.
2. Utilizes appropriate communication skills in communicating with clients, their families, and other members of the health care team.
3. Performs nursing skills safely and effectively in meeting individualized client needs.
4. Adheres to legal and ethical standards of nursing practice.

### Admission Regulations

To enter the nursing program, students must be eligible for admission to the College. Admission to the College, however, does not guarantee admission into the nursing program. A separate letter from the Department of Nursing will be sent to the student upon acceptance into the program.

Students are admitted to the nursing sequence of the various nursing programs at the beginning of difference quarters. These quarters are as follows:

- a) On-campus two-year program—fall quarter.
- b) On-campus LPN to RN career mobility program—summer quarter.
- c) Off-campus two-year evening program—spring quarter.

The deadline dates for application to the nursing programs are as follows: a) on-campus two-year program: February 1. b) on-campus LPN to RN Career Mobility program: January 1. c) off-campus two-year program: November 1. Applications received after these dates will be considered only if vacancies remain.

Admission to the nursing program is academically competitive and will be based on academic qualifications. Minimum requirements for consideration for admission are as follows:

1. A minimum composite SAT score of 800 or a composite ACT score of 18-19 or a 2.3 college cumulative academic grade point average on a minimum of 30 quarter hours of general education courses to include BIO 211 and BIO 212. Courses must be applicable to the nursing curriculum.
2. Students who are not required to take the SAT or ACT by the College (students who have been out of high school for five years or more) may elect to take one of these tests in an effort to achieve the minimum score required for nursing or may elect to take the 30 quarter hours as described above.
3. Students with a baccalaureate (BS) degree or a higher degree from a regionally accredited college or university will be eligible for admission without meeting the requirements stated in #1 and #2 above.
4. Students must achieve the minimal scores required to exempt developmental studies. If scores are not met, all developmental courses must be successfully completed before the student is eligible for admission into the nursing program.
5. Candidates for the LPN to RN Career Mobility program must meet all of the above admission requirements plus the following additional requirements:
  - a. Hold current LPN licensure in the state of Georgia.
  - b. Have completed a minimum of 41 hours of general education courses including: BIO 211, BIO 212, MAT 104 and PSY 101.
  - c. Have successfully passed the NLN Nursing Mobility Profile I Examination. The score on this examination will be valid for two years.
6. Students applying for admission to the nursing program will be required to adhere to the admission regulations of the nursing program as stated in the College Catalog in effect at the time of admission.

### Academic Regulations

1. Licensed practical nurses may obtain credit for NUR 100 Fundamentals of Nursing by achieving a minimum score of 75 (C) on a challenge examination. This examination must be taken prior to the beginning of NUR 100 in the fall quarter (on-campus program) and prior to the beginning of NUR 100 in the spring quarter (off-campus program).
2. Licensed practical nurses may obtain credit for NUR 100 Fundamentals of Nursing and NUR 101 Medical-Surgical Nursing I by successfully completing NUR 103 Transition to Associate Degree Nursing with a minimum course grade of 75 (C).

3. Students must achieve a minimum theory grade of 75 (C) and a satisfactory grade in the clinical and nursing skills laboratories in each nursing course in order to proceed in the nursing sequence.
4. Students must attain a grade of C or higher in the following general education courses: BIO 211, BIO 212, BIO 250, MAT 104, PSY 101, PSY 221 and SOC 105.
5. Students must score a grade of 85 or higher on the Pharmacology Examination given in NUR 101 and NUR 201. If the student is unsuccessful on the first attempt in the course the student will be allowed a second attempt after remediation. If unsuccessful on the second examination, the student may withdraw from the nursing course without penalty. If the student elects to continue in the course, s/he will receive a failing grade at the end of the quarter.
6. Students are required to take a National League for Nursing (NLN) Test in NUR 102, NUR 201 and NUR 202.
7. Students who have been unsuccessful in the nursing program and wish to be readmitted must apply to the Department of Nursing for readmission three (3) months before the anticipated return to the nursing sequence and must have a minimum cumulative academic grade point average of 2.3. Individual readmission will be based on academic qualifications and availability of space.
8. The two year nursing sequence must be completed within four years from the beginning of the quarter in which NUR 100, Fundamentals of Nursing, is successfully completed. The LPN to RN Career Mobility program must be completed within three years from the beginning of the quarter in which NUR 103, Transition to Associate Degree Nursing, is successfully completed.
9. A student may repeat any given nursing course only once and may repeat a total of only two nursing courses during the completion of the two-year nursing sequence.
10. Students applying for readmission to the nursing program will be required to adhere to the readmission and academic regulations of the nursing program as stated in the College Catalog in effect at the time of readmission.
11. Students must maintain current American Heart Association Basic Cardiac Life Support (BCLS) certification and current malpractice insurance while enrolled in the nursing program. Proof of BCLS certification and malpractice insurance must be provided to the Department of Nursing office.
12. Students will be required to adhere to the Hepatitis B and HIV-AIDS policies as stated in the Department of Nursing Policy and Procedure Manual for Nursing students.
13. Students must adhere to the policies and procedures as outlined in the Department of Nursing Policy and Procedure Manual for Nursing students.

### Cost of the Program

College fees are itemized in the section in the College Catalog in the section on Expenses and Fees. Scholarships and loans are available to nursing students and are described in the College Catalog in the section on Financial Aid. In addition to the fees applicable to all students in the College, approximate costs for nursing students include the following:

1. Textbooks: \$400 for the first nursing course and \$150 or less for each subsequent nursing course.
2. Uniforms and Accessories—\$150
3. National League for Nursing Tests—\$24
4. Malpractice Insurance—\$20 per year
5. Transportation to clinical agencies (Tifton and surrounding areas) must be arranged by each student
6. Membership in the Abraham Baldwin College Chapter of the Georgia Association of Nursing Students (GANS)-optional: \$35 per year
7. Graduate Nurse Pin (optional): \$50-120 depending upon selection
8. Hepatitis B vaccine (optional): \$90-150

### Curriculum for LPN to RN Career Mobility Program

This program is available for licensed practical nurses. It begins in the summer quarter of each year and is taught in Tifton during regular class hours.

Courses		Fall Quarter	Hours
BIO	211	Human Anatomy and Physiology.....	5
MAT	104	Mathematics for Health Professions.....	3
ENG	101	Composition and Rhetoric.....	5
CHM	105	Chemistry for the Health Sciences.....	3

Courses		Winter Quarter	Hours
BIO	212	Human Anatomy and Physiology.....	5
PSY	101	Introduction to Psychology.....	5
ENG	102	Composition and Literature or	
BBA	108	Business Communications.....	5

Courses		Spring Quarter	Hours
BIO	250	Principles of Microbiology.....	5
SPC	108	Fundamentals of Speech.....	5

Courses		Summer Quarter	Hours
NUR	103	Transition to Associate Degree Nursing.....	10
SOC	105	Introduction to Sociology.....	5

Courses		Fall Quarter	Hours
NUR	201	Medical-Surgical Nursing II.....	10
PSY	221	Human Growth and Development.....	5

Courses		Winter Quarter	Hours
NUR	202	Maternal-Child Nursing.....	10
HIS	251	U. S. History I.....	5



Courses		Spring Quarter	Hours
NUR	204	Advanced Nursing.....	12
POL	201	American Government .....	5
TOTAL			103

Students must meet physical education requirements as stated in the college catalog in the Physical Education Requirements section.

### Curriculum for On-Campus Nursing Program

This program begins in the fall quarter of each year and is taught in Tifton during regular class hours.

#### Freshman Year

Courses		Fall Quarter	Hours
NUR	100	Fundamentals of Nursing .....	7
BIO	211	Human Anatomy and Physiology .....	5
MAT	104	Mathematics for Health Professions .....	3
CHM	105	Chemistry for the Health Sciences .....	3

Courses		Winter Quarter	Hours
NUR	101	Medical-Surgical Nursing .....	7
BIO	212	Human Anatomy and Physiology .....	5
PSY	101	Introduction to Psychology .....	5

Courses		Spring Quarter	Hours
NUR	102	Psychiatric Nursing I .....	7
BIO	250	Principles of Microbiology .....	5
ENG	101	Composition and Rhetoric .....	5

Courses		Summer Quarter	Hours
ENG	102	Composition and Literature or .....	
BBA	108	Business Communications .....	5
SOC	105	Introduction to Sociology .....	5
SPC	108	Fundamentals of Speech .....	5

#### Sophomore Year

Courses		Fall Quarter	Hours
NUR	201	Medical-Surgical Nursing II .....	10
PSY	221	Growth and Development .....	5

Courses		Winter Quarter	Hours
NUR	202	Maternal-Child Nursing .....	10
HIS	251	U. S. History I .....	5

Courses		Spring Quarter	Hours
NUR	204	Advanced Nursing .....	12
POL	201	American Government .....	5
TOTAL			114

Students must meet the physical education requirements as stated in the college catalog in the Physical Education Requirements section.

### Curriculum for Off-Campus Nursing Program (Valdosta)

This program begins in the spring quarter of each year. It is taught in Valdosta at South Georgia Medical Center during late afternoon and/or evening hours. (This degree plan includes courses taught at Valdosta State University. To take these courses, a student must have been accepted by VSU.)

Courses		Fall Quarter	Hours
ENG	101	Composition and Rhetoric .....	5
MAT	104	Mathematics for Health Professions .....	3
CHM	105	Introduction to Chemistry .....	5

Courses		Winter Quarter	Hours
ENG	102	Composition and Literature or .....	5
BBA	108	Business Communications .....	5
BIO	125	Elements of Biological Science I .....	5
PSY	250	General Psychology .....	5

Courses		Spring Quarter	Hours
NUR	100	Fundamentals of Nursing .....	7
BIO	265	Human Anatomy and Physiology I .....	5

Courses		Summer Quarter	Hours
NUR	101	Medical-Surgical Nursing .....	7
BIO	266	Human Anatomy and Physiology II .....	5

Courses		Fall Quarter	Hours
NUR	102	Psychiatric Nursing .....	7
BIO	250	Principles of Microbiology .....	5

Courses		Winter Quarter	Hours
SOC	200	Introduction to Sociology .....	5
POS	200	American National Government .....	5
COM	105	Speech .....	5

Courses		Spring Quarter	Hours
NUR	201	Medical-Surgical Nursing II .....	10
PSY	270	Developmental Psychology .....	5

Courses		Summer Quarter	Hours
NUR	202	Maternal-Child Nursing.....	10
HIS	200	U. S. History.....	5
Courses		Fall Quarter	Hours
NUR	204	Advanced Nursing.....	12
TOTAL			121

## The Division of Social Science

### CRIMINAL JUSTICE

#### General

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

The student who completes the curriculum listed below will receive the Associate of Applied Science in Criminal Justice.

Courses		Freshman Year	Hours
ENG	101	Composition and Rhetoric.....	5
MAT	105	Basic Ideas of Mathematics or	
MAT	110	College Algebra.....	5
ENG	102	Composition and Literature.....	5
SPC	108	Fundamentals of Speech.....	5
SOC	105	Introduction to Sociology or	
PSY	101	Introduction to Psychology.....	5

Select 25 hours from the following:

CRJ	100	Introduction to Criminal Justice.....	5
CRJ	110	Police Administration.....	5
CRJ	115	Introduction to Corrections.....	5
CRJ	120	Juvenile Delinquency.....	5
CRJ	125	Police Patrol and Services.....	5
CRJ	145	Traffic Crash Investigation.....	5
CRJ	155	Criminal Evidence and Procedures.....	5
			25

Physical Education as required

TOTAL 50

Courses		Sophomore Year	Hours
HIS	251	United States History I.....	5
CRJ	200	Criminal Law I.....	5
CRJ	215	Criminal Law II.....	5
POL	201	American Government.....	5

Select 25 hours from the following:

CRJ	130	Firearms.....	2
CRJ	135	Police Field Services Program.....	5
CRJ	140	Defense Techniques.....	3
CRJ	150	Narcotics and Dangerous Substances.....	5
CRJ	160	Police Photography.....	2
CRJ	165	Homicide Investigation.....	3
CRJ	210	Juvenile Procedures.....	5
CRJ	220	Criminal Investigation.....	5
CRJ	225	Probation and Parole.....	5
CRJ	230	Police Role in Deviant Behavior.....	5
SOC	260	Social Problems.....	5
			25

Physical Education as required

TOTAL 45

GRAND TOTAL 95

## Law Enforcement

The Criminal Justice–Law Enforcement curriculum is an ideal choice for the student intending to pursue employment in the area of law enforcement upon graduation. This curriculum is designed to meet the 11-week minimum curriculum standards as mandated by the Peace Officers Standards and Training Council of Georgia. Students completing this program will have met the minimum standards taught in the Basic Training Course for peace officer training and should be eligible for Georgia peace officer certification upon successful completion of the P.O.S.T. exit exam and employment with a law enforcement agency.

The student who completes the curriculum listed below will receive the Associate of Applied Science in Criminal Justice–Law Enforcement.

Courses	Freshman Year	Hours
ENG 101	Composition and Rhetoric.....	5
ENG 102	Composition and Literature.....	5
MAT 105	Basic Ideas of Mathematics or	
MAT 110	College Algebra.....	5
CRJ 100	Introduction to Criminal Justice.....	5
CRJ 130	Firearms.....	2
CRJ 140	Defense Techniques.....	3
CRJ 155	Criminal Evidence and Procedures.....	5
CRJ 200	Criminal Law I.....	5
CRJ 210	Juvenile Procedures.....	5
CRJ 215	Criminal Law II.....	5
Physical Education as required		

TOTAL 45

Courses	Sophomore Year	Hours
SPC 108	Fundamentals of Speech.....	5
SOC 105	Introduction to Sociology or	
PSY 101	Introduction to Psychology.....	5
HIS 251	United States History I.....	5
POL 201	American Government.....	5
CRJ 110	Police Administration.....	5
CRJ 125	Police Patrol and Service.....	5
CRJ 135	Police Field Services Program or	
SOC 260	Social Problems.....	5
CRJ 145	Traffic Crash Investigation.....	5
CRJ 150	Narcotics and Dangerous Substances.....	5
CRJ 165	Homicide Investigation.....	3
CRJ 220	Criminal Investigation.....	5
CRJ 230	Police Role and Deviant Behavior.....	5
Physical Education as required		

TOTAL 58

GRAND TOTAL 103

## HUMAN SERVICES TECHNOLOGY

### General

The Human Services program is designed to serve the following objectives:

1. To contribute to the enrichment of general education by helping students know and understand social welfare needs, services, and issues.
2. To prepare students for immediate employment in social welfare positions not requiring the bachelor's degree or graduate work in Human Services.
3. To prepare students for immediate employment in one of the other human services occupations.

The Human Services curriculum is a seven quarter program with cooperative work experience being required as indicated. The student who completes the curriculum listed below will receive the Associate of Applied Science in Human Services degree.

Courses			Hours
BIO	107	Principles of Biology.....	5
BIO	108	Principles of Biology.....	5
CWE	101-102-103	Cooperative Work Experience.....	15
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature.....	5
HUM	222	Western World Literature.....	5
HIS	211-212	Western Civilization I-II or	
HIS	251-252	United States History I and II .....	10
MAT	102	Technical Mathematics or	
MAT	105	Basic Ideas of Mathematics or	
MAT	110	College Algebra.....	5
POL	201	American Government .....	5
PSY	101	Introduction to Psychology .....	5
PSY	201	Introduction to Abnormal Behavior.....	5
SOC	105	Introduction to Sociology .....	5
SOC	115	Human Services and Social Policy .....	5
SOC	260	Social Problems .....	5
SOC	293	Family Relations.....	5
PSY	221	Human Growth and Development or	
SOC	295	Behavioral Science Laboratory in Field Work .....	5
SPC	108	Fundamentals of Speech.....	5
Physical Education as required			

TOTAL 100



## Children and Family Services

This curriculum is appropriate for persons wishing to prepare for work with young children in public nursery schools, day care centers, child serving agencies, children's clinics and hospitals, and agencies dealing with family adjustment. The student who completes the curriculum listed below will receive an Associate in Applied Science in Human Services.

Courses		Hours
ENG	101	Composition and Rhetoric.....5
BBA	108	Business Communication or
ENG	102	Composition and Literature.....5
SPC	108	Fundamentals of Speech.....5
MAT	102	Technical Mathematics or
MAT	105	Basic Ideas of Mathematics or
MAT	110	College Algebra.....5
PSY	101	Introduction to Psychology.....5
SOC	105	Introduction to Sociology.....5
FCS	103	Child Care.....5
FCS	151	Wellness Nutrition.....5
FCS	211	Group Care of Young Children.....5
CIS	100	Introduction to Management Information Systems.....5
HIS	251	United States History I.....5
POL	201	American Government.....5
PSY	221	Human Growth and Development or
SOC	295	Behavioral Science Laboratory in Field Work.....5
FCS	293	Family Relations or
SOC	293	Family Relations.....5
FCS	206	Internship.....5

Select 25 hours from the following:

BBA	100	Introduction to Business.....5
EDU	204	Introduction to Education.....5
FCS	212	Nursery School and Day Care Management.....5
FCS	220	Personal and Family Finance.....5
FCS	225	Professional Development.....5
FCS	115	Foods.....5
PSY	201	Introduction to Abnormal Behavior.....5
SOC	115	Human Services and Social Policy.....5
SOC	260	Social Problems.....5

Physical Education as required

TOTAL 100

## Cooperative Degree Program Abraham Baldwin College and Ben-Hill Irwin Technical Institute

Accounting  
Advanced Drafting  
Air Conditioning Technology  
Industrial Maintenance Technology  
Information and Office Technology  
Machine Tool Technology  
Telecommunications  
Practical Nursing

Under a cooperative arrangement with the Ben Hill-Irwin Technical Institute, Abraham Baldwin offers a joint program leading to the Associate in Applied Science Degree in the seven areas listed above. These programs train students in areas leading to immediate employment.

The technical component of these joint programs is completed at Ben Hill-Irwin Tech's campus in Fitzgerald. These courses of study typically take from four to eight academic quarters of work, and range from 1248 to 2496 hours of classroom instruction. In addition, the following academic courses are taught at Ben Hill-Irwin Tech by regular Abraham Baldwin faculty. Students who complete one of the eight programs at Ben Hill-Irwin Tech listed above, the 48 hours listed below, and other graduation requirements (developmental studies, Regents' Test, physical education) listed elsewhere in this catalog will receive the Associate in Applied Science Degree from Abraham Baldwin.

Courses		Title	Hours
ENG	101	Composition and Rhetoric.....	5
ENG	102	Composition and Literature.....	5
HIS	251	United States History I.....	5
PED	100	Health and First Aid.....	3
POL	201	American Government.....	5
SPC	108	Fundamentals of Speech.....	5

Select five hours from the following:

MAT	105	Basic Ideas of Mathematics.....5
MAT	110	College Algebra.....5

Select five hours from the following:

BIO	107	Principles of Biology
CHM	121	Inorganic Chemistry
PSC	101	Survey of Physics
PSC	102	Survey of Chemistry.....5

Select ten hours from the following:

ECN	105	Macro-economics	
ECN	106	Micro-economics	
HIS	252	United States History II	
PSY	101	Introduction to Psychology	
SOC	105	Introduction to Sociology	10
<b>ABAC TOTAL</b>			<b>48</b>

## Cooperative Degree Program Abraham Baldwin College and Moultrie Area Technical Institute

Accounting  
Advanced Drafting  
Advanced Machine Tool Technology  
Air Conditioning Technology  
Business and Office Technology  
Computer Programming  
Electronics Technology  
Industrial Maintenance Technology  
Information and Office Technology  
Microcomputer Specialist  
Practical Nursing

Under a cooperative arrangement with the Moultrie Area Technical Institute, Abraham Baldwin offers a joint program leading to the Associate in Applied Science Degree in the eleven areas listed above. These programs train students in areas leading to immediate employment.

The technical component of these joint programs is completed at Moultrie Tech's campus in Moultrie. These courses of study typically take from four to eight academic quarters of work, and range from 1248 to 2496 hours of classroom instruction. In addition, the following academic courses are taught at Moultrie Tech by regular Abraham Baldwin faculty. Students who complete one of the eleven programs at Moultrie Area Technical Institute listed above, the 48 hours listed below, and other graduation requirements (developmental studies, Regents' Test, physical education) listed elsewhere in this catalog will receive the Associate in Applied Science Degree from Abraham Baldwin.

Courses	Title	Hours
ENG 101	Composition and Rhetoric.....	5
ENG 102	Composition and Literature.....	5
HIS 251	United States History I.....	5
PED 100	Health and First Aid.....	3
POL 201	American Government.....	5
SPC 108	Fundamentals of Speech.....	5

Select five hours from the following:

MAT 105	Basic Ideas of Mathematics	
MAT 110	College Algebra.....	5

Select five hours from the following:

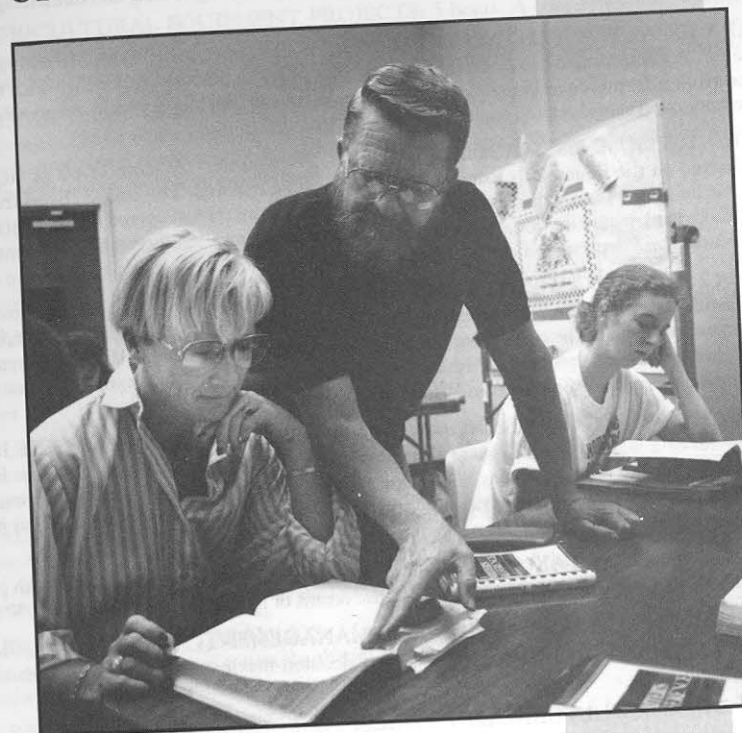
- BIO 107 Principles of Biology
- CHM 121 Inorganic Chemistry
- PSC 101 Survey of Physics
- PSC 102 Survey of Chemistry.....5

Select ten hours from the following:

- ECN 105 Macro-economics
- ECN 106 Micro-economics
- HIS 252 United States History II
- PSY 101 Introduction to Psychology
- SOC 105 Introduction to Sociology .....10

**ABAC TOTAL 48**

## Description of Courses





**ABA 100 KEYBOARDING AND DOCUMENT FORMATTING:** 5 hours. An introductory course focusing on developing basic touch keyboarding skills. Emphasis is placed on basic operating techniques, as well as skill, speed and accuracy. Business writing, editing and formatting skills are also covered. As needed

**ABA 200 AUTOMATED ACCOUNTING:** 2 hours. Prerequisite: BBA 110 with a grade of C or better. A microcomputer user-oriented course that provides practical experience with automated accounting software covering the general ledger, accounts payable, accounts receivable, payroll, inventory control and related topics. As needed

**ABA 205 BUSINESS PROBLEMS:** 5 hours. Prerequisite: A score of 60 or higher must be achieved on the Basic Skills Exam or MAT 098 will be required. The course covers the use of electronic calculators in solving business problems. Some of the topics covered are percentages, interest, markup, bank reconciliation, payroll, taxes, commissions, proration, financial statement analysis, depreciation and depletion of assets. Winter

**ABA 211 MICROCOMPUTER SPREADSHEET APPLICATIONS:** 5 hours. Prerequisite: CIS 100 with a C or better or a working knowledge of an electronic spreadsheet. A "hands-on" microcomputer course covering the use of an electronic spreadsheet package. All basic commands will be covered including graphics, data tables, data management, macros, labels, ranges, if statements, plus an introduction to spreadsheets in Windows. As needed

**ABA 220 WORD PROCESSING—WORD PERFECT:** 5 hours. Prerequisite: CIS 100 with a C or better or a working knowledge of WordPerfect. An intermediate to advanced class in WordPerfect covering the basic functions of creating, printing and saving documents advancing to merging documents, tables, macros, graphics, desktop publishing, advanced tab settings, plus an introduction to WordPerfect in Windows. 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

**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

**AEC 258 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. Winter, 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. Spring

**AEN 106 ENGINEERING PROBLEMS:** 5 hours. Five discussions. A basic study of elementary principles involved in simple engineering problems related to farm power and equipment with special emphasis on solving typical problems. Involves elements of algebra and plane geometry. Winter

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

**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, Spring

**AEN 113 POWER EQUIPMENT:** 5 hours. Three one-hour lectures and two two-hour laboratory periods. This course covers operation and maintenance of various equipment used in agricultural and forest production. Fall, Winter, Spring, Summer

**AEN 114 TURFGRASS EQUIPMENT:** 5 hours. Three discussions and two two-hour laboratory periods. A study of the operation and maintenance of power equipment used in golf course and recreational park construction and maintenance. Topics include assembling, operating, servicing, welding, hydraulics, lapping and grinding, and small engine management. Winter, Summer, as needed

**AEN 120 PRINCIPLES OF ENGINES:** 5 hours. This course covers the theory of engines along with practical application of power units and the associated components. Winter

**AEN 121 ENGINEERING MEASUREMENTS:** 3 hours. Three two-hour laboratory periods. Prerequisites: MAT 111 and AEN 109. Surveying methods, instruments and computations related to field problems in taping, leveling, directions, curves, and land surveying. Spring

**AEN 200 AGRICULTURAL EQUIPMENT PROJECTS:** 5 hours. A conference and practical experience course directed toward the Agricultural Equipment Technology student. A project selected by the student and his advisor will form the basis of this course. Fall, Winter, Spring, Summer

**AEN 207 METAL TECHNOLOGY:** 5 hours. Two discussions and three 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. Winter

**AEN 208 CONSTRUCTION SURVEYS:** 5 hours. Prerequisites: AEN 109, AEN 210, and MAT 102. Corequisites: AEN 209, AEN 211. Two lectures and two two-hour laboratory periods. This course will provide training in the types of surveys used in construction. Topics covered will include highway curves and hills, location of piping, and building construction. Summer

**AEN 209 SURVEYING CAD:** 5 hours. Prerequisite: AEN 109. Corequisites: AEN 208, AEN 211. Two lectures and two two-hour laboratory periods. This course will provide additional training in computer aided drafting. It will emphasize the use of Land CADD and specialized surveying software. Summer

**AEN 210 SURVEYING:** 5 hours. Five two-hour periods. Prerequisite: MAT 111. Surveying methods, instruments, and computations related to field problems in taping, leveling, directions, curves, and land surveying. Fall, Winter, Spring

**AEN 211 ADVANCED SURVEYING:** 5 hours. Prerequisites: AEN 109, AEN 210, and MAT 102. Corequisites: AEN 208, AEN 209. Two lectures and two two-hour laboratory periods. A continuation of AEN 210, this course will provide instruction in the use of theodolites and electronic distance meters as well as additional work in the computations performed by surveyors. Summer

**AEN 213 PRINCIPLES OF HYDRAULICS:** 5 hours. Three one-hour discussions and two two-hour laboratory periods. This course covers the theory of transmission of power hydraulically. Analysis of hydraulic systems by mathematical means and testing. Fall

**AEN 220 DRAINAGE, IRRIGATION AND EROSION CONTROL:** 5 hours. Four lectures 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. Spring

**AEN 269 INTERNSHIP:** 15 hours. Prerequisite: AEN 130. For students in Agricultural Equipment Technology. As needed

**AEN 280 FARM ELECTRIFICATION:** 5 hours. Three one-hour discussions and two two-hour laboratory periods. This course covers basic A-C electrical principles along with some elementary design. It also covers D-C systems as used on mobile equipment. Spring

**AGP 125 FUNDAMENTALS OF PLANT PROTECTION:** 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. Fall, Winter, Spring

**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. Fall, Winter, Spring, Summer

**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 and Horticulture Technology desiring to enroll for 5 hours credit in one quarter. As needed

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

**AGR 206 INTERNSHIP:** 15 hours. For students in Agribusiness Option of the Agricultural Technology program.

**AGR 207 INTERNSHIP:** 15 hours. For students in Crop Production Option of the Agricultural Technology program.

**AGR 208 INTERNSHIP:** 15 hours. For students in Livestock Production Option of the Agricultural Technology program.

**AGY 110 FORAGE CROPS AND PASTURES:** 5 hours. Four discussions and one two-hour laboratory period. Designed to study in greater detail those crops pertaining to livestock farming. Special emphasis to be given to grasses and grain crops emphasizing kinds of seed, fertilizer treatment, land preparation and expected returns. Fall

**AGY 201 PLANT SCIENCE:** 5 hours. Prerequisite: BIO 107. 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. Spring

**AGY 220 FERTILIZERS AND SOILS:** 5 hours. Four classroom presentation periods and one two-hour laboratory per week. Subject matter designed to complement and support course work in Agri-Science Technology, Agri-Business Technology, Agricultural and Industrial Equipment Technology, and Environmental Horticulture Technology Programs. Special emphasis is placed on the practical approach to soil properties and nutrient requirements relating to the growth of agricultural plants. Fall, Winter

**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. As needed

**AHY 101 INTRODUCTION TO ANIMAL SCIENCE:** 5 hours. Four discussions and one two-hour laboratory period. A study of basic principles of animal genetics, selection, nutrition, growth, reproduction and lactation. Winter

**AHY 110 LIVESTOCK EVALUATION AND SELECTION:** 5 hours. Prerequisite: A grade of C or better in AHY 101 or AHY 115. Four discussions and one two-hour laboratory period. Evaluation of livestock for carcass composition and selection for the breeding herd. Emphasis on cattle, swine, and sheep. Winter

**AHY 115 LIVESTOCK PRODUCTION:** 5 hours. Introductory course in animal husbandry designed to acquaint the student with fundamental problems of livestock production and its place in farming with an emphasis on marketing requirements, marketing methods, processing, merchandising, feeding, management and breeding. Fall

**AHY 120 HERD HEALTH:** 5 hours. Prerequisite: A grade of C or better in AHY 115. An introductory study of the more common infectious and non-infectious diseases affecting farm livestock. Emphasis is upon the disease, disease prevention, development of herd health programs, preconditioning and government regulations relating to drug residue, health certificates, certified herds, and disease eradication programs. Winter

**AHY 203 ELEMENTS OF DAIRYING:** 5 hours. Prerequisite: A grade of C or better in AHY 101 or AHY 115. 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. Spring even years

**AHY 205 BEEF CATTLE PRODUCTION:** 5 hours. Prerequisite: A grade of C or better in AHY 101 or AHY 115. Four discussions and one two-hour laboratory period. A study in breeding, feeding, and management of beef cattle. Spring

**AHY 210 SWINE PRODUCTION:** 5 hours. Prerequisite: A grade of C or better in AHY 101 or AHY 115. Four discussions and one two-hour laboratory period. A study in breeding, feeding, and management of swine. Fall

**AHY 215 FEEDING FARM ANIMALS:** 5 hours. Prerequisites: A grade of C or better in AHY 115 or AHY 101 and MAT 102. Four discussions and one two-hour laboratory period. General course in livestock feeding and management with emphasis on practical farm rations for swine, beef cattle, dairy cattle and horses. Fall

**AHY 220 HORSE PRODUCTION:** 5 hours. Prerequisite: A grade of C or better in AHY 101 or AHY 115. Four discussions and one two-hour laboratory period. A general introductory course which covers the basics of the horse industry such as breeds, selection, form-to-function, care and management, soundness, health, reproduction, feeding and facilities. Spring odd years.

**AHY 225 REPRODUCTION OF LIVESTOCK:** 5 hours. Prerequisites: A grade of C or better in AHY 101 or AHY 115 plus AHY 120 and at least one production course. Four discussions and one two-hour laboratory period. A study of anatomy and physiology of reproduction, mating systems, breeding techniques (including artificial insemination), production testing, and pedigree. Spring

**ART 120 ART STRUCTURE:** 5 hours. Prerequisites: Five periods each week involving audiovisual lectures and laboratory applications. An elementary course teaching problems of design and an introduction to two-dimensional materials and techniques. Required for all art majors. Winter, as needed

**ART 130 ART STRUCTURE:** 5 hours. Five periods each week involving audiovisual lectures and laboratory applications. An elementary course in two and three dimensional design and an exploration of visual art media. Recommended for non-art and art students. Fall, as needed

**ART 211 ART HISTORY SURVEY I:** 5 hours. A survey of world art from prehistoric through medieval times. The formal characteristics of the painting, sculpture, architecture, and some of the minor arts will be analyzed in their stylistic and symbolic development which will be discussed in relation to the changing cultural backgrounds. Spring

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

**ART 216 DRAWING AND PAINTING:** 3 hours. Prerequisites: ART 120 and ART 130 or permission of the instructor. One lecture and four laboratory periods each week. 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:** 2 hours. Prerequisite: ART 216. Continuation of ART 216. Five laboratory periods each week. Problems associated with abstract and non-representational art and experimental techniques. Winter

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

**ART 241 CERAMICS II:** 5 hours. Prerequisite: ART 240 with a grade C or better. Advanced study in ceramics. A continuation of ART 240. As needed

**ART 242 CERAMICS III:** 5 hours. Prerequisite: ART 241 with grade C or better. Advanced study in ceramics. A continuation of ART 241. As needed

**AST 107 PRINCIPLES OF ASTRONOMY:** 5 hours. Prerequisite: MAT 110. A study of the origin of astronomy to current observational techniques. The solar system, including the sun, solar wind, planets with their satellites and rings, comets, meteors, asteroids will be discussed within the context of recent discoveries from instruments in earth orbit and from interplanetary vehicles. Four lectures and one two-hour laboratory period per week (at night weather permitting).

**AST 108 PRINCIPLES OF ASTRONOMY:** 5 hours. Prerequisite: AST 107. A study of stars, their physical properties, interiors and types, stellar evolution, clusters, nebula, our galaxy and characteristics of other galaxies, cosmology, quasars, black holes, dark matter and the cosmic fireball background radiation. Four lectures and one two-hour laboratory period per week (at night weather permitting).

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



**BBA 108 BUSINESS COMMUNICATIONS:** 5 hours. Prerequisite: ENG 101 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, Spring

**BBA 110 PRINCIPLES OF ACCOUNTING I:** 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 of competition. Fall, Winter, Spring, Summer

**BBA 111 PRINCIPLES OF ACCOUNTING II:** 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 regard to taxes, cost and revenue relationships for management; funds statement and cash flow; financial statement analysis. Fall, Winter, Spring, Summer

**BBA 210 THE LEGAL ENVIRONMENT OF BUSINESS:** 5 hours. A study of Constitutional Law, Administrative Law, Antitrust Law, Securities Regulation, the Law of Employment, Labor Law, Environmental Law, Consumer Protection, Jurisprudence, the legal process, regulation of competition. As needed

**BBA 270 BUSINESS LAW:** 5 hours. 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, Spring

**BIO 107 PRINCIPLES OF BIOLOGY:** 5 hours. Four lectures, one two-hour laboratory period and one one-hour laboratory. An integrated introduction to modern biology from atomic particles to ecology. General topics to be considered include chemical, molecular and cellular basis of life, photosynthesis, cell metabolism, energy and division, genetics. Fall, Winter, Spring, Summer

**BIO 108 PRINCIPLES OF BIOLOGY:** 5 hours. Prerequisite: BIO 107. Four lectures, one two-hour laboratory and one one-hour laboratory. A continuation of BIO 107. General topics to be considered include evolution, reproduction, regulation of the internal environment, responsiveness and coordination. Fall, Winter, Spring, Summer

**BIO 211 HUMAN ANATOMY AND PHYSIOLOGY:** 5 hours. Prerequisite: Concurrent enrollment in CHM 105 or successful completion of BIO 107-108. 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 metabolism. Fall, Winter, Spring, Summer as needed

**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 urinary, nervous, circulatory, respiratory, endocrine, and reproductive systems, and the principles of embryology and heredity. Winter, Spring, Summer as needed

**BIO 222 GENERAL BOTANY:** 5 hours. Prerequisite: BIO 108. Four lectures and one three-hour laboratory period. A detailed study of the algae, bacteria, fungi, Bryophytes and Tracheophytes. Anatomy, physiology, taxonomy and the physical and biological environment will be studied. The laboratory will consist of field trips which will occur during the laboratory period or on the weekend. Spring if needed

**BIO 226 VERTEBRATE ZOOLOGY:** 5 hours. Prerequisite: BIO 108 or BIO 212 with a grade of C or better. Three lectures and two three-hour laboratory periods. A study of the classification, evolution, development, structure and function, and life histories of vertebrate animals. Spring

**BIO 250 PRINCIPLES OF MICROBIOLOGY:** 5 hours. Prerequisite: BIO 107 or BIO 211. Four lectures, one two-hour laboratory period and one one-hour laboratory. A study of the basic micro-organism including pathogens, culturing, methods of staining, disinfection, and disease. Winter, Spring, Summer

**CHM 105 CHEMISTRY FOR THE HEALTH SCIENCES:** 3 hours. An introductory course in chemistry beginning with basic concepts and extending through chemical reactions, acids and bases, organic functional groups, large organic molecules, and cellular metabolism. Three lecture demonstrations per week. Fall, Winter, Spring, Summer

**CHM 121 INORGANIC CHEMISTRY:** 5 hours. Four one-hour discussions and one three-hour laboratory period. A general course in chemistry including dimensional analysis, atomic and molecular structures, chemical and physical properties and gas laws. Fall, Winter, Spring, Summer

**CHM 122 INORGANIC CHEMISTRY:** 5 hours. Prerequisite: CHM 121. Four one-hour discussions and one three-hour laboratory period. Continuation of CHM 121 including thermodynamics, kinetics, equilibrium and descriptive chemistry. Fall, Winter, Spring, Summer

**CHM 123 QUALITATIVE INORGANIC ANALYSIS:** 5 hours. Prerequisite: CHM 122. Two lectures and three three-hour laboratory periods. The fundamental theories of qualitative analysis and analysis of common cations and anions by semi-micro methods. Spring

**CHM 240 FUNDAMENTAL ORGANIC CHEMISTRY:** 5 hours. Prerequisite: CHM 122 with a grade of C or better. Four lecture periods and one three-hour laboratory period. 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. Fall, Winter if 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. Winter, Spring if needed

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

**CIS 100 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS:** 5 hours. An introduction to computing/data processing applications and information technology in a business environment, including: hardware, software (BASIC), spreadsheet (Lotus 1,2,3), word processing, and data base management systems applications. The course will also include a study of Management Information Systems (MIS) including systems theory, data and file processing, systems analysis and design, and computer privacy and security. Fall, Winter, Spring, Summer

**CIS 105 INTRODUCTION TO MICROCOMPUTER OPERATING SYSTEMS:** 5 hours. Prerequisite: A basic knowledge of computer applications. This course is designed for the student who has a very basic knowledge of computer applications yet needs to develop a more thorough understanding of microcomputer operating systems and commands. DOS functions and uses of the operating system will be covered. IBM compatible computers will be used to provide instruction using various operating systems such as Windows and DOS. As needed

**CIS 110 INTRODUCTION TO WORD PROCESSING:** 2 hours. An introductory microcomputer class focusing on developing basic word processing skills using WordPerfect. The course will cover creating, saving, retrieving and basic formatting of documents to include setting margins, line spacing, page numbering, boldfacing, underlining, text alignment and spell checking. This class is suggested for all first-time entering students. Fall, Winter, Spring, Summer

**CIS 120 INTRODUCTION TO MICROCOMPUTER PROGRAMMING:** 5 hours. Prerequisite: CIS 100 with a grade of C or better or consent of instructor. A programming course using the BASIC language will be taught on the microcomputer. Emphasis will be on the logic programming to include structured programming concepts and modular program design. BASIC language concepts included will be input/output operations, control statements, looping, decisions, functions, arrays, and file processing. Winter quarter odd years, as needed

**CIS 200 MICROCOMPUTER OFFICE AUTOMATION:** 5 hours. Prerequisite: CIS 100 with a grade of C or better or consent of the instructor. A user-oriented course that provides an introduction to telecommunications, presentation graphics, electronic mail, desktop publishing, and local area networks. The course will provide practical experience in performing various business applications which require the use of telecommunications software, presentation graphics software, electronic mail, and desktop publishing software. Fall quarter even years

**CIS 222 COBOL:** 5 hours. Prerequisite: CIS 100 with a grade of C or better. An introduction to the COBOL programming language, including solving a wide variety of business problems using COBOL programming. Winter quarter odd years

**CIS 224 DATA BASE MANAGEMENT:** 5 hours. Data storage media, file organization and manipulation techniques using sequential, indexed, and direct files. Use of a query language. Winter quarter odd years



**CIS 228 RPG II PROGRAMMING:** 5 hours. Prerequisite: CIS 100 with a grade of C or better. An introduction to the RPG II and RPG III programming languages, including solving problems using the RPG II programming language. Winter quarter odd years as needed

**CIS 230 "C" PROGRAMMING LANGUAGE:** 5 hours. Prerequisite: CIS 100 with a grade of C or better. This course provides a thorough introduction to algorithms, programs and programming methodology using "C" Program Language. As needed

**CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE:** 5 hours. An examination of the structure, functions, and decision processes of agencies that deal with the management and control of crime and criminal offenders—the police, courts, and corrections. Fall

**CRJ 110 POLICE ADMINISTRATION:** 5 hours. An examination of the principles of organization, administration and functions of police departments. An evaluation of correctional facilities and programs; survey of career opportunities. 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 (2 hr. lab)

**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. As needed (2 hr. lab)

**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. As needed

**CRJ 145 TRAFFIC CRASH INVESTIGATION:** 5 hours. This is 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. (2 hr. lab)

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

**CRJ 155 CRIMINAL EVIDENCE AND PROCEDURES:** 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 gives consideration to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth; defenses to criminal acts are considered. Fall

**CRJ 210 JUVENILE PROCEDURES:** 5 hours. A course in organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; and juvenile status 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 pre-sentence investigation, selection, supervision of probationers and parolees. Spring

**CRJ 230 POLICE ROLE IN DEVIANT BEHAVIOR:** 5 hours. The development of criminal behavior will be studied to provide an insight into casual factors, precipitating factors and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities and capabilities of police organizations in the area of prevention will be developed. Spring

**CSC 140 PRINCIPLES OF COMPUTER PROGRAMMING I:** 5 hours. Prerequisites: MAT 110 with a C or better. This course must be completed with a C or higher grade. Problem solving, algorithm design, and structured problem solving using the Pascal programming language. Topics include data representation, computer system organization, simple data types, control structures, procedures, functions, arrays, records, files, sets and pointer data types. Fall, as needed

**CSC 141 PRINCIPLES OF COMPUTER PROGRAMMING II:** 5 hours. Prerequisite: CSC 140. This course must be completed with a C or higher grade. A continuation of CSC 140 with an emphasis on advanced data types: arrays, records, files, sets and pointer data types. Winter

**CSC 142 FILE PROCESSING:** 5 hours. Prerequisite: CIS 222 or CSC 140 or consent of instructor. This course must be completed with a C or higher grade. File processing techniques will be taught using the syntax of the COBOL programming language. Topics to be covered will include record and file organization, data representation and validation, error detection and reporting techniques, sorting, report preparation techniques, including control breaking and tables, sequential file processing and random-access file processing. 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-op employer agree to provide the opportunity for the students 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

**DRA 101 DRAMA WORKSHOP:** 3 hours. Practical application of techniques of acting and scene design and construction in the preparation of the Baldwin Players' dramatic productions. Open to all students, regardless of major area of study. Fall, Winter, Spring

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

**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. A student cannot simultaneously enroll in ECN 105 and ECN 106. Fall, Winter, Spring, Summer

**ECN 106 MICRO-ECONOMICS:** 5 hours. An introductory course in principles of economics with major emphasis upon micro-economics 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. A student cannot simultaneously enroll in ECN 105 and ECN 106. Fall, Winter, Spring, Summer

**EDU 204 INTRODUCTION TO EDUCATION:** 5 hours. Prerequisite: ENG 101 with a C or better; MAT 105 (or higher level math) with a C or better; and at least thirty hours of academic credit with a 2.0 AGPA. Exceptional cases will be reviewed by a committee composed of all Education advisors. 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, Winter, Spring

**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 095 INTERNATIONAL ENGLISH:** 5 hours institutional credit. 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, As needed

**ENG 096 REGENTS' ESSAY REVIEW:** 5 hours institutional credit. Intensive classroom instruction and individualized conferences in English composition skills and strategies designed for those students who fail to meet the essay requirements of the University System Regents' Test. Fall, Winter, Spring, Summer

**ENG 098 DEVELOPMENTAL ENGLISH:** 5 hours institutional credit. Five recitations each week. Work outside class in computer lab required. For students who exhibit marked deficiencies in the basic skills of written communication and grammar. The course will concentrate on fundamental sentence elements and paragraphing strategies to provide students with an adequate background for creating successful compositions. The final grade will be determined by completion of all assigned course work and lab work, culminating in a final exam testing both grammar and composition skills. Students will go from ENG 098 to ENG 099. Fall, Winter, Spring, Summer

**ENG 099 DEVELOPMENTAL ENGLISH:** 5 hours institutional credit. Prerequisite: ENG 098 with a C or better or placement through CPE. Five recitations each week. Work outside class in computer lab required. For students whose writing deficiencies require work with paragraph and essay structure and development, as well as a grammar review. To exit ENG 099 a student must complete all assigned course work and lab work and receive a passing grade on the divisional Writing Proficiency Exam. Students earning an A, B or C in the course are cleared to take the CPE. Passing the CPE exits students from the remedial English program. Fall, Winter, Spring, Summer

**ENG 101 COMPOSITION AND RHETORIC:** 5 hours. Prerequisite: Placement through Collegiate Placement Examination or grade of C or better in ENG 099. Five recitations per week. Classes are devoted to the study and practice of composition. A minimum of six essays is required, as well as successful completion of a departmental essay. Fall, Winter, Spring, Summer

**ENG 102 COMPOSITION AND LITERATURE:** 5 hours. Prerequisite: ENG 101 with a grade of C or better or exemption of ENG 101 by examination. Five recitations per week. Designed to refine the communication skills learned in ENG 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, Summer

**FCS 100 HOME ECONOMICS CAREER EXPLORATION:** 1 hour. One period per week. A study of the various fields of Home Economics designed to orient freshmen in the opportunities, preparation and personal qualities important for the various fields of Home Economics. Required for all Home Economics majors in technology programs, and recommended for parallel majors. Course is limited to Home Economics majors. Fall

**FCS 101 BASIC FASHIONS:** 5 hours. A study of fashions as a social, economic, and merchandising force; designers, markets, fashion cycles. Spring even years

**FCS 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 family and child care workers. Spring even years

**FCS 105 COLOR ANALYSIS:** 1 hour. The study of color as it relates to the individual. Open to majors and non-majors. As needed

**FCS 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. Spring

**FCS 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

**FCS 151 WELLNESS 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 even years

**FCS 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. As needed

**FCS 206 INTERNSHIP:** 5 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer

**FCS 207 INTERNSHIP:** 5 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer

**FCS 208 INTERNSHIP:** 5 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer

**FCS 209 INTERNSHIP:** 15 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer

**FCS 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 odd years



**FCS 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. Spring odd years

**FCS 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. Winter odd years

**FCS 215 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. As needed

**FCS 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. Winter odd years

**FCS 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 odd years

**FCS 225 PROFESSIONAL DEVELOPMENT:** 5 hours. Five discussions. This course is designed to equip the student with contemporary etiquette appropriate for business and social situations. Winter even years

**FCS 275 HOME FURNISHINGS:** 5 hours. Three discussions and two laboratory periods. The planning, selection 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

**FCS 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 reupholstery, and other household accessories. As needed

**FCS 290 INTERIOR ENVIRONMENTS:** 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. Spring even years

**FCS 293 FAMILY RELATIONS:** 5 hours. Five discussions periods. Open to men and women. A study of the problems and adjustments confronting young people, both before and after marriage. Same as SOC 293. Fall, Winter, Spring

**FOR 130 HERBACEOUS VEGETATION:** 2 hours. One lecture and one three-hour laboratory period. An introduction to non-woody plant identification. Emphasis will be placed on species important as wildlife food sources, site indicator species, and threatened or endangered species. Spring

**FOR 135 NONGAME WILDLIFE:** 2 hours. Prerequisite: FOR 190 or FOR 192 or consent of the instructor. One lecture and one three-hour laboratory period. This course is designed to acquaint students with wildlife management directed at species whose value lies in nonconsumptive use. Emphasis will be placed on terrestrial and aquatic species important as indicators, or categorized as threatened or endangered. Winter

**FOR 140 FOREST MEASUREMENTS I:** 3 hours. Prerequisite: MAT 102. Two lectures and one two-hour laboratory period. Provides a basic understanding of the following areas: the reasons for measuring forest resources, measuring standing trees, log scaling practices, forest products measurements, timber inventory techniques, log rules and volume tables, and growth measurement. Fall, Winter, Spring

**FOR 145 INTRODUCTION TO MAPPING:** 2 hours. Prerequisite: MAT 102. One lecture and one two-hour laboratory period. This course is designed to provide the student with a basic understanding of map reading, the use of map symbols, basic drafting and plotting techniques, as well as provide experience in freehand lettering and mapping of forestry and wildlife areas for acreage determination. Fall, Winter, Spring

**FOR 150 FOREST SOILS:** 2 hours. Prerequisite: FOR 190. One lecture and one two-hour laboratory period. A study of basic soil properties and their effects on timber growth and wildlife habitat. Soil classification and use of soil surveys are included. Fall, Winter

**FOR 155 MICROCOMPUTERS IN FOREST RESOURCES:** 3 hours. Prerequisite: MAT 102. Two lectures and one two-hour laboratory period. An introduction to the use of microcomputers for data computations in forestry and wildlife management. The course will include elementary programming techniques as well as use of spreadsheet software. Fall, Winter

**FOR 160 FOREST SURVEYING:** 5 hours. Prerequisite: MAT 102 or equivalent. Three lectures and two two-hour laboratory periods. An introduction to surveying which includes a discussion of survey methods, units and methods of linear and area measurement, leveling, and major surveying systems. Equipment familiarization includes use of compasses, steel tapes, transits, and leveling instruments. Fall, Winter, Spring

**FOR 170 DENDROLOGY:** 5 hours. Three lectures and two three-hour laboratory periods. An introduction to the plant kingdom, identification, and taxonomic processes. Specific diagnostic features of major forest species will be discussed with an emphasis on field identification. Fall, Spring

**FOR 190 NATURAL RESOURCE CONSERVATION:** 5 hours. Five lectures per week dealing with renewable natural resources and basic concepts of their management and recreational use. Soil, water, range, forests, wildlife, and fisheries will be emphasized. Fall, Winter, Spring

**FOR 192 FOREST WILDLIFE MANAGEMENT:** 5 hours. An introduction to the basic ecological principles which govern the management of wild animal populations. Emphasis will be placed on those concepts which have given rise to present day management principles. The relationships between wildlife species and other natural forest resources will be presented. Fall, Winter, Spring

**FOR 200 AERIAL PHOTOGRAPHY AND MAPPING:** 5 hours. Prerequisite: FOR 145. Three lectures and two two-hour laboratory periods. Interpretation of aerial photographs and their uses in forestry, including applications to map construction by traditional methods and use of computer software and related equipment. Winter

**FOR 210 FOREST INDUSTRIES:** 3 hours. Prerequisites: FOR 140 and FOR 145. One lecture and two two-hour laboratory periods. A survey of forest industries, including tours of woodlands operations and manufacturing facilities. Summer

**FOR 220 FOREST HARVESTING:** 3 hours. Prerequisites: FOR 140 and FOR 145. One lecture and two two-hour laboratory periods. A study of timber harvesting techniques and equipment, including logging cost analysis. Summer

**FOR 230 FOREST PROTECTION:** 3 hours. Prerequisites: FOR 140 and FOR 145. One lecture and two two-hour laboratory periods. This course encompasses fire control and use, as well as identification and control of forest insects and diseases. Summer

**FOR 240 FOREST MEASUREMENTS II:** 7 hours. Prerequisite: FOR 140, FOR 145, FOR 155 and FOR 160. Three lectures and one eight-hour laboratory period per week. Study and implementation of procedures for determining standing timber volumes, including sampling statistics, field techniques and computational methods. Spring

**FOR 246 FOREST SAFETY:** 1 hour. One hour discussion and demonstration. This course will provide the student with a general competency in basic first aid, with an understanding of safety guidelines for equipment use and field work, and provide information on the proper handling of hazardous chemicals. Spring, Summer

**FOR 250 FOREST ECOLOGY:** 5 hours. Prerequisites: FOR 150 and FOR 170. Three lectures and one four-hour laboratory per week. This course includes the basic concepts of forest ecology: vegetation classification; tree variability and diversity; site, weather and climatic influences; and the relationship of trees to other organisms. Spring

**FOR 260 CONSERVATION LAW ENFORCEMENT:** 5 hours. Prerequisite: FOR 192. A summer program designed to acquaint the student with the modern techniques of game and fish law enforcement. 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. Prerequisite: FOR 130, FOR 140, FOR 145, and FOR 192. Three one-hour lectures and two three-hour laboratory periods. Classroom and field instruction in game management, to include life histories, diseases, and study of natural habitats and their management throughout Georgia. Summer

**FOR 262 AQUATIC RESOURCE MANAGEMENT:** 5 hours. Three one-hour lectures and two three-hour laboratory periods. Classroom instruction plus field work under actual working conditions. This includes taking water temperature, O<sub>2</sub> samples, hardness readings, fish samples, working nets, seining, operating work boats, and fertilization of ponds. Summer

**FOR 263 ADVANCED WILDLIFE TECHNOLOGY:** 5 hours. Prerequisites: FOR 192, BIO 107 suggested. Three one-hour lectures and two three-hour laboratory periods. Designed to give the student knowledge pertaining to the practical application of techniques necessary for the management of wildlife populations. Use of wildlife literature, basic physiology, necropsy, sex and age determination, etc. will be incorporated. Fall, Winter

**FOR 264 WILDLIFE SEMINAR:** 1 hour. Prerequisite: FOR 263. One hour of discussion and demonstration for second-year Wildlife Technology students pertaining to current wildlife management techniques, research, policy, etc. Winter, Spring

**FOR 265 SILVICULTURE:** 5 hours. Prerequisite: FOR 140 and FOR 150. Four lectures and one two-hour laboratory period. An introduction to the basic concepts of silvicultural methods and systems which includes all phases of stand management from nursery work to harvest/regeneration systems. Winter, Spring

**FOR 270 FORESTRY SEMINAR:** 1 hour. One hour per week of discussion and demonstration. Current research, policy issues, and employment opportunities will be discussed. Summer

**FOR 275 PRINCIPLES OF SUPERVISION:** 2 hours. Two one-hour lectures. This course is designed to provide the student with the basic concepts of supervision and human relations: motivation, leadership, planning, decision-making and evaluation. Winter

**FOR 280 TIMBER MANAGEMENT:** 6 hours. Prerequisites: FOR 155, FOR 240, FOR 250 and FOR 265. Four lectures and two three-hour laboratory periods per week. A course in forestry management principles and techniques, including measurement of site productivity, determination of timber stand growth and yield, valuation of forest land and timber stands, and forest investment analysis. Summer

**FOR 294 FARM FORESTRY:** 5 hours. Four discussions and one laboratory period. General forestry, silviculture, forest products, measurements and volumes, treatment and uses of woods, environment, growth, utilization and management are all treated from the standpoint of theory and practice. Course is dealt with on farm basis throughout. As needed

**FRN 101 INTRODUCTORY FRENCH:** 5 hours. Five recitations and two laboratory periods each week. Non-credit for students presenting two or more high school units in French earned within the past three years. Work includes drill in fundamentals of grammar. Time is devoted to practice in hearing and speaking French. As needed

**FRN 102 INTRODUCTORY FRENCH:** 5 hours. Prerequisite: FRN 101 or the equivalent with a grade C or better. Five recitations and two laboratory periods each week. A continuation of FRN 101. As needed

**FRN 103 INTRODUCTORY FRENCH:** 5 hours. Prerequisite: FRN 102 or the equivalent with a grade C or better. Five recitations and two laboratory periods each week. A continuation of FRN 101 and FRN 102. As needed

**FRN 104 INTERMEDIATE FRENCH:** 5 hours. Prerequisite: FRN 103 or the equivalent with a grade C or better. A continuation of FRN 101, FRN 102, and FRN 103, with translations of selections from French literature and composition based on readings. As needed

**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

**HIS 201 AFRICAN AMERICAN HISTORY:** 5 hours. An introduction of the history of African-Americans in the United States, emphasizing their African heritage and their unique historical evolution in American society. This study also includes an analysis of the institutions and personalities which influenced and shaped the social, economic, political and cultural developments of the African-American community and American civilization. Spring

**HIS 211 WESTERN CIVILIZATION I:** 5 hours. A survey history of human cultures and civilizations from prehistoric times to the 1660s. The course focal points are the progress of humankind, the ancient societies of the Near East and the Mediterranean, as well as the impact of Christianity on Western thought, the institutional life and thought of feudal Europe, the intellectual impact of the Renaissance, and the political and social forces which spawned the development of nation-states in Europe. Fall, Summer

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

**HIS 232 CULTURAL DIVERSITY IN AMERICAN HISTORY:** 5 hours. Prerequisites: Student must have exited developmental reading and English. Ethnic, socio-cultural, and economic perspectives will be employed in considering the essential pluralism of American society from colonial times to the present. Patterns of inclusion and exclusion of minorities throughout American history will be analyzed to give students a clear understanding of the significance of ethnic and cultural diversity in the evolution of modern American society.

**HIS 251 UNITED STATES HISTORY I, 1492-1877:** 5 hours. A study of the history of the United States from the exploration and settlement of the English colonies in North America through the era of Reconstruction. Included in this study are 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, the political, economic, and social issues which led to the Civil War, and Reconstruction. The course includes a skills component designed to introduce students to the historical process itself. A particular emphasis will be placed on the role of Georgia in the development of the nation during the period covered by this course. Fall, Winter, Spring, Summer

**HIS 252 UNITED STATES HISTORY II, 1877-PRESENT:** 5 hours. Prerequisite: HIS 251. Beginning with the rise of big business, development of the West, and late Nineteenth Century imperialism, this study includes Progressivism, the nation's involvement in World War I, the Twenties, the Great Depression, New Deal reforms, and America's role in World War II. Also discussed are the Cold War, the Civil Rights Movement, and a survey of contemporary developments and the role of the nation as a world power. Building on skills acquired in HIS 251, this course requires research papers of all students. A particular emphasis will be placed on the role of Georgia in the development of the nation during the period covered by this course. Fall, Winter, Spring, Summer

**HIS 255 INTRODUCTION TO GEORGIA AND LOCAL HISTORY:** 5 hours. An examination of Georgia History from colonial times to the present. By concentrated study of selected issues in state development, the course attempts to develop critical thinking and deeper appreciation of the historical process at the state and local level. Recommended for Social Science and Liberal Arts majors. On demand

**HNR 101, 102, 103 HONORS SEMINAR:** 2 hours each. Prerequisite: Admission to the Honors Program. Two lectures per week. Freshman level honors seminars which will include coverage of the nature of inquiry and other selected special topics. Fall, Winter, Spring

**HNR 201, 202, 203 HONORS SEMINAR:** 1 hour each. Prerequisite: Completion of HNR 101, 102 and 103 and permission of the Honors Coordinator. One lecture per week. Sophomore level honors seminars which will include selected special topics. Fall, Winter, Spring

**HOR 201 PRINCIPLES OF HORTICULTURE:** 5 hours. Four discussions and one two-hour laboratory period. Basic botany and principles of plant growth will be discussed. Plant responses to varying climatic, environmental and plant factors applicable to fruits, vegetables and ornamentals will be emphasized. Transfer credit to senior colleges. Fall

**HOR 202 GROUNDS MAINTENANCE 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 grounds maintenance programs. 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. Cost analysis of equipment will be emphasized. Fall or Summer

**HOR 205 SPECIAL PROBLEMS IN FLORAL MANAGEMENT:** 5 hours. A conference and practical experience course directed toward the floral management and design student. Projects selected by the student and the advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, Winter, Spring

**HOR 206 SPECIAL PROBLEMS IN PRODUCTION:** 5 hours. A conference and practical experience course directed toward the ornamental production student. Projects selected by the student and the advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, Winter, Spring

**HOR 207 SPECIAL PROBLEMS IN LANDSCAPING:** 5 hours. A conference and practical experience course directed toward the landscape student. Projects selected by the student and the advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, Winter, Spring, Summer

**HOR 208 SPECIAL PROBLEMS IN TURFGRASS:** 5 hours. A conference and practical experience course directed toward the turfgrass student. Projects selected by the student and the advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, Winter, Spring, Summer

**HOR 210 INTERNSHIP:** 15 hours. On-the-job training for students in Floral Management and Design. Fall, Winter, Spring, Summer

**HOR 211 FLORAL DESIGN:** 5 hours. Four discussions and one two-hour laboratory period. A study of the basic principles and development of the fundamental skills of floral design and arrangements used in flower shops. Laboratory practices in arranging flowers for home, banquets, holidays, weddings, funerals including novelties and gifts will be discussed. Fall odd years

**HOR 215 LANDSCAPE DESIGN:** 5 hours. Three discussions and two three-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 surrounding more useful. Skills in on-the-job sketching and plan presentation will be stressed. Winter

**HOR 216 COMPUTERIZED LANDSCAPE DESIGN:** 5 hours. Three discussions and one three-hour laboratory period. This course is a further application of landscape design with special emphasis on plant selection and site analysis with the aid of computers. Specialty garden designs, landscape renovations and evaluations will be discussed. Spring

**HOR 218 INTERIOR PLANTSCAPES:** 5 hours. Four discussions and one two-hour laboratory period. Principles and practices of design; installation and maintenance of foliage plants in homes and commercial buildings. Interior planting plans will be developed showing the plants and their value to the decorating scheme. Identification and cultural requirements of the most commonly used foliage plants will be studied. Winter even years

**HOR 220 INTERNSHIP:** 15 hours. On job training for students in Ornamental Production. Fall, Winter, Spring, Summer

**HOR 221 GREENHOUSE OPERATIONS AND MANAGEMENT:** 5 hours. Four discussions and one two-hour laboratory period. The status of the flower growing industry will be 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. Fall even years

**HOR 222 BEDDING PLANT PRODUCTION:** 5 hours. Four discussions and one two-hour laboratory period. The production of bedding plants (annuals and perennial) will be discussed with special emphasis on seed orders, scheduling seeding dates, transplanting and marketing dates. Programs will be studied for watering, fertilization and pest control. Winter as needed

**HOR 223 FLORICULTURE:** 5 hours. Four discussions and one two-hour laboratory period. All primary and secondary cultural practices will be discussed in proper greenhouse management. Different maintenance programs will be evaluated to determine specific needs under established production goals. A calendar schedule for production will be emphasized for maximum efficiency. Winter as needed

**HOR 230 INTERNSHIP:** 15 hours. On job training for students in Golf and Commercial Turf Management. Fall, Winter, Spring, Summer

**HOR 231 TURFGRASS SCIENCE AND TECHNOLOGY:** 5 hours. Four discussions and one two-hour laboratory period. Turfgrass cultivar and seed identification, selection, and establishment will be discussed. The primary and secondary cultural practices will be identified and studied. Fall

**HOR 232 TURF PEST MANAGEMENT:** 5 hours. Four discussions and one two-hour laboratory period. Elements of planning, construction and maintenance of turfgrasses will be discussed. Weed, insect, disease, and nematode management will be emphasized. Winter

**HOR 233 GOLF COURSE DESIGN AND MANAGEMENT:** 5 hours. Four discussions and one two-hour laboratory period. Principles and practices in design, development, and management of golf courses will be emphasized. Selection and utilization of turfgrass materials, development of specifications for their nutritional, chemical, and mechanical maintenance, equipment, labor management, and public relations will be discussed. Spring

**HOR 234 COMMERCIAL TURF MANAGEMENT:** 5 hours. Four discussions and one two-hour lab. Site preparation and establishment of commercial production will be discussed. Basic and applied management programs, pricing, customer relations, scheduling, and human resource management will be emphasized. Spring

**HOR 235 COMPUTERIZED GROUNDS MAINTENANCE:** 5 hours. Five discussions. This course is designed to familiarize students with computerized grounds and golf course management. The TRIMS Grounds Management software program will be basis of this course. Budgets and expenses, inventory and purchase orders, personnel and labor, equipment and maintenance, chemicals and calibrations, schedules and events, irrigation management, and graphics will be discussed. Winter

**HOR 236 ENVIRONMENTAL ISSUES:** 5 hours. Five discussions. This course is designed to familiarize students with the environmental issues in golf course construction and management, the role and conservation of water resources, environmental impacts of turfgrass fertilization and pesticides, development of integrated management systems for turfgrasses, wildlife and golf courses, wetlands and golf courses, and aquatic and terrestrial toxicities. Fall

**HOR 239 GROUNDS IRRIGATION SYSTEMS:** 5 hours. Four discussions and one two-hour laboratory period. Turfgrass and landscape irrigation systems will be discussed. Basic installation, repairs and troubleshooting will be emphasized. As needed.

**HOR 240 INTERNSHIP:** 15 hours. On-the-job training for students in Landscape Design and Grounds Management. Fall, Winter, Spring, Summer

**HOR 241 GROUNDS MANAGEMENT:** 5 hours. Four discussions and one two-hour laboratory period. Principles in selection, establishment, and maintenance of ornamental trees, shrubs, groundcovers, lawns, and flower areas will be emphasized. Planting procedures, pruning, mulching, irrigation, fertilization, pest management, bracing, cabling, and bark and cavity repair will be discussed. Winter

**HOR 242 LANDSCAPE CONTRACTING:** 5 hours. Four discussions and one two-hour laboratory period. Principles and practices of landscape contracting and maintenance will be discussed. Specific contract formats will be identified with specific maintenance specification sheets for the individual areas of the landscape. Spring

**HOR 243 URBAN TREE MAINTENANCE:** 5 hours. Four discussions and one two-hour laboratory period. This course is designed to familiarize students with the planning and practices involving tree maintenance in urban landscapes and grounds, and arboriculture. Topics in the urban environment include vegetation ordinances; planning, planting and maintenance of street trees; urban greenscape management; urban tree maintenance and pest control; and commercial and utility arboriculture. Winter



**HOR 245 PLANT PROPAGATION:** 5 hours. Four discussions and one two-hour laboratory period. Sexual and asexual propagation of ornamental plants will be emphasized. Propagation methods, equipment, and related subjects will be discussed from both the theoretical and applied points of view. Spring

**HOR 250 INTERNSHIP II:** 15 hours. Advanced on-the-job training for students in Environmental Horticulture needing further industry experience. Fall, Winter, Spring, Summer

**HOR 251 GARDEN CENTER/FLORAL MANAGEMENT:** 5 hours. Five discussions. Planning, establishment, and operation of a retail horticulture business will be emphasized. Display arrangements; lighting control; organization of plant materials, supplies, and garden equipment; and common business practices will be discussed. Fall

**HOR 261 NURSERY CROP PRODUCTION:** 5 hours. Four discussions and one two-hour laboratory period. Production, labor and sales management, retail and wholesale nurseries, locations, layout, culture, equipment, and facilities will be discussed. Winter odd years

**HOR 270 WOODY ORNAMENTAL PLANT IDENTIFICATION:** 5 hours. Two two-hour discussions and one two-hour laboratory period. A study of the cultural practices and landscape values of woody ornamental plant materials. Laboratory practices will include identification of plants commonly used in landscape planting. Fall, Spring

**HOR 271 HERBACEOUS ORNAMENTAL PLANT IDENTIFICATION:** 5 hours. Four discussions and one two-hour laboratory period. Identification of common and outstanding herbaceous ornamentals will be emphasized. Cultural practices and landscape values of herbaceous ornamentals will be discussed. As needed

**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, Summer

**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

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

**HUM 222 WESTERN WORLD LITERATURE:** 5 hours. Prerequisites: ENG 102 or permission of division chairman. Five recitations each week. Designed to develop in the student some knowledge and appreciation of literature, music, painting, sculpture, and architecture in the following art periods: Baroque, Rococo, Classic, Romantic, and Twentieth Century. Fall, Winter, Spring, Summer

**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 WPLH-FM and the preparation of special programs at ABAC's TV facilities. Open to all students regardless of major areas of study. Fall, Winter, Spring

**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 in one or more of the student media on campus; off-campus media employment would also provide practical experience during the quarter. Fall

**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. Spring, odd years

**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. Winter

**MAT 098 BEGINNING ALGEBRA:** 5 hours institutional credit only. Emphasis is placed on those topics in beginning algebra and the fundamentals of basic algebra. Required of those students scoring below an established cut-off score on the placement exam. Fall, Winter, Spring, Summer

**MAT 099 INTERMEDIATE ALGEBRA:** 5 hours institutional credit only. A short review of beginning algebra followed by additional algebra topics including real number operations on algebraic expression, algebraic fractions, exponents and radicals, graphic equalities and inequalities. Required of students scoring below an established cut-off on the placement exam or a grade C or better in MAT 098. Fall, Winter, Spring, Summer

**MAT 102 TECHNICAL MATHEMATICS:** 5 hours. Prerequisite: Set by math placement test. A study of the basic mathematic processes and concepts, metric conversion, simple geometry and trigonometry with applications, percent, ratio and proportion and simple algebraic operations. Fall, Winter, Spring, As needed

**MAT 104 MATHEMATICS FOR HEALTH PROFESSIONS:** 3 hours. Prerequisite: Set by math placement test. Designed for students in medical programs. Major emphasis: Number system, metric and U.S. systems of measurement, ratio and proportion, percentages, mixtures and solutions, dosages and equations in algebra. The application of such topics is impressed upon the student. Fall, Spring, Summer

**MAT 105 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 sets, logic, real number systems, probability and cartesian coordinate system. Fall, Winter, Spring, Summer

**MAT 110 COLLEGE ALGEBRA:** 5 hours. Prerequisite: Set by the mathematics placement test. Topics covered include set theory, the real numbers, basic operations on algebraic expressions and algebraic fractions, functions and relations, graphs and graphing, theory of equations, system of equations, ratio and proportion, variation, exponents and radicals, complex numbers, inequalities, logarithmic and exponential functions, matrices, and determinants. Fall, Winter, Spring, Summer

**MAT 111 TRIGONOMETRY:** 5 hours. Prerequisite: MAT 110 with a grade of C or better or exemption from MAT 110 by examination. A study of the trigonometric functions and their inverses, further study of complex numbers. Fall, Winter, Spring, Summer

**MAT 116 PRE-CALCULUS MATHEMATICS:** 5 hours. Prerequisite: Exemption by examination from college algebra. This course is taken in lieu of MAT 111. A study of the concept of functions, trigonometric functions, polynomials, exponential and logarithmic functions. As needed

**MAT 200 STATISTICS:** 5 hours. Five lectures per week. Prerequisite: MAT 110 or its equivalent. A basic course in elementary statistics dealing with fundamentals, frequency distributions, means, deviations, variances, analysis of variance, correlations and interpretations of statistical findings. Spring

**MAT 203 CALCULUS FOR MANAGEMENT:** 5 hours. Prerequisite: MAT 110 with a grade of C or better or exemption from college algebra. An overview of analytical geometry and an introduction to calculus with application to problems in business, economics, and social science. Among topics included are graphs of straight lines, slopes, introductory differentiation, matrix algebra, and exponential and logarithmic functions. The course is designed for business majors and is not acceptable for science or mathematics majors. Fall, Winter, Spring, As needed

**MAT 253 ANALYTIC GEOMETRY AND CALCULUS:** 5 hours. Prerequisite: MAT 111 or MAT 116 with a grade of C or better or exemption by examination from MAT 111 or MAT 116. A study of the graphs of the straight line, the circle, limits, continuity, introductory differentiation and applications. Winter, Spring, Summer



**MAT 254 CALCULUS II:** 5 hours. Prerequisite: MAT 253 with a grade of C or better. Topics include further study of applications of derivative, integral calculus, transcendental functions, analytic geometry and partial differentiation. Fall, Spring

**MAT 255 CALCULUS III:** 5 hours. Prerequisite: MAT 254 with a grade of C or better. Polar coordinates, conic sections, vector calculus, three-dimensional analytic geometry, partial differentiation and infinite series. Winter

**MAT 256 CALCULUS IV:** 5 hours. Prerequisite: MAT 255 with a grade of C or better. A study of linear algebra, vector spaces, three dimensional geometry, multiple integration and applications. Spring

**MGT 202 SMALL BUSINESS MANAGEMENT:** 5 hours. A study of various small business patterns designed to acquaint students with the problems and procedures of starting a business venture. Strong emphasis will be placed on entrepreneurial opportunities and new venture processes, as well as coverage of managerial activities needed for successful operation of small firms. Fall

**MGT 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. Winter

**MGT 270 GOLF CLUB INTERNSHIP:** 15 hours. On-the-job training for students in Golf Club Management. Fall, Winter, Spring, and Summer.

**MGT 271 GOLF CLUB OPERATIONS:** 5 hours. Five discussions. This course is designed to familiarize students in golf club management with time, service, and human resource management including the training of new employees, avoiding overlapping functions, and balancing workloads. Also, cost controls, foods, beverages, labor, insurance, securities, taxes, regulations, computers, communication marketing, telephone courtesy, and customer service will be emphasized. Winter

**MGT 272 GOLF CLUB MANAGEMENT:** 5 hours. Five discussions. This course is designed to further familiarize students in golf club management with clubhouse planning, professional dining room management, swimming pool management, mobile refreshment management, and newsletter development and edition. Also, menu design merchandising and marketing, menu engineering (customer demand, menu mix analysis, and item contributions margin), perspectives (delegating, food cost question, retaining managers, developing annual operational and capital budgets, and forecasting the club industry), preventing internal theft, club by-laws and contracts, and responsible beverage service will be emphasized. Spring

**MGT 273 SPECIAL PROBLEMS IN GOLF CLUB MANAGEMENT:** 5 hours. A conference and practical experience course directed toward the golf club management student. Projects selected by the student and the advisor will form the basis of this course. Individual and group problems related to the projects will be discussed and presented in written and verbal format. As needed

**MGT 290 HUMAN RESOURCE MANAGEMENT:** 5 hours. Includes an introduction to the nature of employer/employee relationships, a study of contemporary human relations techniques employed by business managers, as well as a survey of the primary functions of personnel administration including recruiting, selection, interviewing, training, testing, and supervision. Spring

**MKT 171 PERSONAL SELLING:** 5 hours. Designed to develop persuasive oral communication skills and their practical application to the basic principles of selling. The study of product information and its presentation, determination of customer needs, buying motives, customer analysis, opportunities in selling and personality requirements of salespeople. Fall

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

**MKT 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 are discussed. Special attention to problems encountered in managing the Marketing Mix. Spring

**MUS 100 BEGINNING KEYBOARDS (a,b,c,d,e,f)—Music Majors:** 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 Humanities. Fall, Winter, Spring

**MUS 100N BEGINNING KEYBOARDS (a,b,c,d,e,f)—Non Music Majors:** 2 hours. Basic instruction in keyboarding instruments. Designed for students who are not majoring in music and who may not take MUS 100. A laboratory fee of \$50 per quarter will be charged. Fall, Winter, Spring

**MUS 101 MUSIC APPRECIATION:** 5 hours. An introduction into the basics of music and a study of masterpieces of music literature, as well as a brief overview of the history of music. This course is designed for non-music majors who have little background or basic knowledge of music. Fall, Spring, Summer

**MUS 122 INTRODUCTION TO MUSIC LITERATURE:** 5 hours. Prerequisite: Consent of instructor. An introductory survey of the music history and literature from the Middle Ages to the present. This course is designed for music majors and for those students who have a musical background and a basic understanding of music. Fall, Spring, Summer

**MUS 134 ELEMENTARY MUSIC THEORY:** 3 hours. Prerequisite: MUS 100 with a grade of C or better or exemption by examination. Part-writing of triads, sightsinging, dictation, and keyboard harmony. Some creative work. Fall

**MUS 135 ELEMENTARY MUSIC THEORY:** 3 hours. Prerequisites: MUS 100 and MUS 134. Triads in inversions, dominant seventh chord, sightsinging, dictation, and keyboard harmony. Continuation of creative work. Winter

**MUS 136 ELEMENTARY MUSIC THEORY:** 3 hours. Prerequisites: MUS 100, MUS 134, MUS 135. Secondary seventh chords and inversions, sightsinging, 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 30-minute lesson a week in piano, organ, other instrument or voice. Designed for music majors taking a second applied principal or a secondary applied. In order to enroll in this course, the student must also be enrolled in MUS 182-MUS 282. A lab fee of \$15 per quarter is charged. As needed

**MUS 182 (a,b,c)- MUS 282 (a,b,c) APPLIED MUSIC:** 2 hours. (6 hours per year). Prerequisite: MUS 100 or exemption by examination. One 50-minute lesson a week in piano, organ, other instrument or voice. For music majors only. A lab fee of \$30 per quarter is charged. Fall, Winter, Spring

**MUS 186 (a,b,c)- MUS 286 (a,b,c) GOSPEL CHOIR:** 1 hour. (3 hours per year) A total of 6 hours credit may be earned. Open to all students. This group gives students the opportunity to sing and perform music of the southern (primarily African-American) gospel heritage. Fall, Winter, and Spring

**MUS 187 (a,b,c)- MUS 287 (a,b,c) JAZZ CHOIR:** 1 hour. (3 hours per year). A total of 6 hours credit may be earned. Open to all students who are members of the chorus and who can qualify. Fall, Winter, Spring

**MUS 188 (a,b,c)- MUS 288 (a,b,c) CONCERT CHOIR:** 1 hour. (3 hours per year). A total of 6 hours credit may be earned. Open to all students who can qualify. Fall, Winter, 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. Open to all students who can qualify. Fall, Winter, 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. 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, Spring, as needed

**MUS 191 (a,b,c)- MUS 291 (a,b,c) SMALL GROUP ENSEMBLES (Pep Band, Rock Band, Flag Corps, Brass and Woodwind Ensembles):** 1 hour. (3 hours per year). A total of 6 hours credit may be earned. Open to all students who can suitably play a musical instrument in the groups listed above or who have had experience in corps marching. As needed

**MUS 234 ADVANCED MUSIC THEORY:** 3 hours. Prerequisite: MUS 136. Secondary dominant, modulation, melodic and harmonic material, analysis of small forms (binary and ternary), eartraining, keyboard harmony, and analyzation. Continuation of creative work. Fall

**MUS 235 ADVANCED MUSIC THEORY:** 3 hours. Prerequisite: MUS 234. Neapolitan and augmented chords, chromatic chord forms (chromatic mediant, altered dominant, and borrowed chords), advanced modulation, sight-singing, ear-training, keyboard harmony, and analysis. Continuation of creative work. Winter

**MUS 236 ADVANCED MUSIC THEORY:** 3 hours. Prerequisite: MUS 235. Advanced form (rondo and sonata-allegro), contemporary techniques, including extended chords, quartal and secondal harmony, twelve-tone techniques synthetic and exotic scale, modes and rhythmic devices, sight-singing, ear-training, keyboard harmony, and contemporary analysis. Continuation of creative work. Spring

**NUR 100 FUNDAMENTALS OF NURSING:** 7 hours. Four lecture hours, six clinical laboratory hours, and three nursing skills laboratory hours. This course is a study of the concepts which provide the foundation for nursing theory and practice. A major focus is on the utilization of the nursing process to care for clients from young adulthood through later maturity who require minimal assistance in meeting basic needs. Fall (Tifton), Spring (Valdosta)

**NUR 101 MEDICAL-SURGICAL NURSING I:** 7 hours. Prerequisites: NUR 100, BIO 211, and MAT 104 with a grade of C or better. Four lecture hours, six clinical laboratory hours, and three nursing skills laboratory hours. Major focus of the course is on the utilization of the nursing process to care for adult clients experiencing common gastrointestinal, musculoskeletal, and neurological dysfunctions. Winter (Tifton), Summer (Valdosta)

**NUR 102 PSYCHIATRIC NURSING:** 7 hours. Prerequisites: NUR 101, BIO 212, and PSY 101 with a grade of C or better. Five lecture hours and six clinical laboratory hours. Major focus of the course is on the utilization of the nursing process to care for adult clients experiencing common mental dysfunctions. Spring (Tifton), Fall (Valdosta)

**NUR 103 TRANSITION TO ASSOCIATE DEGREE NURSING:** 10 hours. Prerequisites: BIO 211, BIO 212, MAT 104, and PSY 101 with a grade of C or better. Eight lecture hours and six clinical laboratory hours. Major focus of the course is on the utilization of the nursing process to care for clients from young adulthood through later maturity who are experiencing common gastrointestinal, musculoskeletal, neurological and mental dysfunctions. The course is designed to assist the Licensed Practical Nurse (LPN) to matriculate into the second-year of the Associate of Science in Nursing Program, thereby giving credit for previously learned nursing knowledge. Course content focuses on role transition and selected concepts from nursing courses offered during the first year of the program. Summer (Tifton)

**NUR 201 MEDICAL-SURGICAL NURSING II:** 10 hours. Prerequisites: NUR 102 or 103, BIO 250 and SOC 105 with a grade of C or better. Six lecture hours, eight clinical laboratory hours, and three nursing skills laboratory hours. Major focus of the course is on the utilization of the nursing process to care for adult clients experiencing common renal, cardiovascular, respiratory, and endocrine dysfunctions. Fall (Tifton), Spring (Valdosta)

**NUR 202 MATERNAL-CHILD NURSING:** 10 hours. Prerequisites: NUR 201 and PSY 221 with a grade of C or better. Seven lecture hours and eight clinical laboratory hours. Major focus of the course is on the utilization of the nursing process to care for maternity clients and newborn infants without dysfunctions and for maternity and pediatric clients experiencing common dysfunctions. Winter (Tifton), Summer (Valdosta)

**NUR 204 ADVANCED NURSING:** 12 hours. Prerequisites: NUR 202. Six lecture hours and sixteen clinical laboratory hours. Major focus of the course is on the utilization of the nursing process to care for pediatric and adult clients experiencing complex and/or multiple dysfunctions. Spring (Tifton), Fall (Valdosta)

**PCS 227 MECHANICS:** 5 hours. Prerequisite: MAT 111 or MAT 116. Four lectures and one two-hour laboratory period. Introductory course dealing with the fundamental laws of mechanics. Fall, Summer, as needed

**PCS 228 HEAT, ELECTRICITY AND MAGNETISM:** 5 hours. Prerequisite: PCS 227. Four lectures and one three-hour laboratory period. Introductory course dealing with the fundamental laws of heat, electricity and magnetism. Winter, Summer, as needed

**PCS 229 SOUND, LIGHT AND MODERN PHYSICS:** 5 hours. Prerequisite: PCS 228. Four lectures and one two-hour laboratory period. Introductory course dealing with wave motion, optics and modern physics. Spring

**PCS 237 MECHANICS:** 5 hours. Prerequisite: MAT 253; corequisite: MAT 254. Four lectures and one two-hour laboratory period. Introductory course dealing with fundamental laws of mechanics. Fall

**PCS 238 THERMODYNAMICS, ELECTRICITY AND MAGNETISM:** 5 hours. Prerequisite: PCS 237. Four lectures and one three-hour laboratory period. Fundamental laws of thermodynamics, electricity and magnetism. Winter

**PCS 239 SOUND, OPTICS AND MODERN PHYSICS:** 5 hours. Prerequisite: PCS 238. Four lectures and one two-hour laboratory period. Introductory course dealing with wave motion, optics and quantum physics. Some of the newest developments in the general field of physics are discussed. Spring

**PED 100C 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 diseases, and to encourage application of this knowledge for healthful living. MEN and WOMEN. Fall, Winter, Spring, Summer

**PED 101C 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. Winter

**PED 102M 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 103C BEGINNING SWIMMING:** 1 hour. Limited to the non-swimmer, course provides instruction in basic swimming skills and water safety. Included are breathing, floating, gliding, front crawl and elementary water safety. MEN and WOMEN. Spring

**PED 104M 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 spectator. Emphasis will be on developing physical fitness and self-confidence. Breakdown of fundamental skills taught will be dribbling, passing, shooting, ball handling and rebounding. MEN. Fall, Winter

**PED 105M 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, fielding and baserunning. MEN. Spring

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

**PED 107C INTERNATIONAL FOLK AND SQUARE DANCING:** 1 hour. Designed to impart knowledge and skill in international folk and square dancing. Classes cover values, history, terminology and the movements used in folk and square dancing. MEN and WOMEN. Fall

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

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

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

**PED 112M VARSITY GOLF:** 1 hour. Freshman varsity golf restricted to men varsity athletes. Winter

**PED 114W FRESHMAN VARSITY TENNIS:** 1 hour. Freshman varsity tennis restricted to women varsity tennis athletes. Spring

**PED 115W ADVANCED RHYTHMS:** 1 hour. (Golddusters) Prerequisite: Consent of the instructor. Tryouts are held the first week of the quarter every fall and the last week of spring quarter. The class consists of practices and performances in and out-of-town. WOMEN. Fall, Winter

**PED 116W ADVANCED RHYTHMS II:** 1 hour. Prerequisite: Consent of instructor. A continuation of 115. Golddusters. WOMEN. Fall, Winter



**PED 119W VARSITY SOFTBALL:** 1 hour. Freshman varsity softball restricted to WOMEN varsity athletes. Spring

**PED 121M 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. Included is a program of body exercise designed to develop muscular tone, coordination, and endurance as well as strength. MEN. Fall, Winter

**PED 123C WEIGHT LIFTING:** 1 hour. A course designed for students interested in improving strength, power, and physical fitness by the use of the weight machines. MEN and WOMEN. Fall, Winter

**PED 125C JOGGING:** 1 hour. An activity course designed to introduce the student to the lifetime 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. MEN and WOMEN. Fall, Winter, Spring

**PED 128W FITNESS OT:** 1 hour. Light exercise for the older student. A course designed for mature women who want to increase their level of fitness. The course involves graded calisthenics and will aim at developing increased flexibility, balance, coordination, body control, rhythm, and endurance. FOR WOMEN 25 AND OVER. Fall, Winter

**PED 129W AQUATICIZE:** 1 hour. Designed to improve cardiovascular fitness, flexibility and strength through swimming and water calisthenics. WOMEN ONLY. Fall, Spring

**PED 130W FITNESS WALKING OT:** 1 hour. Restricted to female students 25 and over. A course designed to increase fitness, lessen stress, and improve health through the use of calisthenics and graded walking techniques. Fall, Spring

**PED 131W CONDITIONING:** 1 hour. Designed for female students who are particularly interested in gaining an understanding of physical fitness and improving their personal physical condition. Included is a program of body exercise designed to develop muscular tone, coordination, and endurance as well as strength. WOMEN. Fall, Winter, Spring

**PED 132W PHYSICAL FITNESS TO MUSIC:** 1 hour. An exercise course for college women designed to increase cardiovascular endurance, muscular strength, flexibility, and agility. WOMEN. Fall, Winter

**PED 133W CONDITIONING OT:** 1 hour. Restricted to students twenty-five and older. A course designed to meet the needs and skill level of the older student. Included is a program of exercise which will develop muscle tone, coordination, and endurance as well as strength. WOMEN. Fall

**PED 134C WEIGHT LIFTING OT:** 1 hour. Restricted to students 25 and older. A course designed to meet the needs and skill level of the older student. A course for students who are interested in improving strength, power, and physical fitness through the use of weight machines. MEN and WOMEN. Winter

**PED 135W SWIMMING OT:** 1 hour. Restricted to students twenty-five and older. A course designed to meet the needs and skill level of the older student. The course provides basic and intermediate instruction in swimming skills and water safety. WOMEN. Spring

**PED 141C 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, Summer

**PED 154C TAP FOR BEGINNERS:** 1 hour. An introductory course for the beginning student which offers basic techniques in tap and soft shoe and waltz clog. Tap shoes preferred but not required. Designed for students with little or no prior tap experience. MEN and WOMEN. Winter

**PED 155C BEGINNING BALLET:** 1 hour. A course for the beginner which teaches the fundamental exercises in leg and arm movements of ballet which are used to perform dance routines to various styles of music. MEN and WOMEN. Winter

**PED 156C JAZZ DANCING:** 1 hour. The dynamic study of modern jazz techniques and styles, using a comprehensive range and variety of musical and rhythmical patterns. MEN and WOMEN. Spring

**PED 160C BEGINNING BOWLING:** 1 hour. A course designed for students interested in developing the basic fundamentals of bowling. Skill instruction will cover approach and delivery, strikes, and spares. Classroom instruction will cover scoring and rules. Additional fee required. MEN and WOMEN. Fall, Winter

**PED 200C 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, Summer

**PED 201C 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. The student will be required to furnish his/her own racquet. MEN and WOMEN. Fall, Winter, Spring

**PED 202C 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. The student will be required to furnish his/her own racquet. MEN and WOMEN. Fall, Spring, Summer

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

**PED 211M VARSITY BASEBALL:** 1 hour. Sophomore varsity baseball restricted to male varsity athletes. Spring

**PED 212M VARSITY TENNIS:** 1 hour. Sophomore varsity tennis. This course is restricted to male varsity athletes. Spring

**PED 213M VARSITY GOLF:** 1 hour. Sophomore varsity golf. This course is restricted to male varsity athletes. Spring

**PED 216W SOPHOMORE VARSITY TENNIS:** 1 hour. Sophomore varsity tennis restricted to women varsity tennis athletes. Spring

**PED 219W VARSITY SOFTBALL:** 1 hour. Sophomore varsity softball restricted to women varsity athletes. Spring

**PED 221C TENNIS II:** 1 hour. Prerequisite: PED 202 with a grade of B or better. A continuation of PED 202. Offering the advanced player more practice in skills, strategy and techniques. The student will be required to furnish his/her own racquet. MEN and WOMEN. Spring, Summer

**PED 232C INTERMEDIATE SWIMMING:** 1 hour. This class encompasses instruction in the crawls, side strokes, elementary back stroke, breast stroke, and basic safety and rescue skills. This course is not designed for the non-swimmer. MEN and WOMEN. Spring, Summer

**PED 233C POWER VOLLEYBALL:** 1 hour. Prerequisites: PED 106 with a grade of B or better and permission of instructor. A continuation of PED 106 in which skilled players acquire the fundamentals of competitive team strategy through the game of power volley. MEN and WOMEN. Spring

**PED 241C GOLF II:** 1 hour. Intermediate Golf. Prerequisite: PED 141C with a grade of B or better or a 15 or less handicap. A course designed to help students apply the basic skills learned in PED 141 for successful scoring and employment of the game. Further concentration in understanding rules and etiquette will be emphasized. MEN and WOMEN. Fall, Spring, Summer

**PED 251C BADMINTON II:** 1 hour. Prerequisite: PED 201 with a grade of B or better. A course designed to apply the basic fundamentals learned in PED 201. This class will include advanced strategies in singles and doubles competition. MEN and WOMEN. Winter

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



**POL 203 INTERNATIONAL RELATIONS:** 5 hours. Prerequisite: HIS 212 or HIS 252 with a grade of C or better for transfer students. 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. As needed

**PSC 101 SURVEY OF PHYSICAL SCIENCE I:** 5 hours. Four discussions and one two-hour laboratory period. A survey course dealing with elementary fundamentals of physical science, especially physics, with some study of the simpler applications. Fall, Spring, as needed

**PSC 102 SURVEY OF PHYSICAL SCIENCE II:** 5 hours. Four discussions and one two-hour laboratory period. A survey course dealing with elementary fundamentals of physical science, especially chemistry. Fall, Spring, Summer, 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, techniques and vocabulary of psychology. Fall, Winter, Spring, Summer

**PSY 201 INTRODUCTION TO ABNORMAL BEHAVIOR:** 5 hours. Prerequisite: PSY 101 with a grade of C or better. This course introduces the student to clinical procedures involved with assessing, diagnosing, treating and anticipating treatment outcomes for persons with identifiable mental disorders. While the course is text-oriented and based in the vocabulary of the *Diagnostic and Statistical Manual of Mental Disorders*, students will also be expected to apply theoretical constructs to pseudopatients found in novels, docu-novels and case studies. Winter

**PSY 221 HUMAN GROWTH AND DEVELOPMENT:** 5 hours. Prerequisite: PSY 101 with a grade of C or better. 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, Winter, Spring

**RDG 096 REGENTS READING REVIEW:** 5 hours institutional credit. This course is required of those students who fail the reading portion of the University System Regents Test. 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 retaking the Regents' Test. Fall, Winter, Spring, Summer

**RDG 098 BUILDING READING SKILLS I:** 5 hours institutional credit. This course is required of students who score below the established cut-off score on the placement exam. A lecture/learning approach is utilized. Students must earn an A, B or C in this course before progressing to RDG 099. Fall, Winter, Spring, Summer

**RDG 099 BUILDING READING SKILLS II:** 5 hours institutional credit. This course is required of students who score below an established cut-off score on the placement exam or have received a grade of A, B or C in RDG 098. This course is taught through both individualized instruction in a learning laboratory setting and a lecture/teaching approach that emphasizes reading/writing assignments. RDG 099 must be repeated until the student scores above the institutional CPE exit score and exits developmental reading. Fall, Winter, Spring, Summer

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

**REC 132 RECREATIONAL 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

**REM 090 REMEDIAL MATHEMATICS:** 5 hours institutional credit only. 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. Required of those students scoring below the minimum accepted score on the mathematics placement exam for career/technical students whose degree plan does not require college algebra. Fall, Winter, Spring, Summer

**SCI 101 INTRODUCTION TO COMPUTERS IN SCIENCE AND MATHEMATICS:** 2 hours. Prerequisite: MAT 110 with a grade of C or better. Introduction to the use of computers in the science and mathematics. The focus of the course will be on programming in BASIC. Intended for students in the sciences and mathematics. As needed

**SCI 103 MEDICAL TERMINOLOGY:** 2 hours. Designed to teach the meaning of 300 Latin and Greek roots, suffixes, and prefixes. With the knowledge of these 300 elements, the student should be able to interpret and understand more than 10,000 complex medical terms. Fall, Winter, Spring

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

**SOC 115 HUMAN SERVICES AND SOCIAL POLICY:** 5 hours. Prerequisite: SOC 105 with a grade of C or better. An introduction to the problems of social policy and human services professions. The course will include a study of various settings which offer social services; development of knowledge, values, and skills relevant to human services; and examination of the problems encountered in social delivery systems. This course is designed to contribute to the enrichment of general education for all students as well as those in the Human Services Program. Spring, alternate years.

**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, 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. Same as HEC 293. Fall, Winter, Spring

**SOC 295 BEHAVIORAL SCIENCE LABORATORY IN FIELD WORK:** 5 hours. Prerequisite: SOC 115 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, Summer

**SOC 296 BEHAVIORAL SCIENCE LABORATORY 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 with a grade of C or better, or permission of Division Chairman. Designed to develop techniques in research, organization and delivery of different types of speeches; to develop communication skills including the clear, concise, effective oral presentation of ideas; and to develop an acceptable speaking voice. Fall, Winter, Spring, Summer

**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 student interested in doing advanced work in speech research and organization. As needed

**SPN 101 INTRODUCTORY 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, as needed

**SPN 102 INTRODUCTORY SPANISH:** 5 hours. Prerequisite: SPN 101 or the equivalent with a grade of C or better. Five recitations and two laboratory periods each week. A continuation of SPN 101. Winter, as needed

**SPN 103 INTRODUCTORY SPANISH:** 5 hours. Prerequisite: SPN 102 or the equivalent with a grade of C or better. A continuation of SPN 101 and SPN 102. Spring—concurrently with SPN 104.

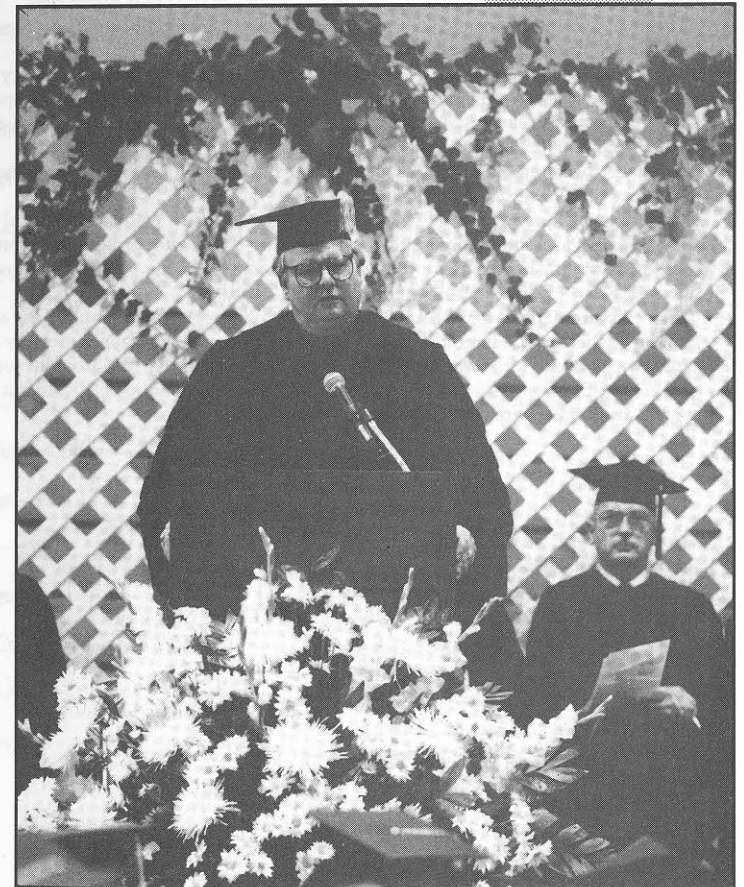
**SPN 104 INTERMEDIATE SPANISH:** 5 hours. Prerequisite: SPN 103 or the equivalent with a grade of C or better. A continuation of SPN 101, SPN 102, and SPN 103 with translations of selections from Spanish and Spanish American literature and composition based on readings. Spring—concurrently with SPN 103

**SSC 098 FRESHMAN ORIENTATION:** 3 hours institutional credit. A course designed to provide orientation to the institution and to college living for incoming freshmen who are enrolled in two or more developmental courses. Fall, Winter, Spring, Summer

**WIN 090 FRESHMAN ORIENTATION:** 1 hour institutional credit. A course designed to provide orientation to the institution and to college living that will aid the student in transition to the college campus. This class is required for all first-time entering freshmen. Fall, Winter, Spring, Summer

**WIN 095 COLLEGE SURVIVAL SKILLS:** 3 hours institutional credit. A course designed for those students placed on probation or who are in Developmental Studies for the second quarter and have failed to exit either English or reading. The purpose of the course is to provide the student with the information necessary to make a successful adjustment to college life, work, and activities. The course offers group and individual study skills assistance, career guidance, personal counseling, and tutorial services. Fall, Winter, Spring, Summer

## Faculty and Administration



## THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia—5 universities, 14 senior colleges, 15 two-year colleges. These 34 public institutions are located throughout the state.

A 15-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

The Chairperson, the Vice Chairperson, and other officers of the board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses.

The non-degree activities are of several types, including short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest. These activities, typically of short duration, are designed by each institution to meet special educational, informational, and cultural needs of the people of the service area of that institution.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

RESEARCH encompasses investigations conducted primarily for discovery and application of knowledge. These investigations, conducted on campuses and at many off-campus locations, cover a large number and a large variety of matters related to the educational objectives of the institutions and to general societal needs.

Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents for the government, management, and control of the University System and the administrative actions of the Chancellor provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of the state appropriations—approximately 52 percent—is allocated by the Board for Instruction. The percentage of funds derived from all sources for Instruction in the 1980-81 fiscal year were: 77 percent from state appropriations, 20 percent from student fees, 3 percent from other internal income of institutions.

## INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h—On-campus student housing facilities

Degrees awarded: A—Associate; B—Bachelor's; J—Juris Doctor;

M—Master's; S—Specialist in Education; D—Doctor's

cD—Doctor's, offered in cooperation with a University System university, with degree awarded by the university

### Universities

Athens 30602	August 30912
University of Georgia—h; B,J,M,S,D	Medical College of Georgia—h; A,B,M,D
Atlanta 30332	Statesboro 30460
Georgia Institute of Technology—h; B,M,D	Georgia Southern University—h; A,B,M,S,D
Atlanta 30303	Valdosta 31698
Georgia State University—A,B,J,M,S,D	Valdosta State University—h; A,B,M,S,cD

### Senior Colleges

Albany 31705	Marietta 30061
Albany State College—h; B,M	Kennesaw College—A,B
Americus 31709	Marietta 30060
Georgia Southwestern College—h; A,B,M,S	Southern College of Technology—h; A,B
Augusta 30910	Milledgeville 31061
Augusta College—A,B,M,S	Georgia College—h; A,B,M,S
Carrollton 30118	Morrow 30260
West Georgia College—h; A,B,M,S	Clayton State College—A,B
Columbus 31993	Savannah 31406
Columbus College—A,B,M,S	Armstrong State College—A,B,M
Dahlonega 30597	Savannah 31404
North Georgia College—h; A,B,M	Savannah State College—h; A,B,M
Fort Valley 31030	
Fort Valley State College—h; A,B,M	

### Two-Year Colleges

Albany 31707	Douglas 31533
Darton College—A	South Georgia College—h; A
Atlanta 30310	Gainesville 30503
Atlanta Metropolitan College—A	Gainesville College—A
Bainbridge 31717	Macon 31297
Bainbridge College—A	Macon College—A
Barnesville 30204	Rome 31063
Gordon College—h; A	Floyd College—A
Brunswick 31523	Swainsboro 30401
Brunswick College—A	East Georgia College—A
Cochran 31014	Tifton 31794
Middle Georgia College—h; A	Abraham Baldwin Agri. College—h; A
Dalton 30720	Waycross 31501
Dalton College—A	Waycross College—A
Decatur 30334	
Dekalb College—A	

University System of Georgia  
244 Washington Street, S.W.  
Atlanta, Georgia 30334



## BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

244 Washington Street, SW, Fourth Floor, Atlanta, Georgia 30334

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J. G. Woodroof, Abraham Baldwin Agricultural College

George H. King, Abraham Baldwin Agricultural College

George P. Donaldson, Abraham Baldwin Agricultural College

J. Wilson Comer, Abraham Baldwin Agricultural College

J. Clyde Driggers, Abraham Baldwin Agricultural College

Stanley R. Anderson, Abraham Baldwin Agricultural College

Wayne C. Curtis, Abraham Baldwin Agricultural College

Harold J. Loyd, Abraham Baldwin Agricultural College

1908-09

1909-10

1910-12

1912-14

1914-25

1925-29

1929-33

1933-34

1934-47

1947-61

1961-63

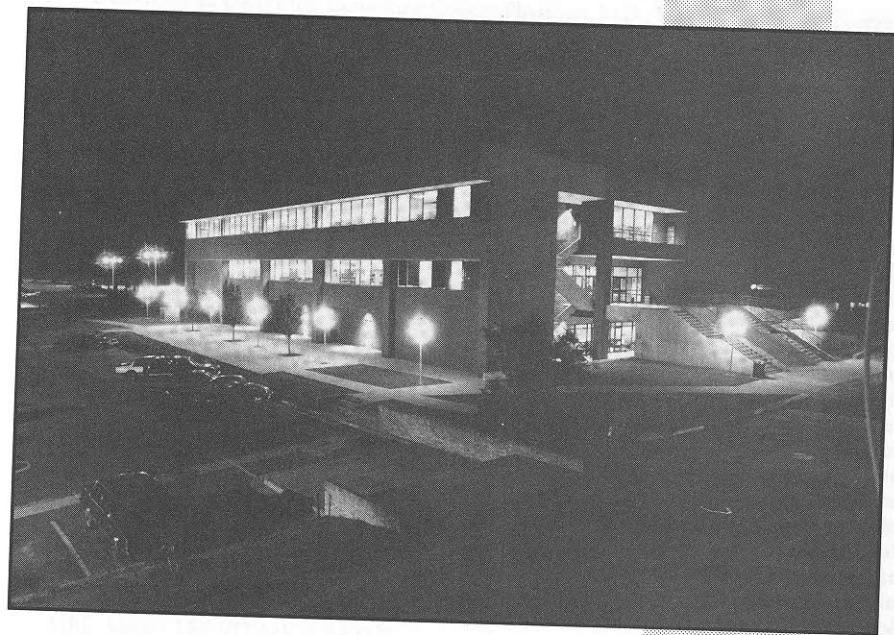
1964-75

1975-85

1986-88

1989-

# Glossary



**ACADEMIC ADVISOR**—A faculty member, usually in the student's major area of study. Each student is assigned to an advisor. The advisor helps the student plan his course of study, aids in registration each quarter, assists in changes of schedule, and provides advice and help when a student has problems or concerns.

**ACADEMIC OVERLOAD**—When students enroll in more than the normal course load of fifteen credit hours plus physical education. Usually seventeen or more hours represents an overload.

**ACCREDITATION**—Approval of a college or university's programs and operations by an accrediting agency (such as the Southern Association of Colleges and Schools). An accredited college is one which has met certain minimum requirements and has been judged to be academically sound.

**ADMISSION**—Acceptance of a student into the College, based on his previous academic record and Scholastic Aptitude Test (SAT) scores.

**CAREER AND TECHNOLOGICAL PROGRAMS**—Those areas of study which terminate with the two-year associate degree. For students who want a two-year, but not four-year, program of study.

**COLLEGE PARALLEL PROGRAMS**—Those areas of study which, when completed, transfer to a senior college and eventually lead to a bachelor's degree. Basically the first two years of a four-year degree.

**CORE CURRICULUM**—A basic course of study required of all college parallel students. It is divided into four areas: humanities, mathematics and the natural sciences, social science, and academic major area.

**COURSE LOAD**—The number of credit hours a student carries each quarter. The normal course load is fifteen hours plus physical education.

**CREDIT BY EXAMINATION**—Credit for courses earned by divisional examination or through College Level Examination Program (CLEP). If successfully passed, these examinations offer proof of a student's knowledge of a particular subject, and credit for that subject is awarded.

**DEAN'S HONOR LIST**—Recognizes students who have distinguished themselves scholastically. A list published each quarter with the names of those who achieved a 3.3 grade point average or higher with fifteen or more hours of regular college credit.

**DEVELOPMENTAL STUDIES**—A program of studies in such subjects as English, reading, and mathematics. Entering students who are shown through testing to be deficient in certain areas are enrolled in one or more developmental studies courses. These courses do not count toward graduation, but must be successfully completed before a student can take regular college-level work. Students with SAT scores less than 350 verbal and 430 math are automatically assigned to Developmental Studies.

**DIVISION DEPARTMENT**—An academic unit of the College which is presided over by a chairperson. ABAC has six academic divisions and two departments and all courses offered for regular credit are organized within them, e.g., Division of Business Administration.

**DROP AND ADD (CHANGE OF SCHEDULE)**—A period of two days at the beginning of each quarter when a student may change his schedule by dropping one class and adding another in its place. The student who must change his schedule sees his advisor to begin the process. While a student may drop and add only during the first two days of class each quarter, he may drop a course without adding any other course in its place up to the mid-point of the quarter. Again, however, he must see his advisor first.

**ELECTIVE**—A course within the student's curriculum that is chosen with a degree of freedom, as opposed to a required course. The elective is accepted toward the completion of a degree, but the student has the opportunity of choosing it from among several alternatives.

**EXCLUSION**—When a student is barred from enrolling in the College. This may be due to lack of academic performance or violation of the College code of conduct.

**FRESHMAN**—The student who has earned fewer than forty-five hours of credit.

**FULL-TIME STUDENT (FOR FEE PAYMENT ONLY)**—A student who is enrolled for twelve or more credit hours.

**GRADE POINT AVERAGE (ACADEMIC)**—Computed numerically by dividing the number of grade points earned by the number of hours of course work attempted over any given period. Only those courses number 100 or higher (regular college-level courses) are counted.

**GRADE POINT AVERAGE (INSTITUTIONAL)**—Computed the same way as the academic grade point average, except that all courses attempted, including those numbered below 100 (developmental studies courses) are counted. The student must keep his institutional grade point average at 1.5 or higher to avoid academic probation.

**GRADE POINT AVERAGE (GRADUATION)**—Computed by dividing the hours of credit presented for graduation into the grade points earned in courses presented for graduation.

**GRADE POINTS**—Points given for attainment of a certain letter grade (A=4, B=3, C=2, D=1, F=0). Used in determining the grade point average.

**HONORS DAY**—Designed to recognize publicly those students who have distinguished themselves academically. An Honors Day program each spring quarter includes the announcement of awards to superior students and other forms of reward and recognition.

**ID CARD**—A card issued to each student identifying him as a student of the College. It also provides admission to various college functions and is required to cash checks and to check out books from the Library. It is also required to obtain transcripts and academic information from the Registrar's Office. ID cards are validated during registration each quarter.

**MAJOR**—The academic area in which a student specializes. New students are encouraged to declare a major when they first enroll, but may be classified "undeclared" if they wish.

**MATRICULATION**—Enrollment in the College.

**MID-TERM**—The mid-point of the quarter. The last day students may withdraw from a course or courses without penalty. Consult the College calendar for mid-term dates.

**ORIENTATION**—Designed to help a new student become familiar with the College. It is also a period of testing, the results of which provide the faculty with information needed to better advise the student and help plan his course of study.

**PART-TIME STUDENT**—A student who is enrolled for eleven or fewer credit hours.

**PREREQUISITE**—A course which must be completed before another can be taken. Some of the College's courses are prerequisites for following course, i.e., English 101 is a prerequisite for English 102. See the "Description of Course" section of this catalog for course prerequisites.

**PROBATION (ACADEMIC)**—A result of unsatisfactory scholarship. A student who has attended the College for two quarters or more and who has less than a 1.5 institutional grade point average is placed on probation.

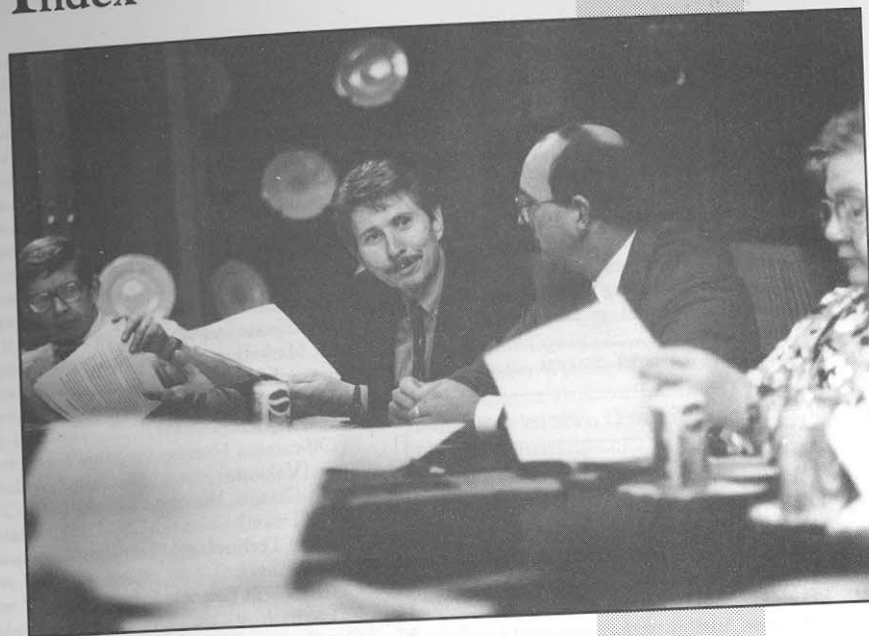
**QUARTER CREDIT HOURS**—A unit of academic credit. Each course offered by the College carries such credit. The number of hours earned in a given quarter is the measure of that student's academic load. The normal load is fifteen quarter hours plus physical education.

**QUARTER SYSTEM**—The scheduling of four periods of academic study within a fiscal year, summer, fall, winter, and spring quarters constitute the fiscal year.

**REGENTS' TEST**—A competency test in reading and writing. It is required of all students enrolled in the College and throughout the University System of Georgia. It must be passed before the student can graduate from ABAC, and is normally taken during the sophomore year. See the "Regents' Testing Program" section of this catalog.

**SOPHOMORE**—The student who has completed forty-five or more credit hours.

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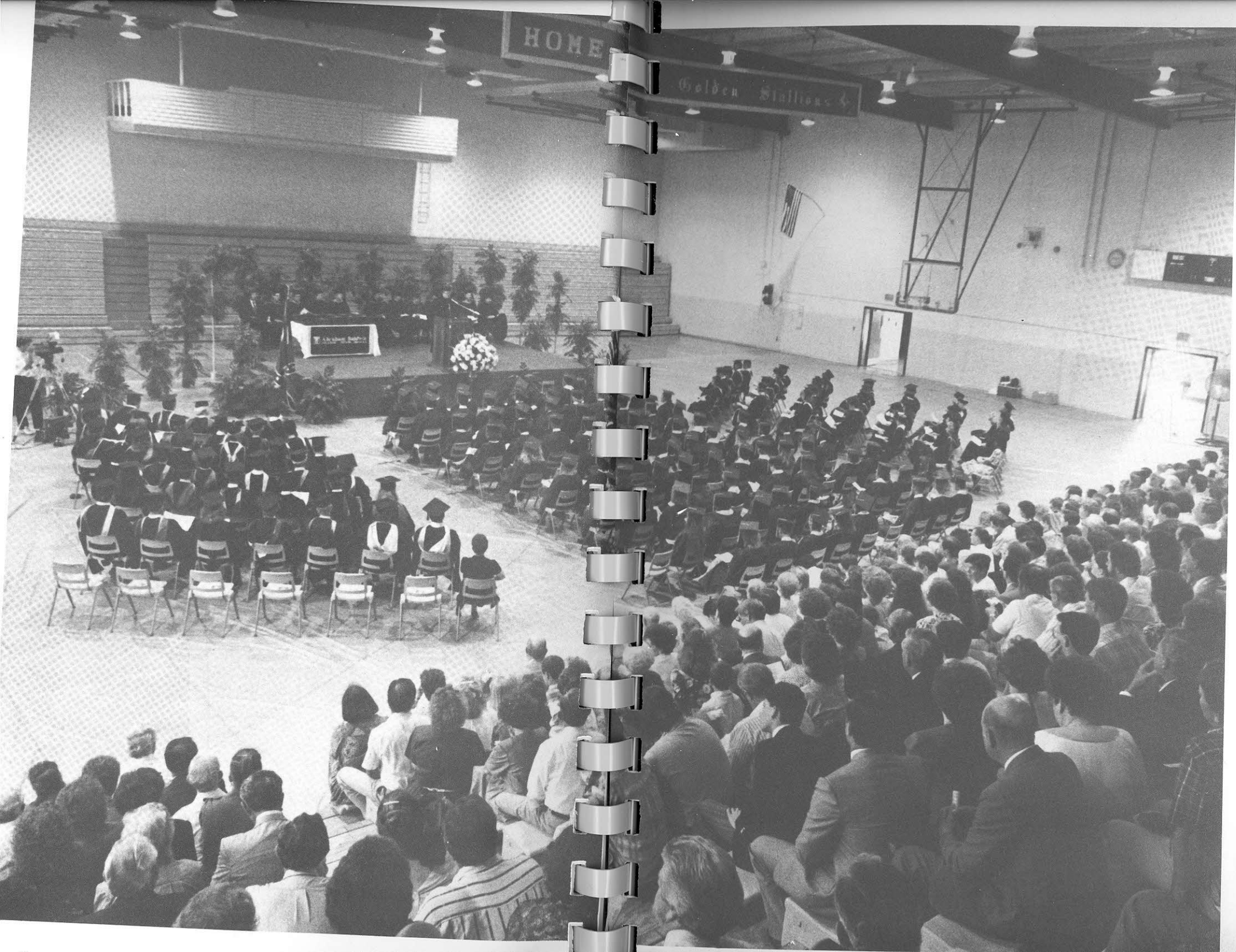


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S WK-2<sup>am</sup>  
 z-bed  
 by 2:45  
 3-6:30  
 3hrs. sleep  
 (3-8) 5 hrs

M Hard day  
 8-2:10 class  
 4-2 WK

T W  
 8-2:10 class

R Hard day  
 8-2:10 class  
 4-2 WK

F Hard day  
 8-2:10 class  
 4-2 WK

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| 4. Howard Auditorium                                   | 19. Conger Hall - Business/Humanities | 28. Fulwood Hall                            | 36. Baseball Field                 |
| 5. Welner Hall - Public Safety                         | 20. Music Building                    | 29. Mitchell Hall                           | 37. Arena                          |
| 6. Comer Hall  | 21. Britt Hall - Science-Math         | 30. Branch Hall                             | 38. Stables                        |
| 7. Herring Hall  | 22. Gray Hall - Science-Math          | 31. Agriculture Building - AET/Horticulture | 39. Tennis Center                  |
| 8. Tift Hall - Admissions, Administration, Information | 23. Driggers Lecture Hall - Chapel    | 32. Yow Forestry-Wildlife Building          | 40. Intramural Field & Track       |
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