



68-69 ABRAHAM BALDWIN COLLEGE CATALOG

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AND ADMISSION OFFICERS

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1968

JULY

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CALENDAR 1968 - 1969

FALL QUARTER, 1968

September 2—Last day for making application for fall quarter.
 September 17—Faculty Meeting.
 September 22—Freshman students report for dormitory assignments. Dining hall opens for evening meal.
 September 22-25—Freshman week. Orientation period.
 September 26—Sophomores report and register.
 September 27—Classes begin for all students.
 October 3—Last day for late registration.
 November 1—Mid-quarter deficiency reports due.
 November 28 - December 1—Thanksgiving holidays.
 December 14—End of quarter.

WINTER QUARTER, 1969

December 13—Last day for making application for winter quarter.
 January 1—Dormitories open at 2 P.M. Dining hall opens for evening meal.
 January 2—Registration
 January 3—Classes begin.
 January 4—Classes will meet on this Saturday.
 January 8—Last day for late registration.
 February 7—Mid-quarter deficiency report due.
 February 15—Homecoming.
 March 15—End of quarter.

SPRING QUARTER, 1969

February 27—Last day for making application for spring quarter.
 March 23—Dormitories open at 2 P.M. Dining hall opens for evening meal.
 March 24—Registration.
 March 25—Classes begin.
 March 31—Last day for late registration.
 April 25—Mid-quarter deficiency report due.
 May 13—Honors day.
 June 7—End of quarter—Graduation.

SUMMER QUARTER, 1969

June 16 - August 22

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1967-68

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MISS NETTIE GRAY Librarian Emeritus

LEROY LANFORD Associate Professor Emeritus
of Agronomy and Agricultural Economics

INTRODUCTION

HISTORICAL PERSPECTIVE

The Abraham Baldwin Agricultural College story can best be told in three dimensions of time—past, present, and future.

Founded in 1908 as the Second District A & M School, the institution has experienced a steady growth from 150 students then to an enrollment of 1,559 in the fall quarter of 1967-68. Today the college is reaching approximately 8,000 people annually through the four programs which it conducts. Students are enrolled each quarter from each of the state's 159 counties, adjoining states, and foreign countries. While the college has many features of a community college, its role is far more important because the scope of her operations are state-wide in nature and range. Dormitory space is provided on campus for approximately 65 percent of the enrollment.

The name, role, and scope of the institution have been subject to change. In 1933 the institution became a member or unit of the University System of Georgia, governed by a State Board of Regents, as a junior college and was given the present name in honor of Abraham Baldwin, Pioneer Georgia citizen and First President, The University of Georgia. The college bears a name worthy of any institution of higher education in the state. In the folklore of Georgia and the Southeast, the college is known as "ABAC", an abbreviation of the official name, Abraham Baldwin Agricultural College. Abraham Baldwin was the father of the University System in a large way.

A distinct orientation was given the college in 1933 for the offering of programs of instruction in agriculture, forestry, and home economics, an interest which has continued, with growth, to the present time. With the coming of worldwide population explosion and food shortage, the college expects to play an increasing role in the production of needed manpower in food production, marketing, and distribution, and in the total agricultural revolution.

Beyond this interest in the food and fiber sciences, the college in more recent years has become a comprehensive coeducational junior college offering a wide spectrum of courses in academia which transfer freely from one college to another. Thus, while retaining distinction as an agricultural college, the institution, like the land-grant colleges, has extended its program of studies to all academic areas.

LOCATION

The college is located in south central Georgia on a 360 acre tract of land situated alongside United States Interstate

Highway I-75 on the northern fringe of the city of Tifton. It is readily reached by taking the ABAC exit on Highway I-75 at the northern tip of the city.

Tifton is particularly favored as a site for the college. In a large way the location is Tri-State in character, being in 55 mile proximity to the Florida state line and connected thereto by Highway I-75 and being approximately 110 miles east from the Alabama state line along U.S. Highway 82. Tifton is at the intersection of U.S. Highway I-75, U.S. Highway 82 and U.S. Highway 319 and U.S. Highway 41. Various state and county roads lead to and from Tifton also.

Tifton is served by Eastern, Delta, and Southern Airlines through nearby airports at Albany, Moultrie, and Macon and by private planes at the Tifton Airport.

The Georgia Coastal Plain Experiment Station, a unit of the State University System, lies adjacent to the college. Approximately 100 top scientists in various specialized areas operate daily there in the search for improvements in plant and animal production. Such near proximity of the experiment station's personnel and operations contributes immeasurably to the climate of study and inquiry in which students of the college may be stimulated and faculty and staff invigorated. The college is especially favored in this respect because like advantages can be found in no other junior college. Many college students find part-time employment at the station, and some joint ventures are shared by the two institutions.

ACCREDITATION

The college is officially accredited by the Southern Association of Schools and Colleges.

Accreditation is accepted as an expression of confidence by the Southern Association in the purposes, resources, and performance of the college. To such an end, the Southern Association has employed criteria that describe conditions and principles which characterize educational effectiveness and performance. Accreditation indicates that in the judgment of the responsible agents of the academic community, the goals of ABAC are soundly conceived; that the educational programs have been intelligently devised, are competently conducted, are capable of fulfilling the goals which the college seeks, and are in fact accomplishing them, and that the college is so organized, staffed, and supported that it should continue to merit such confidence in the foreseeable future.

PHILOSOPHY AND PURPOSES

The faculty and staff believe in the dignity and worth of

every person and in equal opportunity for all with respect to race, creed, sex, age, or economic level.

The Abraham Baldwin Agricultural College is founded upon these beliefs and accepts as its unique responsibility the following range of purposes:

1. COLLEGE PARALLEL OR TRANSFER PROGRAMS:

The college offers courses required for majors in most academic disciplines and professions. Students taking programs outlined in this catalog transfer easily as juniors to four year institutions. Such courses require the student to cultivate the disciplines of scholarship and to develop the attitudes necessary for academic achievement in upper division work.

2. CAREER TECHNOLOGICAL PROGRAMS:

The college offers a wide variety of career technological programs to meet the needs of those preparing for employment immediately following junior college and for those currently employed who need to retain or upgrade their skills.

3. CONTINUING EDUCATION — SHORT COURSES:

The college operates a program of adult education to meet the demands of citizens for specialized and general education on a non-credit basis. Students are free to enroll in one or more courses at the point when and where they will benefit the most.

4. SPECIAL SERVICES:

The college provides a number of special services. One of the newer services is provided through the Center for Automation.

The college, as an integral part of the community it serves, offers cultural programs, intercollegiate athletic events, and an extensive and varied program for adults. It also offers the use of its facilities to civic and community groups and provides off campus programs and school related services.

ANTICIPATED FUTURE EXPANSION

The college anticipates continued expansion of the curriculum and of the physical plant and further campus development. A master plan for the campus has been developed in which long-range building and landscaping plans are projected. A steady increase in enrollment is expected in keeping with recent year trends.

During 1968-69 a new Classroom Building will be completed in the center of the campus, the Home Economics Laboratory Building renovated, the heating and water plants renovated.

ted, and a new dormitory for men commenced.

A long-range projection of enrollment, faculty/staff, finances, and campus was made in 1966, subject to annual review.

BUILDINGS AND GROUNDS

TIFT HALL—ADMINISTRATION — This is one of the oldest buildings on the campus. As a result of complete renovation of the first floor, including central heating and air-conditioning, the administrative offices of the President, Academic Dean, Registrar, Comptroller, Director of Admissions, and Coordinator of Student Personnel Services are now located in pleasant and attractive surroundings. The modern data processing equipment used for instruction and record keeping is located on the first floor. The second floor is devoted exclusively to classroom and faculty offices.

AGRICULTURAL BUILDING — This building, containing several general classrooms and laboratories, is used intensively for agriculture, science, social science and business classes. Individual classrooms and laboratories are air-conditioned for use during the summer months. Several faculty offices are located in this building.

THE MOORE BUILDING — HOME ECONOMICS — This building is devoted exclusively to home economics. The Moore Building contains a classroom, a large foods lab equipped with the latest appliances, a textiles lab, and a large clothing lab.

INA GAINES HALL — This modern building is used for faculty offices for the social science division.

AUDITORIUM—GYMNASIUM — These two buildings located adjacent and at a right angle to each other, are connected by a beautiful arcade-rotunda. The auditorium, which is equipped with a large stage, seats over 500 people. It is the center of many college and community activities such as concerts, plays, movies, assembly programs and religious activities. The gymnasium is used for classes in physical education as well as for intramural and intercollegiate basketball.

BRUCE V. GRESSETTE PHYSICAL EDUCATION CENTER—This large modern 42,000 sq. ft. physical education building was accepted in February, 1967. It contains five double faculty offices, classrooms, special rooms for weightlifting and combative sports, and a large new basketball court, with seating capacity of approximately 2,500. Faculty offices and classrooms are air-conditioned.

BALDWIN LIBRARY — The library building, which was completed in 1962, is modern and fully air-conditioned. The attractive building with its solar-grey glass walls features a large reading room with many individual study tables, a browsing and

pleasure reading area with lounge chairs, two levels of book stacks with study carrels and typing desks, and various special Materials areas. The book collection now numbers over 29,000 volumes with nearly 24,000 different titles and is growing rapidly. More than 200 magazines and newspapers are received by the Baldwin Library. The book and periodical collections are open to all students and faculty for study, research, and pleasure reading.

BUSINESS ADMINISTRATION BUILDING — This recently renovated building located just behind the Administration Building and adjacent to the Student Center, houses the business machines laboratory, the typing and shorthand room, a general classroom, three faculty offices and a small duplicating room.

CLAUDE GRAY BUILDING—SCIENCE — This modern building, situated near the library is used for a variety of purposes. In addition to laboratories for chemistry, physics, soils, and horticulture, it contains several general classrooms and faculty offices. A new addition to this building has more than doubled its capacity. Fully air-conditioned and including a greenhouse, it contains three new classrooms, three laboratories and nine faculty offices.

AGRICULTURAL ENGINEERING TECHNOLOGY BUILDING — In addition to classrooms and faculty offices, this building houses a considerable amount of up-to-date equipment used in the study of agriculture, agricultural engineering and farm machinery technology. In its service shops students learn the latest methods and practices.

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

WAREHOUSE — This building, which was formerly the processing plant, has been converted into a warehouse.

HOWELL HALL—STUDENT CENTER — This building has been completely renovated, air-conditioned and converted to a Student Center. The post office, book store, snack bar, game rooms and offices for student personnel services are located in this building.

DINING HALL — This is one of the newest and most attractive buildings on the campus. Completed in January 1962, it is completely air-conditioned and has a seating capacity of over 500. In addition to providing excellent dining facilities for the growing student body, it is frequently used for banquets by groups in the community. The many participants at the various short courses also enjoy its facilities.

FARM — The Baldwin farm contains over two hundred irrigated acres and two farm ponds, which are used in the teaching pro-

gram for agronomy, agricultural engineering, animal husbandry, forestry, poultry and horticulture.

STUDENT HOUSING — About one-half of the student body resides on campus. A house director resides in each of the two-story brick dormitories. Men students are housed in the following buildings: Weltner Hall, Weltner Annex and Comer Hall. The latter of which is completely modern, was first occupied in the fall of 1963. Women students reside in Creswell Hall, which is a beautiful fire-resistant brick dormitory located close to all the major college activities. Lewis Hall and Herring Hall have been renovated and converted into dormitories for women.

A new men's dormitory which houses 200 male students was completed in September 1966. The dormitory is fully air-conditioned.

HOUSING FACILITIES FOR MARRIED STUDENTS — Housing facilities for married students are available at the Housing Authority of the City of Tifton. Many private homes and apartments are also available for rent in the city.

PAT GRIFFIN RURAL LIFE BUILDING — This large modern building was opened in January 1960. A beautiful auditorium for the college short courses, the audio-visual educational service headquarters, the Coastal Plain Regional Library, the college forestry department, and offices of the dean and coordinator of continuing education, and the state vocational home economics and agricultural supervisors are located in this building.

THE PRESIDENT'S HOME — The home is located on the northwest side of the campus. This new home was occupied in August of 1967.

GEORGIA COASTAL PLAIN EXPERIMENT STATION — It is interesting to note that while the experiment station is not a part of the Baldwin campus, its 3,000 acres, devoted to agricultural research, surround the Baldwin campus. The first-hand results of the experiments being carried on at the station are available to ABAC students.

E. L. EVANS STUDENT HEALTH CENTER — This new health service building was occupied in September, 1966. This modern, air-conditioned infirmary has a ten bed capacity. This building contains two wards, one each for men and women, and one isolation room each for men and women. It has three treatment rooms, a spacious lobby, and a resident nurse's quarters.

VETERANS

Former members of the armed forces or dependent children who qualify desiring educational training in any of the courses of study set up in this catalogue, may enroll under Pub-

lic Laws 634, 16, 894, 361, 358.

Students enrolling for their first training under any of the above Public Laws should have their original certificate of eligibility in hand when reporting for registration. Those who have trained previously with another establishment, but who desire to transfer to this institution for further training under any of the above Public Laws should have a supplemental certificate of eligibility.

Veterans enrolling with this institution for training under Public Law 16 or 894 whether by original registration or transfer from another establishment, should have a letter of authorization from the Veterans Administration covering their training objectives.

Failure to have certificates of eligibility or letters of authorization for training in hand on the date of registration requires the student involved to pay all fees on registration day.

Veterans or veterans qualified dependent children in training under Public Laws 16, 894, 634, and 361 must carry fifteen or more quarter hours at all times for full time benefits. Veterans in training under Public Law 358 must carry fourteen or more quarter hours at all times for full time benefits.

GREATER BALDWIN ASSOCIATION

During the year 1954 business men in Tifton and Tift County organized the Greater Baldwin Association. Funds made payable to this corporation will be used for purchasing any needed equipment, lands, scholarships and for improvements which the board of directors may deem advisable.

ALUMNI ASSOCIATION

Graduates and other former students of the college have banded themselves together in an active alumni association. The purpose of the association is to promote the welfare of the college and its alumni by increasing the interest of its members in the college and in each other. The annual meeting, held each year on the campus, continues to grow in numbers and enthusiasm.

WITHDRAWAL FROM COLLEGE

The procedure to follow in officially withdrawing from college during a quarter is to initiate this withdrawal with one of the counselors.

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

MAJOR DIVISIONS OF COLLEGE OPERATIONS

The college operates through the following four area divisions:

- I. INSTRUCTION — Dr. Loyal V. Norman, Academic Dean
- II. STUDENT PERSONNEL SERVICES—Dr. I. R. Swords
Dean and Coordinator of Student Personnel Services
- III. CONTINUING EDUCATION—Mr. Tom Cordell, Dean
and Coordinator of Continuing Education.
- IV. BUSINESS MANAGEMENT, FINANCES, PLANT
OPERATIONS — Mr. J. T. Webb, Comptroller

All functions of the college fall under one or another of the above jurisdictions, whose principal officer responds directly to the College President, Dr. J. Clyde Driggers. The relevant area divisions of this catalogue were prepared by leadership in the respective areas.

Area Division I

THE INSTRUCTIONAL PROGRAM

COURSES FOR CREDIT ARE ORGANIZED AND GROUPED IN TWO CATEGORIES TO MEET THE NEEDS OF STUDENTS:

- I. COLLEGE TRANSFER COURSES — THE CORE CURRICULUM
- II. NON-TRANSFER COURSES — CAREER TECHNOLOGICAL PROGRAMS

THE ACADEMIC PROGRAM OF THE COLLEGE IS ORGANIZED AND OFFERED THROUGH SIX DIVISIONS:

- A. The Division of Agriculture, Forestry, and Home Economics
- B. The Division of Business Administration
- C. The Division of Humanities
- D. The Division of Science-Mathematics
- E. The Division of Health, Physical Education, and Recreation.
- F. The Division of Social Science

The student should decide at his first registration whether he will follow (1) College Transfer Courses, or (2) Non-Transfer Courses.

On the following pages will be found a narrative interpretation of policy, rules, and regulations relating to instruction. A description of each of the six academic division offerings follows those pages.

Loyal V. Norman - - - Academic Dean

EDUCATIONAL ADVISORS

Each student will have a member of the faculty as an Educational Advisor. He will look to that person for academic counsel.

The first major decision which faces a student entering the college is the selection of a curriculum.

Members of the faculty and staff are available to students for assistance in the selection of course work before and during registration.

Academic advisement for students is offered by the Division of Instruction through a system of Educational Advisors and the Divisional Chairmen. Serving as special consultants is an array of other officials among whom are (1) The Dean and Coordinator, Student Personnel Services, (2) The Dean of Men, (3) The Dean of Women, (4) The Coordinator of Guidance Services, (4) The Director of Student Financial Aid, (5) The Academic Dean, (6) The Registrar, (7) The Comptroller, and (8) The President.

The purposes and functions of these officers are to assist students in (1) planning programs of study in pursuit of their goals and objectives, (2) evaluating previous college work, (3) identifying educational objectives and programming action for their achievement, (4) assessing potentialities for intellectual growth and development, (5) discovering sources of scholastic difficulties and outlining needed remedial work, (6) selecting course work commensurate with the students' abilities and aspirations, and (7) efficiently scheduling classes.

TRANSFER FROM OTHER COLLEGES

Students from institutions approved by the Southern Association of Schools and Colleges ordinarily will be given credit, hour for hour for work done in such an institution insofar as it applies to the requirements of the curricula pursued at Abraham Baldwin Agricultural College. Credit from other institutions of higher education will be evaluated on merit on the basis of requirements at Abraham Baldwin Agricultural College. Credit in courses in which the lowest passing grade was received is not transferable unless balanced with other courses carrying correspondingly higher grades.

Abraham Baldwin Agricultural College does not recognize credit earned at a second institution during a period of disqualification from a first institution.

Students who transfer from other colleges may be allowed to substitute courses in the same general academic area where specific courses otherwise would be required.

Students who have registered in other colleges and universities may not disregard their records in such institutions in order to make applications for admission solely on the basis of their high school records.

A student transferring from another institution must meet the same academic standard as students in regular resident attendance at this college.

TRANSFER TO OTHER INSTITUTIONS

A student planning to transfer to a four year college or university usually can complete the requirements of the first two years of his work at Abraham Baldwin Agricultural College and be graduated with a baccalaureate degree after two years of further study in the institution to which he transfers.

While the credits earned at Abraham Baldwin Agricultural College are readily transferable, the student is urged to make a decision regarding transfer plans as early as possible and to consult with his Educational Advisor in order to arrange a program of courses which will satisfy the requirements of the institution of his choice.

Full responsibility for planning of transfer to another institution rests with the student, although the Educational Advisor and others of the faculty are available for consultation. The student must secure information regarding the transfer to the college of his choice.

Once each year the Deans of the University of Georgia visit the campus of Abraham Baldwin Agricultural College and are available for student advisement throughout the day. Similar visits from other colleges occur also.

EXAMINATIONS REQUIRED

All students, including graduating seniors, are required to take final examinations each quarter in their courses in accordance with the published final examination schedule.

Class instruction includes frequent examinations, tests, and evaluations throughout the quarter in order that the student can judge progress, the better to adjust his efforts.

STUDENT LOAD

Normally 15 quarter hours of academic course work plus physical education constitutes a load for a full-time student. This work load will consist ordinarily of three courses carrying five quarter hours each, which meet daily. Each student is expected to take a full-time load, unless special permission has been granted.

Students with an average grade of "B" or better may carry additional course work, upon written recommendation of the Educational Advisor and the Divisional Chairman. The upper limit for any quarter however is 21 quarter hours.

Part-time students are expected to limit enrollment to the number of courses which would be commensurate with available time. Regularly employed local citizens are encouraged to take courses at the college.

REPORT OF GRADES

Reports of grades are mailed to parents or guardians at the end of each quarter.

Mid-quarter deficiency reports are also mailed to parents and guardians in instances where the student earned one or more grades of "D" or "F".

The reporting system of the College utilizes computer service and mistakes do occur due to machine operations. Any error should be reported to the Registrar's Office immediately where corrections may be effected.

SCHOLASTIC STANDARDS

Any student who fails to maintain the following grade point cumulative average is placed on probation at the end of the quarter in which his average falls below the minimum required.

| Number of quarters previously attended | Cumulative grade point average |
|---|-----------------------------------|
| 1 | 1.00 |
| 2 | 1.33 |
| 3 | 1.45 |
| 4 | 1.55 |
| 5 | 1.65 |
| 6 | 1.75 |
| 7 | 1.85 |
| 8 | 2.00 |

The grade point averages referred to are exclusive of activity courses in physical education and other non-academic courses. (The procedure for computing grade point averages is explained in the student handbook.)

A student on academic probation is not eligible for registration at Abraham Baldwin College the succeeding quarter if he fails during the quarter he is on probation to bring his cumulative grade point average to the minimum level required. The normal period of exclusion is one quarter.

If a student earns a grade point average of 2.0 or more for

the fifteen-hour class load for which he initially registered during a quarter while on probation but fails to achieve a satisfactory cumulative grade point average by the end of that quarter, he will be allowed to register for one more quarter on academic probation. During this quarter the student must bring his cumulative grade point average to the minimum level required.

During the quarter of exclusion a student is not usually allowed to earn credits at another institution. If credit is allowed, it must be from an institution accredited by the Southern Accrediting Association.

A student excluded the first time for academic reasons may apply through the Office of the Registrar for re-admission after an absence of one quarter. If re-admission is approved, the student is admitted on probation and is subject to the regulations governing probation.

A student excluded a second time for academic reasons may not apply for re-admission to Abraham Baldwin College during a period of four consecutive quarters following his exclusion.

CHANGE OF SCHEDULE

Students are expected to make out a schedule during registration and to keep that schedule for the entire quarter. If for any reason a student wishes to change his courses or his curriculum, he must first confer with his Educational Advisor. Forms for the purpose may be secured there. He must attend all classes in which he originally enrolled until the requested change is officially authorized.

Students are discouraged from changing courses after classes get underway.

Changes in an original registration by additions or withdrawals may be made with approval of the instructor, educational advisor, and divisional chairman. Change of schedule forms must be signed and filed with the Office of the Registrar, and processed by the college Comptroller's Office where a fee of \$1.00 will be collected. The fee will be paid unless the change is made for the convenience of the college without a cause on the part of the student.

Courses dropped through prescribed routine are recorded with a grade of "WF" or "WP" (withdrew failing or withdrew passing). The irresponsible abandonment of a course will result in the grade of "F" at the end of the course.

APPEAL FROM ACADEMIC EXCLUSION

When a student has been excluded by reason of continued

low grades, he may appeal for re-admission and be heard by a special committee.

Appeals for a hearing must be filed in writing with the Chairman of the Appeals Committee immediately following close of the quarter, and the student must set out in the appeal a proposed program of action convincing to the committee that his condition will meet academic requirements the following quarter.

The committee may decide to allow a student to continue in college where a plan of action has been proposed in writing by the student and where the student personally appeared before the committee and manifested strength and maturity convincing sufficiently to warrant such action. The committee may decline re-admission if a more suitable approach to the future seems prudent.

ADMISSION OF AUDITORS

Interested persons may audit courses but credit for work so performed can not be given. The college requires the payment of a fee of students electing to audit a course.

SCHOLASTIC GRADES AND GRADE POINTS

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. The grade point average is computed by dividing all hours attempted into the total grade points received. The meaning of each grade and its value in grade points universal at this college and throughout the University System of Georgia is as follows:

| | |
|------------------------|--------------|
| A plus (95-100) | 4.5 |
| A (90-94) | 4.0 |
| B plus (85-89) | 3.5 |
| B (80-84) | 3.0 |
| C plus (75-79) | 2.5 |
| C (70-74) | 2.0 |
| D plus (65-69) | 1.5 |
| D (60-64) | 1.0 |
| F (Below 60) | .0 |
| WF (Withdrew failing) | .0 |
| WP (Withdrawn passing) | Not computed |
| I Incomplete | Not computed |

An "I" signifies incomplete work. It indicates that the student has for some reason not completed some specific part or amount of work required by the course. This mark shall be given only when work already done has been of a quality acceptable to the instructor. No credit is allowed on the course as long as the mark remains "I". Failure to remove an incomplete grade during the following quarter (excluding summer quarter) will result in a grade of "F". It is the student's responsibility to verify that the Registrar's Office has been notified of the removal.

CLASSIFICATION OF STUDENTS

Students are classified as Freshmen or Sophomores on the basis of quarter hours of work successfully completed, as follows:

1. Freshman: A student who has fewer than 40 quarter hours credit, with an average grade of "C" or better, toward an Associate Degree is classified as a Freshman.
2. Sophomore: A student who has 40 or more quarter hours credit, with an average grade of "C" or better, toward an Associate Degree is classified as a Sophomore.

For statistical purposes the classification of a student at the opening of the fall quarter constitutes his classification throughout the academic year.

Students are further classified as full-time or part-time on the basis of quarter hours of credit for which enrolled, as follows:

1. Full-time Student: A student enrolled for 15 or more quarter hours of course work, exclusive of physical education activity courses, is considered a full-time student.
2. Part-time Student: A student enrolled for fewer than 15 quarter hours of course work, not including physical education activity courses, is considered a part-time student.

ENGLISH-READING

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

Those students whose writing is not satisfactory and whose reading skill falls short of that required for satisfactory per-

formance in college courses will be required to take further work in written English and/or in Development Reading beyond the number of college credits normally required for graduation.

The college operates a counseling program and a Diagnostic Reading Clinic where the student may receive assistance in measuring his achievement.

DISMISSAL FROM THE COLLEGE

A student is expected to show a proper respect for decorum, morality, consideration for the rights of others, and such a sense of personal honor as is becoming a good citizen in the class, on the campus, and off campus as well, throughout his enrollment at the college.

He is expected to realize that irresponsibility in money matters, and other immature conduct, is not acceptable behavior whether on the campus or in the community. Unsatisfactory conduct will place a student in jeopardy of suspension from class and expulsion from college.

Reprehensible conduct or failure to comply with college regulations may result in a student's being dismissed from the college at any time, and such action shall be posted on the student's permanent record in the Office of the Registrar.

Students who have been dismissed from the college are denied student privileges during the period of suspension. Such students are denied the privilege of establishing credit for academic work done anywhere during the period of their suspension.

DEAN'S HONOR LIST

The Dean's Honor List is made at the end of each quarter and is issued by the Office of the Academic Dean. A place on this list is given students who carry at least 15 units of work and who attain a scholarship average of 3.5 or better.

The Dean's Honor List is posted on the College Bulletin Board at the close of each quarter and a copy of it is provided the hometown newspapers of each student whose name appears thereon.

STATUS OF GRADUATES

The Associate in Arts or the Associate in Science Degree is awarded to students who fulfill a two-year organized program of college work either in a Career Program or in a Parallel or Transfer Program. The degree, however, does not in itself entitle a student to transfer to advanced standing in a four year college or university. Each institution prescribes its own admis-

sion requirements. Students who wish to transfer to a higher institution must satisfy the course, unit, and grade requirements of the college to which they transfer.

TRANSCRIPT OF STUDENT RECORD

A permanent record of all academic work taken by students, including grades and credit, is kept in the Office of the Registrar in a fire resistant vault.

Copies of student academic records will be released solely to parents, guardians, governmental agencies, or the last academic institution attended, except by written authorization from the student himself. The written request should be filed ten days in advance. One transcript will be provided free, but additional ones will be issued upon payment of \$1.00 each.

CREDIT BY EXAMINATION

A student may obtain college credit for any course at the college, at the discretion of the divisional chairman and faculty advisor by passing a comprehensive examination in the discipline. The student must make application for such examination to his educational advisor and secure advance approval. Credits earned by examination are subject to transfer to other institutions in the University System.

CHANGE OF GRADE

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

COLLEGE WIDE HONORS PROGRAM

Under the supervision of the Honors Council, the college operates an Honors Program to meet the needs of students of superior ability. The Honors Program seeks to develop in such students initiative and the ability to do productive independent work. While acceleration is not a major objective of the program, it is expected that many Honors candidates will be able to take an increased academic workload.

Freshmen and sophomores who have achieved distinguished academic records and who have revealed qualities of intellectual curiosity and independence of judgment may be invited to participate in the program.

Courses specifically designed as honors courses have been provided and a limited number of students, both freshmen and sophomores may enroll. A student must have attained a grade of B or better on all college courses in order to be eligible to take honors courses.

Ordinarily honors courses consist of the completion under a professor's direction of certain related readings or laboratory work without the traditional class attendance requirement. Upon completion of prescribed work and the successful passing of an examination, credit is acquired.

Each of the six academic divisions of the college is authorized and directed to develop one or more Honors course.

HONORS DAY

One day a year, the second Tuesday in May, is designed as Honors Day. A special Honors Day program is arranged for 11:00 a.m. where the ten top freshmen and the ten top sophomores in academic excellence receive recognition. A certificate is presented to each during the ceremony. An outstanding statesman, scientist, businessman, educator, or leader is speaker for the day.

Ten top freshmen are selected from students who averaged 15 quarter hours of academic disciplines for two or more quarters. Ten top sophomores are selected from students who averaged 15 quarter hours of academic disciplines for five or more quarters.

Credits earned by examination, without having taken a course, will not be included in the requirement.

Recognition will be given during the ceremony to students who have been on the Dean's List during the current year.

REQUIREMENTS FOR GRADUATION

Associate degrees in Art or in Science are awarded in a graduation ceremony at the end of the Spring Quarter to those students meeting requirements of the Board of Regents.

Candidates must have completed course requirements outlined in this catalog, have a grade point average of 2.0 or better and have completed a minimum of 90 quarter hours of academic work in addition to requirements of physical education courses. The specific number of quarter hours differs from one curricula to another.

At least 40 quarter hours of credit must have been earned at Abraham Baldwin Agricultural College, 30 of which must have been earned in residence after classification as a sophomore.

Georgia state law requires that each candidate for a degree have passed a written examination in Georgia and American History and Georgia Constitution and United States Constitution. In lieu of taking the examination the student can elect to substitute college credit in history and political science. The history examination is scheduled during fall and winter quarters and the constitution examination during the winter quarter.

The requirements in physical education must be met for graduation. Degree candidates must have completed six quarters of physical education. One year graduates in secretarial science or other areas must have completed three quarters of physical education. Veterans and students having handicaps may be excused from this requirement, upon presentation of statements from relevant sources.

It is required that the student meet all financial obligations to the college before graduation.

Permission to be absent from graduation may be granted in unusual situations by joint action of the Registrar, the Academic Dean, and the President.

Formal application for graduation must be filed with the Registrar during the first 15 days of the final quarter at which time the \$7.50 graduation fee should be paid.

GRADUATION WITH HONORS

The specified scholastic records and honors are:

1. Summa Cum Laude—4.50 or better in Grade Point Average
2. Magna Cum Laude—4.00 to 4.50 in Grade Point Average
3. Cum Laude—3.50 to 4.00 in grade Point Average

Students in such categories as outlined herewith must have completed half their course work in residence at the college.

The student with the highest academic average at the college is named First Honor Graduate of his class. Not more than 45 quarter hours of work taken at other institutions may be used to determine eligibility for First Honor Graduate.

The student with the second highest academic average at the college is named Second Honor Graduate of his class. No more than 45 quarter hours of work taken at other institutions may be used to determine eligibility for Second Honor Graduate.

OUTSTANDING TEACHER OF THE YEAR

An outstanding teacher is selected annually to receive a

merit award of \$1,000.00 in cash sponsored by the Greater Baldwin Association.

Established in 1964-65, winners for each of the years have been listed below.

| Academic Year | Name of Faculty Member |
|---------------|---|
| 1964-65 | Ernest Edwards, Associate Professor of English and Literature |
| 1965-66 | Jesse Chambliss, Professor of Agricultural Engineering |
| 1966-67 | Jake Whitehead, Assistant Professor of Speech |

TEXTBOOKS: STUDENT CENTER AND BOOKSTORE

New textbooks for all courses are stocked in the college bookstore, conveniently located on the campus. Secondhand textbooks are stocked also, when available. Paperback books in fiction and non-fiction are available there as well as supplies needed for the instructional program. Used books may be resold to the bookstore provided they are in good condition and will be continued in use at the college. They may be sold to the bookstore only on specified dates. Store hours are arranged for the convenience of all.

The student center, where the college bookstore is located, is prepared to serve refreshments, sandwiches, coffee, and other related items.

THE LIBRARY AND LIBRARY SERVICE

The air-conditioned library provides library materials particularly suited to the curricula of the college. The collection is growing rapidly with a substantial number of volumes being added each year.

The library service is under the direction of a staff of trained personnel, aided by clerical assistants, and student assistants.

New students are urged to acquaint themselves with the regulations and procedures of the library.

Centrally located on the campus, the library building, which was completed in 1962, is modern and fully air-conditioned. The attractive structure, with its solar-gray glass walls, contains a large reading room with many individual study tables, browsing and leisure reading areas with lounge chairs, two levels of open stacks, and a periodicals reading room. An extensive collection of back issues of periodicals on microfilm is provided in an area equipped with microfilm readers. There are also facilities for making reproductions from printed and microfilm materials. There is a listening room for the use of a growing collection of tapes and recordings. As of June 30, 1967, the

library contained 30,211 volumes. The library subscribes to one hundred and eighty-two periodicals and serials.

STUDENT RESPONSIBILITY TO KNOW THE CATALOG

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

Ignorance of regulations never excuses a person.

THE CORE CURRICULUM

OR

COLLEGE PARALLEL PROGRAMS

The Core Curriculum, now universal in the University System of Georgia, described herewith, has been planned for students who plan to transfer to a senior college or university.

| <i>Areas of Study</i> | <i>Minimum Quarter Hours Required</i> |
|--|---------------------------------------|
| I. Humanities, including, but not limited to, grammar and composition and literature | 20 |
| II. Mathematics and the Natural Sciences, including, but not limited to, mathematics and a ten hour sequence of laboratory courses in the biological or physical sciences. (May be a laboratory course in a behavioral science.) | 20 |
| III. Social Sciences, including, but not limited to, history and American government | 20 |
| IV. Courses appropriate to the major field of the individual student | 30 |
| Total | 90 |

The specific implementation of above areas will be found on the following pages for each of the six academic divisions at Abraham Baldwin Agricultural College.

Graduation in any one of the Core Curricula Programs outlined herewith insures acceptance in full of all credits by senior institutions in the University System of Georgia.

COLLEGE-WIDE COURSE OFFERINGS IN CORE CURRICULUM BASIC AREAS

AREA I
HUMANITIES

| | |
|---|---------|
| English 101: Composition and Rhetoric | 5 hrs. |
| English 102: Composition and Literature | 5 hrs. |
| English 221: Western World Literature | 5 hrs. |
| English 222: Western World Literature | |
| OR | |
| Speech 108: Fundamentals of Speech | 5 hrs. |
| TOTAL | 20 hrs. |

AREA II
MATHEMATICS AND THE NATURAL SCIENCES

| | |
|---|---------|
| Mathematics 100: College Algebra | |
| OR | |
| Mathematics 130: Basic Ideas of Mathematics | 5 hrs. |
| Laboratory Science—Biology, Chemistry, Physics | 10 hrs. |
| Laboratory Science OR Math (excluding Math 99 and Math 150) | 5 hrs. |
| TOTAL | 20 hrs. |

AREA III
THE SOCIAL SCIENCES

| | |
|--|---------|
| History 211-212: Western Civilization | |
| OR | |
| * History 251-252: American History | 10 hrs. |
| Political Science 201: American Government | 5 hrs. |
| Psychology 101: Introduction to Psychology | |
| OR | |
| Sociology 105: Introductory Sociology | |
| OR | |
| Sociology 260: Social Problems | |
| OR | |
| Sociology 293: Family Relations | 5 hrs. |
| TOTAL | 20 hrs. |

AREA IV
THE MAJOR SUBJECT (FIELD)

Thirty hours of specifically selected courses, varying from one major to another, are to be selected for the major cooperatively with the Educational Advisor.
Six quarters of Physical Education are required in each curricula.

* American History and Georgia History requirements may be met by either History 251-252 or History 100.

THE DIVISION OF AGRICULTURE, FORESTRY, AND HOME ECONOMICS

Areas for Majors

1. Animal Science
2. Dairy Science
3. Food Sciences
4. Poultry Sciences
5. Agricultural Economics
6. Agricultural Engineering
7. Forestry
8. Wildlife Management
9. Home Economics

DIVISION OF AGRICULTURE, HOME ECONOMICS AND FORESTRY •

Francis Saxon McCain, Ph.D.

Professor of Agriculture and Chairman of the
Division of Agriculture

AGRICULTURE

J. Baldwin Davis, M.S., Assistant Professor of Agriculture
George K. Dillard, M.S.A., Professor of Animal Husbandry
Ronald E. Jones, M.S., Assistant Professor of Agricultural Economics
Martin M. Sibbet, M. Agriculture, Associate Professor of Soils and Horticulture

AGRICULTURAL ENGINEERING

Jesse G. Chambliss, M.Ed., Head Professor of Agricultural Engineering
Nolan R. Gibbons, B.S., Assistant Professor of Agricultural Engineering
Marshall F. Guill, M.S., Associate Professor of Agricultural Engineering

HOME ECONOMICS

Mrs. Eleanor Gaskins, M.Ed., Part-time Professor of Home Economics
Mrs. Virginia Lindskog, M.Ed., Associate Professor of Home Economics

FORESTRY

Raymond L. Busbee, M.S., Associate Professor of Forestry and Wildlife
Harvey H. Johnson, M.S., Associate Professor of Forestry
Vernon Yow, M. Forestry, Head Professor of Forestry

• Record for 1967-68

COLLEGE PARALLEL PROGRAMS

PROGRAMS LEADING TO AN ASSOCIATE IN SCIENCE DEGREE

B.S. In Agriculture

The curriculum for the freshman and sophomore years has been designed to provide core courses in introductory agricultural sciences, basic sciences and general education. Upon transfer to senior colleges of Agriculture in Georgia, no loss of time or credit should occur. Students will have foundation courses which will permit selection of courses in one of the following areas: (1) Agricultural Economics, (2) Agricultural Extension, (3) Agronomy, (4) Animal Science, (5) Botany, (6) Agricultural Chemistry, (7) Dairying, (8) Entomology, (9) Food Science, (10) Animal and Plant Genetics, (11) Horticulture, (12) Poultry Science, (13) Agricultural Education, (14) Microbiology, (15) Agricultural Journalism and related majors. Completion of these requirements lead to an Associate in Science Degree.

CORE CURRICULUM LEADING TO THE BACHELOR OF SCIENCE IN AGRICULTURE

AREA I: HUMANITIES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA II: MATHEMATICS AND THE NATURAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA IV. AGRICULTURE

Thirty hours chosen from the fields of biology, botany, chemistry, economics, mathematics, physics, statistics, zoology, agriculture, agricultural engineering, or forestry.

B.S. In Agricultural Engineering

Agricultural Engineering is that branch of engineering which is concerned with problems of agriculture that are engineering in nature. Agriculture of today and the future has and will have its emphasis on diversity, automation, efficiency, quality and abundant production.

The expansion in the field of agricultural engineering has created an increasing need for individuals trained as professionals in basic science, agricultural and engineering subjects. These professionals will be engaged in industry with machinery companies, feed manufacturers, electric power suppliers, building material suppliers, government service with the Soil Conservation Service, Agricultural Research Service, Agricultural Marketing Service, activities of the United States Department of Agriculture, teaching, research, or expansion at colleges and universities, and are self-employed as consultants, contractors, or sales engineers.

CORE CURRICULUM LEADING TO THE BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING

AREA I: HUMANITIES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA II: MATHEMATICS AND THE NATURAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA IV: AGRICULTURAL ENGINEERING

Thirty hours chosen from the fields of biology, botany, chemistry, economics, mathematics, physics, statistics, zoology, agriculture, agricultural engineering, or forestry.

B.S. in Forestry and/or Wildlife Management

The curriculum of the Forestry Department is planned to provide college education in both general and professional subjects for those who plan to enter some phase of forest land management, forest recreation and preparation for game or wildlife biologist. Upon completion of the following two-year program, and later graduation from a senior institution, efficiency in production, protection, and utilization of timber crops and other goods and services from the forest may be realized.

The curriculum prepares students to transfer to the University of Georgia as Juniors. If the student plans to transfer to a senior college other than the University of Georgia, he should advise his faculty advisor of such intentions.

CORE CURRICULUM LEADING TO THE BACHELOR OF SCIENCE IN FORESTRY

(Wildlife Majors See Note Below)

AREA I: HUMANITIES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA II: MATHEMATICS AND THE NATURAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA IV: FORESTRY/WILDLIFE MANAGEMENT

Thirty hours chosen from the fields of biology, botany, chemistry, economics, mathematics, physics, statistics, zoology, agriculture, agricultural engineering, or forestry.

B.S. in Home Economics

The purpose of the Department of Home Economics is to equip students for a more effective home life in a democratic society subject to every changing technological demands. The principles and the skills involved in the Home Economics program are applicable whether the student continues her formal education program in transfer to a senior college or university, or whether she begins her career immediately after receiving the two-year Associate Degree. The Associate Degree in Home Economics is granted upon the completion of 91 academic hours earned under the core curriculum and six quarters of physical education.

CORE CURRICULUM LEADING TO THE BACHELOR OF SCIENCE IN HOME ECONOMICS

AREA I: HUMANITIES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA II: MATHEMATICS AND THE NATURAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as outlined on page 39 of this catalogue.

AREA IV: HOME ECONOMICS

Thirty hours chosen from the fields of the behavioral sciences, and home economics.

THE DIVISION OF HUMANITIES

Areas for Majors

1. English
2. Spanish
3. Art
4. Music
5. Speech-Drama

DIVISION OF THE HUMANITIES •

Ralph E. Kickliter, Ph.D.

Professor of English and Chairman of the Division of Humanities

ART

Vincent A. Keesee, M.F.A., Associate Professor of Art

ENGLISH

Miss Florence Baxter, M.Ed., Assistant Professor of English

Mrs. Sylvia G. Burton, M.S., Instructor in Reading

John Libby Campbell, M.A., Instructor in English and Reading

Miss Gaye E. Elder, B.A., Instructor in Freshman English

Mrs. Nancy T. Parker, B.S., Instructor in English

Miss Rosalyn Ray, M.A., Assistant Professor of English

Joseph B. Stewart, Jr., M.A., Instructor in English and Journalism

MODERN LANGUAGES

John Dell Evans, M.A., Assistant Professor of Spanish

MUSIC

Ernest Edwards, M.F.A., Associate Professor of English and Literature

Mrs. Clyde Green Jones, B.M., Part-time Instructor in Music

SPEECH-DRAMA

Lew Sparks Akin, M.A., Instructor in Speech and Drama

Jake J. Whitehead, M.A., Assistant Professor of Speech

• Record for 1967-68

The Division of the Humanities offers curricula leading to the Associate in Arts Degree. The degree parallel curricula in art, music, and speech-drama, as well as the general core curriculum in the humanities, are particularly suited to students who plan to study for the Bachelor of Arts Degree. Beginning in September, 1968, students who plan to study for the Bachelor of Fine Arts Degree, majoring either in art, music, or speech-drama, will be able to complete two full years of work in these areas.

The courses in the division are basic-general courses in the communication and comprehension of ideas. They are designed to give the students an awareness of other worlds and cultures and a study of man through his thoughts, his spirit, and his creations. These courses are presented in a manner to give a better understanding of the best ideas of the past and a more effective skill in applying these ideas to living in a well-informed contemporary society.

Freshman English courses required of students vary with their abilities as demonstrated by their high school averages, their SAT verbal scores, and their scores on the standardized reading test given during orientation. Terminal students must take English 101, and they may elect to take English 102 in the event that they should ever wish to use these courses for transfer credit. College parallel students making sufficiently high scores on the reading test and the SAT verbal, as well as presenting excellent high school grades, may exempt English 101 but they must take English 102. English 99, which carries only institutional credit, is required of students entering during a summer quarter on probation. For all students, English 101 is a prerequisite to English 102 and Speech 108. English 102 is also a prerequisite to English 221, which is a prerequisite to English 222.

The two-year programs in art, music, and speech-drama, as well as any program with a heavy concentration of liberal arts courses provided in the Division of the Humanities, are planned to provide the required general education courses as well as the necessary professional courses to graduate from the junior college. These programs all lead to the A.B. degree. Students planning to transfer to any senior institution other than the University of Georgia should consult carefully with their advisors and with the Divisional chairman.

A student majoring in art may take courses in three areas of concentration: drawing and painting, commercial art, and art education. All art courses are thoroughly integrated to provide training in the basic principles of the creative visual arts, and the student is equipped to interpret, appreciate, and create works of art.

A student majoring in music may take courses in three areas of concentration: music theory, music education, or applied music. In every case, he would be expected to fulfill the requirements for a certain number of laboratory hours in applied music: voice, piano, or organ.

A student majoring in speech-drama may take courses in two areas of concentration: speech and drama and speech education. In either case he is expected to participate in the major activities of The Baldwin Players, the performing group in drama on campus.

CORE CURRICULUM LEADING TO THE
BACHELOR OF ARTS DEGREE

AREA I HUMANITIES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA II MATHEMATICS AND THE
NATURAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA IV: MAJOR FIELD

Thirty hours chosen from English, Spanish, Art, Music, Speech, or Drama.

THE DIVISION OF BUSINESS ADMINISTRATION

Areas for Majors

1. Business Administration
2. Options in Data Processing
Distributive Education, Medical
Records, and Secretarial Science

DIVISION OF BUSINESS ADMINISTRATION

Mrs. Mary LeMar, A.M.

Professor of Business Administration and

Chairman of the Division of Business Administration

BUSINESS ADMINISTRATION AND SECRETARIAL SCIENCE

Mrs. Mary Lee Vintage, M.Ed., Associate Professor of Business Administration

Miss Betty Claxton, M.A., Associate Professor of Business Administration

George W. Evans, M.Ed., Assistant Professor of Business Administration

Walter J. Burgess, M.B.E., Assistant Professor of Business Administration

E. Wayne Williams, M.S., Assistant Professor of Agriculture Economics and Economics

DATA PROCESSING

Ramon A. Bradley, B.S., Assistant Professor of Business Administration and Director of Center for Automation

J. Dale Sherman, Asso. Sci., Temporary Instructor in Business Administration and Acting Director (Temporary), Center for Automation

DISTRIBUTIVE EDUCATION

Lester T. Simpson, M.S., Associate Professor and Director of Distributive Education

Robert C. Lansford, M.S., Coordinator and Assistant Professor of Distributive Education

BUSINESS ADMINISTRATION

The major part of the program for the freshman and sophomore years consists of courses of the School of Arts and Sciences. The objective is to provide a sound foundation in the humanities, natural and behavioral sciences, and mathematics before studies in the professional areas are undertaken. If the student plans to transfer outside the University System or should he be anticipating a most specialized program, he should contact the appropriate school or guidance officers to see if there are variations required in the program he has in mind.

*CORE CURRICULUM LEADING TO THE
BACHELOR OF BUSINESS ADMINISTRATION
DEGREE WITH OPTIONS*

AREA I: HUMANITIES

Twenty hours chosen from this area as described on page 39 of this catalogue.

**AREA II: MATHEMATICS AND THE
NATURAL SCIENCES**

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA III :THE SOCIAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA IV: MAJOR FIELD

Thirty hours chosen from Business Administration, and related options.

THE DIVISION OF SOCIAL SCIENCE

Areas for Majors

1. Elementary Education
2. Secondary Education
3. History
4. Sociology
5. Psychology
6. Political Science

DIVISION OF SOCIAL SCIENCES

J. Hugh McTeer, Ed.D.

Professor of Social Sciences and
Chairman of the Division of Social Sciences

EDUCATION

J. Hugh McTeer, Ed.D., Professor of Social Sciences and Chairman of the Division of Social Sciences
Mrs. Ray O. Hammons, M.S., Assistant Professor of Social Science

HISTORY

Miss Merle M. Baker, M.Ed., Instructor in Social Science
Ronald W. Faircloth, M.A., Instructor in Social Science
Mrs. Ray O. Hammons, M.S., Assistant Professor of Social Science
J. Hugh McTeer, Ed.D., Professor of Social Sciences and Chairman of the Division of Social Sciences
Gary L. Starrett, M.A., Instructor in Social Science

POLITICAL SCIENCE

Ronald W. Faircloth, M.A., Instructor in Social Science
J. Hugh McTeer, Ed.D., Professor of Social Sciences and Chairman of the Division of Social Sciences

PSYCHOLOGY

William L. Curry, M.Ed., Instructor in Social Science
Eugene Gravitt, M.Ed., Instructor in Psychology and Sociology
Miss Rosemary Johnson, M.Ed., Assistant Professor of Psychology and Guidance Counselor

SOCIOLOGY

Eugene Gravitt, M.Ed., Instructor in Psychology and Sociology
Miss Rebekah C. Miller, M.A., Assistant Professor of Social Sciences

B.S. in Elementary Education and/or Secondary Education

The Elementary Education Program is designed for the student who intends to transfer to a senior college or university for the bachelors degree in elementary education.

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

COLLEGE PARALLEL PROGRAMS
LEADING TO AN ASSOCIATE IN SCIENCE DEGREE
CORE CURRICULUM

AREA I: HUMANITIES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA II: MATHEMATICS AND THE
NATURAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA IV: MAJOR FIELD

Thirty hours chosen from sociology, psychology, political science, history, education, music, or art in such a manner as to meet the requirements in elementary or secondary education in the college catalogue of the institution to which one expects to transfer.

THE DIVISION OF SCIENCE AND MATHEMATICS

Areas for Majors

1. Biology
2. Chemistry
3. Physics
4. Mathematics
5. Medical-Related Fields:
 - (a) Pre-Medicine
 - (b) Pre-Nursing
 - (c) Pre-Pharmacy
 - (d) Pre-Veterinary Medicine
6. Nurse Education

DIVISION OF SCIENCE AND MATHEMATICS

F. Lamar Blanton, D.Ed.

Professor of Mathematics and

Chairman of Division of Science-Mathematics

BIOLOGICAL SCIENCES

Waller S. Nicholson, Jr., Ph.D., Head Professor of Zoology
 Ollis Lee Marshall, M.S., Associate Professor of Botany and Horticulture
 Mrs. Katherine R. Christian, M.A., Assistant Professor of Biology
 Mrs. Allean K. Garrett, M.Ed., Instructor in Biology
 Mrs. Ina Claire Webb, M.Ed., Instructor in Biology
 Joseph M. Peach, III, M.S.A., Instructor in Biology

CHEMISTRY

James P. Rowe, M.S., Head Associate Professor of Chemistry
 J. Sidney Smith, M.Ed., Associate Professor of Chemistry
 Frank H. Thomas, Ph.D., Associate Professor of Chemistry
 Mrs. Virginia Widstrom, M.S., Instructor in Chemistry

MATHEMATICS

Joseph J. Day, Jr., M.Ed., Head Associate Professor of Mathematics
 Mrs. Marilyn C. Beck, M.Ed., Instructor in Mathematics
 Mrs. Kaye Biddy, M.Ed., Instructor in Mathematics
 Delano R. Braziel, M.Ed., Instructor in Mathematics
 William T. Wheeler, M.Ed., Instructor in Mathematics

PHYSICS

Ollis G. Fletcher, M.A., Associate Professor of Physics
 James H. Griner, M.A.T., Assistant Professor of Physical Science

NURSE EDUCATION

Mrs. Brenda M. Sekul, M.S., Associate Professor and Head of the Department of Nurse Education
 Mrs. Glenda Adams, B.S., Instructor in Nurse Education
 Mrs. Carol Butts, B.S., Instructor in Nurse Education
 Mrs. Ruth Pyle, B.S., Instructor in Nurse Education
 Miss Patricia Rolstad, B.S., Instructor in Nurse Education
 Mrs. Katherine Sangster, B.S.N., Part-time Instructor in Nurse Education

PROGRAMS LEADING TO AN ASSOCIATE IN SCIENCE DEGREE

Bachelor of Science

This curriculum leads to an Associate in Science Degree and prepares the student to transfer to the senior college as a junior majoring in Biology, Chemistry, Mathematics, or Physics. The core curriculum courses in the areas of Humanities, Science-Mathematics, and Social Sciences are the same for all majors; the area of Courses Related to the Major Field is differentiated with respect to the specific major field.

CORE CURRICULUM LEADING TO THE BACHELOR OF SCIENCE

AREA I: HUMANITIES

Twenty hours chosen from this area as described on page 39 of this catalogue. Should include French, German, or Russian.

AREA II: MATHEMATICS AND THE NATURAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA IV: MAJOR FIELD

Thirty hours chosen from biology, chemistry, mathematics, or physics. In the case of the Medical-Related Fields thirty hours must be chosen from courses in medically related technologies.

THE DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

Areas for Majors

1. Physical Education
2. Recreation

DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

Norman Hill, Acting Chairman, Assistant Professor
P. E. and Recreation

ATHLETICS

Lawrence Norman Hill, M.S., Assistant Professor of Physical Education and Acting Chairman of the Division of Health, Physical Education and Recreation

Thomas V. Brackin, M.S., Instructor in Recreation and Physical Education and Head Basketball Coach

PHYSICAL EDUCATION

Miss Ellen Louise English, M.Ed., Instructor in Physical Education

Lawrence Norman Hill, M.S., Assistant Professor of Physical Education and Acting Chairman of the Division of Health, Physical Education and Recreation

Thomas K. Moody, B.S., Instructor in Physical Education

Martha Fuller Owens, B.S., Temporary Instructor in Physical Education

RECREATION

Thomas V. Brackin, M.S., Instructor in Recreation and Physical Education and Head Basketball Coach

The Division of Health, Physical Education, and Recreation whose objectives are stated below, is concerned with the transfer program. Stated formally the objectives of the division are:

1. To promote healthful living.
2. To develop and maintain physical fitness. Classes are offered in which students are encouraged to give attention to proper diet and hygienic living habits, including regular exercises suited to their individual needs and abilities. Particular attention is given to students who are in need of conditioning and remedial exercises to aid them in becoming rehabilitated following operations, accidents, and sicknesses.
3. To encourage participation in recreational sports during leisure hours: Facilities and equipment are available to students and faculty and staff for use during free time for recreational participation in swimming, tennis, handball, basketball, gymnastics, and dance.
4. To administer the college athletic program: The Division administers a program of athletic activities planned by students and faculty.

Six quarters in physical education services courses are required during the freshman and sophomore years for all students. Insofar as staff, facilities and allotment of time will permit, each student is directed into courses which will best meet his individual need.

Students with serious physical defects, veterans, and students who are 26 years of age or older, may substitute other courses in the Department for basic skill courses.

Physical education service courses meet two times weekly for one hour credit. These courses carry credit and grades without grade points.

Students taking physical education are required to purchase sweat suit, regulation gym suit, towel, and special lock when available.

Upon completion of either the curricula in health and physical education or the curricula in recreation, ABAC graduates may enter senior colleges and universities fully prepared to complete the junior and senior years on schedule. Each curricula has been designed for students planning to major in the area.

The course numbers in Physical Education are explained as follows:

- PED 100 courses are for freshmen
- PED 200 courses are for sophomores
- M denotes Men Sections
- W denotes Women Sections
- C denotes Coeducational Sections

BACHELOR OF SCIENCE

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

AREA I: HUMANITIES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA II: MATHEMATICS AND THE NATURAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA III: THE SOCIAL SCIENCES

Twenty hours chosen from this area as described on page 39 of this catalogue.

AREA IV: MAJOR FIELD

Thirty hours chosen from Physical Education or Recreation, Health, Education, Home Economics, Art, Sociology, Wildlife or closely related courses.

DESCRIPTION OF COURSES

IN

COLLEGE TRANSFER PROGRAMS

AEC 210 Agricultural Economics: 5 hours. A study of the economic principles of Agricultural Economics and the application of these principles to the solution of agricultural and farm business problems.

AGRICULTURAL ENGINEERING

AEN 104-105-108 Engineering Graphics: 6 hours (2 hours a quarter). Two three-hour laboratory periods only each quarter. Use of drawing instruments, lettering, detailing, orthographic and pictorial methods of presentation; and the representation of geometrical magnitudes by means of points, lines, planes and solids and their application in the solution of problems. Fall, winter and spring.

AEN 203 Engineering Shop: 5 hours. Two lectures and three laboratory periods per week. A general course in farm shop work to develop skill, judgment and resourcefulness in the use of tools for farm construction and repair work, metal lathe, planning and equipping the farm shop. Recreation and physical education majors take work in wood and metal craft. Fall, winter and spring.

AEN 211 Surveying: 5 hours. Prerequisite: MAT 101. Two discussions and three laboratory periods. Surveying methods, use of all surveying instruments and computations related to field problems, in taping, transit use, directions, curves, closing a traverse, and land surveying. Fall, Winter and Spring.

AEN 220: Drainage, Irrigation and Erosion Control: 3 hours. Two discussions and one laboratory period. The course includes many of the practical aspects and field techniques of soil and water conservation with emphasis in those aspects important in Georgia. A study is made of the nature of the erosion processes and the needs for conservation practices. Design and construction of terraces, waterways, drainage systems, irrigating systems, irrigating systems and farm ponds are covered. Fall, Winter, and Spring.

AEN 260 Farm Power and Equipment: 3 hours. Three discussions or recitations and one laboratory period. This course involves a study of the construction, operation and maintenance of the compression and spark ignition tractors, along with oper-

ation and the maintenance of farm equipment. Special emphasis is placed on farm power and equipment management. Fall, Winter and Spring.

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

AGRONOMY AND SOILS

AGY 201 Crop Production: 3 hours. Two discussions and one laboratory period. Study of the major field crops of Georgia with special study on varieties, adaptation, fertilizer, rate of seeding, spacing, cultivations, disease and insect control, harvesting and marketing. Fall, Winter and Spring.

AGY 210 Soil Management: 5 hours. Prerequisites: CHM 121 and 122. Four discussions and one laboratory period. Covers study of soils as natural units with their inherent characteristics, practical significance of chemical and physical properties of soils, relationships between soils and plants and principles involved in the use of soil management practices on soils of the Southeast. Fall, Winter and Spring.

ANIMAL SCIENCES

AHY 101 Introduction to Animal Husbandry: 3 hours. Two discussions and one laboratory period. Introductory course in animal husbandry designed to acquaint the student with fundamental problems of livestock production. Includes kind of livestock, its place in farming, emphasis on marketing methods, processing, merchandising, feeding, management and breeding. Fall, Winter and Spring.

DHU 203 Elements of Dairying: 3 hours. Two discussions and one laboratory period. An elementary course in dairying dealing with dairying and its relation to agriculture as well as problems and advantages of dairying in Georgia. A study of the types of dairy production and how this production fits into various farming types in Georgia. Fall, Winter and Spring.

AHY 205 Beef Cattle: 3 hours. Prerequisite: AHY 101. A further study in breeding, feeding and management of beef cattle. Spring quarter every other year.

AHY 210 Swine Production: 3 hours. Prerequisite: AHY 101. A further study in breeding, feeding and management of the swine herd with particular emphasis placed on practical demonstrations and test developed at the Georgia Coastal Plain Experiment Station. Spring quarter every other year.

AHY 215 Feeding Farm Animals: 5 hours. Four discussions and one laboratory period. General course in livestock feeding and management with emphasis on the practical farm rations for swine, beef cattle, dairy cattle and poultry. Winter.

AHY 220 Internship: 15 hours. Students enrolled in Livestock Technology will spend the summer quarter after the freshman year with a selected livestock producer or on a ranch getting practical farm experience in breeding, selection, feeding and management of beef cattle and/or swine. Summer.

ART

ART 120 Art Structure: 5 hours. Five laboratory periods each week. An elementary (basic) course in drawing and painting from still life, figure, landscape, as well as modeling in clay. Two visual-audio lectures per week. Prerequisite to Art 216, 217, 218. Fall.

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

ART 211 Introduction to the History of Art: 5 hours. Five recitations each week. Formal characteristics of the painting, sculpture, architecture, and some of the minor arts will be analyzed in their stylistic and symbolic development which will be discussed in relation to the changing cultural backgrounds. Spring.

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

ART 216 Drawing: 3 hours. Three laboratory periods. Prerequisites: Art 120 and 130 or permission of the instructor. Drawing from setups, figures, animals, and objects. Charcoal, pen, brush, ink, water color, oil, and various media are used. Fall.

ART 217 Drawings 3 hours. Three laboratory periods. Prerequisites: Art 120, 130, 216 or permission of instructor. Continuation of Art 216. Winter.

ART 218 Drawing: 3 hours. Three laboratory periods. Prerequisites: Art 120, 130, 216, and 217, or permission of instructor. A continuation of Art 216 and Art 217. Spring.

BUSINESS ADMINISTRATION

BBA 100 Introduction to Business: 5 hours. Five lecture and discussion periods designed to help the student make the adjustment between high school and business orientation to the study of business administration; current and emerging problems. Fall and Winter, Spring.

BBA 108 Business Correspondence: 5 hours. A study of the basic principles of writing effective business letters and a study of the fundamental principles and standard practices involved in the writing of effective business reports. Beginning with an understanding of the importance of business reports as an indispensable tool of management, the course embodies planning and outlining the report; methods of securing data; organizing and interpreting data; characteristics of factual writing; using visual aids effectively; writing, revising, and editing the report; format and arrangement of the various kinds of reports, and the like. Fall, Winter, and Spring.

BBA 110 Principles of Accounting: 5 hours. An introduction to the fundamental principles of accounting; the theory of debits and credits as applied to business transactions; preparation of various business forms and simple statements; opening, adjusting and closing entries; the construction and interpretation of financial statements and reports. Fall, Winter and Spring.

BBA 111 Principles of Accounting: 5 hours. Prerequisite: BBA 110 with a grade of C or better. Applications of accounting principles to problems of business. Winter, Spring, Fall.

BIOLOGICAL SCIENCES

BIO 101 Principles of Biology: 5 hours. Four lectures and one laboratory period. An integrated introduction to modern biology at all levels from molecules to ecosystems. General topics to be considered include molecular aspects of biology, the cellular basis of life, reproduction and development, maintenance and integration of the organism, behavior, evolution and natural selection, the diversity of life, and the principles of classification, ecology, biogeography, the origin of life, and man's place in nature. Fall and Winter.

BIO 102 Principles of Biology: 5 hours. Prerequisite: BIO 101. Four lectures and one laboratory period. Continuation of BIO 101. Winter and Spring.

BIO 105 Principles of Microbiology: 5 hours. Four lectures and one double laboratory period. A study of the basic micro-organisms including pathogens, culturing, methods of staining, disinfection, and disease. Spring.

BIO 110 Anatomy and Physiology: 5 hours. Four lectures and one laboratory period. Provides students in Nurse Education

with an understanding of the structure, function and inter-relationships of the tissues, organs and systems of the human body that will adequately equip them for the successful pursuit of their chosen profession.

BIO 222 Elementary Botany: 5 hours. Prerequisite: BIO 101. Four lectures and one double laboratory period. A detailed study of plant organization. A basic study of physiology and the physical and biological environment. A review study of reproduction. Laboratory studies in anatomy and morphology. Fall, Winter, and Spring.

BIO 226 Vertebrate Zoology: 5 hours. Prerequisite: BIO 101-102. Three lectures and two double laboratory periods. A brief taxonomic study of Chordates followed by anatomy and physiology of vertebrates. A study of vertebrate characteristics, structure, reproduction, ecology and relationships to agriculture. Fall, Winter and Spring.

DRAMA

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

DRA 103 Stagecraft: 5 hours. A study of the techniques used in scenery construction and painting, lighting methods, set design, sound systems, and all other aspects of technical theatre. The student is required to participate in the production of The Baldwin Players. Winter.

DRA 203 Advanced Acting: 5 hours. Prerequisite: Drama 102. A lecture-laboratory course continuing Drama 102, with exercise in acting techniques and procedures. Particular emphasis is placed on characterization, line interpretation, and tempo. The student is required to participate in productions of The Baldwin Players. Spring.

DRA 222 Theatre History: 5 hours. A study of world theatre from its beginnings to the 20th century, with emphasis on representative plays, playwrights, acting styles, and the physical stage. Lectures, reading of plays, and student reports take up most of the course time. As needed.

ENGLISH

ENG 98 International English: 5 hours. Institutional credit only. Designed to alleviate the language barrier which exists for foreign students who will use English as a second language. The basic skills of reading, writing, and speaking will be stressed. Fall and as needed.

ENG 99 Developmental English: 5 hours. Four recitations each week followed by an hour's laboratory in composition. A course designed for those students who show marked deficiencies in the basic skills of reading and writing and who are enrolled on a probation status. Institutional credit only. Summer only.

ENG 101 Composition and Rhetoric: 5 hours. Five recitations each week. Short, intensive review of grammar, sentence structure, and mechanics, followed by six weeks of practical work in organizing and writing effective classroom themes. Analysis of the best short prose models is done to aid the student in understanding organization as a vital rather than a mechanical thing. Every quarter.

ENG 102 Composition and Literature: 5 hours. Five recitations each week. Prerequisite: English 101 with a grade of C or better or exemption by examination. Designed to develop in the student the necessary skills in writing longer classroom themes and some knowledge and appreciation of the literary types. A continuation of the composition work begun in English 101, with the writing experiences' becoming an integral part of the study of more sophisticated expository, descriptive, and narrative literature. An introduction to and study of poetry. Practical experience in answering essay questions and in writing a short documented paper. Every quarter.

ENG 105 Composition and Literature: 5 hours. (Honors). For honors students, this course replaces English 101 and 102. Reading and writing will be given equal stress. Literary works will be studied as specimens of effective writing. The student will be expected to apply the principles and techniques thus learned in his own compositions. Not open to students who have had both English 101 and 102. As needed.

ENG 221 Western World Literature: 5 hours. Five recitations each week. Prerequisite: English 102. Designed to develop in the student some knowledge and appreciation of literature, music, painting, sculpture, and architecture in the following art periods: Greek, Roman, early Christian, Romanesque, Gothic, and Renaissance. Every quarter.

ENG 222 Western World Literature: 5 hours. Five recitations each week. Prerequisite: English 221 or consent of instructor. Designed to develop in the student some knowledge and appreciation of literature, music, painting, sculpture, and architecture in the following art periods: Baroque, Rococo, Classic, Romantic, and Twentieth Century. Every quarter.

ECONOMICS

ECN 105 Principles of Economics: 5 hours. Five discussions or recitations per week. This is an introductory course in econom-

ics with emphasis on four major areas of analysis: Economic Growth, Income Theory, The Theory of Price and Distribution, and World Economics. Fall and Winter, Spring.

ECN 106 Problems of Economics: 5 hours. Prerequisite: Economics 105. Economic problems based upon the principles studied in Economics 105. Winter and Spring.

ECN 133 Economic Development of the United States: 5 hours. American economic development from the colonial period to the present; economic factors involved in industrial growth and the resulting economic problems. Spring and Fall.

EDUCATION

EDU 204 Introduction to Education: 5 hours. An introduction to the historical, philosophical and sociological foundations of education with emphasis on the current organization and scope of American education. One objective is to provide sufficient understanding of teaching as a profession so that the student may make a wise vocational choice, and better plan his subsequent preparation for teaching. Fall.

ENTOMOLOGY

ENT 200 Introductory Entomology: 3 hours. Two lectures and one laboratory period. Prerequisites: BIO 101-102. An introduction to the study of insects—their structure, identification and biology.

FORESTRY

Courses in Forestry are offered to students on a degree paralleled program through the first two years. Courses are also offered to agricultural majors and to those following a program of terminal agriculture. In the latter programs, special emphasis is placed on forestry of the South and Southeast.

FOR 191 Orientation: 3 hours. Forestry orientation as it pertains to various fields of the profession; forestry development in the United States; and basic rules pertaining to volume determining and computations. Fall.

FOR 201 Dendrology: 3 hours. One lecture and two laboratory periods. Prerequisites: BIO 101-102. A course dealing with the identification, classification, silvical requirements and distribution of more important forest trees of the hardwood (Angiosperms) group. Fall.

FOR 202 Dendrology: 3 hours. One lecture and two laboratory periods. Prerequisites: BIO 101-102. A course dealing with the identification, classification, silvical requirements and distribution of the more important trees of the coniferous group. Winter.

FOR 203 Forest Ecology: 3 hours. Two discussions and one laboratory period. Fundamental principles of forestry physiology and ecology; effects of the various factors of site upon the characteristics of growth and development of forest stands; forest classifications. Winter and Spring.

FOR 294 Farm Forestry: 5 hours. Four discussions and one laboratory period. General agricultural forestry; tree identification, nursery planting, naval stores, measurements and volumes, treatment and uses of woods, environment, growth, culture, utilization and management. All treated from the standpoint of theory and practice. Course is dealt with on farm basis throughout. Fall, Winter and Spring.

GLY 125 Land Forms: 5 hours. Four lectures and one laboratory period. An analysis of the major features of the natural environment and their interrelations, with emphasis on various land forms, common rock formations, and water resources. Distribution and characteristics of major residual soil types. Study of topographic and aerial photos. Winter and Spring.

STA 200 Statistics: 5 hours. Five lectures per week. Prerequisite: MAT 100 or its equivalent. A basic course in elementary statistics dealing with fundamentals, frequency distributions, charts, means, deviations and variances (includes analysis of variance), correlations, and interpretations of statistical findings. Fall and Winter.

GOVERNMENT

POL 201 American Government: 5 hours. Five recitations or discussions. Detailed study of the Constitution of the United States with the purpose of developing an understanding and application of it as concerns people of the United States as citizens of the National government, a State government, and a community of Nations. Summarizes short study of Constitution of Georgia as a part of our fundamental law, setting forth the basic principles of State government. Fall, Winter and Spring.

HISTORY

HIS 100 American History: 5 hours. Five discussions or recitations. A survey of American democracy with emphasis on the social and political implications of our history designed to make young Americans more conscious of their nation's past, more able to understand its present, and more fitted to help shape its course of the future. Fall, Winter and Spring.

HIS 211 Western Civilization I: 5 hours. A survey of the development of man's social, economic, and political institutions to 1715, to include the forward progress of man, the early in-

vasions, the dark ages, the Renaissance, and the religious and political wars of the 16th and 17th centuries. Fall, Winter and Spring.

HIS 212 Western Civilization II: 5 hours. A survey of the development of Western Civilization from 1715 to the present day. The rise of government, emergence of democracy, totalitarianism and nationalism, internationalism, an analysis of the principal social institutions with the factors and forces influencing them, and the economic aspects of society during this period. Fall, Winter and Spring.

HIS 251 American History I: 5 hours. A study of the history of the United States from the discovery of America to Reconstruction (1492-1865). Emphasis is given to Georgia's history. Winter.

HIS 252 American History II: 5 hours. A continuation of History 251, carrying the study from the Reconstruction to the present. Emphasis is given to Georgia's history. Spring.

HORTICULTURE

HOR 201 General Horticulture: 3 hours. Two discussions and one laboratory period. Prerequisite: BIO 121. A survey of the field of horticulture with discussions of the principles and practices used in vegetable, fruit, flower and ornamental plant production. Fall, Winter and Spring.

HOME ECONOMICS

Home Economics offers a flexible curriculum leading to an Associate in Science Degree. This degree parallel program is particularly suitable for students planning to study for a Bachelor of Arts Degree in Home Economics.

The home economics program is planned on the premise that nothing more intimately or persistently affects the welfare of all people than the home. The major objectives of the courses are preparation of young women for satisfactory and effective family life and training of young women for professional careers. The division invites students in any major to elect courses in home economics.

HEC 101 Orientation: 1 hour. Two periods. A course designed for freshmen. Orientation to the history, development, and current trends in the programs of Home Economics. Developing a better understanding of the various professional opportunities which permits wise vocational planning. Fall.

HEC 115 Foods: 5 hours. Three laboratory periods and two discussion periods. A course in the study of foods for family

groups, includes meal planning, marketing, preparation and service. Fall, Winter and Spring.

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

HEC 224 Textiles: 5 hours. Three discussions and two laboratory periods. Prerequisite: CHM 121. A study of textile fibers, yarns and fabrics; their properties and identification. Selection and care of textiles. Use in home furnishings and wearing apparel. Winter and Spring.

HEC 251 Nutrition Fundamentals: 5 hours. A study of the basic principles of nutrition and the relationship between the maintenance of health and these principles. A course designed for majors in Health and Physical Education. Fall, Winter and Spring.

HEC 275 Home Furnishings: 5 hours. Three discussions and two laboratory periods. Includes the planning of homes, landscapes, and the selection of household furnishing from the artistic, economic and practical viewpoints. Fall and Winter.

HEALTH AND PHYSICAL EDUCATION (HPE)

HPE 238 Officiating Major Sports: 3 hours. Designed to give complete knowledge of the rules, their application, and correct procedure of officiating and conducting major sports. This course is to consist of lecture and lab periods. (Final test will be the Georgia High School Athletic Association Test for Accreditation or Certification). Winter.

HPE 250 Introduction to Health, Physical Education and Recreation: 5 hours. Introduction to the field of health, physical education and recreation. Emphasis is placed on abilities and personal characteristics, professional qualifications, and employment situations. Fall and Winter.

HPE 255 General Safety Education and First Aid: .5 hours. Designed to present facts and information concerning the cost, in money, and human suffering of accidents in home, industry, school, traffic on farms and ranches, and during recreational activity. Included is the establishment of knowledge and background conducive to the development of personal activities and practices which reduce accidents. The First Aid phase is the Instructor's American Red Cross Course. Fall, Winter and Spring.

JOURNALISM

JRN 101 Introduction to Journalism: 5 hours. Survey of journalism and practical application to newspaper writing through work on the staff of the Baldwin Stallion. Fall and as needed.

JRN 102 Applied Journalism: 5 hours. The complete editorial process on a daily newspaper will be covered, including writing of news stories, copyreading, proofreading, headline writing, and layout of pages. Practical experience required through work on the Baldwin Stallion. Winter and as needed.

JRN 130 History of Journalism: 5 hours. The development of mass media of communications and their place in society, with special reference to the United States. Practical experience in writing articles for the campus newspaper. Spring.

MUSIC

MUS 101 Music Appreciation: 5 hours. Five recitations each week. A presentation and study of basic techniques and information for the intelligent appreciation of music as well as a study of the duties and obligations of the listener. Some depth of study provided of the compositions representing the important periods composers, and types of music. Fall and Spring.

MUS 110 Fundamentals of Music: 3 hours. (Meets five times a week.) A course designed to cover the basic fundamentals of music theory. Required of all music majors and a prerequisite to all other music courses, unless exempted by examination. An elective for non-music majors and glee club members. Winter and as needed.

MUS 122 Introduction to Music Literature: 2 hours. An introductory survey of the music in the standard repertory of today. Required of all music majors. Prerequisite: Music 110. Spring and as needed.

MUS 123 History of Music: 5 hours. Five recitations each week. Prerequisites: Music 110 and Music 122. The historical development of music from the Renaissance to the present. As needed.

MUS 134 Harmony, Sight-Singing, and Dictation: 3 hours. Prerequisite: Music 110. Part-writing of triads, sight-singing, dictation, and keyboard harmony. Some creative work. Fall.

MUS 135 Harmony, Sight-Singing, and Dictations 3 hours. Prerequisites: Music 110 and Music 134. Triads in inversions, dominant seventh chord, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Winter.

MUS 136 Harmony, Sight-Singing, and Dictation: 3 hours. Prerequisites: Music 110, Music 134, Music 135. Secondary seventh

chords and inversions, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Spring.

MUS 181 Applied Music: 1 hour (3 hours per year). One 25-minute lesson a week in piano, organ, or voice. Offered each quarter. Primarily for music majors but a limited number of non-majors may be accepted when schedules permit. A laboratory fee of \$30 per quarter is charged to majors for each 25-minute lesson taken weekly.

MUS 182 Applied Music: 2 hours (6 hours per year). Two 25-minute lessons a week in piano, organ, or voice. Offered each quarter. For music majors only, unless schedules permit. A laboratory fee is charged.

MUS 188 Glee Club: 1-6 hours (1 hour each quarter). Three hours each week up to two years of six quarters of credit. Open to all students who can qualify.

MATHEMATICS

MAT 99 Remedial Algebra: 5 hours credit (not applicable in meeting requirements toward graduation.) Emphasis on the fundamentals of elementary algebra. Required of those students whose backgrounds need strengthening for college mathematics. Summer and Fall. Institutional credit only.

MAT 100 College Algebra: 5 hours. Prerequisite: set by the mathematics department. The system of complex numbers, algebraic functions of a real variable, theory of equations, systems of equations, logarithmic and exponential functions, the binomial theorem, sequences. Fall, Winter, Spring and Summer.

MAT 101 Trigonometry: 5 hours. Prerequisite: a grade of C or better (or exemption) in college algebra. A study of the trigonometric functions and their inverses, further study of complex numbers. Fall, Winter, Spring and Summer.

MAT 253 Analytic Geometry and Calculus I: 5 hours. Prerequisite: a grade of C or better in, or exemption from, Math 101. A study of the graphs of the straight line, the circle, and conic sections; the concepts of limit, continuity, and the derivative. Winter and Spring.

MAT 254 Calculus II: 5 hours. Prerequisite: a grade of C or better in MAT 253. Further study of derivatives, definite integrals, transcendental functions, indefinite integration, applications of differentiation and integration. Fall and Spring.

MAT 255 Calculus III: 5 hours. Prerequisite: a grade of C or better in MAT 254. Functions of several independent variables, partial differentiation and multiple integration, further applications of calculus. Winter.

MAT 256 Calculus-IV: 5 hours. Prerequisite: A grade of C or better in MAT 255. Additional applications of Calculus, L'Hopital's rules. Infinite sequences and series, approximations. Spring and Winter.

MAT 130 Basic Ideas of Mathematics: 5 hours. A study of the basic logic underlying mathematical processes, the principles and terminology of the new approach to mathematical education. No prerequisite. Fall, Winter, Spring and Summer.

MAT 235 Finite Mathematics: 5 hours. Prerequisite: MAT 100 or MAT 130. An introduction to modern concepts of mathematics; mathematical logic, sets, vectors, matrices, probability. Winter and Spring.

MAT 150 Basic Mathematics: A study of the basic mathematical concepts underlying applications of mathematics in agriculture and agricultural-related fields. Spring.

HONOR COURSE IN MATHEMATICS

MAT 120 Modern Mathematics: 5 hours. Prerequisite: exemption from or credit in college algebra and trigonometry with a grade of C or better. An exploration of the algebraic concepts of group, ring, integral domain, and field. The algebra of vectors and matrices. Fall.

PHILOSOPHY

PHY 104 Introduction to Philosophy: 5 hours. Designed to introduce to the student the fundamental problems of philosophy through the writings of some of the outstanding philosophers. The course involves a study of the basic problems of epistemology, ethics, politics, science, aesthetics, religion, and metaphysics in cultural, social, and historical perspective. As needed.

PSYCHOLOGY

PSY 101 Introduction to Psychology: 5 hours. Five discussions or recitations. A course for the beginning student in psychology and is designed to give an adequate foundation in the fundamental problems, the techniques, and the vocabulary of psychology. Fall, Winter and Spring.

PHYSICAL SCIENCES

CHM 121 Inorganic Chemistry: 5 hours. Four one-hour discussions and one three-hour laboratory period. A general course in the chemistry of non-metallic elements. Fall and Winter.

CHM 122 Inorganic Chemistry: 5 hours. Prerequisite: CHM 121. Four one-hour discussions and one three-hour laboratory

period. Continuation of CHM 121, including general survey of subjects related to agriculture. Winter and Spring.

CHM 223 Qualitative Inorganic Analysis: 5 hours. Two lectures or recitations and three laboratory periods. Prerequisite: Chemistry 122. The fundamental theories of qualitative analysis and analysis of common cations and anions by semi-micro methods. Spring.

CHM 261 Organic Chemistry: 5 hours. Four one-hour discussions and one three-hour laboratory period. Prerequisites: CHM 121-122 or consent of the Head of the Department. A brief terminal integrated discussion of introductory organic chemistry with materials of special interest to students of agriculture, home economics, forestry, and nursing. Fall, Winter, and Spring.

CHM 280 Quantitative Analysis: 5 hours. Two discussions and three three-hour laboratory periods. Prerequisites: CHM 223. The fundamental theories of quantitative analysis and typical analysis involving volumetric and gravimetric methods. Introduction to the spectrophotometer and pH meter as tools in volumetric analysis. As needed.

SCI 101 Survey of Physics: 5 hours. Four discussions and one laboratory period. A survey course dealing with elementary fundamentals of physics, with some study of the simpler applications. Fall, Winter, and Spring.

SCI 102 Survey of Chemistry: 5 hours. Four discussions and one laboratory period. A survey course dealing with elementary fundamentals of chemistry. Fall, Winter and Spring.

PCS 227 Mechanics: 5 hours. Prerequisite: Math 100 and 101. Four hours recitation and two hours laboratory work. Introductory course that deals with the fundamental laws of mechanics. Fall, Winter and Spring.

PCS 228 Heat, Sound and Light: 5 hours. Prerequisite: Physics 227. Four hours recitation and two hours laboratory work. Introductory course dealing with the fundamental laws of heat, sound and light. Spring.

PCS 229 Electricity, Magnetism, and Modern Physics: 5 hours. Prerequisite: Physics 227-228. Fundamental laws of electricity and magnetism. Some of the newest developments in the general field of physics are also discussed as needed.

POULTRY

PHU 160 Poultry Production: 3 hour. Two discussions and one laboratory period. An introductory course in poultry husbandry designed to provide basic information in this field. A survey of

all phases of poultry to be studied with emphasis on the special problems and advantages found in Georgia. Fall, Winter and Spring.

PHU 161 Broiler Production: 5 hours. Four discussions and one laboratory period. A course designed to study breeding, feeding and management of a broiler enterprise. Winter and Spring.

PHU 162 Egg Production: 5 hours. Four discussions and one laboratory period. A course designed to emphasize the general management, selection and feeding of the laying flock. Winter and Spring.

PHU 200 Internship: 15 hours. A student taking Poultry Technology will work one quarter with an integrated poultry enterprise selected by the Poultry Association and the college. Summer.

PHYSICAL EDUCATION ACTIVITY COURSES (PED)

PED 100 Health and First Aid: A course in community health, personal hygiene and first aid. Required for all freshmen. Fall, Winter, Spring and Summer.

PED 101 Conditioning: For men. Fall and Winter.

PED 102 Touch Football: For men. Fall.

PED 103 Swimming: Beginning swimming. For men and women. Spring and Summer.

PED 104 Basketball: For men and women. Winter.

PED 105 Softball: For men and women. Fall, Spring and Summer.

PED 106 Volleyball: For men and women. Fall and Spring.

PED 107 Folk and Square Dancing: For men and women, freshmen and sophomores. Fall and Spring.

PED 200 Archery: For men and women. Spring.

PED 201 Badminton: For men and women. Winter and Spring.

PED 202 Tennis: For men and women. Fall, Spring and Summer.

PED 204 Tumbling: For men and women. Fall and Winter.

PED 205 Wrestling: For men. Fall and Winter.

PED 206 Golf: For men and women. Spring.

PED 207 Trampoline: For men and women. Fall, Winter and Spring.

PED 208 Senior Life Saving: For men and women who qualify. Spring and Summer.

RECREATION (REC)

The professional courses are primarily for those students majoring in Health and Physical Education or those students working toward the degree of Bachelor of Science in Recreation.

REC 127 Introduction to Recreation: 2 hours. Designed to introduce the student to the basic concepts of recreation. Includes history of the recreation movement, theories of play and leisure, and philosophies of recreation. Fall and Winter.

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

REC 231 Camping and Outdoor Recreation: 3 hours. Designed to train camp leaders and counselors. Includes camp craft, nature and wood lore, informal activities useful for rainy days and special occasion programs. Fall and Winter.

REC 232 Social Recreation: 3 hours. A course of study devoted to planning and executing recreation programs and activities for groups and organizations whose primary objectives are not necessarily recreational in nature and scope. Fall, Winter and Spring.

SOCIOLOGY

SOC 105 Introduction to Sociology: 5 hours. An introduction to the scientific study of man's social life. The course is designed to provide insights into the principles and concepts which will enable the beginning student to have an understanding of human group behavior. Fall, Winter and Spring.

SOC 260 Contemporary Social Problems: 5 hours. A study of both general and special problems in our times. The problems considered in the social and cultural setting in which they occur. The emphasis is upon the people and their behavior. Winter.

SOC 293 Family Relations: 5 hours. Five discussion periods. Open to men and women. A study of the problems and adjustments confronting young people, both before and after marriage. Fall and Spring.

SPEECH

SPC 108 Fundamentals of Speech: 5 hours. Five recitations each week. Prerequisite: English 101. Spoken English in formal conversation and oral presentation of the formal types of dis-

course. Special emphasis placed upon speaking before groups. Terminal students may take this course also. Fall, winter, spring, and summer.

SPC 209 Phonetics: 5 hours. Five recitations each week. A study of the International Phonetic Alphabet with individual and group exercises in the formation of the sounds of spoken English. Prerequisites: English 101 and Speech 108. Fall.

SPC 250 Public Speaking: 5 hours. Five recitations each week. Prerequisites: English 101, Speech 108. A study of the various forms of public address; practice in the preparation and delivery of several types of speeches. Winter.

SPANISH

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

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

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

SPN 104 Intermediate Spanish: 5 hours. Prerequisite: Spanish 103. Continuation of Spanish 103. As needed.

TWO-YEAR CAREER TECHNOLOGICAL PROGRAMS

The Career Technological Programs are designed for students who wish to acquire the skills and knowledge necessary for immediate employment at graduation from Abraham Baldwin Agricultural College. The Career Technological Programs embody courses in technology as well as courses in general education, which insure the development of a well-rounded person.

The career programs are particularly designed for persons who desire to enter an occupation at graduation. Extensive consultation is advisable where such a program is contemplated if transfers in a remote possibility.

The needs of industry, business, and agriculture are expanding each year to the extent that students have no difficulty in finding employment upon graduation in each of the Career Technological Programs at the college.

The Career Technological Programs operate independently of the Core Curriculum.

Offered in Areas

1. The Division of Agriculture, Forestry, and Home Economics:
 - a. Agriculture Technology
 - b. Agri-Business Technology
 - c. Agricultural Equipment Technology
 - d. Forestry Technology
 - e. Forestry Technology—Option in Wildlife Management
 - f. Home Economics Technology
2. The Division of Business Administration:
 - a. Accounting and Data Processing
 - b. Computer Science
 - c. Secretarial Science—Two year general program
 - d. Secretarial Science—Medical Secretarial Option
 - e. Secretarial Science—Legal Secretarial Option
 - f. Secretarial Science—Medical Records Technician
 - g. Secretarial Science—One Year Career Program
 - (1) Steno-Typist Option
 - (2) Clerical Option
 - h. Distributive Education Cooperative:
 - (1) Marketing and Distribution
 - (2) Fashion Merchandising Program
3. The Division of Mathematics-Science
 - Two-year Career Program in Nurse Education

CAREER TECHNOLOGICAL PROGRAMS

LEADING TO ASSOCIATE DEGREE IN
(See Following Program Headings)

AGRICULTURE TECHNOLOGY

(With Options in Plant, Livestock or Poultry Sciences)

Students not planning a four-year degree course are offered Agricultural Technology which affords training in agricultural principles and procedures. This training will be of immediate value on the farm or in agri-related fields.

The basic core program is given in a general nature with options which can be selected in Plant, Livestock and Poultry Technology. Upon completion of the courses listed, the student will receive an Associate in Agriculture Degree.

Students may choose electives from General Agriculture, related Science and Social Sciences.

Freshman Year

| Courses | Hours |
|--|-------|
| AEC 210 Agricultural Economics | 5 |
| AEC 150 Farm Organization and Management | 5 |
| AHY 115 Livestock Production | 5 |
| BIO 101 Principles of Biology | 5 |
| ENG 101 Composition and Rhetoric | 5 |
| MAT 150 Basic Mathematics | 5 |
| FOR 294 Farm Forestry | 5 |
| AEN 203 Engineering Shop | 5 |
| *HIS 100 American History | 0- 5 |
| *POL 201 American Government | 0- 5 |
| ** Electives | 10 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56-66 |

Sophomore Year

| Courses | Hours |
|---|-------|
| AEC 260 Economics of Agricultural Marketing | 5 |
| AEN 110 Farm Machinery and Equipment | 5 |
| AHY 215 Feeding Farm Animals | 5 |
| AGY 110 Forage Crops and Pastures | 5 |
| SPC 108 Fundamentals of Speech | 5 |
| SOC 293 Family Relations | 5 |
| ** Electives | 20 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |

*Requirements may be met by passing an examination.

**Electives applicable to option selected may be chosen from list below upon advisor's approval:

PHU 160 Poultry Production

***PHU 200 Poultry Internship

DHU 203 Elements of Dairying

AHY 205 Beef Cattle

AHY 210 Swine Production

***AHY 200 Animal Internship

***AGY 200 Crop Internship

AEN 220 Dr., Irr., and Erosion Control

AGY 220 Fertilizers and Soils

AGY 230 Field Crop Production

ECN 105 Principles of Economics

BBA 270 Business Law

PHU 161 Broiler Production

PHU 162 Egg Production

***Internship, Summer Quarter — 15 hours credit.

AGRI-BUSINESS TECHNOLOGY

The Agri-Business program has a two-fold purpose of training students in both Agriculture and Business. The course of study is designed to educationally prepare students for employment in occupations requiring more than high school training, but not necessarily a senior college degree. Upon completion of the course of study, the student will receive an Associate in Agriculture Degree.

If a student wishes to further his formal education beyond junior college, routine transfer of credit would present no major problem as this program consists mainly of courses designed to transfer to senior institutions.

Freshman Year

| Courses | Hours |
|--|-------|
| ENG 101 Composition and Rhetoric | 5 |
| SPC 108 Fundamentals of Speech | 5 |
| BBA 171 Salesmanship | 5 |
| *HIS 100 American History | 0- 5 |
| CHM 121 Inorganic Chemistry | 5 |
| BIO 101 Principles of Biology | 5 |
| MAT 100 College Algebra | 5 |
| AEC 210 Agricultural Economics | 5 |
| AHY 101 Introduction to Animal Husbandry | 3 |
| ** Electives | 5- 8 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 49-57 |

Sophomore Year

| Courses | Hours |
|--|-------|
| BBA 110 Principles of Accounting | 5 |
| BBA 108 Business Correspondence | 5 |
| *POL 201 American Government | 0- 5 |
| FOR 294 Farm Forestry | 5 |
| AEN 260 Farm Power and Equipment | 3 |
| ENT 200 Introductory Entomology | 3 |
| AGY 201 Crop Production | 3 |
| SCI 101 Survey of Physics | 5 |
| ECN 105 Principles of Economics | 5 |
| ** Electives | 10-12 |
| Physical Education (3 quarters) | 6 |

- AEN 280 Farm Electrification
- AEN 203 Farm Shop
- DHU 203 Elements of Dairying
- PHU 160 Poultry Production
- BBA 270 Business Law
- HOR 201 General Horticulture

AGRICULTURAL EQUIPMENT TECHNOLOGY

An academic and technical program especially designed to train young men in the repair, service, use and marketing of agricultural and industrial equipment. Upon completion of this program, a student is eligible to receive the Associate Degree in Equipment Technology.

Freshman Year

| Courses | Hours |
|--|--------------|
| *HIS 100 American History | 0- 5 |
| AEN 203 Engineering Shop | 5 |
| AEN 112 Graphic Communication | 2 |
| AEN 125 Agricultural Machinery Business | 5 |
| ENG 99 Developmental English—ENG 101 Composition and Rhetoric | 5-10 |
| AEN 106 Engineering Problems | 5 |
| AEN 110 Farm Machinery and Equipment | 5 |
| AEN 120 Agricultural Power I | 5 |
| AEN 130 Power Unit Testing and Diagnosis | 5 |
| ** Electives (Restricted) | 6 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 48-58 |

Sophomore Year

| Courses | Hours |
|---|--------------|
| *POL 201 American Government | 0- 5 |
| BBA 171 Salesmanship | 5 |
| AEN 212 Agricultural Electrical Equipment | 5 |
| AEN 213 Hydraulics | 5 |
| AEN 230 Agricultural Power II | 5 |
| SPC 108 Fundamentals of Speech | 5 |
| ECN 105 Principles of Economics | 5 |
| ***AEN 269 Internship | 15 |
| ** Elective | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56-61 |

*Requirements may be met by passing an examination.

**Must be selected from Agriculture, Business or Social Sciences.

Suggested Electives:

AGY 110 Forage Crops and Pastures

BBA 100 Introduction to Business

BBA 270 Business Law

SCI 101 Survey of Physics

AGY 230 Field Crop Production

BBA 110 Principles of Accounting

BBA 290 Human Relations in Business

SOC 105 Introductory Sociology

***Internship, Summer Quarter.

FOREST TECHNOLOGY CAREER PROGRAM

The objectives of this major and/or options are to train students in the techniques that are basic to planning, organizing, directing, and managing forestry enterprises, forest recreation areas, and wildlife management; and to provide a program of general studies which will serve as a foundation for future intellectual growth. It is intended that graduates will act in a supporting capacity to professionals in one or more of the above enumerated areas of responsibility.

To be eligible to receive the Associate Degree, a student must have completed the following described courses.

Freshman Year

| Courses | Hours |
|--|--------------|
| *HIS 100 American History | 0- 5 |
| Forest Botany 120 or Botany 121 | 5 |
| ENG 101 Composition and Rhetoric | 5 |
| AEN 120 Agricultural Power I | 5 |
| MAT 150 Basic Mathematics | 5 |
| AEN 110 Farm Machinery and Equipment | 5 |
| AEN 112 Graphic Communication | 2 |
| FOR 191 Orientation | 3 |
| SOC 105 Introductory Sociology | 5 |
| BBA 110 Principles of Accounting | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 46-51 |

Summer

| Courses | Hours |
|--|-----------|
| FOR 241 Forest Protection (Fire-Disease-Insects) | 5 |
| FOR 242 Forest Harvesting | 3 |
| FOR 243 Forest Industries | 2 |
| FOR 244 Forest Mensuration | 5 |
| FOR 246 Forest Safety | 1 |
| TOTAL | 16 |

Sophomore Year

| Courses | Hours |
|---------------------------------------|-------|
| FOR 222 Forest Surveying | 5 |
| SPC 108 Fundamentals of Speech | 5 |
| BBA 270 Business Law | 5 |
| BBA 108 Business Correspondence | 5 |
| *POL 201 American Government | 0- 5 |
| FOR 220 Forestry Seminar | 1 |
| Resource Management: | |

| | |
|--|--------------|
| Wildlife Management 261 | 3 |
| Forest Recreation 255 | 2 |
| Timber Management 245 | 3 |
| Silviculture (Include Reforestation) 207 | 5 |
| FOR 204 Dendrology | 5 |
| Aerial Photo Interpretation 205 | 2 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 47-52 |

*Requirements may be met by passing an examintaion.

FOREST TECHNOLOGY (With Option in Wildlife Management)

The objective of this major is to train students in the basic techniques of wildlife management. It is intended that students who graduate under this program will function in a supporting capacity to professionals employed by private, state and federal organizations.

First Year

| Courses | Hours |
|--|--------------|
| *History 100 | 0- 5 |
| English 101 | 5 |
| Math 150 | 5 |
| Concepts of Natural Resource Conservation 190 | 3 |
| Introduction to Forestry 191 | 3 |
| Biology 101 | 5 |
| Chemistry 121 | 5 |
| Agricultural Engineering 110 | 5 |
| Introduction to Forest Wildlife Management 192 | 5 |
| Forestry Botany 120 | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 41-46 |

Summer

| Courses | Hours |
|---------------------------------------|-----------|
| Law Enforcement Procedures 260 | 5 |
| Forest Game Management 261 | 5 |
| Aquatic Resource Management 262 | 5 |
| Forest Safety 246 | 1 |
| TOTAL | 16 |

Second Year

| Courses | Hours |
|--|--------------|
| Forest Surveying 222 | 5 |
| Advanced Wildlife Biology 263 | 5 |
| Speech 108 | 5 |
| Business Administration 108 | 5 |
| *Political Science 201 | 0- 5 |
| Introduction to Forest Recreation 255 | 3 |
| Business Law 270 | 5 |
| Dendrology 204 | 5 |
| Biology 226 | 5 |
| Silviculture (include Reforestation) 207 | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 43-48 |

*Requirements may be met by passing an examination.

HOME ECONOMICS TECHNOLOGY

(Two-Year Career Program)

The objectives of this two-year Home Economics program are:

- I. To train students to serve as assistants in Home Economics related enterprises.
- II. To provide a program of general studies which will lead the student to assess his own values and to develop a responsible individuality with an attitude of continuing growth.

To be eligible to receive the Associate Degree, a student must have completed 90 academic hours in the following core program with applicable options in the major and related subjects.

Freshman Year

| Courses | Hours |
|--|-------|
| ENG 101 Composition and Rhetoric | 5 |
| ENG 102 Composition and Literature | 5 |
| MAT 100 College Algebra or MAT 130 Basic Ideas of Math | 5 |
| SOC 105 Introductory Sociology | 5 |
| HEC 100 Equipment Technology I | 5 |
| *HIS 100 American History | 0- 5 |
| ** Electives | 15 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 46-51 |

Sophomore Year

| Courses | Hours |
|------------------------------------|-------|
| SPC 108 Fundamentals of Speech | 5 |
| PSY 101 Introduction to Psychology | 5 |
| SCI 100 Physical Science | 5 |
| HEC 200 Equipment Technology II | 5 |
| *POL 201 American Government | 0- 5 |
| ** Electives | 20 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 46-51 |

*Requirements may be met by passing an examination.

**Electives applicable to optional program may be chosen from the list below, subject to advisor's approval.

| | |
|---|--|
| HEC 224 Textiles | HEC 116 Food Catering Services |
| HEC 275 Home Furnishings | HEC 118 Food Production and Serving for Groups |
| HEC 115 Foods | SOC 293 Family Relations |
| HEC 107 Home Interiors | HOR 201 General Horticulture |
| HEC 203 Child Care | BBA 201 Principles of Marketing |
| HEC 220 Problems in Personal Finance | ECN 105 Principles of Economics |
| HEC 110 Elements of Clothing Construction | ART 120 Art Structure |
| HEC 260 Merchandizing Textiles | ART 130 Art Structure |
| BBA 101, 102, 103 Typewriting | |

ACCOUNTING AND DATA PROCESSING OPTION

Upon completion of the program, the student is capable of immediate productivity in one of several business data processing fields and has training beyond basic skills to permit him to progress to managerial positions, or may elect to take a position as an assistant accountant, to a C.P.A., or as a bookkeeper in a smaller firm.

Freshman Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ENG 101 English Composition and Rhetoric | 5 |
| MAT 100 College Algebra | 5 |
| PSY 101 Psychology | 5 |
| HIS 100 American History | 5 |
| BBA 110 Principles of Accounting | 5 |
| BBA 111 Principles of Accounting | 5 |
| BBA 100 Introduction to Business | 5 |
| SEC 205 Office Machines | 5 |
| SEC 101 Typewriting | 2 |
| ADP 100 Introduction to Data Processing | 5 |
| BBA 108 Business Correspondence | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 58 |

Sophomore Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ADP 115 Machines I | 5 |
| ADP 116 Machines II | 5 |
| ADP 217 Systems Analysis and Methods | 5 |
| ECN 105 Principles of Economics | 5 |
| ECN 106 Problems of Economics | 5 |
| ABA 225 Intermediate Accounting | 5 |
| ABA 230 Income Tax | 5 |
| POL 201 American Government | 5 |
| BBA 270 Business Law | 5 |
| DED 202 Business Organization and Management | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |
| GRAND TOTAL | 114 |

COMPUTER SCIENCE*(6-8 Quarters)*

Upon successful completion of this curriculum a student will have been exposed to the principles and procedures of data processing, stressing the use of internally stored program machines and systems. The graduates in this area will find many job opportunities, such as operators, programmers and systems analysts

Freshman Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ENG 101 English Composition and Rhetoric | 5 |
| MAT 130 Basic Ideas of Arithmetic | 5 |
| PSY 101 Psychology | 5 |
| BBA 110 Principles of Accounting | 5 |
| BBA 111 Principles of Accounting | 5 |
| ADP 100 Introduction to Data Processing | 5 |
| ADP 115 ADP Machines I | 5 |
| ADP 116 ADP Machines II | 5 |
| ADP 217 Systems Analysis and Methods | 5 |
| ECN 105 Principles of Economics | 5 |
| HIS 100 American History | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 61 |

Sophomore Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| BBA 108 Business Correspondence | 5 |
| ADP 121 Programming I | 5 |
| ADP 122 Programming II | 5 |
| ADP 221 Fortran | 5 |
| ADP 222 Hardware and Computing Logic | 5 |
| ADP 223 Software and Advanced Languages | 5 |
| ABA 225 Intermediate Accounting | 5 |
| MAT 235 Finite Mathematics | 5 |
| ABA 211 Business Statistics | 5 |
| DED 202 Business Organization and Management | 5 |
| BBA 270 Business Law | 5 |
| POL 201 American Government | 5 |
| Physical Education s(3 quarters) | 6 |
| TOTAL | 66 |
| GRAND TOTAL | 127 |

SECRETARIAL SCIENCE OPTION TWO-YEAR PROGRAMS

The objective of the Secretarial Curriculum is to prepare executive, legal and medical secretaries and office supervisory personnel qualified to assume administrative positions of responsibility and with sufficient breadth of educational preparation to enable them to advance to positions of higher responsibility and authority.

Credit for SEC 101 Typewriting, and/or SEC 104 Shorthand will be given upon passing a proficiency test.

GENERAL SECRETARIAL PROGRAM OPTION

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

Freshman Year

| Courses | Hours |
|--|-------|
| ENG 101 Composition and Rhetoric | 5 |
| PSY 101 Psychology | 5 |
| BBA 100 Introduction to Business | 5 |
| SEC 101 Typewriting | 2 |
| SEC 102 Typewriting | 2 |
| SEC 103 Typewriting | 2 |
| SEC 104 Shorthand | 5 |
| SEC 105 Shorthand | 5 |
| SEC 106 Shorthand | 5 |
| SEC 205 Office Machines | 5 |
| HIS 100 American History | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 52 |

Sophomore Year

| Courses | Hours |
|--|-------|
| BBA 108 Business Correspondence | 5 |
| BBA 110 Principles of Accounting | 5 |
| POL 201 American Government | 5 |
| SEC 206 Transcription | 5 |
| SEC 207 Office Management | 5 |
| SEC 210 Secretarial Practice | 5 |
| ECN 105 Principles of Economics | 5 |
| BBA 270 Business Law | 5 |
| SPC 108 Speech | 5 |
| Elective | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |
| GRAND TOTAL | 108 |

STENO-TYPIST OPTION (3-4 Quarter Programs)

This program provides specific courses in the skills in a manner which prepares students for immediate employment in many kinds of business offices, in Civil Service and in State Merit positions as stenographer-typists.

Freshman Year

| Courses | Hours |
|--|-------|
| ENG 101 English Composition and Rhetoric | 5 |
| SEC 101 Typewriting | 2 |
| SEC 102 Typewriting | 2 |
| SEC 103 Typewriting | 2 |
| SEC 104 Shorthand | 5 |
| SEC 105 Shorthand | 5 |
| SEC 106 Shorthand | 5 |
| BBA 100 Introduction to Business | 5 |
| BBA 108 Business Correspondence | 5 |
| POL 101 American Government | 5 |
| HIS 100 American History | 5 |
| SEC 205 Office Machines | 5 |
| SEC 210 Secretarial Practice | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 62 |

CLERICAL OPTION

(3-4 Quarter Program)

This program provides a well-rounded general background and offers specific subjects in the field of key punch and data processing. This program does not require shorthand. Upon graduation the student is capable of doing general clerical work, or to be a key punch operator or to work in several other areas in the data processing field.

| Courses | Hours |
|---|-------|
| ENG 101 English Composition | 5 |
| SEC 101 Typewriting | 2 |
| SEC 102 Typewriting | 2 |
| SEC 103 Typewriting | 2 |
| BBA 100 Introduction to Business | 5 |
| HIS 100 American History | 5 |
| BBA 108 Business Correspondence | 5 |
| SEC 205 Office Machines | 5 |
| SEC 210 Secretarial Practice | 5 |
| POL 201 American Government | 5 |
| ADP 100 Introduction to Data Processing | 5 |

| | |
|---------------------------------------|-----------|
| ADP 110 Key Punch | 5 |
| ADP 115 Machines I | 5 |
| ADP 116 Machines II | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 67 |

MEDICAL SECRETARIAL OPTION

This course of study is designed to prepare students for employment in the Medical field as secretaries to physicians, surgeons, dentists, or those in Medical Research, as well as for employment in clinics and hospitals. The program effectively integrates the practical and cultural aspects of education.

Freshman Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ENG 101 English Composition and Rhetoric | 5 |
| PSY 101 Psychology | 5 |
| BBA 100 Introduction to Business | 5 |
| SEC 101 Typewriting | 2 |
| SEC 102 Typewriting | 2 |
| SEC 103M Medical Typewriting | 2 |
| SEC 104 Shorthand | 5 |
| SEC 105 Shorthand | 5 |
| SEC 106M Medical Shorthand | 5 |
| SEC 109M Medical Terminology | 5 |
| BIO 101 Anatomy and Physiology | 5 |
| HIS 100 American History | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 57 |

Sophomore Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| SEC 207 Office Management | 5 |
| BBA 108 Business Correspondence | 5 |
| BBA 110 Principles of Accounting | 5 |
| SEC 205 Office Machines | 5 |
| ECN 105 Principles of Economics | 5 |
| SEC 210 Secretarial Practice | 5 |
| SPC 108 Speech | 5 |
| BBA 270 Business Law | 5 |
| POL 201 American Government | 5 |
| SEC 206 M Medical Transcription | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |
| GRAND TOTAL | 113 |

LEGAL SECRETARIAL OPTION

The legal secretarial field is an expanding one in which there will always be a shortage of qualified personnel. The employment opportunities are almost endless. The legal secretary not only has opportunities in law offices, but also in corporate legal department of business firms, banks, insurance companies and financial institutions.

Freshman Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ENG 101 English Composition and Rhetoric | 5 |
| PSY 101 Psychology | 5 |
| BBA 100 Introduction to Business | 5 |
| SEC 101 Typewriting | 2 |
| SEC 102 Typewriting | 2 |
| SEC 103L Legal Typewriting | 2 |
| SEC 104 Shorthand | 5 |
| SEC 105 Shorthand | 5 |
| SEC 106L Legal Shorthand | 5 |
| SEC 205 Office Machines | 5 |
| HIS 100 American History | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 52 |

Sophomore Year

| <i>Courses</i> | <i>Hours</i> |
|---|--------------|
| BBA 108 Business Correspondence | 5 |
| BBA 110 Principles of Accounting | 5 |
| SEC 207 Office Management | 5 |
| SEC 210 Secretarial Practice | 5 |
| SEC 206L Legal Transcription | 5 |
| POL 201 American Government | 5 |
| SPC 208 Fundamentals of Speech | 5 |
| ECN 105 Principles of Economics | 5 |
| BBA 270 Business Law | 5 |
| ADP 100 Introduction to Data Processing | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |
| GRAND TOTAL | 108 |

MEDICAL RECORDS TECHNICIAN*(8 Quarters and Externship)*

The demand for health and medical service in Georgia is rapidly expanding. There is a *critical need* for students who have been trained to render specialized services in medical treatment and health care. This course of study has been designed to prepare students to code, to write up in proper form, and to index and preserve medical records to patients.

Freshman Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ENG 101 English Composition and Rhetoric | 5 |
| PSY 101 Psychology | 5 |
| SEC 101 Typewriting | 2 |
| SEC 102 Typewriting | 2 |
| SEC 103M Medical Typewriting | 2 |
| SEC 205 Office Machines | 5 |
| BIO 105 Principles of Microbiology | 5 |
| BIO 110 Anatomy and Physiology | 5 |
| SEC 109 M Medical Terminology | 5 |
| SEC 110M Medical Records Science I | 5 |
| SEC 111M Medical Records Science and Lab | 5 |
| SEC 112M Medical Records Lecture and Lab | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 57 |

Summer Externship

| <i>Courses</i> | <i>Hours</i> |
|---------------------------|--------------|
| SEC 115M Externship | 10 |
| SEC 116M Seminar | 2 |
| TOTAL | 12 |

Sophomore Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| BBA 108 Business Correspondence | 5 |
| BBA 110 Principles of Accounting | 5 |
| SEC 207 Office Machines | 5 |
| SEC 210 Secretarial Practice | 5 |
| POL 201 American Government | 5 |
| ECN 105 Principles of Economics | 5 |
| BBA 270 Business Law | 5 |
| SEC 208 Machine Transcription | 5 |
| SEC 114M Filing and Coding | 5 |
| SOC 105 Sociology | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |
| GRAND TOTAL | 125 |

PROGRAMS IN GENERAL BUSINESS
LEADING TO THE ASSOCIATE DEGREE

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

There are programs planned with the academically talented in mind, with the Veteran in mind, and with the average student in mind. These programs provide preparation for effective performance and progress in any of the areas presented.

These programs are designed to give 90-100 academic hours in general and specific subjects. Some of them require externship as a part of the academic requirement. In others, however, it is at the option of the student.

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

GENERAL BUSINESS PROGRAM OPTION

There are many job opportunities in private industry for graduates with business training, the U.S. Civil Service has recently opened its examination for two-year college graduates in such fields as economics, personnel, administration, automatic data processing, finance, accounting, and many others. The training that the students receive in a General Business Program prepares students for these positions.

Freshman Year

| <i>Courses</i> | <i>Hours</i> |
|---|--------------|
| DED 202 Business Organization and Operation | 5 |
| ADP 100 Introduction to Data Processing | 5 |
| SEC 101 Office Machines | 5 |
| *HIS 100 American History | 5 |
| DED 172 Sales Promotion | 5 |
| ENG 101 English Composition and Rhetoric | 5 |
| SPC 108 Principles of Speech | 5 |
| BBA 270 Business Law | 5 |
| *POL 201 American Government | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 51 |

Sophomore Year

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ECN 105 Economics | 5 |
| BBA 110 Principles of Accounting | 5 |
| BBA 108 Business Correspondence | 5 |
| ABA 233 Financial Management | 5 |
| ABA 276 Investments | 5 |
| ABA 230 Income Tax | 5 |
| ABA 291 Government and Business | 5 |
| ABA 175 Principles of Insurance | 5 |
| ABA 274 Legal Aspects of Insurance and Real Estate | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 51 |

*Students may exempt HIS 100 and POL 201 by exam and substitute two of the following courses:

| | |
|--------------------------------|---------------------------------|
| BBA 111 Accounting | ADP 116 Systems Analysis |
| ADP 115 Punched Card Equipment | DED 201 Principles of Marketing |

HOSPITAL BUSINESS MANAGER OPTION

Successful participation in this Hospital Manager's Program will prepare students to be Hospital Office Managers. This field is wide open and offers many job opportunities at high salaries.

Freshman

| Courses | Hours |
|--|-----------|
| ENG 101 English Composition and Rhetoric | 5 |
| PSY 101 Psychology | 5 |
| POL 201 American Government | 5 |
| HIS 100 American History | 5 |
| BIO 101 Biology, Principles of | 5 |
| BIO 110 Anatomy and Physiology | 5 |
| DED 202 Business Organization and Management | 5 |
| ABA 150 Hospital Organization and Management | 5 |
| ABA 155 Hospital Accounting | 5 |
| BBA 110 Principles of Accounting | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |

Summer

| | |
|--------------------------|----|
| ABA 160 Externship | 10 |
|--------------------------|----|

Sophomore

| | |
|--|------------|
| ADP 100 Introduction to Data Processing | 5 |
| BBA 270 Business Law | 5 |
| SEC 205 Office Machines | 5 |
| BBA 111 Principles of Accounting | 5 |
| ADP 115 Machines I | 5 |
| DED 201 Marketing | 5 |
| ABA 211 Business Statistics | 5 |
| DED 290 Personnel Management and Human Relations | 5 |
| ECN 105 Principles of Economics | 5 |
| BBA 108 Business Correspondence | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |
| ABA 260 Externship | 10 |
| GRAND TOTAL | 132 |

ADMINISTRATIVE MANAGEMENT OPTION

Successful participation in this program prepares the student for a position of Office Manager. There is a great need in this field

Freshman

| Courses | Hours |
|--|-----------|
| ENG 101 English Composition and Rhetoric | 5 |
| PSY 100 Psychology | 5 |
| ADP 100 Introduction to Data Processing | 5 |
| *HIS 100 American History | 5 |
| ECN 105 Principles of Economics | 5 |
| ECN 106 Problems of Economics | 5 |
| BBA 108 Business Correspondence | 5 |
| BBA 110 Principles of Accounting | 5 |
| BBA 111 Principles of Accounting | 5 |
| PED Physical Education (3 quarters) | 6 |
| TOTAL | 51 |

Sophomore

| | |
|--|------------|
| DED 201 Marketing | 5 |
| DED 202 Business Organization and Management | 5 |
| ABA 211 Business Statistics | 5 |
| ABA 230 Income Tax | 5 |
| ABA 233 Financial Management | 5 |
| BBA 270 Business Law | 5 |
| SEC 207 Office Management | 5 |
| DED 290 Personnel Management and Human Relations | 5 |
| *Pol 201 American Government | 5 |
| PED Physical Education (3 quarters) | 6 |
| TOTAL | 51 |
| GRAND TOTAL | 102 |

*If exempted by examination, courses for credit are to be chosen from the following:

| | |
|---------------------------------|--------------------------------|
| DED 171 Salesmanship | ADP 115 Punched Card Equipment |
| ABA 225 Intermediate Accounting | SPC 108 Speech |
| ABA 173 Principles of Insurance | SOC 105 Sociology |

INSURANCE AND REAL ESTATE OPTION

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

Freshman

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| ENG 101 English Composition and Rhetoric | 5 |
| PSY 101 Psychology | 5 |
| HIS 100 American History | 5 |
| DED 171 Salesmanship | 5 |
| BBA 110 Principles of Accounting | 5 |
| SPC 108 Speech | 5 |
| BBA 108 Business Correspondence | 5 |
| ABA 173 Principles of Insurance | 5 |
| ABA 174 Real Estate and Valuation | 5 |
| ABA 175 Life and Health Insurance | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |

Summer

| | |
|--------------------------|----|
| ABA 135 Externship | 10 |
|--------------------------|----|

Sophomore

| | |
|--|------------|
| ECN 105 Principles of Economics | 5 |
| DED 202 Business Organization and Management | 5 |
| ABA 211 Business Statistics | 5 |
| BBA 270 Business Law | 5 |
| ABA 274 Legal Aspects of Insurance and Real Estate | 5 |
| ABA 275 Property and Casualty Insurance | 5 |
| ABA 276 Investments | 5 |
| DED 290 Personnel Management and Human Relations | 5 |
| ADP 100 Introduction to Data Processing | 5 |
| POL 201 American Government | 5 |
| Physical Education (3 quarters) | 6 |
| TOTAL | 56 |
| ABA 235 Externship | 10 |
| GRAND TOTAL | 132 |

DISTRIBUTIVE EDUCATION COOPERATIVE

CAREER PROGRAM OPTION

The cooperative plan provides learning activities in two types of situations: (1) formal classes in school, and (2) supervised work experience in selected distributive business establishments. The occupational experience, coordinated by the instructor, constitutes the laboratory experience in a cooperative program.

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

DISTRIBUTIVE EDUCATION: MARKETING
AND DISTRIBUTION OPTION*First Year*

| <i>Courses</i> | <i>Hours</i> |
|--|--------------|
| *HIS 100 American History | 5 |
| **DED 150 Principles of Distribution | 5 |
| DED 171 Salesmanship | 5 |
| DED 172 Sales Promotion | 5 |
| PSY 101 Introduction to Psychology | |
| or | |
| ENG 101 Beginning Composition | 5 |
| ECN 105 Principles of Economics | 5 |
| *POL 201 American Government | 5 |
| ART 130 Art Structure | 5 |
| Physical Education | 6 |

Summer

| | |
|--|-----------|
| DED 120 Directed Occupational Experience | 10 |
| TOTAL | 61 |

Second Year

| <i>Courses</i> | <i>Hours</i> |
|---|--------------|
| BBA 110 Principles of Accounting | 5 |
| DED 201 Principles of Marketing | 5 |
| DED 202 Business Organization and Operation | 5 |
| BBA 270 Business Law | 5 |

| | |
|--|----|
| **DED 290 Personnel Management | 5 |
| SPC 108 Fundamentals of Speech | 5 |
| DED 220 Directed Occupational Experience | 10 |
| Physical Education | 4 |
| TOTAL | 44 |

Restricted Electives

| Courses | Hours |
|---|-------|
| SEC 101 Typing | 2 |
| SEC 205 Office Machines | 5 |
| BBA 108 Business Correspondence | 5 |
| ADP 100 Introduction to Data Processing | 5 |

*If exempted by examination, courses for credit are to be chosen from the restricted electives listed above.

**A new course or a new description of an old course.

Program Total 105 quarter hours.

DISTRIBUTIVE EDUCATION FASHION MERCHANDISING
PROGRAM — CAREER PROGRAM OPTION

The objective of this program is to prepare the student for a career in the fashion field including home furnishings, decorations, apparel, and especially high fashion apparel. The job entry level in all probability will be in a supporting capacity to a professional fashion coordinator.

To be eligible to receive an associate degree in Distributive Education a student must have completed the following prescribed course:

| First Year | |
|--|-------|
| Courses | Hours |
| **DED 150 Principles of Distribution | 5 |
| ENG 101 Beginning Composition | 5 |
| SCI 102 Survey of Chemistry | 5 |
| HEC 107 Home Interiors | 5 |
| DED 171 Salesmanship | 5 |
| ART 120 or ART 140 | 5 |
| HEC 120 Clothing | 5 |
| DED 172 Sales Promotion | 5 |
| Physical Education | 6 |

| Summer | |
|---------------------------------------|----|
| DED 220 Occupational Experience | 10 |
| TOTAL | 56 |

| Second Year | |
|---------------------------------------|-------|
| Courses | Hours |
| ENG 102 Advanced Composition | 5 |
| SPC 108 Fundamentals of Speech | 5 |
| *POL 201 American Government | 5 |
| **HEC Fashion Fundamentals | 5 |
| **DED 290 Personnel Management | 5 |
| HEC 244 Textiles | 5 |
| HEC 275 Home Furnishings | 5 |
| DED 201 Principles of Marketing | 5 |
| *HIS 100 American History | 5 |
| Physical Education | 6 |
| TOTAL | 51 |

| Restricted Electives | |
|--|-------|
| Courses | Hours |
| SEC 101 Typing | 5 |
| BBA 110 Accounting | 5 |
| ADP 100 Introduction to Data Processing | 5 |
| *If exempted by examination, courses for credit are to be chosen from the restricted electives listed above. | |
| **A new course or a new description of an old course | |
| Program Total 107 quarter hours. | |

TWO-YEAR CAREER PROGRAM IN NURSE EDUCATION

The Department of Nurse Education is an integral part of the Junior College and offers educational opportunities to qualified persons who seek a career in nursing. Students pursue a course of study which will help them to develop physically, intellectually, emotionally, socially, and spiritually so that they will be able to practice in their chosen field of nursing and at the same time live a more meaningful and satisfying life.

The Associate Degree Program in Nursing contributes to meeting the over-all health needs of the people by preparing registered nurses, of beginning competence to practice, under supervision, in hospitals and in other health agencies. The Registered Nurse (R.N.) functions as a member of the health team in preventive, curative, and rehabilitative health care wherever needed.

The two-year curriculum combines courses in general education and in nursing education. Both run concurrently throughout both years. Laboratory nursing practice is planned to provide a variety of nursing experiences utilizing a variety of community health agencies including hospitals, public health agencies, nursing homes, schools, nursery schools and physicians' offices.

The College offers many co-curricular activities which furnish training and leadership, diversion and recreation, assisting in the development of the student. Nursing students are encouraged to participate in activities of interest to them.

Nursing students meet the same admission, academic, and graduation requirements and are subject to the same fee schedule as all persons enrolled in the College. They may live at home or in housing provided by the College.

Upon completion of the program, the student receives the Associate in Science in Nursing Degree and is eligible to take the Georgia State Board Examination for licensure as a Registered Nurse (R.N.). The Two-year Associate Degree Nurse Education Program is accredited by the Board of Examiners of Nurses for Georgia.

OBJECTIVES OF THE PROGRAM

The program is designed to effect changes within the students so that they are able to:

- (1) Identify worthy goals in life and begin to formulate a plan to fulfill these goals.
- (3) Apply selected principles upon which nursing is based.
- (2) Identify nursing needs of the patient.

- (4) Give acceptable nursing care to a variety of patients.
- (5) Seek assistance when needed.
- (6) Demonstrate positive health in dealing with the problems of the patient and his family.
- (7) Guide ancillary nursing personnel assigned to assist in patient care.
- (8) Appreciate the role of various members of the health team.
- (9) Accept responsibility for continuing growth.

REQUIREMENTS FOR ADMISSION

Students applying for admission to the Nurse Education Program must be eligible for admission to the college. In addition the student must:

- (1) Submit evidence of good physical and mental health, that is, endorsement by the family physician to undertake nursing. A physical examination must be completed at the beginning of each school year.
- (3) Submit a copy of the official birth certificate.
- (3) Have completed high-school-level chemistry or may complete one quarter of college-level chemistry after entering the nursing program.

Both men and women, married or single, at least seventeen years of age, may be admitted to the program. A new class is admitted in the fall quarter of each year.

COST OF THE PROGRAM

Fees for the Nurse Education Program are itemized under Schedule of Expenses. In order to participate in the clinical nursing activities, the student will need to purchase uniforms before the first quarter. Additional expenses incurred by nursing students are for transportation to clinical experience, graduation, and the graduate nurse pin. These should not exceed \$150.00. Scholarships are described under the section on scholarships and loans.

CURRICULUM

Freshman Year

| Courses | Hours |
|---------------------------------|-------|
| English 101-102 | 10 |
| Sociology 105 | 5 |
| Biology 105-110 | 10 |
| *Nursing 131-132-133-134 | 20 |
| Physical Education (3 quarters) | |
| TOTAL | 45 |

Sophomore Year

| Courses | Hours |
|---------------------------------------|-------|
| Psychology 101 | 5 |
| **History 100 | 5 |
| **Political Science 201 | 5 |
| Nursing 231-232-233-234-235-236 | 30 |
| Physical Education (3 quaretrs) | |
| TOTAL | 45 |

*Satisfactory completion of *Programmed Mathematics* for Nurses is the student's own responsibility.

**Requirements may be met by passing an examination and electives taken from Humanities.

DESCRIPTION OF COURSES

IN

CAREER TECHNOLOGICAL PROGRAMS

(Many of the courses described herewith will be acceptable for transfer purposes to SOME institutions outside the University System of Georgia.)

AGRICULTURAL TECHNOLOGY

AGRICULTURAL ECONOMICS

AEC 150 Farm Management: 5 hours. Five discussions. A study of farm management with major emphasis upon decision-making and efficient use of farm resources. Winter.

AEC 222 Internship: 15 hours. Summer. Will involve summer employment in an enterprise selected by the student and his Educational Advisor in the area related to Agri-business. This course may be taken during the summer following completion of the freshman year.

AEC 260 Agricultural Marketing: 5 hours. Five discussions. Prerequisites: AEC 150 Farm Management, or ECN 105 Principles of Economics. A study designed to evaluate marketing methods and practices involved in modern agriculture. A comprehensive study of the agricultural marketing system from producer to ultimate consumer. Spring.

AGRONOMY AND SOILS

AGY 110 Forage Crops and Pastures: 5 hours. Four discussions and one laboratory period. Designed to study in greater detail those crops pertaining to livestock farming. Special emphasis to be given to grasses and grain crops emphasizing kind of seed, fertilizer treatment, land preparation and expected returns. Fall.

AGY 200 Internship: 15 hours. A student enrolled in plant technology will work during the summer quarter following the freshman year with an experiment station or a selected farm to gain practical experience in crop and plant production principles. Summer.

AGY 220 Fertilizers and Soils: 5 hours. Four discussions and one laboratory period. A study of kinds and makeup of soils found in coastal plains, and what fertilizer materials and treatment are needed for high crop yields. Spring.

AGY 230 Field Crop Production: 5 hours. Four discussions and one laboratory period. Study of major field crops of Georgia with special study on varieties, adaptation, fertilizer, rate of seeding, spacing, cultivations, disease and insect control, harvesting and marketing. Spring.

ANIMAL SCIENCES

AHY 115 Livestock Production: 5 hours. Four discussions and one laboratory period. Introductory course in animal husbandry designed to acquaint the student with fundamental problems of livestock production. Includes kinds of livestock, its place in farming, emphasis on marketing requirements, marketing methods, processing, merchandising, feeding, management and breeding. Fall.

AGRICULTURAL EQUIPMENT TECHNOLOGY

AEN 106 Engineering Problems: 5 hours. Five discussions. A basic study of elementary principles involved in simple engineering problems related to farm power and equipment with special emphasis on solving typical problems. Involves elements of algebra and plane geometry. *For Farm Equipment Students Only.*

AEN 110 Farm Machinery and Equipment: 5 hours. Three discussions and two laboratory periods. The study of basic farm machinery including the assembling, operating, repair and care of machinery used on the farms in the South. Actual field operation. Spring.

AEN 112 Graphic Communication: 2 hours. Three laboratory periods. This course deals with skills rather than technical drafting proficiency. Although basic instruments are taught, the major emphasis is on sketching and plan reading. Spring.

AEN 120 Agricultural Power I: 5 hours. Three discussions and two laboratory periods. Study of the construction, operation and servicing of spark and compression engines. Special emphasis is placed on horse power rating, care and repair of hydraulic systems, diesel injectors, ignition systems and general repairs. Laboratory work to include actual field operation and overhaul procedures of tractors. Winter.

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

AEN 130 Power Unit Testing and Diagnosis: 5 hours. Two discussions and three laboratory periods. This course deals with

malfunctions of power units and their interrelationship with other components and systems. Particular emphasis is placed on the use of a logical sequence of steps interesting and diagnosing these malfunctions. Spring.

AEN 203 Engineering Shop: 5 hours. Three discussions and two laboratory periods. Course covers the mechanical, physical and chemical properties of metals commonly used in agricultural and light industrial equipment. Emphasis is placed on welding techniques and metal fabrication. Part of the course deals with use of shop equipment for construction and repair. Fall, Winter and Summer.

AEN 212 Agricultural Electrical Equipment: 5 hours. Three discussions and two laboratory periods. Application of electricity to agricultural machinery. Includes electric motors, electrical control equipment and ignition systems. Winter.

AEN 213 Hydraulics: 5 hours. Two discussions and three laboratory periods. A study of the technical language of fluid power including graphical symbols, industrial standards and components available. Their design, application and operation and maintenance. Power testing and repair procedures on agricultural tractors and light industrial equipment are emphasized. Spring.

AEN 230 Agricultural Power II: 5 hours. Three discussions and two laboratory periods. Principles of the diesel engine with reference to design and construction of different types used in agricultural and light industrial application. Theory and principles of diesel pumps and injectors are studied under actual and practical condition by rebuilding and calibrating. Winter.

AEN 269 Internship: 15 hours. A student taking this course will spend one quarter with a farm equipment dealer selected by the Georgia Farm Equipment Dealers Association and the college. Summer.

ACCOUNTING AND DATA PROCESSING (ADP)

ADP 100 Introduction to Data Processing: 5 hours. Designed to give a basic awareness and understanding of the need and potential in the recording and processing of data in man's ever-ending search for the truth as revealed in the history of principles, and functions of data processing under the manual, semi-automatic approach to data processing. Especially recommended for all students. Fall, Winter, Spring and Summer.

ADP 110 Key Punch Operations: 3 hours. Prerequisite: BBA 101 or The development of skills and proficiency in operation of the card punch and card verifier and a knowledge of card applications and functions. This course is designed to train ef-

ficient card punch operators. It is planned primarily for those students who are unable to master shorthand, but have good clerical ability. Fall, Winter, Spring, and Summer.

ADP 115 ADP Machines I: 5 hours. Prerequisite: ADP 100 or P. I. Introductory course in operations, procedures, and controls of ADP equipment emphasizing the card punch, sorter, and tabulating machines. Fall, and Winter.

ADP 116 Machines II: 5 hours. Prerequisite: ADP 115 with a grade of C or better. Extension of the basic techniques of ADP 115 to include the collater, reproducing summary punch, and calculating punch emphasis on systematic methods of operations. Winter and Spring.

ADP 121 Programming Is 5 hours. Prerequisite: ADP 100 or P.I. Introduction to the concept, organization, and basic machine languages of internal stored program machines. Winter.

ADP 217 Systems Analysis and Methods. 5 hours. Prerequisite ADP 116 or ADP 122 with a grade of C or better. The analysis and design of systems of applications in ADP features timely projects of interest to the student. Summer, Fall.

ADP 221 Fortran: 5 hours. Prerequisite ADP 122 or P.I. A study of the most highly used programming language in automatic data processing with emphasis on the concepts, principles, and procedures of a typical compiler language. Fall.

ADP 222 Hardware and Computing Logic: 5 hours. Prerequisite ADP 122 with a C or better and MAT 235. A survey of the various items of ODP equipment, their functions, functioning and inter-relationship. A study of the electrical circuits and components used in computers and their representation in Boolean Algebra. Fall.

ADP 223 Software and Advanced Languages: 5 hours. Prerequisite ADP 221 with a grade of C or better. The various classes, levels, and areas of usage of computer programs, programming systems, and operating systems with emphasis on the semantics of programming languages as contrasted by ALGOL, COBOL, FORTRAN, and PLI. Winter.

ADP 224 Advanced Techniques: 5 hours. Prerequisite: (Open to Sophomores of any curriculum non-ADP students should consult with instructor prior to registration). A brief study of Linear Programming, CPM and PERT systems, simulation, decision tables and other aids in providing information for management decisions. Spring.

DISTRIBUTIVE EDUCATION — COOPERATIVE

DED 150 Principles of Distribution: 5 hours. This course is de-

signed to develop elementary concepts in the major areas of Distribution. The student learns how distributive businesses function, the types of distributive businesses, the relationship of distributive business and government; and at the same time, acquires a vocabulary in marketing and distribution. The course should also assist students in making an intelligent choice of a career in the field of distribution.

DED 171 Salesmanship: 5 hours. Basic principles of selling and their practical application, product information and its presentation, determination of customer needs, buying motives, customer analysis, opportunities in selling and personality requirements of salesmen. Fall.

DED 172 Sales Promotion: 5 hours. Designed to acquaint the student with all phases of sales promotion; advertising, display, direct mail, radio, and TV. Actual practice in developing material in accordance with modern techniques. Winter.

DED 120A-B Occupational Experience: 10 hours. Supervised work in selected business establishments during the summer quarter following the freshman year.

DED 201 Principles of Marketing: 5 hours. Principles and methods involved in the movement of goods and services from producer to consumer. Market institutions and functions. Special attention to problems encountered in merchandising, pricing, markups, markdowns, inventories, unit control, model stocks, and budgeting. Fall.

DED 202 Business Organization and Operation: 5 hours. A study of various business organization patterns with emphasis on the functions and responsibilities of the divisions; location, layout, lines of promotion and authority and problems of organization and expansion. As needed.

DED 220A-B Occupational Experience: 10 hours. Supervised work in selected business establishments during the winter quarter of the sophomore year.

DED 270 Business Law: 5 hours. Law in its relationship to business with special emphasis on current problems on the law of sales, property, negotiable instruments, business organizations, and trade regulations. Spring.

DED 290 Personnel Management: 5 hours. This course is designed to introduce a workable pattern for dealing with personnel problems and human relations problems, to help the student develop high ethical standards and develop leadership qualities and techniques he will need as a supervisor. It includes techniques of (1) supervision, (2) training, (3) interviewing, (4) work organization, and (5) testing techniques.

FOREST TECHNOLOGY

(With Options in Forest Recreation
and Wildlife Management)

FOR 120 Forest Botany: 5 hours. Four discussions and two laboratory periods. Plant structure with special emphasis on seed plants and functions of the various organs. Plant life and its relation to forestry.

FOR 190 Concepts of Natural Resource Conservation: 3 hours. Three lectures per week dealing with the renewable resources and the basic concepts of their use and management. Land, forest, wildlife and water resources will be emphasized.

FOR 191 Orientation: 3 hours. Forestry orientation as it pertains to various fields of the profession; forestry development in the United States; basic rules pertaining to volume determining and computations. Fall.

FOR 192 Introduction to Forest Wildlife Management: 3 hours. Prerequisites: Biology 101. An introduction to the basic ecological principles which govern the management of wild animal populations in the forest environment. Emphasis will be placed on those concepts which have given rise to present day management principles. The relationships between game species and other natural forest resources will be presented. Spring.

FOR 204 Dendrology: 5 hours. Three discussions and four laboratory periods. A brief survey of the plant kingdom, followed by the study of the trees of the United States with particular attention given to those of commercial importance.

FOR 205 Aerial Photograph Interpretation: 2 hours. One discussion and two laboratory periods. Application of serial photo interpretation techniques by forest technicians in land management.

FOR 207 Silviculture: 5 hours. Three discussions and four laboratory periods. A study of the primary silvicultural systems on an ecological basis, including the basics of nursery practices and reforestation.

FOR 220 Forestry Seminar: 1 hour. One discussion. Group discussions with instructors and/or leaders in various fields of forestry, recreation and wildlife program.

FOR 222 Forest Surveying: 5 hours. Three discussions and four laboratory periods. A practical course in land surveying to include such items as boundaries, corners, monuments, legal terms, deed descriptions, how to prepare records and where and how to find records which do exist. Also, to include compass and chaining and area determination.

FOR 241 Forest Protection: 5 hours. Three discussions and four laboratory periods. The protection of forest from fires, insects and diseases with special emphasis on fire prevention and control (includes use and care of equipment). Summer.

FOR 242 Forest Harvesting: 3 hours. One lecture and four laboratory periods. A study of timber harvesting techniques with emphasis on techniques, problems, and equipment. Summer.

FOR 243 Forest Industries: 2 hours. A survey of forest industries with field trips to local plants. Laboratory. Summer.

FOR 244 Forest Mensuration: 5 hours. Cruising, estimating and mapping of standing timber; construction of local volume tables and collection of data for growth studies. (Five 8-hour days for two weeks)

FOR 245 Timber Management: 3 hours. Two discussions and two laboratory periods. A practical course in the basic techniques of managing a stand of timber in order that the greatest economical returns may be secured but not at the sacrifice of ecological principles. To be given in order that the technology student may be able to understand and carry out the instructions of the professional man.

FOR 246 Forest Safety: 1 hour. One hour discussion and demonstration. Personal attitudes and procedures. Proper use of tools and safety equipment. The organizational approach to safety. Elementary first aid.

FOR 255 Forest Recreation: 3 hours. One discussion and two laboratory periods. Lectures and practical work on the organization and development of forest properties for recreational use.

FOR 260 Law Enforcement Procedures: 5 hours. A summer program designed to acquaint the student with the modern techniques of game and fish law enforcement. Court procedures concerned with the prosecution of game and fish law violations will be covered. Field techniques, gun safety, jurisdiction and legal authority will be included. Summer.

FOR 261 Wildlife Management: 3 hours. Two discussions and two laboratory periods. An introduction to the principles of managing wildlife and its effect on forest environment.

FOR 262 Aquatic Resource Management: 5 hours. Designed to give the student practical experience in the management of aquatic resources. A background will be laid for an ecological understanding of aquatic environments and their inhabitants. Approximately one-half of the time will be allotted to fisheries management with the remainder of the time being devoted to mammals, birds and plants which inhabit aquatic environments.

FOR 263 Advanced Wildlife Biology: 5 hours. Prerequisites:

BIO 101, FOR 261-262: Designed to give the students knowledge pertaining to the practical application of biological techniques necessary for the management of wild game populations. Such areas as natural reproduction, artificial propagation, basic physiology, and sexing techniques will be incorporated. Spring.

AGR 200 *Agricultural Projects*: 0-5 hours. A conference and practical experience course directed toward the technology student. A project selected by the student and his advisor will form the basis of the course. Individual and group problems related to the projects will be discussed. Record keeping and cost accounting on the project is required. Offered all quarters.

GENERAL BUSINESS

ABA 150 *Hospital Organization and Management*: 5 hours. The Course, Hospital Organization and Management, is designed to acquaint the student with the History of Hospitals, with the present role of the hospital in the community, and with the future expectations of hospitals. It describes the overall organizations found in the typical hospitals of today and explains the responsibilities and the functions of the hospital and of its various departments. It exposes the student to the principles of management and supervision which will be required in business office management. Winter.

ABA 155 *Hospital Accounting*: 5 hours. Prerequisite: Basic Accounting. The course of Hospital Accounting advances the student beyond the basic accounting principles and practices to the specific application of these principles; and practices as they are uniformly used in hospitals. In addition to the basic accounting method and principles, the course includes hospital statistical computations which are peculiar to, and which are used in hospital accounting, the classification of services and expenses, the preparation of hospital financial statement (and analysis), budgeting, and costs analysis for hospitals. Spring.

ABA 173 *Principles of Insurance*: 5 hours. An introductory course in insurance, designed to acquaint the student with the various types of life, health and accident, and property (both group and individual) insurance from the standpoint of the consumer as well as from the standpoint of the industry. Some emphasis on insurance planning and programming correlated to social security and other group coverages. Spring.

ABA 174 *Real Estate and Valuation*: 5 hours. Social and economic aspects of real property and the real estate business. Land economics; valuation theory, approaches, and devices; depreciation and obsolescence. Winter.

ABA 175 *Life and Health Insurance*: 5 hours. Life and health risks, government security program, and basic principles of life

and health insurance. Life and health insurance coverages and employee benefit plans. Fall.

ABA 176 *Principles of Insurance*: 5 hours. A study of the principles and practices; economics of insurance; fire, life, and casualty contracts; various types of business and contingency risks. Designed for those interested in the field whether as a profession or as buyers of insurance.

ABA 211 *Business Statistics*: 5 hours. Normal and other probability distribution functions; statistical frequency functions, means, standard deviations, and moments of probability distribution and frequency functions; probability and frequency distributions in two variables; simple and multiple correlation and regression; sampling and sampling errors of means; proportions and percentages; sampling distributions including the chi-square, F, and "Student's" distributions tests of significance; point estimation; confidence limits. Winter.

ABA 225 *Intermediate Accounting*: 5 hours. Prerequisites: BBA 110, BBA 111 with a C grade or better. A problem course that provides a comprehensive review of the basic accounting sequence. Emphasis is on the preparation of financial statements and accounting of tangible assets, intangible assets, liabilities, capital stock, surplus, and an analysis of accounting statements. Spring.

ABA 230 *Income Tax*: 5 hours. Interpretation of federal and state income tax laws with practice materials requiring application of these laws to the returns of individuals and companies. Winter.

ABA 233 *Financial Management*: 5 hours. This course is an introductory and fundamental course in the field of business and corporate finance. It deals with promotion and organization; capitalization and financial planning; valuation of business enterprises; permanent financing; working capital administration and sources; treatment of earnings; expansion and reorganization problems. Spring.

ABA 274 *Legal Aspects of Insurance and Real Estates* 5 hours. Law of contract, agency, conveyance, and title in relation to real property. Application of substantive and regulatory law to the insurance contract and industry. Winter.

ABA 275 *Property and Casualty Insurance*: 5 hours. Property and liability exposures and basic principles of property and liability insurance. Property and liability coverages for personal and family exposures (auto, dwelling forms, C.P.I. Homeowners.) Spring.

ABA 276 *Investments*: 5 hours. An introduction in investments designed to acquaint the student with the securities market as

well as alternative investments. Much emphasis placed on investment management. Fall.

ABA 291 Government and Business: 5 hours. An extremely practical course designed to acquaint the student with the mass of local, state, and federal laws that effect the business enterprise. Among the topics covered are labor laws, Social Security, unemployment compensation, organization fees and licenses, and aids to businesses. Fall.

ABA 135 Occupational Experience: 10 hours. Realtor and/or Insurance Salesman. Has knowledge of property utilization, law dealing with ownership, titles and liens; determines values of real estates. Puts this knowledge to practical use by renting and selling of property on a commission basis. Has knowledge and understanding of all kinds of insurance available, including underwriting and reinsurance, claims settlement, marketing methods, principles of rate making, statement analysis. He puts this knowledge into practical use by informing the public, recommending, and selling insurance of various kinds for insurance companies or agencies. Summer.

ABA 235 Occupational Experience: 10 hours. Realtor and/or Insurance Salesman. Rents and sells property for clients on a commission basis. Sells various types of insurance (life, fire, and marine) to new clients. Summer.

ABA 160 Direct Practice: 10 hours. Hospital Orientation. Hospital Organization and Management. Principles of Management. Responsibilities of Management. Functions of Management. Hospital Departments—their functions. Inter-relationships of each department to the others. The business aspects of each department and their relationships to the Business Office. Special on-the-job assignments. *Project.* Paper presenting the hospital organization identifying the various responsibilities and functions of the hospital. Summer.

ABA 260 Externship: 10 hours. The Business Office and its functions and responsibilities. The role of the Business Office Manager. Business Office Management. Special on-the-job assignments. *Project.* Paper identifying hospital costs and income and including budgeting and cost analysis. Summer.

HOME ECONOMICS TECHNOLOGY

HEC 100 Equipment Technology I: 5 hours. Five discussions. A study of the selection, care and efficient use of small household equipment and large appliances. Developing an understanding of the different types of fuel used for operation of equipment and heating of homes. Evaluation and drawing of electrical wiring systems for the home.

HEC 107 Home Interiors: 5 hours. A study of elementary principles of design in their relationship and direct application to the home and household accountments. This will include adaptability of period and modern furnishings to contemporary living.

HEC 110 Elements of Clothing Construction: 5 hours. Two hours discussion and three hours laboratory. The course will include the selection of design and fabric, the construction and care of clothing. Emphasis will be placed upon construction, techniques and the use of equipment.

HEC 116 Food Catering Services: 5 hours. Three discussions and two laboratory periods. Food catering services appropriate for the home. Management and preparation of meals, table appointments, invitations, and record keeping. Study of accepted procedures of meal service in detail.

HEC 118 Food Production and Serving for Groups: 5 hours. Three discussions and two laboratory periods. Planning, purchasing and preparation of food for groups. A study of management, record keeping, layout and equipment and sanitation and safety in the kitchen.

HEC 200 Equipment Technology II: 5 hours. Five discussions. A study of the selection, care and use of institutional equipment for instructional purposes. Special emphasis on audio and visual aids equipment. Learning demonstration techniques.

HEC 203 Child Care: 5 hours. Five discussions. A study of the developmental needs of the infant and pre-school child and how these needs may be met by the various members of the family.

HEC 220 Problems in Personal Finance: 5 hours. Five discussions. Management of personal income in relation to individual needs and desires; investigation of consumer information scores, current financial and consumer credit problems which the individual or family may have to face.

HEC 230 Clothing: Special Problems: 5 hours. Two discussions and three laboratory periods. Fabric selection and clothing construction with emphasis placed upon fitting problems. The handling of special fabrics and tailoring techniques.

HEC 260 Merchandizing Textiles: 5 hours. Four discussions and one laboratory period. A study of natural and man-made fiber textiles to provide a background for merchandizing of fashions and household textiles. Analyzation of consumer needs and merchandizing principles.

NURSE EDUCATION

NUR 131 Fundamentals of Nursing I: 5 hours. Two hours lec-

ture and nine hours laboratory per week. Study of the concepts, principles, and techniques that form a foundation for all subsequent nursing courses. An introductory study of community health, asepsis, nutrition, nursing history, body mechanics, administration of medications, communications, and interpersonal relations which will continue throughout the sequence of nursing courses. Fall.

NUR 132 Fundamentals of Nursing II: 5 hours. Prerequisite: A grade of C or better in NUR 131. Two hours lecture and nine hours laboratory per week. Study of body responses to illness and stress, preventive, curative and rehabilitative aspects of nursing care. Laboratory experience in the application of principles essential in the care of the pre-operative and post-operative patient, the patient with communicable disease, accidental injury, the victims of disaster and the patient with cancer. Winter.

NUR 133-134 Fundamentals of Nursing III: 10 hours. Prerequisite: A grade of C or better in NUR 132. Six hours lecture and twelve hours laboratory per week. A continuation of NUR 132. Study and laboratory experience in the care of the patient with heart, circulatory and deficiency disease, interference in respiration, disturbance of digestive, sensory and endocrine function, skin and neurologic disorders and limitation of motion. Spring.

NUR 231-232 Advanced Nursing I: 10 hours. Prerequisite: A grade of C or better in NUR 133-134. Six hours lecture and twelve hours laboratory per week. Study and guided laboratory experience related to human behavior and inter-action in the nursing care of the patient with mental and emotional illness. Fall.

NUR 233-234 Advanced Nursing II: 10 hours. Prerequisite: A grade of C or better in NUR 133-134. Six hours lecture and twelve hours laboratory per week. Study of normal physical and emotional growth of the well child in relation to the care of the sick child. Winter.

NUR 235 Advanced Nursing III: 5 hours. Prerequisite: A grade of C or better in NUR 233-234. Two hours lecture and nine hours laboratory per week. Study and laboratory practice in application of principles essential in the care of the mother and infant during all stages of pregnancy, delivery and post partum. Spring.

NUR 236 Advanced Nursing IV: 5 hours. Prerequisite: A grade of C or better in NUR 233-234. Two hours lecture and nine hours laboratory per week. Study and nursing practice in the care of complex patient. Planning and implementing a nursing care plan for a group of patients in conjunction with various levels of co-workers. A study of current trends in nursing practice and the relationships, opportunities and responsibilities of the Registered Nurse. Spring.

SECRETARIAL SCIENCE

SEC 101 Typewriting: 2 hours. Beginning typewriting. An introductory course with emphasis on developing facility in operating techniques and a basic skill and speed. Fall.

SEC 102 Typewriting: 2 hours. Intermediate typewriting. The application of the basic skill and techniques to letter writing and other business writing.

SEC 103 Typewriting: 2 hours. Advanced typewriting. The application of correct typing techniques to practical office problems. Prerequisite: SEC 101 and 102. Spring.

SEC 104 Shorthand: 5 hours. Beginning shorthand. The principles of Gregg shorthand, simplified, and the development of a fair degree of skill in reading and writing shorthand. Fall.

SEC 104S Touch Shorthand: 5 hours. Beginning shorthand. The principles of stenograph or touch shorthand, and the development of a fair degree of skill in reading and writing shorthand on the stenograph. Fall.

SEC 105 Shorthand: 5 hours. Prerequisite: SEC 104 with a C grade or better. Intermediate shorthand. The continuation of the development of skill in reading and writing shorthand with the introduction to new-matter dictation. Winter.

SEC 105S Touch Shorthand: 5 hours. Prerequisites: SEC 104S with a C grade or better; Intermediate shorthand. The continuation of the development of skill in reading and writing shorthand by stenograph, with the introduction to new-matter dictation. Winter.

SEC 106 Shorthand: 5 hours. Prerequisite: ENG 101 with C grade or better. Advanced shorthand. Further development of skill in taking new-matter dictation with emphasis placed on mailable transcripts. Spring.

SEC 106S Touch Shorthand: 5 hours. Prerequisites: SEC 105S with a C grade or better. Advanced shorthand. Further development of skill in taking new-matter dictation with emphasis placed on mailable transcripts. Spring.

SEC 205 Office Machines: 5 hours. Prerequisite: SEC 101. A survey course to acquaint the student with the use of adding machines, calculators, and bookkeeping machines in practical application to business problems. Also the use of transcription and duplication machines — mimeograph and ditto. Fall and Winter.

SEC 206 Transcription: 5 hours. Development of high levels of skill in dictation and transcription with emphasis on the production of mailable business letters. Spring.

SEC 207 Office Management: 5 hours. Principles of scientific management and the responsibilities of office management; office equipment; office records and reports; filing; supervision, selection and training; office methods and procedure. Winter.

SEC 208 Machine Transcription: Mastery of the transcribing machine as it relates to transcribing case histories of patients in Doctors' offices, clinics, or hospitals, and from the material to formulate in correct form, reports that are legible, accurate, and complete. 5 hours. Fall.

SEC 210 Secretarial Practice: 5 hours. Prerequisites: SEC. 101, 102, 104, 105. The study of office procedures and records management in a simulated office situation. Further development of high levels of skill in dictation and transcription. Acquiring a knowledge of business etiquette, appearance, good grooming, and personality in business. Spring.

SEC 109M Medical Terminology: The purpose of this course will be to clarify and explain medical terms so that the student has a working knowledge of medical terminology. The course is designed to supplement and expand the terminology in basic Anatomy and Physiology. Stress is to be placed on disease and procedural terms including roots, prefixes and suffixes. 5 hours. Winter.

SEC 110M Medical Records Science I: To instruct in admitting procedures, the interview and recording of sociological data, assignment of hospital number, preparation of admission forms and registers. The preparation of index cards, charts, and folders. 3 hours. Winter.

SEC 111M Medical Records Science and Lab II: 5 hours. Correlations of data with previous records, maintenance of the patient index, birth and death certificates, vital statistic and discharge procedures, checking for completeness, daily analysis and record completeness, monthly and annual reports. Spring.

SEC 112M Medical Records Lecture, and Lab III: 3 hours. The legal aspects of subpoenas, taking records to court, release of information, medical abstracts, and insurance reports. Fall.

SEC 114M Filing and Coding: 5 hours. The purposes of this course are to give a working knowledge of the numbering and filing of Medical records. It includes numbering methods, systems of filing and coding and emphasizes filing control and standard nomenclature of diseases and operations. Winter.

SEC 115M Summer Externship: 10 hours. A course providing practical experience, under the supervision of a faculty coordinator in the office of an area doctor or hospital. It is recommended that the student be reimbursed for normal expenses incurred.

A. Admitting Procedures

1. Admitting Office 15 clock hours
 - a. Authorization for Admission
 - b. Interview and Recording of Sociological Data
 - c. Assignment of Hospital Number
 - d. Preparation of Admission Forms and Registers
2. Medical Record Department 35 clock hours
 - a. Preparation of Index Cards
 - b. Chart Folders
 - c. Correlation with Previous Records
 - d. Maintenance of Patient Index

B. Machine Transcription 90 clock hours

1. Reports
2. Record Systems of Adjunct Service Departments

C. Statistics 50 clock hours

1. Daily, Monthly and Annual Reports
2. Daily Census
3. Vital Statistics
4. Birth and Death Certificates

D. Discharge Procedures 80 clock hours

1. Assembling Records
2. Checking for Completeness
3. Daily Analysis
4. Record Completion Procedures

E. Coding and Indexing 100 clock hours

1. SNDO and ICDA Coding
2. Maintenance of Diagnostic, operative, Physicians Indexes

F. Legal Aspects 20 clock hours

1. Subpoenas
2. Taking Records to Court
3. Preparing Records for Court
4. Release of Information

G. Secretarial Practice 50 clock hours

1. Correspondence
2. Medical Abstracts
3. Insurance Reports
4. Receptionist and Telephone Functions
5. Contact with Public and Hospital Staff

TOTAL 440 clock hours

Area Division II

THE STUDENT PERSONNEL SERVICES

Essential services rendered are:

- I. Admission
- II. Orientation
- III. Testing
- IV. Counseling and Guidance
- V. Student Financial Assistance
- VI. Housing
- VII. Extra-Curricular Activities
- I.R. Swords, Dean and Coordinator

ADMISSIONS

REQUIREMENTS FOR ADMISSION

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

Any student who wishes to enroll at Abraham Baldwin Agricultural College should secure an admission kit from The Director of Admissions, Box 218, ABAC Station, Tifton, Georgia 31794. Kits will be mailed to individual students only. No applicant can be considered for enrollment until all required forms have been properly executed and returned to the admissions office. In addition to the application form itself, the following information must be provided: high school transcript, application fee, physical examination form, social security number, picture, and College Entrance Examination Board Scores. *Applications must be submitted at least twenty days prior to the registration date for the quarter for which the applicant wishes to enroll (see calendar in front of catalog for these dates).*

The college reserves the right to refuse to accept applications at any time when it appears that students already accepted for the quarter for which the applicant wishes to enroll will fill the institution to its maximum capacity. The college also reserves the right to reject an applicant who is not a resident of the State of Georgia.

An applicant will be declared eligible for admission only upon compliance with the following minimum requirements and conditions which shall be uniform throughout the University Systems of Georgia:

1. Abraham Baldwin College shall have the right to examine and appraise the character, the personality, and the physical fitness of the applicant.
2. The applicant must meet one of the following conditions:
 - (a) Be a graduate of an accredited high school or a high school approved by Baldwin College.
 - (b) Show successful completion of the General Education Development Test with no score less than 45.
3. The applicant must have completed satisfactorily at least sixteen units of work as follows:

| | |
|---------------|---------|
| English | 4 units |
|---------------|---------|

| | |
|---|---------|
| Mathematics (Including algebra*) | 2 units |
| Social Science | 2 units |
| Natural Science | 2 units |
| Electives — | 2 units |
| (From above subjects or foreign language) | 3 units |
| Additional Courses — | 3 units |
| (From any credit given in standard high school) | 3 units |

*Terminal students are exempt from the algebra requirement.

4. All students who are not graduates of an accredited high school must take an examination on courses studied in high school before they can be admitted to Abraham Baldwin College. The college reserves the right to refuse to accept any and all of the credits from any high school or other institution, notwithstanding its accredited status, when the college determines that the quality of the instruction is for any reason deficient or unsatisfactory. The judgment of the college in this matter shall be final.

5. The applicant must take the College Entrance Examination Board Scholastic Aptitude Test. The CEEB will send the scores made on these tests to any institution which the applicant may designate. Information relative to the times and places for these tests may be secured from the high school principal or the guidance counselor. Scores made on this test will be combined with the high school average to predict success at the college level.

6. The applicant for admission to courses in residence that carry academic credit will be required to take a physical examination. The family physician may administer this examination and report the results on the form provided in the admission kit.

7. The applicant should request his high school principal or his guidance counselor to send directly to the director of admissions a transcript of his high school record.

8. A non-refundable fee of \$5.00 must accompany each application for admission. This fee will not be credited toward the matriculation fee, nor will it bind Abraham Baldwin College to admit the applicant. If an applicant is rejected, or for some reason does not report after having been accepted for a given quarter, he must make another application and submit another fee of \$5.00 if he should apply at some later date. An applicant may have his application and the fee transferred from one quarter to some other quarter without having to re-apply, provided he makes such a request to the admissions office 20 days prior to the beginning of the quarter for which he applied originally.

INSTITUTIONAL POLICIES GOVERNING ADMISSIONS

1. The officials of Abraham Baldwin College will have the

right to require any applicant for admission to appear for an interview before taking any action on his application. The director of admissions will notify the applicant of the time and place for such an interview.

2. The director of admissions may refer any application to the Admissions Committee of the college for study and advice. The ultimate decision as to whether an applicant will be accepted or rejected will be made by the director of admissions, subject to the applicant's right of appeal, as provided by the policies of Abraham Baldwin College and the Board of Regents of the University System of Georgia.

3. If it appears to the director of admissions that the educational needs of an applicant can best be met at some other institution of the University System, he will refer the applicant to that institution.

4. After reviewing an application thoroughly, the director of admissions will inform the applicant as soon as practicable of the action taken on his application.

5. All applications and records submitted to Abraham Baldwin College become the property of the college and will not be returned to the applicant nor forwarded to any other institution suggested by the applicant.

TRANSFER STUDENTS

1. All regulations applicable to students entering college for the first time shall apply to students transferring from other colleges.

2. The applicant must request that an official transcript be sent from each college or university previously attended by him. The director of admissions may also require the applicant to submit a transcript of high school work.

3. A student transferring from another college must show that at some time he has taken the College Entrance Board's Scholastic Aptitude Test or that he has taken some other equivalent test that is approved by Abraham Baldwin College.

4. A student transferring to Abraham Baldwin College from another college or university must be eligible to return to the college from which he is transferring. In addition, his cumulative grade point average must be the same as that required of an ABAC student for the same given quarter, as listed in this catalog.

TRANSIENT STUDENTS

1. A student who has taken work in some other college or university may apply for temporary registration at Abraham

Baldwin College for one quarter only. Credits earned will be forwarded to the institution where the transient was previously enrolled.

2. In case of doubt about the qualifications of an applicant who seeks admission as a transient student, the director of admissions may classify the applicant as a transfer student and require the applicant to comply with all regulations pertaining to the admission of a transfer student.

3. An applicant for admission as a transient student must present a statement from his dean or registrar of the institution which he last attended stating that the applicant is in good standing and that he is at that time eligible to return to that institution.

4. The director of admissions may refuse to accept transient students when it is evident that such acceptance will cause hardship or inconvenience to those students regularly enrolled at Abraham Baldwin College.

ADMISSION OF AUDITORS

Persons not interested in accumulating credits may audit a course by making proper application and paying all fees for admission. The College Entrance Examination Board's Scholastic Aptitude Test will not be required.

ADMISSION OF VETERANS

Any veteran who wishes to attend Abraham Baldwin College under any one of the Veterans' Benefit Programs should make application to the director of admissions in the normal manner. Each applicant should obtain his Certificate of Eligibility and Entitlement from the Veterans Administration prior to the date of registration at the college. Veterans may be admitted on the basis of Armed Services G.E.D. Tests, provided the scores on these tests warrant admission.

ADMISSION OF FOREIGN STUDENTS

A student from any country outside the United States who is interested in attending Abraham Baldwin College should complete the admissions kit and satisfy all requirements of a regular student. An official translation should accompany his transcript.

As soon as these requirements have been met, the director of admissions will send the applicant an acceptance, together with an I-20 Form which he can take to the American Consul to apply for a student visa.

READMISSION OF FORMER STUDENTS

A former student who wishes to be readmitted to Abraham Baldwin College should apply directly to the registrar.

ADMISSION TO SUMMER QUARTER

Abraham Baldwin College operates a Summer Trial Program and admits any student who is a graduate of an accredited high school, provided he has fulfilled the course requirements listed in this catalog. Those applicants who do not meet the regular requirements for admission must attend on probation, take a full academic load of fifteen quarter hours, and make an overall average grade of 1.0 before they can be admitted to the Fall Quarter. Those students who do not make the required grade point average will be excluded for one full quarter, after which they may apply for readmission through the Office of the Registrar.

The Summer Trial Program does not apply to transfer students who have been excluded from some other college or university.

Any student who meets the requirements for admission as outlined in this catalog may complete a full quarter's work during the summer.

A student who wishes to enroll during the summer must apply in the regular manner.

EARLY ADMISSIONS

Students who have not graduated from high school may be admitted to Abraham Baldwin College for certain courses if all of the following requirements are met:

1. The applicant must have completed the Eleventh Grade in high school for summer enrollment or have completed 15 units of high school work for enrollment during the regular academic year.

2. The applicant must have completed all of the offerings in the high school curriculum in the area for which he is applying for college work.

3. The applicant must have a letter of good standing from his counselor or principal giving him permission to take specific courses at the college level.

4. The applicant must have a predicted freshman average grade in college of "B" or better.* This grade is based on the high school average for the first three years and the SAT Scores. (The student must take the SAT in the Eleventh Grade).

5. The applicant must complete all of the information contained in the admissions kit and return it to the Director of Admissions 20 days prior to the quarter for which he wishes to enroll.

6. College credit will be released for transfer upon the student's successful completion of high school and his acceptance into an accredited college.

* NOTE: This average does not apply to Math 99, English 99, and reading, which are developmental courses with no transfer credit. To register for these courses, a student must have a predicted freshman average grade in college of "C" or better.

ADVANCED PLACEMENT

Abraham Baldwin College grants advanced placement with credit for beginning freshmen who have qualified by making satisfactory test scores. Students interested in advanced placement should consult with the registrar.

COUNSELING SERVICES

Abraham Baldwin's concern for the personal development of its students and their adjustment to college life is reflected in its counseling program which is available to students seeking guidance.

The counseling services of Abraham Baldwin College provide each student the opportunity to meet with a professional counselor for assistance in personal, social, educational, or vocational concerns. Through the confidential counseling relationship, the student is often stimulated to evaluate himself, to evaluate his opportunities, and to choose and initiate a realistic, feasible course of action. Particular emphasis is placed on counseling students who are experiencing difficulty in such educational areas as selecting a program of studies, learning to develop competent study habits, or adjusting to a college environment.

Standardized tests providing measurements of general ability, special aptitudes, achievement, interests, and personal attributes are available in the counseling office.

The results of standardized tests may be especially helpful to the student who is having difficulty deciding on his major field of study. Through a careful and systematic study of these results, combined with other relevant data, the student may be assisted in his efforts to personalize his educational program.

Any student may benefit by obtaining additional information about himself. Careful attention is given by the counselors to providing assistance to the student in the selection of suitable tests, and to the proper administration, evaluation, and interpretation of those tests selected.

Students seeking information concerning other colleges or schools, vocations, financial aid, or other information not easily found through other sources also contact the counseling center for assistance and referral.

MEDICAL SERVICES

The health of the students is safeguarded by a required physical examination upon admission to college. Every precaution is taken to have a healthy student body, and the number who are sick during the year is negligible. The college employs a registered nurse and two licensed practical nurses and provides medical services to all students in cases of minor illness. *The college assumes no responsibility for injuries received in voluntary or required activities.* A new, fully air-conditioned infirmary, ten bed capacity, was completed during the summer of 1966.

Students may participate in a voluntary Health and Accident Program written by an individual company approved by the administration of the college.

GENERAL REGULATIONS

RULES AND REGULATIONS

Abraham Baldwin has set up a minimum number of rules and regulations for the maintenance of health, scholarship, and the moral integrity of the students. The student is expected to show under all circumstances a proper respect for order, morality, and the rights of others, and such sense of personal honor as is demanded of good citizens.

The possession or use of intoxicants either on or off campus is prohibited.

There must be no gambling, hazing or cheating. Dishonesty of any kind will receive a heavy penalty.

Firearms, or any article that would endanger the buildings to fire or the occupants to accident or discomfort, will not be allowed in the buildings.

Fireworks of any description, will not be allowed on the campus.

All vehicles owned and (or) operated on the campus by students must be registered. The charge for vehicle registration is \$1. To be eligible for registration the driver must present a valid driver's license and evidence of liability insurance.

Students are requested to be in their rooms by 11:30 P.M. and lights out by 12:00 midnight, unless special permission has been granted.

Leaders and participants in mob action, mass demonstrations, or raids on or off campus, are subject to immediate dismissal.

Students breaking any of the above rules may be suspended or dismissed.

Young ladies will be allowed to go home after classes for weekends only upon the receipt of a written request from parents or guardians. This request must be addressed to the dean of women or house director.

All women students whether residing in the dormitory or not are subject to the general social policies formulated by the committee on social activities.

Rules of the college as printed in the Student Handbook are to be adhered to the same as those stated above.

The college reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interests of the college community. The college further reserves the right to suspend any student involved in a court case, pending the trial.

ALL STUDENTS OTHER THAN MARRIED STUDENTS AND LOCAL STUDENTS WHO LIVE WITH THEIR PARENTS, MUST EAT IN THE COLLEGE DINING HALL AND LIVE IN THE DORMITORIES IF THERE IS AVAILABLE ROOM. STUDENTS MAY BE GIVEN PERMISSION TO LIVE IN APPROVED OFF-CAMPUS HOUSING.

The president may request the withdrawal of a student at any time because of unsatisfactory spirit, conduct, or scholarship.

STUDENT AID

FINANCIAL STUDENT AID

Through an expanded program of state and federal aid, Abraham Baldwin College can assist worthy, qualified students in obtaining a college education. The Director of Student Aid can offer to students with limited resources a financial aid packet, consisting of loans, grants, scholarships, and employment which will enable them to further their education beyond the high school level. Financial aid is awarded on the basis of financial need, scholastic achievement, and good character. Abraham Baldwin College uses the Parents' Confidential Statement, which is evaluated by the College Scholarship Service, to determine financial need. No action can be taken on an application for financial assistance until the applicant has been accepted for admission to the college. The following financial aid is available

to students enrolled at Abraham Baldwin College.

SCHOLARSHIPS

Bruce Gressette Scholarship Fund — Apply to Director of Student Aid, Abraham Baldwin Agricultural College, Tifton, Georgia.

Jerome Cox Scholarship Fund — Awarded by Mrs. Cox in honor of her husband, who was formerly Director of Admissions and Student Activities. Apply to the Director of Student Aid at Abraham Baldwin College, Tifton, Georgia.

Baldwin Booster Scholarships — Qualifications (1) predicted academic success (2) financial need (3) athletic ability. Apply to Mr. Elvin Walker, Director, Baldwin Boosters Scholarship Program, ABAC Station, Tifton, Georgia.

Bank of Tifton Scholarship — \$264. Qualifications: (1) resident of Tift County (2) rank in upper 10 percent of class (3) financial need. Apply to Principal, Tifton Senior High, Tifton, Georgia.

Citizens and Southern National Bank of Atlanta — Three scholarships yearly of \$264 each. Qualifications: (1) female (2) predicted academic success (3) financial need (4) Georgia residence. Students of Home Economics given preference. Apply to Director of Student Aid, Abraham Baldwin College, Tifton, Georgia.

Citizens Bank of Tifton Scholarship — \$264. Qualifications: (1) resident of Tift County (2) rank in upper 10 percent of class (3) financial need. Apply to Principal, Tift County High School, Tifton, Georgia.

Farmers Bank of Tifton — \$264. Qualifications: (1) resident of Tift County (2) rank in upper 10 percent of class (3) financial need. Apply to Principal, Tift County High School, Tifton, Georgia.

Colquitt County Rural Electric Company Scholarship — Qualification: (1) predicted academic success (2) financial need (3) rural resident of Berrien, Brooks, Colquitt, Cook, Lowndes, Tift, and Worth counties. Apply to Director of Student Aid, Abraham Baldwin College, Tifton, Georgia.

Conger Fund — Certain stocks have been given to the college which will be converted into scholarships at a later date for worthy students.

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

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

Georgia Farm Implement Dealers Association — Two scholarships yearly at \$300. To further the education in the field of agricultural technology. Apply to Director of Student Aid, Abraham Baldwin College, Tifton, Georgia.

Kiwanis Club of Tifton Scholarship — \$264. Qualifications: (1) full-time college student (2) scholastic ability (3) financial need (4) preference given to Tift County student but others considered. Apply to President, Kiwanis Club of Tifton, Tifton, Georgia.

Living Memorial Scholarship Fund — Established by the students of Abraham Baldwin College in memory of Freddy Dean and other students who have lost their lives while attending college. Apply to the Director of Student Aid, Abraham College, Tifton, Georgia.

Louie Beard Nursing Scholarship—\$1,000 awarded to a worthy nursing student in the Thomasville area. Apply to the Administrator of Archbold Memorial Hospital, Thomasville, Georgia.

Regents State Scholarships — Qualifications: (1) a high prediction of academic success (2) financial need (3) Georgia residence (4) agreement to serve in Georgia after completion of education. Information and application forms may be secured from high school counselors or the Director of Student Aid, Abraham Baldwin College, Tifton, Georgia.

Student Education Association Scholarship — Awarded by members of this association to a returning sophomore who intends to teach. Apply to Director of Student Aid at the college.

State Nursing Scholarship — Scholarships up to \$1,000 per year are available through the State Scholarship Commission. Apply to State Scholarship Commission, Suite 502, Hartford Bldg., 100 Edgewood Ave., N.E., Atlanta, Georgia 30303 or to the Director of Student Aid, Abraham Baldwin College, Tifton, Georgia.

Tifton American Legion Auxiliary — \$264. Qualifications: (1) child of Tift County veteran (2) financial need (3) scholastic ability. Apply to American Legion Auxiliary, Tifton Georgia.

Tifton Junior Woman's Club Scholarship — \$264. Qualifications: (1) female (2) Tift County resident (3) upper 10 percent of class (4) financial need. Apply to President, Tifton Junior Woman's Club, Tifton, Georgia.

Buddy Woodall Memorial Scholastic Fund — Established by family and friends in memory of Buddy Woodall. One scholarship in the amount of \$250.00 per year to be awarded to a graduate of the Blackshear, Patterson, or Jesup, Georgia, high schools. Applications should be addressed to Mrs. Clarence C. Woodall, Jr., Blackshear, Georgia.

LOAN FUNDS

Loans are available to a limited number of students from the following sources:

National Defense Student Loan — The college participates in the loan program established under the National Defense Education Act of 1958. Interest is at the rate of 3 percent. No interest is charged on loan while student is a full-time student.

Rotary Loan Fund — Upon recommendation of the college the Tifton Rotary Club will make small loans to students from its loan fund. Apply to President, Rotary Club of Tifton, Georgia.

Ruth Fulwood Wright Loan Fund — Each year one girl may borrow \$125 from the loan fund established by Mrs. Ruth Fulwood Wright. Apply to Comptroller, Abraham Baldwin College, Tifton, Georgia.

Susie T. Moore Loan Fund — Through the generosity of the late Mrs. Susie T. Moore, a substantial sum of money has been made available to worthy students seeking loans. Priority is given to young men and women from Tift County, but the fund is open to any deserving students recommended by the faculty committee. Apply to Comptroller, Abraham Baldwin College, Tifton, Georgia.

Harry F. Kulbersh Memorial Fund — This fund was established in 1949 by the American Legion Auxiliary of Tift County and is available to sons and daughters of those having served in the armed forces of our country. Apply to Comptroller, Abraham Baldwin College, Tifton, Georgia.

Clovis Turk — Sale City FFA Loan Fund is available to worthy sophomore men from Mitchell County. Apply to Comptroller, Abraham Baldwin College, Tifton, Georgia.

Jimmie McNeese Memorial Fund — In December, 1956, a loan fund in memory of J. C. McNeese was established by his friends. This fund is open to any deserving students upon recommendation of the faculty committee. Apply to Comptroller, Abraham Baldwin College, Tifton, Georgia.

Iva M. Chandler Loan Fund — Established in 1964. Applications should be made to the Comptroller, Abraham Baldwin College, Tifton, Georgia.

Evamae Howard Loan Fund — Established in 1965 by the Pilot Club of Tifton for second year students. To be administered by and at the discretion of the Comptroller of the College.

John G. Padrick Memorial Fund — Available to Tift County Students. Apply to Comptroller, Abraham Baldwin College, Tifton, Georgia.

The Pickett and Hatcher Educational Fund — The late Mr. Claud Hatcher created this fund for the purpose of aiding worthy students in securing courses in broad liberal college training, excluding students of law, medicine, and the ministry. Applications may be secured from the Pickett and Hatcher Educational Fund, 1708 Wynnton Road, Columbus, Georgia. They must be filed two months in advance of the quarter needed.

EDUCATIONAL GRANTS

Educational Opportunity Grants are available to a limited number of undergraduate students, with exceptional financial need who require these grants in order to attend college. Grants will average \$300 each and will be given to students who show academic or creative promise. These grants are handled by the Director of Student Aid at the college.

WORK OPPORTUNITIES

Students, particularly those from low-income families, who need a job to help pay for college expenses are potentially eligible for employment at Abraham Baldwin College under federally-supported Work-Study Programs. Work may be for the institution or for an approved off-campus agency. To work under this program, a student must be enrolled and be in good standing, or be accepted for enrollment as a full-time student at Abraham Baldwin College.

In addition, a few jobs are available to students under the regular program of work at the college. These work opportunities are provided by the college itself and are awarded on the basis of need, scholarship, and willingness to work.

Any student wishing to work while he is enrolled at Abraham Baldwin College should fill out an application for work in the office of the Director of Student Aid.

STATE DEPARTMENT OF VOCATIONAL REHABILITATION

Students who have had a physical or an emotional handicap and have been treated successfully may receive financial assistance to attend college through their nearest vocational rehabilitation office.

STUDENT ACTIVITIES AND ORGANIZATIONS

The college provides various types of student activities which furnish training and leadership, afford opportunities for diversion and serve as a means for development of the student. Each student is encouraged to take part in one or more of these organizations.

STUDENT CABINET

The student cabinet is made up of the presidents of the campus clubs, dormitories, and other organizations. The cabinet meets each week to discuss and plan activities and other matters which concern the student body. This group tries to maintain and strengthen the bonds between students and faculty, recognizing that a characteristic of an educated person is his ability to co-operate and live in peace with his fellow man. The director of student activities is the faculty advisor for the cabinet.

CLUB ACTIVITIES

Each club or organization must be approved by the student cabinet and the administration and it must have a faculty advisor. No club may operate either on or off campus without meeting this requirement. The meeting dates are arranged and approved by the cabinet. All activities must be approved by the administration by clearing through the director of student activities.

ATHELTICS AND RECREATION

Our college has participated in the Georgia Junior College Conference and the National Junior College Conference. Baldwin College sponsors the following teams in intercollegiate competition, basketball, baseball, and tennis. We are proud of the records of our teams and we strive to put sportsmanship of our students above winning.

STUDENT PUBLICATIONS

The TABAC is the college yearbook, compiled and edited by a student staff with faculty assistance.

Baldwin's newspaper is appropriately named "THE STALLION" since this is the college symbol.

GLEE CLUB

The Glee Club, a group of approximately fifty voices, is open to all students who are interested in music.

MU ALPHA THETA CLUB

Mu Alpha Theta Club is an honorary organization whose purpose is to stimulate interest and sound scholarship in mathematics. The club is sponsored by the Mathematical Association of America. Membership is restricted to students having a "B" average in their mathematical courses, and an overall grade of "B" in all course work.

DRAMATICS CLUB

The Baldwin Players is the dramatics club of the college. The members of the club are given opportunities to work with costuming, stage designing, stage lighting, all aspects of the production processes as well as publicity for each production.

DELTA PSI OMEGA

Dramatics Club honorary fraternity. Election predicated on Dramatics Club membership and active participation in production.

DEBATE CLUB

The Debate Club offers to interested students the opportunity to improve themselves in the art of public speech and debate and in the technique of research. A number of assembly debates are held during the year.

CIRCLE K CLUB

The Circle K Club was established on the campus in the fall quarter of 1966-67. It was sponsored by the Kiwanis Club of Tifton. The objective of the Circle K Club is to provide leadership development and support for worthy campus projects.

CONCERT SERIES

The college, in cooperation with the Tifton Civic Music Association, sponsors each year a number of concerts. Our students are admitted to the concerts by presenting student activity cards.

VOCATIONAL CLUBS

The Agricultural Engineering Club promotes a greater interest in engineering and fosters a mutual interest among students and faculty.

The Agricultural Equipment Technicians Club is dedicated to encouraging and developing young men in the field of Farm Machinery Sales and Service. The members are encouraged to

develop a justifiable pride in the farm equipment industry as well as the essential service it renders to agriculture.

The Distributive Education Club, affiliated with the Georgia and national association of DECA, is designed to develop future leaders for marketing and distribution.

The Forestry Club brings together those students majoring in forestry for the purpose of increasing interest, improving individual relationships and for recreation. Membership is restricted to forestry majors.

The ABAC Chapter of the American Home Economics Association is an organization which provides students an opportunity to become better acquainted with the professional activities of home economics leaders. Personal development is encouraged through active participation in club programs and socials. Any student who is enrolled in one or more home economics courses is eligible for membership.

The Pre-Veterinary Medicine Club is organized to further the knowledge, increase the acquaintances, and better prepare its members in the field of veterinary medicine, and to keep its members and others informed of important developments in the veterinary medicine field.

The Phi Beta Lambda Club is the college chapter of Future Business Leaders of America, a national organization for students in business education. Any student who is enrolled in one or more business subjects is eligible for membership.

The Saddle and Siroin Club is a student organization interested in development of a greater knowledge of livestock, and in promoting greater interest and comradeship between students, faculty members, and livestock breeders of the state.

The Student National Education Association Club is organized for persons interested in the teaching profession. The purpose of the club is to cultivate the qualities essential in a good teacher as well as to provide for personal growth. Membership is open to any student who is interested in teaching.

The Student Nurse Association is open to students enrolled in the Nurse Education Program to promote personal and professional growth through the understanding, interest and dedication in student as well as graduate professional organizations.

The 4-H Club is an organization of former 4-H members. The aim of this club is to offer these students an opportunity to continue their 4-H club work.

RELIGIOUS GROUPS ON CAMPUS

Vespers is a non-denominational religious fellowship de-

signed to give all students an opportunity to continue their religious activity while in school.

Wesley Foundation is the religious organization for the Methodist students on campus. It is a part of the vast Methodist Student Movement in colleges.

The Baptist Student Union serves as a link between the student and the local Baptist churches. The B.S.U. offers recreation, social entertainment and Christian fellowship.

TIFTON CHURCHES

The faculty urges you to regularly attend the church of your choice in Tifton. The college furnishes transportation to its students for the Sunday morning services.

Students may find more details about the student activities in the STUDENT HANDBOOK.

Area Division III

CONTINUING EDUCATION

Services are rendered in:

I. Short Courses

II. Non Credit Courses

III. Public Relations

Tom Cordell, Dean and Coordinator of Continuing Education

CONTINUING EDUCATION

Short Courses — In order to serve the people of Georgia better, Abraham Baldwin inaugurated in 1940 a series of short courses for farmers and others interested in rural life. The courses have met with state-wide popularity, and continues to have good attendance each year. In the past twenty-eight years 771 short courses have been held with a total of 103,672 people in attendance, with 153 Georgia counties represented. The highest number of counties represented for any one short course year is 123. Thirty-six states have been represented over this period of time and 37 other countries. Co-operating with the college in this program of adult education are Georgia Coastal Plain Experiment Station, Cooperative Extension Service, Departments of Vocational Education, Soil Conservation Service, Farmers Home Administration, College of Agriculture, Georgia Experiment Station, outstanding farmers, and commercial firms. This short course program has now been broadened to include business and cultural activities. If sufficient interest is manifested, the college and the above named agencies will offer courses on any subject that will be of service to Georgia.

Non-Credit Night Courses — Abraham Baldwin had been requested by citizens of Tifton and surrounding towns for some time to offer non-credit courses. This service was started in 1966. Since that time 33 courses have been taught with an attendance of 515. There is a \$15.00 registration fee to each course, which meets one night per week for eight weeks. Besides this fee the only requirement for enrolling in a course is the desire to improve oneself in what he is studying. Entrance is not based on educational requirements, and no grades are given. A certificate is awarded to people attending six of the eight meetings. Anyone interested in taking any of these courses should contact the Dean and Coordinator of Continuing Education in writing, or call 382-3236.

Area Division IV

THE COMPTROLLER'S OFFICE

Services rendered by this area division are:

- I. Plant Operations
- II. New Construction
- III. Renovations
- IV. Budgeting
- V. Business Management
- VI. Accounting
- VII. Finances
J. T. Webb, Comptroller

SCHEDULE OF EXPENSES

College expenses are payable in advance. Below is a schedule of costs by quarter. *NOTE: All charges are subject to change at the end of any quarter.*

| | |
|---|---------|
| Matriculation fee (for all students) | \$70.00 |
| Student activity fee (for all students) | 10.00 |
| Clinical fee (for all students) | 8.00 |
| Non-resident tuition | 75.00 |
| Room (Creswell, Herring, Lewis, Weltner and Weltner Annex) | 70.00 |
| Room (Comer and New Dormitory for men) | 75.00 |
| Board | 120.00 |

The matriculation fee per quarter hour for students enrolled for less than twelve hours will be \$6.00 per quarter hour. The non-resident tuition per quarter hour for students enrolled for less than twelve hours will be \$6.00 per quarter hour.

The estimated cost of books and supplies is \$50.00 per quarter.

Any student who withdraws during the first quarter of his attendance shall have his application deposit deducted before any computation is made of the refund to which he is entitled. Students who formally withdraw during one week following the scheduled registration dates are entitled to a refund of 80 percent of the fees paid for that quarter; those who withdraw during that period between one and two weeks are entitled to a refund of 60 percent; those who withdraw during the period between two and three weeks are entitled to a refund of 40 percent; those who formally withdraw during the period between three and four weeks are entitled to a refund of 20 percent. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of fees paid for that quarter.

The refund of room and board will be figured on a prorated basis, according to the actual number of days in attendance.

If a meal ticket is purchased by a student living off campus, no refund can be made unless the student officially withdraws. Meal tickets are not transferable from one student to another. When the dining hall is closed for official school holidays, etc., no meals will be served in the college dining hall. It will be the responsibility of the individual student to secure his meals during this period of time.

A student who withdraws from college must notify the guidance counselor formally before any refunds can be made. A student who withdraws must file an application with the registrar if he desires to re-enter at a later date.

Application Fee — A non-refundable fee of \$5.00 must accompany each application for admission.

Room Deposit — A deposit of \$10.00 is required of any student desiring to live in a dormitory room. This deposit becomes a part of payment toward the student's final quarter's room fee. It is not refundable.

SPECIAL FEES

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

Students who enter after registration day will pay a fee for late registration of \$3.00 for first day, plus \$1.00 each day for second and third days, with a maximum charge of \$5.00. If the student has been unable to enter school because of illness, such case will be excused on a doctor's certificate only.

A charge of \$1.00 will be made for each schedule change after registration day, unless the change is made for the convenience of the college.

The graduation fee of \$7.50 covers the cost of the diploma and rental of cap and gown.

BREAKAGE FEES

Students are responsible for property in the dormitory rooms, lobbies, and halls. Periodic inspections are made in buildings to determine any damage which might occur. The amount of damage is charged to the occupants of the room. Students are also responsible for any damage caused by them to any other college property. Where the guilty party(s) cannot be determined, the entire household may be assessed for the damage.

CLASSIFICATION OF STUDENTS

AS RESIDENTS AND NON-RESIDENTS

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been legally domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.

2. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration

of one year from the date of appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fee.

3. If a student is over 21 years of age, he may register as a resident student only upon a showing that he has been domiciled in Georgia for at least twelve months prior to the registration date.

Any period of time during which a person is enrolled as a student in any educational institution in Georgia may not be counted as a part of the twelve months domicile and residence herein required when it appears that the student came in to the State and remained in the State for the primary purpose of attending a school.

4. A full-time faculty member of the University System, his or her spouse, and minor children may register on the payment of resident fees, even though such faculty member has not been a resident in Georgia for twelve months.

5. If the parents or legal guardian of a minor changes residence to another state following a period of residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve months' period the student may continue his registration only upon the payment of fees at the non-resident rate.

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

- (a) A statement from the appropriate military official showing that the applicant's "home of record" is the State of Georgia; and
- (b) Evidence that applicant is registered to vote in Georgia; or
- (c) Evidence that applicant, if under 18 years of age, is the child of parents who are registered to vote in Georgia; and
- (d) Evidence that applicant, or his supporting parent or guardian, filed a Georgia State income tax return during the preceding year.

7. Foreign students who attend institutions of the University System under sponsorship of civic or religious groups located in this state, may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.

8. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country

under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a Declaration of Intention to become a citizen of the United States shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.

9. Teachers in the public schools of Georgia and their dependents may enroll as students in the University System institutions on the payment of resident fees, when it appears that such teachers have resided in Georgia for nine months, that they were engaged in teaching during such nine months' period, and that they have been employed to teach in Georgia during the ensuing school year.

10. If a woman who is a resident of Georgia and who is a student in an institution of the University System marries a non-resident of the State, she may continue to attend the institution on payment of resident fees, provided that her enrollment is continuous.

11. If a woman who is a non-resident of Georgia marries a man who is a resident of Georgia, she will not be eligible to register as a resident student in a University System institution until she has been domiciled in the State of Georgia for a period of twelve months immediately preceding the date of registration.

12. Non-resident graduate students who hold assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.

Approved by Board of Regents September 12-13, 1967

FOOD SERVICE

The College furnishes well balanced meals three times a day to all boarding students and those students living off campus who desire to eat in the college dining hall. Menus are planned with the student in mind. The following criteria are used in meal planning: content (nutrition), color, texture, student preference, cost.

POST OFFICE

Post office boxes are available for rent to students. The Post Office was enlarged in the summer 1968 to accommodate all boarding students and faculty. Nominal rentals are made for post office boxes and each student is encouraged to rent a post office box. All incoming correspondence to students should be mailed to a post office box number in order to speed delivery of mail. Mail is received twice daily and outgoing mail is dispatched three times daily.

STUDENT BANK

The College Business Office renders a student bank service to students attending Abraham Baldwin College. Money may be left on deposit in student bank and funds withdrawn in cash as needed. All checks must be cashed on campus as checks drawn on the student bank cannot be honored off campus. There is no service charge for this service.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

REQUEST FOR ADMISSION KIT

Any student who desires to apply for admission should use the form shown below, or a personal letter, to request the admission kit. An official application blank and other forms will be forwarded by return mail.

For any information not covered in the catalog, correspondence and personal conference are cordially welcomed. Such correspondence should be addressed to the Director of Admissions, Abraham Baldwin Agricultural College, Tifton, Georgia.

Director of Admissions
Abraham Baldwin Agricultural College
Tifton, Georgia

Dear Sir:

Please send the admission kit to:

Name _____
(FIRST) (MIDDLE) (LAST)

Mailing Address _____

Mailing Address _____

I (was) (will be) graduated from _____ High

School located in _____ in 19_____

I (have) (have not) previously attended another college or university.

I attended _____ College or University.

I have or will have _____ (quarter, semester) hours of college work.

I expect to enroll for the _____ Quarter, 19_____

Date _____ Signed _____