

**BULLETIN**

**ABRAHAM BALDWIN  
AGRICULTURAL COLLEGE  
UNIVERSITY SYSTEM OF GEORGIA  
2802 MOORE HIGHWAY  
TIFTON, GEORGIA 31793-2601  
[www.abac.edu](http://www.abac.edu)**

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*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 regarding changes will be available in the Office of the Registrar. It is especially important that each student note that it is his/her responsibility to stay apprized of current graduation requirements for any 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 to 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 Agricultural College has designated the Director of Student Development, J. Lamar Branch Student Center, and the Director of Human Resources, Tift Hall, 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 gender. This prohibition extends to employment and admissions. The individual responsible for compliance with Title IX is the Director of Human Resources, Tift Hall.

### **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 a student to read this catalog, official announcements, official bulletin boards, the Student Handbook, and otherwise inform himself/herself completely regarding his/her program of studies, credits, degree requirements, quality points and other facts relating to life at the College. A student is requested to retain this catalog and to bring it at the time set for academic advisement with the academic advisor and subsequent registration.

# ABAC CATALOG 2004-2006

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General  
Information

# ACADEMIC CALENDAR; 2004-2006

## Fall Semester 2004

### Full Term

New Student Orientation/Registration	August 19
Registration for returning students	August 20
First day of classes	August 23
End Drop/Add period	August 27
Labor Day Holiday	September 6
Mid-term deadline for withdrawal w/o academic penalty	October 14
Fall Break	October 18, 19
Thanksgiving Holidays	November 25, 26
Last day of classes	December 10
Final exams	December 13, 14, 15
Grades due	December 16
Graduation	December 18, 10:00 AM

### Session A

First day of classes	August 23
End Drop/Add period	August 24
Mid-term deadline for withdrawal w/o academic penalty	September 17
Last day of classes	October 13
Final exams	October 14 or arranged by the instructor

### Session B

First day of classes	October 15
End Drop/Add period	October 20
Mid-term deadline for withdrawal w/o academic penalty	November 12
Last day of classes	December 10
Final exams	December 13, 14, 15

## Spring Semester 2005

### Full Term

New Student Orientation/Registration	January 6
Registration for returning students	January 7
First day of classes	January 10
End Drop/Add period	January 14
MLK Holiday	January 17
Mid-term deadline for withdrawal w/o academic penalty	March 3
Spring Break	March 7 - 11
Last day of classes	May 2
Final exams	May 3 - 5
Grades due	May 6
Graduation	May 10, 6:00 P.M.

**Session A**

First day of classes January 10  
End Drop/Add period January 11  
Mid-term deadline for withdrawal w/o academic penalty February 4  
Last day of classes March 2  
Final exams March 3 or  
arranged by instructor

**Session B**

First day of classes March 4  
End Drop/Add period March 14  
Mid-term deadline for withdrawal w/o academic penalty April 6  
Last day of classes May 2  
Final exams May 3 - 5

**Summer Term 2005**

**May-mester**

First day of classes May 11  
Mid-term deadline for withdrawal w/o academic penalty May 20  
Last day of classes May 31  
Final exams June 1  
Grades due June 2

**Full Term**

New Student Orientation/Registration June 2  
Registration for returning students June 3  
First day of classes June 6  
End Drop/Add period June 7  
Mid-term deadline for withdrawal w/o academic penalty June 29  
Independence Day Holiday July 4  
Last day of classes July 25  
Final exams July 26 - 27  
Grades due July 28

**Session A**

First day of classes June 6  
End Drop/Add period June 7  
Mid-term deadline for withdrawal w/o academic penalty June 16  
Last day of classes June 28  
Final exams June 29 or  
arranged by the instructor

**Session B**

First day of classes June 30  
End Drop/Add period July 1  
Mid-term deadline for withdrawal w/o academic penalty July 13  
Last day of classes July 25  
Final exams July 26 - 27

## Fall Semester 2005

### Full Term

New Student Orientation/Registration	August 18
Registration for returning students	August 19
First day of classes	August 22
End Drop/Add period	August 26
Labor Day Holiday	September 5
Mid-term deadline for withdrawal w/o academic penalty	October 13
Fall Break	October 17 - 18
Thanksgiving Holiday	November 24 - 25
Last day of classes	December 9
Final exams	December 12 - 14
Grades due	December 15
Graduation	December 17, 10:00 A.M.

### Session A

First day of classes	August 22
End Drop/Add period	August 23
Mid-term deadline for withdrawal w/o academic penalty	September 16
Last day of classes	October 12
Final exams	October 13 or arranged by the instructor

### Session B

First day of classes	October 14
End Drop/Add period	October 19
Mid-term deadline for withdrawal w/o academic penalty	November 11
Last day of classes	December 9
Final exams	December 12 - 14

## Spring Semester 2006

### Full Term

New Student Orientation/Registration	January 5
Registration for returning students	January 6
First day of classes	January 9
End Drop/Add period	January 13
MLK Holiday	January 16
Mid-term deadline for withdrawal w/o academic penalty	March 2
Spring Break	March 6 - 10
Last day of classes	May 1
Final exams	May 2 - 4
Grades due	May 5
Graduation	May 9, 6:00 P.M.

### Session A

First day of classes	January 9
End Drop/Add period	January 10
Mid-term deadline for withdrawal w/o academic penalty	February 3
Last day of classes	March 1
Final exams	March 2 or arranged by the instructor

### Session B

First day of classes	March 3
End Drop/Add period	March 13
Mid-term deadline for withdrawal w/o academic penalty	April 5
Last day of classes	May 1



Final exams

May 2 - 4

**Summer Term 2006**

**May-mester**

First day of classes May 10  
Mid-term deadline for withdrawal w/o academic penalty May 19  
Last day of classes May 30  
Final exams May 31  
Grades due June 1

**Full Term**

New Student Orientation/Registration June 1  
Registration for returning students June 2  
First day of classes June 5  
End Drop/Add period June 6  
Mid-term deadline for withdrawal w/o academic penalty June 28  
Independence Day Holiday July 3 - 4  
Last day of classes July 25  
Final exams July 26 - 27  
Grades Due July 28

**Session A**

First day of classes June 5  
End Drop/Add period June 6  
Mid-term deadline for withdrawal w/o academic penalty June 15  
Last day of classes June 27  
Final exams June 28 or  
arranged by the instructor

**Session B**

First day of classes June 29  
End Drop/Add period June 30  
Mid-term deadline for withdrawal w/o academic penalty July 13  
Last day of classes July 25  
Final exams July 26 - 27

## **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, a 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 over 3,400 students enrolled in the fall term of 2003. The College reaches approximately 12,000 people annually through its college transfer programs, career technological programs, public service and economic development programs, and special services. Students are enrolled each term from most of the state's counties, from other states and many 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 knowledge for food production, marketing and distribution, and in the total agricultural revolution.

The uniqueness of ABAC 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 a total of 57 two-year career and transfer programs as well as several one year certificate programs.

## **ACCREDITATION AND MEMBERSHIPS**

Abraham Baldwin Agricultural College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, Telephone (404)679-4501) 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 faculty/staff are affiliated with numerous national, regional, and state associations, including:

- Georgia Association of Colleges
- Georgia Association of Two-Year Colleges
- Georgia Collegiate Press Association
- National League for Nursing
- National Junior College Athletic Association

## **MISSION STATEMENT**

Abraham Baldwin Agricultural College (ABAC), established in 1908 as the Second District A&M School, became South Georgia A&M College in 1924 and Georgia State College for Men in 1929. Named for a signer of

the United States Constitution and the first president of the University of Georgia, the college assumed its present name in 1933 when it became a unit of the University System of Georgia. At that time, ABAC embarked on a mission devoted primarily to associate-level studies in agriculture, home economics, and related fields. ABAC's role later expanded to include a diverse educational program.

As a unit of the University System of Georgia, ABAC shares the following characteristics with other two-year units in the System.

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- a commitment to a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- a commitment to scholarship and creative work for the specific purposes of supporting instructional effectiveness and enhancing institutionally relevant faculty qualifications.

In addition, campus life at ABAC shares the following characteristics with all other units in the system.

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of the students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

ABAC, an associate level college, is a community-based residential institution offering programs in the natural and physical sciences, the liberal arts, the social sciences, business, physical education and recreation, and health occupations as well as a specialized institution serving a unique role through programs in agriculture and related disciplines. This dual emphasis, together with on-campus housing, gives the college its distinctive character and enables it to attract traditional and nontraditional students from throughout Georgia, other states, and other countries, creating a culturally diverse student body.

ABAC provides high quality academic programs that allow employment upon completion of two-year career programs of fulfillment of the core

curriculum requirements and an opportunity for successful transfer into baccalaureate programs.

Off-campus and evening programs provide educational opportunities for individuals who are unable to attend classes in the traditional setting. Public service programs include special-interest activities and courses, occupation-enhancing classes, youth enrichment courses, and performing and visual arts events. The college also provides administrative services and facilities that enable community and state organizations as well as other units of the University System of Georgia to bring seminars, meetings, and upper-level and graduate instruction to the region.

ABAC's vision for the future includes placing student learning foremost; having an outstanding diverse faculty, staff, and administration; valuing and encouraging lifelong learning; and ensuring continuous leadership and improvement. The college supports its mission through a participatory planning process involving all aspects of the campus community. Key components of the vision include additional outreach in Colquitt County through the development of ABAC-on the Square; expanded use of distance education technologies; and collaborative efforts with technical institutes, public schools, and business and professional organizations. Another dimension of the vision is the continued development of agriculturally related programs of study and applied research partnerships with Fort Valley State University and the University of Georgia. Furthermore, the vision includes meeting the changing needs for programs other than those in agriculture.

The open admissions nature of ABAC continues to require refinement of services that enhance student development and academic success.

### **ASSESSMENT PROGRAM**

Abraham Baldwin Agricultural College is committed to helping students realize their potential. For this reason, student assessment is part of the college's educational program. From the time a student applies, until leaving, participation is expected 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. These tests and surveys will be used to help a student achieve individual goals and to improve college programs and services.

A student's 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.

### **PUBLIC SERVICE AND BUSINESS OUTREACH CENTER**

Abraham Baldwin Agricultural College is committed to providing lifelong learning opportunities for all Georgians. Established in 1940, the Public Service and Business Outreach Center provides a link between the college and the communities it serves. An extension of the traditional on-campus learning process, continuing education programs are developed in response to educational demands and requests of citizens, professional and business groups, governmental agencies, and civic groups. Instructional services consist of non-degree work primarily designed for the purpose of upgrading skills for

career/professional development, personal interest, and enrichment.

Entrance to non-credit programs is not based on educational background, and no grades are given in most classes. The only requirement for enrolling in most classes is interest and a desire to learn.

The Public Service and Business Outreach Center is located on the first floor of Weltner Hall. Additional information may be obtained on the web at [www.abac.edu/psbo](http://www.abac.edu/psbo) or by emailing [conted@abac.edu](mailto:conted@abac.edu).

### **THE ARTS CONNECTION**

The Arts Connection is located in the Carlton Center on the 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 Arts Connection has developed a multi-county arts alliance through which it presents arts in education programs, professional performances, festivals, arts camps, and residencies by professional dance and theater groups. In addition, the Arts Connection has launched a program to recognize and sustain the folk life of South Georgia. The Arts Connection attracts participants from virtually all walks of life.

### **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.

The College of Agriculture and Environmental Sciences at the University of Georgia has two related units at its Tifton Campus that complement the mission of ABAC. One of these units is the UGA Tifton Campus Conference Center (TCCC). The other unit is the Coastal Plain Experiment Station. The program of the TCCC 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 labor 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.

The Experiment 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 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.

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.

### **ABAC ALUMNI ASSOCIATION**

Anyone who has completed a minimum of 10 semester hours of education credit is eligible for membership in the ABAC Alumni Association. Only those who have earned 30 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. Awards are presented to alumni annually who have excelled in various professions.

The alumni newspaper, ABAC Today, is published to keep 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 alumni scholarships as well as other campus activities.

### **ABAC 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 could not 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, providing 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.

### **GOVERNOR'S AGRICULTURAL ADVISORY COMMISSION**

The Governor's Agricultural Advisory Commission, located on the first floor of Tift Hall, chooses various members of the agricultural community to confer collectively about Georgia's economic development

and its effects on agriculture in the state. The board discusses the numerous agricultural changes, problems, and advancements in agriculture today. Along with this task, the members also work to promote and execute the Governor's agricultural initiatives. Donnie H. Smith, the Executive Director of the Georgia Tobacco Community Development Board and Agricultural Liaison to the Governor, is also housed in the office.

### **LOCATION OF THE COLLEGE**

ABAC is located in south central Georgia on a 421-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 64 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, GA, Macon, GA, Valdosta, GA, and Tallahassee, FL.

### **BUILDINGS AND GROUNDS**

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

**AG SCIENCES BUILDING**—This 39,000 square foot building houses office for the Division of Agriculture and Forest Resources, seven classrooms, an outdoor animal science lab, and a multipurpose classroom.

**ALUMNI-DEVELOPMENT HOUSE**—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.

**BOWEN HALL**—This building, at the center of the campus, houses classrooms and offices for the Division of Social Science, the Family and Consumer Sciences Program, and Regional Police Academy. Three distance-learning classrooms are also located in this building.

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

**CARLTON CENTER**—This facility of 42,000 square feet serves as the central learning resources center for the college. The Baldwin Library is located on the second and third floors of the Carlton Center. It supports teaching and learning at Abraham Baldwin Agricultural College by providing: collections that enhance the curricula, reference and research assistance to identify information, instruction that fosters information literacy, services that are responsive to the needs of its constituents, and access to information beyond its walls. The Library houses approximately 74,000 volumes, 24,000 pieces of microfilm, a audiovisual collection, the Georgiana Collection, the College archives, subscribes to approximately 300 magazines and newspapers, and provides GALILEO and other electronic resources. GALILEO allows access to over 100 databases, Internet, the library catalogs of all University System of Georgia libraries and other Georgia libraries. GALILEO also provides access to information for ABAC students taking courses at off-campus sites. Fax and delivery services are also available to provide

information to ABAC students taking courses at remote sites. The Carlton Center also houses media production facilities, a large meeting room, the Academic Assistance Center, the Arts Connection, and the office of Institutional Technology on the ground floor. The building is designed to serve the needs of students, faculty, and the community.

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

CHAMBLISS BUILDING—Containing 45,000 square feet, this building houses the faculty/staff of Agricultural Engineering, Agricultural Equipment Technology, and Animal Science. Classrooms and a wide variety of laboratories are located in the building which are used by students in many different programs of study.

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

DONALDSON DINING HALL—This, the largest dining facility in South Georgia, provides a seating capacity in excess of 600. In addition to providing dining services for the student body, the dining hall is frequently used for large banquets by groups throughout Tiftarea.

DRIGGERS LECTURE HALL-CHAPEL—This non-denominational chapel is used for weddings, recitals, and lectures.

ENVIRONMENTAL HORTICULTURE BUILDING—Containing approximately 20,000 square feet and opened for use in Fall 2001, this "state of the art" facility provides offices, classroom and laboratory space for instructional purposes in all the Environmental Horticulture programs. All classrooms and labs are "high tech" offering faculty and students a most professional teaching and learning environment. In addition, the ceramics laboratory and agricultural economics is located in this facility. Also, English, mathematics, science, and agricultural classes are taught in the building on a space available basis. Laboratories include computer and graphics (information technology), turf and grounds equipment technology, ornamental plant identification, pest management, and a teaching greenhouse.

GAINES HALL—This building houses part of the Nursing Division. 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.

EVANS HEALTH CENTER—The E. L. Evans Health Center has a 10-bed capacity and contains separate wards for males and females.

FOREST LAKES GOLF CLUB—This nine-hole, 91-acre golf course located five miles northeast of the campus is used as a learning laboratory for



students in many different areas of study at ABAC. Tifton ophthalmologist Larry Moorman and his wife, Debra, donated the course to the ABAC Foundation, and the college now has complete use of the facility. It also remains open for public play.

HOWARD AUDITORIUM-THRASH GYM—Equipped with a large stage and a capacity for nearly 350 people, the newly renovated auditorium is the center of many college and community activities, including concerts and plays. Located at a right angle to the auditorium, and connected with it by a rotunda, the Thrash Gymnasium is used for classes in physical education, intramural sports, and other student activities.

J.G. WOODROOF FARM—The college's farm contains over 200 acres and is used in such academic programs as agronomy, agricultural engineering, animal husbandry, wildlife, forestry, environmental horticulture, and veterinary medicine.

J. L. BRANCH STUDENT CENTER—Located directly behind Tift Hall, the J. Lamar Branch Student Center contains the administrative offices of Student and Enrollment Services 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, and Recreation Center.

KING HALL—This building houses general classrooms, computer labs, faculty offices, and the Humanities Division Offices.

MOORE BUILDING—This structure houses part of the Nursing Division and contains classrooms, an audio-tutorial 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 west side of the campus is a 40-acre physical education outdoor sports complex. It features a baseball field, tennis courts, archery range, a softball field and a field for soccer and intramural sports. In addition, a putting green and driving range are located near Lake Baldwin. ABAC also features stables for students' horses and a rodeo arena. 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.

RESIDENCE HALLS—The ABAC Place apartment complex is located on the west side of campus. It includes housing for 835 students, most in 4-bedroom, 2-bath units.

TIFT HALL-ADMINISTRATION—This building houses the administrative offices of the President, Vice President and Dean of Academic Affairs, Vice President for Fiscal Affairs, as well as Director of College Services, Director of Institutional Research, the Office of Public Relations, and Human Resources.

WELTNER HALL—This building houses the Office of Public Safety, Office of the College Assistance Migrant Program, and the Office of the High School Equivalence Program. 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 forest and wildlife management and agronomy.

# Admissions

## **GENERAL POLICIES AND PROCEDURES**

The Admissions Office, located in the Enrollment Services Office on the second floor of the J Lamar Branch Student Center, can be reached by telephone at (229) 386-3230 and by mail at ABAC 4, 2802 Moore Highway, Tifton, Georgia 31793-2601. The toll free number is 1-800-733-3653. Information may also be obtained by visiting our web site at <http://www.abac.edu>.

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

The Director of Admissions makes 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 fees, and other information no later than twenty days prior to the registration date for the semester 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 semester.

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.

ADMISSION REQUIREMENTS (More detailed requirements are listed on pages 22).

### **All New Applicants**

All applicants applying for admission must submit the following documentation:

- Undergraduate Admission Application
- A \$20.00 non-refundable Application Fee (subject to change) or \$25.00 fee for internet processing
- Certification of Immunization/Medical History. All applicants must submit a medical form, prior to registering for classes, verifying immunity against measles, mumps, rubella, a TB skin test administered within 12 months of enrollment, and Varicella (chicken pox), tetanus, and hepatitis B (for all students 18 years of age or less at matriculation). In accordance with state law, each student living in on-campus housing is required to be vaccinated against meningitis or to document that he/she is aware of the vaccine but elects not to be vaccinated. The meningitis vaccine may be obtained from your local health department or physician, or through the ABAC Health Center. 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 form is in the back of the catalog.

## **Freshmen Applying for Pre-Baccalaureate and Associate Degree Programs (AA, AS)**

Applicants applying for freshman admission must submit the following additional documentation:

- Official Transcript from an accredited high school including graduation test scores
- SAT I or ACT Scores
- Official GED Scores, if applicable

## **Transfer Students from Another Institution**

Applicants applying for transfer admission must submit the following additional documentation:

- Official transcripts from each institution attended
- Students who are applying for Pre-baccalaureate/Transfer Programs with fewer than 30 transferable semester hours (45 quarter hours) must also meet Freshmen admission requirements.

## **Career Programs**

### **(Associate of Applied Science Degrees)**

Applicants applying for admission to career programs must submit the following additional documentation:

- 1) Official Transcript from an accredited high school including graduation test scores.
- 2) Students must have a SAT I Verbal score of 330 (ACT 12) and SAT I Math score of 310 (ACT 14).
- 3) Applicants are not held to College Preparatory Curriculum (CPC) course work requirements.
- 4) Students admitted to career degree programs who score below 480V SAT (20 ACT) and/or 400M SAT (17 ACT) must take the COMPASS placement test administered by a University System institution.
- 5) Separate program-specific applications are required for the Nursing program. (For additional information students must contact the Division of Nursing.) Admission to the college does not guarantee formal admission to the Nursing program.
- 6) Students who have earned an AAS may apply for admission to a program leading to the baccalaureate degree. These students will be required to meet the regular freshman requirements and will not be held to CPC requirements.

- 7) Students admitted in a career degree may apply for admission to programs leading to an associate degree if the student shows promise for academic success. The student would be admitted as a presidential exception.

SAT I applications and testing information may be obtained from the College Examination Board (Box 592, Princeton, New Jersey 08540, [www.collegeboard.com](http://www.collegeboard.com)). An Institutional Scholastic Aptitude Test (ISAT) is given by the office of Student Development at ABAC each term. ISAT scores can be used only for admission to ABAC. ACT testing materials may be obtained from the American College Testing Program (3355 Lenox Road, N.E., Suite 320, Atlanta, GA 33026-1332, [www.act.org](http://www.act.org)).

Exceptions to the SAT and ACT requirements are discussed in the Special Admissions section.

The current Board of Regents policy states grades and courses are to be accepted from accredited high schools which meet the standards of a regional accrediting association (i.e., Southern Association of Colleges and Schools, the Georgia Accrediting Commission (GAC), The Accrediting Commission of Independent Study (ACIS), Georgia Private School Accrediting Commission (GAPSAC), or a public school regulated by a public school system and State Department of Education).

### **Transient**

Applicants applying for transient admission must submit the information required for all new applicants and the following additional documentation:

- Transient Form or Letter of Good Standing
- The Transient Form/Letter of Good Standing must indicate permission to take specific courses at ABAC.
- Transient students are admitted for one semester. If they wish to remain at ABAC longer than one semester they must submit a new Letter of Good Standing from their Dean or Registrar, or must meet all admission requirements for transfer admission. A transient student can enroll for no more than three consecutive terms.

### **DETAILED ADMISSION CRITERIA FOR PRE-BACCALAUREATE/TRANSFER PROGRAMS**

#### **Regular Admission**

- SAT verbal score of 330 or ACT English score of 12 and
- SAT math score of 310 or ACT Math score of 14
- 16 CPC Units
- 1830 FI

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Note: Applicants will be given the COMPASS if the verbal SAT score is less than 480 (ACT English 20) or the math SAT score is less than 400 (ACT Math 17). See details on page 160.

\*Students with SAT I Verbal score of 330 or ACT English score of 12 and SAT I Math score of 310 or ACT Math score of 14 may be considered for Limited Admissions but will be required to exempt or exit Learning Support in the areas of deficiency.

In addition to meeting the above admission criteria, applicants graduating from high school within the past five years must meet the requirements of the College Preparatory Curriculum (CPC) of the Board

of Regents.

### **College Preparatory Curriculum (CPC) Requirements**

<b>CPC Area (Units)</b>	<b>Institutional Emphasis/Courses</b>
English (4)	- Grammar and usage - Literature (American, English, World) - Advanced Composition
Mathematics (4)	- Two courses in Algebra and one in Geometry - Advanced Mathematics
Science (3)	- At least one laboratory course from the life sciences and one laboratory course from the physical sciences
Social Science (3)	- One course focusing on United States studies, one course focusing on world studies, and one course from any Social Science area. (Public school students in Georgia must also complete one-half Carnegie unit each in Political Science/Government and in Economics).
Foreign Language (2)	- Two courses in the same foreign language emphasizing speaking, listening, reading, and writing.

### **Satisfying College Preparatory Curriculum (CPC) Deficiencies**

Students who are CPC deficient must satisfy the required course work according to established guidelines listed below or may eliminate the CPC deficiencies by presenting the stipulated passing scores on the SAT II (subject exam).

A student must satisfy all CPC deficiencies prior to earning 30 semester hours (45-quarter hours). In the areas of social science, science, and foreign language, the student is required to complete the appropriate courses with a "C" grade or better. Students receive credit for courses used to satisfy College Preparatory Curriculum deficiencies, but such credit may not be used to satisfy core curriculum or degree requirements.

English - Students who complete fewer than the four required units of English will be required to take the COMPASS in English, and Reading. Based on the student's score, the student would (1) exempt Learning Support English and/or Reading or (2) be placed in Learning Support English and/or Reading.

Mathematics - Students who complete fewer than the four required units of mathematics will be required to take the COMPASS in mathematics. Based on the student's score, the student would (1) exempt Learning Support Mathematics or (2) be placed in Learning Support Mathematics.

Science - Students who complete fewer than the three required units of science will be required to complete additional course work in a laboratory science. The course(s) must be in the specific content area(s) in which the student is deficient.

Social Science - Students who complete fewer than three acceptable units of social science will be required to complete additional course work chosen from approved social science courses. The course(s) must be in the specific content area(s) in which the student is deficient.

Foreign Language - Students who complete fewer than two units of the

same foreign language will be required to complete one additional three-semester hour introductory foreign language course.

Applicants who graduate from non-accredited or unapproved high schools, including home schooled students and GED recipients, may satisfy CPC requirements by passing the SAT II Subject Tests. Applicants who pass the Basic Group plus two additional SAT II Subject Test will be eligible for admission to ABAC if all freshmen admission requirements are met. The SAT II Subject Tests are administered through the College Board. An alternative to the SAT II Subject Tests would be the submission of a portfolio of work demonstrating coverage of the CPC subjects. The student's portfolio will be assessed to determine whether or not the applicant has completed the equivalent of each area of the CPC. To determine eligibility for admission, the student's SAT Score must be at or above the previous year's fall semester SAT average score of the first-time freshman admitted to the institution.

**(Basic Group) Passing Minimum Score**

English Writing .....	520
Math IC .....	500
Math IIC .....	570
American History and Social Studies	560
Biology .....	520

**Additional SAT II Subject Tests**

Chemistry .....	540
Physics .....	590
English Literature .....	530
Foreign Language ..	to be determined
World History .....	540

**Exceptions to the CPC Requirements**

In order to make the University System more accessible to citizens who are not of college-going age and to encourage life-long learning, the University System of Georgia does not require CPC units for non-traditional students. All students must, however, be screened for placement in Learning Support courses using the COMPASS as administered in a University System of Georgia institution and must meet University System criteria for exemption or exit from Learning Support reading, English, and mathematics.

**Limited Admission**

- SAT verbal score of 330 or ACT score of 12 and
- SAT math score of 310 or ACT score of 14
- Students who are CPC deficient must satisfy the required course work according to the established guidelines.

An applicant will be given the COMPASS if the verbal SAT score is less than 480 (ACT English 20) or the math SAT score is less than 400 (ACT Math 17). This examination must be taken before a student can register for classes at ABAC.

Students will be required to enroll in Learning Support courses if their placement test scores fall below either the University System of Georgia minimum or the institutional minimum. They may exit Learning Support:

- by earning passing scores on all required parts of the COMPASS.



(If any required part of the COMPASS is not passed, the student will be required to enroll in the appropriate Learning Support course. Upon successful completion of all required Learning Support courses and passing the COMPASS, the student will exit the Learning Support areas (English, Reading, and Math).

Under the semester system, students are limited to a total of three attempts in each Learning Support area, including both required and voluntary participation. Students who do not complete the requirements for each area after a maximum of three attempts per area are subject to Learning Support Suspension. Contact the Learning Support Office for copies of the department's policy.

## **DETAILED ADMISSION CRITERIA FOR CAREER ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS**

### **Associate of Applied Science**

Students wishing to enroll in career degree programs (AAS) must meet the following admission requirements:

Must have graduated from an accredited high school and must have a Freshman Index (FI) of 1540, in addition to the minimum SAT I Verbal 330 or ACT English 12 and SAT I Math 310 or ACT Math 14. GED recipients must have the minimum SAT I Verbal 330 or ACT English 12 and SAT I Math 310 or ACT Math 14. Applicants are not held to CPC requirements.

For placement purposes, students must take the COMPASS placement test at a University System of Georgia institution. The COMPASS scores will be used to place the student in Learning Support courses or in regular freshmen courses. (Students scoring 480 Verbal/ACT English 20 or higher and 400 Math/ACT Math 17 or higher are exempt from COMPASS testing).

Students who are eligible for admission to ABAC programs leading to baccalaureate degrees without screening for Learning Support are exempt from taking the COMPASS.

### **Certificate Programs**

Students seeking admission to certificate programs with more than 12 semester hours of core curriculum must meet the same admissions requirements as stated above.

Students seeking admission to certificate programs with 12 or fewer semester hours of core curriculum must meet the following admissions requirements:

- Graduate from an accredited high school with a minimum GPA of 1.8
- GED (if applicable)

For placement purposes, students admitted to career degree or certificate programs must take the University System of Georgia's COMPASS placement test administered by a University System institution. Students whose scores do not exceed the minimum cutoff scores for Learning Support placement in the areas of reading, English, or mathematics will be required to enroll in Learning Support courses as follows:

1. For those students who will take any course which has a Learning Support prerequisite in an area (or areas), all Learning Support requirements in that area (or areas) shall be met.
2. For students who will take no courses with a Learning Support prerequisite in an area (or areas), the Learning Support

requirements in that area (or areas) are not mandatory.

Students admitted in a career degree or certificate category may apply for admission to programs leading to an associate degree or associate of applied science degree if they meet regular or Limited Admission requirements or if they show promise for academic success and are admitted as a Presidential Exception. Students admitted in this category must fulfill all Learning Support and College Preparatory Curriculum requirements.

## **SPECIAL ADMISSION CATEGORIES**

### **Admission Of Transfer Students**

All of the regulations applicable to students seeking admission as beginning freshmen are applicable to transfer students subject to the following interpretations:

A transfer student is one who has terminated enrollment at one institution and seeks admission to another. Students may not disregard their records at other institutions. Failure to report previous college attendance is considered to be sufficient cause for expulsion from this college and cancellation of any credits earned.

A transfer applicant must arrange for official transcripts of all previous college work to be sent to the Office of Admissions, which will determine the applicant's qualifications for admission on the basis of these transcripts. Transfer students are normally acceptable for admission if they are eligible to continue at or to return to their sending institution.

An applicant, pursuing a pre-baccalaureate/transfer degree, who is 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

- an associate degree
- has completed 30 semester credit hours of accepted transfer core curriculum credits with a minimum 2.0 GPA and has completed Learning Support and CPC deficiency requirements.

Applicants with more than 30 transferable semester hours must meet all of the prevailing Learning Support requirements (i.e., Learning Support and CPC deficiency make-up courses) applicable to freshmen at the sending institutions which are also applicable at ABAC prior to being granted admission at ABAC for freshman admission.

Students with fewer than 30 transferable semester credit hours must meet the freshman admission requirements. While deficiencies in science, social science, and foreign language should be satisfied during the student's first semester of enrollment, students transferring from programs not requiring the College Preparatory Curriculum must satisfy these deficiencies before earning 20 hours of college level credit.

Transfer students admitted as Limited Admission students (including Presidential Exceptions) who have CPC deficiencies documented from another University System institution shall be required to satisfy those deficiencies by specific content area in the same manner as Limited Admission students in the Limited Admission area.

Students who have earned a career associate degree may apply for admission to a program leading to the baccalaureate degree. These students are required to meet the regular freshman admission

requirements. They will not be held to CPC requirements. Students who have not completed a career degree or certificate may apply for admission to a program leading to the baccalaureate degree if they meet regular or limited admission requirements or show promise for academic success.

### **Readmission**

Any student who has not attended ABAC for one calendar year must apply for readmission through the Office of Enrollment Services. In addition, the student must furnish an official transcript from any institution attended since their last enrollment at ABAC. Former ABAC students who have been enrolled at ABAC within one calendar year and have not attended any other college since last attending ABAC may enroll, if eligible, without submitting an application for readmission.

Former students who have attended another institution since their enrollment at ABAC must furnish official transcripts from each institution attended since last attending ABAC, and must meet transfer admission requirements as listed in the catalog in effect at the time of return. Students requesting readmission due to Learning Support dismissal should refer to page 160 for additional information.

### **Non-Traditional Admissions**

#### **A. Non-Traditional Freshmen:**

Non-traditional freshmen are defined as individuals who meet all of the following criteria:

- Have been out of high school at least five years or whose high school class graduated at least five years ago.
- Hold a high school diploma from an accredited high school or have satisfactorily completed the GED.
- Have earned fewer than 30 transferable semester credit hours.

Non-traditional freshmen must be screened for placement in learning support courses using the COMPASS placement test administered by a University System institution. As an alternative, non-traditional freshmen who have within the past seven years posted SAT scores of at least 500 in both Verbal and Mathematics or ACT scores of at least 21 on both English and Mathematics may exempt the COMPASS placement test.

#### **B. Non-Traditional Transfers:**

Non-traditional transfer students are defined as individuals who meet all of the following criteria:

- Have been out of high school at least five years or whose high school class graduated at least five years ago.
- Have earned 30 or more transferable hours of college credit.

### **Admission of Transient Students**

Transient admission is defined as admission for a limited period of time for a student who is regularly enrolled in another institution and who expects to return to that institution.

An applicant for transient admission must supply the Office of Admissions with a statement from the dean or registrar of the institution in which the student is regularly enrolled which clearly sets forth the student's current status and recommends the student's

acceptance and the requested course(s) to be completed at ABAC. Transient students must provide a letter of good standing each term of enrollment. Students may enroll as transients a maximum of 3 consecutive semesters; students desiring to continue at ABAC for more than 3 consecutive semesters must apply for admission as transfer students and comply with the regulations stated.

### **Admission of Students with Outstanding Scores**

Although successful completion of designated high school course work is necessary for student success in college, those few students who score at the upper five percent of all students nationally on the SAT I Total (Verbal + Math) or equivalent composite ACT score have demonstrated potential for success in college and may be considered for admission.

Students who demonstrate very high academic ability by achieving a SAT I-Composite (Verbal + Math) score in the upper five percent (2003-04 the 95th percentile was 1420 SAT/29 ACT) of national college-bound seniors according to the most recent report from the College Board and who show other evidence of college readiness may be admitted under this section. (An ACT score which is equivalent to this SAT I score may also be used.) Institutions must carefully evaluate such students to determine their ability to benefit from college course work. Students must satisfy any CPC deficiencies in areas other than English or mathematics.

### **Joint Enrollment/Early Admission of High School Students/Postsecondary Options**

The University System of Georgia recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (2) an early admission program in which the student enrolls as a full-time college student following completion of the junior year in high school. Public high school students, classified as juniors or seniors, who are at least 16 years of age and who meet the eligibility criteria may choose to participate in the Post Secondary Options program which pays for tuition during the academic school year (excluding summer terms). The minimum admission standards for both the joint enrollment and early admission programs have been developed to allow certain advanced students to receive both high school and college credit for some courses.

### **Admission Standards**

1. Minimum SAT score of 970, combined Verbal and Mathematics sections, or an ACT composite score of 21;
2. Minimum cumulative high school grade point average of 3.0 in academic subjects;
3. Exemption of LS requirements for early admission;
4. Written recommendation from the high school principal or counselor;
5. Written consent of parent or guardian (if the student is a minor);
6. Completion of the University System of Georgia CPC requirements with the following exceptions:
  - (a) Students with SAT I Verbal scores of at least 530 (or ACT English

scores of at least 24) who have not completed the final unit of high school English and/or social studies may be permitted to fulfill these high school requirements with the appropriate college courses taken through the joint enrollment or early admissions program.

- (b) Students with SAT I Mathematics scores of at least 530 or ACT Mathematics scores of at least 22 who have not completed the final unit of mathematics may be permitted to fulfill those high school requirements with the appropriate college courses taken through the joint enrollment or early admissions program. Students should be aware that, while College Algebra, Math Modeling, or Statistics may be taken through PSO, these courses will not apply toward a college degree in science, engineering, computer science, and many other fields. High school advanced algebra/trig taken in high school should provide better preparation for majors requiring calculus and should be taken no later than the 11<sup>th</sup> grade.
- (c) With the exception of the final units of high school English, social studies and/or mathematics taken by students with qualifying SAT or ACT scores, a college course may not be used to fulfill the University System of Georgia's CPC requirements. Students who have not completed the 13 CPC requirements beyond these three exceptions may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and are scheduled to complete the requirements by the end of the senior year.
- (d) Students who do not necessarily meet all of the above criteria but who demonstrate very high academic abilities through their SAT performance may be permitted to enroll in college courses at the discretion of the institution. Institutions may set additional requirements but may permit students with scores of at least:
- 700 on the SAT I Mathematics test to enroll in college courses that require advanced mathematical ability;
  - 700 of the SAT I Verbal test to enroll in college courses that require advanced verbal ability; and
  - In addition, students with extremely high combined SAT I scores may be admitted through the provision for Outstanding Students as described above.

### **International Students**

ABAC welcomes the enrollment of international students in any area of study that it provides. The applicant must submit an official English translation with his or her secondary school transcripts. The applicant should be among the upper level in academic achievement with high grades in school subjects and in examinations given by the Ministry of Education or similar agency where national examinations are available.

In addition to meeting all of the regular admission requirements, prospective international students whose native tongue is not English may demonstrate proficiency in English by taking the Test of English as a Foreign Language (TOEFL). Test scores will be used in placement of students and a minimum score of 523 on the paper TOEFL or 193 on the computer TOEFL is required. The applicant must show financial independence or sponsorship.

The out-of-state fee requirement listed in the catalog shall apply to all international students except those accepted under the special provisions of the Board of Regents. International students must show that they will be adequately covered by health and accident insurance.

## **Auditors**

Persons wishing to attend regular college classes without credit may apply for admission as auditors. An application may be obtained from the Office of Enrollment Services. Applicants must provide proof of high school diploma or GED. Fees are the same as for credit students.

## **Non-Degree Students**

Students with prior college degrees (pre-baccalaureate or higher) who are not degree seeking students may be classified as non-degree.

1. Students who have earned the baccalaureate degree from a regionally accredited institution will be allowed to take courses with no limitation on the number of hours of undergraduate credit.
2. Students who hold an associate degree or less may enroll as non-degree students for a maximum of 12 hours (including institutional credit). Students may not enroll in any course for which there is a Learning Support prerequisite unless they have been screened for and have exempted the relevant Learning Support course(s).

### **Amendment 23 (Persons 62 years of Age & Older)**

Pursuant to the provisions of the Georgia Constitution, the University System established the following rules with respect to enrollment of persons 62 years of age or older in units of the University System. To be eligible for enrollment under this provision such persons:

1. Must be residents of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age to enable the institution to determine eligibility.
2. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees.
3. Shall meet all System and institution undergraduate or graduate admission requirements; however, institutions may exercise discretion in exceptional cases where circumstances indicate that certain requirements such as high school graduation and minimum test scores are inappropriate. In those instances involving discretionary admission, institutions will provide diagnostic methods to determine whether or not participation in Learning Support will be required prior to enrollment in regular credit courses. Reasonable prerequisites may be required in certain courses.
4. Shall have all usual student and institutional records maintained; however, institutions will not report such students for budgetary purposes.
5. Must meet all System, institution, and legislated degree requirements, if they are degree-seeking students.

## **LEARNING SUPPORT**

A beginning freshman whose placement tests and SAT or ACT scores reveal weaknesses in basic academic skills will be accepted into the Program of Learning Support. On the basis of placement testing, he/she may be placed in learning support courses, in regular college-level courses, or in a combination of the two. Credit earned in learning support courses is not transferable.

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

### **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 for 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 term.**

For the purpose of paying fees, twelve or more semester hours are considered a full-time load, and eleven or fewer semester hours are considered a part-time load. There are separate fee schedules for each. Below is a schedule of costs by semester for the 2003-2004 academic year.

**Matriculation Fees (tuition):**

Georgia Resident, Full-time	\$ 699
Georgia Resident, Part-time	\$ 59 per semester hour
Non-resident, Full-time	\$2796
Non-resident, Part-time	\$ 233 per semester hour

Student Activity Fee	\$ 45
Athletic Fee	\$ 69
Clinical Fee	\$ 57
Technology Fee	\$ 38

The estimated cost for books and supplies is approximately \$400 per semester.

**REFUND POLICY**

Except for those institutions for which special refund policies have been approved by the Board of Regents, the policy for determining refunds to be made on institutional charges, and other mandatory fees at institutions of the System follows.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

After the published drop/add period of each semester, a student who drops below 12 credit hours or who registered for fewer than 12 semester hours and further reduces the load is not entitled to any refund of tuition.

**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 a student:

1. 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.
2. 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.
  3. 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.
  4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident 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.
  5. 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.
  6. **Waivers:** An institution may waive out-of-state tuition and assess in-state tuition for:
    - a) Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
    - b) International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
    - c) University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
    - d) Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia.
    - e) Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
    - f) Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
    - g) Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military

- personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status.
- h) National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children.
  - i) Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Trade & Tourism as being part of a competitive economic development project.
  - j) Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
  - k) Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
  - l) Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.
  - m) Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
  - n) Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution.
  - o) Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in a program for teacher certification and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

### **SPECIAL FEES AND CHARGES**

**A non-refundable fee** of \$20 must accompany each application for admission.

**The clinical fee** of \$57 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.

**The graduation fee** of \$20 covers the cost of the diploma. Students participating in the graduation ceremony purchase a disposable cap and gown through the ABAC Bookstore. These should be purchased at least four weeks prior to the graduation ceremony.

**A public safety service fee** of \$10 will be charged to each student.

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

**A non-refundable orientation fee** of \$35 will be charged each student entering ABAC for the first time.

#### **UNMET OBLIGATIONS**

A student who has not met financial obligations or who violates institutional regulations will have educational records withheld. Records subject to this regulation include, but are not limited to, transcripts and certifications of student's achievement and performance.

A student who owes money to the college may have his/her registration canceled.

# Financial Aid

## 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 the Financial Aid Office, ABAC 23, 2802 Moore Highway, Tifton, Georgia 31793-2601.

Through a program of institutional, state and federal aid, Abraham Baldwin can assist a qualified student in obtaining a college education. A student with limited resources can be offered a package which will help further his/her education beyond the high school level. One purpose of the Financial Aid Program is to recognize students who appear to have outstanding potential (merit-based awards) and to provide assistance to students who, without such aid, would be unable to attend college (need-based awards). Thus, 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.

Each financial aid student is required to comply with the selective service registration procedure. Each student must certify that he/she is not in default on any Title IV educational loans, does not owe a repayment on any Title IV educational grants, and has not borrowed in excess of loan limits.

An applicant for financial aid is requested to have the results from the FAFSA in the Financial Aid Office by May 1 for fall term. Applications received after this date will be considered as long as funds are available, in the order of the date of receipt. A student enrolled less than full-time will receive full consideration for financial aid. A student must be working toward a degree to receive federal financial aid.

In planning for their college years, students should bear in mind that all financial aid programs operate on a first come, first served basis. Sound planning strongly suggests that the student make application for financial aid (merit or need-based) at least 10 weeks in advance of the time he/she intends to enroll. Failure to apply on a timely basis may significantly reduce the amount of aid the student receives.

Eligibility for receiving financial assistance at ABAC is determined by comparing the cost of attending college with the ability of the student (and parents or spouse) to meet these expenses. Cost of attendance is calculated for each of several groups of students at ABAC using criteria such as resident status and living accommodations. For each of these student groups, cost of attendance includes anticipated expenses such as room and board, books and supplies, personal expenses, and the ability of the student (and parents or spouse) to contribute to college expenses. The ability of the student (and parents or spouse) to contribute to college expenses (also called the Expected Family Contribution) is determined by the U.S. Department of Education using criteria established by that agency. Factors used in determining ability to pay include, but are not limited to, all appropriate assets and income (earned and unearned). The factors vary from year to year.

Each year that a student wishes to be considered for aid, a FAFSA and a ABAC Institutional Application for Aid must be filed. Approved awards for each year are based upon proper completion and timely filing for applications and financial statements, the availability of federal, state and/or institutional funds, eligibility for the individual programs for which the student is applying and the applicant's continued enrollment. The amount of assistance may increase or decrease

from one year to the next depending upon educational costs, the financial circumstances of the family and the level of program funding.

A number of applications are selected for verification purposes each year. When a student's application is selected, he/she will be required to submit documentation as requested to verify specific information from his/her financial aid application. Failure to submit the appropriate documentation in a timely manner will prevent the award of federal financial aid.

## **GRANTS**

### **Federal Pell Grant**

This federal aid program is designed to assist undergraduate students who cannot attend college without financial assistance. This form of financial assistance 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 completing 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. Funding for this program is limited, so not every student who is eligible will receive an SEOG award. Application is made by completing Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

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

The HOPE Scholarship is funded by the Georgia Lottery for Education and is available to certain eligible Georgia high school graduates. Others are eligible to receive the HOPE Scholarship as a renewal of their previous HOPE award, or by having a 3.0 cumulative GPA at the 30th, 60th or 90th attempted hour benchmark. Full time enrollment is not a requirement. The HOPE Scholarship will cover tuition and mandatory fees and provide a \$150 book allowance each semester for those working on a first undergraduate degree. Grade point eligibility for entering freshmen is based on a final high school core curriculum GPA of 3.0 or better as determined by the high school and reported to the Georgia Student Finance Commission (GSFC). ABAC students currently receiving HOPE may renew the HOPE Scholarship based on ABAC's certification of their grade point eligibility on their course work attempted and completion of their student financial aid application. Students who have lost HOPE due to not having the required 3.0 GPA may regain it after their 60th or 90th attempted hour if their GPA has reached 3.0. Students who are **applying for HOPE as well as other types of student financial aid** must complete the Free Application for Federal Student Aid (FAFSA) and the ABAC Institutional Application for Financial Aid and provide verification information if required. Students who are **applying for the HOPE Scholarship only** are encouraged

to complete the HOPE Alternate Application instead of the FAFSA. Students who complete the HAA are not eligible to receive federal student assistance (including student and parent loans) until the FAFSA process has been completed. Transfer students who received HOPE elsewhere will be evaluated on the basis of their GPA on **all** previous course work attempted after high school graduation. HOPE recipients who wish to enroll as transient students at other HOPE eligible institutions are eligible to receive HOPE funds at the transient institution. Students are eligible for up to 127 hours of attempted course work.

The HOPE grant is available to eligible certificate seeking students, regardless of high school graduation date or GPA requirements mentioned above. Students must be a Georgia resident and may apply by completing the FAFSA or the HOPE Alternate Application. Grant funds will fund only the courses that a student is required to take for the certificate. Students must meet ABAC's Standards of Academic Progress Policy in order to be eligible.

HOPE also provides a \$500 one-time incentive for students earning the GED in Georgia on or after July 1993. These students will receive a voucher from the Georgia Department of Technical and Adult Education. A GED recipient applies using the Institutional Application for Financial Aid.

#### **Georgia's Leveraging Educational Assistance Partnership (LEAP) Program**

The LEAP Program was created to provide educational grant assistance to residents of Georgia who demonstrate substantial financial need to attend eligible postsecondary institutions in Georgia. Recipients must be U.S. citizens or permanent residents who are also GA residents and must be enrolled at least half-time. Other requirements apply. Funding for this program is limited, so not every student who is eligible will receive an LEAP award. Application is made by completing Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

### **LOANS**

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

The Perkins Loan program is for a student who is enrolled in a degree or certificate program in a participating postsecondary institution and who needs a loan to meet educational 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 a qualified student. 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 not a 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. Application is made by completing Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

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

A student 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. The student may qualify for an "unsubsidized" Federal Stafford Loan, regardless of need. Interest will accrue on unsubsidized loans during the in-school and repayment periods. A dependent undergraduate student can borrow up to \$2,625 as a freshman and up to \$3,500 as a sophomore. An independent undergraduate student can borrow up to \$6,625 as a freshman (at least \$4,000 of this amount must be unsubsidized) and up to \$7,500 as a sophomore (at least \$4,000 of this amount must be unsubsidized). An applicant 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%. A 3% origination 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. A student will have a six-month grace period after he ceases to be enrolled before repayment must begin. The total outstanding loans that a dependent undergraduate may have cannot exceed \$23,000. An independent undergraduate 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. Application is made by completing Abraham Baldwin's Institutional Application for Financial Aid and the FAFSA.

#### **State Direct Nursing Loan**

Up to \$2,000 is available to a full-time student. 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 a student who is enrolled in the nursing program and is a legal resident of Georgia. Closing date for application is May 1.

### **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 completing 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. The College provides information concerning these opportunities. Application should be made through the Job Placement Office.

### **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-half of each scholarship is payable each semester unless specifically stated otherwise. In the case of scholarships that carry awards for more than one semester, 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 semester. 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 semester, 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 half of each scholarship is payable per semester. 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 semester. Scholarships will be presented to students who have completed a minimum of 20 semester hours of degree credit. Recipients must be full-time students, must plan to attend ABAC the next semester, and must plan to graduate. The students' 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 March 1.

**ABAC FFA Scholarship:** Awarded annually to a Georgia State FFA Officer (preference will be given to state president). Equivalent to two semesters matriculation, clinical, and student activity fees. Qualifications: (1) student must be an entering freshman, (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 March 1.

**ABAC Foundation Leadership Development Scholarship:** A maximum \$1500 scholarship is available for the three most challenging student leadership positions on campus: Editor of the Stallion, President of the Student Union and President of the Student Government Association. The scholarship award will be split equally between the two semesters.

**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 two semesters. 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 March 1.

**Abraham Baldwin Foundation Scholars Scholarships:** Pays matriculation, clinical, and student activity fees for two semesters. 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 High School, Fitzgerald High School, Irwin County High School, Tift County High School, Tiftarea Academy, Turner County High School, and Worth County High School. 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 semester. To retain the scholarship for its duration he/she must complete the two semesters within one calendar year from the date of initial matriculation at Abraham Baldwin and must achieve a 3.0 current academic grade point average.

**21st Century Leaders Scholarship:** Pays matriculation, clinical, and student activity fees for two semesters. The scholarship will be awarded on the basis of the following academic criteria. The recipient must 1) be a senior graduating from the 21st Century Leaders Program sponsored by the Georgia Business Forum; 2) have a 2.0 or higher cumulative GPA on last high school grade report; 3) be an entering freshman; 4) be planning to attend Abraham Baldwin full time, and 5) maintain a minimum GPA of 2.5 to receive the scholarship the following semester. 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 March 1.

**Dr. Mike Bader Memorial Scholarship:** A \$1,000 scholarship will be awarded each year to an ABAC student who works at the Rural Development Center / Tifton Campus. Worthy candidates are those who would be exemplary students demonstrating sufficient commitment and dedication to be successful in future career pursuits. Applications may be obtained from the Office of Academic Affairs. Closing date is March 1.

**Baldwin Woman's Club Scholarship:** The number and amount of scholarships are dependent on the corpus earnings. Qualifications: (1) financial need, and (2) available to any student who has completed at least one semester or more with a 2.0 grade point average or higher. Apply to the Office of Academic Affairs. Closing date for application is March 1.

**E. P. And Iliene Bowen, Jr. Memorial Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Available to an entering freshmen, rising sophomore, full-time non-traditional and/or part-time students. Entering freshmen must have a 2.5 average or higher; rising sophomores must have completed 20 semester hours of academic work with a 2.5 average or higher, must be currently enrolled and plan to return the following year. Application forms may be obtained from the Office of Academic Affairs. Completed forms must be returned to the Office of Academic Affairs by March 1.

**Britt Scholarships:** The 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 two semesters and must make a "C" (2.0) average each semester to be eligible for the next semester's allotment. The scholarship(s) will be available to either an entering freshman or student who has completed one or more semesters 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 by March 1.

**Josephine L. Cloudman Scholarships:** The number and amount of scholarships are 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 by March 1.

**George D. Conger Scholarship:** The number and amount of scholarships are 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 March 1.

**Agnes Davis Donaldson Scholarships:** The number and amount of scholarships are dependent on the corpus earnings. The recipient must have attended ABAC for two semesters as a full-time student, earned 20 semester 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 an additional semester and plan to graduate. Application forms may be obtained from the Office of Academic Affairs and returned by March 1.

**Georgia Firefighters Foundation Scholarships:** Scholarship award amount will range from \$250 to \$500 per semester. Recipient must be a dependent of a Georgia Firefighter. Preference will be given to the dependents of a firefighter who has passed away. Application forms may be obtained from the Office of Academic Affairs. Closing date is March 1.

**Eastman Scholarship:** Scholarship covers matriculation, clinical, and student activity fees. The number and amount of scholarships are 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 March 1.

**James Perry Gleaton Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. The scholarship must be used within two semesters from the time of initial enrollment; unused funds will revert to the scholarship fund. Awarded to an entering freshman or a currently enrolled freshman 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 March 1.

**The Goizueta Foundation Scholars Fund:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Recipient shall be of Hispanic / Latino decent whose parents reside in the US. Recipient may be an entering freshman or a rising sophomore. 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 March 1.

**Gertrude and Charles Kemp, Jr. Scholarship:** Available to an entering freshman or a rising sophomore with preference given to a freshman. The amount and number of scholarships awarded will depend in part on earnings of the endowment. Freshmen criteria: Must have a 2.5 average or higher and sophomores must have completed 30 quarter hours or 20 semester hours of academic work with a 2.5 or higher grade point average. Closing date is March 1.

**Fredrick William Kinard, Jr. Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Open to an entering freshman or a rising sophomore with a 2.5 average or higher. Scholarship will be given to an academically qualified student who needs financial assistance. Contact the Office of Academic Affairs for applications. Closing date is March 1.

**George H. King Scholarship:** Available to an entering freshman or a rising sophomore with a 2.5 average or higher. Scholarship will be given to an academically qualified student who needs financial assistance. The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Contact the Office of Academic Affairs for applications. Closing date is March 1.

**Clarence Robert Lang Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Criteria: Freshmen must have a 2.5 average or higher; rising sophomores must have completed 30 hours of academic work with a 2.5 average or higher with plans to return the following year. In order to continue to receive the scholarship, the student(s) must earn per semester a grade point average of 2.5 or higher and maintain a full class load. Applications may be obtained from the Office of Academic Affairs. Closing date is March 1.

**Zell and Shirley Miller Scholarship:** Scholarship is equivalent to two semesters matriculation, clinical and student activity fees. The number of scholarships is dependent on the corpus earnings. Open to rising sophomores and entering freshman. Freshman must have a 2.5 or higher grade point average; rising sophomores must have completed 20 semester hours of academic work with a 2.5 or higher grade point average. 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 - March 1.

**Moreno Family Migrant Scholarship:** This scholarship is awarded to migrant students or dependents of migrant workers and the amount and number of scholarships awarded each year will depend in part on earnings of the endowment. An applicant must have engaged in agriculturally-related work; have been 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 be enrolled in at least six credit hours per semester. Applications are available at high schools and in the Office of Academic Affairs. Closing date is March 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 is March 1.

**Vera Conger Smith Scholarship:** Awarded to a rising sophomore who has completed 20 semester 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 March 1.

**John W. Strickland Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Awarded annually to a rising sophomore who has completed two or more semesters at Abraham Baldwin with a cumulative academic grade point average of 3.2 and who plans to attend the college for two semesters 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 an agriculture major and/or a student with a background of achievement in 4-H Club. Apply to the Office of Academic Affairs. Closing date for application is March 1.

**Larry W. (Buck) Wheeler Memorial Scholarship:** An award of \$1,500 to a rising sophomore who has attended Abraham Baldwin at least two semesters, 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 March 1.

**John David Wood Memorial Scholarship:** Awarded to an entering freshman with a 2.5 or higher grade point average or to a rising sophomore with 20 semester hours of academic work with a 2.5 grade point average or higher. The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Closing date for application is March 1.

**James E. Zorn Memorial Scholarship:** The number and amount of scholarships are 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. Apply to the Office of Academic Affairs. Closing date for application is March 1.

## **RESTRICTED TO CURRICULUM**

### **DIVISION OF AGRICULTURE AND FOREST RESOURCES**

**ABAC Ag Alumni Scholarship:** The amount and number of scholarships awarded each year will vary from year to year. Recipient must be enrolled within the Division of Agriculture and Forest Resources. Open to all first, second or in some cases a third year student. Factors to be considered in selection, in addition to scholastic ability, are: Leadership ability as demonstrated through participation in recognized activities, especially FFA, F&CCLA, and 4-H; Character qualities such

as integrity, honesty, loyalty and dependability; Personal qualities such as enthusiasm, initiative, cooperativeness and consideration of others; Professional qualities such as thoroughness in work habits, adjusting to situations and response to supervision. Applications may be obtained from the Office of Academic Affairs. Closing date is March 1.

**Larry D. Allen Agricultural Leadership Scholarship:** This \$1,000 scholarship will be awarded annual to rising sophomore enrolled within the Division of Agriculture and Forest Resources who has completed 30 semester hours with a cumulative GPA of 3.0 or higher. Application forms may be obtained from the Office of Academic Affairs. Closing date is March 1.

**J. Lamar Branch Memorial Scholarship:** A student must study in the Division of Agriculture and Forest Resources. Preference will be given student 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 March 1.

**Brightwell Horticulture Scholarship:** Maximum \$500 scholarship awarded to a worthy student in Ornamental Horticulture Technology. The recipient must have completed two semesters at Abraham Baldwin with a 2.0 or higher grade point average with plans to attend ABAC for two additional semesters. 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 - March 1.

**Daren Brownlow Memorial Scholarship:** \$1,500 scholarship awarded to a worthy student enrolled the Division of Agriculture and Forest Resources. The recipient may be an entering freshman or rising sophomore at ABAC with a grade point average of 2.5 or higher. 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 - March 1.

**Maria Guadalupe Cervantes Memorial Scholarship:** This scholarship is open to Georgia residents of Hispanic/Latino descent who may not qualify for State or Federal Aid. Scholarship award will be divided equally between two semesters and applied toward ABAC tuition and fees. Recipient may be an entering freshman or a rising sophomore. All factors being equal students majoring in Education shall be given preference.

**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 semester hours per semester and have completed at least 20 semester 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 March 1.

**J. E. (Pat) and Annie Lou Connor Forestry Scholarship:** The amount and number of scholarships awarded each year will be determined by the Scholarship and Awards Committee. Available to a rising sophomore(s) forest technology major who has completed 30 hours of academic work with a 3.0 average or higher. Students must be currently enrolled and plan to return the following year. In the event a sophomore student is not available, freshman forest technology students with a 3.0 high school average or higher will be considered. Completed forms must be returned to the Office of Academic Affairs by March 1.

**J. Baldwin Davis Scholarship:** Scholarship to be awarded to a worthy student in agriculture at Abraham Baldwin. The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Student must have earned a 3.2 cumulative academic grade point average at the college; have attended ABAC two or more semesters; be a rising sophomore and attend the college for two semesters 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 - March 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 who remains 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 March 1.

**Family and Consumer Sciences Scholarship:** A \$500 scholarship awarded to a student majoring in Family and Consumer Sciences. May be awarded to an entering freshman or a rising sophomore. Freshman criteria: Must have a 2.5 average or higher; Sophomore criteria: Must have completed 30 hours of academic work with a 2.5 average or higher and plan to return the following year. Application deadline is March 1.

**Lane Green Wildlife Management Scholarship:** \$1500 awarded annually to a rising sophomore who has completed 25 or more hours at ABAC in the Wildlife Technology Program, while maintaining a minimum 3.0 GPA. Student must also have demonstrated the necessary excellent work habits, attitude, and ethics required of a wildlife professional. Review of the applications and selection of deserving recipient(s) will be conducted by the faculty of the ABAC Wildlife Technology Program. Deadline is March 1.

**Marshall Guill Scholarship:** Open to an entering freshman or a rising sophomore with a semester grade point average of 2.5 or higher. Student must be enrolled in Agriculture Equipment technology program. Sophomores must have completed 20 semester hours of academic work. In order to continue to receive the scholarship, the student must earn a semester grade point average of 2.5 or higher each term with a full class load. Applications are available in the Office of Academic Affairs and must be returned by March 1.

**Oren H. and Aileen Grace Harden Memorial Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Available to an entering freshman or rising sophomore with preference given to a freshman. 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 is March 1.

**E. Ray Jensen Turf Grass Scholarship:** Awarded annually to a rising sophomore majoring in Golf Turf Management, Commercial Turf Management, or Golf Club Management with a 3.0 grade point average or higher. Other factors considered for selection in addition to scholastic ability, are integrity, honesty, dependability, leadership ability, and cooperativeness and consideration of others. Applications may be obtained from the Office of Academic Affairs. Closing date is March 1.

**Viola Carswell Johnson Nursing Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Available to an entering freshman or rising sophomore who enrolled in ABAC's Nursing Program showing financial need. Must be a full time student and maintain a GPA of 2.5 or higher. Apply to the Office of Academic Affairs. Closing date is March 1.

**Langdale Company Forestry Scholarship:** One tuition and fees scholarship awarded annually to a sophomore Forest Technology student at ABAC with a grade point average of 2.5 or higher. Contact the Office of Academic Affairs for further information.

**S. L. Lewis Memorial Scholarship:** The number and amount of scholarships are dependent on the corpus earnings. Open to rising sophomores and entering freshmen. Qualifications: (1) GPA 3.0 and higher, and (2) Georgia resident. 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 March 1.

**June Bennett Lindsey Nursing Scholarship:** \$500 awarded annually to a student enrolled in the Nursing Program at ABAC. Preference will be given to students with financial need and showing determination and dedication toward their education. Must maintain a Regents' GPA of 2.5 or higher. Apply to the Office of Academic Affairs. Deadline is March 1.

**Garland S. McIntyre Forestry Scholarship:** The amount and number of scholarships awarded each year will depend upon the earnings of this endowment. Open to both entering freshmen and rising sophomores. Recipient must be a forestry major with preference given to students from the following Georgia Counties: Ben Hill, Cook, Irwin, Tift, Turner and Wilcox. Application forms may be obtained from the Office of Academic Affairs. Closing date is March 1.

**Robert L. Miles Scholarship:** Awarded to a recipient majoring in agriculture or an agriculturally 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 date is March 1.

**Monty Moncrief Turfgrass Scholars:** Scholarships are awarded to students majoring in Golf Turfgrass Management. Recipients are selected by a panel of Georgia State Golf Association officials. For further information, please contact the Division of Agriculture and Forest Resources.

**David W. Mullis Memorial Scholarship:** 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 semester 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 is March 1.

**Dorris Garrison Nelson Memorial Scholarship:** \$500 scholarship awarded to a rising sophomore majoring in Human Sciences. Must have graduated from Tift County High School or Tiftarea Academy and have a regents GPA of 2.5 or higher. Apply to the Office of Academic Affairs. Deadline is March 1.

**Tommy C. Perry Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Available to an entering freshman or rising sophomore with a GPA of 2.5 or higher. Criteria: Must be a U.S. citizen and a non-resident of Georgia. Preference will be given to students in agricultural engineering, then other agricultural related fields. All factors being equal students with financial need shall be given preference.

**Rakestraw & Associates Environmental Horticulture Technology Scholarship:** This scholarship is available to an employee of Rakestraw and Associates who shows financial need and is enrolled within the Division of Agriculture and Forest Resources. Preference will be given to a student majoring in Turf Management or Landscape Design. Recipient may be an entering freshman or a rising sophomore. Application forms may be obtained from the Office of Academic Affairs. Closing date is March 1.

**J. Fielding Reed/Georgia Plant Food Educational Society Scholarship:** \$1,500. Must be a sophomore agronomy, plant science or turf management student at ABAC with a grade point average of 2.5 or higher to receive the scholarship. ABAC Forestry Faculty will make recommendations.

**James L. Shepherd Scholarship:** The scholarship will be awarded to students studying in the field of agriculture or forestry with preference given to students in agricultural engineering. Awarded to entering freshman or rising sophomores with a 2.5 grade point average or higher.

**Martin M. Sibbet Agricultural Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Available to an entering freshman majoring in Agriculture with a GPA of 2.0 or higher. All other factors being equal students with financial need shall be given preference. Apply to the Office of Academic Affairs. Deadline is March 1.

**Carlton Smith Scholarship:** Awarded to a worthy student 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. A student must have earned a 3.2 cumulative academic grade point average at Abraham Baldwin; attended the college two or more semesters; be a rising sophomore; attend the college for two semesters 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 is March 1.

**Ethel H. Slatter Memorial Scholarship:** Applicants must be a rising

sophomore who has completed 20 semester 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 available from the corpus earnings. Application forms may be obtained from the Office of Academic Affairs and must be returned by March 1.

**Southeastern Turfgrass Conference Scholarship:** Must be a sophomore Golf Turf Management, Commercial Turf Management, Golf Club Management, or Landscape Design and Grounds Management (with emphasis toward golf course landscaping) student at ABAC with a grade point average of 3.0 or higher.

**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 two semester 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 March 1.

**L. M. Veazey Memorial Scholarship:** The amount and number of scholarships awarded each year will depend upon the earnings of this endowment. The award will be equally divided between two semesters. The recipient must be a rising sophomore enrolled within the Division of Agriculture and Forest Resources who has completed 20 semester hours of academic work with a GPA of 2.5 or higher. Preference will be given to students majoring in Family and Consumer Sciences. Application forms may be obtained from the Office of Academic Affairs. Closing date is March 1.

**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 two semesters of academic credit (preference given to students who have completed two semesters credit at Abraham Baldwin) with a 3.0 or higher grade point average and plans to attend the college for three additional semesters. Application forms may be obtained from the Office of Academic Affairs. Closing date for application is March 1.

#### **DIVISION OF BUSINESS ADMINISTRATION**

**John L. Herring Scholarship:** Awarded to a student 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 is March 1.

**Donald and Betty Jones Business Scholarship:** \$1,500 scholarship awarded to a worthy student enrolled in Business Administration. The recipient must be a rising sophomore at ABAC with a 2.0 or higher grade point average. Other factors to be considered include: character qualities such as integrity, honest, loyalty and dependability; personal qualities such as enthusiasm, initiative and leadership ability,

cooperativeness and consideration of others; professional qualifications such as thoroughness in work habits and ability to organize, respond to supervision and to grow. Closing date for application is March 1.

**Mary Lee Vitange Payne Scholarship for Business Administration**

**Students:** Awarded to a rising sophomore or an entering freshman. A recipient must be a business administration major with a minimum score of 1,000 on their SAT. A freshman must have a 2.5 high school grade point average and a rising sophomore must have earned 30 hours of academic work with a 2.5 average or higher and plan to return the following year. Allocations will depend upon the earnings from the endowment. Closing date is March 1.

**Charles W. Powell, III Scholarship:** Awarded to an entering freshman or rising sophomore with a 2.5 grade point average or higher. First consideration will be given to students majoring in accounting and other business majors. Deadline for Application is March 1.

**DIVISION OF HUMANITIES**

**Ernest Edwards Music Scholarship:** Scholarship to be awarded to a worthy student enrolled in music at Abraham Baldwin. The recipient must be an entering freshman 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 recipient must maintain a 2.5 grade point average each semester 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 March 1.

**Elsie and Paul Gaines Applied Music Scholarship:** The scholarships will pay for the semester lab fees for students enrolled in piano, organ or voice. Preference will be given to those students enrolled in piano and who have attended the college for one semester and have a minimum grade point average of 3.0. The scholarship is renewable for up to four semesters. The Chairman of the Division of Humanities will determine eligible recipients. For further information, please contact the Division of Humanities.

**Holly Twitty Donaldson Scholarship:** Awarded annually to entering freshmen and/or enrolled Abraham Baldwin College student majoring in art, English, foreign language, journalism, liberal arts, music, or speech-drama. Awards are 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 semesters, 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 March 1.

**Warren Bruce Donaldson, Jr. Journalism Scholarship:** The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. Scholarship must be used within four

semesters following the date of the award. Allocations usually will be divided over two semesters. Strong preference will be given to Tift County students. The scholarship is to be awarded to a student majoring in journalism and possessing the following criteria: (1) a 3.0 cumulative grade point average at Abraham Baldwin with at least 30 hours of degree credit; (2) continued attendance at Abraham Baldwin for two semesters with plans to graduate. Student must maintain a minimum current academic average of 2.5 to receive the scholarship the following semester.

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

#### **DIVISION OF NURSING**

**Russell A. Acree Nursing Scholarship:** 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 March 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:** The number and amount of scholarships are 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 March 1.

**J. H. Dorminy Nursing Scholarships:** Three scholarships,

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 - March 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 is March 1.

**Georgia Association of Nursing Students Scholarship:** A \$500 scholarship will be awarded annually. An applicant 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 March 1.

**Janice C. Payne/Baldwin Woman's Club Scholarship:** A recipient must be a rising sophomore nursing student who has 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 must be returned by March 1.

**Shirley C. Hutchinson Memorial Scholarship:** Open to an entering freshman or a rising sophomore with a semester grade point average of 2.5 or higher. Preference will be given to students as follows: First-consideration to family relatives; Second-consideration to students not receiving HOPE Scholarship, and Third-consideration by financial need. In order to continue to receive the scholarship, the student must earn a semester grade point average of 2.5 or higher. Closing date is March 1.

#### **DIVISION OF SCIENCE AND MATHEMATICS**

**Katherine Rountree Christian Scholarships:** Will be awarded annually to first-time entering freshmen at Abraham Baldwin. The amount and number of scholarships awarded each year will depend in part on earnings of the endowment. To be considered for this scholarship, a student 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. A student must also show exceptional performance in science as judged by the Scholarship and Awards Committee. Preference will be given to a student whose declared college majors is: 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 March 1.

#### **PRE-PROFESSIONAL**

**Affinity Health Group Scholarship:** Awarded annually to an entering freshman or rising sophomore. Criteria: Must have a 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.

**John Henry Dorminy Scholarships:** Four scholarships,

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 is March 1.

Two scholarships will be awarded annually to nursing sophomores who have completed 20 semester 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 is March 1.

**J. Murray Turner, Jr. Scholarship:** Awarded annually to an entering freshman or rising sophomore. Criteria: Must have a 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.

### **GEOGRAPHICAL RESTRICTIONS**

**4-H Scholarship:** Applicants must be an active 4-H'er. Contact local high school 4-H advisor for further information.

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

**American Legion Multi-State High School Rodeo Scholarship:** This scholarship will be awarded annually when funded. The American Legion Rodeo Committee will select the recipient. Recipient must be an entering freshman at ABAC with a grade point average of 2.5 or higher; must have been a contestant from one of the States that participated in the American Legion Multi-State High School Rodeo in Tifton. Applicants should contact their State Director for further information.

**O.V. Barkuloo Memorial Scholarship:** Awarded to an entering freshman from Tift County High School or Tiftarea Academy. Pays up to full matriculation, clinical, athletic, and activity fees for two semesters. 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 semester to be eligible for the succeeding semester's allocation. Applications forms may be obtained from the Office of Academic Affairs. Closing date for application is March 1.

**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:** A maximum \$1500 scholarship will be awarded annually. 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 March 1.

**Lanier Carson/Kelly Manufacturing Company:** A full scholarship awarded to a Kelly manufacturing Company 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.

**Citizen's Bank of Tifton Scholarship:** Pays matriculation, clinical, athletic, and activity fees for one semester. 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.

**Coca-Cola/ABAC Athletic Scholarship:** \$1,000 awarded to a graduate of a high school located within the Tifton Coca-Cola Market, which includes the following counties: Tift, Irwin, Turner, Worth, Ben-Hill, Crisp, Berrien, Cook Brooks, Thomas, and Colquitt. Preference will be given to the student proving both athletic and academic excellence.

**Colquitt Electric Membership Corporation Scholarship:** Pays matriculation, clinical, athletic, and activity fees for two semesters. Qualifications: (1) predicted academic success, (2) financial need, and (3) must be a member of Colquitt County EMC cooperative which covers portions of Berrien, Brooks, Colquitt, Cook, Lowndes, Tift and Worth counties. A student 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 March 1.

**Community National Bank-Ashburn, Georgia:** The amount of \$1,000 will be awarded annually to a high school graduate of the public or private school systems serving Turner or Crisp Counties and must attend ABAC. Other factors to be considered include: character qualities such as integrity, honesty, loyalty and dependability; personal qualities such as enthusiasm, initiative and leadership ability, cooperativeness and consideration of others; professional qualifications such as thoroughness in work habits and ability to organize, respond to supervision and to grow. Recipient may be a freshman or rising sophomore with a grade point average of 2.5 or higher to receive/continue the scholarship. Closing date is March 1.

**H. Gordon Davis Nursing Scholarship:** Two \$1,000 scholarships will be awarded to entering freshmen at ABAC declaring nursing as a major. A 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 March 1.

**John H. Davis/First Community Bank of Tifton Scholarship:** Pays matriculation, clinical, athletic, and activity fees for two semesters. 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.

**John Kimbrel English Memorial Scholarship:** The amount and number of scholarship will depend in part on earnings of the endowment. Recipient must be a resident of Miller County, Georgia, with preference given to graduates of Miller County High School or South Georgia Academy, Damascus, Georgia. Recipient may be an entering freshman or a rising sophomore who does not qualify for the HOPE scholarship. Application



forms may be obtained from the Office of Academic Affairs . Completed forms must be submitted by March 1.

**Allen & Lelia Garden Scholarship:** Qualifications: May be an entering freshman or a rising sophomore with a grade point average of 2.0 or higher and not receiving the HOPE scholarship. Preference will be given to non-traditional and/or part-time students from Ben Hill, Irwin, or Wilcox counties. Deadline is March 1 for rising sophomores and March 1 for entering freshman.

**Georgia Vegetable Company Scholarship:** A \$1,500 scholarship will be awarded annually to an employee of Georgia Vegetable Company or an employee's dependent. Open to entering freshmen or rising sophomores with a 2.5 grade point average.

**Joseph A. Haley, Sr. Scholarship:** Awarded to a worthy entering freshman or rising sophomore. Qualifications: Student must be from Tift or 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 March 1.

**E. B. Hamilton, Jr. Memorial Scholarship:** The ABAC Scholarship and Awards Committee will select the recipient(s) each year from the recommendations received from the E. B. Hamilton Scholarship and the ABAC Softball Coach. The recipient will be from Tift County High School Softball program. May be an entering freshman or a rising sophomore with a 2.5 grade point average.

**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 two-semester periods. To qualify for the second and third semester's grant, the student must maintain a 2.2 or higher grade point average each semester.

**Middle South Georgia Soil and Water Conservation District Scholarship:** A full scholarship will be awarded annually to the first place district winner of the high school essay contest on soil and water conservation. High school students in Ben Hill, Brooks, Colquitt, Crisp, Irwin, Tift, Thomas, Turner and Worth counties are eligible to participate.

**C. L. Morehead Scholarship:** Awarded to an entering freshman or rising sophomore from Ben Hill and Irwin Counties with a 3.0 or higher grade point average.

**John P. O'Connor Memorial Scholarship:** The amount and number of scholarship will depend in part on earnings of the endowment. Criteria: Student must have a 3.0 high school grade point average and maintain a minimum current academic average of 2.5 to continue receiving the scholarship; Student must be a graduate from Manatee County High School, Bayshore High School, Palmetto High School, and Southeast High School. Application forms may be obtained from the Office of Academic Affairs . Completed forms must be submitted by March 1.

**Hugh and Norma Erwin Perry Scholarship:** \$500 for an entering freshman graduating from Calhoun High School. Preference will be given to the student with financial need. Deadline for application is March 1.

**Prince Automotive Group Scholarship:** This scholarship will be awarded annually and will only cover tuition and fees. Criteria: Recommended by

Mr. John Prince or his representative; must be an employee of Prince Chevrolet-Oldsmobile, Inc. or employee's dependent with preference given employees; must be a resident of Berrien, Ben Hill, Colquitt, Cook, Tift, Turner, or Worth Counties. Recipient may be a freshman or sophomore and must have a 2.5 grade point average or higher.

**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, a student 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 semester 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 March 1.

**Rotary Club of Tifton Scholarship:** Two scholarships awarded, with the funds to be divided equally over two semesters. An eligible student must be a Tift County resident 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 March 1.

**Arch Rowan Scholarship:** The amount and number of scholarships awarded each year will depend in part on the earnings of this endowment. Recipients must be a Screvens County resident. The selection committee will give first preference to students wishing to study animal science or related subjects. The recipient can be an entering freshman or a rising sophomore. Contact the Farmers & Merchants Bank of Sylvania for an application.

**Shoney's Scholarship:** Scholarship will pay matriculation, clinical, athletic, and activity fees for one academic year. The scholarship recipient will be chosen by 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 semesters to graduate within the next two semesters, and student must maintain a 2.2 or higher GPA each semester to be eligible for each succeeding semester.

**Jessie Lee Stephens Scholarship:** A scholarship will be awarded annually to a Tift County 4-H member graduating from Tift County High School or Tiftarea Academy during the year of application. The candidate must have a: 2.5 high school average or higher and a SAT score of 750 or higher; must earn a semester grade point average of 2.5 or higher, and enroll in at least 12 or more hours in any field at ABAC.

**B. Frank Strickland Memorial Scholarship:** This \$500 scholarship will be

awarded annually to an entering freshman from a Georgia tobacco-producing county. Preference will be giving to a student majoring in an agriculture related field. For an application or more information, contact the Georgia Tobacco Commission.

**Tift County High School Football Scholarship:** A \$500 scholarship will be awarded annually to an entering freshman from Tift County High School. Recipient must have played football for Tift County High School for at least three years of their 9th, 10th, 11th or 12th grade. Application forms may be obtained from the Office of Academic Affairs. Closing date is March 1.

**Tifton Junior Woman's Club Scholarships:** Pays matriculation, clinical, athletic, and activity fees for two semesters. 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.

**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 is March 1. Contact the Financial Aid Office.

**Ernest Yates Memorial Scholarship (Tifton Kiwanis Club):** Pays \$375 per semesters for two semester for two students. 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.

#### **OUTSIDE SCHOLARSHIPS**

Available from the Office of Student Financial Aid is a listing of interesting financial aid related web sites on the Internet. These web sites can be used by ABAC students for assistance in locating outside scholarship sources. For further information on this service, contact the Financial Aid Office.

#### **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.

#### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Students receiving financial aid have certain rights and responsibilities. The applicant must, without exception, report any of

the following changes to the Financial Aid Office: (a) withdrawal from school, (b) transfer to another school, (c) any change in enrollment status, (d) name changes, (e) address change or parents' address change, and (f) joining military service.

The financial aid applicant is responsible for obtaining, completing, and filing the proper financial aid application, statements, forms, etc., each year on a timely basis. The applicant has the right to seek and receive full information and counseling from the Financial Aid Office in regard to any financial aid matter. If the family's financial circumstances have changed due to death, divorce, marriage, disability, long-term unemployment or low income, the applicant's eligibility may change. The applicant must take the initiative in notifying the office of these changes.

Correct information must be provided on all financial aid forms. False reporting of information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.

An applicant for financial aid must return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office for the agency to which the financial aid application or confidential statement was submitted.

The applicant is responsible for reading and understanding all forms requiring signature and for obtaining copies of them. Applicants must accept responsibility for all agreements signed. The student is also responsible for understanding the school's refund policies and procedures.

### **REFUND POLICY**

A student who withdraws from college may be entitled to a refund depending on his/her 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:

Student Accounts Receivables Federal SEOG Supp. Edu. Opportunity Grant  
Unsubsidized Federal Stafford Loan Other Student Financial Aid Programs  
Subsidized Federal Stafford Other Federal, State, private, or  
Federal PLUS Loans instructional sources of aid  
Federal Perkins Loan The "student"  
Federal Pell Grant

### **STANDARDS OF ACADEMIC PROGRESS**

The Higher Education Act of 1965, as amended by Congress, 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 and State funds to include Federal Pell Grant, Federal Supplemental Educational Grants, Federal Work-Study, HOPE Scholarships, Federal Perkins Loans, Federal Stafford Student Loans, and Federal Parent Loans (PLUS) to Undergraduate Students, for the purpose of maintaining a consistent policy for all students receiving assistance.

Effective with the beginning of the Fall Term, 1998, the following standards will apply to any student receiving any type of financial aid outlined above.

#### **A. First Term Recipients**

To receive Federal financial assistance for the first time, each

eligible person will have met the admission requirements of the college and, by his/her signature, acknowledged awareness and acceptance of the standards set forth in the remainder of this document.

**B. Continuing Recipients**

A student will be expected to achieve certain minimum levels of progress toward the successful academic completion of course requirements for a degree or certificate. Progress toward the credential is measured both quantitatively and qualitatively. There is also a maximum allowable time frame for completion of the credential. At Abraham Baldwin Agricultural College (ABAC), standards for maintaining such progress are as follows:

**Qualitative Standard**

A student must maintain the following minimum cumulative institutional grade point average (IGPA), depending upon the number of hours attempted:

<b><u>Hours Attempted</u></b>	<b><u>Minimum IGPA</u></b>
1-12	1.50
13-24	1.60
25-36	1.70
37-48	1.80
49-60	1.90
60+	2.00

**Quantitative Standard**

A student enrolled in six (6) or more credit hours must satisfactorily complete at least 67% of the credit hours attempted, and on which financial aid was based. A student enrolled in less than six (6) credit hours must satisfactorily complete all hours attempted, and on which financial aid was based. Satisfactory completion is defined as a letter grade of A, B, C, D, or IP. Unsatisfactory completion is defined as a letter grade of F, I, W, or WF.

**Time-Frame**

Federal regulations limit receipt of federal financial aid to no more than 150% of the coursework required for any particular degree or certificate. The average certificate program at ABAC requires approximately 30 credit hours, 150% of which is 45. The average degree program at ABAC requires 60 credit hours, 150% of which is 90. Therefore, no further aid will be awarded when a student has attempted 45 credit hours in the one-year certificate program or 90 credit hours in the associate degree program. Developmental/remedial courses will not be included in the hourly limitation. Transfer credit accepted toward the credential will be included in the hourly limitation. Pre-nursing majors are limited to a total of 50 semester credit hours of financial aid eligibility. Financial aid eligibility is re-established for pre-nursing majors once accepted into the nursing program.

The Financial Aid Office will evaluate satisfactory progress once each academic year. At the end of each Spring Term any student who has attempted 6 or more hours, and is failing to make satisfactory progress, will be informed, in writing, of the ineligibility to receive future financial aid at the college.

**C. Withdrawal from the College**

A student who withdrew, or is withdrawn, from ABAC will not receive further financial aid, except under documented mitigating circumstances.

**D. Reinstatement Provisions**

A student whose aid has been discontinued in accord with these standards may have aid reinstated subject to the following conditions.

*Deficient GPA:* A student may enroll without financial aid, attain the appropriate GPA as specified above, and regain their eligibility status.

*Withdrawals:* A student may be reinstated, at the discretion of the Director of Student Financial Aid, if mitigating circumstances, that were beyond normal and immediate control, can be documented.

*Appeals:* A student with mitigating circumstances who is notified of ineligibility for federal aid for any of the above reasons, may appeal such decisions in writing and in person, using the following channels, in the following order:

1. Director of Student Financial Aid: A student must submit a written appeal, including any appropriate third-party documentation of the circumstances. The Director will inform the student in writing of his/her decision. The Director will read only one appeal per student per circumstance.
2. Student Financial Aid Committee: A student must make appointments to appeal in person, and must also submit a written letter of appeal. He or she is encouraged to present at least one letter of support from their academic advisor or faculty member familiar with their situation. The Committee will notify the student in writing of their decision. The Committee reserves the right to advise a student regarding course loads and the possible need for counseling and/or academic advisement. The Committee will hear only one appeal per student per circumstance. If the appeal is denied, the student may enroll using his/her own resources. If the appeal is granted and the student subsequently fails to maintain progress, no further appeal will be heard.
3. Vice President of Student and Enrollment Services: Appeals must reasonably show that one of the following has occurred
  - a)The student has not received due process.
  - b)The student has been discriminated against.
  - c)The student has not been treated in an equitable manner.
  - d)The decision of the Student Financial Aid Committee was arbitrary and capricious.

If granted, the student will be given one last administrative hearing as designated by the Vice

President of Student and Enrollment Services.

*Availability of Funds:*The Financial Aid Office may have rewarded any forfeited funds; consequently, receipt of originally awarded funds following reinstatement depends upon whether funds are available and uncommitted to other students.

**E. HOPE Scholarship Recipients:**

In order to maintain eligibility for the HOPE Scholarship, degree-seeking HOPE scholars have the following **additional** GPA requirements, as set forth by the State of Georgia: Such students will be required to demonstrate a minimum cumulative GPA of 3.00 when they have attempted 30, 60, and 90 hours.

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

# Student Services



## **DISABILITY SERVICES**

The college complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act by providing reasonable accommodations for those who are qualified. Students with physical, mental, emotional, or hearing impairment should contact the college at least one month prior to the first day of class with appropriate documentation of the disability. Students with physical disabilities who plan to live on campus must give the college one month advance notice so that living accommodations can be arranged.

Anyone with an impairment should contact the director of Student Development located on the second floor of the J. Lamar Branch Student Center. Learning disability services can be accessed by contacting Student Support Services.

For reasonable accommodations to be made the student must present acceptable documentation prior to the start of school.

## **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 work or academic environment.

A student who feels subjected to any type of sexual harassment should consult with the Director of Student Development or the Vice President of Student and Enrollment Services.

## **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 including dismissal.

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

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

Civil Rights Issues (Students)—Mr. Thomas B. Call, Vice President of Student and Enrollment Services, Branch Student Center (second floor), and Dean Bernice Hughes, Director of Student Life.

Civil Rights Issues (Faculty)—Dr. Caroline Helms, Vice President and Dean of Academic Affairs, Tift Hall, room 27, and Mr. James Weeks, Division of Science & Mathematics.

Civil Rights Issues (Staff)—Ms. Bertha Daniel, Director of College Services.

### **STUDENT DEVELOPMENT CENTER**

The Student Development Center services are available without charge to any student to facilitate achieving maximum educational development. In addition, services are available to the College's faculty, staff, employers, alumni, prospective students, and community members. Priority is given to currently enrolled students.

The Student Development Office is located on the second floor of Branch Student Center. Direct correspondence to Dr. Maggie Martin, Director of Student Development, ABAC 48, 2802 Moore Highway, Abraham Baldwin College, Tifton, GA 31793. The e-mail address is mmartin@abac.edu.

#### **Counseling and Testing**

The Counseling and Testing component of the Student Development Center provides a wide variety of services to promote personal growth and development and to help students address problems of daily living. These services include personal, individual or group counseling, career exploration, study skills assessment programs, crisis intervention, and interpersonal skills training. Other educational opportunities such as leadership training, human relations skill building, assertiveness training, decision making skills, and stress management are provided. In addition, proactive and preventative group workshops, programs and outreach services are available. Consultation and referral services are also provided. National and college-wide test administrations are offered such as the NSAT, ISAT, ACT, CLEP, MELAB, CAT, TSE, and the Regents' Test. Individual testing services are utilized by the counselors when appropriate.

#### **Career Development**

The Career Development component of the Student Development Center assists students in assessing choices of academic majors and career alternatives. These choices are guided through individual career counseling utilizing interest, skills, values and abilities inventories, and other testing. The Career Center also offers the use of the computerized career planning program, DISCOVER. Information about other colleges and universities is available for students desiring to transfer to a four-year institution. The center also oversees academic advising for undecided/undeclared majors.

### **Job Placement**

The Job Placement Office component of the Student Development Center is staffed by a Coordinator of Job Placement. The Job Placement Office helps a career program student maximize the benefits of education by providing assistance with all aspects of the job search process. A career oriented student may take advantage of one-on-one assistance and workshops on topics such as networking procedures, resume writing, completing applications, honing interview skills, follow-up procedures after interviews, and more. A student should register three semesters prior to graduation to establish a placement file and become eligible for career placement services. All students are encouraged to meet with the Coordinator in their first semester on campus to initiate plans for gaining experiences that will help build their resumes.

The Job Placement Office also has an Employment Interviewer from the Georgia Department of Labor. The Interviewer provides a wide range of services, including employment referral opportunities for all college work study students and for all other enrolled students seeking part-time and full-time, on-campus or off-campus employment.

The *Georgia Hire* program is a job listing database and resume referral system to assist in employment searches. Via the Internet, Georgia's college students and alumni can search job openings and enter their resume into the system at no charge. Employers may access the resumes free of charge and/or choose to post their job openings for a small fee.

The Job Placement Office is located on the third floor of the Student Center. Direct correspondence to Coordinator of Job Placement, ABAC 48, 2802 Moore Highway, Abraham Baldwin College, Tifton, GA 31793.

### **Student Administrative Withdrawals**

A student may be administratively withdrawn from the college when in the judgement of the Vice President of Student and Enrollment Services in consultation with the Director of Student Development and/or the College Physician, if 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 causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and the catalog.

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. (Policies and appeal procedures may be obtained from the Student Development Center or the Vice President of Student and Enrollment Services.)

### **STUDENT HEALTH CENTER**

The institution provides students with medical and nursing care and health-related educational programs consistent with its mission and reflecting the needs of the campus community. The ABAC Student Health Center is located in the E.L. Evans Health Center Building. The Health Center is staffed by physicians, nurses, and nurse practitioners who provide care for: acute illnesses, minor injuries, allergy shots, immunizations, tuberculosis skin testing, and well-woman care such as

Pap smears and contraception.

**Student Health Center Hours:**

Monday - Thursday, 8:00 AM-5:00 PM

Friday, 8:00 AM - 4:00 PM

The Student Health Center is open from the first day of classes until the final day of final examinations each semester. No appointment is necessary. Hours of operation may vary during college breaks and Summer Semester. Visit the Student Health Center Web Site for updated information.

Students with serious illness or injury should seek emergency health care in the community or call "911".

A Physician is on-site on Tuesday and Thursday afternoons. Students wishing to see the physician should call or visit the Student Health Center by 11:30 AM on these mornings to insure that they will be seen by the physician.

The Student Health Center has a limited formulary of the most commonly used prescription and non-prescription medications used in college health. Students registered for 6 or more hours pay a health fee at registration. There is no charge to see the physician, nurse, or nurse practitioner. However, modest co-payments may be charged to cover medical supplies, laboratory tests and medications. Students seeking health care in the community by referral from the Student Health Center are responsible for any costs incurred.

**REQUIRED IMMUNIZATIONS:** Each student must submit a medical history form and certificate of immunization to the Admissions Office prior to admission to the college. This information is held in strict confidence by the Health Center staff.

**MMR:** Students born in 1957 or later must have two required MMR (measles, mumps, rubella).

**TB Skin Testing:** Tuberculin skin test within one year, required prior to registration for classes.

**Meningitis:** For students planning to reside in campus housing, one dose is required within 5 years prior to matriculation or documentation that student has reviewed information about the disease and declines vaccination.

**Tetanus, varicella (chicken pox), hepatitis B** (required for all students who will be 18 years of age or less at matriculation).

**CAMPUS HOUSING AND RESIDENTIAL LIFE**

Campus residential life is an important part of the college experience. On-campus living is much more than simply a convenience to students. Students living in a community of fellow students are positively influenced with regard to retention, personal growth and development, participation in extra-curricular activities, and overall successful adaptation to the college experience.

In order to facilitate students' success and to help them make a successful transition to college, Abraham Baldwin Agricultural College has a freshman residency requirement. As such, all students who meet the following conditions are required to live on campus:

- are less than 21 years of age at the start of fall semester

- live more than 50 miles from campus
- are freshman (have earned fewer than 30 semester hours of college credit)
- are not married or have children

ABAC offers state-of-the-art on-campus housing opportunities for students. ABAC Place, our on-campus housing facility, has 835 beds in apartment-style units. The majority of the apartment units are 4-bedroom, 2-bathroom, but a limited number of 3-bedroom, 2-bath, and 2-bedroom, 2-bathroom units are also available.

Each private bedroom is fully furnished and the common living room is furnished with sofa, oversized chair and tables. Kitchens are equipped with dishwashers, microwaves, garbage disposals, full-size ranges and refrigerators. A common phone line, cable television, and high speed internet access are also available in each apartment unit. Laundry facilities, group study space, and computer labs are available on each floor of the apartment complex.

ABAC Place also includes the Town Hall. This facility contains the rental administrative offices, recreational facilities, a fitness center, group meeting space, and a convenience store.

ABAC Place is managed through a partnership between ABAC and Place Properties, a private housing management firm. Working together, ABAC and Place Properties will insure that ABAC Place provides a safe, comfortable, and enjoyable on-campus living environment that is conducive to the academic success of our students.

In accordance with state law, each student living in on-campus housing is required to be vaccinated against meningitis or to document that he/she is aware of the vaccine but elects not to be vaccinated. The meningitis vaccine may be obtained from your local health department or physician, or through the ABAC Health Center.

For more information about ABAC Place, contact the ABAC Place office at 229-391-2500 or visit [www.abacplace.com](http://www.abacplace.com) or [www.abac.edu](http://www.abac.edu).

### **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 a student who has violated any law.

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

The College reserves the right to apply the code of conduct to a student's actions which occur off-campus when the student's behavior and conduct pose a risk or threat to the ABAC community and/or the normal operation of the College.

### **VIOLATIONS**

A student who violates college regulations regarding conduct may be sanctioned by warning, social probation, probated suspension, restitution, curfew, special sanction, community service, 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 Life

Hearing Panel. 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 Panel 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 hearing 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 *denovo 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 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 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 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 December 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 and will impose sanctions on students and employees which are consistent with local, state, and federal law. (See *Student Handbook*, 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 also 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 one night 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 the ability to cooperate with colleagues. The Vice President of Student and Enrollment Services is the administrative advisor for the Senate and faculty advisors are 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 to bring about quicker, more effective action concerning these organizations. The Director of Student 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 on campus that are dependent upon student participation for their existence: ABAC Cattleman's Association; ABAC Leadership on the Square; AET Club (Agricultural Equipment Technology); Alpha Beta Gamma; Ambassadors; BACCHUS; Baldwin Players; Baptist Student Union; Campus-Wide Bible Study; CAMP Club; Circle K; College Republicans; Christian Student Fellowship; Family and Consumer Sciences; Forestry Wildlife Club; FFA; Georgia Association of Nursing Students; Helping Professions Association; Horticulture Club; MASDA (Minority Academic Social Development Association); Music Educators National Conference (MENC); Pegasus; Political Science; Pre-Vet Club; Phi Theta Kappa; Quiz Bowl; RacCooners; Residence Hall Association; Rodeo Club; Student Georgia Association of Educators (SGAE), Student Union; Sabor Latino; Stallion; Turf Club; WPLH. New clubs can be chartered through IAC as student interests grow. 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 two-year 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.

**WPLH-FM**—The College radio station, located at 103.1 on the FM dial, has studios located 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 recreational 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 friendly competition in a wholesome, satisfying atmosphere furnishes the stimulation for the activities and tournaments offered.

### **ATHLETICS PROGRAMS**

Intercollegiate athletics, both male and female, are an integral part of both the Division of Health, Physical Education and Recreation and the student activities program. The College participates in seven intercollegiate sports - men's and women's basketball, baseball, men's and women's tennis, women's softball. Each full-time student is 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 two-year college competition available, and successful academic endeavors are stressed to athletes. All home athletic contests are free to full-time students.

Supporting the athletics program and college recruitment through the Student Activities Program is the Spirit Team. A full-time student is eligible to try out for these groups.

### **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, 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 theater, stage two major productions each year, present one-act plays and other small-scale productions, and encourage attendance at other theatre performances.

# Academic Policies and Procedures

## **CLASSIFICATION OF STUDENTS**

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

1. Freshmen: A student who has earned fewer than 30 semester hours credit.
2. Sophomore: A student who has earned 30 or more semester hours credit.

## **NEW STUDENT ORIENTATION**

Each semester, first-time entering students and transfer students are required to attend a New Student Orientation session prior to entering the college. Orientation sessions are conducted at various times and locations to serve our students. Exceptions are made for bachelor degree or higher college graduates, joint enrollees, transient students, and ACE students.

The Orientation programs are designed to assist the student in making the transition into college a rewarding educational experience. The programs at these sessions include group and individual academic advising, registration for courses, and general orientation to college life.

Orientation sessions are held during the summer for new students who enter fall semester. The student is given an opportunity to select the session to attend. Additional sessions are held prior to spring and summer semesters.

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

## **COURSE LOAD AND ATTENDANCE**

The normal course load for a full-time student is 15 semester hours per semester, plus ABAC 1000, PHED 1100 and two PE activities. Ordinarily this course load will consist of five courses of three semester hours each, which meet one, two, or three days per week. The upper limit is 18 semester hours. A student with a cumulative Institutional GPA of 3.0 or better may carry additional course work.

## **COLLEGE POLICY ON CLASS ATTENDANCE**

Abraham Baldwin College expects each student to conduct himself/herself in a responsible manner as an adult who understands that he is accountable for the choices he makes as a student. A student is expected to attend all class meetings scheduled in the courses for which he/she is registered. Instructors are expected to maintain an accurate written record of student attendance in class. Absence from class for whatever reason does not excuse a student from full responsibility for class work or assignments missed. A student will be allowed to make up work only if the instructor excuses the absences. Class attendance and grades are directly correlated, and a student must understand the importance of regular participation in classroom and laboratory activities. The college believes that all class meetings are important and requires that a student 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 semester. A student missing more than ten percent (10%) of the scheduled meetings may be withdrawn by the Registrar upon

recommendation by the instructor. One withdrawn before the conclusion of one-third of the course(s) will receive the grade of "W;" one withdrawn between the one-third point and midterm will receive either the "W" or "WF," at the instructor's discretion; one withdrawn after midterm will receive a "WF."

### **INSTITUTIONAL ABSENCE**

A student who serves as an official representative of the college is defined as one who:

is authorized to use the college name in public relationships outside the institution;

regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);

represents the college as a part of a group and not as an individual;

represents the college under the direct supervision of a college faculty or staff member; and

is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

### **WITHDRAWALS**

**Dropping Classes:** If a student needs to reduce his/her course load during a particular semester, that student may officially withdraw from a class with a grade of "W," provided he/she takes this action before the mid-point in the semester or session (see the college calendar) or if very unusual circumstances require the withdrawal after the mid-point. After midterm, a student withdrawing from a class will receive a "WF". The student who wants to withdraw from a course must first see his/her academic advisor for permission to withdraw. At that point the advisor completes a drop form and the student follows the steps outlined on the form and submits it to the Enrollment Services 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.

A student who simply abandons classes may be withdrawn by the instructor according to the following schedule: between the beginning of the semester and the conclusion of one-third of the semester, a student will be withdrawn by the instructor with a grade of "W." Between the one-third point and mid-semester, the grade will be a "W" or "WF" at the instructor's discretion. After mid-semester, the grade will be a "WF." See the "Change of Schedule" section below for further information. Although a "W" has no impact on the GPA, the student should be aware that there are possible negative Financial Aid ramifications in withdrawing from any class.

**Total Withdrawal from the College:** Any student who voluntarily

withdraws from the college must first consult the Enrollment Services Office. A student who withdraws from the college prior to mid-term will receive a "W" in all classes in which he/she is enrolled. A student who withdraws from the College after mid-term will receive a "WF," unless significant mitigating circumstances exist and the student is passing the class at the time of withdrawal.

**Withdrawal from Learning Support Courses:** A student who wishes to withdraw from a required learning support course must also withdraw from any college-level courses in which he/she is enrolled. This requirement does not apply to Regents' remediation courses.

**Medical Withdrawal:** Prior to mid-term, medical withdrawals are the same as any other official withdrawal from the college. The student will receive "W's" in all classes. After mid-term, a student seeking a medical withdrawal must submit medical documentation from a physician to the Enrollment Services Office. This documentation will be forwarded to each of the student's instructors. A grade of "W" or "WF" will be assigned, at the instructor's discretion, based on the circumstances up to the time of the withdrawal. In all cases, the student should make every effort to keep the instructor informed of any situation which affects class attendance.

### **CHANGE OF SCHEDULE (DROP/ADD)**

A student is discouraged from changing schedules after classes begin. 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 semester during the official drop/add period. The official drop/add period is published in the official college calendar. **No refund will be made for a dropped course after the official drop/add period.** During the drop/add period, students may change their schedule through web Banner.

### **ACADEMIC DISHONESTY**

Because Abraham Baldwin Agricultural College has the dual responsibility of educating students and helping them mature into worthy citizens who take their place in the larger community, it has adopted a code for dealing with academic irregularities.

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic or clinical assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

#### **Due Process for Academic Dishonesty Cases**

Step 1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will call the student into a private meeting in the faculty member's office. (The division chair will be notified of and will approve any action.)

Step 2. The faculty member will confront the student with the evidence

of dishonesty and/or academic irregularity. The faculty member and the student will discuss the specifics of what occurred. If the student confesses and accepts responsibility for academic dishonesty, then the faculty member will ask the student to sign in his/her own handwriting, a statement which makes clear that the student admits responsibility for the academic dishonesty. The faculty member will then consult with the division chair. The faculty member is then free to reprimand the student, to give a failing grade for the assignment, or to require the student to resubmit the assignment in question. With approval of the division chair, the faculty member can increase the penalty up to and including a "WF" for the course if the incident(s) merit this severe penalty.

Step 3. If the student refuses to sign a statement accepting responsibility for the act(s) of academic dishonesty, then a full hearing on the matter must be held. The faculty member and chair will document this incident and schedule a meeting with the student. This information will be turned over to the Academic Dean, who will make the determination of charges against the student and notify him/her in writing. The charges will be mailed by the Academic Dean to the student along with a notice to appear at a hearing, and, if the student wishes, to bring witnesses. At least three days' notice is necessary unless the student waives the notice in writing.

Step 4. If the student requests a hearing, the Academic Dean has the option of hearing the case for administrative adjudication, convening a special hearing panel including faculty and students, or of referring it to the Student Life Hearing panel which handles all other disciplinary matters on campus. The committee will provide its recommendation to the Academic Dean. The Student Life Hearing Panel, when hearing cases of academic dishonesty, will include two faculty members, two students (one of whom will be the SGA president and the other an associate justice,) and the Director of Student Life, who oversees campus discipline and the Code of Conduct. The Chief Justice of the SGA chairs the panel. The Vice President of Student and Enrollment Services will serve as advisor to the panel for all academic dishonesty cases. In general, the decision of the Academic Dean or his/her designee will not be appealed to the Student Life Hearing Panel. An appeal of the Dean's decision will go directly to the President who may choose to use the Student Life Hearing Panel to make a recommendation to him.

Step 5. The student has a right to appeal the decision of the hearing officer or hearing panel within ten calendar days of the decision. The appeal will be to the President or his designee. The President's decision is final. The President reserves the right to review all disciplinary cases and the judgments made during the process.

### **RESIDENCY REQUIREMENTS**

Resident credit is defined as credit earned at Abraham Baldwin. In order to be eligible for a transfer degree (Associate of Arts or Associate of Science) from Abraham Baldwin, the student must complete at least 20 semester hours toward the degree in residence at ABAC. To be eligible for any career-technological degree (A.A.S), the student must complete at least 30 hours toward the degree in residence at ABAC.

In order to be eligible for a certificate from ABAC, the student must complete at least 2/3 of the credit hours required for the certificate in residence. Transfer, CLEP, and Advanced Placement credit do not count as resident credit.

### **FRESHMAN SEMINAR COURSE**

The College offers first-time entering students a freshman seminar course (ABAC 1000). This course is required of all first-time entering first year students and covers information considered essential for the transition to a college environment. Among the topics considered are study skills, cultural diversity, time management, career development and identification of various college resources. Students transferring in 20 or more semester hours will not be required to complete this course. Students enrolled in certificate programs with less than 20 hours of course work will not be required to complete this course.

### **PHYSICAL EDUCATION REQUIREMENTS**

All first-time entering students will be required to take two one-hour activity courses and the two-hour Health & Wellness class (PHED 1100.) The Health & Wellness class is a graduation requirement for all students except those graduating in the ADN Nursing program. The Health & Wellness requirement applies even if the student is exempt from activity courses. A student must select two different activity courses to fulfill the physical education requirement. Students enrolled in certificate programs with less than 20 hours of course work will not be required to complete these courses.

Veterans with 180 days or more active military duty must file a copy of their DD 214 with the Office of Enrollment Services to receive two hours of physical education activity course credit. Veterans exempting their activity requirement through military service are required to successfully complete PHED 1100 as a graduation requirement.

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

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

Students who have earned a bachelor's degree from another institution will be considered to have met all physical education requirements for graduation from Abraham Baldwin College.

### **COMPETENCY REQUIREMENT IN HISTORY AND CONSTITUTION**

Every student who receives an associate degree or certificate 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. Successful completion of POLS 1101 fulfills the constitution requirements for both career-technology and college-transfer students. Successful completion of HIST 2112 fulfills the history competency requirements. A student who transfers American History and/or Political Science courses from institutions outside the state must also fulfill the legislative requirements in Georgia history and/or Constitution by examination. Certificate students must pass examinations on the Georgia and U.S. Constitutions and must meet the Georgia and U.S. History competency requirement through a course or examination.

## **COMPUTER COMPETENCY**

A computer competent person understands the capability of computers, as well as the computer-related peripherals, and is able to apply that knowledge to solve problems (personal and professional) and to further his/her overall knowledge. Specifically, a person of minimal computer competency has a basic working knowledge of operating systems, word processing and information retrieval, which includes but is not limited to, use of the Internet, e-mail, on-line library services, and/or other remote services. In addition to level-one competencies, a person of moderate computer competence will have some mastery of the use of spreadsheets, database management, telecommunications, multimedia, and graphic applications. In addition to levels one and two, a person of advanced computer competence will also be proficient in the use and manipulation of specialized software such as statistical analysis packages and computer assisted drafting (CAD) programs, familiar with network concepts, and knowledgeable of a programming language such as Pascal.

Minimum computer competency, which is a requirement for graduation from the College, can be demonstrated through successful completion of, or exemption from, CISM 2201 or higher computer course. For exemption information, contact the Division of Business Administration.

## **SPEECH COMPETENCE**

Minimum speech competence, a requirement for graduation, can be demonstrated through successful completion of COMM 1000 or COMM 1100.

## **PLACEMENT BY EXAMINATION**

A student with high SAT/ACT math scores may exempt College Algebra. This enables him/her to begin in Pre-Calculus or Trigonometry if he/she exempts College Algebra. Trigonometry may be exempted by acceptable scores on CLEP or departmental examination. A student who scores below the college's minimum level on the placement examination is required to successfully complete learning support math before attempting Mathematical Modeling, College Algebra, or other math courses.

## **CREDIT BY EXAMINATION**

A regularly enrolled student may earn credit for some courses offered by the college, at the discretion of his/her academic advisor and the division chair, by successfully completing a comprehensive proficiency examination. While rare, this method of receiving college credit can reward students who have experienced significant learning experiences through occupational or non-traditional means. Application for such examination must be made to the division chairperson for the course being challenged. Credit by examination cannot be earned for any course which has been previously attempted by the student. 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 because a letter grade is not assigned.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

A student enrolled at Abraham Baldwin may earn full credit for certain courses by achieving acceptable scores on the College Level Examination



Program tests. With a few exceptions, adequate test scores will match and substitute for specific courses in the current catalog. CLEP Tests are administered by the Student Development Center. All test results are evaluated by the Office of Enrollment Services and if credit is earned the results are recorded by course, course number, and semester 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. Students interested in learning more about the College Level Examination Program should contact the Office of Student Development. Pre-registration and payment are required.

#### CREDIT-BY-EXAMINATION POLICY FOR CLEP EXAMINATIONS

Composition and Literature	ACE Recommended	ABAC Course Number	Semester Hours
Score			
American Literature	50	ENGL 2130	3
Analyzing and Interpreting Literature	50	No Credit	---
English Composition w/Essay	50	ENGL 1101	3
English Literature	50	ENGL 2120	3
Freshman College Composition	50	No Credit	---
<b>Foreign Languages</b>			
French Language - Level 1 (two semesters)	50	LANG 11XX, LANG 12XX *	6
French Language - Level 2 (four semesters)	62	LANG 11XX, LANG 12XX, LANG 21XX, LANG 22XX *	12
German Language - Level 1 (two semesters)	50	LANG 11XX, LANG 12XX *	6
German Language - Level 2 (four semesters)	63	LANG 11XX, LANG 12XX, LANG 21XX, LANG 22XX *	12
Spanish Language - Level 1 (two semesters)	50	SPAN 1001 & 1002	6
Spanish Language - Level 2 (four semesters)	66	SPAN 1001, 1002, 2001, 2002	12
<b>Social Sciences and History</b>			
American Government	50	POLS 1101	3
History of the United States I: Early Colonizations to 1877	50	HIST 2111	3
History of the United States II: 1865 to the Present	50	HIST 2112	3
Human Growth and Development	50	PSYC 2103	3
Humanities	50	HUMN 2221, 2222	6
Introduction to Educational Psychology	50	No Credit	---
Principles of Macroeconomics	50	ECON 2105	3
Principles of Microeconomics	50	ECON 2106	3
Introductory Psychology	50	PSYC 1101	3
Social Sciences and History	50	No Credit	---
Introductory Sociology	50	SOCI 1101	3
Western Civilization I: Ancient Near East to 1648	50	Area E Elective **	3
Western Civilization II: 1648 to Present	50	Area E Elective **	3
<b>Science and Mathematics</b>			
Biology	50	BIOL 2107, 2107L	4
Calculus	50	MATH 2053	4
Chemistry	50	CHEM 1211, 1211 L	4

College Algebra	50	MATH 1111	3
College Algebra-Trigonometry	50	MATH 1113	4
College Mathematics	50	No Credit	---
Natural Sciences - Need sub-scores	50	BIOL 1003 & 1003L or PHSC 1011 & 1011L or PHSC 1012 & 1012L	4
Trigonometry	50	MATH 1112	3
<b>Business</b>			
Principles of Accounting	50	ACCT 2101 & 2102	6
Introductory Business Law	50	BUSA 2155	3
Information Systems and Computer Applications	50	No Credit	---
Principles of Marketing	50	MKTG 2175	3
Principles of Management	50	MGMT 2165	3

\* LANG 12XX, LANG 21XX, and LANG 22XX may be used in the core curriculum Area B or Area C to meet the "foreign language (1002 or higher)" requirement.

\*\* This elective may be used in the core curriculum Area E to meet three hours of the "choose 6 hours" requirement.

### ADVANCED PLACEMENT PROGRAM (AP)

Abraham Baldwin participates in the Advanced Placement (AP) Program of the College Entrance Examination Board. Through this program a high school student who plans to enroll at Abraham Baldwin can take AP examinations in several subject areas. Generally, if a student scores 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 a high school student can gain college credit and/or advanced placement at Abraham Baldwin before actually beginning the college freshman year. Persons desiring further information about the Advanced Placement Program should contact their high school counselor.

AP EXAMINATION	MINIMUM SCORE	ABAC COURSE CREDIT	SEMESTER HOURS
Art History	3	ARTS 2213	3
Biology	3	BIOL 2107/L	4
4	BIOL 2107/L, BIOL 2108/L		8
Calculus AB	3	MATH 1113, MATH 2053	8
5	MATH 1113, MATH 2053,	MATH 2054	12
Calculus BC	3	MATH 1113, MATH 2053, MATH 2054, MATH 2055	16
Chemistry	4	CHEM 1211/L (May challenge CHEM 1212/L-see Sci/Math Division)	4
5	CHEM 1211/L, CHEM 1212/L		8
Computer Science	3	CSCI 1301	4
Econ-Macro	3	ECON 2105	3
Econ-Micro	3	ECON 2106	3
English Lang/Comp	3	ENGL 1101	3
5	ENGL 1101, ENGL 1102	6	
English Lit/Comp	3	ENGL 1101	3
5	ENGL 1101, ENGL 1102	6	

Environmental Science	3	SCIE 1005/L	4
European History	3	ELECTIVE IN CORE AREA E *	3
French	3	LANG 11XX, LANG 12XX, LANG 21XX **	9
4	LANG 11XX, LANG 12XX, LANG 21XX, LANG 22XX **		12
German Language	3	LANG 11XX, LANG 12XX, LANG 21XX **	9
4	LANG 11XX, LANG 12XX, LANG 21XX, LANG 22XX **		12
Government & Politics	3	POLS 1101	3
Human Geography	3	GEOG 1101	3
Latin	3	LANG 11XX, LANG 12XX, LANG 21XX **	9
4	LANG 11XX, LANG 12XX, LANG 21XX, LANG 22XX **		12
Music Theory	3	MUSC 1134, MUSC 1135	4
Physics B	5	PHYS 1111/L, PHYS 1112/L	8
Physics C	3	PHYS 1111/L, PHYS 1112/L	8
5	PHYS 2211/L, PHYS 2212/L		8
Psychology	3	PSYC 1101	3
Spanish	3	SPAN 1001, SPAN 1002, SPAN 2001	9
4	SPAN 1001, SPAN 1002, SPAN 2001, SPAN 2002		12
Statistics	3	MATH 2000	3
Studio Art	3	ART ELECTIVE	3
US History	3	HIST 2111	3
5	HIST 2111, HIST 2112	6	
World History	3	HIST 1111	3
5	HIST 1111, HIST 1112	6	

\* This elective may be used in the core curriculum Area E to meet three hours of the "choose 6 hours" requirement.

\*\* LANG 12XX, 21XX, and 22XX may be used in the core curriculum Area B or Area C to meet the "foreign language (1002 or higher)" requirement.

### STUDY ABROAD PROGRAM

Abraham Baldwin College students have an opportunity to participate in an international studies program. A student can register for ABAC credit for classes offered through a summer study program sponsored by the European Council of the University System of Georgia or can arrange other study-abroad opportunities through the campus International Coordinator. Financial aid is available for many of the programs. For further information, an interested student should contact the International Coordinator in the Division of Social Science.

### AIR FORCE ROTC PROGRAM

A program available at ABAC through Valdosta State University's Air Force Reserve Officer Training Course (AFROTC) offers students a course of study designed to complement their academic major. AFROTC is designed to commission young men and women as second lieutenants into the active duty Air Force upon completion of a bachelor's degree. The first two years of AFROTC training are available to ABAC students. Students take one academic aerospace studies course and a leadership

laboratory each semester during the program. For more information, contact the Office of Evening and Off-campus Programs at ABAC or the Valdosta State University AFROTC office at (229) 333-5954.

### **ACADEMIC ASSISTANCE CENTER**

The Academic Assistance Center, located on the ground floor of the Carlton Center, provides tutoring free of charge to all currently enrolled ABAC students. The Math and Writing Centers are open daily on a drop-in basis. Tutoring in other subjects is scheduled according to tutor availability and varies each semester.

### **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.

Each student, including a candidate for graduation, is required to take final examinations in courses each semester 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 chair.

### **THE GRADING SYSTEM**

All institutions of the University System of Georgia shall use 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 producing satisfactory work, but for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. If an "I" is not satisfactorily removed after twelve months, the Registrar will change the symbol "I" to the grade "F." "I's" cannot be removed by re-enrolling in and completing a course.
- W - This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the mid-point of the semester except in cases of hardship as determined by the Academic Dean.
- WM- This symbol indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds. The use of this symbol indicates that this student was permitted to withdraw without penalty at any time during the term.
- 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 the 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 institution's faculty. (CLEP, AP, Proficiency, etc.)

### **TRANSIENT PERMISSION**

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to ABAC must be secured in advance of such enrollment. Transient permission originates with the student's academic advisor, and will only be granted for courses equivalent to an ABAC course. The student must request a copy of the transcript from the other institution sent to ABAC at the end of the transient term.

### **GRADE POINT AVERAGES**

The cumulative Regents' grade point average (RGPA) 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. Only grades earned in courses numbered 1000 or higher are included in the RGPA, and if a course is repeated, all grades are included in the RGPA calculation.

Institutional Courses. These are courses which are numbered below 1000 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 strives but fails to progress sufficiently enough to earn a "C" or higher grade. An "IP" indicates considerable progress was made but not sufficient for a "C" or better. An "F" is appropriate if the student fails to put forth sufficient effort through lack of class attendance and participation.

The institutional grade point average (IGPA) is similar to the RGPA except that all credits, including institutional (Learning Support) credits, are included and only the most recent grade earned for repeated courses will be used in the IGPA calculation. The IGPA will be used to determine academic standing at ABAC. However, other institutions may use the RGPA for determining the admission status for transfer students. In addition, only the RGPA will be utilized for determining academic Honors status at the College.

The graduation grade point average (GGPA) is calculated at the time of graduation. The GGPA will include only the grades earned in courses which satisfy degree requirements. If a course is repeated, this GPA includes only the grade earned in the most recent attempt.

## **THE REPORTING OF GRADES**

Mid-term deficiencies are reported on web Banner to a student who has a "D" or "F" in any class. These grades are not entered on the student's permanent record.

Final grades are reported by the instructor to the Office of Enrollment Services within twenty-four hours following the end of the examination schedule. Students should check final grades on web Banner. Final grades are mailed to students placed on suspension. Final grades are mailed to any student who makes a written request through the Enrollment Services Office before the end of the term.

Final grades submitted by the instructor cannot be changed subsequently except when special circumstances merit. A formal grade change request must be submitted to the Registrar by the instructor after the change is approved by the chair of his/her division and the Academic Dean.

## **APPEAL OF GRADES**

A student wishing to contest a grade earned in fall semester must initiate the appeal in writing to the instructor within the first thirty calendar days (from the first day of class) of the following spring semester. A student wishing to contest a grade earned in spring semester or summer term must initiate the appeal within the first thirty calendar days (from the first day of class) of the following fall semester. A student must first appeal the matter in writing to the instructor(s) who taught the course. The appeal must specify reasons indicating why the assigned grade is incorrect or inappropriate. The instructor(s) will respond to the student in writing within ten working days of the date of the appeal. Should this response not satisfy the appeal, the student will appeal in writing within ten working days from the date of the instructor's response to the chair of the academic division in which the course was taught. The chair may conduct a conference including the chair, the student, and the instructor. The chair may convene an impartial committee in the discipline to review pertinent documents. Within ten working days from the date of the student's appeal to the chair, the chair will respond to the student in writing. 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 chair'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 of the Academic Dean's response. The judgment of the President will be considered the final and binding decision on the matter.

The appeals process is intended to provide a venue whereby a student may voice a claim of discrimination, capricious or unfair dealings, or denial of due process.

## **ACADEMIC PROBATION**

The college recognizes three categories of academic standing: Good Standing, Academic Probation, and Academic Suspension. Each student's academic standing will be determined by academic performance as reflected in the institutional grade point average, calculated each semester.

A student is required to maintain a minimum institutional grade point average (IGPA) to remain in good academic standing. Minimum standards are related to total credit hours attempted by the student. These minimum standards are:

<u>Total Hours Attempted</u>	<u>Minimum Cumulative IGPA</u>
0-12	1.5
13-24	1.6
25-36	1.7
37-48	1.8
49-60	1.9
60+	2.0

A student with a cumulative IGPA below the minimum standard will be placed on Academic Probation. A student on Academic Probation is restricted to enrollment in a maximum of 14 semester hours and is required to seek assistance through the Academic Intervention Management Program (AIM). Students on Academic Probation may be in jeopardy of losing financial aid.

### **ACADEMIC SUSPENSION**

A student not attaining minimum academic standards subsequent to being placed on Academic Probation will be suspended from the college. The minimum standards for avoiding Academic Suspension are related to total hours attempted by the student. These standards are:

<u>Total Hours Attempted</u>	<u>Minimum Cumulative IGPA</u>
0-24	No minimum
25-36	1.5
37-48	1.6
49-60	1.7
60+	1.8

Any student with an IGPA below the above minimum levels will be suspended from the college. The first suspension will be for one semester; subsequent suspensions will be for one calendar year (3 terms). A student may appeal academic suspension by notifying in writing the Vice President and Dean of Academic Affairs. Appeals must be filed no later than noon on the day prior to registration day for the semester in which the student wishes to re-enroll.

### **LEARNING SUPPORT SUSPENSION**

If a student does not complete requirements for an area in twelve semester hours or three semesters, whichever occurs first, the student will be suspended. The student may not be considered for readmission within three years of the suspension.

Prior to suspending a student who has not exited a Learning Support area within the twelve semester hour or three semester limit, an institution may allow the student to appeal for one additional course. The student must:

1. be individually evaluated and determined to have a reasonable chance of success.
2. be in an exit level course.
3. have reached the limit in only one Learning Support area.

If granted the additional course, the student may enroll in only the Learning Support course.

## **ACADEMIC RENEWAL**

The Academic Renewal policy allows ABAC degree-seeking students who have experienced academic difficulty to make a fresh start after an absence of five calendar years from Abraham Baldwin College. A student returning after the break will be able to start with a new Academic Renewal Grade Point Average (ARGPA). No grades earned prior to the break will be included in the ARGPA, but courses in which a grade of "C" or better was earned will count toward the degree and will not have to be repeated. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence, the student may do so within three academic semesters of re-enrollment or within one calendar year, whichever come first. For more information regarding the Academic Renewal policy, contact the Enrollment Services Office.

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply



with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

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. FERPA guidelines state that institutions may release, without written consent, those items specified as public or directory information for currently enrolled students and for former students unless the student completes a written request with the Enrollment Services Office to prohibit the release of directory information. The request must be completed in the Enrollment Services Office by the end of the published official drop/add period or it will be assumed that directory information may be disclosed for the current academic term. A request to prohibit the release of directory information will remain in effect until the student notifies the Enrollment Services Office in writing. FERPA defines directory information as information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, student's name, address, telephone listing, email address, photo, date and place of birth, major field of study, grade level (freshman or sophomore), enrollment status (full-time, part-time, or number of credit hours), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received (including honors such as Dean's list) and the most recent previous educational agency or institution attended by the student.

### **TRANSCRIPTS AND TRANSFER OF RECORDS**

A transcript is a document containing the student's permanent academic record. It contains a minimum amount of personal data about the student and a chronological account of the student's academic achievements.

Any student or former student who wishes to have a transcript of his/her record at the college released must make the request in writing to the Enrollment Services Office one week prior to the date the transcript is needed. This request may be submitted by mail, fax, 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 describing 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.

Transcripts are usually mailed within 3 business days of the date a written request is received. ABAC does not charge for sending transcripts unless a student requests more than 10 copies in one calendar year or unless a student requests our rush transcript service. There is a \$2.00 per transcript charge if more than 10 copies are requested in a calendar year. We provide a rush, or same day, transcript service for a charge of \$20.00 per transcript. Rush transcript requests submitted and paid for by 3:00 pm, will be faxed, mailed, or available for pick up between 4:30 - 4:45 pm on the same business day.

### **PRESIDENT'S HONOR LIST**

Superior achievement in academics is recognized each semester by the publication of a President's Honor List, which includes those students who complete 12 or more academic hours (non-Learning Support) with a Regents' grade point average of 4.0.

The President's Honor List 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 semester by the publication of a Dean's Honor List naming those students who complete all academic work for which they are registered during the semester with a minimum Regents' grade point average of 3.3, and who carry at least 12 hours of academic (non-Learning Support) work.

The Dean's Honor List is provided to the honor students' hometown newspapers.

### **DISTINGUISHED ACHIEVEMENT LIST**

The Distinguished Achievement List, published at the end of each semester, recognizes excellence in scholastic achievement among part-time students. To be included on the Distinguished Achievement List, a student must have completed between six and eleven semester hours of academic (non-Learning Support) course work with a term Regents' grade point 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 talented students than would otherwise be the case.

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

Upon completion of the Honors Program, a student should be better prepared to undertake junior and senior level work at institutions to which he or she transfers after leaving ABAC.

Normally, membership in the Honors Program is gained by invitation from or application to the Honors Coordinator. For further information, contact the Honors Program Coordinator in the Division of Humanities.

### **HONORS DAY**

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

1. completing 15 non-institutional semester hours at Abraham Baldwin with a 3.2 cumulative Regents' grade point average qualifies a student as an Honor Student.
2. completing 15-44 non-institutional semester hours at Abraham Baldwin with a 3.75 cumulative Regents' grade point average qualifies a student as a Superior Honor Student.
3. completing 45 non-institutional semester hours at Abraham Baldwin with a 3.75 cumulative Regents' grade point average qualifies a

student as a Distinguished Honor Student.

### **REQUIREMENTS FOR GRADUATION**

Associate degrees in Arts, in Science, and in Applied Science are awarded in a graduation ceremony at the end of the Spring and Fall Semesters to those students meeting requirements. Participation in the graduation ceremony is encouraged.

Students must meet the graduation requirements as listed in a single ABAC catalog which is not more than five years old at the time of their graduation and which is in effect for a term during which they earned academic credit at ABAC. There will be no exceptions unless specifically approved by the Vice-President and Dean of Academic Affairs.

In order to meet the graduation requirements at Abraham Baldwin, a student must:

1. complete the required courses and credit hours outlined in the catalog for the degree and major for which he/she is a candidate.
2. have a 2.0 or higher graduation grade point average and have completed a minimum of 60 semester hours of academic work plus physical education courses.
3. earn at least 20 semester hours at Abraham Baldwin which are applicable to the A.A. or A.S. degrees and 30 hours at Abraham Baldwin which are applicable to the A.A.S. degree for which he/she is a candidate.
4. satisfactorily complete all parts of the Regents' Exam as required by the specific program requirements.
5. satisfy minimum computer competency through successful completion of, or exemption from, CISM 2201 or equivalent.
6. satisfy speech competence requirement through successful completion of COMM 1000 or COMM 1100.
7. comply 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.
8. complete required physical education or have a specifically approved exemption filed with the Office of Enrollment Services (see PHYSICAL EDUCATION REQUIREMENTS section).
9. successfully complete Freshman Seminar, ABAC 1000 or any Honors Seminar in addition to HNRS 1101. HNRS 1101 alone will not satisfy the Freshman Seminar requirement.
10. meet all financial and other obligations to the college.
11. apply for graduation with the Enrollment Services Office by October 1 for May graduation and by March 1 for July or December graduation.
12. pay graduation fee before turning in application to the Enrollment Services Office.
13. If a student is completing graduation requirements at another institution, he/she must have the other institution send an official copy of the transcript to ABAC. In order for the student to participate in ABAC's graduation ceremony, the Enrollment Services Office must have a copy of the grades at least 48 hours prior to graduation ceremony. We will accept a fax from the other institution for participation in the graduation ceremony.

A student who is a candidate for a certificate must:

1. complete the required courses prescribed in the catalog for the certificate for which he/she is a candidate.
2. have a 2.0 or higher graduation grade point average.
3. earn at Abraham Baldwin at least 2/3 of the coursework required for

- a certificate program.
4. meet all financial and other obligations to the College.
  5. apply for graduation with the Enrollment Services Office by October 1 for May graduation and by March 1 for July or December graduation.
  6. pay graduation fee before turning in application to the Enrollment Services Office.
  7. for certificate programs requiring more than 19 hours of coursework, students must comply 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.

A student who does not satisfy the graduation requirements in the term specified on the graduation application should contact the Enrollment Services Office and inform us of plans for completing the degree requirements. The graduation application of these students will be kept in the Enrollment Services Office for one calendar year. If a student does not meet all of the graduation requirements within one calendar year of the intended term of graduation, the student will be required to submit another graduation application.

### **HONOR GRADUATES**

Students who graduate with a high Regents' GPA and a high Overall GPA are recognized as honor graduates at the graduation ceremony.  
Honors - Regents' and Overall GPA's of 3.3 to 3.74.  
High Honors - Regents' and Overall GPA's of 3.75 to 3.94  
Highest Honors - Regents' and Overall GPA's of 3.95 to 4.0

### **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. A student who wishes to transfer to a higher-level institution must satisfy the course and grade requirements of the college to which he/she intends to transfer.

### **REGENTS' TESTING PROGRAM**

#### **Board Policy**

An examination (the Regents' Test) to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree 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.

The formulation and administration of the Regents' Test shall be as determined by the Chancellor.

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

attain the minimum levels of competence in the areas of reading and writing.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Test as a requirement for graduation. ABAC requires all transfer degree students to pass the Regents' Test in order to graduate. The Nursing degree (ADN) requires that students pass the Regents' Test. The Agricultural Business Technology and Plant Science Technology degrees do not require the Regents' Test if students earn "C" or better in both English 1101 and 1102.

The following Technology Program degrees do not require the Regents' Test: Fashion Merchandising, Children and Family Services, Interior Design, Agricultural Engineering Technology, Golf Turf Management, Commercial Turf Management, Sports Turf Management, Landscape Design and Grounds Management, Ornamental Production, and Golf Clubhouse Management.

Students must take the test in their first semester of enrollment after earning 30 credit hours if they have not taken it previously. (Institutions may not prohibit students who have earned at least 30 credit hours from taking the test for the first time.) ABAC students may take the test during a semester in which they are not enrolled. ABAC students are eligible to take the test after they have completed English 1101 with a "C" or better. ABAC encourages students to take the Regents' Test during the semester in which they are taking English 1102.

Each institution shall provide an appropriate program of remediation and shall require students who have not passed both parts of the test by the time they have earned 45 credit hours to take the appropriate remedial course or courses each semester of enrollment until they have passed both parts.

Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' Test must register for the test during their first semester of enrollment in a program leading to the baccalaureate degree or an ABAC program leading to all transfer degrees, or an ABAC program that requires passing the test in order to graduate (see above). Those who have not passed before their third semester of enrollment are subject to the remediation requirement.

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.

Scores on other standardized tests as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs may be used to fulfill Regents' Test requirements. Such scores must be from a national test administration and must indicate a very high probability (at least 0.95) of passing the Regents' Test. Tests used to fulfill the essay requirement must include an externally graded writing sample. A student who attains the Verbal score of 510 on the National SAT or 23 on the National ACT has fulfilled the requirement for the Reading portion of the test. A student who attains the College Board Advanced Placement (AP) English Language and Composition or English Literature and Composition scores of at least 3, International Baccalaureate (IB) higher-level English scores of at least 4, or National SAT II English

Writing scores of at least 650 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test.

#### **REGENTS' TESTING PROGRAM ADMINISTRATIVE PROCEDURES**

These procedures implement the Policy on the Regents' Testing Program of the Board of Regents of the University System of Georgia.

##### **i. Testing and Remediation Requirements**

- a. Students in programs leading to the baccalaureate degree who have not met the Regents' Test requirement must take the test during the semester of enrollment immediately following the completion of 30 college-level semester credit hours. ABAC requires students in programs leading to the associate degree to take the test after earning 30 college-level semester credits. Degree exemptions are listed above. (College-level credit hours include all credit with the exception of institutional credit.) This requirement applies regardless of whether the student has taken or passed specific courses, including English courses, or completed any other institutional requirements.
- b. Passing the Regents' Test is defined as having passed both parts of the test by scoring at or above the minimum passing score specified for each part. On a scale of 1 to 99, the passing score for the Reading Test is 61. The passing score for the Essay Test is "2" on a scale of 1 to 4. Students will also be considered as having passed a part of the test if they achieve a score on another standardized test as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs (effective summer semester, 2003 for students graduating from a USG institution in summer semester, 2003 or later). Such scores must be from a national test administration and must indicate a very high probability (at least .95) of passing a part of the Regents' Test. Tests used to fulfill the essay requirement must include an externally graded writing sample. The following tests and scores are approved, and other tests will be considered as data become available:
  1. Students with SAT- I Verbal scores of at least 510 or ACT Reading scores of at least 23 will be considered to have fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test. Scores must be from a national administration of the SAT or ACT. (Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)
  2. Students with College Board Advanced Placement (AP) English Language and Composition or English Literature and Composition scores of at least 3, International Baccalaureate (IB) higher-level English scores of at least 4, or SAT II English Writing scores of at least 650 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test. (There is no implication that such students should be given any course credit or exemption in English.)
- c. Students who have earned 45 college-level semester credit hours and have not met the Regents' Test requirement (have not passed either part of the test) are required to take the appropriate non-degree credit course(s) in remedial reading and/or remedial writing in each semester of attendance until they have passed both

components of the test. The only exception that may be made is for part-time students taking one remedial course and no college-level credit courses.

- d. ABAC students are required to take remediation each time a portion of the test is failed.
- e. Institutions may not prohibit students who have earned at least 30 credit hours from taking the test for the first time.
  - 1. ABAC students are required to take the test before they have earned 30 hours.
  - 2. ABAC students are eligible to take the Regents' Test after they have completed English 1101 with a "C" or better. ABAC encourages students to take the Regents' Test during the semester in which they are taking English 1102.
  - 3. ABAC students may be permitted to take the test during a semester in which they are not enrolled. (For example, non-enrolled students from associate degree institutions who are otherwise eligible to take the test and not subject to a remedial requirement might be encouraged to take the test during the summer administration.)
  - 4. ABAC students who have failed both parts of the Regents' Test are allowed to take the reading and essay portions of the test in separate semesters.
- f. Having passed the Regents' Test shall not be a condition of transfer into an institution. All transferring students from programs leading to the baccalaureate degree within the System shall be subject to all provisions of this policy. Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' Test should take the test during their first semester of enrollment in a program leading to the baccalaureate degree or associate degree at ABAC (see exemptions above). Those who have not passed before their third semester of enrollment are subject to the remediation requirement. Students entering with AP credit, credit from other advanced placement programs or examinations, and/or joint enrollment credit may take the Regents' Test during their first two semesters of enrollment. They are not subject to System-mandated remediation requirements unless they have earned at least 45 hours.
- g. The Regents' Test is to be administered in accordance with the instructions provided in the Regents' Testing Program Administration Manual.
- h. Institutions are responsible for enforcing the requirements related to the Regents' Testing Program. Institutions may increase these requirements provided that 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.

**ii.**

**Guidelines for Remedial Courses**

- a. Required remedial work shall be in keeping with regulations in satisfaction of federal and state student financial assistance and other such eligibility programs. Federal monies cannot be used to pay for Regents' Test remediation classes. Thus, Federal loans and the Pell Grant cannot be used to pay for these classes. However,

HOPE Scholarship monies can be used to pay for the remediation classes.

- b. Separate courses in remediation for the reading and the essay portions of the test are to be provided. Courses developed for other purposes, such as those for Learning Support students or for regular credit English, may not be used to fulfill the Regents' Test remediation requirement.
- c. Each required Regents' Test remedial course is to consist of a minimum of 25 hours of classroom/laboratory instruction provided before students retake the test.
- d. Regents' Test remediation courses are to be classified as a regular part of the student's academic load, resulting in institutional credit, and should be handled as part of the regular registration procedure. However, Federal Financial Aid cannot be used to pay for the Regents' Test remediation classes.

**iii.**

**Special Categories of Students**

- a. A student holding a baccalaureate or higher degree from an 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.
- b. Each institution may develop special procedures for certifying the competence of students whose native language is not English. These procedures shall require a formal examination of competence in English. At a minimum, the examination shall include the writing of an essay. The testing procedures may be locally developed and administered. The grading of the essay may be local and shall involve multiple raters, of which at least two of three must pass the essay. The use of culturally neutral topics, the granting of extended time, and the use of translation dictionaries are permissible accommodations for the essay examination. To qualify for the International administration of the Regents' Test, ABAC students must have graduated from a non-U.S. high school and earned a "C" or better in English 1101. ABAC students whose first language is not English receive double time on the test. These students are subject to the remediation requirements:
  - 1. Each time a portion of the test is not passed, students must take the appropriate Regents' Test Reading Remediation and/or Essay Remediation course(s).
  - 2. Any non-native speaker of English who has not passed both parts of the Regents' Test before earning 45 hours must take remediation every semester until student passes both parts of the test.
- c. Each institution shall develop special procedures, in accordance with the description of procedures and requirements (see appended "Special Administration of the Regents' Test") for certifying the competence of students with disabilities. Such procedures shall include provision for remediation if needed and formal examination prior to certifying competency. Such examination shall equal the standards of the Regents' Testing Program. Refer to the following section on "Special Administration of the Regents' Test."
- d. Students who have moved out of state after completing all requirements for graduation with the exception of the Regents' Test requirement may be permitted to have the Regents' Test administered out of state if they have fulfilled remediation requirements and follow the procedures outlined in the Regents' Testing Program Administration Manual.



**iv.**

**Essay Review**

A student may request a formal review of his or 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. The review procedures shall be as follows:

- a. A student must initiate the review procedure by mid-term of his/her first semester of enrollment after the semester in which the essay was failed. The review must be initiated, however, within one calendar year from the semester in which the failure occurred.
- b. All applicable requirements of the Regents' Test Policy remain in effect for those students whose essays are under review, including those regulations relating to remediation and to retaking the test.
- c. The review will be initiated at the campus level. Students need to contact the Chair of the Humanities' Division (Dr. Bobbie Robinson) to initiate the process. The on-campus review will be conducted by the three faculty members designated by the institution as a review panel. 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. A decision by the on-campus review panel to terminate the review process is final.
- d. If the on-campus panel recommends re-scoring of the essay, that recommendation will be transmitted in writing, along with the essay, to the office of the System Director of the Regents' Testing Program. The Director will utilize the services of three 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 the 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.

**v. Reading Review**

- a. A student must initiate the review procedure by mid-term of his/her first semester of enrollment after the semester in which the essay was failed. The review must be initiated, however, within one calendar year from the semester in which the failure occurred.
- b. All applicable requirements of the Regents' Test Policy remain in effect for those students whose tests are under review, including those regulations relating to remediation and to retaking the test.
- c. The Reading Test scantron answer sheet is machine scored two times. However, a student may request the Reading Test scantron answer sheet to be handscored.
- d. To initiate the process, ABAC students need to contact the Regents' Test Administrator (Dr. Maggie Martin) to obtain the appropriate reading test review form. Students complete the form and mail it to the address listed on the form. There is a \$10 charge for the reading test review.

## **SPECIAL ADMINISTRATION OF THE REGENTS' TEST**

### **STUDENTS WITH VISUAL, HEARING, OR MOTOR IMPAIRMENT**

An alternative means of certifying the competence of students with visual, hearing, or motor impairment may be used. Such examination shall equal the standards of the Regents' Testing Program. In most cases, the Regents' Test would be administered with accommodations determined by the institution on the basis of the student's needs.

The Regents' Reading Test administration for a student with a visual, hearing, or motor impairment should correspond as closely as possible to the student's usual means of obtaining information from text. A visually impaired student, for example, could use the Braille, large-print, or recorded version of the Reading Test. If it is necessary for the Reading Test to be scored locally rather than submitted to the Regents' Testing Program Office for scoring, Form 21 of the Regents' Reading Test may be used.

If an ABAC student with a visual, hearing, or motor impairment is unable to handwrite an essay on the regular Essay Test form for rating, the essay may be copied from the format produced by the student (e.g., typed or written on enlarged paper), to the regular Essay Test form by a proctor and submitted to the Regents' Testing Program Office for rating. The Regents' Testing Program Office cannot obtain ratings for essays that are not written on the regular test form or that are otherwise identifiable as special administrations.

The Regents' Testing Program Office does not have to be informed when a student with a visual, hearing, or motor impairment takes or passes an alternative test. However, the SIRS record submitted by the Office of Enrollment Services must indicate that alternative procedures have been used. The documentation for each student is to be evaluated and maintained by the institution and summarized in the institution's Annual Report on Learning Disorders. The remediation requirements apply to all ABAC students, with or without a disability or disabilities.

### **STUDENTS WITH LEARNING DISABILITIES, TEST ANXIETY, OR OTHER DOCUMENTED NEEDS**

The following procedure is for the accommodation of students who are competent in the skills required on the Regents' Test but are unable to demonstrate competence in a standardized administration of the test because of a learning disability, severe test anxiety, or other documented problems. A diagnosis of learning disability must include evidence of a discrepancy between ability and achievement in the area affecting test performance and must be consistent with the definition and criteria for evaluation provided in Section 2.22 of the Academic Affairs Handbook. For students to be eligible on the basis of test anxiety, there should be evidence that the student has the skills required for passing the test but is unable to display the skills during a regular test administration. Students who perform well in remedial classes but continue to fail the test should be evaluated for test anxiety. Except in unusual circumstances when strong clinical evidence of test anxiety is available, students would not be accommodated on the basis of test anxiety unless they have enrolled in remedial courses at least twice. ABAC allows students, with or without test anxiety, to receive double time on the test after they have failed and remediated a part (Reading and/or Essay) of the test twice.

The documentation for each student is to be evaluated and maintained by the institution. An Annual Report on Learning Disorders will be made of the types of accommodations made and diagnoses on which the

accommodations were based.

All ABAC students with or without special needs or disabilities are required to follow the remediation requirements.

#### **Allowable Accommodations and Restrictions**

The accommodations that may be made are limited to the following:

- extended time
- separate room for test administration
- large-print test format
- use of a word processor, typewriter, or scratch paper for composing the essay (The student must handwrite the essay on the regular essay form for grading, or, if the student's diagnosis indicates an inability to copy the essay, the test administrator or proctor must copy the essay as written by the student with no changes and send both the original and copied essay to the Regents' Testing Program Office.)
- reading of the essay to the student (If the student's diagnosis indicates a visual processing deficit that prevents the student from reading his or her own essay accurately, the proctor may read the essay aloud exactly as written while the student makes corrections to the essay.)
- transcription of reading test responses to the scanner sheet

Essays must be rated through the usual rating process, which does not allow for the provision of any information about the student to the raters. Raters cannot be asked to take a student's disabilities into account when rating an essay. Instead, appropriate modifications in the test administration process must allow the student's essay to be rated through the usual process.

All test administrations must meet the following conditions:

- The Essay and Reading Test responses must be submitted to the Regents' Testing Program Office for scoring.
- The product submitted must be in the standard format for grading: the essay must be handwritten on the regular Essay Test form with no extra paper, and the Reading Test responses must be recorded on the student's scanner sheet.
- Except as indicated above under allowable exceptions for students who are unable to copy or read their own essays, the product submitted for grading must be produced by the student with no assistance provided or changes made by any other person.
- The test must be administered under secure conditions, and all work must be completed under supervision.

Accommodations other than those described above may be made only upon recommendation of a Regents Center for Learning Disorders. The Centers will make recommendations for students with learning disabilities or acquired brain impairment. The procedures used by the Centers are described in Section 2.22.

#### **REMEDICATION REQUIREMENT**

The remediation requirement may not be waived for students with disabilities. However, the institution will determine whether the regular Regents' Test remediation course or another remedial experience is needed to accommodate the student. The student must complete the remediation requirement prescribed by the institution prior to retaking the test.

## COLLEGE-WIDE COURSE DESIGNATION ABBREVIATIONS

ABAC	Orientation/Study Skills	HNRS	Honors
ACCT	Accounting	HORT	Horticulture
AECO	Agricultural Economics	HUMN	Humanities
AENG	Agricultural Engineering	ITEC	Information Technology
AENT	Agricultural Technology	JRNL	Journalism
AGRI	Agriculture	MATH	Mathematics
AGRP	Agricultural Pest Mgmt.	MGMT	Management
AGRY	Agronomy	MKTG	Marketing
ARTS	Art	MJSC	Music
ASLH	Animal Husbandry	NURS	Nursing
BIOL	Biology	PHED	Physical Education
BUSA	Business Administration	PHIL	Philosophy
CHEM	Chemistry	PHSC	Physical Science
CISM	Computer Information System	PHYS	Physics
COMM	Communications	PNUR	Pre-Nursing
CRJU	Criminal Justice	POLS	Political Science
CRSS	Plant Science	PSYC	Psychology
CSCI	Computer Science	READ	Reading
ECON	Economics	RELG	Religion
EDUC	Education	RGTR	Regents' Reading Rem
ENGL	English	RGTE	Regents' Essay Rem
FACS	Family and Consumer Sciences	ROTC	Air Force ROTC
FRSC	Forestry	SCIE	Science
GEOG	Geography	SOCI	Sociology
GNDR	Gender Studies	SOSC	Social Science
HIST	History	SPAN	Spanish
HMSR	Human Services	THEA	Drama

C o l l e g e   T r a n s f e r  
P r o g r a m s

The college has seven academic divisions through which the total academic instructional program is conducted. The division faculty work under the guidance of a chair who is responsible to the Vice President and Dean of Academic Affairs. The faculty and chairs are responsible for initiating new programs and changing existing programs.

College transfer programs and career programs of study are available to the student. The college transfer 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 transfer programs; others are not. To avoid loss of credit, any student who is undecided about entering a transfer program or a career program should work closely with his/her advisor to take courses common to both types of programs.

The college offers two associate degrees in the college transfer program: the Associate of Science and the Associate of Arts. Under one of these two degrees comes the program of study which the student chooses. An Associate of Science degree is offered in all divisions except Humanities. The college transfer 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 of Arts degree offered in the Humanities and Social Science Divisions prepares the student who seeks to earn the Bachelor of Arts degree in the elected major.

Regardless of the program of study chosen, each student in the transfer program must complete the requirements of the college-wide Core Curriculum. Physical Education and Freshman Seminar course requirements are in addition to 60 hours required in the Core Curriculum.

1. The Division of Agriculture and Forest Resources
  - a. Agriculture
  - b. Agribusiness and Agricultural Economics
  - c. Agricultural Education
  - d. Agriscience and Environmental Systems
  - e. Biological and Agricultural Engineering
  - f. Forestry and/or Wildlife Management
  - g. Family and Consumer Sciences
2. The Division of Business Administration
  - a. Business Administration
  - b. Economics
  - c. Information Technology
3. The Division of Health, Physical Education, and Recreation
  - a. Physical Education
  - b. Recreation
4. The Division of the Humanities
  - a. Art
  - b. Communication/Theatre
  - c. English
  - d. Foreign Language
  - e. Journalism/Mass Communication
  - f. Liberal Arts
  - g. Music
5. The Division of Nursing
  - a. Nursing
6. The Division of Science and Mathematics
  - a. Allied Health

- b. Biology
  - c. Chemistry
  - d. Computer Science
  - e. Mathematics
  - f. Pharmacy
  - g. Physics
7. The Division of Social Science
- a. Criminal Justice
  - b. Educator Preparation Programs
    - 1. Early Childhood Education
    - 2. Middle Grades Education
    - 3. P-12 Education
    - 4. Secondary Education
  - c. History
  - d. Human Services
  - e. Political Science
  - f. Psychology
  - g. Sociology
8. Pre-Professional Courses of Study
- a. Dentistry
  - b. Engineering
  - c. Law
  - d. Medicine
  - e. Veterinary Medicine

# The Core Curriculum

Students who complete the core curriculum (Areas A-F) at a University System of Georgia institution are guaranteed full credit in transfer to another System institution if they do not change major or program of study. Students who complete an area of the core curriculum will receive credit for that area if they transfer without changing their major. Transfer credit will normally be accepted by all other fully accredited colleges and universities in the nation. The following areas constitute the College's core curriculum.

## AREA A: Essential Skills - 9 hours

ENGL 1101 Composition I .....3 hours  
ENGL 1102 Composition II .....3 hours

Choose one of the following:

MATH 1101 Mathematical Modeling .....3 hours  
MATH 1111 College Algebra .....3 hours  
MATH 1112 Trigonometry .....3 hours  
MATH 1113\*Pre-Calculus Mathematics .....4 hours

### Science Majors

Allied Health, Physical Education & Nursing majors may take MATH 1111, MATH 1112, or MATH 1113.  
MATH 2053 is required for Engineering majors.  
MATH 1112 or MATH 1113 is required for all other Science majors.

\*Only Science majors that take a 4 hour MATH will have one hour that may be counted in Area F.

## AREA B: Institutional Options - 4-5 hours

Choose any four or five hours from the following:

AGRI 2209 Agricultural Seminar .....1 hour  
BUSA 1101 Business Seminar .....1 hour  
CISM 2201 Fundamentals of Computer App .....3 hours  
COMM 1000 Oral Communication Skills .....2 hours  
COMM 1100 Human Communication .....3 hours  
Foreign language (1002) or higher .....3 hours  
HNRS 1101, 1102\*, 2101 & 2102 Honors Seminar .1 hour  
HUMN 1100 Topics in the Humanities .....1 hour  
PNUR 1106 Perspectives in Women's Healthcare 2 hours  
SCIE 1000 Addressing Environmental Issues ....1 hour  
SOSC 1100 Values, Issues, & Perspectives in Social Sciences 1 hour

\*If credit for HNRS 1101 is used in Area B, HNRS 1102 can be used to satisfy the Freshman Seminar graduation requirement



**AREA C: Humanities/Fine Arts - 6 hours**

Choose 1 of the following courses:

ENGL 2111 World Literature I .....3 hours  
ENGL 2112 World Literature II .....3 hours  
ENGL 2120 British Literature .....3 hours  
ENGL 2130 American Literature .....3 hours  
HUMN 2221 Western World Humanities I .....3 hours  
HUMN 2222 Western World Humanities II .....3 hours

Choose 3 hours from the following:

ARTS 2211 Art History I .....3 hours  
ARTS 2212 Art History II .....3 hours  
ARTS 2213 Art Appreciation .....3 hours  
ENGL 2111 World Literature I .....3 hours  
ENGL 2112 World Literature II .....3 hours  
ENGL 2120 British Literature .....3 hours  
ENGL 2130 American Literature .....3 hours  
Foreign language (1002) or higher .....3 hours  
HUMN 2221 Western World Humanities I .....3 hours  
HUMN 2222 Western World Humanities II .....3 hours  
MUSC 1100 Music Appreciation .....3 hours  
PHIL 2111 Introduction to Western Philosophy 3 hours  
THEA 1100 Theatre Appreciation .....3 hours

**AREA D: Science, Mathematics, & Technology - 10-11 hours**

**I. Non-Science Majors:**

Choose one of the following lab science courses:

\*BIOL 1003/1003L Introductory Biology I .....4 hours  
\*\*PHSC 1011/1011L Physical Science I .....4 hours  
\*\*PHSC 1012/1012L Physical Science II .....4 hours

\*BIOL 1003/1003L is a pre-requisite for BIOL 1004/1004L.

\*\* either of the PHSC classes or BIOL 1003/1003L can serve as a pre-requisites for any SCIE course below.

After completing one of the above courses, take an additional course from the above list or choose a three-hour or a four-hour course from the following:

BIOL 1004/1004L Introductory Biology II .....4 hours  
BIOL 1004 (w/o lab) Introductory Biology II .3 hours  
SCIE 1005/1005L Environmental Science .....4 hours  
SCIE 1005 (w/o lab) Environmental Science ...3 hours  
SCIE 1006 Marine Science .....3 hours  
SCIE 1007 Introductory Geology .....3 hours

**PLUS 3-4 HOURS FROM THE FOLLOWING:**

Any course from either of the above lists .3-4 hours  
Any MATH (except MATH 1002 or MATH 1105)\*\* 3-4 hours

\*\*Math electives may be discipline specific

Note: Students changing from a science to a non-science major or transferring from another USG institution may use courses taken in Area D part II, to meet the Core Area D requirement.

**II. Science Majors:**

Choose any sequence from the following:

- BIOL 2107/2107L and BIOL 2108/2108L .....8 hours
- CHEM 1211/1211L and CHEM 1212/1212L .....8 hours
- PHSC 1011/1011L and PHSC 1012/1012L .....8 hours
- PHYS 1111/1111L and PHYS 1112/1112L .....8 hours
- PHYS 2211/2211L and PHYS 2212/2212L .....8 hours

**PLUS 3-4 HOURS FROM THE FOLLOWING\***

- Any lab course from the above list -4 hours
- Any MATH higher than 1113 (Except Math 2003) 4 hours\*\*

MATH 2053 is required for Mathematics, Chemistry, Pharmacy, Physics, & Computer Science majors.  
MATH 2054 is required for Engineering majors.

\*Science majors who choose 4 hours will have one hour that may be counted in Area F.  
\*\*Allied Health, Physical Education & Nursing majors may take MATH 1112 or MATH 1113

**AREA E: Social Science - 12 hours**

- HIST 2112 United States History II .....3 hours
- POLS 1101 American Government .....3 hours

Choose 6 hours from the following courses:

- ECON 2105 Principles of Macroeconomics .....3 hours
- ECON 2106 Principles of Microeconomics .....3 hours
- GEOG 1101 Introduction to Human Geography ...3 hours
- HIST 1111 World History I .....3 hours
- HIST 1112 World History II .....3 hours
- HIST 2111 United States History I .....3 hours
- HIST 2201 African-American History .....3 hours
- HIST 2232 Minorities in American History ....3 hours
- POLS 2401 Global Issues .....3 hours
- PSYC 1101 Introduction to General Psychology 3 hours
- RELG 1100 Introduction to World Religions ...3 hours
- SOCI 1101 Introduction to Sociology .....3 hours
- SOCI 1160 Introduction to Social Problems ...3 hours

**AREA F: Major-Specific Courses - 18 hours**

# 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. A student who completes this curriculum will receive the Associate of Science degree and will be prepared to enter a program of study in one of the following fields of interest:

Agronomy/Plant Science	Animal Science
Dairy Science	Horticulture
Pest Management	Plant Pathology
Poultry Science	Soil Science
Turf Management	

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: 18 HOURS DIRECTED ELECTIVES\***

\*\*CISM 2201 Fundamentals of Computer Applications 3 hours

Select 15 hours from the following:

AECO 2258, AENT 1113, AENT 2280, CRSS 2010, AENG 2207, ASLH 2000 and ASLH 2000L, ASLH 2010 and ASLH 2010L, ASLH 1125, ASLH 2203, ACCT 2101, ACCT 2102, BIOL 1003/1003L, BIOL 1004/1004L **OR** BIOL 2107/2107L, BIOL 2108/2108L, BIOL 2011, BIOL 2012, CSCI 1301, ECON 2106, EDUC 2204, HORT 2201, JRNL 1101, JRNL 2060, MATH 1113, MATH 2000, MATH 2003, MATH 2053

PHED 1100 and two PE activities

Freshman Seminar

**TOTAL 60**

\*See advisor for assistance in Area F course selection.

\*\*With advisor approval, a student may count CISM in AREA B. Students using CISM in AREA B will select 18 hours from the list of AREA F courses.

## **AGRIBUSINESS AND AGRICULTURAL ECONOMICS**

The curriculum for the freshman and sophomore years has been designed to provide core courses in introductory agricultural sciences and general education. A student who completes this curriculum will receive the Associate of Science degree and will be prepared to enter a program of study in Agribusiness and/or Agricultural Economics.

**Core Curriculum: Areas A-E (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: 18 HOURS DIRECTED ELECTIVES\***

Select 18 hours from the following:

AECO 2258, AENT 1113, AENT 2280, AENG 2207, ASLH 2000/2000L, ASLH 2010/2010L, ASLH 1125, ASLH 2203, ACCT 2101, ACCT 2102, CHEM 1211/1211L, CISM 2201, CSCI 1301, ECON 2106, HORT 2201, JRNL 1101, JRNL 2060, MATH 2000, MATH 2003, MATH 2053

PHED 1100C and two PE electives  
Freshman Seminar

**TOTAL 60**

\*See advisor for assistance in Area D and Area F course selection

AREA D Recommendations: BIOL 2107/2107L and BIOL 2108/2108L should be the sequence.

## **AGRICULTURAL EDUCATION**

The curriculum for the freshman and sophomore years have been designed to provide core courses in introductory agricultural sciences and general education. A student who completes this curriculum will receive the Associate of Science degree and will be prepared to enter a program of study in Agricultural Education.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: 18 HOURS DIRECTIVE ELECTIVES\***

Required nine hours:

EDUC 2100 Teaching Exceptional Children .....3  
EDUC 2204 Introduction to Education .....3  
PSYC 2103 Introduction to Human Development .....3

Choose nine from the following:

AENG 2207\*\* Introductory Metal and Wood Technology 3  
AENT 1113\*\* Power Equipment .....3  
AENT 2280\*\* Farm Electrification .....3  
PHYS 1111/1111L Introduction to Physics & Lab .....4  
CRSS 2010K Introduction to Crop Science .....4  
ASLH 2010/2010L Intro to Animal Science & Lab .....4

PHED 1100C and two PE electives  
Freshman Seminar

\*See advisor for assistance in Area D and Area F course selection

\*AREA D Recommendations: BIOL 2107/2107L and BIOL 2108/2108L should be the sequence.

\*\*It is recommended that you take these courses prior to transferring to UGA-Athens or UGA-Tifton.

## **AGRISCIENCE AND ENVIRONMENTAL SYSTEMS**

The curriculum for the freshman and sophomore years have been designed to provide core courses in introductory agricultural sciences and general education. A student who completes this curriculum will receive the Associate of Science degree and will be prepared to enter a program of study in Agriscience and/or Environmental Systems.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: 18 HOURS DIRECTIVE ELECTIVES\***

Select 6-8 hours from the following:

ASLH 2010/2010L Introduction to Animal Science

**or**

ASLH 1125 Introduction to Poultry Science ...3 or 4

CRSS 2010K Introduction to Crop Science

**or**

HORT 2201 Principles of Horticulture .....3 or 4

Select 10-12 hours from the following:

AECO 2258, AENG 2207, AENT 1113, CHEM 1211/1211L, CHEM 1212/1212L,  
CHEM 2040/2040L, CHEM 2041/2041L, CISM 2201

PHED 1100C and two PE electives

Freshman Seminar

\*See advisor for assistance in Area F course selection

\*AREA D Recommendations: BIOL 2107/2107L and BIOL 2108/2108L should be the sequence.

## **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. A student who completes this curriculum will receive the Associate in Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

### **AREA D: SCIENCE MAJORS**

### **AREA F: 18 HOURS DIRECTED ELECTIVES\***

BIOL 2107/2107L Principles of Biology I/Lab .4 hours

Select 4-12 hours from the following:

MATH 2053 Calculus I .....4 hours

MATH 2054 Calculus II .....4 hours

MATH 2055 Calculus III .....4 hours

Select 4-8 hours from the following:

PHYS 2211/2211L .....4 hours

PHYS 2212/2212L .....4 hours

Select 0-6 hours from the following:

AENG 1109 Engineering Graphics .....3 hours

AENG 2210 Engineering Measurements .....3 hours

PHED 1100 and two PE activities

Freshman Seminar

**TOTAL 60**

\*See advisor for assistance in Area F course selection.

## **FORESTRY AND/OR WILDLIFE MANAGEMENT**

The educational 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 heavily to 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 at the University of Georgia. If the student plans to transfer to a senior college other than the University of Georgia, he/she should inform the faculty advisor of such intentions. Students completing this curriculum will receive the Associate of Science degree.

### **Core Curriculum: Areas A-E - (see page 107)**

#### **AREA D: SCIENCE MAJORS**

#### **AREA F: 18 HOURS DIRECTED ELECTIVES\***

MATH 2000 Statistics .....3 hours  
CHEM 1211/1211L Principles of Chemistry I/L.4 hours  
CHEM 1212/1212L Principles of Chemistry II/L.4 hours  
COMM 1100 Human Communications .....3 hours

Choose four hours from the following electives:

FRSC 1170 Dendrology .....3 hours  
FRSC 1190 Natural Resource Conservation .....3 hours  
FRSC 1192 Forest Wildlife Management .....3 hours  
FRSC 2263 Advanced Wildlife Technology .....3 hours  
Math or Lab Science approved by advisor

Suggested for Fisheries/Aquaculture Majors (4 hours)

CHEM 2040 Organic Chemistry I .....3 hours  
CHEM 2040L Organic Chemistry I Lab .....1 hour

Suggested for Forest Environmental Resources Majors (4 hours)

CHEM 2040 Organic Chemistry I .....3 hours  
CHEM 2040L Organic Chemistry I Lab .....1 hour  
PHYS 1111 Intro. to Physics I .....3 hours  
PHYS 1111L Intro. to Physics I Lab .....1 hour

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

\*See advisor for assistance in Area F course selection.

NOTE: Selected Forestry or Wildlife Management courses offered at Abraham Baldwin College may be transferred to the University of Georgia in addition to the 60 hours listed above.



## **FAMILY AND CONSUMER SCIENCES**

The Family and Consumer Sciences curriculum has been designed for a student who plans to pursue the B.S. in Family and Consumer Sciences at a senior institution. A student who completes this curriculum will receive the Associate of Science degree and will be prepared to enter a program of study in one of the following fields of interest:

Apparel Design & Management	Family & Consumer Sciences
Child & Family Development	Education
Consumer Economics	Fashion Merchandising
Consumer Foods	Furnishings & Interiors
Consumer Journalism	Housing
Dietetics	Textile Science
Nutrition Science	

**Core Curriculum: Areas A-E (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F**

**Required: .....6 hrs**

FACS 2293/SOCI 2293 Introduction to Marriage & Family

CISM 2201 Fundamentals of Computer Applications

**Guided Electives: .....12 hrs\***

FACS 1103, FACS 1120, FACS 1151, FACS 2214, FACS 2220, FACS 2224,

FACS 2275, ARTS 1010, ARTS 1020, ARTS 1030, ARTS 2211, ACCT 2101,

BIOL 1003/1003L, BIOL 1004/1004L, CHEM 1211/1211L CHEM 1212/1212L,

CHEM 2041/2041L, ECON 2105, ECON 2106, EDUC 2204, MATH 2000, MATH

2053, PSYC 1101, PSYC 2103, SOCI 1101, SPAN 1002

PHED 1100 and two PE activities

Freshman Seminar

**TOTAL 60**

\*Consult with advisor on selection of guided electives.

## **The Division of Business Administration**

This program is designed to prepare a student 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 determine whether different requirements for that school can be accommodated in the Abraham Baldwin curriculum.

## BUSINESS ADMINISTRATION

A student who completes the Business Administration Curriculum will receive the Associate of Science Degree.

A student who chooses this program has 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 Technology	Pre-Law
Insurance and Risk Management	Real Estate
International Business	

**Core Curriculum: Areas A-E (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major Courses—18 hours**

ACCT 2101 Principles of Accounting I .....	3
ACCT 2102 Principles of Accounting II .....	3
ECON 2105*Principles of Macroeconomics .....	3
ECON 2106*Principles of Microeconomics .....	3

Select 6 hours from the following:

BUSA 1105 Introduction to Business .....	3
BUSA 2105 Communicating in the Bus Environment ....	3
BUSA 2106 The Environment of Business .....	3
CISM 2201 Fundamentals of Computer Applications ...	3

PHED 1100 and two PE activities

Freshman Seminar

**TOTAL 60**

\*A student may not simultaneously enroll in ECON 2105 and ECON 2106.

## ECONOMICS

A student completing the curriculum in economics will receive the Associate of Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
Select 12 hours from the following:	
CISM 2201 Fundamentals of Computer Applications ...	3
Foreign Language 1002, 2001, 2002 .....	3-6
GEOG 1101 Introduction to Human Geography .....	3
HIST 1112 World History II .....	3
MATH 2000 Statistics .....	3
MATH 2053 Calculus I .....	4
MATH 2054 Calculus II .....	4
MATH 2055 Calculus III .....	4
POLS 2401 Global Issues .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## **INFORMATION TECHNOLOGY**

A student completing the curriculum in Information Technology will receive the Associate of Science degree.

The program has been designed to provide core courses in introductory information technology and general education. After successfully completing this curriculum a student will be prepared to enter a senior college or university in one of the following areas of interest:

Computer Programming           Multimedia and Graphics Design  
Database Administration       Web Technology  
Educational Technology       Networking and Date Communication  
Management Information Systems

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

<b>Courses</b>	<b>Hours</b>
BUSA 2105 Communicating in the Business Environment	3
ITEC 2215 Introduction to Information Technology	..3
ITEC 2220 Computer Hardware & Software Concepts	...3
ITEC 2260 Introduction to Computer Programming	....3
ITEC 2370 Visual Basic Programming	.....3
MATH 2000 Statistics	.....3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

# The Division 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 education. If the student plans to transfer outside the University System, he should contact the appropriate school or guidance officers to determine whether there are variations required in the program he should follow.

## PHYSICAL EDUCATION

A student completing the physical education curriculum will receive the Associate of Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

### AREA D: SCIENCE MAJORS

### AREA F: Major courses - 18 hours

	<b>Hours</b>
BIOL 2011 /2011L Human Anatomy and Physiology .....	4
BIOL 2012 /2012L Human Anatomy and Physiology .....	4
PSYC 2103 Human Growth and Development .....	3
EDUC 2100 Teaching Exceptional Children .....	3
EDUC 2204 Introduction to Education .....	3
PHED 1170 Field Experience .....	1
PHED 1100 and two PE activities	
Freshman Seminar	

\* Physical Education majors may take MATH 1111, MATH 1112, or MATH 1113 to satisfy the Area A math requirement

\* Area D Recommendation: BIOL 2107/2107L and BIOL 2108/2108L are strongly recommended

**TOTAL 60**

## RECREATION

A student completing the recreation curriculum will receive the Associate of Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
PHED 1210 Introduction to Recreation .....	3
Choose 5 courses from the following:	
ARTS 1030 Three Dimensional Design .....	3
ARTS 2213 Art Appreciation .....	3
MUSC 1100 Music Appreciation .....	3
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
PSYC 2103 Human Growth and Development .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
THEA 1100 Introduction to Theater .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## **The Division of Humanities**

The Division of the Humanities offers freshman and sophomore programs in art, English, foreign language, journalism, music, communication/theatre, 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.

A student augments 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 Connection.



## ART

A student completing the art curriculum will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

Courses	Hours
Select 12 hours from the following:	
ARTS 1020 Basic Design I .....	3
ARTS 1030 Basic Design II .....	3
ARTS 1040 Introduction to Careers in Visual Art ...	1
ARTS 2211 Art History I .....	3
ARTS 2212 Art History II .....	3
ARTS 1010 Drawing .....	3
ARTS 2217 Painting .....	3
ARTS 2030 Computer Arts .....	3
ARTS 2240 Ceramics .....	3
ARTS 2241 Ceramics II .....	3
ARTS 2242 Ceramics III .....	3
Select 6 hours from the following:	
Foreign Language 2001-2002 .....	6
ARTS 2213 Art Appreciation .....	3
THEA 1100 Theatre Appreciation .....	3
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
JRNL 1101 Introductory Journalism .....	4
MUSC 1100 Music Appreciation .....	3
COMM 1100 Human Communication .....	3
COMM 1110 Public Speaking .....	3
PHIL 2111 Introduction to Western Philosophy .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## COMMUNICATION/THEATRE

A student completing the communication/theatre curriculum will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

<b>Courses</b>	<b>Hours</b>
Foreign Language 2001-2002 .....	6
Select 3 hours from the following:	
COMM 1110 Public Speaking .....	3
THEA 1100 Theatre Appreciation .....	3
Select 3 hours from the following:	
COMM 1100 Human Communication .....	3
THEA 1103 Stagecraft .....	3
Select 6 hours from the following:	
ARTS 2213 Art Appreciation .....	3
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
HIST 2111 United States History I .....	3
HIST 2112 United States History II .....	3
HIST 2255 Intro to Georgia and Local History .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
JRNL 1101 Introductory Journalism .....	4
MUSC 1100 Music Appreciation .....	3
PHIL 2111 Introduction to Western Philosophy .....	3
PSYC 1101 Introduction to General Psychology .....	3
THEA *1101 Theatre Workshop .....	1
Foreign Language 1002 or higher .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

\*THEA 1101 is a corequisite to THEA 1103 and can be taken up to 3 times for THEA credit.

## ENGLISH

A student completing the English curriculum will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
Foreign Language 2001-2002 .....	6
Select 3 hours from the following:	
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
Select 9 hours from the following:	
ARTS 2213 Art Appreciation .....	3
THEA 1100 Theatre Appreciation .....	3
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
RELG 1100 Introduction to World Religions .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
JRNL 1101 Introductory Journalism .....	4
JRNL 2060 News Writing and Reporting .....	4
MUSC 1100 Music Appreciation .....	3
COMM 1100 Human Communication .....	3
COMM 1110 Public Speaking .....	3
Foreign Language 1002 or higher .....	3
PHIL 2111 Introduction to Western Philosophy .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## FOREIGN LANGUAGE

A student completing the foreign language curriculum will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
Foreign Language 2001-2002 .....	6
Select 6 hours from the following:	
GEOG 1101 Introduction to Human Geography .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
Select 6 hours from the following:	
ARTS 2213 Art Appreciation .....	3
THEA 1100 Theatre Appreciation .....	3
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
COMM 1100 Human Communication .....	3
COMM 1110 Public Speaking .....	3
Foreign Language 1002 or higher .....	3
PHIL 2111 Introduction to Western Philosophy .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## JOURNALISM/MASS COMMUNICATION

A student completing the journalism curriculum will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
Select 8 hours from the following:	
JRNL 1101 Introductory Journalism .....	4
JRNL 2060 News Writing and Reporting .....	4
Foreign Language Requirement:	
Select 3-9 hours from the following:	
Foreign Language 1002 or higher .....	3-9
Select 1-7 hours from the following:	
AGRI 2209, BUSA 1101, HNRS 1101, HNRS 1102, HNRS 2101, HNRS 2102, HUMN 1100, or SOSC 1100 ...	1
ARTS 2213 Art Appreciation .....	3
CISM 2201 Fundamentals of Computer Applications ...	3
COMM 1100 Human Communications .....	3
COMM 1110 Public Speaking .....	3
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
MUSC 1100 Music Appreciation .....	3
PHIL 2111 Introduction to Western Philosophy .....	3
POLS 2101 Introduction to Political Science .....	3
PSYC 1101 Introduction to General Psychology .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
THEA 1100 Theatre Appreciation .....	3
PHED 1100 and two PE activities	
Freshman Seminar	
<b>TOTAL</b>	<b>60</b>

## LIBERAL ARTS

A student completing the liberal arts curriculum will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

Foreign Language 2001-2002 .....6

Select 3 hours from the following courses:

ARTS 2213 Art Appreciation .....	3
ARTS *1010 Drawing .....	3
ARTS *2217 Painting .....	3
ARTS 2240 Ceramics .....	3
ARTS 2211 Art History I .....	3
ARTS 2212 Art History II .....	3
THEA 1100 Theatre Appreciation .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
JRNL 1101 Introductory Journalism .....	4
JRNL 2060 News Writing and Reporting .....	4
MUSC *1000 Beginning Keyboards .....	2
MUSC 1000N Beginning Keyboards Non-Major .....	2
MUSC 1100 Music Appreciation .....	3
MUSC *1134 Elementary Music Theory .....	2
MUSC *1135 Elementary Music Theory .....	2
MUSC *2234 Advanced Music Theory .....	2
MUSC *2235 Advanced Music Theory .....	2
RELG 1100 Introduction to World Religions .....	3
COMM 1100 Human Communication .....	3
COMM 1110 Public Speaking .....	3

Select 6 hours from the following courses:

ECON 2105 Principles of Macroeconomics .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
HIST 2111 United States History I .....	3
HIST 2112 United States History II .....	3
HIST 2255 Intro to Georgia and Local History .....	3
RELG 1100 Introduction to World Religions .....	3
SOCI 1101 Introduction to Sociology .....	3
PSYC 1101 Introduction to General Psychology .....	3

Select 3 hours from the following:

ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
PHIL 2111 Introduction to Western Philosophy .....	3

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

\*Entrance by permission of instructor.

## MUSIC

A student completing the music curriculum will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA F: Major courses - 18 hours**

**AREA D: NON-SCIENCE MAJORS**

MUSC 1134*	Elementary Music Theory .....	2
MUSC 1135*	Elementary Music Theory .....	2
MUSC 2234*	Advanced Music Theory .....	2
MUSC 2235*	Advanced Music Theory .....	2
MUSC 1182A	Applied Music .....	2
MUSC 1182B	Applied Music .....	2
MUSC 2282A	Applied Music .....	2
MUSC 2282B	Applied Music .....	2
MUSC 2080**	Concert Band .....	2

**or**

MUSC 2090**	Concert Choir .....	2
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PHED 1100 and two PE activities

Freshman Seminar

**TOTAL 60**

\*MUSC 1001 or MUSC 1182 and/or MUSC 2282 (Applied Music (Piano) is a corequisite and must be taken concurrently with these courses. Music majors take MUSC 1001 or MUSC 1182 and/or MUSC 2282 each semester or satisfy the requirement via a proficiency exam.

\*\*Instrumental music majors are required to take MUSC 2080 and vocal music majors MUSC 2090 each semester of attendance.

# The Division of Nursing

## NURSING

A student interested in earning a BSN in nursing can obtain an Associate of 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, would receive the Bachelor of Science in Nursing. This program should not be confused with the two-year career associate degree program in nursing.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
BIOL 2050/2050L .....	4
BIOL 2011/2011L, BIOL 2012/2012L .....	8
Select 4 to 12 hours from the following:	
BIOL 2107/2107L, BIOL 2108/2108L, CHEM 1211/1211L, CHEM 1212/1212L .....	4-12
Select 0 to 6 hours from the following:	
PSYC 1101, PSYC 2201, PSYC 2103, SOCI 1101 .....	0-6
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**



# The Division of Science and Mathematics

A student completing the college-wide core curriculum along with eighteen additional hours from one of the programs of study listed below will be granted an Associate in Science Degree. He/she is then prepared to transfer to a senior institution as a junior. A student desiring to transfer to an institution outside the University System of Georgia or desiring a major in a science not listed can, with the approval of the advisor, obtain an Associate of Science Degree by selecting eighteen hours of appropriate courses from the areas listed below.

## ALLIED HEALTH

Students majoring in one of the fields below will be preparing for a career in the health care industry. Human health care will be an area of increasing need as the population continues to age. Detailed descriptions of the various programs in Allied Health can be obtained at the Science and Mathematics Division Office.

**Core Curriculum: Area A-E (see page 107)**

**AREA D: Science Major**

**AREA F: Major courses - 18 hours**

### Dental Hygiene Concentration

#### Required courses:

BIOL 2011/2011L Anatomy & Physiology I .....	4
BIOL 2012/2012L Anatomy & Physiology II .....	4
*COMM 1100 Human Communication .....	3
*PSYC 1101 Introduction to General Psychology .....	3
*SOCl 1101 Introduction to Sociology .....	3

#### Select 1-10 hours from the following as Guided Electives

CHEM 1212/1212L Principles of Chemistry II .....	4
BIOL 2107/2107L Principles of Biology I .....	4
BIOL 2108/2108L Principles of Biology II .....	4
MATH 2000 Statistics .....	3
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
SOCI 1160 Introduction to Social Problems .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
SCIE 1003 Medical Terminology .....	1
1 hour from Area A or D .....	1

\*If this is taken in another area of the core, the hours would be taken in additional guided electives.

Area D Recommendation: CHEM 1211/1211L should be one of the four-hour lab science courses.

**Health Information Management Concentration**

**Area F: Major Courses - 18 hours**

Required courses:

- BIOL 2011/2011L Anatomy & Physiology I .....4
- BIOL 2012/2012L Anatomy & Physiology II .....4

Select a minimum of 10 hours from the following as Guided Electives

- ACCT 2101 Principles of Accounting I .....3
- ACCT 2102 Principles of Accounting II .....3
- CISM 2201 Fundamentals of Computer Applications ...3
- CISM 2255 Intro to Microcomputer Operating Systems 3
- MGMT 2165 Fundamentals of Management .....3
- SCIE 1003 Medical Terminology .....1
- 1 hour from Area D .....1

**Physical Therapy Concentration**

**Area F: Major Courses - 18 hours**

Required courses:

- BIOL 2011/2011L Anatomy & Physiology I .....4
- BIOL 2012/2012L Anatomy & Physiology II .....4

Select a minimum of 10 hours from the following as Guided Electives

- CHEM 1211/1211L Principles of Chemistry I .....4
- CHEM 1212/1212L Principles of Chemistry II .....4
- BIOL 2107/2107L Principles of Biology I .....4
- BIOL 2108/2108L Principles of Biology II .....4
- PHYS 1111/1111L Introductory Physics I .....4
- PHYS 1112/1112L Introductory Physics II .....4
- MATH 2000 Statistics .....3
- PSYC 2103 Human Growth and Development .....3
- SCIE 1003 Medical Terminology .....1
- 1 hour from Area D .....1

## **Radiologic Sciences Concentration**

### **Area F: Major Courses - 18 hours**

#### Required courses:

BIOL 2011/2011L	Anatomy & Physiology I	.....4
BIOL 2012/2012L	Anatomy & Physiology II	.....4

#### Select a minimum of 10 hours from the following as Guided Electives

CHEM 1211/1211L	Principles of Chemistry I	.....4
CHEM 1212/1212L	Principles of Chemistry II	.....4
BIOL 2107/2107L	Principles of Biology I	.....4
BIOL 2108/2108L	Principles of Biology II	.....4
PHSC 1011/1011L	Physical Science I	.....4
PHYS 1111/1111L	Introductory Physics I	.....4
PHYS 1112/1112L	Introductory Physics II	.....4
MATH 2000	Statistics	.....3
MATH 2053	Calculus I	.....4
MGMT 2165	Fundamentals of Management	.....3
SCIE 1003	Medical Terminology	.....1
1 hour from Area D		.....1

*Area D Recommendation:* CHEM 1211/1211L, 1212/1212L and PHSC 1111/1111L are strongly recommended

## **Respiratory Therapy Concentration**

### **Area F: Major Courses - 18 hours**

#### Required courses - a minimum of 18 hours needed:

BIOL 2011/2011L	Anatomy & Physiology I	.....4
BIOL 2012/2012L	Anatomy & Physiology II	.....4
BIOL 2050/2050L	Principles of Microbiology	.....4

#### Select a minimum of 6 hours from the following as Guided Electives

BIOL 2107/2107L	Principles of Biology I	.....4
BIOL 2108/2108L	Principles of Biology II	.....4
CHEM 1211/1211L	Principles of Chemistry I	.....4
CHEM 1212/1212L	Principles of Chemistry II	.....4
PHYS 1111/1111L	Introductory Physics I	.....4
PHYS 1112/1112L	Introductory to Physics II	.....4
MATH 2000	Statistics	.....3
CISM 2255	Intro to Microcomputer Operating Systems	3
PSYC 2103	Human Growth and Development	.....3
SCIE 1003	Medical Terminology	.....1
1 hour from Area D		.....1

**Sports Medicine (Exercise Science) Concentration**

**Area F: Major Courses - 18 hours**

Required courses:

BIOL 2011/2011L Anatomy & Physiology I .....	4
BIOL 2012/2012L Anatomy & Physiology II .....	4

Select a minimum of 10 hours from the following as Guided Electives

CHEM 1211/1211L Principles of Chemistry I .....	4
CHEM 1212/1212L Principles of Chemistry II .....	4
BIOL 2107/2107L Principles of Biology I .....	4
BIOL 2108/2108L Principles of Biology II .....	4
PHYS 1111/1111L Introductory Physics I .....	4
PHYS 1112/1112L Introductory Physics II .....	4
MATH 2000 Statistics .....	3
PSYC 1101 Introduction to General Psychology .....	3
SCIE 1003 Medical Terminology .....	1
1 hour from Area D .....	1

**Occupational Therapy Concentration**

**Area F: Major Courses - 18 hours**

Required courses:

BIOL 2011/2011L Anatomy & Physiology I .....	4
*SOCI 1101 Introduction to Sociology .....	3
*PSYC 1101 Introduction to Psychology .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3

Select a minimum of 5 hours from the following as Guided Electives

CHEM 1211/1211L Principles of Chemistry I .....	4
BIOL 2107/2107L Principles of Biology I .....	4
BIOL 2108/2108L Principles of Biology II .....	4
PHYS 1111/1111L Introductory Physics I .....	4
BIOL 2012/2012L Anatomy & Physiology II .....	4
PSYC 2103 Human Growth and Development .....	3
SCIE 1003 Medical Terminology .....	1
1 hour from Area D .....	1

\* If this is taken in another area of the core, the hours would be taken in additional guided electives.

Area D Recommendation: CHEM 1211/1211L and CHEM 1212/1212L are strongly recommended. PHYS 1111/1111L and PHYS 1112/1112L would be the second choice. Whichever sequence is taken in Area D, the first course of the other sequence should be taken in Area F.

**Physician Assistant Concentration**

**Area F: Major Courses - 18 hours**

Required courses:

CHEM 2040/2040L Fundamental Organic Chemistry I ...4  
BIOL 2050/2050L Principles of Microbiology .....4

Select a minimum of 10 hours from the following as Guided Electives

BIOL 2107/2107L Principles of Biology I .....4  
BIOL 2108/2108L Principles of Biology II .....4  
PHYS 1111/1111L Introductory Physics I .....4  
PHYS 1112/1112L Introductory Physics II .....4  
\*BIOL 2011/2011L Anatomy & Physiology I .....4  
BIOL 2012/2012L Anatomy & Physiology II .....4  
PSYC 1101 Introduction to Psychology .....3  
PSYC 2103 Human Growth and Development .....3  
SCIE 1003 Medical Terminology .....1  
1 hour from Area D .....1

\* Strongly suggested

Area D Recommendation: CHEM 1211/1211L and CHEM 1212/1212L should be taken as the lab sequence.

**Medical Technology Concentration**

**Area F: Major Courses - 18 hours**

Required courses:

\*BIOL 2107/2107L Principles of Biology I .....4  
CHEM 2040/2040L Fundamental Organic Chemistry I ...4  
BIOL 2050/2050L Principles of Microbiology .....4

Select a minimum of 6 hours from the following as Guided Electives

BIOL 2108/2108L Principles of Biology II .....4  
PHYS 1111/1111L Introductory Physics I .....4  
PHYS 1112/1112L Introductory Physics II .....4  
MATH 2000 Statistics .....3  
SCIE 1003 Medical Terminology .....1  
1 hour from Area D .....1

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

\*If this is taken in another area of the core, the hours would be taken in additional guided electives.

Area D Recommendation: CHEM 1211/1211L and CHEM 1212/1212L should be taken as the lab science sequence.

## BIOLOGY

A student interested in biology can obtain an Associate of 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. A great diversity of employment opportunities exist 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 improving our lives. Biologists may be employed by a variety of government agencies such as the Department of Agriculture, the Fish and Wildlife Service, the National Park Service, and NASA. Additional job opportunities are also available for biologists in the teaching profession 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: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJOR**

**AREA F: Major courses - 18 hours**

### Hours

Required courses:

BIOL 2107/2107L Principles of Biology I .....4  
BIOL 2108/2108L Principles of Biology II .....4

Select a minimum of 10 hours from the following as Guided Electives

CHEM 1211/1211L Principles of Chemistry I .....4  
CHEM 1212/1212L Principles of Chemistry II .....4  
PHYS 1111/1111L Introductory Physics I .....4  
PHYS 1112/1112L Introductory Physics II .....4  
CHEM 2040/2040L Fundamental Organic Chemistry I ...4  
CHEM 2041/2041L Fundamental Organic Chemistry II ..4  
BIOL 2026/2026L Vertebrate Zoology .....4  
Hours from Core Areas A & D .....1-2

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

## CHEMISTRY

A student interested in chemistry can obtain an Associate of 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. A chemistry graduate is 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: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJOR**

**AREA F: Major courses - 18 hours**

### Hours

Required courses:

CHEM 2040/2040L Fundamental Organic Chemistry I ...	4
CHEM 2041/2041L Fundamental Organic Chemistry II ..	4
MATH 2054 Calculus II .....	4

Select a minimum of 6 hours from the following as Guided Electives

CHEM 1211/1211L Principles of Chemistry I .....	4
CHEM 1212/1212L Principles of Chemistry II .....	4
MATH 2055 Calculus III .....	4
PHYS 1111/1111L Introductory Physics I .....	4
PHYS 1112/1112L Introductory Physics II .....	4
PHYS 2211/2211L Principles of Physics I .....	4
PHYS 2212/2212L Principles of Physics II .....	4
SCIE 1000 Addressing Environmental Issues .....	1
Hours from Areas A & D .....	1-2

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

## COMPUTER SCIENCE

A student interested in computer science can obtain an Associate of 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: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJOR**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
<u>Required courses:</u>	
CSCI 1301 Computer Science I .....	4
CSCI 1302 Computer Science II .....	4
MATH 2054 Calculus II .....	4
<u>Select a minimum of 6 hours from the following as Guided Electives</u>	
PHYS 1111/1111L Introductory Physics I .....	4
PHYS 1112/1112L Introductory Physics II .....	4
PHYS 2211/2211L Principles of Physics I .....	4
PHYS 2212/2212L Principles of Physics II .....	4
MATH 2055 Calculus III .....	4
MATH 2000 Statistics .....	3
MATH 2208 Intro to Linear Algebra .....	3
Hours from Areas A and D .....	1-2
PHED 1100 and two PE activities	
Freshman Seminar	
	<b>TOTAL 60</b>



## MATHEMATICS

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

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJOR**

**AREA F: Major courses - 18 hours**

### Hours

Required courses:

MATH 2054 Calculus II .....4  
MATH 2055 Calculus III .....4

Select a minimum of 10 hours from the following as Guided Electives

PHYS 2211/2211L Principles of Physics I .....4  
PHYS 2212/2212L Principles of Physics II .....4  
CHEM 1211/1211L Principles of Chemistry I .....4  
CHEM 1212/1212L Principles of Chemistry II .....4  
CSCI 1301 Computer Science I .....4  
CSCI 1302 Computer science II .....4  
MATH 2000 Statistics .....3  
MATH 2208 Introduction to Linear Algebra .....3  
Hours from Areas A & D .....1-2

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

## PHARMACY

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

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJOR**

**AREA F: Major courses - 18 hours**

### Hours

#### Required Courses:

BIOL 2107/2107L Principles of Biology I .....4  
BIOL 2108/2108L Principles of Biology II .....4  
CHEM 2040/2040L Fundamental Organic Chemistry I ...4  
CHEM 2041/2041L Fundamental Organic Chemistry II ..4

Select a minimum of 2 hours from the following as Guided Electives

CHEM 1211/1211L Principles of Chemistry I .....4  
CHEM 1212/1212L Principles of Chemistry II .....4  
PHYS 1111/1111L Introductory Physics I .....4  
MATH 2000 Statistics .....3  
SCIE 1000 Addressing Environmental Issues .....1  
Hours from Areas A & D .....1-2

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

## PHYSICS

A student 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: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJOR**

**AREA F: Major courses - 18 hours**

### Hours

Required courses:

PHYS 2211/2211L Principles of Physics I .....	4
PHYS 2212/2212L Principles of Physics II .....	4
MATH 2054 Calculus II .....	4
MATH 2055 Calculus III .....	4

Select a minimum of 2 hours from the following as Guided electives

CHEM 1211/1211L Principles of Chemistry I .....	4
CHEM 1212/1212L Principles of Chemistry II .....	4
CSCI 1301 Computer Science I .....	4
MATH 2208 Introduction to Linear Algebra .....	3
Hours from Areas A & D .....	1-2

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

# The Division of Social Science

## CRIMINAL JUSTICE

Students majoring in Criminal Justice must earn a "C" or better in CRJU courses.

A student completing the curriculum in criminal justice will receive the Associate of Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
CRJU 1100 Introduction to Criminal Justice .....	3
CRJU 2200 Criminal Law .....	3
CRJU 2215 Constitutional Law <b>OR</b>	
CRJU 2155 Introduction to Criminal Procedure .....	3
Select 9 hours from the following:	
CRJU 1110 Police Administration .....	3
CRJU 1125 Introduction to Policing .....	3
CRJU 1150 Narcotics and Dangerous Substances .....	3
CRJU 1170 Correctional Process .....	3
CRJU 2155 Introduction to Criminal Procedure .....	3
CRJU 2210 Juvenile Procedures .....	3
CRJU 2220 Criminal Investigation .....	3
CRJU 2230 Introduction to Criminology .....	3
Foreign Language 1002 or higher .....	3-6
PHED 1100 and two PE activities	
Freshman Seminar	

**Total 60**

## **EDUCATOR PREPARATION PROGRAMS**

The following requirements apply to any student who wishes to transfer to a senior institution within the University System of Georgia to earn a bachelor's degree in any field of education (Early Childhood, Middle Grades, Secondary, or P-12 Education).

To be admitted to an undergraduate educator preparation program within the University System of Georgia:

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have a passing score on the Regents' Test.
3. Students must have a passing score on PRAXIS I.
4. The receiving institution may have a higher admission requirement than these guidelines.

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program is designed for the student who intends to transfer to a senior college or university for the bachelor's degree in Early Childhood Education. A student completing the curriculum in Early Childhood Education will receive the Associate of Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
EDUC 2100+ Exceptional Children .....	3
EDUC 2204+ Foundations of Education .....	3
MATH 1105 Mathematical Inquiry for Teachers .....	3
PSYC 2103 Human Growth and Development .....	3
Select 6 hours from the following:	
ARTS 2213 Art Appreciation .....	3
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
GEOG 1101 Introduction to Human Geography .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
HIST 2111 United States History I .....	3
HIST 2201 African-American History .....	3
HIST 2232 Minorities in American History .....	3
HIST 2255 Intro to Georgia and Local History .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
MUSC 1100 Music Appreciation .....	3
POLS 2101 Introduction to Political Science .....	3
POLS 2201 State and Local Government .....	3
POLS 2401 Global Issues .....	3
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
SPAN 1002 Spanish .....	3
SPAN 2001 Spanish .....	3
SPAN 2002 Spanish .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

+A minimum grade of C in EDUC 2100 and 2204 is required of each Education major.

## MIDDLE GRADES EDUCATION

The Middle Grades Education Program is designed for the student who intends to transfer to a senior college or university for the bachelor's degree in Middle Grades Education. A student completing the curriculum in Middle Grades Education will receive the Associate of Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
EDUC 2100+ Exceptional Children .....	3
EDUC 2204+ Foundations of Education .....	3
PSYC 2103 Human Growth and Development .....	3
Select 6 hours* from courses within one of the following areas as Major Concentration:	
Select 3 hours* from courses within the second of the following areas as Minor Concentration:	

\*Hours may vary slightly but must total at least 9 hours in major and minor concentrations. If both mathematics and science are chosen as concentrations, the 2 hours required from AREAS A and D apply only to one area.

**ENGLISH/LANGUAGE ARTS: AREA D - NON-SCIENCE MAJORS**

COMM 1110 Public Speaking .....	3
ENGL 2111 World Literature I .....	3
ENGL 2112 World Literature II .....	3
ENGL 2120 British Literature .....	3
ENGL 2130 American Literature .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3

**MATHEMATICS: AREA D - SCIENCE MAJORS** (One of the following + 1 hr. each from AREAS A and D)

(Must take MATH 1113 in AREA A and MATH 2053 in AREA D)	
MATH 1105 Mathematical Inquiry for Teachers .....	3
MATH 2000 Statistics .....	3
MATH 2054 Calculus II .....	4
MATH 2055 Calculus III .....	4

**SCIENCE: AREA D - SCIENCE MAJORS** (One of the following + 1 hr. each from AREAS A and D)

(Must take MATH 1113 in AREA A and MATH 2053 in AREA D)

BIOL 2107/2107L Principles of Biology I .....	4
BIOL 2108/2108L Principles of Biology II .....	4
BIOL 2026/2026L Vertebrate Zoology .....	4
CHEM 1211/1211L Principles of Chemistry I .....	4
CHEM 1212/1212L Principles of Chemistry II .....	4
PHYS 1111/1111L Introductory Physics I .....	4
PHYS 1112/1112L Introductory Physics II .....	4
PHYS 2211/2211L Principles of Physics I .....	4
PHYS 2212/2212L Principles of Physics II .....	4

Option in Minor Concentration only:

SCIE 1005 (w/or w/out 1005L) Enviro Science .....	3-4
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**SOCIAL SCIENCE: AREA D - NON-SCIENCE MAJORS**

GEOG 1101 Introduction to Human Geography .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
HIST 2111 United States History I .....	3
HIST 2201 African American History .....	3
HIST 2232 Minorities in American History .....	3
HIST 2255 Intro to Georgia and Local History .....	3
POLS 2101 Introduction to Political Science .....	3
POLS 2201 State and Local Government .....	3
POLS 2401 Global Issues .....	3
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2101 Intro to the Psychology of Adjustment ...	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
RELG 1100 Introduction to World Religions .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3

PHED 1100 and two PE activities

Freshman Seminar

**Total 60**

+A minimum grade of C in EDUC 2100 and 2204 is required of each Education major.



## P-12 EDUCATION

### (Art, Foreign Language, Music, Special Education)

The P-12 (Pre-Kindergarten through Grade 12) Education Program is designed for the student who plans to teach special education, foreign language, art, or music at any grade level and intends to transfer to a senior college or university for the bachelor's degree in P-12 Education. A student completing the curriculum in P-12 Education will receive the Associate of Science degree.

#### Core Curriculum: Areas A-E - (see page 107)

#### AREA D: NON-SCIENCE MAJORS

#### AREA F: Major courses - 18 hours

	Hours
EDUC 2100+ Exceptional Children .....	3
EDUC 2204+ Foundations of Education .....	3
PSYC 2103 Human Growth and Development .....	3

#### ART:

Select 9 hours from the following:

ARTS 1010 Drawing .....	2
ARTS 1020 Two Dimensional Design .....	3
ARTS 1030 Three Dimensional Design .....	3
ARTS 2211 Art History I .....	3
ARTS 2212 Art History II .....	3
ARTS 2217 Painting .....	1
ARTS 2240 Ceramics .....	3

#### FOREIGN LANGUAGE:

Foreign Language 2001-2002 .....	6
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Select 3 hours from the following:

GEOG 1101 Introduction to Human Geography .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3

#### MUSIC:

Select 9 hours from the following:

MUSC 1134 Elementary Music Theory .....	2
MUSC 1135 Elementary Music Theory .....	2
MUSC 2234 Advanced Music Theory .....	2
MUSC 2235 Advanced Music Theory .....	2
MUSC 1182A Applied Music .....	2
MUSC 1182B Applied Music .....	2
MUSC 2282A Applied Music .....	2
MUSC 2282B Applied Music .....	2
MUSC 1090A Concert Choir .....	1
MUSC 2090A Concert Choir .....	1
MUSC 1090B Concert Choir .....	1
MUSC 2090B Concert Choir .....	1

#### SPECIAL EDUCATION:

Select 9 hours from the following:

PSYC 2201 Introduction to Abnormal Behavior .....	3
MATH 1105 Mathematical Inquiry for Teachers .....	3

Language Arts, from the following .....3-6  
ENGL 2111 World Literature I (3 hours)  
ENGL 2112 World Literature II (3 hours)  
ENGL 2120 British Literature (3 hours)  
ENGL 2130 American Literature (3 hours)  
HUMN 2221 Western World Humanities I (3 hours)  
HUMN 2222 Western World Humanities II (3 hours)  
SPAN 1002 Elementary Spanish II (3 hours)  
SPAN 2001 Intermediate Spanish (3 hours)  
SPAN 2002 Intermediate Spanish (3 hours)  
PHED 1100 and two PE activities  
Freshman Seminar

**Total 60**

+A minimum grade of C in EDUC 2100 and 2204 is required of each Education major.

### **SECONDARY EDUCATION**

Students desiring to teach at the secondary level should complete the program of study in the discipline in which they plan to teach. Examples are: English, Biology, Chemistry, Mathematics, History. See Educator Preparation Programs for admission requirements to a senior institution as well.

## HISTORY

A student completing the curriculum in history will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
Foreign Language 1002, 2001, or 2002 .....	6
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
Select 6 hours from the following:	
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
GEOG 1101 Introduction to Human Geography .....	3
HIST 2111 United States History I .....	3
HIST 2201 African American History .....	3
HIST 2232 Minorities in American History .....	3
HIST 2255 Intro to Georgia and Local History .....	3
POLS 2101 Introduction to Political Science .....	3
POLS 2201 State and Local Government .....	3
POLS 2401 Global Issues .....	3
RELG 1100 Introduction to World Religions .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

**HUMAN SERVICES  
(Social Work)**

A student completing the curriculum in social work will receive the Associate of Science degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
SOCI 1101 Introduction to Sociology <b>OR</b>	
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2103 Human Growth and Development <b>OR</b>	
PSYC 2201 Introduction to Abnormal Behavior .....	3
Select 6 hours from the following:	
SOCI 1160 Introduction to Social Problems .....	3
SOCI 2110 Human Services and Social Policy .....	3
SOCI 2293 Introduction to Marriage and Family .....	3
Select 6 hours from the following:	
BIOL 1003 /1003L Introductory Biology I <b>OR</b>	
BIOL 2107 /2107L Principles of Biology I .....	4
BIOL 1004 /1004L Introductory Biology II <b>OR</b>	
BIOL 2108 /2108L Principles of Biology II .....	4
CISM 2201 Fundamentals of Computer Applications ...	3
CRJU 1100 Introduction to Criminal Justice .....	3
CRJU 1170 Correctional Process .....	3
CRJU 2210 Juvenile Procedures .....	3
ECON 2105 Principles of Macroeconomics .....	3
GNDR 1101 Introduction to Gender Studies .....	2
HIST 2201 African American History .....	3
HIST 2232 Minorities in American History .....	3
MATH 2000 Statistics .....	3
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2103 Human Growth and Development .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
SOCI 2110 Human Services and Social Policy .....	3
SOCI 2293 Introduction to Marriage and Family .....	3
SPAN 1002 or higher .....	3-6
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## POLITICAL SCIENCE

A student completing the curriculum in political science will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
POLS 2101 Introduction to Political Science .....	3
POLS 2201 State and Local Government <b>OR</b>	
POLS 2401 Global Issues .....	3
Select 12 hours from the following:	
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
GEOG 1101 Introduction to Human Geography .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
HIST 2111 United States History I .....	3
HIST 2201 African American History .....	3
HIST 2232 Minorities in American History .....	3
HIST 2255 Intro to Georgia and Local History .....	3
MATH 2000 Statistics .....	3
POLS 2201 State and Local Government .....	3
POLS 2401 Global Issues .....	3
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2103 Human Growth and Development .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
SPAN 1002 or higher .....	3-9
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## PSYCHOLOGY

A student completing the curriculum in psychology will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2103 Human Growth and Development .....	3
Select 3 hours from the following:	
PSYC 2101 Intro to the Psychology of Adjustment ...	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
Select 9 hours from the following:	
CISM 2201 Fundamentals of Computer Applications ...	3
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
HIST 2111 United States History I .....	3
HUMN 2221 Western World Humanities I .....	3
HUMN 2222 Western World Humanities II .....	3
MATH 2000 Statistics .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
SOCI 2293 Introduction to Marriage and Family .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## SOCIOLOGY

A student completing the curriculum in sociology will receive the Associate of Arts degree.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
SOCI 1101 Introduction to Sociology .....	3
Select 6 hours from the following:	
SOCI 1160 Introduction to Social Problems .....	3
SOCI 2110 Human Services and Social Policy .....	3
SOCI 2293 Introduction to Marriage and Family .....	3
Select 9 hours from the following:	
CISM 2201 Fundamentals of Computer Applications ...	3
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
GEOG 1101 Introduction to Human Geography .....	3
HIST 2201 African American History .....	3
HIST 2232 Minorities in American History .....	3
MATH 2000 Statistics .....	3
POLS 2201 State and Local Government .....	3
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2103 Human Growth and Development .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
SOCI 1160 Introduction to Social Problems .....	3
SOCI 2110 Human Services and Social Policy .....	3
SOCI 2293 Introduction to Marriage and Family .....	3
SPAN 1002 or higher .....	3-6
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## Pre-Professional Courses of Study

A student interested in attending Schools of Dentistry, Medicine, Veterinary Medicine or Law should 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

A student interested in becoming a dentist can obtain an Associate of Science degree 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: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

#### Hours

Required courses:

CHEM 1211/1211L Principles of Chemistry I .....4  
CHEM 1212/1212L Principles of Chemistry II .....4  
PHYS 1111/1111L Introductory Physics I .....4

Select a minimum of 2 hours from the following as Guided Electives

BIOL 2107/2107L Principles of Biology I .....4  
BIOL 2108/2108L Principles of Biology II .....4  
BIOL 2050/2050L Principles of Microbiology .....4  
CHEM 2040/2040L Fundamental Organic Chemistry I ...4  
CHEM 2041/2041L Fundamental Organic Chemistry II ..4  
PHYS 1112/1112L Introductory Physics II .....4  
SCIE 1003 Medical Terminology .....1  
Hours from Areas A & D .....2

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**



## **ENGINEERING**

A student interested in engineering, including 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 an engineering major to begin work in the chosen area of engineering at the senior college level.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

### **Hours**

Required courses:

PHYS 2211/2211L Principles of Physics I .....	4
PHYS 2212/2212L Principles of Physics II .....	4
MATH 2055 Calculus III .....	4

Select a minimum of 6 hours from the following as Guided Electives

CSCI 1301 Computer Science I .....	4
CSCI 1302 Computer Science II .....	4
MATH 2208 Introduction to Linear Algebra .....	3
Hours from Areas A & D .....	2

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 60**

## **LAW**

A student interested in pursuing a career 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 programs and usually graduate with the Bachelor of Arts degree before being accepted into law school. A student with an exceptionally good academic record may be accepted into law school after only 3 years of college work. Other programs of study which can serve as appropriate pre-law curricula include such fields as history, English, and business administration.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: NON-SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
POLS 2101 Introduction to Political Science .....	3
POLS 2201 State and Local Government <b>OR</b>	
POLS 2401 Global Issues .....	3
Twelve hours from the following:	
ECON 2105 Principles of Macroeconomics .....	3
ECON 2106 Principles of Microeconomics .....	3
GEOG 1101 Introduction to Human Geography .....	3
HIST 1111 World History I .....	3
HIST 1112 World History II .....	3
HIST 2111 United States History I .....	3
HIST 2201 African American History .....	3
HIST 2232 Minorities in American History .....	3
HIST 2255 Intro to Georgia and Local History .....	3
MATH 2000 Statistics .....	3
POLS 2201 State and Local Government .....	3
POLS 2401 Global Issues .....	3
PSYC 1101 Introduction to General Psychology .....	3
PSYC 2103 Human Growth and Development .....	3
PSYC 2201 Introduction to Abnormal Behavior .....	3
SOCI 1101 Introduction to Sociology .....	3
SOCI 1160 Introduction to Social Problems .....	3
SPAN 1002 or higher .....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## MEDICINE

A student interested in receiving the MD degree can obtain an Associate of Science degree 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: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

	<b>Hours</b>
<u>Required courses:</u>	
CHEM 1211/1211L Principles of Chemistry I .....	4
CHEM 1212/1212L Principles of Chemistry II .....	4
PHYS 1111/1111L Introductory Physics I .....	4
PHYS 1112/1112L Introductory Physics II .....	4
<u>Select a minimum of 2 hours from the following as Guided Electives</u>	
BIOL 2107/2107L Principles of Biology I .....	4
BIOL 2108/2108L Principles of Biology II .....	4
BIOL 2050/2050L Principles of Microbiology .....	4
CHEM 2040/2040L Fundamental Organic Chemistry I ...	4
CHEM 2041/2041L Fundamental Organic Chemistry II ..	4
SCIE 1003 Medical Terminology .....	1
Hours from Areas A & D .....	2
PHED 1100 and two PE activities	
Freshman Seminar	
	<b>TOTAL 60</b>

## VETERINARY MEDICINE

A student interested in receiving the Doctor of Veterinary Medicine degree can obtain an Associate of Science degree 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. A student with an exceptionally good college record may be accepted into veterinary college after only 3 years of college work. Depending upon the state of residency, a student at Abraham Baldwin students usually attends the Veterinary College at the University of Georgia, Auburn University, or the University of Florida.

**Core Curriculum: Areas A-E - (see page 107)**

**AREA D: SCIENCE MAJORS**

**AREA F: Major courses - 18 hours**

### Hours

Select a minimum of 18 hours from the following as Guided Electives

BIOL 2107/2107L Principles of Biology I .....	4
BIOL 2108/2108L Principles of Biology II .....	4
CHEM 1211/1211L Principles of Chemistry I .....	4
CHEM 1212/1212L Principles of Chemistry II .....	4
CHEM 2040/2040L Fund of Organic Chemistry I .....	4
CHEM 2041/2041L Fund of Organic Chemistry II .....	4
PHYS 1111/1111L Introductory Physics I .....	4
PHYS 1112/1112L Introductory Physics II .....	4
BIOL 2026/2026L Vertebrate Zoology .....	4
BIOL 2050/2050L Principles of Microbiology .....	4
SCIE 1000 Addressing Environmental Issues .....	1
SCIE 1003 Medical Terminology .....	1
Hours from Areas A & D .....	2
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 60**

## The Learning Support Program

The Learning Support Program offers courses in English, reading, mathematics, and study skills. All learning support courses numbered below 1000 carry institutional credit only. Entering students may be required to take the COMPASS placement tests in writing, reading, and mathematics to determine whether they are required to take learning support courses. Students who score below either 480 SAT-Verbal/20 ACT-English or 400 SAT-Math/17 ACT-Math or have no SAT/ACT scores shall be required to take the appropriate parts of the COMPASS placement test. Students entering programs leading to the baccalaureate degree who have not met the College Preparatory Curriculum requirements in English and mathematics shall be required to take the appropriate parts of the COMPASS placement test. Non-traditional students must take all three areas of the COMPASS placement test. A student scoring below the minimum score on the writing, reading, and/or mathematics placement test, must take the appropriate learning support courses since these courses are designed to teach skills needed for success in college level work. Placement test scores, ACT or SAT scores, and high school records are used to determine whether a student is placed in learning support courses, regular college courses, or advanced college courses. Below is a summary of the learning support requirements from the Learning Support Policy of the University System of Georgia.

- A. Until learning support requirements have been satisfied, students shall not be permitted to take credit courses which require the content or the skills of the prerequisite courses. Students with learning support placement must:
  1. exit or exempt learning support reading as a prerequisite for social, natural, and physical science courses;
  2. exit or exempt learning support English and reading as prerequisites for college-level English;
  3. exit or exempt learning support mathematics as a prerequisite for mathematics, physics, and chemistry;
- B. The following requirements apply to those students who have learning support requirements:
  1. During each semester of enrollment a student must first register for all required learning support courses before being allowed to register for other courses. This policy also applies to part-time students. Two exceptions are possible:
    - When two or three learning support areas are required and a student is enrolled in at least one learning support course, a freshman seminar course or physical education or other activity or performance courses may be taken that semester instead of one of the required learning support courses.
    - In the event that a required learning support course is not available, a student may enroll in a course for degree credit if the student has met the course prerequisites, subject to the written approval of the division chair.
  - 1a. A third exception applies to students in Career and Tech programs at ABAC
    - If career tech students need all three learning support areas, they may take English and reading with other college level courses that do not have a learning support prerequisite. The following semester, the student should enroll in MATH 0090.
  2. Students who have accumulated 20 semester hours of college-level

credit and have not successfully completed required learning support courses may enroll only in learning support courses until requirements are successfully completed.

3. Students with learning support requirements who are enrolled in both learning support courses and credit courses may not withdraw from the required learning support courses with a "W" unless they also withdraw from credit courses.

4. To exit a learning support area, students must successfully complete (C or better) the exit level learning support course in that area, meet any established institutional standards, and attain at least the University System minimum score on the appropriate part of COMPASS. An exit writing sample shall also be required in learning support English.

C. If a student does not complete requirements for an area in twelve semester hours or three semesters, whichever occurs first, the student will be suspended. The student may not be considered for readmission within three years of the suspension.

Prior to suspending a student who has not exited a learning support area within the twelve-semester hour or three semester limit, an institution may allow the student to appeal for one additional course. The student must:

- be individually evaluated and determined to have a reasonable chance of success
- be in an exit level course
- have reached the limit in only one learning support area

If granted the additional course, the student may enroll in only the learning support course.

D. Students who have been suspended from the institution without completing learning support requirements may not be exempted from their learning support requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.

E. Students who have not taken any college work in the University System for three years may be retested with COMPASS (in any unsatisfied area) and readmitted without a learning support requirement if they meet the institutional criteria for exemption. Students who do not exempt on the retest may appeal for readmission. Students readmitted under this provision are subject to the 20-hour limit on college-level course work and may not take credit work if they had earned 20 credit hours during their previous period(s) of enrollment.

F. Students with learning disorders who are required to enroll in learning support must fulfill all stated requirements, including the COMPASS requirements. These students should be provided with appropriate course accommodations.

Appropriate course and testing accommodations will be made for students with visual, hearing, or motor impairment.

# Evening and Off-Campus Programs

ABAC Office: Tift Hall

ABAC on the Square  
31 East Central Avenue  
Moultrie, Georgia 31768  
Telephone: 229-891-7235

## GENERAL INFORMATION

Abraham Baldwin's Evening and Off-Campus Programs seek 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 a student may obtain one of eight different associate degrees entirely by attending classes at night. Several off-campus locations offer evening core curriculum classes from all 52 programs of study at the college.

A student may attend classes on the Square at the Moultrie off-campus location and earn an associate degree either in education or business. In addition, through a cooperative agreement with Moultrie Technical College, students may acquire an associate of applied science degree in one of twenty-four different technical fields. Through a cooperative agreement with East Central Technical College, a student may earn an associate of applied science degree in one of nine different areas.

ABAC also offers advanced degrees from area universities for Associate of Science graduates. The universities include Albany State University, Georgia Southwestern State University, Macon State College, University of Georgia, and Valdosta State University. The courses are delivered on the ABAC campus through lecture, distance learning, and on-line classes. These programs permit area residents to receive four-year and graduate degrees without leaving the ABAC campus.

## ADULT COLLEGE ENTRY (ACE) PROGRAM

Adults who want to enter college after being out of school for a number of years may opt to participate in the Adult College Entry (ACE) Program. During the eleven week program, ACE participants

- Complete each step in the admissions, placement, financial aid, advising, and registration processes.
- Learn how to take notes, how to study, how to manage their time, and how to master other skills that will contribute to success in college.
- Brush up on math skills in a program tailored to individual needs and goals.

Prospective students who want more information about the ACE Program should call the Evening & Off-Campus Programs Office at ABAC or the Public Service & Business Outreach Programs Office.

## 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.

Abraham Baldwin is committed to accommodating the needs of non-traditional students by offering college transfer, career, and developmental programs at times and places which are convenient. 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.

Because of 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 credit programs. The Director 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 to foster an environment which enhances the partnership among administrators, faculty, staff, and non-traditional students, recognizing that achievement can accrue on a part-time schedule, that there is more than one way to achieve a degree 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 eight 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 of Arts - Liberal Arts
- Associate of Science - Criminal Justice
- Associate of Arts - Psychology
- Associate of Arts - Sociology
- Associate of Science - Business Administration
- Associate of Science - Early Childhood Education
- Associate of Science - Human Services (Social Science)
- Associate of Applied Science - Cooperative programs with area technical colleges

In addition to these, all core curriculum courses 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 other units of the University System in this area, ABAC offers cooperative programs leading to four-year and graduate degrees in several areas.



## **OFF-CAMPUS DEGREE PROGRAMS**

At ABAC on the Square in Moultrie, students can complete the following degree programs:

Associate of Science-Business Administration  
Associate of Science-Education  
Associate of Applied Science-Cooperative program with  
Moultrie Technical College.

Core curriculum classes required for transfer degrees in a number of other majors are also available.

In addition to offering classes at its main off-campus location in Moultrie, ABAC offers core curriculum courses each semester in Nashville and in Sylvester.

## **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 from those that apply to regular, full-time day students. The enrollment process is summarized below:

1. An admissions application form is completed and returned with a non-refundable application fee of \$20 to the Admissions Office.
2. A copy of the student's high school transcript or GED certificate is provided to the Admissions Office.
3. A certificate of immunization and a medical history is provided to the Admissions Office. A form will be provided for this purpose.
4. The Admissions Office is provided with copies of either the student's Scholastic Aptitude Test Score (SAT) or the American College Test Score (ACT.) If the student has taken neither the SAT nor ACT and graduated from high school over five years prior to admission, he/she is not required to have an SAT or ACT score but will be required to take the Computer-Adaptive Placement Assessment Support (COMPASS) Exam.
5. A student must attend one of the orientation sessions held for evening students prior to the start of the first semester of enrollment. During orientation, the student 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 readmission application (no charge) must be completed through the Registrar's Office.

## **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. Scholarship applications may be obtained from the Office of the Vice President of Academic Affairs. The deadline for submitting scholarship applications is March 1 each year. For specific information on financial aid, contact the Financial Aid Office.

C a r e e r   a n d  
T e c h n o l o g i c a l  
P r o g r a m s

The Career and/or Technological Programs are designed to prepare a student for employment immediately after completion of 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 Business Technology
  - b. Agricultural Technology
    1. Animal Science
    2. Livestock Health
    3. Plant Science
    4. Poultry Technology
  - c. Agricultural Engineering Technology
  - d. Forest Technology
  - e. Wildlife Technology
  - f. Family and Consumer Sciences Technology
    1. Children and Family Services
    2. Fashion Merchandising
    3. Interior Design
  - g. Environmental Horticulture Technology
    1. Commercial Turf Management
    2. Golf Clubhouse Management
    3. Golf Turf Management
    4. Landscape Design and Grounds Management
    5. Ornamental Production
    6. Sports Turf Management
  - h. Certificate Programs
    1. Children and Family Services
    2. General Animal Industry Management
    3. Geographic Information Systems
    4. Horse Operation Management
    5. Interior Design
    6. Landscape Maintenance Technician
    7. Soil Resources Technician
    8. Turfgrass Equipment Technician
2. The Division of Business Administration
  - a. General Business
  - b. Information Technology
    1. Computer Programming
    2. Web Technologies
  - c. Management and Marketing
  - d. Certificate Programs
    1. Information Technology
    2. Management and Marketing
    3. Administration & Supervision
    4. Business Systems
    5. General Business
    6. Office Technology
    7. Sales Technology
    8. Small Business Management
    9. Web Technologies
3. The Division of Nursing
  - a. Nursing Education
  - b. Certificate Program

1. Advanced Certified Nurse Technician
4. The Division of Social Science
  - a. Criminal Justice
    1. General
    2. Law Enforcement
  - b. Human Services Technology
    1. General
    2. Social and Legal Services
  - c. Certificate Program
    1. Instructional Support Personnel (ISP)

# The Division of Agriculture and Forest Resources

## AGRICULTURAL BUSINESS TECHNOLOGY

The two-year program is designed to prepare a student for employment in occupations in agricultural management, mid-management or marketing which require an agricultural college education but not necessarily a senior college degree. The course of study includes a general education core, general business and agribusiness courses, plus a choice of agricultural specialties. Upon completion of the graduation requirements, an Associate of Applied Science degree in Agricultural Business Technology is awarded.

<b>COURSES</b>	<b>Hours</b>
ACCT 2101 Principles of Accounting I. ....	3
AECO 1150 Farm Organization and Management .....	3
AECO 2260 Agricultural Marketing .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
COMM 1100 Human Communications .....	3
ENGL 1101 Composition I .....	3
ENGL 1102*Composition II <b>OR</b>	
BUSA 2105 Communicating in the Bus Environment .....	3
HIST 2112 United States History II .....	3
MATH 1002 Technical Mathematics (or higher) .....	3
POLS 1101 American Government .....	3

Agricultural Specialty: Select any 3 classes from any of the following areas:

- Agricultural Engineering
- Animal Science
- Crop Science
- Soil Science

**subtotal 9-10 hrs**

Business Specialty: Select any 2 classes from either of the following areas:

- Marketing
- Management

**subtotal 6 hrs.**

ACCT 2102 Principles of Accounting II <b>OR</b>	
BUSA 2155 Business Law .....	3
Elective .....	3
AGRI 2206**Internship .....	12
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 63-64**

\* Grade of "C" or better in ENGL 1102/BUSA 2105.

\*\*A student must complete 30 hours of course work before taking AGRI 2206.

## AGRICULTURAL TECHNOLOGY

### Animal Science

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

<b>COURSES</b>	<b>Hours</b>
ASLH 2010/2010L Intro to Animal Science/Lab .....	4
ASLH 1110 Livestock Evaluation and Selection .....	3
ASLH 1115 Livestock Production .....	3
ENGL 1101 Composition I .....	3
ENGL 1102*Composition II <b>OR</b>	
BUSA 2105 Communicating in the Bus Environment .....	3
HIST 2112 United States History II .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communications .....	3
MATH 1002 Technical Mathematics (or higher) .....	3
ASLH 1120 Herd Health .....	3
ASLH 2215 Feeding Farm Animals .....	3
AGRI 2208*Internship .....	12
Electives in General Agriculture** .....	9
Select 12 hours from the following:	
CISM 2201 Fundamentals of Computer Applications ...	3
BUSA 1105 Introduction to Business .....	3
BUSA 2155 Business Law .....	3
FACS 2293/SOCI 2293 Intro to Marriage & Family ...	3
ASLH 2203 Elements of Dairying .....	3
ASLH 2205 Beef Cattle Production .....	3
ASLH 2210 Swine Production .....	3
PHED 1100 and two PE activities	
Freshman Seminar	
Regents' Test	

**TOTAL 67**

\* A student must complete 30 hours of course work before taking AGRI 2208.

\*\* A student is required to earn a "C" or higher in all ASLH and AGRI courses used to complete the graduation requirements in this degree.

\*\*\* A grade of "C" or higher is required in the course completing the math requirement for this degree whether it is MATH 1002 or an equivalent or higher math course.

## Livestock Health

The Livestock Health Technology curriculum is designed for a student 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 healthy animals function, how to manage them to maintain a good level of health, and how to recognize problems when they occur. A student completing this course work will receive the Associate of Applied Science degree in Agricultural Technology with an option in Livestock Health.

COURSES	Hours
ASLH 2010/2010L Intro to Animal Science/Lab .....	4
ASLH 1110 Livestock Evaluation and Selection .....	3
ASLH 1120 Herd Health .....	3
ENGL 1101 Composition I .....	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Bus Environment .....	3
HIST 2112 United States History II .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communications .....	3
MATH 1002 Technical Mathematics (or higher) .....	3
PSYC 1101 Introduction to General Psychology <b>OR</b>	
FACS 2293/SOCI 2293 Intro to Marriage & Family .....	3
AGRI 2208*Internship .....	12
Select 6 hours from the following:	
AGRY 1110 Forage Crops and Pastures .....	3
AECO 2258 Agricultural Economics .....	3
CISM 2201 Fundamentals of Computer Applications ...	3
BUSA 2155 Business Law. ....	3
Select 15 hours from the following:	
ASLH 1115 Livestock Production .....	3
ASLH 2203 Elements of Dairying .....	3
ASLH 2205 Beef Cattle Production .....	3
ASLH 2210 Swine Production .....	3
ASLH 2215 Feeding Farm Animals .....	3
ASLH 2220 Horse Production .....	3
ASLH 2225 Reproduction of Livestock .....	3
PHED 1100 and two PE activities	
Freshman Seminar	
Regents' Test required	

**TOTAL 64**

\* A student must complete 30 hours of course work before taking AGRI 2208.

\*\* A student is required to earn a "C" or higher in all ASLH and AGRI courses used to complete the graduation requirements in this degree.

\*\*\* A grade of "C" or higher is required in the course completing the math requirement for this degree whether it is MATH 1002 or an equivalent or higher math course.

## Plant Science

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

<b>COURSES</b>	<b>Hours</b>
CISM 2201 Fundamentals of Computer Applications . . . .	3
HIST 2112 United States History II . . . . .	3
POLS 1101 American Government . . . . .	3
ENGL 1101 Composition I . . . . .	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Bus Environment . . . . .	3
COMM 1100 Human Communications . . . . .	3
MATH 1002 Technical Mathematics (or higher) . . . . .	3
AECO 1150 Farm Organization and Management . . . . .	3
AECO 2258 Agricultural Economics . . . . .	3
AENT 1110 Farm Machinery and Equipment . . . . .	3
AENG 2207 Metal Technology . . . . .	3
AENT 2220 Drainage, Irrigation, & Erosion Control . . .	3
AGRP 1125 Fundamentals of Plant Protection . . . . .	3
AGRP 1126 Pesticide Management . . . . .	1
AGRY 2020 Soils and Fertilizers . . . . .	4
AGRY 2030 Field Crop Production . . . . .	3
AGRY 1110 Forage Crops and Pasture . . . . .	3
Elective* . . . . .	3
AGRI 2207**Internship . . . . .	12
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 64-65**

\* Grade of "C" or better in ENGL 1101 and ENGL 1102/BUSA 2105.

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

\*\*A student must complete 30 hours of course work before taking AGRI 2207.



## Poultry Technology Option

The Poultry Technology Option is designed for a student desiring training for entry-level management positions in the poultry industry. Emphasis will be on the Poultry and Animal science, business, and communications courses in preparation for these careers. A student completing this course work will receive the Associate of Applied Science degree in Agricultural Technology with a poultry technology option.

COURSES	Hours
ACCT 2101 Accounting I .....	3
AECO 2260 Agricultural Marketing .....	3
AENT 1113 Power Equipment .....	3
ASLH 2010/2010L Intro to Animal Science/Lab .....	4
ASLH 1110 Livestock Evaluation and Selection .....	3
ASLH 1125 Introduction to Poultry Science .....	3
ASLH 2215 Feeding Farm Animals .....	3
ASLH 2228 Poultry Production & Management .....	3
BUSA 1105 Introduction to Business .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
ENGL 1101 Composition I .....	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Business Environment	3
HIST 2112 United States History II .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communications .....	3
MATH 1002 Technical Mathematics (or higher) .....	3
AGRI 2208 Internship .....	12
General Animal Science electives (over 2000 level)	.6
PHED 1100 and two PE activities	
Freshman Seminar	
Regents' Test required	

**Total 67**

\* A student must complete 30 hours of course work before taking AGRI 2208.

\*\* A student is required to earn a "C" or higher in all ASLH and AGRI courses used to complete the graduation requirements in this degree.

\*\*\* A grade of "C" or higher is required in the course completing the math requirement for this degree whether it is MATH 1002 or an equivalent or higher math course.

## AGRICULTURAL ENGINEERING TECHNOLOGY

The Agricultural Engineering Technology Program is designed to educate a student in the repair, service, operation, and marketing of equipment used in agricultural production, industrial applications, and turfgrass management. This program of study is intended to provide young men and women with the education needed for entry-level positions in both the agricultural and industrial equipment areas. A student will also have received sufficient courses in the general education area to allow for rising 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 of Applied Science degree in Agricultural Engineering Technology.

A grade of less than C indicates a level of knowledge that is unacceptable in a professional field. A student is required to earn a C or better in **all** AENG/AENT courses.

ENGL 1101 Composition I .....	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Bus Environment ....	3
COMM 1100 Human Communications .....	3
MATH 1002 Technical Mathematics (or higher) .....	3
HIST 2112 United States History II .....	3
POLS 1101 American Government .....	3
AENT 1110 Farm Machinery and Equipment .....	3
AENT 1120 Principles of Engines .....	3
AENG 2207 Introductory Metal and Wood Technology ..	3
AENT 2269*Internship .....	12
AENT 2213 Principles of Hydraulics .....	3
AENT 2280 Farm Electrification .....	3
AECO 2258 Agricultural Economics <b>OR</b>	
ECON 2106 Principles of Microeconomics .....	3
CISM 2201 Fundamentals of Computer Applications ...	3
BUSA 1105 Introduction to Business .....	3
Elective .....	3

A student should select three of the following classes:

AECO 1150 Farm Organization and Management .....	3
AGRP 1125 Fundamentals of Plant Protection .....	3
AGRY 2020 Soils and Fertilizers .....	4
AGRY 2030 Field Crop Production .....	3
FRSC 1190 Natural Resource Conservation .....	3
FRSC 1192 Forest Wildlife Management .....	3
AENG 2210 Surveying .....	3
AENT 2220 Drainage, Irrigation & Erosion Control ..	3
ASLH 1110 Livestock Evaluation and Selection .....	3
ASLH 1115 Livestock Production .....	3
ASLH 2010/ASLH 2010L Intro to Animal Science/Lab ..	4
HORT 2232 Turf Pest Management .....	3
AECO 2260 Agricultural Marketing .....	3

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 66-68**

\*A student must complete 30 hours of course work before taking AENT 2269.

## FOREST TECHNOLOGY

The objective of this major is to educate 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 minimum grade of "C" is required for successful completion of ENGL 1101, MATH 1002, and all courses with an FRSC prefix.

### FIRST YEAR

Course			Hours
ENGL	1101	Composition I.....	3
MATH	1002	Technical Mathematics.....	3
FRSC	1190	Natural Resource Conservation.....	3
AENT	1113	Power Equipment.....	3
BUSA	2105	Communicating in the Bus Environment <b>or</b>	
ENGL	1102	Composition II.....	3
BUSA	1105	Introduction to Business <b>or</b>	
ECON	2106	Principles of Microeconomics.....	3
COMM	1100	Human Communications.....	3
HIST	2112	United States History II.....	3
POLS	1101	American Government.....	3

### SECOND YEAR

Course			Hours
FRSC	1155	Microcomputers in Forest Resources...2	
FRSC	1170	Dendrology.....	3
FRSC	2225	Forest Measurements I.....	2
FRSC	2230	Forest Ecology & Soils.....	4
FRSC	2235	Forest Surveying & Mapping.....	4
FRSC	2240	Forest Safety.....	1
FRSC	2243	Introduction to Geographic Info Systems	3
FRSC	2245	Remote Sensing Technology.....	2
FRSC	2250	Forest Protection.....	2
FRSC	2255	Forest Measurements II.....	4
FRSC	2265	Silviculture.....	4
FRSC	2270	Principles of Supervision.....	2
FRSC	2275	Forest Industries.....	2
FRSC	2280	Forest Harvesting.....	2
FRSC	2285	Forestry Seminar.....	1
FRSC	2290	Timber Management.....	5
PHED 1100 and two PE activities			
Freshman Seminar			
Regents' Test required			

**TOTAL 70**

NOTE: Courses in each term of the second year are taken together as a unit.

## WILDLIFE TECHNOLOGY

The objective of this major is to educate a student in the basic concepts and techniques of Wildlife Management. It is intended that a student who graduates under this program will function in a supporting capacity to professionals employed by private, state, and federal organizations. To receive the Associate of Applied Science degree in Wildlife Technology, a student must complete the following courses. A grade of C or better is required in ENGL 1101, MATH 1002, and all courses with an FRSC prefix.

### First Year

COURSES			Hours
ENGL	1101	Composition I.....	3
ENGL	1102	Composition II <b>OR</b>	
BUSA	2105	Communicating in the Business Environment	3
MATH	1002	Technical Mathematics (or higher)....	3
AENT	1113	Power Equipment.....	3
FRSC	1170	Dendrology.....	3
FRSC	1130	Soils & Herbaceous Vegetation.....	3
FRSC	1140	Forest Measurements & Mapping I.....	3
FRSC	1155	Microcomputers in Forest Resources...2	
FRSC	1190	Natural Resource Conservation.....	3
FRSC	1192	Forest Wildlife Management.....	3
HIST	2112	United States History II.....	3

### Summer Session

COURSES			Hours
FRSC	2240	Forest Safety.....	1
FRSC	2260	Conservation Law Enforcement.....	3
FRSC	2261	Forest Game Management.....	3
FRSC	2262	Aquatic Resource Management.....	3
Elective	(not required for degree)		
FRSC	2266	Aquatic Habitat Management.....	3

### Second Year

COURSES			Hours
BIOL	2107 /2107L	Principles of Biology I/Lab....	4
BIOL	2108/2108L	Principles of Biology II/Lab....	4
FRSC	1160	Forest Surveying.....	3
FRSC	1135	Nongame Wildlife.....	2
FRSC	2265	Silviculture.....	4
FRSC	2263	Advanced Wildlife Technology.....	3
FRSC	2270	Principles of Supervision.....	2
POLS	1101	American Government.....	3
CRJU	2155	Criminal Evidence and Procedures <b>OR</b>	
CRJU	2200	Criminal Law.....	3
COMM	1100	Human Communications.....	3
FRSC	2264	Wildlife Seminar.....	1

PHED 1100 and two PE activities  
 Freshman Seminar  
 Regents' Test required

**TOTAL 74-77**

## FAMILY AND CONSUMER SCIENCES TECHNOLOGY

The two-year Family and Consumer Sciences program offers four programs of study designed to prepare students for employment in Family and Consumer Sciences related occupations. Upon completion of the selected option, the student is eligible to receive the Associate of Applied Science degree in Family and Consumer Sciences.

### Children and Family Services

This curriculum is appropriate for a student 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.

COURSES	Hours
CISM 2201	Fundamentals of Computer Applications 3
ENGL 1101	Composition I.....3
ENGL 1102	Composition II <b>OR</b>
BUSA 2105	Communicating in the Business Environment 3
FACS 1100	Career Exploration.....1
FACS 1103	Introduction to Child Development...3
FACS 1151	Wellness Nutrition.....3
FACS 2211	Children's Creative Activities.....3
FACS 2206	Internship.....3
FACS/SOCI 2293	Introduction to Marriage and Family..3
GNDR 1101	Introduction to Gender Studies.....2
HIST 2112	United States History II.....3
MATH 1002	Technical Mathematics (or higher)...3
POLS 1101	American Government.....3
PSYC 1101	Introduction to General Psychology...3
PSYC 2103	Introduction to Human Development <b>OR</b>
SOCI 2400	Human Services Lab in Field Work.....3
SOCI 1101	Introduction to Sociology.....3
COMM 1100	Human Communications.....3
SOCI 2110	Human Services and Social Policy.....3
Select 6 of the following courses:	
BUSA 1105	Introduction to Business.....3
EDUC 2204	Introduction to Education.....3
FACS 2212	Early Childhood Care and Education Program Management.....3
FACS 2220	Consumer Economics.....3
FACS 2225	Professional Development.....3
PSYC 2201	Introduction to Abnormal Behavior...3
PSYC 2101	Introduction to Psychology of Adjustment 3
SOCI 1160	Introduction to Social Problems.....3
SPAN 1001	Introductory Spanish (or higher).....3

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 69**

## 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	Hours
ENGL 1101 Composition I.....	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Business Environment	3
HIST 2112 United States History II.....	3
MATH 1002 Technical Mathematics (or higher)....	3
COMM 1100 Human Communications.....	3
POLS 1101 American Government.....	3
CISM 2201 Fundamentals of Computer Applications	3
ECON 2105 Principles of Macroeconomics <b>OR</b>	
ECON 2106 Principles of Microeconomics.....	3
MKTG 2177 Personal Selling.....	3
MKTG 2176 Advertising and Sales Promotion.....	3
FACS 1100 Career Exploration.....	1
FACS 1120 Textile Construction.....	3
FACS 2225 Professional Development.....	3
ACCT 2101 Principles of Accounting I.....	3
MKTG 2175 Principles of Marketing.....	3
MGMT 2166 Small Business Management.....	3
MGMT 2167 Human Resource Management.....	3
FACS 1101 Fashion Fundamentals.....	3
FACS 2214 Clothing & Consumer Behavior.....	3
FACS 2224 Textiles for Consumers.....	3
FACS 2293/SOCI 2293 Intro to Marriage & Family..	3
PHED 1100 and two PE activities	
Freshman Seminar	
<b>Total 61</b>	

## Interior Design

This curriculum is appropriate for a student wishing to prepare for work as an interior design consultant, and home furnishings buyer or coordinator.

<b>COURSES</b>	<b>Hours</b>
ENGL 1101 Composition I.....	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Business Environment	3
HIST 2112 United States History II.....	3
MATH 1002 Technical Mathematics (or higher)....	3
POLS 1101 American Government.....	3
COMM 1100 Human Communications.....	3
CISM 2201 Fundamentals of Computer Applications	3
FACS 1100 Career Exploration.....	1
FACS 2275 Housing & Interiors.....	3
FACS 2279 Special Problems in Interiors.....	3
FACS 2290 Residential Interiors & Furnishings..	3
FACS 1161 Interior Systems & Equipment.....	3
FACS 2225 Professional Development.....	3
FACS 1120 Textile Construction.....	3
FACS 2220 Consumer Economics.....	3
FACS 2293/SOCI 2293 Intro to Marriage & Family..	3
FACS 2224 Textiles for Consumers.....	3
HORT 2215 Landscape Design.....	4
HORT 2218 Interior Landscapes.....	3
Select 9 hours from the courses below:	
ARTS 1010 Drawing.....	3
ARTS 1020 Two Dimensional Design.....	3
ARTS 1030 Three Dimensional Design.....	3
ACCT 2101 Principles of Accounting I.....	3
FACS 2206 Internship.....	3
MGMT 2166 Small Business Management.....	3
MGMT 2167 Human Resource Management.....	3
MKTG 2175 Principles of Marketing.....	3
MKTG 2177 Personal Selling.....	3
MKTG 2176 Advertising and Sales Promotion.....	3
PHED 1100 and two PE activities	
Freshman Seminar	

**TOTAL 65**





**ENVIRONMENTAL HORTICULTURE TECHNOLOGY**

**Commercial Turf Management**

<b>COURSES</b>	<b>Hours</b>
ACCT 2101 Principles of Accounting I or	
MGMT 2167 Human Resource Management .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
ENGL 1101 Composition I .....	3
ENGL 1102 Composition II or	
BUSA 2105 Communicating in the Business Environment	3
HIST 2112 U. S. History II .....	3
MATH 1002 Technical Mathematics .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communication .....	3
SPAN 1110 Spanish for Green Industry Professionals .	3
AENT 1114 Turfgrass Equipment or	
AENT 2220 Drainage, Irrigation and Erosion Control or	
HORT 2238 Fundamentals of Grinding Technology .....	3
AGRP 1125 Fundamentals of Plant Protection .....	3
AGRP 1126 Pesticide Applications .....	1
AGRY 2020 Soils and Fertilizers .....	4
HORT 2250*Commercial Turf Intern(Experiential Learning)	12*
HORT 2231 Turfgrass Science and Technology .....	3
HORT 2232 Turf and Ornamental Pest Management .....	3
HORT 2234 Commercial Turf Management .....	3
HORT 2270 Woody Ornamental Plant Identification ....	3
Select 6 hours from below with advisor approval:	
HORT 2201 Principles of Horticulture or .....	3
HORT 2202 Grounds Maintenance Equipment or .....	3
HORT 2208 Experiential Learning in Turfgrass or ...	3
HORT 2235 Computerized Grounds Maintenance or .....	3
HORT 2236 Environmental Issues or .....	3
HORT 2239 Grounds Irrigation Systems or .....	3
HORT 2241 Grounds Management .....	4
<b>TOTAL 68</b>	
Physical Education as required (PHED 1100 and 2 activities)	
Freshman Seminar (ABAC 1000)	

\*Student must complete 30 semester hours of course work and receive advisor approval before taking HORT 2250. HORT 2280 (Internship II) is available to students lacking in experience and needing additional internship training.

## ENVIRONMENTAL HORTICULTURE TECHNOLOGY

### MARKETING

#### Golf Clubhouse Management

This option consists of a combination of basic business, turfgrass management, golf clubhouse 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 Clubhouse Management.

<b>COURSES</b>	<b>Hours</b>
ACCT 2101 Principles of Accounting I .....	3
BUSA 2155 Business Law .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
ENGL 1101 Composition and Rhetoric I .....	3
ENGL 1102 Composition and Literature II or	
BUSA 2105 Communicating in the Business Environment	3
FACS 2225 Professional Development or	
SPAN 1110 Spanish for Green Industry Professionals .	3
HIST 2112 U. S. History II .....	3
HORT 2231 Turfgrass Science and Technology .....	3
HORT 2233 Golf Course Design & Management .....	3
MATH 1002 Technical Mathematics .....	3
MGMT 2165 Principles of Management .....	3
HORT 2290*Golf Clubhouse Intern(Experiential Learning)	12*
HORT 2291 Golf Clubhouse Operations .....	3
HORT 2292 Golf Clubhouse Management .....	3
HORT 2293 Experiential Learning in Golf Clubhouse ..	3
MGMT 2167 Human Resource Management .....	3
MKTG 2175 Principles of Marketing or	
MKTG 2176 Advertising and Sales Promotion .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communication .....	3

**TOTAL 66**

Physical Education as required (PHED 1100 and 2 activities)  
Freshman Seminar (ABAC 1000)

\*Student must complete 30 semester hours of course work and receive advisor approval before taking HORT 2290. HORT 2280 (Internship II) is available to students lacking in experience and needing additional internship training.

## ENVIRONMENTAL HORTICULTURE TECHNOLOGY

### Golf Turf Management

COURSES	Hours
ACCT 2101 Principles of Accounting I or	
MGMT 2167 Human Resource Management .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
ENGL 1101 Composition I .....	3
ENGL 1102 Composition II or	
BUSA 2105 Communicating in the Business Environment	3
HIST 2112 U. S. History II .....	3
MATH 1002 Technical Mathematics .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communication .....	3
SPAN 1110 Spanish for Green Industry Professionals .	3
AENT 1114 Turfgrass Equipment or	
AENT 2220 Drainage, Irrigation and Erosion Control or	
HORT 2238 Fundamentals of Grinding Technology .....	3
AGRP 1125 Fundamentals of Plant Protection .....	3
AGRP 1126 Pesticide Applications .....	1
AGRY 2020 Soils and Fertilizers .....	4
HORT 2230*Golf Turf Intern (Experiential Learning)12*	
HORT 2231 Turfgrass Science and Technology .....	3
HORT 2232 Turf and Ornamental Pest Management .....	3
HORT 2233 Golf Course Design & Management .....	3
HORT 2270 Woody Ornamental Plant Identification ....	3
Select 6 hours from below with advisor approval:	
HORT 2201 Principles of Horticulture or .....	3
HORT 2202 Grounds Maintenance Equipment or .....	3
HORT 2208 Experiential Learning in Turfgrass or ...	3
HORT 2235 Computerized Grounds Maintenance or .....	3
HORT 2236 Environmental Issues or .....	3
HORT 2239 Grounds Irrigation Systems or .....	3
HORT 2241 Grounds Management or .....	4
HORT 2291 Golf Clubhouse Operations or .....	3
HORT 2292Golf Clubhouse Management .....	3

**TOTAL 68**

Physical Education as required (PHED 1100 and 2 activities)  
Freshman Seminar (ABAC 1000)

\*Student must complete 30 semester hours of course work and receive advisor approval before taking HORT 2230. HORT 2280 (Internship II) is available to students lacking in experience and needing additional internship training.

## ENVIRONMENTAL HORTICULTURE TECHNOLOGY

### Landscape Design and Grounds Management

COURSES	Hours
ACCT 2101 Principles of Accounting I or	
MGMT 2167 Human Resource Management .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
ENGL 1101 Composition and Rhetoric I .....	3
ENGL 1102 Composition and Literature II or	
BUSA 2105 Communicating in the Business Environment	3
HIST 2112 U. S. History II .....	3
MATH 1002 Technical Mathematics .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communication .....	3
AENG 2210 Surveying or	
AENT 2220 Drainage, Irrigation and Erosion Control or	
SPAN 1110 Spanish for Green Industry Professionals .	3
AGRP 1125 Fundamentals of Plant Protection .....	3
AGRP 1126 Pesticide Applications .....	1
AGRY 2020 Soils and Fertilizers .....	4
HORT 2215 Landscape Design .....	4
HORT 2240*Grounds Intern(Experiential Learning) ..	12*
HORT 2241 Grounds Management .....	4
HORT 2270 Woody Ornamental Plant Identification ....	3
Select 9 hours from below with advisor approval:	
HORT 2201 Principles of Horticulture or .....	3
HORT 2202 Grounds Maintenance Equipment or .....	3
HORT 2207 Experiential Learning in Landscaping or .	3
HORT 2218 Interior Plantscapes or .....	3
HORT 2231 Turfgrass Science and Technology or ....	3
HORT 2232 Turf and Ornamental Pest Management or ..	3
HORT 2236 Environmental Issues or .....	3
HORT 2239 Grounds Irrigation Systems or .....	3
HORT 2261 Nursery Crop Production or .....	4
HORT 2271 Herbaceous Ornamental Plant Identification	3

**TOTAL 67**

Physical Education as required (PHED 1100 and 2 activities)  
 Freshman Seminar (ABAC 1000)

\*Student must complete 30 semester hours of course work and receive advisor approval before taking HORT 2240. HORT 2280 (Internship II) is available to students lacking in experience and needing additional internship training.

**ENVIRONMENTAL HORTICULTURE TECHNOLOGY**

**Ornamental Production**

<b>COURSES</b>	<b>Hours</b>
ACCT 2101 Principles of Accounting I or	
MGMT 2167 Human Resource Management .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
ENGL 1101 Composition I .....	3
ENGL 1102 Composition II or	
BUSA 2105 Business Communications .....	3
HIST 2112 U. S. History II .....	3
MATH 1002 Technical Mathematics .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communication .....	3
AENT 1113 Power Equipment or	
AENT 2280 Farm Electrification or	
SPAN 1110 Spanish for Green Industry Professionals .	3
AGRP 1125 Fundamentals of Plant Protection .....	3
AGRP 1126 Pesticide Applications .....	1
AGRY 2020 Soils and Fertilizers .....	4
HORT 2201 Principles of Horticulture .....	3
HORT 2220*Production Intern(Experiential Learning)12*	
HORT 2221 Greenhouse Operations and Management .....	4
HORT 2261 Nursery Crop Production .....	4
HORT 2270 Woody Ornamental Plant Identification ....	3
Select 6 hours from below with advisor approval:	
HORT 2206 Experiential Learning in Production or ..	3
HORT 2218 Interior Plantscapes or .....	3
HORT 2232 Turf and Ornamental Pest Management or ..	3
HORT 2236 Environmental Issues .....	3
HORT 2239 Grounds Irrigation Systems or .....	3
HORT 2241 Grounds Management or .....	4
HORT 2271 Herbaceous Ornamental Plant Identification	3
<b>TOTAL 67</b>	
Physical Education as required (PHED 1100 and 2 activities)	
Freshman Seminar (ABAC 1000)	

\*Student must complete 30 semester hours of course work and receive advisor approval before taking HORT 2220. HORT 2280 (Internship II) is available to students lacking in experience and needing additional internship training.

## ENVIRONMENTAL HORTICULTURE TECHNOLOGY

### Sports Turf Management

COURSES	Hours
ACCT 2101 Principles of Accounting I or	
MGMT 2167 Human Resource Management .....	3
CISM 2201 Fundamentals of Computer Applications ....	3
ENGL 1101 Composition I .....	3
ENGL 1102 Composition II or	
BUSA 2105 Communicating in the Business Environment	3
HIST 2112 U. S. History II .....	3
MATH 1002 Technical Mathematics .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communication .....	3
SPAN 1110 Spanish for Green Industry Professionals .	3
AENT 1114 Turfgrass Equipment or	
AENT 2220 Drainage, Irrigation and Erosion Control or	
HORT 2238 Fundamentals of Grinding Technology .....	3
AGRP 1125 Fundamentals of Plant Protection .....	3
AGRP 1126 Pesticide Applications .....	1
AGRY 2020 Soils and Fertilizers .....	4
HORT 2260*Sports Turf Intern(Experiential Learning)	12*
HORT 2231 Turfgrass Science and Technology .....	3
HORT 2232 Turf and Ornamental Pest Management .....	3
HORT 2237 Sports Turf Management .....	3
HORT 2270 Woody Ornamental Plant Identification ....	3
Select 6 hours from below with advisor approval:	
HORT 2201 Principles of Horticulture or .....	3
HORT 2202 Grounds Maintenance Equipment or .....	3
HORT 2208 Experiential Learning in Turfgrass or ...	3
HORT 2235 Computerized Grounds Maintenance or .....	3
HORT 2236 Environmental Issues or .....	3
HORT 2239 Grounds Irrigation Systems or .....	3
HORT 2241 Grounds Management .....	4

**TOTAL 68**

Physical Education as required (PHED 1100 and 2 activities)  
Freshman Seminar (ABAC 1000)

\*Student must complete 30 semester hours of course work and receive advisor approval before taking HORT 2260. HORT 2280 (Internship II) is available to students lacking in experience and needing additional internship training.

## **Certificate in Children and Family Services**

Individuals completing this program will learn basic principles of group management of infants and preschoolers. An emphasis will be placed on health and safety, licensing, and general organization of day care facilities. Individuals will learn personal income management skills, and the basic principles of nutrition. Individuals will also learn about the diverse careers in the field of Family and Consumer Sciences. Individuals will be prepared to work in day care centers.

### **COURSES**

### **Hours**

Select 18 hours from the following:

BUSA 1105 Introduction to Business .....	3
CISM 2201 Fundamentals of Computer Applications ...	3
FACS 1100 Career Exploration .....	1
FACS 1103 Introduction to Child Development .....	3
FACS 1151 Wellness Nutrition .....	3
FACS 2211 Children's Creative Activities .....	3
FACS 2212 Early Childhood Care & Education Prog Mgmt	3
FACS 2220 Consumer Economics .....	3
FACS 2225 Professional Development .....	3
PHED 1100C Health & Wellness .....	2

**TOTAL 18**

## **Certificate in General Animal Industry Management**

Individuals completing this program will be better equipped for the daily management and operation of a beef/dairy cattle operation. They will have acquired the basic skills to work with computer software programs designed around computer spreadsheet and word processing applications. Management activities needed for successful operation of small businesses will also be learned. The student will be able to implement practices needed for forage production and management. Individuals completing this program will be able to deal with beef/dairy cattle management and production principles dealing with cattle health care, cattle nutrition, and reproductive management.

<b>COURSES</b>		<b>Hours</b>
<b>Semester One</b>		
ASLH	1115	Livestock Production.....3
AGRY	1110	Forage Crops and Pastures.....3
AECO	1150	Farm Organization and Management.....3
MATH	1002	Technical Mathematics.....3
<b>Semester Two</b>		
ASLH	2205	Beef Production <b>OR</b>
ASLH	2203	Elements of Dairying.....3
ASLH	1120	Herd Health.....3
AGRI	2100	Livestock Computer Software Application 1

**TOTAL 19**

\* A student is required to earn a "C" or higher in all ASLH and AGRI courses used to complete the graduation requirements in this certificate.

\*\* A grade of "C" or higher is required in the course completing the math requirement for this certificate whether it is MATH 1002 or an equivalent or higher math course.



**Certificate in  
Geographic Information Systems Technician**

Upon completion of this certificate program individuals will be familiar with land referencing systems and measurement, and basic operation of a Geographic Information System (GIS) including database development, database queries, spatial analysis and map production. Training is provided in the use of Global Positioning System (GPS) technology for collection of coordinate data. Program emphasis is on GIS in a land management context.

<b>COURSES</b>	<b>HOURS</b>
<b>Fall Semester</b>	
CISM 2201      Fundamentals of Computer Applications <b>or</b>	3
FRSC 1155      Microcomputers in Forest Resources...2	
FRSC 2235      Forest Surveying & Mapping.....4	
FRSC 2243      Introduction to Geographic Info Systems	3
<b>Spring Semester</b>	
FRSC 2245      Remote Sensing Technology.....2	
FRSC 2272      Geodatabase Mgmt & Spatial Analysis..3	
FRSC 2273      Advanced GIS Applications.....4	
<b>TOTAL 18 or 19</b>	

## **Certificate in Horse Operation Management**

Individuals completing this program will be better equipped for the daily management and operation of an equine facility. They will have acquired the basic skills to work with computer software programs designed around computer spreadsheet and word processing applications. Management activities needed for successful operation of small businesses will also be learned. The student will be able to implement practices needed for forage production and management. Individuals completing this program will be able to deal with horse management and production principles dealing with horse health care, horse selection and facility design.

<b>COURSES</b>		<b>Hours</b>
<b>Semester One</b>		
ASLH	1115	Livestock Production.....3
AGRY	1110	Forage Crops and Pastures.....3
AECO	1150	Farm Organization and Management.....3
MATH	1002	Technical Mathematics.....3
<b>Semester Two</b>		
ASLH	2220	Horse Production.....3
AGRI	2100	Livestock Computer Software Application 1
ASLH	1120	Herd Health.....3
AGRI	2100	Livestock Computer Software Application 1

**TOTAL 19**

\* A student is required to earn a "C" or higher in all ASLH and AGRI courses used to complete the graduation requirements in this certificate.

\*\* A grade of "C" or higher is required in the course completing the math requirement for this certificate whether it is MATH 1002 or an equivalent or higher math course.

## **Certificate in Interior Design**

Individuals completing this program will learn and develop skills used in Interior Design. They will learn personal income management skills, garment care and construction, selection and care of textiles used in home furnishings and fashion, and the principles of design. Individuals will also learn about the diverse careers in the field of Family and Consumer Sciences. This curriculum is appropriate for a student wishing to prepare for work as an interior-design consultant.

### **COURSES**

### **Hours**

Select 18 hours from the following:

CISM 2201 Fundamentals of Computer Applications ...	3
FACS 1100 Career Exploration .....	1
FACS 1120 Textile Construction .....	3
FACS 1161 Interior Systems & Equipment .....	3
FACS 2220 Consumer Economics .....	3
FACS 2224 Textiles for Consumers .....	3
FACS 2225 Professional Development .....	3
FACS 2275 Housing & Interiors .....	3
FACS 2279 Special Problems in Interiors .....	3
FACS 2290 Residential Interiors & Furnishings .....	3
PHED 1100C Health & Wellness .....	2

**TOTAL 18**

## **Certificate in Landscape Maintenance Technician**

Individuals completing this program will be able to understand and maintain landscapes and grounds in a professional manner. They will be able to identify herbaceous and woody ornamental plant materials, implement necessary maintenance activities related to landscape and grounds care, understand landscape and urban trees and their care, understand and maintain irrigation systems used in turfgrass and grounds sites, and understand and operate grounds equipment.

<b>COURSES</b>	<b>Hours</b>
<b>Semester One</b>	
HORT 2239 Grounds Irrigation Systems.....	3
HORT 2241 Grounds Management.....	4
HORT 2270 Woody Ornamental Plant Identification	3
<b>Semester Two</b>	
HORT 2202 Grounds Maintenance Equipment.....	3
HORT 2232 Turf Pest Management.....	3
HORT 2271 Herbaceous Ornamental Plant Id.....	3

**TOTAL 19**

## **Certificate in Soil Resources Technician**

Individuals completing this program will be able to conduct basic field techniques for collecting soil samples, testing soil reaction, and identifying different soil types based on the soil's physical characteristics and position relative to the surrounding landforms. They will be able to utilize a Soil Survey Manual for locating different soil types in their environment and identifying the characteristics and properties of a soil. They will be able to identify vegetative cover species as a tool for recognizing different soil moisture regimes, and be able to apply different water management techniques to make modifications to that regime, as circumstances require. They will have acquired the basic skills to work with computer spreadsheets and word processing applications for recording data, and preparing reports.

<b>COURSES</b>		<b>Hours</b>
<b>Semester One</b>		
ABAC	1000	Freshman Seminar.....1
AENT	2220	Drainage, Irrigation and Erosion Control 3
FRSC	1190	Natural Resource Conservation.....3
MATH	1002	Technical Mathematics.....3
<b>Semester Two</b>		
FRSC	1130	Soils and Herbaceous Vegetation.....3
FRSC	1155	Microcomputers in Forest Resources...2
FRSC	1160	Forest Surveying <b>OR</b>
AENG	2210	Surveying.....3

**TOTAL 18**

## **Certificate in Turfgrass Equipment Technician**

Individuals completing this program will be able to understand and maintain turfgrass equipment used in fine turf management. They will be able to service, assemble and problem-solve small engines, weld, understand hydraulics, understand safety and operation of turf and grounds equipment, reel and bedknife grinding, backlapping, rotary blade grinding, calibrations of chemicals and equipment, basic turfgrass science and technology, and computer applications for equipment including TRIMS and GCS software packages.

<b>COURSES</b>		<b>Hours</b>
<b>Semester One</b>		
AENT	1114	Turfgrass Equipment.....3
AGRP	1126	Pesticide Applications.....1
HORT	2231	Turfgrass Science and Technology.....3
HORT	2235	Computerized Grounds Maintenance.....3
<b>Semester Two</b>		
AENG	2207	Metal Technology.....3
HORT	2202	Grounds Maintenance Equipment.....3
HORT	2238	Fundamentals of Grinding Technology..3

**TOTAL 19**

# The Division of Business Administration

## GENERAL BUSINESS

The General Business Program is offered for students of widely varying needs. Business has come to appreciate the importance of increasing the employment opportunities for a student who does not expect to attend a four-year institution or who expects to work while attaining the four year and graduate degrees. A student who completes this option will receive the Associate of Applied Science degree in Applied Business Technology: Major-General Business.

## GENERAL EDUCATION

<b>COURSES</b>		<b>Hours</b>
ENGL	1101 Composition I.....	3
ENGL	1102 Composition II <b>OR</b>	
BUSA	2105 Communicating in the Bus Environment.	3
COMM	1100 Human Communications.....	3
ECON	2105 Principles of Macroeconomics.....	3
ECON	2106 Principles of Microeconomics.....	3
MATH	1101 Math Modeling <b>OR</b>	
MATH	1111 College Algebra.....	3
POLS	1101 American Government.....	3
HIST	2112 United States History II.....	3

## MAJOR PROGRAM OF STUDY

ACCT	2101 Principles of Accounting I.....	3
ACCT	2102 Principles of Accounting II.....	3
BUSA	1105 Introduction to Business.....	3
BUSA	2155 Business Law.....	3
CISM	2201 Fundamentals of Computer Applications	3
MGMT	2166 Small Business Management <b>OR</b>	
MGMT	2167 Human Resource Management.....	3
MGMT	2165 Principles of Management.....	3
MKTG	2175 Principles of Marketing.....	3
MKTG	2176 Advertising and Sales Promotion <b>OR</b>	
MKTG	2177 Personal Selling.....	3
Three Electives	..Any MKTG, MGMT, BUSA or ITEC course (Other than courses already required)	9
PHED 1100 and two PE activities		
Freshman Seminar		

**TOTAL 60**

## **Information Technology**

The Information Technology program is designed to offer students a concentrated program using microcomputers to support today's emerging business technologies. Students may choose from two concentrations: Web Technology and Computer Programming within the associate degree.

The Web Technology concentration will provide students with skills in the development of web-based applications including the incorporation of a variety of media as well as the use of scripting languages to build data-driven web sites. Students will create and publish web sites as well as learn the skills of managing a web-server. Upon completing this concentration, students will find employment in a variety of technology-based careers such as webmasters, instructional support specialists, microcomputer support specialists, and entry-level managers of the information technology function within a variety of organizations. The computer programming concentration will provide students with the flexibility to enter the workforce or continue their education.

There are several courses for which students may receive credit by exam by passing the appropriate industry certification exam. These exams and courses for which credits by exam may be earned are as follows:

- A+ Certification Exam (both parts) provides credit by exam for ITEC 2220
- Microsoft Office Specialist Expert level Word and Excel Exams provide credit by exam for ITEC 2230
- Microsoft Office Specialist Access Exam provide credit by exam for ITEC 2245

Students must earn a "C" (2.0) average in all ITEC courses. Upon successful completion of the coursework, a student will receive an Associate of Applied Science in Information Technology with a concentration in either Web Technology or Computer Programming.

## **GENERAL EDUCATION**

<b>COURSES</b>	<b>Hours</b>
ENGL 1101 Composition I .....	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Business Environ ....	3
COMM 1100 Human Communications .....	3
ECON 2105 Principles of Macroeconomics <b>OR</b>	
ECON 2106 Principles of Microeconomics .....	3
PSYC 1101 Introduction to General Psychology .....	3
MATH 1101 Math Modeling <b>OR</b>	
MATH 1111 College Algebra .....	3
POLS 1101 American Government .....	3
HIST 2112 United States History II .....	3



**MAJOR PROGRAM OF STUDY**

ACCT 2101 Principles of Accounting I .....3  
CISM 2201 Fundamentals of Computer Applications ....3  
BUSA 1101 Business Seminar .....1  
Elective: Any Business or Information Technology  
course approved by the instructor .....3

**CHOOSE SIX COURSES FROM THE FOLLOWING:**

ITEC 2215 Introduction to Information Technology ..3  
ITEC 2220 Computer Hardware and Software Concepts .3  
ITEC 2230 Advanced Office Applications .....3  
ITEC 2235 Web Page Design .....3  
ITEC 2245 Microcomputer Database Management .....3  
ITEC 2260 Introduction to Computer Programming ....3  
ITEC 2280 Active Server Pages .....3  
ITEC 2370 Visual Basic Programming .....3

**Web Technology Concentration**

ITEC 2236 Introduction to Multimedia for Web .....3  
ITEC 2261 Web Applications Development .....3  
ITEC 2285 Web Server Administration .....3

**Computer Programming Concentration**

CSCI 1301 Computer Science I .....4  
CSCI 1302 Computer Science II .....4  
MATH 2000 Statistics .....3

PHED 1100 and two PE activities  
Freshman Seminar

**TOTAL 61-63**

## MANAGEMENT AND MARKETING

The Management and Marketing Program is 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. A student in this program also receives the well-rounded training necessary to initiate and run his/her own business.

A student who completes the requirements in one of the two-year Management and Marketing program options will be awarded the Associate of Applied Science degree in Applied Business Technology: Major-Management and Marketing.

## GENERAL EDUCATION

COURSES	Hours
ENGL 1101 Composition I.....	3
ENGL 1102 Composition II <b>OR</b>	
BUSA 2105 Communicating in the Business Environment	3
COMM 1100 Human Communications.....	3
ECON 2105 Principles of Macroeconomics <b>OR</b>	
ECON 2106 Principles of Microeconomics.....	3
MATH 1101 Math Modeling <b>OR</b>	
MATH 1111 College Algebra.....	3
POLS 1101 American Government.....	3
HIST 2112 United States History II.....	3

### PROGRAM OF STUDY

BUSA 2155 Business Law.....	3
BUSA 1105 Introduction to Business.....	3
ACCT 2101 Principles of Accounting I.....	3
ACCT 2102 Principles of Accounting II.....	3
MKTG 2177 Personal Selling.....	3
MKTG 2176 Advertising and Sales Promotion.....	3
CISM 2201 Fundamentals of Computer Applications	3
MGMT 2166 Small Business Management.....	3
MGMT 2165 Principles of Management.....	3
MGMT 2167 Human Resource Management.....	3
MKTG 2175 Principles of Marketing.....	3

Select 6 hours from the following:

Any ITEC course .....6

**TOTAL 60**

PHED 1100 and two PE activities  
Freshman Seminar

## **Certificate in Information Technology**

Successful completion of this program enables the student to gain employment in businesses and industries which use microcomputers to perform word processing, spreadsheet, and database management operations. Students majoring in this certificate program are required to earn a "C" or better in all CISM and ITEC courses and will receive a Certificate in Information Technology.

<b>COURSES</b>	<b>Hours</b>
ENGL 1101* Composition I.....	3
HIST 2112* United States History II.....	3
POLS 1101* American Government.....	3
CISM 2201* Fundamentals of Computer Applications	3
Any 7 of the following courses below:	
ITEC 2215* Introduction to Information Technology	3
ITEC 2220* Micro Hardware & Software.....	3
ITEC 2230 Advanced Office Applications.....	3
ITEC 2235 Web Page Design.....	3
ITEC 2236 Introduction to Multimedia for Web...3	3
ITEC 2245 Microcomputer Database Management....3	3
ITEC 2260* Intro to Microcomputer Programming...3	3
ITEC 2261 Web Applications Development.....	3
ITEC 2280 Active Server Pages.....	3
ITEC 2285 Web Server Administration.....	3
ITEC 2370* Visual Basic Programming.....	3
<b>Total Hours: 33</b>	

\* These courses can be applied toward an Associate of Science degree in Information Technology. All of these courses can be applied toward an Associate of Applied Science degree in Information Technology. The student may then transfer to the Macon State program on the ABAC campus and receive a Bachelor of Science in Information Technology degree.

## **Certificate in Management and Marketing**

The Management and Marketing program is 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. A student in this program also receives the well-rounded training necessary to initiate and run his/her own business.

The objective of this certificate option is to give a student the foundation needed for obtaining a sales or service position in a merchandising firm. A student who completes the requirements under this option will receive a Certificate in Applied Business Technology: Management and Marketing.

<b>COURSES</b>	<b>Hours</b>
ENGL 1101* Composition I.....	3
ENGL 1102 Composition II <b>or</b>	
BUSA 2105* Communicating in the Bus Environment.	3
HIST 2112* United States History II.....	3
CISM 2201* Fundamentals of Computer Applications	3
BUSA 1105* Introduction to Business.....	3
BUSA 2155 Business Law.....	3
MGMT 2166 Small Business Management.....	3
MKTG 2175 Principles of Marketing.....	3
MKTG 2176 Advertising & Sales Promotion.....	3
MKTG 2177 Personal Selling.....	3
Any ITEC course as elective .....	3

\* These courses can be applied toward an Associate of Science degree in Business Administration. All of these courses can be applied toward an Associate of Applied Science degree in Management and Marketing.

## **Certificate in Administration & Supervision**

Individuals who complete this program will develop the management skills necessary for promotion to supervisory and/or administrative positions in various clinical and technical fields. This program is designed to develop individual management skills that will complement existing clinical or technical training.

<b>COURSES</b>	<b>Hours</b>
ACCT 2101 Principles of Accounting I.....	3
ACCT 2102 Principles of Accounting II.....	3
BUSA 2155 Business Law.....	3
CISM 2201 Fundamentals of Computer Applications	3
MGMT 2167 Human Resource Management.....	3
MGMT 2165 Principles of Management.....	3

**Total Hours: 18**

## **Certificate in Business Systems**

Individuals who complete this program will develop an understanding of the multiple systems required in the modern business environment and learn how to manage and integrate these systems for optimal efficiency. These individuals will be prepared for employment as office managers or administrative assistants.

<b>COURSES</b>		<b>Hours</b>
ACCT	2101 Principles of Accounting I.....	3
ACCT	2102 Principles of Accounting II.....	3
BUSA	2155 Business Law.....	3
CISM	2201 Fundamentals of Computer Applications	3
ITEC	2230 Advanced Office Applications.....	3
ITEC	2245 Microcomputer Database Management....	3

**Total Hours: 18**

## **Certificate in General Business**

This program is designed to acquaint students with the fundamental aspects of the American business environment. Those who complete this program will be familiar with the various tracts within the business discipline and be better prepared to make a decision regarding further study and/or training.

<b>COURSES</b>		<b>Hours</b>
ACCT	2101 Principles of Accounting I.....	3
BUSA	2105 Communicating in the Business Environment	3
CISM	2201 Fundamentals of Computer Applications	3
ECON	2105 Principles of Macroeconomics.....	3
ENGL	1101 Composition I.....	3
MATH	1111 College Algebra.....	3
<b>Total Hours:</b>		<b>18</b>

## **Certificate in Office Technology**

Individuals who complete this program will be skilled in the use and application of Microsoft Office in a professional administrative environment. They will also be prepared for MOUS (Microsoft Office User Specialist) testing. These individuals will be prepared for employment as administrative assistants and/or management trainees.

<b>COURSES</b>		<b>Hours</b>
CISM	2201	Fundamentals of Computer Applications 3
ITEC	2230	Advanced Office Applications.....3
ITEC	2235	Web Page Design.....3
ITEC	2245	Microcomputer Database Management....3
ACCT	2101	Principles of Accounting I.....3
BUSA	2155	Business Law.....3

**Total Hours: 18**



## **Certificate in Sales Technology**

This program is designed to help students develop marketing and sales skills and introduce students to the process of marketing and sales planning. Students who complete this program will be prepared for employment as marketing trainees in many retail, wholesale, services and manufacturing businesses.

<b>COURSES</b>		<b>Hours</b>
MKTG	2175	Principles of Marketing.....3
MKTG	2176	Personal Selling.....3
MKTG	2177	Advertising and Sales Promotion.....3
ACCT	2101	Principles of Accounting I.....3
CISM	2201	Fundamentals of Computer Applications3
BUSA	2155	Business Law.....3

**Total Hours: 18**

## **Certificate in Small Business Management**

This program is designed to acquaint students with the processes required to initiate and operate a small business, emphasizing the entrepreneurial aspect. Those who complete this program will be exposed to many of the skills necessary to initiate and run his/her own business – such as legal requirements, financial planning, and the effective management of employees.

<b>COURSES</b>		<b>Hours</b>
BUSA	2155 Business Law.....	3
MGMT	2166 Small Business Management.....	3
MGMT	2167 Human Resource Management.....	3
ACCT	2101 Principles of Accounting I.....	3
CISM	2201 Fundamentals of Computer Applications	3
MKTG	2175 Principles of Marketing.....	3

**Total Hours: 18**

## **Certificate in Web Technologies**

Individuals who complete this program will be skilled in the development of web-based applications including the incorporation of a variety of media to build data-driven web sites. They will also learn the principles of web-server management. These individuals will be prepared for employment as webmasters and/or instructional support specialists.

<b>COURSES</b>		<b>Hours</b>
CISM	2201	Fundamentals of Computer Applications 3
ITEC	2280	Active Server Pages.....3
ITEC	2235	Web Page Design.....3
ITEC	2236	Introduction to Multimedia for Web...3
ITEC	2261	Web Applications Development.....3
ITEC	2285	Web Server Administration.....3

**Total Hours: 18**

# **The Division of Nursing and Health Services**

## **ASSOCIATE DEGREE PROGRAM**

The Division of Nursing and Health Services is an integral part of the college and offers educational opportunities to qualified individuals who seek a career in nursing. A student pursues a planned course of study, which will help him/her develop intellectually, emotionally, and socially in preparation for nursing practice as a registered nurse (RN).

The associate degree program is accredited by the National League for Nursing Accrediting Commission and approved by the Georgia Board of Nursing. The nursing program provides a curriculum, which assists an individual to give safe, effective nursing care for culturally diverse clients in a variety of health care settings. The registered nurse functions as a member of the health care team in promoting and restoring optimal health. The program consists of courses in nursing Fundamentals, Health & Physical Assessment, Medical/Surgical, Maternal-Child & Women's Health, and Pediatric Nursing. A variety of teaching/learning strategies are utilized throughout the program. In addition to the classroom hours, the student will participate in clinical, skills, and computer laboratory experiences.

Abraham Baldwin College offers a Generic RN Track and a One-Day RN Transition Track program. The Generic Track is the six semester traditional nursing program for any student who meets the admission criteria. The One-Day Transition Track is offered to provide the licensed practical nurse or licensed paramedic with an opportunity for advanced placement. A student successfully completing NURS 1115 Transition to Associate Degree Nursing, NURS 1109 Health & Physical Assessment may enroll in the sophomore nursing sequence.

Prospective students need to be aware that clinical, skills and computer laboratory experiences may be taught during day, evening or night hours and at different locations based on the availability of appropriate learning experiences for each nursing course. Certain hours for clinical, skills or computer laboratory experiences cannot be guaranteed. Transportation to clinical sites is the responsibility of the student.

Students must complete several general education courses to be eligible for admission into the nursing program. Because of the academically demanding program of study in the nursing curriculum, it is highly recommended that a student who anticipates enrolling in the nursing program complete as many additional general education courses as possible prior to admission.

The College offers many extra-curricular activities, which supplement the academic program and provide leadership and diversional opportunities. A nursing student is 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 of Science in Nursing Degree and is eligible to apply to take the examination for licensure as a registered nurse (RN). Permission to take the licensing examination is granted by the state examining board. Graduates who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

## **Program Outcomes**

The nursing graduate will:

1. Demonstrate a knowledge of nursing practice necessary for performance as an entry level registered nurse.
2. Demonstrate the ability to function as an associate degree nurse in the roles of provider of care, manager of care, and member within the discipline of nursing.
3. Demonstrate critical thinking skills in the utilization of the nursing process to meet the needs of culturally diverse clients.
4. Demonstrate the ability to practice in diverse health care settings.
5. Participate in activities which support the value of life-long learning.

## **STANDARDS FOR ADMISSION AND RETENTION**

To enter the nursing program, a student must first be admitted to the college. Admission to the college, however, does not guarantee admission into the nursing program. A separate letter from the Division of Nursing and Health Services will be sent to the student upon acceptance into the program. A candidate for the Associate Degree in Nursing must possess assessment, communication, psychomotor, and behavioral skills. Reasonable accommodations may be made for some disabilities. However, each candidate is expected to perform in a safe and reasonably independent manner as demonstrated by:

- \*1. ASSESSMENT - A candidate must be able to assess a client accurately. Examples of assessment include: listening to heart and breath sounds, visualizing the appearance of a surgical wound, detecting the presence of a foul odor, and palpating an abdomen.
2. COMMUNICATION - A candidate must be able to interact therapeutically with clients and to communicate effectively with other members of the health care team. The candidate must be able to obtain and record information, describe client situations, and perceive non-verbal communication.
3. PSYCHOMOTOR - A candidate must have adequate psychomotor function to work effectively with nursing problems and issues and carry out related nursing care. Examples of nursing care include: assisting clients with daily hygiene care; moving, ambulating, and positioning clients; performing invasive procedures such as venipuncture and urinary catheterization; administering intravenous, intramuscular, subcutaneous, and oral medications; applying pressure to stop bleeding.
4. BEHAVIORAL - A candidate must have the emotional health required to maximize his/her intellectual abilities. Candidates must be able to tolerate physically demanding workloads and to function effectively during stressful situations. All candidates must be able to adapt to ever-changing environments, which require flexibility, interaction skills, and ability to function in the case of uncertainty that is inherent in clinical situations involving clients. \*

\*Adapted from Medical College of Georgia's catalog.

Generic Track students are admitted to the nursing program twice a year, at the beginning of fall and spring semesters. One Day Transition Track students are admitted once a year at the beginning of the summer semester.

Deadline dates for application to the nursing program are as follows:

a) Generic Track: March 15 (Fall admission) or September 15 (Spring admission); b) One Day Transition Track: February 15. Applications received after these dates will be considered only if vacancies remain.

### **ADMISSION REQUIREMENTS**

**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. Human Anatomy & Physiology I and II and the corresponding labs must have been completed within the five (5) years prior to initial admission into the nursing program.
2. The Pharmacology for Health Professions must have been completed within one (1) year prior to initial admission into the nursing program. This course is not transferable from another institution and must be taken at ABAC.
3. Human Anatomy & Physiology I and II and Microbiology and the corresponding labs and Pharmacology for Health Professions may be repeated **one time only**. If a student has more than one failure that is more than five (5) years old, a student may retake the course(s). After successful completion of the course(s), the student may apply to the nursing program.
4. A student must achieve a minimum grade of a C in all core courses applicable to the nursing program.
5. Students will be required to adhere to the Policy & Procedure Manual for Nursing Students in force at the time of admission into the Nursing Program.
6. Students must meet the graduation requirements as listed in a single ABAC catalog which is not more than five years old at the time of their graduation and which is in effect for a term during which they earned academic credit at ABAC.
7. In addition to the immunizations required for admission to the college, a student must show current immunization to Hepatitis B (through completion of the Hepatitis B immunization series or titer screening) or be in the process of completing the HBV series of immunizations before attending clinical laboratory. It is highly recommended that a student have an antibody screening test performed following completion of the HBV series to show adequacy of immunization. A student choosing not to take the HBV series must sign a disclaimer.
8. All nursing students must have a PPD skin test within the past year prior to entering the nursing program or a chest x-ray within the past 3 years. The PPD skin test or chest x-ray must be updated as recommended by the CDC until graduation.
9. A student must have current cardiopulmonary resuscitation (CPR) certification (must include infant, child & adult CPR) and current malpractice insurance while enrolled in the nursing program.
10. A candidate for the Generic Track must meet all of the above admission requirements (#1-9) plus the following additional requirements:
  - a. A student with a minimum composite SAT score of 850 or a composite ACT score of 18 and a minimum 2.30 grade point average (GPA), may enter the program after successful completion of Pharmacology for Health Professions, Human Anatomy & Physiology I, and Introduction to General Psychology each with a C or better. All other core course requirements will be finished while completing the nursing sequence.

- b. A student without the minimum composite SAT or ACT score is required to have a minimum 2.30 grade point average (GPA) on a minimum of 20 semester hours of core courses applicable to the nursing curriculum. The 20 hours **must include** Human Anatomy & Physiology I and II and corresponding labs, Pharmacology for Health Professions, and Introduction to General Psychology with a grade of C or better. All other core course requirements will be finished while completing the nursing sequence.
  - c. Only core courses required for the associate degree nursing program will be used to calculate the grade point average. Grades achieved in **each attempt** will be used in the calculation of this grade point average.
  - d. A student who is not required to take the SAT or ACT by the college (a student who has been out of high school for five or more years) may elect to take one of these tests in order to achieve the minimum score required for nursing or may elect to take the 20 hours, as described above.
  - e. A student with a previously earned bachelor's or higher degree may enter the program with a minimum 2.30 grade point average and successful completion of Pharmacology for Health Professions, Human Anatomy and Physiology I and corresponding lab, and Introduction to General Psychology each with a C or better.
11. A candidate for the One-Day Transition Track must meet all of the above admission requirements (#1-9) plus the following additional requirements:
- a. A student must hold current LPN or Paramedic licensure in the state of Georgia.
  - b. A student must have successfully completed a minimum of 25 semester hours of core courses. The 25 hours must include Human Anatomy and Physiology I and II and corresponding labs, Pharmacology for Health Professions, Introduction to General Psychology, Composition I, and Introduction to Human Development. All other core course requirements will be finished while completing the nursing sequence.
  - c. A student must have a minimum grade point average of 2.30. Only core courses required for the associate degree nursing program will be used to calculate the grade point average. Grades achieved in each attempt will be used in the calculation of this grade point average.
  - d. A student must purchase Transition Course Review Modules and successfully complete a comprehensive examination prior to admission into the program. Students will have two attempts to successfully complete this examination with a 75% or higher grade. If a grade of at least 75% is not achieved on the second attempt, the student will no longer be eligible to apply for admission to the One-Day Transition Track. Successful completion of this exam grants the student clep credit for NURS 1108 and NURS 1110.
  - e. It is highly recommended that a student complete all core courses prior to admission into the program.
  - f. Students transferring all core course credit from another institution must take a minimum of 30 semester hours at ABAC to be eligible for graduation.

### **ACADEMIC PROGRESSION REGULATIONS**

1. Students must achieve a minimum theory grade of 75 and a satisfactory grade in the clinical laboratory, nursing skills

- laboratory, and designated class activities in each nursing course in order to be admitted into the next semester of nursing.
2. A student must achieve a minimum grade of a C in all core courses applicable to the nursing program. A minimum grade point average (GPA) of 2.00 must be maintained.
  3. Introduction to Human Development must be taken as a pre-requisite or as a co-requisite with NURS 1108 & NURS 1109. Human Anatomy and Physiology II must be taken as a pre-requisite or as a co-requisite with NURS 1110. Microbiology must be taken as a pre-requisite to NURS 2207 & 2208
  3. Each Human Anatomy & Physiology, Microbiology and corresponding lab courses and Pharmacology for Health Professions may be repeated **one time only**.
  4. Failure in two nursing courses (same course or separate courses) in the Generic Track Program will result in dismissal from the program. Failure in one nursing course in the One Day Transition Track Program will result in dismissal from that program. A "WF" will be considered a failure.
  5. If a student chooses to withdraw from a nursing course, he/she must withdraw from all co-requisite nursing courses if applicable.
  6. If a student has one proven incident of gross unprofessional conduct or behavior, he/she will receive a "WF" in the course and be permanently dismissed from the nursing program without possibility of readmission.
  7. Academic dishonesty will not be tolerated. Any proven occurrence may result in a course grade of "WF" and permanent dismissal from the nursing program without possibility of readmission. Refer to the college policy regarding due process for academic dishonesty.
  8. Students are required to purchase the Total Testing Package. Fees for this package are equally divided over the four nursing semesters. This package includes the cost of malpractice insurance, Kaplan Stars Testing Packages, a comprehensive competency validation examination, course syllabi and materials, skills laboratory equipment, and a NCLEX review course.
  9. Successful completion of a comprehensive Competency Validation Examination is required in order to exit NURS 2210 Nursing VII-Medical-Surgical Three. Students who fail the exam will be given only one opportunity to retake it. Failure to pass the examination on the second attempt will result in a grade of "D" in the course. Only students with a passing grade in NURS 2209 and NURS 2210 will be allowed to take the examination.
  10. A student must maintain current cardiopulmonary resuscitation (CPR) certification (must include infant, child & adult CPR) and current malpractice insurance while enrolled in the nursing program. Proof of CPR certification must be provided to the Division of Nursing Office.
  11. A student enrolled in the nursing program must adhere to the policies and procedures as outlined in the current Nursing Policy and Procedure Manual for Nursing Students. Readmitted students will be held to the Nursing Policy and Procedure Manual in effect when they are formally readmitted to the program.
  12. The two-year nursing sequence must be completed within four years from the beginning of the term in which the student was initially admitted to the nursing program.

### **READMISSION REQUIREMENTS**



**Readmission** to the nursing program is academically competitive and will be based on academic qualifications. **Minimum requirements** for consideration for readmission are as follows:

1. Any student wishing to be considered for readmission must make application to the Nursing Division at least three weeks prior to the desired semester of re-entry. Applications will be reviewed by the Admission/Readmission Committee. Students who experience any break or delay in the progression through the nursing course sequence must apply for readmission to the nursing program. This includes students who have withdrawn (W) from any nursing course or have earned a D or F in a nursing course.
2. Any student wishing to be considered for readmission must have a minimum 2.00 cumulative GPA (calculation based on all attempted nursing courses and all attempted core courses which are applicable to the nursing program) and meet all other initial admission criteria for the nursing program. If all ADN core courses have been completed, then any core courses applicable to the BSN will also be used in the GPA calculation.
3. Any student who has a break or delay in progression through the nursing program (failure or withdrawal) may be considered for readmission, provided criteria 1 and 2 above are met and space is available.
4. The two-year nursing sequence must be completed within four years from the beginning of the term in which the student was initially admitted to the nursing program.
5. Readmitted students will be held to the current Policy and Procedure Manual for Nursing Students in effect when they are formally readmitted to the program.
6. Readmitted students must meet the graduation requirements as listed in a single ABAC catalog which is not more than five years old at the time of their graduation and which is in effect for a term during which they earned academic credit at ABAC.
7. Students who have been dismissed from the Generic Track program due to earning two failures in nursing courses, may be considered for readmission **only** if criteria 1 and 2 above are met **plus** the following stipulations:
  - a. The student must become (be) a LPN or Paramedic and hold current licensure in the state of Georgia.
  - b. The student applies for admission to the One-Day Transition Track, if eligible (see Admission Requirements applicable to the One-Day Transition Track).
8. Students who have received one failure in the One-Day Transition Track program must apply for admission to the Generic Track program, if eligible (see Admission Requirements applicable to the Generic Tracks).
9. Students who have received two failures in the Generic Track and one failure in the One-Day Transition Track will no longer be eligible for readmission into either program.

### **Cost of the Program**

1. Textbooks: \$650-800 for the first semester nursing courses and \$350 or less for each subsequent semester nursing courses
2. Total Testing Package: \$212 - \$250 every semester of the nursing sequence. This package includes:
  - Course materials
  - Skills lab supplies

Standardized tests

Malpractice Insurance

NCLEX-RN Review Course

3. Uniforms and Accessories: \$250-300.
4. Transportation to clinical agencies: cost varies and is the responsibility of each student.
5. Georgia Board of Nursing application and NCLEX-RN exam fees: \$300 upon completion of the nursing program.
6. Graduate Nurse Pin (optional): \$100-200
7. Membership in the Abraham Baldwin College Chapter of the Georgia Association of Nursing Students (GANS) (optional): \$39 per year
8. Additional expenses may be incurred during completion of the nursing program.

**CURRICULUM FOR GENERIC TRACK  
STUDENTS ENTERING NURSING IN THE FALL**

COURSES	SEMESTER	HOURS
<b>SUMMER</b>		
ENUR 1104	PHARMACOLOGY FOR HEALTH PROFESSIONS.....	2
PSYC 1101	INTRODUCTION TO GENERAL PSYCHOLOGY.....	3
CISM 2201	FUNDAMENTALS OF COMPUTER APPLICATIONS.....	3
BIOL 2011	HUMAN ANATOMY & PHYSIOLOGY I.....	3
BIOL 2011L	HUMAN ANATOMY & PHYSIOLOGY LAB I.....	1
<b>FALL</b>		
NURS 1108	NURSING I-FUNDAMENTALS.....	6
NURS 1109	NURSING II- HEALTH & PHYSICAL ASSESSMENT.....	3
ENGL 1101	COMPOSITION I.....	3
PSYC 2103	HUMAN GROWTH AND DEVELOPMENT.....	3
<b>SPRING</b>		
NURS 1110	NURSING III- MEDICAL/SURGICAL ONE.....	6
BIOL 2012	HUMAN ANATOMY & PHYSIOLOGY II.....	3
BIOL 2012L	HUMAN ANATOMY & PHYSIOLOGY LAB II.....	1
<b>SUMMER</b>		
COMM 1000	ORAL COMMUNICATION SKILLS.....	2
BIOL 2050	PRINCIPLES OF MICROBIOLOGY.....	3
BIOL 2050L	PRINCIPLES OF MICROBIOLOGY LAB.....	1
ENGL 1102	COMPOSITION II.....	3
<b>FALL</b>		
NURS 2207	NURSING IV- MEDICAL/SURGICAL TWO.....	6
NURS 2208	NURSING V- MATERNAL-CHILD & WOMEN'S HEALTH.....	4
HIST 2112	UNITED STATES HISTORY II.....	3
<b>SPRING</b>		
NURS 2209	NURSING VI- PEDIATRICS.....	4
NURS 2210	NURSING VII- MEDICAL/SURGICAL THREE.....	6
POLS 1101	AMERICAN GOVERNMENT.....	3

**TOTAL 72**

Regents' Test  
College & Nursing orientation as required  
Physical Education as required.

**CURRICULUM FOR GENERIC TRACK  
STUDENTS ENTERING NURSING IN THE SPRING**

COURSES	SEMESTER	HOURS
<b>FALL</b>		
ENUR 1104	PHARMACOLOGY FOR HEALTH PROFESSIONS.....	2
PSYC 1101	INTRODUCTION TO GENERAL PSYCHOLOGY.....	3
CISM 2201	FUNDAMENTALS OF COMPUTER APPLICATIONS.....	3
BIOL 2011	HUMAN ANATOMY & PHYSIOLOGY I.....	3
BIOL 2011L	HUMAN ANATOMY & PHYSIOLOGY LAB I.....	1
<b>SPRING</b>		
NURS 1108	NURSING I-FUNDAMENTALS.....	6
NURS 1109	NURSING II- HEALTH & PHYSICAL ASSESSMENT.....	3
ENGL 1101	COMPOSITION I.....	3
PSYC 2103	HUMAN GROWTH AND DEVELOPMENT.....	3
<b>SUMMER</b>		
BIOL 2012	HUMAN ANATOMY & PHYSIOLOGY II.....	3
BIOL 2012L	HUMAN ANATOMY & PHYSIOLOGY LAB II.....	1
ENGL 1102	COMPOSITION II.....	3
<b>FALL</b>		
NURS 1110	NURSING III- MEDICAL/SURGICAL ONE.....	6
COMM 1000	ORAL COMMUNICATION SKILLS.....	2
BIOL 2050	PRINCIPLES OF MICROBIOLOGY.....	3
BIOL 2050L	PRINCIPLES OF MICROBIOLOGY LAB.....	1
<b>SPRING</b>		
NURS 2207	NURSING IV- MEDICAL/SURGICAL TWO.....	6
NURS 2208	NURSING V- MATERNAL-CHILD & WOMEN'S HEALTH.....	4
HIST 2112	UNITED STATES HISTORY II.....	3
<b>FALL</b>		
NURS 2209	NURSING VI- PEDIATRICS.....	4
NURS 2210	NURSING VII- MEDICAL/SURGICAL THREE.....	6
POLS 1101	AMERICAN GOVERNMENT.....	3

**TOTAL 72**

Regents' Test  
College & Nursing orientation as required  
Physical Education as required

## CURRICULUM FOR ONE-DAY TRANSITION TRACK

COURSES	SEMESTER	HOURS
<b>FALL</b>		
BIOL 2011	HUMAN ANATOMY & PHYSIOLOGY I.....	3
BIOL 2011L	HUMAN ANATOMY & PHYSIOLOGY LAB I.....	1
ENGL 1101	COMPOSITION I.....	3
PSYC 1101	INTRODUCTION TO GENERAL PSYCHOLOGY.....	3
PNUR 1104	PHARMACOLOGY FOR HEALTH PROFESSIONS.....	2
<b>SPRING</b>		
BIOL 2012	HUMAN ANATOMY & PHYSIOLOGY II.....	3
BIOL 2012L	HUMAN ANATOMY & PHYSIOLOGY LAB II.....	1
PSYC 2103	HUMAN GROWTH AND DEVELOPMENT.....	3
ENGL 1102	COMPOSITION II.....	3
CISM 2201	FUNDAMENTALS OF COMPUTER APPLICATIONS.....	3
<b>SUMMER</b>		
NURS 1115	TRANSITION TO ASSOCIATE DEGREE NURSING.....	3
BIOL 2050	PRINCIPLES OF MICROBIOLOGY.....	3
BIOL 2050L	PRINCIPLES OF MICROBIOLOGY LAB.....	1
COMM 1000	ORAL COMMUNICATION SKILLS.....	2
NURS 1109	NURSING II- HEALTH & PHYSICAL ASSESSMENT.....	3
<b>FALL</b>		
NURS 2207	NURSING IV- MEDICAL/SURGICAL TWO.....	6
NURS 2208	NURSING V- MATERNAL-CHILD & WOMEN'S HEALTH.....	4
HIST 2112	UNITED STATES HISTORY II.....	3
<b>SPRING</b>		
NURS 2209	NURSING VI- PEDIATRICS.....	4
NURS 2210	NURSING VII- MEDICAL/SURGICAL THREE.....	6
POLS 1101	AMERICAN GOVERNMENT.....	3

**TOTAL 63**

Regents' Test  
 College & Nursing orientation as required  
 Physical Education as required

Students will be required to schedule a minimum of FOUR days during the two-year program for observation in specialty units (OR, Day Surgery, Endoscopy, etc).

## **Accrediting Agencies**

National League for Nursing Accrediting Commission  
61 Broadway  
New York City, NY 10006  
(212) 363-5555

Georgia Board of Nursing  
237 Coliseum Drive  
Macon, GA 31217-3858  
(478) 207-1640

## **ADVANCED CERTIFIED NURSE TECHNICIAN**

Individuals who complete this certificate program will be skilled in the basics of age specific patient care and demonstrate the ability to recognize common physical abnormalities. They will be able to utilize the practical aspects of legal and ethical principles to communicate and perform both basic and advanced patient care skills. Satisfactory completion of the competencies of this certificate program will validate the individual's acquisition and application of the knowledge, skills, attitudes, behaviors and work ethic necessary for employment as patient care assistants in adult and pediatric care areas supervised by licensed health care personnel.

### **PROGRAM OF STUDY**

#### **SEMESTER ONE**

MATH 1002	Technical Mathematics .....	3
PNUR 1000	Introduction to Patient Care .....	3
PNUR 1001	Basic Patient Care Skills .....	3

#### **SEMESTER TWO**

ENGL 1101	Composition I .....	3
PNUR 1100	Advanced Patient Care .....	3
PNUR 1101	Advanced Patient Care Skills .....	4

**Total Hours 19**

### **PROGRAM THEORETICAL OUTCOMES**

Students who successfully complete this program will function under the supervision of a licensed health care provider and will be able to:

1. Demonstrate the ability to utilize basic therapeutic communication techniques to interact with pediatric and adult patients.
2. Recognize common physical abnormalities among a variety of age groups.
3. Report patient findings that have the potential to seriously jeopardize care or recovery.
4. Apply health care related legal and ethical principles to a variety of patient care situations.
5. Utilize knowledge of growth and development concepts to administer age specific care to patients.
6. Demonstrate the attitudes, behaviors and work ethic required to function as a part of the health care team.

### **PROGRAM PSYCHOMOTOR SKILL OUTCOMES**

Students who successfully complete this program will, under the supervision of a licensed health care worker, be able to:

1. Apply the principles of Standard Precautions and medical and surgical asepsis to the care of pediatric and adult patients.
2. Assess vital signs.
3. Perform clean and sterile dressing applications.
4. Obtain clean and sterile specimens for standard diagnostic tests.
5. Insert, monitor and discontinue an intermittent and indwelling urinary catheter.
6. Remove sutures and staples as directed.
7. Apply and monitor standard, external oxygen delivery appliances.

8. Utilize a pulse oximetry device to assess a patient's oxygenation status.
9. Administer cleansing enemas.
10. Perform hemocult testing.
11. Assess finger stick glucose levels utilizing bedside equipment.
12. Perform venapuncture for the purpose of diagnostic laboratory testing.
13. Assess both intermittent and continuous peripheral intravenous access sites.
14. Assist with patient positioning and activity skills.
15. Perform ostomy care.
16. Calculate and record simple patient intake and output measurements.
17. Apply the external monitoring devices commonly used in patient areas.

### **VALIDATION OF PROGRAM OUTCOMES**

This program will conclude with the successful completion of a supervised practicum of thirty hours in the clinical laboratory setting and the application of theoretical concepts and psychomotor skills. Successful completion and / or attainment of specific skills and theoretic competences will yield certification by the division.

### **STANDARDS FOR ADMISSION**

To enter the certificate program, a student must first be admitted to the college and exit all learning support requirements. Candidates for the certificate program must possess the communication, psychomotor and behavioral skills to perform in a safe and reasonably independent manner. Application for admission must be made through the division of nursing and health services. Preference will be given based upon application date. Applications will be good for one year.

### **ACADEMIC RETENTION AND PROGRESSION**

Students must achieve a C in all courses. Division of Nursing and Health Services courses may be repeated one (1) time only. PNUR 1101 (Advanced Patient Care Skills) will culminate with the student achieving a passing score of 70% on the theory portion of a certification examination and Satisfactory (S) on the Skills Performance Examination. Each portion of the certification examination may be repeated one (1) time only. The practicum experience of PNUR 1101 will occur following completion of the certification examination. Prior to beginning the practicum the student must complete number 7, 8 and 9 (with the exception of malpractice insurance) under Admission Requirements for the Associate Degree Program. Uniforms for the practicum will be required.



# The Division of Social Science

## CRIMINAL JUSTICE General Option

The Criminal Justice Curriculum is designed to prepare a student for careers in the criminal justice system. The two-year Associate degree program has been designed to include courses in general education and to provide a minimum of 36 semester hours in the specialized field of law enforcement. Students majoring in Criminal Justice must earn a "C" or better in CRJU courses.

The student who completes the curriculum listed below will receive the Associate of Applied Science degree in Criminal Justice.

<b>COURSES</b>			<b>Hours</b>
CISM	2201	Fundamentals of Computer Applications	3
CRJU	1100	Introduction to Criminal Justice.....	3
CRJU	2200	Criminal Law.....	3
CRJU	2215	Constitutional Law.....	3
ENGL	1101	Composition I.....	3
ENGL	1102	Composition II.....	3
HIST	2112	United States History II.....	3
MATH	1002	Technical Mathematics (or higher)....	3
POLS	1101	American Government.....	3
SOCI	1101	Introduction to Sociology <b>OR</b>	
PSYC	1101	Introduction to General Psychology...	3

Select 3 hours from the following:

COMM	1100	Human Communications.....	3
COMM	1000	Oral Communication Skills.....	2
SPAN	1100A	Spanish for Law Enforcement Officers.	1

Select 27 hours from the following:

CRJU	1110	Police Administration.....	3
CRJU	1125	Introduction to Policing.....	3
CRJU	1150	Narcotics and Dangerous Substances...	3
CRJU	1165	Homicide Investigation.....	3
CRJU	1170	Correctional Process.....	3
CRJU	2155	Introduction to Criminal Procedure...	3
CRJU	2210	Juvenile Procedures.....	3
CRJU	2220	Criminal Investigation.....	3
CRJU	2230	Introduction to Criminology.....	3
CRJU	2235	Law Enforcement Internship.....	6
SOCI	1160	Introduction to Social Problems.....	3

PHED 1100 and two PE activities  
Freshman Seminar  
Regents' Test

**TOTAL 60**

## 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. A student completing this program will have met the minimum standards for Georgia P.O.S.T. Basic Peace Officer Certification. Students majoring in Criminal Justice must earn a “C” or better in CRJU courses.

The student who completes the curriculum listed below will receive the Associate of Applied Science degree in Criminal Justice–Law Enforcement.

COURSES	Hours
CISM 2201 Fundamentals of Computer Applications	3
ENGL 1101 Composition I.....	3
ENGL 1102 Composition II.....	3
HIST 2112 United States History II.....	3
MATH 1002 Technical Mathematics (or higher)....	3
POLS 1101 American Government.....	3
SOCI 1101 Introduction to Sociology <b>OR</b>	
PSYC 1101 Introduction to General Psychology...3	3
CRJU 1100 Introduction to Criminal Justice....3	3
CRJU 1110 Police Administration.....	3
CRJU 1125 Introduction to Policing.....	3
CRJU 1150 Narcotics and Dangerous Substances...3	3
CRJU 1165 Homicide Investigation.....	3
CRJU 2155 Introduction to Criminal Procedure...3	3
CRJU 2200 Criminal Law.....	3
CRJU 2210 Juvenile Procedures.....	3
CRJU 2215 Constitutional Law.....	3
CRJU 2220 Criminal Investigation.....	3
CRJU 2230 Introduction to Criminology.....	3
CRJU 2235 Law Enforcement Internship.....	6
Select 3 hours from the following:	
COMM 1100 Human Communications.....	3
COMM 1000 Oral Communication Skills.....	2
SPAN 1100A Spanish for Law Enforcement Officers.	1
PHED 1100 and two PE activities	
Freshman Seminar	
Regents' Test	

**TOTAL 66**

## HUMAN SERVICES TECHNOLOGY

The Human Services program is designed to serve the following objectives:

1. To contribute to the enrichment of general education by helping a student know and understand social welfare needs, services, and issues.
2. To prepare a student for immediate employment in social welfare positions not requiring the bachelor's degree or graduate work in Human Services.
3. To prepare a student for immediate employment in one of the other human services occupations.

### General Option

The Human Services curriculum is a four or five semester program with cooperative work experience being required as indicated. The student who completes the curriculum listed below will receive the Associate of Applied Science degree in Human Services.

COURSES	Hours
BIOL 1003/1003L, BIOL 1004/1004L <b>or</b> higher sequence	8
CISM 2201 Fundamentals of Computer Applications	3
COMM 1100 Human Communications.....	3
ENGL 1101 Composition I.....	3
ENGL 1102 Composition II.....	3
ENGL 2111 World Literature I or higher.....	3
HUMN 2221 Western World Humanities I or higher.	3
GNDR 1101 Introduction to Gender Studies.....	2
HIST 1111 World History I <b>or</b>	
HIST 1112 World History II <b>or</b>	
HIST 2111 United States History I.....	3
HIST 2112 United History II.....	3
HMSR 2101 Coop Field Exp in Human Services <b>and</b>	
HMSR 2102 Coop Field Exp in Human Services.....	8
MATH 1002 Technical Mathematics (or higher)....	3
POLS 1101 American Government.....	3
PSYC 1101 Introduction to General Psychology...	3
PSYC 2201 Introduction to Abnormal Behavior <b>or</b>	
PSYC 2103 Human Growth & Development <b>or</b>	
PSYC 2101 Introduction to Psychology of Adjustment	3
SOCI 1101 Introduction to Sociology.....	3
SOCI 1160 Introduction to Social Problems.....	3
SOCI 2110 Human Services and Social Policy.....	3
SOCI 2293 Introduction to Marriage and Family..	3
SOCI 2400 Human Services Lab in Field Work <b>or</b>	
SPAN 1001 Introductory Spanish (or higher).....	3
PHED 1100 and two PE activities	
Freshman Seminar	
Regents' Test	

**TOTAL 66**

## Social and Legal Services Option

This curriculum is appropriate for a student wishing to prepare for work with clients of all ages needing services from social work agencies or the criminal law system. The student who completes the curriculum listed below will receive an Associate of Applied Science degree in Human Services.

<b>COURSES</b>		<b>Hours</b>	
CISM	2201 Fundamentals of Computer Applications	3	
COMM	1100 Human Communications.....	3	
CRJU	1100 Introduction to Criminal Justice.....	3	
ENGL	1101 Composition I.....	3	
ENGL	1102 Composition II.....	3	
GNDR	1101 Introduction to Gender Studies.....	2	
HIST	2112 United States History II.....	3	
MATH	1101 Mathematical Modeling or higher, Excluding MATH 1105.....	3	
POLS	1101 American Government.....	3	
PSYC	1101 Introduction to General Psychology...	3	
PSYC	2103 Human Growth & Development.....	3	
SOCI	1101 Introduction to Sociology.....	3	
SOCI	2110 Human Services and Social Policy.....	3	
SOCI/FACS	2293 ..Introduction to Marriage and Family	3	3
SOCI	2400 Human Services Lab in Field Work.....	3	
Select 6 of the following courses:			
CRJU	1170 Correctional Process.....	3	
CRJU	2200 Criminal Law.....	3	
CRJU	2210 Juvenile Procedures.....	3	
CRJU	2230 Introduction to Criminology.....	3	
PSYC	2201 Introduction to Abnormal Behavior....	3	
PSYC	2101 Introduction to Psychology of Adjustment	3	3
SOCI	1160 Introduction to Social Problems.....	3	
SPAN	1001 Introductory Spanish (or higher).....	3	
PHED 1100 and two PE activities			
Freshman Seminar			
Regents' Test			

**TOTAL 62**

**Certificate in Instructional Support Personnel (ISP)  
Designed for the Paraprofessional**

This program of study for Instructional Support Personnel is designed to develop knowledge in core subject matter areas necessary to increase achievement levels for all students. Those seeking this certificate will also be able to strengthen their interpersonal, communication, and management skills. All coursework completed satisfactorily in this program will count toward an Associate of Science transfer major in Early Childhood Education, in response to the requirements of No Child Left Behind. Students must follow the application procedures of ABAC, take appropriate placement exams, and complete any required Learning Support courses prior to acceptance into this certificate program.

<b>COURSES</b>	<b>Hours</b>
<b>First Semester</b>	
ENGL 1101 Composition I .....	3
PSYC 1101 Introduction to Psychology .....	3
<b>Second Semester</b>	
ENGL 1102 Composition II .....	3
MATH 1101 Mathematical Modeling or	
MATH 1111 College Algebra .....	3
<b>Third Semester</b>	
EDUC 2204 Foundations of Education .....	3
CISM 2201 Fundamentals of Computer Applications or	
HIST 2112 United States History II .....	3
<b>TOTAL 18</b>	

# Cooperative Degree Program Abraham Baldwin College and East Central Technical College

Banking and Finance  
Business and Office Technology  
Computer Information Systems  
Convergent Telecommunications Technology  
Cosmetology  
Early Childhood Care and Education  
Marketing Management  
Pharmacy Technology  
Practical Nursing

Under a cooperative arrangement with the East Central Technical College, Abraham Baldwin offers a joint program leading to the Associate of Applied Science degree in the nine areas listed above. These programs are designed to educate a student in areas leading to immediate employment.

The technical component of these joint programs is completed at East Central Tech's campus in Fitzgerald. A student who completes one of the nine programs at East Central Tech listed above, the 24 semester hours listed below, and other graduation requirements (including Learning Support) listed elsewhere in this catalog will receive the Associate of Applied Science degree from Abraham Baldwin College. At least 16 of the 24 semester hours required for the cooperative degree diploma (Associate of Applied Science) must be earned in residence at Abraham Baldwin College.

1. Learning Support as required.
2. Career Core Curriculum as outlined below:

<b>COURSES</b>	<b>Hours</b>
ENGL 1101 English Composition I .....	3
HIST 2112 United States History II .....	3
POLS 1101 American Government .....	3
COMM 1100 Human Communications .....	3
MATH 1002 Technical Mathematics (or higher) .....	3

One of the following .....4  
 PHSC 1011/1011L Physical Science I  
 PHSC 1012/1012L Physical Science II  
 BIOL 1003/1003L Introductory Biology I  
 CHEM 1211/1211L Principles of Chemistry I  
 Choose 3 hours below .....3  
 ENGL 1102 Composition II  
 PSYC 1101 Introduction to General Psychology  
 SOCI 1101 Introduction to Sociology  
 ECON 2105 Macro-economics  
 HIST 2111 United States History I  
 CISM 2201 Introduction to Computer Information Systems  
 Physical Education requirement:  
 PHED 1100C Health and Wellness .....2

**TOTAL 24**

3. Block transfer quarter credit for successful completion of an approved technical program with East Central Tech

# Cooperative Degree Program Abraham Baldwin College and Moultrie Technical College

Accounting	Diesel Equipment Technology
Advanced Air Conditioning Technology	Drafting
Advanced Drafting	Early Childhood Care and Education
Advanced Drafting and Design	Electrical Construction and Maintenance
Advanced Machine Tool Technology	Electronics Technology
Air Conditioning Technology	Fire Science Technology
Automotive Collision Repair	Industrial Electric Technology
Automotive Technology	Industrial Maintenance Technology
Business and Office Technology	Marketing and Management
Cabinet Making	Masonry
Carpentry	Medical Assisting
Computer Information Systems	Practical Nursing
	Plumbing
	Radiologic Technology

Under a cooperative arrangement with the Moultrie Area Technical College, Abraham Baldwin offers a joint program leading to the Associate of Applied Science degree in the twenty-six areas listed above. These programs are designed to educate a student in areas leading to immediate employment.

The technical component of these joint programs is completed through Moultrie Area Technical College. A student who completes one of the twenty-four programs at Moultrie Area Technical Institute listed above, the 24 hours listed below, and other graduation requirements (including Learning Support) listed elsewhere in this catalog will receive the Associate of Applied Science degree from Abraham Baldwin. At least 16 of the 24 semester hours required for the cooperative degree diploma (Associate of Applied Science) must be earned in residence at Abraham Baldwin College.

1. Learning Support as required.
2. Career Core Curriculum as outlined below:



<b>COURSES</b>		<b>Hours</b>
ENGL	1101 English Composition I.....	3
HIST	2112 United States History II.....	3
POLS	1101 American Government.....	3
COMM	1100 Human Communications.....	3
MATH	1002 Technical Mathematics (or higher)....	3
One of the following .....		4
PHSC	1011/1011L Physical Science I	
PHSC	1012/1012L Physical Science II	
BIOL	1003/1003L Introductory to Biology	
CHEM	1211/1211L Principles of Chemistry I	
Choose 3 hours below .....		3
ENGL	1102 English Composition II	
PSYC	1101 Introduction to General Psychology	
SOCI	1101 Introduction to Sociology	
ECON	2105 Macro-economics	
HIST	2111 United States History I	
CISM	2201 Introduction to Computer Information Systems	
Physical Education requirements:		
PHED	1100C Health and Wellness.....	2
		<b>TOTAL 24</b>
3. Block transfer quarter credit for successful completion of an approved technical program with Moultrie Tech		

D e s c r i p t i o n  
o f C o u r s e s

**ABAC 1000 FRESHMAN SEMINAR.** 1 hour. Two hours of lecture each week for the first half of the semester. This course is designed to provide orientation to the institution and to college living that will aid the student in transition to the college environment. ABAC 1000 is required for each first-time entering freshman. Fall, Spring, Summer.

**ACCT 2101 PRINCIPLES OF ACCOUNTING I.** 3 hours. A study of the underlying theory and application of financial accounting concepts. Fall, Spring, Summer.

**ACCT 2102 PRINCIPLES OF ACCOUNTING II.** 3 hours. Prerequisite: ACCT 2101 with a "C" or better. A study of the underlying theory and application of managerial accounting concepts. Fall, Spring, Summer.

**AECO 1150 FARM ORGANIZATION AND MANAGEMENT.** 3 hours. A study of farm management with major emphasis upon decision-making and efficient use of farm resources. Fall.

**AECO 2258 AGRICULTURAL ECONOMICS.** 3 hours. A study of the economic principles of Agricultural Economics and the application of these principles to the solution of agricultural and farm business problems. Fall, Spring.

**AECO 2260 AGRICULTURAL MARKETING.** 3 hours. A technical course of marketing methods, practices and policies in agriculture. The course emphasizes the management applications of marketing techniques in an agricultural environment. Spring.

**AENG 1109 ENGINEERING GRAPHICS.** 3 hours. A course designed to teach the use of computer aided drafting for lettering, detailing, orthographic and pictorial methods of presentations; and the representation of geometrical magnitudes by means of points, lines, planes and solids and their application in the solution of problems is also covered. Fall.

**AENG 1121 ENGINEERING MEASUREMENTS.** 3 hours. A course teaching surveying methods, instruments and computations related to field problems in taping, leveling, directions, curves and land surveying. As needed.

**AENG 2207 INTRODUCTORY METAL AND WOOD TECHNOLOGY.** 3 hours. A course designed to develop the basic understanding and skills in metal work; selection, care and use of materials, hand tools, and power equipment. Emphasis will be made in cold and hot metal work, gas and arc welding, plumbing, soldering, and surface finishing. Fall, Spring, Summer.

**AENG 2210 SURVEYING.** 3 hours. A course designed to teach surveying methods, instruments, and computations related to field problems in taping, leveling, directions, curves, and level surveying. Fall, Spring.

**AENT 1110 FARM MACHINERY AND EQUIPMENT.** 3 hours. The study of basic farm machinery including the assembly, operation, repair and care of machinery used on the farm. Fall.

**AENT 1113 POWER EQUIPMENT.** 3 hours. A course designed to teach the operation and maintenance of various equipment used in agricultural and forest production. Fall, Spring, Summer.

**AENT 1114 TURFGRASS EQUIPMENT.** 3 hours. 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. Fall.

**AENT 1120 PRINCIPLES OF ENGINES.** 3 hours. A course designed to teach the theory of engines along with practical application of power units and the associated components. Fall.

**AENT 2200 AGRICULTURAL EQUIPMENT PROJECTS.** 3 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 for the course. Fall, Spring, Summer.

**AENT 2213 PRINCIPLES OF HYDRAULICS.** 3 hours. A course designed to teach the hydraulic theory of transmission of power: Analysis of hydraulic systems by mathematical means and testing are covered. Spring.

**AENT 2220 DRAINAGE, IRRIGATION AND EROSION CONTROL.** 3 hours. This course includes many of the practical aspects and field techniques of soil and water conservation with emphasis in those aspects important to the Southeast. A study is made of the nature of the erosion processes and the need for conservation practices. The design and construction of terraces, waterways, drainage systems, irrigating systems and farm ponds are covered. Spring, Summer.

**AENT 2269 INTERNSHIP.** 12 hours. An internship for students in Agricultural Equipment Technology should have completed 27 semester hours prior to enrolling. Fall, Spring, Summer.

**AENT 2280 FARM ELECTRIFICATION.** 3 hours. A basic course in electrification designed to cover AC and DC electrical principles. Electrical wiring, load capacity, and current

carrying capability will be stressed. Spring.

**AGRI 2100 LIVESTOCK COMPUTER SOFTWARE APPLICATION.** 1 hour. This course is designed for agricultural certificate programs. The student will be introduced to software programs that will assist in record keeping of daily activities and financial transactions in a livestock operation. Spring.

**AGRI 2200 AGRICULTURAL PROJECTS.** 3 hours. A conference and practical-experience course directed to the technology student. A project selected by the student and advisor will form the basis of this course. Individual and group problems related to projects will be discussed. Fall, Spring, Summer.

**AGRI 2201 SPECIAL PROBLEMS IN AGRICULTURE.** 3 hours. The course will be conducted in an 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 provide the student an opportunity to become acquainted with research and problem solving in all areas of agriculture. Fall, Spring, Summer.

**AGRI 2202, 2203, 2204 INTERNSHIP.** 3 hours each. An internship for students in Agriculture and Horticulture Technology desiring to enroll in multiple non-full time internship experiences. Fall, Spring, Summer.

**AGRI 2205 INTERNSHIP.** 6 hours. An internship for students in Agriculture and Horticulture Technology desiring to enroll for 6 credit hours in one semester. Fall, Spring.

**AGRI 2206 INTERNSHIP.** 12 hours. An internship for students in the Agricultural Management or Agricultural Marketing Options of the Agricultural Technology program. Fall, Spring, Summer.

**AGRI 2207 INTERNSHIP.** 12 hours. An internship for students in the Plant Sciences Option of the Agricultural Technology program. Fall, Spring, Summer.

**AGRI 2208 INTERNSHIP.** 12 hours. An internship for students in Animal Science Technology, Livestock Health Technology and Poultry Science Technology. Fall, Spring, Summer.

**AGRI 2209 AGRICULTURAL SEMINAR.** 1 hour. An industry-awareness and exploration course consisting of various topics associated with the agricultural industry. Fall, Spring.

**AGRP 1125 FUNDAMENTALS OF PLANT PROTECTION.** 3 hours. A combined lecture and laboratory course embracing the basic principles of insects, disease and weed control in field crops and turfgrass. Emphasis is given to widely applicable control principles and the practical application of control methods. Fall, Spring, Summer.

**AGRP 1126 PESTICIDE APPLICATION.** 1 hour. Discussions and practicums with weekly 2-hour sessions for 8 weeks. Focus will include interpreting pesticide labels, pesticide selection and calibrations, safe mixing practices and equipment calibrations. A basic understanding of mathematics will be needed to successfully complete mathematical problems associated with calibrations. Fall and Spring.

**AGRY 1110 FORAGE CROPS AND PASTURES.** 3 hours. A combined lecture and laboratory course designed to study in greater detail the crops pertaining to livestock farming. Emphasis is placed on the grasses, legumes and grain crops produced in the area. Topics include assessment, crop production, grazing schedules, pasture renovation and basic plant biology. Fall.

**AGRY 2020 SOILS AND FERTILIZERS.** 4 hours. A lecture course with a laboratory component designed to complement and support course work in the division's various agricultural programs. Emphasis is placed on the more important soil properties, the nutrient requirements of plants, and fertilizers. Fall, Spring.

**AGRY 2030 FIELD CROP PRODUCTION.** 3 hours. A lecture course with a laboratory component designed to familiarize students with the basic principles and theories for modern field crop production. Emphasis is placed on the major field crops of Georgia and the Southeast. All aspects of production are covered from initial planning to market. Spring.

**AGRY 2224 PRECISION AGRICULTURE.** 2 hours. This two-hour course is designed for students in an agricultural certificate program. Topics would include the theoretical bases for Precision Agriculture and the software and hardware needed. Students will do field mapping, application of fertilizer and pesticides, and yield monitoring. Spring.

**ARTS 1010 DRAWING.** 3 hours. 6 hours lab per week. An introduction to the techniques, principles and materials of drawing. A foundation course in which concepts of composition, figure/ground, line, and value plus the techniques of contour and gesture drawing and the conventions of linear and aerial perspective are studied using a variety of traditional and non-traditional drawing techniques. Fall.

**ARTS 1020 TWO DIMENSIONAL DESIGN.** 3 hours. 6 hours lab per week. An elementary course in formal elements of art and principles of two-dimensional design and an introduction to color theory. Fall.

**ARTS 1030 THREE DIMENSIONAL DESIGN.** 3 hours. 6 hours lab per week. A course in principles of three-dimensional design. An introduction to the methods, materials, tools and safety-procedures of sculpture. Spring.

**ARTS 1040 INTRODUCTION TO CAREERS IN VISUAL ART.** 1 hour. An introduction to the options for professional training and careers in the visual arts. Fall.

**ARTS 2030 COMPUTER ARTS.** 3 hours. 6 hours lab per week. An introductory course to develop basic skills in computer applications used in the visual arts. Students explore the computer and digital technologies as tools to produce digital images for commercial and fine art. Spring.

**ARTS 2211 ART HISTORY I.** 3 hours. A survey of Western art from prehistoric through medieval times. The formal characteristics of the painting, sculpture, architecture, and some of the minor arts will be analyzed. An introduction to the basic knowledge necessary for painting, sculpture, and the related arts. A study of outstanding examples of painting, sculpture, and the related arts. Spring, even years.

**ARTS 2212 ART HISTORY II.** 3 hours. A survey of world art from the early Renaissance to the present. The formal characteristics of the painting, sculpture, architecture, and some of the minor arts will be analyzed. 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. Spring, odd years.

**ARTS 2213 ART APPRECIATION.** 3 hours. 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, Spring.

**ARTS 2216 INTRODUCTION TO PAINTING.** 1 hour. 2 hours lab per week. An introduction to the techniques, principles and materials of painting. This course is intended for non-art majors. Fall.

**ARTS 2217 PAINTING.** 3 hour. 6 hours lab per week. An introduction to the techniques, principles and materials of painting. Fall.

**ARTS 2240 CERAMICS.** 3 hours. 6 hours lab per week. An introduction to basic clay hand building techniques, glazing processes, kiln firing methods and hand-building techniques, including pinch, coil, and slab construction. Spring.

**ARTS 2241 CERAMICS II.** 3 hours. 6 hours lab per week. Advanced study in ceramics. A continuation of Art 2240. Spring.

**ARTS 2242 CERAMICS III.** 3 hours. 6 hours lab per week. Advanced study in ceramics. A continuation of Art 2241. Spring.

**ASLH 1110 LIVESTOCK EVALUATION AND SELECTION.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 2010 or ASLH 1115. Evaluation of livestock for carcass composition and selection for the breeding herd. Beef cattle, swine and sheep are emphasized. Fall.

**ASLH 1115 LIVESTOCK PRODUCTION.** 3 hours. Introductory course in animal husbandry designed to acquaint the student with livestock's place in agriculture. Emphasis on breeds and breeding, management, feeding, processing and production systems. Fall.

**ASLH 1120 HERD HEALTH.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 1115 or ASLH 2010. An introductory course of the more common infectious and non-infectious diseases affecting farm livestock. Emphasis is upon disease, disease prevention and development of herd health programs. Spring.

**ASLH 1125 INTRODUCTION TO POULTRY SCIENCE.** 3 hours. An introductory course designed to cover the basics of the poultry industry including breeds, basic nutrition, and the biology of the domestic fowl and the application of the factors to the poultry industry. Fall.

**ASLH 2000 PRACTICUM IN ANIMAL SCIENCE.** 2 hours. Care and techniques of farm animal management, handling, movement, restraint and facilities needed for efficient and profitable animal production. Fall, Spring.

**ASLH 2010 INTRODUCTION TO ANIMAL SCIENCE.** 3 hours. Co-requisite: ASLH 2010L. A study of basic principles of animal genetics, selection, nutrition, growth, reproduction and lactation. Economic importance of livestock and poultry are emphasized. Fall, Spring.

**ASLH 2010L INTRODUCTION TO ANIMAL SCIENCE LAB.** 1 hour. One two-hour laboratory period each week to accompany ASLH 2010. Fall, Spring.

**ASLH 2203 ELEMENTS OF DAIRYING.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 2010 or ASLH 1115. An elementary course dealing with dairying and its relationship to agriculture. Includes the areas of breeding, nutrition, marketing of milk, facilities, and the management of the dairy herd. Spring.

**ASLH 2205 BEEF PRODUCTION.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 2010

or ASLH 1115. A study in breeding, feeding, and managing of beef cattle. Emphasis on the cow-calf segment of the industry. Spring.

**ASLH 2210 SWINE PRODUCTION.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 2010 or ASLH 1115. A study of the breeding, feeding and managing of swine. Course will cover farrowing to finishing of swine. Fall.

**ASLH 2215 FEEDING FARM ANIMALS.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 2010 or ASLH 1115 and complete MATH 1002 or higher. General course in livestock feeding and management with emphasis on nutrients and feedstuffs. Fall, Spring.

**ASLH 2220 HORSE PRODUCTION.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 2010 or ASLH 1115. A general introductory course which covers the basics of the horse industry such as breeds, selection, form-to-function, care and management, soundness, health, feeding and facilities. Spring.

**ASLH 2225 REPRODUCTION OF LIVESTOCK.** 4 hours. Prerequisite: A grade of "C" or better in ASLH 2010 or ASLH 1115, "C" or better in ASLH 1120, and a "C" or better in one of the animal sciences species production courses. A study of the anatomy and physiology of reproduction, mating systems, and breeding techniques. Fall.

**ASLH 2228 POULTRY PRODUCTION AND MANAGEMENT.** 3 hours. Prerequisite: A grade of "C" or better in ASLH 1125. A study of the production and management practices used in the production of poultry meat and eggs. Spring.

**BIOL 1003 INTRODUCTORY BIOLOGY I.** 3 hours. Co-requisite: BIOL 1003L. Three hours of lecture each week. General topics to be covered include cell structure and function, cell division, plant and animal energy pathways, genetics and evolution. This course is intended for non-science majors only. Fall, Spring, Summer.

**BIOL 1003L INTRODUCTORY BIOLOGY I LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany BIOL 1003. Fall, Spring, Summer.

**BIOL 1004 INTRODUCTORY BIOLOGY II.** 3 hours. Pre-requisite: BIOL 1003/1003L. Three hours of lecture each week. General topics to be covered include diversity of viruses and bacteria, plant and animal classification, structure and function of major plant and animal systems and ecology. Human biology is emphasized during the latter part of the course. This class is intended for the non-science major interested in a general understanding of biological concepts. Fall, Spring, Summer.

**BIOL 1004L INTRODUCTORY BIOLOGY II LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany BIOL 1004. Fall, Spring, Summer.

**BIOL 2011 HUMAN ANATOMY AND PHYSIOLOGY I.** 3 hours. Co-requisite: BIOL 2011L. Three hours of lectures each week. A detailed, integrated study of the structure and function of the human body including basic chemistry of living systems, study of the cell; tissues; and the integumentary, skeletal, muscular, nervous, and endocrine systems. Fall, Spring, Summer.

**BIOL 2011L HUMAN ANATOMY AND PHYSIOLOGY I LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany BIOL 2011. Fall, Spring, Summer.

**BIOL 2012 HUMAN ANATOMY AND PHYSIOLOGY II.** 3 hours. Co-requisite: BIOL 2012L. Prerequisite: BIOL 2011 and 2011L. Three hours of lecture each week. A continuation of BIOL 2011 including study of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Fall, Spring, Summer.

**BIOL 2012L HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany BIOL 2012. Fall, Spring, Summer.

**BIOL 2026 VERTEBRATE ZOOLOGY.** 3 hours. Co-requisite: BIOL 2026L. Prerequisite: BIOL 2107 and 2107L and BIOL 2108 and 2108L or BIOL 2012 and 2012L with a grade of C or better. Three hours of lecture each week. A study of the classification, life histories, development, behavior, structure and function of vertebrate animals. Spring.

**BIOL 2026L VERTEBRATE ZOOLOGY LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany BIOL 2026. Spring.

**BIOL 2050 PRINCIPLES OF MICROBIOLOGY.** 3 hours. Co-requisite: BIOL 2050L. Prerequisite: BIOL 2107 and 2107L or BIOL 2011 and 2011L. Three hours of lectures each week. A study of the basic microorganism including pathogens, culturing, methods of staining, disinfection and disease. Fall, Spring, Summer.

**BIOL 2050L PRINCIPLES OF MICROBIOLOGY LABORATORY.** 1 hour. Two one-hour laboratory periods each week to accompany BIOL 2050. Fall, Spring, Summer.

**BIOL 2107 PRINCIPLES OF BIOLOGY I.** 3 hours. Co-requisite: BIOL 2107L. Three hours of lecture each week. An integrated introduction to modern biology from atomic particles to evolution. General topics to be considered include chemical, molecular and cellular basis

of life, photosynthesis, cell metabolism, cell division, genetics, biotechnology, and evolution. This course is intended for science related majors. Fall, Spring, Summer.

**BIOL 2107L PRINCIPLES OF BIOLOGY I LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany BIOL 2107. Fall, Spring, Summer.

**BIOL 2108 PRINCIPLES OF BIOLOGY II.** 3 hours. Co-requisite: BIOL 2108L. Prerequisite: BIOL 2107 and BIOL 2107L. Three hours of lecture each week. General topics to be considered include Domain/Kingdom diversity and classification, plant and animal structure and physiology, plant and animal reproduction, animal homeostasis, responsiveness, coordination, and ecology. This course is intended for science related majors. Fall, Spring, Summer as needed.

**BIOL 2108L PRINCIPLES OF BIOLOGY II LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany BIOL 2108. Fall, Spring, Summer as needed.

**BUSA 1101 BUSINESS SEMINAR.** 1 hour. An industry awareness and exploration course consisting of various topics associated with Business and Economics.

**BUSA 1105 INTRODUCTION TO BUSINESS.** 3 hours. An integrative survey of the functional areas of business (finance, operations, marketing, human resources, etc.). Fall.

**BUSA 2105 COMMUNICATING IN THE BUSINESS ENVIRONMENT.** 3 hours. Prerequisite: ENGL 1101 with a grade of "C" or better. A course emphasizing both interpersonal and organizational communications; to include written and oral exercises appropriate to business practice. Fall, Spring.

**BUSA 2106 THE ENVIRONMENT OF BUSINESS.** 3 hours. An introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business; to include an overview of the impact of demographic diversity on organizations. Spring.

**BUSA 2155 BUSINESS LAW.** 3 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.

**CHEM 1211 PRINCIPLES OF CHEMISTRY I.** 3 hours. Co-requisite: CHEM 1211L. Co-requisite: MATH 1111. Three hours of lecture each week. A general course in chemistry including dimensional analysis, atomic and molecular structures, chemical and physical properties, gas laws, and solutions. Fall, Spring, Summer.

**CHEM 1211L PRINCIPLES OF CHEMISTRY I LABORATORY.** 1 hour. One-two hour laboratory and one one-hour lab preparation/recitation period each week to accompany CHEM 1211. Fall, Spring, Summer.

**CHEM 1212 PRINCIPLES OF CHEMISTRY II.** 3 hours. Co-requisite: CHEM 1212L. Prerequisite: CHEM 1211 and CHEM 1211L. Three hours of lectures each week. A continuation of CHEM 1211 including thermodynamics, kinetics, equilibrium, and selected descriptive chemistry. Fall, Spring, Summer as needed.

**CHEM 1212L PRINCIPLES OF CHEMISTRY II LABORATORY.** 1 hour. One-two hour laboratory and one one-hour lab preparation/recitation period each week to accompany CHEM 1212. Fall, Spring, Summer as needed.

**CHEM 2040 FUNDAMENTAL ORGANIC CHEMISTRY I.** 3 hours. Co-requisite: CHEM 2040L. Prerequisite: CHEM 1212 and CHEM 1212L with a grade of C or better. Three hours of lecture each week. This course covers basic topics of structure and function, organic reaction fundamentals, and stereoisomerism. Aliphatic and cyclic compounds, including alkanes, alkenes, alkyl halides, alcohol, ethers, and alkynes, are studied. Emphasis is placed upon investigating the common types of reactions these compounds undergo. Fall.

**CHEM 2040L FUNDAMENTAL ORGANIC CHEMISTRY I LABORATORY.** 1 hour. One-three hour laboratory period each week to accompany CHEM 2040. Fall.

**CHEM 2041 FUNDAMENTAL ORGANIC CHEMISTRY II.** 3 hours. Co-requisite: CHEM 2041L. Prerequisite: CHEM 2040 and 2040L with a grade of C or better. Three hours of lecture each week. This course is a continuation of CHEM 2040. Selected topics include aromatic compounds, ketones and aldehydes, carboxylic acids, amines, and amides. The structure, function, and reactivity of these compounds are investigated. IR, MS, and NMR spectroscopies are utilized as an aid in determining the structure of simple organic compounds. Spring.

**CHEM 2041L FUNDAMENTAL ORGANIC CHEMISTRY II LABORATORY.** 1 hour. One-three hour laboratory period each week to accompany CHEM 2041. Spring.

**CISM 2201 FUNDAMENTALS OF COMPUTER APPLICATIONS.** 3 hours. A course designed to assure a basic level of computer applications literacy; to include word processing, spreadsheet, data-base, LAN, e-mail and Internet utilization. Fall, Spring, Summer.

**COMM 1000 ORAL COMMUNICATION SKILLS.** 2 hours. A course in the principles of effective oral communication. Students will gain experience in research, organization, and delivery of different types of speeches. This course meets the graduation requirement for speech and may be used as one of the courses required in Area B, Institutional Options. Fall, Spring, Summer.

**COMM 1100 HUMAN COMMUNICATION.** 3 hours. 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, Spring, Summer.

**COMM 1110 PUBLIC SPEAKING.** 3 hours. Prerequisite: "C" or better in COMM 1100. A study of various forms of public address, and practice in the preparation and delivery of several types of speeches. Designed for a student interested in performing advanced work in speech research and organization. Every other spring.

**CRJU 1100 INTRODUCTION TO CRIMINAL JUSTICE.** 3 hours. An examination of the major components of the American criminal justice system at local, state, and federal levels. The course will examine the different functions and interrelationships of police, the courts, prosecutors and defense attorneys, basic criminal law and court procedures, and the adult prison system. Spring

**CRJU 1110 POLICE ADMINISTRATION.** 3 hours. An examination of the administration and operation of police organizations. The course will examine the different organizational and command structures used for different police functions, the management and control functions of department administrators, recruitment and hiring practices, budget and other fiscal concerns, and other human resource issues in policing. Spring - Even numbered years

**CRJU 1125 INTRODUCTION TO POLICING.** 3 hours. This course looks at the day-to-day activities of American-style policing with an emphasis on the duties and responsibilities of a patrol officer: response to criminal complaints, domestic disturbances, traffic stops, drug arrests, as well as other patrol-related functions such as citizen assistance. There will be a field experience program with local law enforcement agencies. Spring - Odd-numbered years

**CRJU 1150 NARCOTICS AND DANGEROUS SUBSTANCES.** 3 hours. This course examines drug abuse in American society, past and present. The course will focus on the different categories of drugs, legal and illegal, their effects and potential levels of abuse, the impact of drug abuse on other criminal activity. Domestic and foreign drug production, smuggling and law enforcement interdiction efforts will be examined, along with gangs, organized crime rings, their involvement in the illegal drug culture, and their impact on American society and crime rates. Fall

**CRJU 1165 HOMICIDE INVESTIGATION.** 3 hours. This course will provide the student with a general knowledge of homicide investigation procedures. The student will become familiar with the distinctions between cause and manner of death and the determinations of homicide, suicide, accidental and undetermined deaths. A particular focus will be on the actual mechanisms of death such as gunshot wounds, edged weapon injuries, blunt force trauma, drowning, burning, poisoning, and various forms of asphyxia. Spring - Even numbered years

**CRJU 1170 CORRECTIONAL PROCESS.** 3 hours. This course will introduce the student to the adult correctional systems used in the United States, the different incarceration categories such as minimum, medium, maximum and "super max" facilities as well as the different alternatives to incarceration such as probation, parole, and intermediate sanctions. The course will provide a historical perspective on the development and evolution of different theories of the purpose, goals, and proper methods of corrections, the different applications, and the results. Spring, Odd numbered years

**CRJU 2155 INTRODUCTION TO CRIMINAL PROCEDURE.** 3 hours. This course is an examination of the criminal justice processes relating to testimonial and physical evidence. Areas to be covered will be the legal standards for admitting and presenting evidence, the latest key U.S. Supreme Court decisions governing admissibility of evidence, and procedures followed by prosecutors, defense attorneys, and judges before, during, and after the criminal trial. Fall

**CRJU 2200 CRIMINAL LAW.** 3 hours. This course will provide the student with a knowledge of the principles and sources of criminal law in America, the elements of proof, criminal responsibility, venues and parties to a crime. The student will be able to recognize the appropriate elements of proof required for major felony and misdemeanor crimes under the appropriate section of the Georgia Revised Statutes. Fall

**CRJU 2215 CONSTITUTIONAL LAW.** 3 hours. This course will provide the student with a background into the U.S. Constitution, the Bill of Rights, the protections contained in these documents, and the constraints imposed on law enforcement officers. The primary



focus will be detailed examinations of the legal issues involving the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> Amendments to the U.S. Constitution and similar individual rights protections of the Georgia State Constitution. In addition, the student will become familiar with relevant court decisions in the areas of search and seizure, rights against self-incrimination, representation by counsel, prohibitions against cruel and unusual punishments. Spring

**CRJU 2220 CRIMINAL INVESTIGATION.** 3 hours. This course provides the student with knowledge of criminal investigation procedures. The primary focus of the course will be on the proper procedures for processing a crime scene, photography, evidence handling, preparation of crime scene notes and sketches. In addition, the student will be introduced to the proper techniques for interviewing persons connected to a crime, and the course will address the particular problems presented by crimes such as murder, arson, burglary, and sexual assault. Fall

**CRJU 2230 INTRODUCTION TO CRIMINOLOGY.** 3 hours. This course is an examination of the different sociological and physiological theories of criminology, as well as a historical perspective of deviant and criminal behaviors in American society. The course focuses on different theories of prevention and intervention, the biological, physiological, social, and environmental causes of criminal behavior and delinquency. The course will also address specific topic areas of personal violence, property and white-collar crimes, crime victims, and crime prevention. The student will be introduced to the concepts of criminal behavior profiling, and several high-profile criminal cases where it was used. Spring

**CRJU 2235 LAW ENFORCEMENT INTERNSHIP.** 6 hours. A faculty-supervised internship while the student attends the South Georgia Police Academy as a cadet. Students must successfully complete the 11-week Police Academy program of instruction and be certified as Basic Peace Officer in accordance with the P.O.S.T. standards. Open to all students; physical ability and administrative restrictions apply. Additional fees required. Students must contact the ABAC Criminal Justice Program coordinator 60 days prior to the start of the course. Summer (May - July)

**CRSS 2010K INTRODUCTION TO CROP SCIENCE.** 4 hours. A lecture and laboratory designed to provide students who are pursuing a 4-year degree with an in-depth understanding of the form and function of plants, and their use in agriculture. Typical agronomic and horticultural plants are used as examples. Some topics include cell division, growth, development, crop production, usage, genetics and metabolism. Fall, Spring.

**CSCI 1301 COMPUTER SCIENCE I.** 4 hours. Prerequisite: MATH 1111 or exemption. Four hours of lecture/demonstration each week. This course includes an overview of computers and programming; problem-solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one- and two-dimensional); procedural abstractions and software design; object-oriented programming techniques. Fall.

**CSCI 1302 COMPUTER SCIENCE II.** 4 hours. Prerequisite: CSCI 1301. Four hours of lecture/demonstration each week. The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). Spring.

**ECON 2105 PRINCIPLES OF MACROECONOMICS.** 3 hours. This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Fall, Spring, Summer.

**ECON 2106 PRINCIPLES OF MICROECONOMICS.** 3 hours. This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy. Fall, Spring, Summer.

**EDUC 2100 EXCEPTIONAL CHILDREN.** 3 hours. Prerequisite: EDUC 2204 or permission of the instructor, and ENGL 1101 with a "C" or better, and at least eighteen semester hours of academic credit with a minimum of a 2.0 GPA. A study of the identification, characteristics, and educational needs of exceptional individuals. Students complete a 12-hour field experience in an approved school environment. Fall, Spring.

**EDUC 2204 FOUNDATIONS OF EDUCATION.** 3 hours. Prerequisite: ENGL 1101 with a "C" or better, and at least eighteen semester hours of academic credit with a minimum of a 2.0 GPA. A study of the development of American education and the teaching profession with emphasis on the current organization and its scope. The course investigates the various social, legal, political, and economic forces within society which influence the direction of education. Students complete a 20-hour field experience in an approved school environment. Fall, Spring.

**ENGL 0099 DEVELOPMENTAL ENGLISH.** 4 hours. Four hours of lecture each week. A composition course required of students scoring below an established cut-off score of the writing

placement exam. Instruction focuses on helping students develop proficiency and confidence in their writing processes and in reading and responding to the writing of others. Students will be introduced to basic research skills and to writing-appropriate technology. Students may exit Learning Support English by successfully completing ENGL 0099, passing the WPE, and making a satisfactory score on the COMPASS exam. Fall, Spring, Summer.

**ENGL 1101 COMPOSITION I.** 3 hours. A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and argumentation, and also including introductory use of a variety of research skills. Fall, Spring, Summer.

**ENGL 1102 COMPOSITION II.** 3 hours. Prerequisite: ENGL 1101 with a grade of "C" or better. A composition course focusing on academic writing skills beyond the levels of proficiency required by English 1101, that emphasizes interpretation and evaluation of a variety of texts and that incorporates more advanced research skills. Fall, Spring, Summer.

**ENGL 2111 WORLD LITERATURE I.** 3 hours. Prerequisite: ENGL 1102. A survey of important works of world literature from ancient times through the mid-seventeenth century. Designed to foster in the student some knowledge and appreciation of world literature through the seventeenth century. Lectures, discussions, and research are devoted to major literary works, figures, and movements in historical context, with attention to recurrent themes, archetypes, and techniques of literary analysis as well as to the influence of philosophical and religious views on literature. Fall, Spring, Summer.

**ENGL 2112 WORLD LITERATURE II.** 3 hours. Prerequisite: ENGL 1102. A survey of important works of world literature from the mid-seventeenth century to the present. Designed to foster in the student some knowledge and appreciation of world literature from the late seventeenth century to modern times. Lectures, discussions and research are devoted to major literary works, figures, and movements in historical context, with attention to recurrent themes, archetypes, and techniques of literary analysis as well as to the influence of philosophical and religious views on the literature. Fall, Spring, Summer.

**ENGL 2120 BRITISH LITERATURE.** 3 hours. Prerequisite: ENGL 1102. A survey of important works of British Literature. Designed to foster in the student some knowledge and appreciation of British Literature from Chaucer to the present. Lectures, discussions, and research focus on major figures, works, and movements in historical context, with special attention to themes, to techniques of literary analysis, and to influence of philosophical, political, social, and religious views on the literature. Fall, Spring, Summer.

**ENGL 2130 AMERICAN LITERATURE.** 3 hours. Prerequisite: ENGL 1102. A survey of important works of American literature. Designed to foster in the student some knowledge and appreciation of American literature from the sixteenth century to the present. Lectures, discussions, and research focus on major figures, works, and movements in historical context, with special attention to themes, to techniques of literary analysis, and to the influence of philosophical and religious views on the literature. Fall, Spring, Summer.

**FACS 1100 CAREER EXPLORATION.** 1 hour. A study of the various fields of Family and Consumer Sciences designed to orient freshman in the opportunities, preparation and personal qualities important for the various fields of Family and Consumer Sciences. Required for all Family and Consumer Sciences majors. Fall, Spring, Summer.

**FACS 1101 FASHION FUNDAMENTALS.** 3 hours. A study of fashions as a social, economic, and merchandising force. Designers, markets, and fashion cycles will be examined. Spring even years.

**FACS 1103 INTRODUCTION TO CHILD DEVELOPMENT.** 3 hours. A study of the development and needs of the infant, through teen years and how these needs may be met by the various members of the family and educational institutions. Spring even years.

**FACS 1120 TEXTILE CONSTRUCTION.** 3 hours. A course designed to teach 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, communicating and manual dexterity is used. Emphasis will also be given to construction of home furnishings and accessories. Fall even years.

**FACS 1151 WELLNESS NUTRITION.** 3 hours. A study of the basic principles of nutrition and selection of foods to maintain health at various stages of the life cycle. Spring odd years.

**FACS 1161 INTERIOR SYSTEMS AND EQUIPMENT.** 3 hours. A study of the selection, care and efficient use of carpet flooring materials, paint, etc. used in commercial and residential design. The development and understanding of the different types of energy used in the operation of equipment and home heating is stressed. Technology and its use

within the home is examined. Spring even years.

**FACS 2206 INTERNSHIP.** 3 hours. An Internship for students in Family & Consumer Sciences Technology. Fall, Spring, Summer.

**FACS 2211 CHILDREN'S CREATIVE ACTIVITIES.** 3 hours. A study of children's creative activities including out of class observation periods. Planning experiences appropriate to age, interest, and background of the young child; including responsibility for guiding groups of children in preschool situations. Fall odd years.

**FACS 2212 EARLY CHILDHOOD CARE & EDUCATIONAL PROGRAM MANAGEMENT.** 3 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.

**FACS 2214 CLOTHING AND CONSUMER BEHAVIOR.** 3 hours. A study of the selection of clothing and accessories during various life stages based on aesthetic, economic, psychological, and sociological aspects. Including personal grooming, clothing care, repair and storage. Fall odd years.

**FACS 2220 CONSUMER ECONOMICS.** 3 hours. Management of personal income in relation to individual needs and desires, investigation of consumer information sources, and current financial and consumer credit problems which the individual or family may have to face. Fall even years.

**FACS 2224 TEXTILES FOR CONSUMERS.** 3 hours. 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. Spring odd years.

**FACS 2225 PROFESSIONAL DEVELOPMENT.** 3 hours. A course designed to equip the student with contemporary etiquette appropriate for business and social situations. Fall odd years.

**FACS 2275 HOUSING AND INTERIORS.** 3 hours. A course designed for the planning, selection, and placing of household furnishings in the home from the artistic, economic, and practical viewpoints. Students will apply design principles in planning furnishings for the home. Spring odd years.

**FACS 2279 SPECIAL PROBLEMS IN INTERIORS.** 3 hours. Individualized projects in the planning and design of interior spaces. Students will construct design boards and create interior spaces using the principles and elements of design. Spring even years.

**FACS 2290 RESIDENTIAL INTERIORS AND FURNISHINGS.** 3 hours. An in-depth study of the history of interior environments and the furnishings and accessories used in them. The course also includes the adaptation of period and modern furnishings and architecture to contemporary interiors. Fall odd years.

**FACS 2293 INTRODUCTION TO MARRIAGE AND FAMILY.** 3 hours. An introduction to the structure, processes, problems and adjustments of contemporary marriage and family life. Dual listed as SOCI 2293. Fall, Spring, Summer.

**FRSC 1130 SOILS & HERBACEOUS VEGETATION.** 3 hours. A study of basic soil properties and their effects on the growth of non-woody plants. Soil classification and use of soil surveys will be related to plant community composition, and wildlife habitat. An introduction to plant taxonomy and family characteristics will provide background for emphasis placed on plants important as wildlife foods, indicator species, and threatened or endangered species. Fall, Spring.

**FRSC 1135 NONGAME WILDLIFE.** 2 hours. This course is designed to acquaint student 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. Fall, Spring.

**FRSC 1140 FOREST MEASUREMENTS & MAPPING I.** 3 hours. An introduction to the methods of assessing information on forest resources and presenting relevant information in a map format. Basic instruction will include forest inventory techniques, measuring standing trees, log rules and scaling, growth measurement. Mapping will include basic drafting and plotting techniques, acreage determination, constructing cover maps of forest types and wildlife habitat, and map orientation and interpretation. Fall, Spring.

**FRSC 1155 MICROCOMPUTERS IN FOREST RESOURCES.** 2 hours. An introduction to the use of desktop computers in forestry and wildlife management. Included are basic computer concepts and terminology, use of Windows operating systems, electronic mail, word processing, spreadsheets, and internet resources. Fall, Spring.

**FRSC 1160 FOREST SURVEYING.** 3 hours. 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, Spring.

**FRSC 1170 DENDROLOGY.** 3 hours. An introduction to plant taxonomy and identification. Specific diagnostic features of major forest species will be discussed, with an emphasis on field identification. Fall, Spring.

**FRSC 1190 NATURAL RESOURCE CONSERVATION.** 3 hours. An introductory course dealing with renewable natural resources and basic concepts of their management. Soil, water, range, forests, wildlife, and fisheries will be emphasized. Fall, Spring.

**FRSC 1192 FOREST WILDLIFE MANAGEMENT.** 3 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, Spring.

**FRSC 2225 FOREST MEASUREMENTS I.** 2 hours. Prerequisite: MATH 1002 with a "C" or better. Introduction to forest products measurements, log rules, volume/weight tables and equations, measurement of standing trees, timber stand inventory techniques, and measurement of growth. Fall.

**FRSC 2230 FOREST ECOLOGY & SOILS.** 4 hours. Prerequisite: FRSC 1190 and ENGL 1101 with a "C" or better. This course includes the basic concepts of soil science and forest ecology; soil and vegetation classification; tree variability and diversity; site and climatic influences on tree growth; and the relationship of trees to other organisms. Fall.

**FRSC 2235 FOREST SURVEYING & MAPPING.** 4 hours. Prerequisite: MATH 1002 with a grade of "C" or better. An introduction to land surveying, map preparation and map interpretation. Topics included are: surveying terminology, distance and area measurement, surveying methods and equipment use (including GPS technology), basic map drafting techniques, coordinate systems, and rectangular systems for land referencing. Fall.

**FRSC 2240 FOREST SAFETY.** 1 hour. 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. Fall, Summer.

**FRSC 2243 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS.** 3 hours. This course introduces the structure and function of Geographic Information Systems (GIS). It covers the basic GIS concepts of map characteristics and projections, relational databases, spatial analysis, and production of maps and reports. Hands-on experience is provided through laboratory exercises employing GIS software. Fall, Spring.

**FRSC 2245 REMOTE SENSING TECHNOLOGY.** 2 hours. Acquisition and interpretation of aerial photographs and other remotely-sensed data with particular reference to forestry. Application of this data to map construction is included. Spring

**FRSC 2250 FOREST PROTECTION.** 2 hours. Prerequisite: FRSC 2230. This course encompasses identification and control of important forest insects and diseases: fire behavior, weather, and suppression strategies will also be addressed. Spring.

**FRSC 2255 FOREST MEASUREMENTS II.** 4 hours. Prerequisites: FRSC 1155, FRSC 1170, FRSC 2225, and FRSC 2235 with a grade of "C" or better. Study and application of procedures for determining timber stand volumes, including use of electronic data recorders and computation of sampling statistics. Mapping of forest areas is accomplished using GPS technology as well as traditional methods. Spring.

**FRSC 2260 CONSERVATION LAW ENFORCEMENT.** 3 hours. Prerequisite: FRSC 1192. 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.

**FRSC 2261 FOREST GAME MANAGEMENT.** 3 hours. Prerequisite: FRSC 1192. Classroom and field instruction in game management, to include life histories, diseases, and study of natural habitats and their management throughout Georgia. Summer.

**FRSC 2262 AQUATIC RESOURCE MANAGEMENT.** 3 hours. Prerequisite: FRSC 1190. Classroom instruction plus field work under actual working conditions. This includes taking water temperature, dissolved oxygen samples, hardness readings, fish samples, working nets, seining, operating work boats, and fertilizing of ponds. Summer.

**FRSC 2263 ADVANCED WILDLIFE TECHNOLOGY.** 3 hours. Prerequisite: FRSC 2261, recommend BIOL 2107. 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, Spring.

**FRSC 2264 WILDLIFE SEMINAR.** 1 hour. Prerequisite: FRSC 2261 and FRSC 2263 (or concurrent). A capstone course for second-year Wildlife Technology students emphasizing student-lead discussions and demonstrations pertaining to current wildlife management techniques, research, policy, etc. Fall, Spring.

**FRSC 2265 SILVICULTURE.** 4 hours. Prerequisite: FRSC 2230 or FRSC 1130; FRSC 1170 recommended. An introduction to the basic concepts of silvicultural methods and systems that includes all phases of stand management from nursery work to harvest/regeneration systems. Fall, Spring.

**FRSC 2266 AQUATIC HABITAT MANAGEMENT.** 3 hours. Prerequisite: FRSC 1190. This course will focus primarily on the identification and management of aquatic vegetation. Instruction will include training in formulation and application of aquatic herbicides, water chemistry analysis, and manipulation of habitat to benefit desired fish species. Summer.

**FRSC 2270 PRINCIPLES OF SUPERVISION.** 2 hours. This course provides the student with instruction in the basic concepts of supervision and human relations: personal prejudices, work place diversity, motivation, interviewing skills, conflict management, and performance evaluation. Fall, Spring.

**FRSC 2272 GEODATABASE MANAGEMENT & SPATIAL ANALYSIS.** 3 hours. Prerequisite: FRSC 2243. This course builds on basic GIS concepts and techniques to enable the student to design, construct and edit a geodatabase. Spatial analysis functions and tools are investigated. Spring.

**FRSC 2273 ADVANCED GIS APPLICATIONS.** 4 hours. Prerequisite: FRSC 2243. Co-requisite: FRSC 2272. Students use GIS software in a series of projects designed to develop comprehensive skills in operating a local GIS, primarily in a land management context. Spring.

**FRSC 2275 FOREST INDUSTRIES.** 2 hours. Prerequisite: FRSC 2255 with a grade of "C" or better. A survey of forest industries, including tours of woodlands operations and manufacturing facilities. Summer.

**FRSC 2280 FOREST HARVESTING.** 2 hours. Prerequisite: FRSC 2255 with a grade of "C" or better. A study of timber harvesting techniques and equipment, including logging cost analysis. Summer.

**FRSC 2285 FORESTRY SEMINAR.** 1 hour. Current research, professional ethics, policy issues, and regional silviculture will be discussed. Summer.

**FRSC 2290 TIMBER MANAGEMENT.** 5 hours. Prerequisite: FRSC 2245, FRSC 2255 and FRSC 2265 with a grade of "C" or better. 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 premerchantable timber stands, and forest investment analysis. Summer.

**GEOG 1101 INTRODUCTION TO HUMAN GEOGRAPHY.** 3 hours. A survey of global patterns of resources, population, culture, and economic systems. Emphasis is placed upon the factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world. Spring.

**GNDR 1101 INTRODUCTION TO GENDER STUDIES.** 2 hours. A survey course designed to introduce students to the social, cultural, and intellectual concepts of an interdisciplinary field that views gender not only as a major topic of study, but as a tool to analyze modern life. Fall.

**HIST 1111 WORLD HISTORY I.** 3 hours. A survey of World History to early modern times. The course focuses on the progress of humankind, the ancient societies of the world, the impact of religion on intellectual thought, the formation of social institutions, key social movements, and the political, social, and economic forces which spanned the development of current global trends. Fall.

**HIST 1112 WORLD HISTORY II.** 3 hours. A survey of World History from early modern times to the present. Issues addressed include the emergence of democracy, totalitarianism, nationalism, and internationalism; analysis of the principal social institutions with the factors and forces influencing them; and the economic aspects of societies during these centuries. Spring.

**HIST 2111 UNITED STATES HISTORY I.** 3 hours. A survey of United States history to the post-Civil War period. This course covers the major social, economic, political, and cultural issues which accompanied the development of American life from pre-Columbian beginnings to Reconstruction. A particular emphasis will be placed on the role of Georgia in the development of the nation. Fall, Spring, Summer.

**HIST 2112 UNITED STATES HISTORY II.** 3 hours. A survey of United States history from the

post-Civil War period to the present. This course covers the major social, economic, cultural, and political issues in American history since the Civil War. A particular emphasis will be placed on the role of Georgia in the development of the nation. Fall, Spring, Summer.

**HIST 2201 AFRICAN AMERICAN HISTORY.** 3 hours. An introduction to 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 even-numbered years.

**HIST 2232 MINORITIES IN AMERICAN HISTORY.** 3 hours. 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. Fall even-numbered years.

**HIST 2255 INTRODUCTION TO GEORGIA AND LOCAL HISTORY.** 3 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. Spring odd-numbered years.

**HMSR 2101 COOPERATIVE FIELDWORK EXPERIENCES IN HUMAN SERVICES I.** 4 hours. Pre-requisite: SOCI 2110 Students placed in work situations approved by the Coordinator of Human Services will receive academic credit. This course is not recommended to students planning to transfer to a four-year college. The Coordinator will outline the educational objectives to be attained by students and have the co-op employers agree to provide the opportunity for students to meet these objectives. Final grades will be assigned by the Coordinator. Fall.

**HMSR 2102 COOPERATIVE FIELDWORK EXPERIENCES IN HUMAN SERVICES II.** 4 hours. Pre-requisite: HMSR 2101. Students placed in work situations approved by the Coordinator of Human Services will receive academic credit. This course is not recommended to students planning to transfer to a four-year college. The Coordinator will outline the educational objectives to be attained by students and have the co-op employers agree to provide the opportunity for students to meet these objectives. Final grades will be assigned by the Coordinator. Spring.

**HNRS 1101 HONORS SEMINAR.** 1 hour. Freshman level honors seminar built around the concepts of "self," "society," and "nature." Basic questions of human existence are explored in an interdisciplinary manner. The seminars also serve as an orientation to college life and are taken in place of ABAC 1000 by honors program students. Fall.

**HNRS 1102 HONORS SEMINAR.** 1 hour. Freshman level honors seminar built around the concepts of "self," "society," and "nature." Basic questions of human existence are explored in an interdisciplinary manner. These seminars also serve as an orientation to college life and are taken in place of ABAC 1000 by honors program students. Spring.

**HNRS 2101 HONORS SEMINAR.** 1 hour. Sophomore level honors seminar. Selected special topics are explored in an environment that fosters both collaborative and independent learning. As needed.

**HNRS 2102 HONORS SEMINAR.** 1 hour. Sophomore level honors seminar. Selected special topics are explored in an environment that fosters both collaborative and independent learning. As needed.

**HORT 2201 PRINCIPLES OF HORTICULTURE.** 3 hours. Discussions and laboratories addressing basic botany and principles of plant growth. Plant responses to varying climatic, environmental, and plant factors applicable to fruits, vegetables, and ornamentals will be emphasized. Transfer credit to senior colleges. Fall.

**HORT 2202 GROUNDS MAINTENANCE EQUIPMENT.** 3 hours. Discussions and laboratories addressing 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. Costs analysis of equipment will be emphasized. Spring.

**HORT 2206 EXPERIENTIAL LEARNING IN PRODUCTION.** 3 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. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall and Spring.

**HORT 2207 EXPERIENTIAL LEARNING IN LANDSCAPE.** 3 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. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall and Spring.

**HORT 2208 EXPERIENTIAL LEARNING IN TURFGRASS.** 3 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. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall and Spring.

**HORT 2215 LANDSCAPE DESIGN.** 4 hours. Discussions and laboratories addressing the principles of landscape design as applied to residential as well as commercial properties. Emphasis is placed on the theory and principles of landscape design and planning using mechanical drafting and computer skills. Sketching and plan presentation will be stressed also. Spring.

**HORT 2218 INTERIOR PLANTSCAPES.** 3 hours. Discussions and laboratories addressing the 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. Fall even years.

**HORT 2220 PRODUCTION INTERNSHIP (EXPERIENTIAL LEARNING).** 12 hours. On job training for students in Ornamental Production. Orientation session must be completed prior to placement. Detailed worksheets and project assignment to be completed during placement. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall, Spring, Summer.

**HORT 2221 GREENHOUSE OPERATIONS AND MANAGEMENT.** 4 hours. Discussions and laboratories addressing the status of the greenhouse industry with emphasis on locations, plans, structures and markets as applicable to the commercial crops of greenhouses. The economics and practices of greenhouse operations as related to controlled environment structures as well as propagation methods for commercial greenhouse crops. Spring odd years.

**HORT 2230 GOLF TURF INTERNSHIP (EXPERIENTIAL LEARNING).** 12 hours. On job training for students in Golf Turf Management. Orientation session must be completed prior to placement. Detailed worksheet and project assignment to be completed during placement. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall, Spring, Summer.

**HORT 2231 TURFGRASS SCIENCE AND TECHNOLOGY.** 3 hours. Discussions and laboratories addressing turfgrass cultivar and seed identification, selection, and establishment. The primary and secondary cultural practices will be identified and studied. Fall.

**HORT 2232 TURF AND ORNAMENTAL PEST MANAGEMENT.** 3 hours. Discussions and laboratories addressing turfgrass and ornamental pests. Weed, insect, disease, and nematode management programs will be emphasized. Spring.

**HORT 2233 GOLF COURSE DESIGN AND MANAGEMENT.** 3 hours. Discussions and laboratories addressing principles and practices in design, development, and management of golf courses. 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.

**HORT 2234 COMMERCIAL TURF MANAGEMENT** 3 hours. Discussions and laboratories addressing site preparation and establishment in commercial turfgrass production. Basic and applied management programs, pricing, customer relations, scheduling, and personnel management will be emphasized. Fall.

**HORT 2235 COMPUTERIZED GROUNDS MAINTENANCE** 3 hours. Discussions and laboratories addressing computerized grounds and golf course management. The GCS for Windows software program will be the 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. Fall.

**HORT 2236 ENVIRONMENTAL ISSUES.** 3 hours. Three discussions addressing 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.

**HORT 2237 SPORTS TURF MANAGEMENT.** 3 hours. Discussions and laboratories addressing installation and maintenance of all sports and athletic fields. Emphasis will be placed on the development of maintenance plans, problem solving and event scheduling. Spring.

**HORT 2238 FUNDAMENTALS OF GRINDING TECHNOLOGY.** 3 hours. Discussion and laboratories addressing proper blade, reel, and bedknife grinding and maintenance. Competencies will be identified and assessed through each technology and grinding application. Students will be exposed to multiple techniques and grinding procedures. Fall and Spring.

**HORT 2239 GROUNDS IRRIGATION SYSTEMS.** 3 hours. Discussions and laboratories addressing turfgrass and landscape irrigation systems including basic installation, repairs, and troubleshooting. Fall and Spring.

**HORT 2240 GROUNDS INTERNSHIP (EXPERIENTIAL LEARNING).** 12 hours. On job training for students in Landscape Management. Orientation session must be completed prior to placement. Detailed worksheet and project assignment to be completed during placement. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall, Spring, Summer.

**HORT 2241 GROUNDS MANAGEMENT.** 4 hours. Discussions and laboratories addressing principles in selection, establishment and maintenance of ornamental trees, shrubs, groundcovers, lawns, and flower areas. Planting procedures, pruning, mulching, fertilization, bracing, cabling, and bark and cavity repair will be discussed. Fall.

**HORT 2250 COMMERCIAL TURF INTERNSHIP (EXPERIENTIAL LEARNING).** 12 hours. On job training for students in Commercial Turf Management. Orientation session must be completed prior to placement. Detailed worksheet and project assignment to be completed during placement. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall, Spring, Summer.

**HORT 2260 SPORTS TURF INTERNSHIP (EXPERIENTIAL LEARNING).** 12 hours. On job training for students in Sports Turf Management. Orientation session must be completed prior to placement. Detailed worksheet and project assignment to be completed during placement. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall, Spring, Summer.

**HORT 2261 NURSERY CROP PRODUCTION.** 4 hours. Discussions and laboratories addressing production of nursery crops, labor and sales management, retail and wholesale nurseries, location, layout, equipment, and facilities as well as propagation methods used for woody ornamentals. Spring even years.

**HORT 2270 WOODY ORNAMENTAL PLANT IDENTIFICATION.** 3 hours. Discussions and laboratories addressing the cultural practices and landscape values of woody ornamental plant materials. Laboratory practices will include identification of plants commonly used in landscape planting. Fall and Spring.

**HORT 2271 HERBACEOUS ORNAMENTAL PLANT IDENTIFICATION.** 3 hours. Discussions and laboratories addressing the identification of common and outstanding herbaceous ornamentals. Cultural practices and landscape values of herbaceous ornamentals will be discussed. Spring.

**HORT 2280 INTERNSHIP II (EXPERIENTIAL LEARNING)** 12 hours. Advanced on job training for students in Environmental Horticulture needing further industry experience. Orientation session must be completed prior to placement. Detailed worksheet and project assignment to be completed during placement. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall, Spring, Summer.

**HORT 2290 GOLF CLUBHOUSE INTERNSHIP (EXPERIENTIAL LEARNING).** 12 hours. On job training for students in Golf Club Management. Orientation session must be completed prior to placement. Detailed worksheet and project assignment to be completed during placement. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall, Spring, Summer.

**HORT 2291 GOLF CLUBHOUSE OPERATIONS 3 hours.** Discussions addressing time, service, and personnel 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. Fall odd years.

**HORT 2292 GOLF CLUBHOUSE MANAGEMENT.** 3 hours. Discussions addressing 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. Fall even years.

**HORT 2293 EXPERIENTIAL LEARNING IN GOLF CLUBHOUSE MANAGEMENT.** 3 hours. A conference and practical experience course directed toward the golf clubhouse 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. Critical and rational thinking skills and problem-solving abilities will be exercised. Fall and Spring.

**HUMN 1100 TOPICS IN THE HUMANITIES.** 1 hour. An exploration of issues and ideas related to the study and/or practice of the humanities in the contemporary world. Topics will vary. Fall, Spring.

**HUMN 2221 WESTERN WORLD HUMANITIES I.** 3 hours. Prerequisite: ENGL 1102. Designed to foster 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, Spring, Summer.

**HUMN 2222 WESTERN WORLD HUMANITIES II.** 3 hours. Prerequisite: ENGL 1102. Designed to foster 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, Spring, Summer.

**ITEC 2215 INTRODUCTION TO INFORMATION TECHNOLOGY.** 3 hours. Prerequisite: CISM 2201 with minimum grade of "C" or approval of instructor. This is an introduction to the nature and applications of Information Technology. Students become familiar with the concepts and terminology of IT, including hardware, software, networks, databases, and the Internet. They also study examples of ways in which tools of IT are applied in the workplace. Fall.

**ITEC 2220 MICROCOMPUTER HARDWARE AND SOFTWARE CONCEPTS.** 3 hours. Prerequisite: A basic knowledge of computer applications. This course will provide coverage of the functions and architecture of computer hardware; operating system functions, installation, and configuration; and extensive hands-on experience in computer set-up, operation and maintenance. A student passing both parts of the A+ Certification Exam may receive credit by exam for this course. Fall.

**ITEC 2230 ADVANCED OFFICE APPLICATIONS.** 3 hours. Prerequisite: CISM 2201 with a minimum grade of "C". This course is designed to develop a student's advanced word processing skills in the areas of macros, document merging, graphics, and desktop design. Additionally, advanced spreadsheet skills will be covered including data tables, data management, and macros. Focus will be placed on the integration of output from one software program to another. Students passing both expert level MOUS (Microsoft Office User Specialists) exams in Excel 2000 and Word 2000 may receive credit by exam for this course. Fall.

**ITEC 2235 WEB PAGE DESIGN.** 3 hours. Prerequisite: CISM 2201 with minimum grade of "C". This course is designed to provide a foundation in the principles and applications of proper interface design for human interaction with computer systems. Contributions from psychology, engineering, physiology and ergonomics will be used to illustrate the proper design of menus, icons, pointing devices, commands and other graphic, audio/video and hypermedia components. Principles are illustrated through the creation of interfaces using Microsoft Frontpage. Fall.

**ITEC 2236 INTRODUCTION TO MULTIMEDIA FOR THE WEB.** 3 hours. Prerequisite: CISM 2201 with minimum grade of "C". Basic design principles and tools for creating multimedia web sites including coverage of techniques for capturing, editing, storing, and retrieving content for presentation and web delivery of video.

**ITEC 2245 MICROCOMPUTER DATABASE MANAGEMENT.** 3 hours. Prerequisite: CISM 2201 with minimum grade of "C". This course will cover the principles and practices in information modeling and database design; methods to analyze information requirements, devise data models, construct schemas and implement models within common database management software; use of DBMS software to create databases, perform queries, produce reports and perform standard maintenance functions. Students passing the MOUS (Microsoft Office User Specialist) exam in Access 2000 may receive credit by exam for this course. Spring.

**ITEC 2260 INTRODUCTION TO MICROCOMPUTER PROGRAMMING.** 3 hours. Prerequisite: CISM 2201 with minimum grade of "C". Students learn to write modular, well-documented programs. Topics begin with an overview of problem-solving methods, algorithms, modules, program flow, flowcharting, pseudo-code, and documentation. This is followed by instruction in data types and basic control structures, including loops, conditionals, arrays, subroutines, files, and records. Weekly programming assignments employ these features as they are introduced.

**ITEC 2261 WEB APPLICATIONS DEVELOPMENT.** 3 hours. Prerequisite: CISM 2201 with minimum grade of "C". This course is a survey of techniques and tools for developing Web-based information processing applications; page description languages, scripting languages, data structuring languages, file and database access methods and other technologies for creating dynamic, data-driven web sites. Spring.

**ITEC 2280 ACTIVE SERVER PAGES.** 3 hours. Prerequisite: ITEC 2261 with minimum grade of "C". An introduction to server-based web processing with an Active Server Page development environment. Topics will include coverage of browser-and server-based scripting languages, data structuring, data exchange languages, file and database access methods, dynamic page styling and other technologies for creating dynamic, data-driven web sites.

**ITEC 2285 WEB SERVER ADMINISTRATION.** 3 hours. Prerequisite: ITEC 2261 with minimum grade of "C". Installation, configuration, and administration of Web servers and services; focus on Windows-based network operating systems running Internet Services (IIS) and Apache Web Services; setting up, securing, and managing services including hypertext transfer protocol (HTTP); file transfer protocol (FTP), and simple mail transport protocol (SMTP); extensive hands-on work in a network laboratory.

**ITEC 2370 VISUAL BASIC PROGRAMMING.** 3 hours. Prerequisite: ITEC 2260 with a minimum grade of "C". This course introduces advanced Visual Basic controls and programming techniques that are used in developing high-level windows applications. Topics include: advanced database handling; data validation routines; error handling procedures; keyboard events; developing menus, toolbars, and status bars; drag and drop events; graphics and animation handling; ActiveX controls; dynamic link libraries (DLL); object linking and embedding (OLE); and object oriented (OO) techniques.

**JRNL 1100A, JOURNALISM SEMINAR.** 1 hour. Practical application and study of journalistic techniques in the production and operation of student literacy magazine Pegasus. The equivalent of at least twenty internship-oriented hours must be logged by the student each semester. Fall, Spring.

**JRNL 1100B, JOURNALISM SEMINAR.** 1 hour. Practical application and study of journalistic techniques in production work with ABAC's student radio station, WPLH 103.1 FM. The equivalent of twenty internship-oriented hours must be logged by the student each semester.

**JRNL 1100C, JOURNALISM SEMINAR.** 1 hour. Practical application and study of journalistic techniques in the production and operation of student newspaper The Stallion. The equivalent of at least twenty internship-oriented hours must be logged by the student each semester. Fall, Spring.

**JRNL 1101 INTRODUCTORY JOURNALISM.** 4 hours. Co-requisite/Prerequisite: ENGL 1101 or approval of instructor. A survey of contemporary mass media focused on journalism history and current trends, particularly in the area of news gathering. Students will also study and practice basic news writing and photojournalism techniques. Fall.

**JRNL 2060 NEWS WRITING AND REPORTING.** 4 hours. Prerequisite: JRNL 1100 or approval of instructor. A study and practical application of basic news reporting, writing, editing, photojournalism, and design techniques for the print media. Spring.

**MATH 0090 REMEDIAL MATH.** 5 hours. Five hours of lecture each week. This course is designed to help the student with an understanding of the fundamental processes with whole numbers, fractions, decimals, percents, and signed numbers. The course will increase the students' knowledge and competency in geometry concepts and in solving linear equations. Required of a student scoring below an established cut-off score on the pre-algebra placement exam. MATH 0090 is the course that prepares a student for MATH 1002. Fall, Spring.

**MATH 0097 BEGINNING ALGEBRA.** 4 hours. Emphasis is placed on those topics of beginning algebra and the fundamentals of basic algebra. Required of a student scoring below an established cut-off score on the placement exam. Fall, Spring, Summer

**MATH 0099 INTRODUCTORY ALGEBRA.** 4 hours. Prerequisite: MATH 0097 with a grade of "C" or better, or a satisfactory score on the MATH 0097 exemption test. A short review of beginning algebra followed by additional algebra topics including real number operations on algebraic expressions, algebraic fractions, exponents and radicals, graphing equalities and inequalities. Fall, Spring, Summer.

**MATH 1002 TECHNICAL MATHEMATICS.** 3 hours. Prerequisite: Set by math placement test. Three hours of lectures each week. A study of basic mathematical processes and concepts, metric conversion, elementary descriptive geometry and trigonometry with applications, percent, ratio and proportion and simple algebraic operations. Fall, Spring, Summer as needed.

**MATH 1101 MATHEMATICAL MODELING.** 3 hours. This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results. Fall, Spring, Summer as needed.

**MATH 1105 MATHEMATICAL INQUIRY FOR TEACHERS.** 3 hours. Pre-requisite: MATH 1101 or higher

with a grade of C or better. A problem-centered treatment of mathematics including the general content areas of probability, statistics, geometry, and algebra. Designed for elementary education majors. Fall, Spring.

**MATH 1111 COLLEGE ALGEBRA.** 3 hours. Three hours of lecture each week. This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions, their graphs and applications. Fall, Spring, Summer.

**MATH 1112 TRIGONOMETRY.** 3 hours. Prerequisite: MATH 1111 with a grade of C or better or exemption from MATH 1111. Three hours of lecture each week. A study of the trigonometric functions and their inverses, further study of complex numbers. Fall, Spring, Summer as needed.

**MATH 1113 PRE-CALCULUS MATHEMATICS.** 4 hours. Prerequisite: High School Trigonometry and MATH 1111 exemption; or High School Trigonometry and MATH 1111 with a grade of "C" or better; or score on placement test. This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions and analytic geometry. Fall, Spring.

**MATH 2000 STATISTICS.** 3 hours. Prerequisite: MATH 1101 or MATH 1111 with a grade of "C" or better or exemption. Three hours of lecture each week. An introduction to basic descriptive and inferential statistics. Includes measures of central tendency, variability and position; statistical graphs including the stem and leaf plot, box plot, dot plot, frequency polygon, histogram, circle graph, and ogive; confidence intervals, hypothesis testing, and other applications involving the binomial, normal, t, chi-square, and F-distributions; and correlation and regression analysis. The emphasis is on applications rather than on mathematical theory, and both calculator and computer techniques will be stressed. Fall, Spring, Summer as needed.

**MATH 2003 APPLIED CALCULUS.** 3 hours. Prerequisite: MATH 1111 with a grade of C or better or exemption from college algebra. Three hours of lecture each week. An overview of analytical geometry and an introduction to calculus with application to problems in business, economics, and social science. Among topics included are analysis and applications of linear and polynomial functions, analysis and applications of differentiation, and analysis and applications of exponential and logarithmic functions. The course is designed for business majors and is not acceptable for science or mathematics majors. Fall, Spring, Summer as needed.

**MATH 2053 CALCULUS I.** 4 hours. Prerequisite: MATH 1112 or MATH 1113 with a grade of C or better, or score on placement test. Four hours of lecture/demonstration each week. A first course in the techniques and theory of the calculus. Topics include: limits, continuity, differentiation and integration, applications of the derivative and the integral. Fall, Spring, Summer as needed.

**MATH 2054 CALCULUS II.** 4 hours. Prerequisite: MATH 2053 with a grade of C or better. Four hours of lecture/demonstration each week. Topics include further study of applications of derivative and integral, transcendental functions, polar coordinates, conic sections, infinite series. Fall, Spring.

**MATH 2055 CALCULUS III.** 4 hours. Prerequisite: MATH 2054 with a grade of C or better. Four hours of lecture/demonstration each week. Topics in real-valued functions of several variables, including vector calculus, three-dimensional analytic geometry, partial differentiation, elementary linear algebra, vector spaces, three dimensional geometry, multiple integration and applications. Spring.

**MATH 2208 INTRODUCTION TO LINEAR ALGEBRA.** 3 hours. Pre-requisite: Minimum grade of 'C' in MATH 2053 or MATH 2003 or exemption. Three hours of lecture each week. Study of systems in linear equations, matrices, determinant, linear transformations, vector spaces, least squares, and eigenvectors and eigenvalues. Spring

**MGMT 2165 FUNDAMENTALS OF MANAGEMENT.** 3 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. Fall.

**MGMT 2166 SMALL BUSINESS MANAGEMENT.** 3 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.

**MGMT 2167 HUMAN RESOURCE MANAGEMENT.** 3 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.

**MKTG 2175 PRINCIPLES OF MARKETING.** 3 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, even years.

**MKTG 2176 ADVERTISING AND SALES PROMOTION.** 3 hours. Designed to acquaint the student with all phases of sales promotion, advertising, display, direct mail, radio, and TV. Actual practice in developing material in accordance with modern technique. Spring, odd years.

**MKTG 2177 PERSONAL SELLING.** 3 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. Spring.

**MUSC 1000 KEYBOARDS NON-MAJOR.** 2 hours. Basic, progressive instruction in keyboarding instruments. Designed for a student not majoring in music and who may not take MUSC 1001. Fall, Spring.

**MUSC 1001 KEYBOARDS MUSIC MAJORS ONLY.** 2 hours. Basic, progressive instruction in keyboard instruments. Fall, Spring.

**MUSC 1100 MUSIC APPRECIATION.** 3 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 those individuals who have little background or basic knowledge of music. Fall, Spring, Summer.

**MUSC 1134 ELEMENTARY MUSIC THEORY.** 2 hours. Part-writing of triads, sight-singing, dictation, and keyboard harmony. Some creative work. Fall.

**MUSC 1135 ELEMENTARY MUSIC THEORY.** 2 hours. Triads in inversions, dominant seventh chord, secondary seventh chords and inversions, sight-singing, eartraining, dictation, and keyboard harmony. Continuation of creative work in MUSC 1134. Spring.

**MUSC 1181 A, B APPLIED MUSIC.** 1 hour. One 30-minute lesson a week in piano, organ, other instrument or voice. Designed for a music major taking a secondary applied. Fall, Spring.

**MUSC 1182 A, B APPLIED MUSIC.** 2 hours. One 50-minute lesson a week in piano, organ, other instrument or voice. Designed for a music major taking a principal applied. For a music major only. Fall, Spring.

**MUSC 2234 ADVANCED MUSIC THEORY.** 2 hours. Secondary dominant, modulation, melodic and harmonic material, analysis of small forms (binary and ternary), eartraining, keyboard harmony, and analysis. Continuation of creative work. Fall.

**MUSC 2235 ADVANCED MUSIC THEORY.** 2 hours. Neapolitan and augmented chords, chromatic chord forms (chromatic mediants, altered dominant, and borrowed chords), advanced modulation, advanced form (rondo and sonata-allegro), contemporary techniques, including extended chords, quartal and secondary harmony, twelve-tone rhythmic devices, sight-singing, eartraining, keyboard harmony, and analysis. Continuation of creative work. Spring.

**MUSC 2080 CONCERT BAND.** 1 hour. Open to any student who has been a member of a junior or senior high school band. Fall, Spring.

**MUSC 2281 A, B, C, D APPLIED MUSIC.** 1 hour. One 30-minute lesson a week in piano, organ, other instrument or voice. Designed for a music major taking a secondary applied. Fall, Spring.

**MUSC 2282 A, B, C, D APPLIED MUSIC.** 2 hours. One 50-minute lesson a week in piano, organ, other instrument or voice. Designed for a music major taking a principal applied. For a music major only. Fall, Spring.

**MUSC 2287 JAZZ CHOIR.** 1 hour. Open to any student who is a member of the chorus and who can qualify. Fall, Spring.

**MUSC 2090 CONCERT CHOIR.** 1 hour. Open to any student who has been a member of a school or church choir. Fall, Spring.

**MUSC 2290 JAZZ ENSEMBLE.** 1 hour. Open to any student who is a member of the concert band and who can qualify. Gives a student the opportunity to experience all types of jazz musical styles (blues, swing, rock, and improvisation) through the actual playing of instruments in a small ensemble. Audition required. Fall, Spring.

**MUSC 2291 SMALL GROUP ENSEMBLE.** 1 hour. Open to any student who can sing or suitably play a musical instrument. Audition Required. Fall, Spring.

**NURS 1108 NURSING I-FUNDAMENTALS.** 6 hours. Co-requisite: PSYC 2103 & NURS 1109. Sixty hours of lecture and ninety hours of skills/clinical lab each semester. This course is a study of the concepts and psychomotor skills that 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 assistance in meeting physiological and psychosocial needs. Fall & Spring

**NURS 1109 NURSING II-HEALTH & PHYSICAL ASSESSMENT.** 3 hours. Co-requisite: NURS 1108. Forty two hours of lecture and nine hours of skills lab each semester. This course is a study of the basic skills that provide the foundation for nursing assessment. The major focus of this course is on physical assessment of all body systems. Nutritional and psychosocial assessment is included. Fall, Spring, and Summer

**NURS 1110 NURSING III- MEDICAL/SURGICAL ONE.** 6 hours. Prerequisite: NURS 1108 & 1109 with a C or better. Co-requisite: BIOL 2012 & BIOL 2012 L. Sixty hours of lecture and ninety hours of skills/clinical lab each semester. This course is a study of the perioperative client and clients with gastrointestinal, musculoskeletal, respiratory, cardiovascular, immunological, neurological, and psychosocial dysfunctions. The major focus of this course is on utilization of the nursing process to care for clients experiencing these dysfunctions. Fall , Spring, and Summer.

**NURS 1115 TRANSITION TO ASSOCIATE DEGREE NURSING.** 3 hours. Co-requisite: NURS 1109 Thirty hours of lecture and forty five hours of skills/clinical lab each semester. This course is designed to assist the Licensed Practical Nurse (LPN) and Licensed Paramedic to matriculate into the second year of the Associate in Science in Nursing program. The major focus of the course is on role transition and selected concepts from nursing courses offered during the first year of nursing. Summer.

**NURS 2207 NURSING IV- MEDICAL/SURGICAL TWO.** 6 hours. Prerequisite: NURS 1110 or NURS 1115 & BIOL 2050/BIOL 2050L with a C or better. Co-requisite: NURS 2208. Sixty hours of lecture and ninety hours of clinical each semester. This course is a study of clients with cardiovascular, endocrine, gastrointestinal, genitourinary, immunological, neurological, and psychosocial dysfunctions. The major focus of this course is on utilization of the nursing process to care for clients experiencing these dysfunctions. Fall & Spring.

**NURS 2208 NURSING V- MATERNAL-CHILD & WOMEN'S HEALTH.** 4 hours. Prerequisite: NURS 1110 & BIOL 2050/BIOL 2050L with a C or better. Co-requisite: NURS 2207. Forty five hours of lecture and forty five hours of clinical each semester. This course is a study of female clients from adolescence through later maturity and newborn infants. The major focus of this course is on utilization of the nursing process to care for maternity clients, newborn infants and clients experiencing dysfunctions specific to females. Fall & Spring.

**NURS 2209 NURSING VI- PEDIATRICS.** 4 hours. Prerequisite: NURS 2207 & 2208 with a C or better. Co-requisite NURS 2210. Forty five hours of lecture and forty five hours of clinical lab each semester. This course is a study of the nursing care of culturally diverse pediatric clients from infancy through adolescence with an emphasis upon wellness and dysfunctions. The major focus of this course is on the utilization of the nursing process to meet the wellness, physiological, and psychosocial needs of pediatric clients. Fall & Spring.

**NURS 2210 NURSING VII- MEDICAL/SURGICAL THREE.** 6 hours. Prerequisite: NURS 2207 & 2208 with a C or better. Co-requisite: NURS 2209. Sixty hours of lecture and ninety hours of clinical lab each semester. This course is a study of clients with cardiovascular, endocrine, genitourinary, immunological, neurological, integumentary, musculoskeletal, respiratory, and psychosocial dysfunctions. The major focus of this course is on utilization of the nursing process to care for clients experiencing complex and/or multiple dysfunctions. Fall & Spring.

**PHED 1000 ADAPTIVE PHYSICAL EDUCATION I.** 1 hour. Medical release and physician's verification of physical limitations are required. The course includes screening and assessment to provide individualized programming. The needs of the student will be used to establish a personalized training program. Fall.

**PHED 1001 ADAPTIVE PHYSICAL EDUCATION II.** 1 hour. Medical release and physician's verification of physical limitations are required. This course is a continuation of Adaptive Physical Education I. Spring.

**PHED 1100 HEALTH & WELLNESS.** 2 hours. Designed to provide the student with knowledge of current health problems including physical fitness, nutrition, major diseases, and to encourage application of this knowledge for healthful living. Fall, Spring, and Summer.

**PHED 1101 ARCHERY.** 1 hour. The purpose of this course is to provide basic knowledge and skill in the sport of archery. This course may be used by the participant to advance techniques and skill in recreational archery. Fall, Spring.

**PHED 1104 TENNIS.** 1 hour. A beginning course designed to teach the basic fundamentals of tennis. Rules and strategy will be emphasized. Students are required to furnish their own tennis rackets. Fall, Spring, Summer.

**PHED 1106 VOLLEYBALL.** 1 hour. Designed to teach the basic skills, strategy and rules. Skills include the different volleys, serving, spiking and blocking. Fall, Spring.

**PHED 1120 RECREATIONAL GAMES.** 1 hour. A class designed to enhance the student's physical fitness through participation in but not limited to cardio games, group initiatives, and individual challenges. Students will develop a game portfolio and make a group initiative. This course is highly recommended for Education majors. Fall.

**PHED 1123 FITNESS FOR LIFE WEIGHT TRAINING.** 1 hour. A course designed for a student interested in improving strength, power, and physical fitness by the use of free weights and weight machines. Fall, Spring, Summer.

**PHED 1124 FITNESS FOR LIFE JOGGING.** 1 hour. A class designed for the development of skills and strategy in jogging. The student will participate in an exercise program designed to improve cardio respiratory endurance as well as learning basic principles and mechanics. THIS IS NOT A WALKING CLASS. Spring.

**PHED 1125 FITNESS FOR LIFE WALKING.** 1 hour. A class designed to provide instruction and skill development in fitness walking. The primary focus of the class will be on the enhancement of cardiorespiratory fitness, muscular endurance, and flexibility. Fall, Spring.

**PHED 1126 FITNESS FOR LIFE PERSONAL CONDITIONING.** 1 hour. A fitness class designed to improve cardiorespiratory fitness, muscular endurance, muscular strength and flexibility through endurance exercise, resistance training, and stretching. Fall, Spring.

**PHED 1130 FITNESS FOR LIFE WATER AEROBICS.** 1 hour. A water aerobics class which enhances fitness levels through jogging, calisthenics, and resistance training. Session A Fall.

**PHED 1137 FITNESS FOR LIFE 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 for the non-swimmer. Session A Fall, Summer.

**PHED 1139 GOLF II.** 1 hour. Intermediate Golf. Prerequisite: PHED 1141 with a grade of B or better or a 15 or less handicap. A course designed to help a student apply the basic skills learned in PHED 1141 for successful scoring and employment of the game. Further concentration in understanding rules and etiquette will be emphasized. **Additional Fee Required** Spring.

**PHED 1140 BADMINTON.** 1 hour. A beginning course designed to teach the basic fundamentals of badminton. Rules and strategy will be emphasized. Students are required to furnish their own badminton rackets. Fall, Spring.

**PHED 1141 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. Fall, Spring, Summer.

**PHED 1150 COUNTRY/WESTERN LINE DANCE I.** 1 hour. Designed to impart knowledge and skill in country/western line dancing. Classes cover terminology and movements used in various line dances. Fall.

**PHED 1151 COUNTRY/WESTERN LINE DANCE II.** 1 hour. Prerequisite: PHED 1150 Country/Western Line Dance I with a 'C' or better. Classes cover terminology and movements used in various line dances. Spring.

**PHED 1160 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.** Fall, Spring.

**PHED 1170 FIELD EXPERIENCE.** 1 hour. Practical experience through shadowing an ABAC physical education instructor. Students are required to teach a lesson and keep a daily journal of class activities. FOR PHYSICAL EDUCATION MAJORS ONLY. Fall, Spring.

**PHED 1210 INTRODUCTION TO RECREATION:** 3 hours. This course is designed to introduce the student to the basic concepts of recreation. The course includes the history of the recreation movement, theories of play and leisure, and philosophies of recreation. Emphasis will be placed on the economic importance of recreation and the social institutions providing recreation. FOR RECREATION MAJORS ONLY. As needed.

**PHIL 2111 INTRODUCTION TO WESTERN PHILOSOPHY.** 3 hours. Prerequisite: "C" or better in ENGL 1101. Philosophy 2111 is a survey course. Material covered will include both major and minor works in epistemology, metaphysics, logic and ethics. This course requires a great deal of reading and critical thinking skills. Spring.

**PHSC 1011 PHYSICAL SCIENCE I.** 3 hours. Co-requisite: PHSC 1011L. Prerequisite: MATH 1111 or exemption. Three hours of lecture each week. A survey course dealing with elementary fundamentals of physical science, especially physics, with some study of the simpler applications. Fall and Summer as needed.

**PHSC 1011L PHYSICAL SCIENCE I LABORATORY.** 1 hour. One two-hour laboratory period each week to accompany PHSC 1011. Fall and Summer as needed.

**PHSC 1012 PHYSICAL SCIENCE II.** 3 hours. Co-requisite: PHSC 1012L. Three hours of lecture each week. A survey course in which chemistry is used to investigate selected topics of current interest, including global warming, ozone depletion, and air and water pollution. The chemistry is introduced on a need to know basis. Emphasis will be placed upon how chemistry impacts everyday life. Spring, Summer as needed.

**PHSC 1012L PHYSICAL SCIENCE II LABORATORY.** 1 hour. One three-hour laboratory period each week to accompany PHSC 1012. Spring, Summer as needed.

**PHYS 1111 INTRODUCTORY PHYSICS I.** 3 hours. Co-requisite: PHYS 1111L. Prerequisite: MATH 1112 or MATH 1113. Three hours of lecture and one hour of recitation each week. An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used. Fall and Summer as needed.

**PHYS 1111L INTRODUCTORY PHYSICS I LABORATORY.** 1 hour. One three-hour laboratory period each week to accompany PHYS 1111. Fall and Summer as needed.

**PHYS 1112 INTRODUCTORY PHYSICS II.** 3 hours. Co-requisite: PHYS 1112L. Prerequisite: PHYS 1111 AND PHYS 1111L. Three hours of lecture and one hour of recitation each week. An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used. Spring.

**PHYS 1112L INTRODUCTORY PHYSICS II LABORATORY.** 1 hour. One three-hour laboratory period each week to accompany PHYS 1112. Spring.

**PHYS 2211 PRINCIPLES OF PHYSICS I.** 3 hours. Prerequisite: MATH 2053. Co-requisite: PHYS 2211L. Three hours of lecture and one hour of recitation each week. An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used. Fall.

**PHYS 2211L PRINCIPLES OF PHYSICS I LABORATORY.** 1 hour. One three-hour laboratory period each week to accompany PHYS 2211. Fall

**PHYS 2212 PRINCIPLES OF PHYSICS II.** 3 hours. Co-requisite: PHYS 2212L. Prerequisite: PHYS 2211 and PHYS 2211L. Three hours of lecture and one hour of recitation each week. An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. Spring.

**PHYS 2212L PRINCIPLES OF PHYSICS II LABORATORY.** 1 hour. One three-hour laboratory period each week to accompany PHYS 2212. Spring.

**PNUR 1000 INTRODUCTION TO PATIENT CARE.** 3 hours. Co-requisite: PNUR 1001 and MATH 1002. This course introduces the student to the legal and ethical application of age specific considerations in the recognition of common physical abnormalities and the process of basic client care. Fall and as needed.

**PNUR 1001 BASIC PATIENT CARE SKILLS.** 3 hours. Co-requisite: PNUR 1000 and MATH 1002. This course introduces the student to the applications of basic patient care skills appropriate in a variety of care settings. Fall and as needed.

**PNUR 1100 ADVANCED PATIENT CARE.** 3 hours. Co-requisite: PNUR 1101. Prerequisite: MATH 1002, PNUR 1000 and PNUR 1001 with a grade of C or better. This course builds on a prior foundation of basic patient care concepts and incorporates the use of therapeutic interventions applied under the guidance of a licensed health care professional. Spring and as needed.

**PNUR 1101 ADVANCED PATIENT CARE SKILLS.** 4 hours. Co-requisite: PNUR 1100. Prerequisite: MATH 1002, PNUR 1000 and PNUR 1001 with a grade of C or better. This course provides the student with the work ethics necessary to enter the healthcare setting and provide basic and advanced patient care under supervision. Spring and as needed.

**PNUR 1104 PHARMACOLOGY FOR HEALTH PROFESSIONS.** 2 hours. Prerequisite: Set by math placement test. A study of the concepts that promote the administration of medication with concern for safety and precision. Incorporated into this course are major principles of mathematics including fractions, decimals, conversions between the various systems of weights and measures, and the use of ratio and proportion. Foundations of pharmacology, drug action at the physiology level, and drug preparation and administration to culturally diverse clients throughout the lifespan is included. Fall, Spring & Summer as needed.

**PNUR 1106 PERSPECTIVES IN WOMEN'S HEALTHCARE.** 2 hours. A study of the evolution of

healthcare related to women's needs. Includes current trends and issues appropriate to social, cultural, and political implications.

**POLS 1101 AMERICAN GOVERNMENT.** 3 hours. An introductory course covering the essential facts of federal, state, and local governments in the United States. The origin, development, organization, and practices of national and state governments will be examined. This course satisfies state law requiring examination on Georgia and United States Constitutions. Fall, Spring, Summer.

**POLS 2101 INTRODUCTION TO POLITICAL SCIENCE.** 3 hours. An introduction to the overall discipline of political science as a field of inquiry. The course surveys the various sub-fields of political science, including American, political philosophy, comparative politics, public administration, and international politics. Fall, Spring.

**POLS 2201 STATE AND LOCAL GOVERNMENT.** 3 hours. An examination of the organization and functions of the state and its political subdivisions. Emphasis is given to the state and local governments of Georgia. Spring.

**POLS 2401 GLOBAL ISSUES.** 3 hours. An examination of current global issues. Topics will include environmental, demographic, economic, and security concerns at the international level. An emphasis will be placed on the relevance of these global issues to the citizens of the state of Georgia. Fall.

**PSYC 1101 INTRODUCTION TO GENERAL PSYCHOLOGY.** 3 hours. A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal behavior/therapy. Fall, Spring, Summer.

**PSYC 2101 INTRODUCTION TO THE PSYCHOLOGY OF ADJUSTMENT.** 3 hours. An introductory examination of the applied psychological theory and research concerning mental health and well being. Personal application is stressed. Spring.

**PSYC 2103 HUMAN GROWTH AND DEVELOPMENT.** 3 hours. Prerequisite: PSYC 1101 with a "C" or better. An introductory, non-laboratory based examination of human development across the life span with an emphasis on normal patterns of physical, cognitive, and social development. Fall, Spring, Summer.

**PSYC 2201 INTRODUCTION TO ABNORMAL BEHAVIOR.** 3 hours. Prerequisite: PSYC 1101 with a "C" or better. An introduction 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, a student will also be expected to apply theoretical constructs to pseudopatients found in novels, docu-novels and case studies. Fall, Spring.

**READ 0099 LEARNING SUPPORT READING.** 5 hours. Five hours of lecture each week. This course is designed to teach reading skills necessary for success in comprehending college level courses. Topics include vocabulary development, literal and inferential comprehension, and analytical reading skills. This course requires reading lab work. Required of a student scoring below an established cut-off score on the reading placement exam. Students may exit Learning Support Reading by successfully completing READ 0099 and making a satisfactory score on the COMPASS exam. Fall, Spring, Summer.

**RELG 1100 INTRODUCTION TO WORLD RELIGIONS.** 3 hours. A survey and comparison of the beliefs, practices, traditions, history, and modern developments of the basic world religions, including Christianity, Islam, Judaism, Buddhism, and Hinduism. Fall.

**RGTE 0199 REGENTS' ESSAY REMEDIATION.** 2 hours. This course is required of a student who fails to meet the essay requirements of the University System Regents' Test. This course includes intensive classroom instruction and individual conferences in English composition skills. Fall, Spring, Summer.

**RGTR 0198 REGENTS' READING REMEDIATION.** 2 hours. This course is required of a student who fails the reading portion of the University System Regents' Test. The course consists of intensive instruction in vocabulary building and reading composition. Fall, Spring, Summer.

**ROTC 0499 LEADERSHIP LABORATORY.** The ROTC 1000 and 2000 Leadership Laboratory (LAB) courses included a study of Air Force customs and courtesies, drill ceremonies, military commands and Air Force opportunities. ROTC 3000 and 4000 courses provide advanced leadership experiences that involve planning, organizing and executing cadet training activities, as well as, preparing and presenting briefings and other oral written communications. Fall, Spring.

**ROTC 1001 INTRODUCTION TO THE AIR FORCE TODAY I.** 1 hour. A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the United States Air Force,



officership, and professionalism, military customs and courtesies, Air Force opportunities and benefits, and written communications. A mandatory Leadership Laboratory (ROTC 0499) complements this course by providing cadets with followership experiences. Fall.

**ROTC 1002 INTRODUCTION TO THE AIR FORCE TODAY II.** 1 hour. A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the United States Air Force, a macro history of the United States military, Air Force opportunities and benefits, group leadership projects and oral communication. A mandatory Leadership Laboratory (ROTC 0499) complements this course by providing cadets with followership experiences. Spring.

**ROTC 2001 THE AIR FORCE WAY I.** 1 hour. A survey course designed to facilitate the transition from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Air Force heritage and leaders, development of airpower doctrine from the invention of the airplane through the present, and written communications. A mandatory Leadership Laboratory (ROTC 0499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. Fall.

**ROTC 2002 THE AIR FORCE WAY II.** 1 hour. A survey course designed to facilitate the transformation from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Introduction to leadership, quality Air Force management tools, ethics and values, oral communication group leadership projects. A mandatory Leadership Laboratory (ROTC 0499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. Spring.

**SCIE 1000 ADDRESSING ENVIRONMENTAL ISSUES.** 1 hour. This seminar will address current controversial environmental issues concentrating on the problems and solutions associated with these issues. The basis for class discussions will be the background and controversy surrounding these issues and ethics involved in solving the problems as well as cultural, social, and political ramifications. Fall, Spring.

**SCIE 1003 MEDICAL TERMINOLOGY.** 1 hour. Two or three hours per week for half of the term. Designed to teach the meaning of 300 Latin and Greek roots, suffixes, and prefixes. With the knowledge of these 300 elements, a student is able to interpret and understand more than 10,000 complex medical terms. Fall, Spring.

**SCIE 1005 ENVIRONMENTAL SCIENCE.** 3 hours. Pre-requisite: PHSC 1011/1011L , PHSC 1012/1012L, or BIOL 1003/1003L. Three hours of lecture each week. A study of ecological concepts that form the basis for understanding environmental issues confronting us; ecology, populations, diversity, resources, pollution and global climate changes. Interrelationships of physical, chemical and biological components of the environment and the impact of human activities on the biosphere are explored. Fall, Spring.

**SCIE 1005L ENVIRONMENTAL SCIENCE LABORATORY.** 1 hour. Pre-requisite: PHSC 1011/1011L or PHSC 1012/1012L or BIOL 1003/1003L. Co-requisite: SCIE 1005. One two hour laboratory experience each week. Experiences will include environmental science activities in the laboratory as well as field trips to local areas of environmental interest. Designed to accompany SCIE 1005. Fall, Spring.

**SCIE 1006 MARINE SCIENCE.** 3 hours. Pre-requisite: PHSC 1011/1011L or PHSC 1012/1012L or BIOL 1003/1003L. Three hours of lecture each week usually in a classroom with an occasional field outing. The course will include a general overview of the fundamentals of Marine Science including marine geology, physics, chemistry, and biology. The course addresses geological, chemical, and physical features of the marine environment, marine organisms and their ecological interactions, as well as human interactions and conservation of marine resources. This class is designed for non-science majors with an interest in oceans and marine science. Fall as needed.

**SCIE 1007 INTRODUCTORY GEOLOGY.** 3 hours. Pre-requisite: PHSC 1011/1011L or PHSC 1012/1012L. Three hours of lecture each week usually in a classroom with an occasional field outing. The course topics introduced will include physical geological features and processes that shape our Earth. Topics will include rocks and minerals, resources and processes such as plate tectonics, earthquakes, volcanoes, streams, flooding and coastal erosion. Topics extend to include waste disposal, pollution, environmental law, and land use planning. A capstone field experience is provided at the end of the semester. This class is designed for non-science majors with an interest in geological concepts. Spring as needed.

**SOCI 1101 INTRODUCTION TO SOCIOLOGY.** 3 hours. A survey of the discipline of sociology. Topics will include sociological theory, methods, and selected substantive areas, such as sex, age, gender, social class, and race/ethnicity. Fall, Spring, Summer.

**SOCI 1160 INTRODUCTION TO SOCIAL PROBLEMS.** 3 hours. A theoretical and empirical analysis of selected major social problems confronting American society. Fall, Spring, Summer.

**SOCI 2110 HUMAN SERVICES AND SOCIAL POLICY.** 3 hours. Prerequisite: SOCI 1101 with a "C" or better and a 2.0 GPA. 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. Students will explore the diversity of jobs in the current market that await two- and four-year degree holders. Spring.

**SOCI 2293 INTRODUCTION TO MARRIAGE AND FAMILY.** 3 hours. An introduction to the structure, processes, problems and adjustments of contemporary marriage and family life. Dual listed as FACS 2293. Fall, Spring, Summer.

**SOCI 2400 HUMAN SERVICES LABORATORY IN FIELD WORK.** 3 hours. Prerequisite: SOCI 2110 with a "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 experience aids in the further development of the techniques and skills common to practice in the social welfare field, such as observation, data collecting and organizing, interviewing, and reporting and evaluating impressions. Summer, Fall.

**SOSC 1100 VALUES, ISSUES, & PERSPECTIVES IN SOCIAL SCIENCES.** 1 hour. An interdisciplinary seminar designed to introduce the student to some of the fundamental concepts and issues of the social sciences and to develop the student's critical thinking skills. Topics, which vary from term to term, include such themes as American values, gender issues, and current political or social issues. Fall, Spring.

**SPAN 1000A SPANISH FOR LAW ENFORCEMENT OFFICERS.** 1 hour. This class will offer job-specific Spanish vocabulary and phraseology, as well as pronunciation and vocalization through intensive oral exercises, scenarios and role playing. Fall.

**SPAN 1000B SPANISH FOR NURSES AND HEALTH PROFESSIONALS.** 1 hour. This class will offer job-specific Spanish vocabulary and phraseology, as well as pronunciation and vocalization through intensive oral exercises, scenarios and role playing. Spring.

**SPAN 1001 ELEMENTARY SPANISH I.** 3 hours. Introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking regions. 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. Fall, Spring, Summer.

**SPAN 1002 ELEMENTARY SPANISH II.** 3 hours. Continued listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish-speaking regions. A continuation of SPAN 1001. Fall, Spring, Summer.

**SPAN 1110 SPANISH FOR GREEN INDUSTRY PROFESSIONALS.** 3 hours. This class will offer job-specific (occupational) Spanish vocabulary and phraseology, as well as pronunciation and vocalization through intensive oral exercises, scenarios, and role playing. Topics include greetings, training, phrase words, the calendar, numbers and time, family and work personnel, safety and health phrases and terms, tools and equipment terms and actions, golf course terms and actions, golf clubhouse terms and actions, commercial and residential sites, directions and locations, and spraying and irrigation terms and actions. Fall, Spring.

**SPAN 2001 INTERMEDIATE SPANISH.** 3 hours. A continuation of SPAN 1001 and SPAN 1002. Spring.

**SPAN 2002 INTERMEDIATE SPANISH.** 3 hours. A continuation of SPAN 1001, SPAN 1002, and SPAN 2001. Spring.

**THEA 1100 THEATRE APPRECIATION.** 3 hours. Introduction to the art of the theatre emphasizing its historical development. Survey of the basic elements and theories of theatrical production with special consideration of theatre as an artistic experience. Fall, Spring.

**THEA 1101 THEATRE WORKSHOP.** 1 hour. Hands-on active participation in current theatre production. Requires a minimum of 25 hours devoted to production-related assignments. Activities include performing in the production, building sets, constructing costumes, lighting, stage manager, assistant director. Fall, Spring.

**THEA 1103 STAGECRAFT.** 3 hours. A broad study of technical theatre, with emphasis on set design and construction, costume design, lighting, makeup, and sound system. Spring.

F a c u l t y   a n d  
A d m i n i s t r a t i o n

## THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia—19 universities, 2 state colleges, 13 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 certificate.

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 governing, managing, and controlling 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.

**BOARD OF REGENTS  
OF THE  
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*270 Washington Street, SW, Atlanta, Georgia 30334*

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## FACULTY

**LARRY D. ALLEN**, Professor of Animal Science and Chair, Division of Agriculture and Forest Resources. Ph.D. (Agricultural Education), Louisiana State University; M.A. (Animal Science), University of Arkansas; B. S. (Agricultural Education), Louisiana Tech University. 1994

**REBECCA ARNOLD**, Assistant Professor of Nursing. M.S.N. and B.S.N (Nursing) Valdosta State University. 1994

**PATRICIA S. BARBER**, Assistant Professor of Nursing. M.S.N. (Nursing), Medical College of Georgia; B.S. (Nursing), Georgia Southwestern College. 1980

**RAY N. BARBER**, Professor of Biology and Chair, Division of Science and Mathematics. Ed.D. (Science Education), University of Georgia; M.S. (Physiology) and B.S. (Biological Science, Zoology), Auburn University. 1977

**EARL M. BENNETT**, Professor of Mathematics. Ph.D. (Mathematics Education), University of Georgia; M.ED.. (Secondary Education/Math Education) and B.S. (Secondary Education), Valdosta State College. 1980

**JOANN BRANNEN**, Assistant Professor of Business Information Technology. M.S. and B.S.ED. (Business Education), Valdosta State University. 1998

**KEETRA C. BRANCH**, Associate Professor of Biology. M.S. (Microbiology), University of Georgia; B.S. (Biology), Valdosta State College. 1992

**RODNEY W. BROWN**, Associate Professor of Forestry. Ph.D., M.S. and B.S.F.R. (Forest Resources), University of Georgia. 1982

**MARIA J. CAHILL**, Instructor in English. M.A. (English), Georgia Southern University; B.A. (English), University of Washington. 2003

**TOM CALL**, Associate Professor of Agronomy and Vice President for Student Enrollment Services. M.S. & B.S.A. (Agronomy), University of Georgia. 1981

**DONNA C. CAMPBELL**, Assistant Professor of Health and Physical Education and Women's Fastpitch Coach. M.S., B.S., & A.A. (Health Education), Georgia State College. 1995

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