

DIRECTORY FOR CORRESPONDENCE (Most are WWW links)

ACADEMIC PROGRESS OF STUDENTS

Office of Academic Affairs (706) 272-4420

ACTIVITIES AND STUDENT LIFE

Office of Student Affairs (706) 272-4546

ADMISSIONS

Office of Enrollment Services (706) 272-4436

ALUMNI ASSOCIATION

Office of Institutional Advancement (706) 272-4473

ADULT EDUCATION - Literacy

Office of Adult Literacy (706) 226-3761

BOOKSTORE

Student Center (706) 272-4548

CAMPUS SECURITY

Student Center (706) 272-4461

DSC FOUNDATION (706) 272-4473

EVENING PROGRAM AND EXTENDED CAMPUS OFFERINGS

Office of Evening and Extended Campus Programs ... (706) 272-2490

Catoosa Center Coordinator (706) 861-5089

Appalachian Technical Institute Coordinator (706) 692-4711

FOUR YEAR DEGREE PROGRAMS

Division of Business and Technology (706) 272-4414

INFORMATION OF A CONFIDENTIAL NATURE

Office of the President (706) 272-4438

LIBRARY (706) 272-4575

PUBLIC RELATIONS

Office of Public Relations (706) 272-4469

SCHOLARSHIPS, FINANCIAL AID, AND VETERAN SERVICES

Director of Financial Aid (706) 272-4544

SHORT COURSES AND CONFERENCES

Center for Continuing Education (706) 272-4454

TECHNICAL PROGRAM INFORMATION

Division of Technical Education (706) 272-4434

TRANSCRIPTS OF RECORDS

Office of Enrollment Services (706) 272-2557

Dalton State College
213 North College Drive
Dalton, Georgia 30720
Toll Free 1-800-829-4436
Fax 706-272-2530

Internet address: <http://www.daltonstate.edu>

Dalton State College
University System of Georgia
2001-2002 CATALOG
and
STUDENT HANDBOOK

Vol. 29. No. 1

Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate and Bachelor's degrees.

An application for admission and a certificate of immunization are attached in the back of the printed catalog.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 NOTICE TO STUDENTS

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

With limited exceptions, including "directory information," no personally identifiable information from the education records of a student will be disclosed to any third party by any official or employee of the College without written consent of the student or as required by law. "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. A student has the right to prohibit the release of his or her own "directory information" by advising the Office of Enrollment Services in writing.

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

Copies of the complete policy statement on student education may be obtained at the Office of the Vice President for Enrollment Services, the Office of the Vice President for Student Affairs, and the Office of the Vice President for Academic Affairs.

Equal Opportunity

Admissions policies, activities, services, and facilities of the College do not exclude any person on the basis of race, color, age, sex, religion, national origin or disability. Dalton State College is an Affirmative Action Program Institution.

Any individual who requires assistance for admission to or participation in any program, service, or activity of Dalton State College under Title II of the Americans with Disabilities Act should contact the Office of the Vice President for Enrollment Services (706/272-4436), the Office of the Vice President for Academic Affairs (706/272-4421), the Center for Continuing Education (706/272-4454), or the Office of the Vice President for Student Affairs (706/272-4423).

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Program Accreditation

Automotive Technology Program	- Accredited by The National Institute for Automotive Service Excellence
Certified Nursing Assistant Program	- Approved by the Georgia Medical Care Foundation
Emergency Medical Technology Program	- Approved by The Department of Technical and Adult Education and The Georgia Department of Human Resources
Licensed Practical Nursing Program	- Approved by The Georgia Board of Examiners of Licensed Practical Nursing
Medical Assisting Program	- Accredited by The American Association of Medical Assistants (AAMA) and by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Medical Laboratory Technology Program	- Accredited by The National Accrediting Agency for Clinical Laboratory Sciences
Paramedic Technology Program	- Approved by The Department of Technical and Adult Education and The Georgia Department of Human Resources
Phlebotomy Program	- Approved by The National Accrediting Agency for Clinical Laboratory Sciences
Radiologic Technology Program	- Accredited by The Joint Review Committee on Education in Radiologic Technology
Registered Nursing Program	- Approved by The Georgia Board of Nursing - Accredited by The National League of Nursing Accrediting Commission

ACADEMIC CALENDAR 2001 - 2002

Orientation and Registration for New Students

All new students are required to participate in New Student Orientation. Orientation sessions are scheduled during June and July for new Fall students, December for new Spring students, and May for new Summer students. As soon as new students complete admission requirements and are accepted, they will receive written notification of the specific dates and times for New Student Orientation (see pages ## - ## for admission requirements). New Student Orientation gives students an opportunity to become acquainted with staff, learn about campus services, meet with an academic advisor, and register for classes.

Note: Students who complete their admission requirements and are accepted early will be eligible to attend the earliest orientation sessions which have a greater selection of classes.

Class Session Legend

“A” Session	Full Semester
“B” Session	First Half of Semester
“C” Session	Second Half of Semester

SUMMER TERM 2001

April 23 - 26	Mon. - Thurs.	Academic Advisement and Advance Registration - 8:00 a.m. - 6:00 p.m. (Former and Current Students Only)
April 30	Monday	Application Deadline to Assure Acceptance for Summer 2001
May 21	Monday	Academic Advisement and Registration (Former and New Students)
May 22	Tuesday	First Day of Classes for A Session and B Session
May 22 - 23	Tues. - Wed.	Late Registration and Drop-Add
June 11 Session	Monday	Last Day to Drop Classes or Withdraw from B
June 25	Monday	Last Day of classes for B Session
June 26	Tuesday	Final Exams for B Session Registration for C Session
June 27	Wednesday	First Day of Classes for C Session
June 28	Thursday	Late Registration for C Session
July 2	Monday	Regents' Testing Program Exam
July 3 Session	Tuesday	Last Day to Drop Classes or Withdraw from A
July 4	Wednesday	Independence Day Holiday
July 18 Session	Wednesday	Last Day to Drop Classes or Withdraw from C
August 1	Wednesday	Last day of classes for A Session and C Session
August 2 - 3	Thurs. - Fri.	Final Exams for A Session and C Session
August 3	Friday	End of Summer Term Grades Due to Enrollment Services by 5:00 PM

Testing Dates for Summer 2001

SAT Test Dates

March 22	Thursday	8:30 a.m. & 5:30 p.m.
May 3	Thursday	8:30 a.m. & 5:30 p.m.

COMPASS Test Dates

April 5	Thursday	9:00 a.m. & 6:00 p.m.
April 12	Thursday	9:00 a.m. & 6:00 p.m.
April 19	Thursday	9:00 a.m. & 6:00 p.m.
May 3	Thursday	9:00 a.m. & 6:00 p.m.
May 10	Thursday	9:00 a.m. & 6:00 p.m.

Contact the Office of Enrollment Services at (706) 272-4436 or (800) 829-4436 to schedule an appointment for taking the COMPASS Assessment Examination.

FALL SEMESTER 2001

April 2 - 26		Web Registration
April 23 - 26	Mon. - Thurs.	Academic Advisement and Advance Registration - 8:00 a.m. - 6:00 p.m. (Former and Current Students Only)
July 20 students	Friday	Tuition and fees due for advance registered
July 27	Friday	Application Deadline to Assure Acceptance for Fall 2001
August 13	Monday	New Faculty Orientation
August 14	Tuesday	Faculty Retreat
August 15	Wednesday	Division Meetings
August 16 - 17	Thurs. & Fri.	Academic Advisement and Registration (Former and New Students)
August 20	Monday	First Day of Classes for A Session and B Session
August 20 - 23	Mon. - Thurs.	Late Registration and Drop-Add
September 3	Monday	Labor Day Holiday
September 19	Wednesday	Last Day to Drop Classes or Withdraw From B Session
October 10	Wednesday	Last Day of Classes for B Session
October 11-13	Thurs. - Sat.	FALL BREAK
October 15	Monday	Final Exams for B Session Registration for C Session
October 16	Tuesday	First Day of Classes for C Session Late Registration for C Session
October 29	Monday	Last Day to Drop Classes or Withdraw From A Session Regents' Testing Program Exam
November 16	Friday	Last Day to Drop Classes or Withdraw From C Session
November 21	Wednesday	Classes End at 4:45 p.m.
November 22 - 24	Thurs. - Sat.	Thanksgiving Holidays
December 8	Saturday	Last Day of Classes for A Session and C Session
December 10 - 14	Mon. - Fri.	Final Exams for A Session and C Session
December 14	Friday	End of Fall Semester
December 17	Monday	Grades Due to Enrollment Services by 11:00 AM
December 20 - 26	Thurs. - Wed.	College Closed

Testing Dates for Fall 2001

SAT Test Dates

June 12	Tuesday	8:30 a.m. & 5:30 p.m.
July 18	Wednesday	8:30 a.m. & 5:30 p.m.
August 7	Tuesday	8:30 a.m. & 5:30 p.m.

COMPASS Test Dates

June 7, 14, 21, 28	Thursday	6:00 p.m.
June 1, 8, 15, 22, 29	Friday	9:00 a.m.
July 10, 17	Tuesday	9:00 a.m. & 6:00 p.m.
July 12, 19, 26	Thursday	6:00 p.m.
July 13, 20, 27	Friday	9:00 a.m.

Contact the Office of Enrollment Services at (706) 272-4436 or (800) 829-4436 to schedule an appointment for taking the COMPASS Assessment Examination.

SPRING SEMESTER 2002

November 1 - 29		Web Registration
November 26 - 29	Mon. - Thurs.	Academic Advisement and Advance Registration - 8:00 a.m. - 6:00 p.m. (Former and Current Students Only)
November 30 students	Friday	Tuition and fees due for advance registered
December 14 Spring 2002	Friday	Application Deadline to Assure Acceptance for
January 7	Monday	Academic Advisement and Registration (Former and New Students)
January 8	Tuesday	First Day of Classes for A Session and B Session
January 8 - 11	Tues. - Fri.	Late Registration and Drop-Add
January 14	Monday	Martin Luther King Holiday
February 7	Thursday	Last Day to Drop Classes or Withdraw From B Session
February 28	Thursday	Last Day of Classes for B Session
March 1	Friday	Final Exams for B Session Registration for C Session
March 4 - 9	Mon. - Sat.	SPRING BREAK
March 11	Monday	First Day of Classes for C Session Late Registration for C Session
March 18	Monday	Regents' Testing Program Exam
March 25	Monday	Last Day to Drop Classes or Withdraw from A Session
April 15	Monday	Last Day to Drop Classes or Withdraw from C Session
April 30	Tuesday	Last Day of Classes for A Session and C Session
May 1 - 7	Wed. - Tues.	Final Exams for A Session and C Session
May 7	Tuesday	End of Spring Semester
May 8	Wednesday	Grades Due to Enrollment Services by 11:00 AM
May 10	Friday	Graduation for 2001-2002

Testing Dates for Spring 2002

SAT Test Dates

November 8	Thursday	8:30 a.m. & 5:30 p.m.
December 6	Thursday	8:30 a.m. & 5:30 p.m.
January 3	Thursday	8:30 a.m. & 5:30 p.m.

COMPASS Test Dates

November 1	Thursday	9:00 a.m. & 6:00 p.m.
November 15	Thursday	9:00 a.m. & 6:00 p.m.
November 30	Friday	9:00 a.m.
December 4	Tuesday	9:00 a.m. & 6:00 p.m.
December 11	Tuesday	9:00 a.m. & 6:00 p.m.
December 13	Thursday	9:00 a.m. & 6:00 p.m.
December 14	Friday	9:00 a.m.
January 2	Wednesday	9:00 a.m. & 6:00 p.m.

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SUMMER TERM 2002

April 2 - 26		Web Registration
April 23 - 26	Mon. - Thurs.	Academic Advisement and Advance Registration - 8:00 a.m. - 6:00 p.m. (Former and Current Students Only)
April 27 students	Friday	Tuition and Fees due for advance registered
April 29	Monday	Application Deadline to Assure Acceptance for Summer 2002
May 23	Thursday	Academic Advisement and Registration (Former and New Students)
May 27	Monday	First Day of Classes for A Session and B Session
May 27 - 28	Mon. - Tues.	Late Registration and Drop-Add
June 14	Friday	Last Day to Drop or Withdraw From B Session
June 27	Thursday	Last Day of Classes for B Session
July 1	Monday	Final Exams for B Session Registration for C Session
July 2	Tuesday	First Day of Classes for C Session
July 2 - 3	Tues. - Wed.	Late Registration for C Session
July 4	Thursday	Independence Day Holiday
July 8	Monday	Last Day to Drop or Withdraw from A Session Regents' Testing Program Exam
July 23	Tuesday	Last Day to Drop or Withdraw from C Session
August 6	Tuesday	Last Day of Classes for A Session and C Session
August 7 - 8	Wed. - Thurs.	Final Exams for A Session and C Session
August 8	Thursday	End of Summer Term
August 9	Friday	Grades due to Enrollment Services by 11:00 AM

Testing Dates for Summer 2002

SAT Test Dates

March 21	Thursday	8:30 a.m. & 5:30 p.m.
May 2	Thursday	8:30 a.m. & 5:30 p.m.

COMPASS Test Dates

April 4	Thursday	9:00 a.m. & 6:00 p.m.
April 11	Thursday	9:00 a.m. & 6:00 p.m.
April 18	Thursday	9:00 a.m. & 6:00 p.m.
May 2	Thursday	9:00 a.m. & 6:00 p.m.
May 9	Thursday	9:00 a.m. & 6:00 p.m.

Contact the Office of Enrollment Services at (706) 272-4436 or (800) 829-4436 to schedule an appointment for taking the COMPASS Assessment Examination.

GENERAL
INFORMATION

HISTORY OF THE COLLEGE

Dalton State College was chartered as Dalton Junior College by the Board of Regents of the University System of Georgia in July 1963. At that time, the local community was required to provide the site and initial buildings for the campus; thereafter, the state would provide operating and future building funds.

In May 1965, the voters of Whitfield County approved, by a 26 to 1 margin, a bond issue authorizing \$1.8 million for the new junior college. Construction grants under the Higher Education Facilities Act and the Appalachian Regional Development Act from the federal government supplemented the local bond funds. In October 1966, construction began on the original five buildings, situated on a 136 acre tract of land alongside Interstate 75 within the city limits of Dalton. When the College opened in September 1967, four of those buildings were complete; the fifth was occupied in February 1968. The development of Dalton Junior College embodied a vision within the community for a college in Northwest Georgia that dated as far back as the short-lived Joe Brown University of the 1880s.

The original buildings for Dalton Junior College included:

- ! Administration/Library (now Westcott Hall)
- ! Classroom/Science (now Sequoya Hall)
- ! Student Services (now Pope Student Center)
- ! Health and Physical Education (now Bandy Gymnasium)
- ! Maintenance/Warehouse

In Fall Quarter 1967, DJC opened as the 24th institution of the University System of Georgia to 524 students. Growth came quickly as programs were added and as the institution attracted larger numbers of students. In 1976 a Technical Division was authorized through a joint agreement between the University System and the State Department of Education, thus bringing an array of technical certificate and degree programs to the traditional pre-baccalaureate offerings with which the College had begun. In 1987 the word "Junior" was dropped from the institution's name as part of a University System initiative affecting most of the state's two-year schools. In 1996, Dalton College was authorized to assume responsibility for the Dalton School of Health Occupations, and as a result several new health-related programs were added to the institution's curriculum. By this time, enrollment had reached 3,000 credit students and over 6,000 non-credit (continuing education) participants.

Meanwhile the campus grew to accommodate the increasing size and complexity of the institution. A new general classroom building, later named Gignilliat Memorial Hall, was occupied in 1970. A new library building, later named Derrell C. Roberts Library, was completed in 1972. Major additions to Pope Student Center, Westcott Hall, and the Maintenance/Warehouse Building were completed between 1973 and 1975. A new Technical Building was added in 1979, and a major addition to Sequoya Hall was completed in 1989.

1998 proved a watershed year. In August, the College switched from the quarter academic calendar to the semester academic calendar in accordance with University System policy. In September the College was authorized to begin developing its first bachelor's degrees, with start-up scheduled for the following fall. In November, the institution's name was changed to Dalton State College to reflect its expanded mission.

As the College continues to develop the depth and breadth of its offerings, a fresh round of construction projects is providing room for expansion. A new general classroom building was completed in late 1999, while a major addition to Roberts Library began in early-2001 for a mid-2002 opening. A new continuing education building awaits funding.

Dalton State College was initially accredited in 1969 by the Southern Association of Colleges and Schools to award the associate degree, and full accreditation has been continuous since that time. In 1998 the institution received SACS approval to offer the bachelor's degree.

STATEMENT OF PURPOSE

Dalton State College serves Northwest Georgia by offering associate, certificate, and targeted baccalaureate programs of study and a wide variety of public service and continuing education activities. Located at the center of the greatest concentration of carpet production in the world, the College is a comprehensive institution, one of only two in the University System authorized to offer a full range of technical programs in addition to the traditional pre-baccalaureate curricula and targeted baccalaureate offerings which meet workforce development needs of the Northwest Georgia area. Through direct and technological collaboration with neighboring technical institutes and other colleges and universities on the one hand, and outreach and cooperation with local preschool, primary, and secondary systems on the other, Dalton State College acts as an educational broker to meet the needs of business and industry and to provide opportunities for all persons within its service area to live self-fulfilling and productive lives.

Dalton State College shares with the other state colleges of the University System of Georgia the following core characteristics or purposes:

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

- a commitment to scholarship and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits; and a responsibility to address local needs through applied scholarship, especially in areas directly related to targeted baccalaureate degree programs;
- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools, technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

In all that it does, Dalton State College strives for the highest possible standards of quality and excellence and systematically assesses and evaluates its effectiveness. Especially in its combination of associate level studies in the liberal arts and targeted baccalaureate degrees with a large complement of career programs in health-related, business, and technical fields; in the quality of its preparation of students for work or further study; and in its role as a broad-based information resource for the people of Northwest Georgia, the College seeks to build upon its strengths and to justify recognition as one of the most academically respected, student-oriented, and community-centered institutions of its kind.

NOTICE

Admissions policies, activities, services, and facilities of Dalton State College do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability. Dalton State College is an Affirmative Action Program institution.

In case of any divergence from or conflict with the By-laws or Policies of the Board of Regents, the official By-laws and Policies of the Board of Regents shall prevail. This catalog is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia.

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

While the provisions of this publication will ordinarily be applied as stated, Dalton State College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the offices of the Vice President for Academic Affairs and the Vice

President for Enrollment Services. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular degree or certificate program.

VISITORS WELCOME

College offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. When the college is in session, the Office of Enrollment Services is open until 6:00 p.m. on Monday and Tuesday; the Business Office is open until 6:00 p.m. on Wednesday and Thursday; and the Academic and Career Enhancement Center and the Financial Aid Office are open Monday through Thursday until 6:00 p.m. The Office of the Director of Evening and Extended Campus Programs, located in Room 122 of Memorial Hall, is open Monday through Thursday from 10:00 a.m. to 9:00 p.m.

Weekend and holiday period appointments with college officials may be secured through advance arrangements.

ADMISSION
REQUIREMENTS

ADMISSION REQUIREMENTS

Dalton State College offers five types of programs and the admission requirements vary.

1. **Bachelor of Science Degree Programs** lead to the completion of baccalaureate degrees in residence at Dalton State College following the completion of the appropriate transfer associate degree.
2. **Bachelor of Applied Science Degree Program** leads to the completion of a baccalaureate degree in residence at Dalton State College following the completion of any career associate degree.
3. **Transfer Associate Degree Programs** lead to the Associate of Arts (A.A.) or Associate of Science (A.S.) degree. These programs are designed to meet the requirements of the first two years of a bachelors degree program.
4. **Career Associate Degree Programs** lead to the Associate of Applied Science (A.A.S.) degree or the Associate of Science (A.S.) degree in Allied Health areas. These programs are primarily designed for students who do not wish to transfer into four-year degree programs.
5. **Career Certificate Programs** lead to the Technical Certificate. These programs are primarily designed for students who do not wish to transfer to four-year degree programs and are one-year or less in duration.

BACHELOR OF SCIENCE DEGREE PROGRAMS

Industrial Operations Management
Management Information Systems

BACHELOR OF APPLIED SCIENCE DEGREE PROGRAM

Technology Management

TRANSFER ASSOCIATE DEGREE PROGRAMS

Associate of Arts

Economics	Philosophy
English	Political Science
Foreign Language	Psychology
General Studies	Social Work
Geography	Sociology
History	Speech and Drama
Journalism	

Associate of Science

Agricultural and Environmental Sciences	Geology
Biological Sciences	Health and Physical Education
Business Administration	Health Information Management
Business Education	Information Systems
Chemistry	Mathematics
Computer Science	Medical Technology
Criminal Justice	Nuclear Medicine Technology
Dental Hygiene	Nursing
Education, Early Childhood/Elementary	Occupational Therapy
Education, Middle Grades/Secondary	Pharmacy
Family and Consumer Science	Physical Therapy
Forestry	Physician Assistant
General Studies	Physics/Pre-Engineering
	Pre-Dental Hygiene
	Radiation Therapy Technology
	Radiography
	Respiratory Therapy

CAREER ASSOCIATE DEGREE PROGRAMS

Associate of Applied Science

Business

- Business, General
- Computer Operations Management
- Marketing
- Medical Office Administration
- Medical Transcription
- Microcomputer Applications
- Office Administration

Health

- Emergency Services Management
- Medical Laboratory Technology
- Radiologic Technology

Services

- Law Enforcement

Technology

- Computer Networking Technology
- Computer Service Technology
- Drafting and Design Technology
- Electronic Technology
- Industrial Electrical Technology
- Manufacturing Technology
- Technology, General Studies
- Technology, Industrial

ASSOCIATE OF SCIENCE IN NURSING

Nursing (Two-year Registered Nursing)

CAREER CERTIFICATE PROGRAMS

Advanced Certificates in Technology

Cisco Specialist
iSeries 400 Application Development
Microsoft Windows Networking
Novell Netware
Office Technology, Medical Secretary
Office Technology, Office Technology Applications
Webmaster

Certificates

Automotive Technology
Computer Networking Technology
Computer Operations
Computer Service Technology
Drafting and Design Technology
Electronic Technology
Emergency Medical Technology
Industrial Electrical Technology
Industrial Plant Maintenance
Licensed Practical Nursing
Management
Marketing
Medical Assisting
Medical Transcription
Office Career Technologies
Paramedic Technology
Pre-School Childhood Care and Education
Radiologic Technology
Surgical Technology
Welding
Welding: Machine Shop Option

Mini-Certificates

Certified Customer Service Specialist
Certified Manufacturing Specialist
Certified Nursing Assistant
Child Development Associate (CDA)
Computer-Aided Drafting
Health Unit Coordinator
Industrial Electrical Maintenance Assistant
Industrial Electrical Maintenance Technician
Management

Marketing
Medical Coding Specialist
Office Technology, Basic Office Skills
Personal Computer Applications
Phlebotomy
Spanish for International Trade

ADMISSIONS REQUIREMENTS

ADMISSION TO BACHELOR OF SCIENCE AND TRANSFER ASSOCIATE DEGREE PROGRAMS (B.S.* , A.A. and A.S. Degrees)

To be assured of acceptance, the application process should be completed at least 20 days before the beginning of the term for which application is being made.

To be admitted to a transfer degree program, applicants must have:

- (A) a minimum SAT score of 330R** verbal or ACT score of 14 English, and a minimum SAT score of 310R** math or ACT score of 14 math.
- (B)
a Freshman Index equal to or greater than 1830. The Freshman Index is calculated using the following formula: $(500 \times \text{high school GPA}) + \text{SAT I Verbal} + \text{SAT I Math}$
- (C) Traditional applicants should have 16 CPC units. For more information about the College Preparatory Curriculum, see page #.

Applicants who do not meet any of these minimums will not be eligible for regular admission to the transfer degree programs.

An applicant will be considered for admission when the Vice President for Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. An official transcript from the applicant's high school which certifies that requirements for graduation have been met or a copy of the General Educational Development (GED) Certificate and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed by the issuing school or agency directly to Enrollment Services.
3. An official copy of the applicant's test scores, taken within the last five years, on the College Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) and COMPASS scores.
4. A properly executed University System of Georgia Certificate of Immunization form.
5. Other documents as may be required for special admission categories. See pages ##- - ##.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT or TOEFL scores.

* Students applying to the bachelor's degree programs must also complete a separate application for upper division course work and submit it to the Division of Business and Technology in Room 213 of Memorial Hall.

**Recentered SAT

**ADMISSION TO BACHELOR OF APPLIED SCIENCE
AND CAREER ASSOCIATE DEGREE PROGRAMS
(B.A.S.* , and A.A.S. Degrees)**

To be assured of acceptance, the application process should be completed at least 20 days before the beginning of the term for which application is being made.

To be admitted to a career degree program, applicants must have:

(A) a minimum SAT score of 330R** verbal or ACT score of 14 English, and a minimum SAT score of 310R** math or ACT score of 14 math.

(B)
a Freshman Index equal to or greater than 1540. The Freshman Index is calculated using the following formula: $(500 \times \text{high school GPA}) + \text{SAT I Verbal} + \text{SAT I Math}$

Applicants who do not meet any of these minimums will not be eligible for regular admission to the career degree programs.

An applicant will be considered for admission when the Vice President for Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. A complete transcript from the applicant's high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) Certificate and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed directly to Enrollment Services.
3. An official copy of the applicant's test scores, taken within the last five years, on the College Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) and COMPASS scores.
4. A properly executed University System of Georgia Certificate of Immunization form.
5. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT, or TOEFL scores.

* Students applying to the bachelor's degree programs must also complete a separate application for upper division course work and submit it to the Division of Business and Technology in Room 213 of Memorial Hall.

ADMISSION TO COOPERATIVE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Dalton State College entered into formal agreements with Appalachian Technical College, Coosa Valley Technical College, and Northwestern Technical College to make Associate of Applied Science Degrees available to students who complete diploma programs at the three technical institutes. These degrees are available in Business, Health, Technology, and Services. Students may be admitted by submitting the following:

1. An Application form completed and signed by the applicant and payment of a \$20.00 application fee.
2. An official high school transcript indicating the date of graduation.
3. An official transcript from the Technical Institute indicating date of graduation and name of the program completed.
4. COMPASS exam or equivalent scores.
5. A properly executed University System of Georgia Certificate of Immunization form.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT, or TOEFL scores.

ADMISSION TO ASSOCIATE OF SCIENCE IN NURSING

The application process should be completed at least 20 days before the beginning of the term for which application is being made. An applicant will be considered for admission when Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. A complete transcript from the applicant's high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) Certificate and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed directly to Enrollment Services.
3. An official copy of the applicant's test scores on the College Entrance Examination Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) and COMPASS scores.
4. A properly executed University System of Georgia Certificate of Immunization form.
5. Persons whose native language is other than English must provide proof of proficiency in English language skills through SAT, ACT, or TOEFL scores.

See pages ## - ## for program selection information.

ADMISSION TO CERTIFICATE PROGRAMS

The requirements for admission to a certificate program (one year of study or less) in the Division of Technical Education are as follows:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. Be at least 16 years of age.
3. Take the COMPASS or equivalent for placement purposes. Applicants who cannot document high school graduation or the equivalent must demonstrate the ability to benefit by earning the minimum cutoff scores on the COMPASS exam.
4. Submit complete official transcripts of all high school, vocational school, and college work previously attempted. If the applicant has completed the General Educational Development Test (GED), a copy of the General Educational Development (GED) Certificate and test scores.
5. A properly executed University System of Georgia Certificate of Immunization form.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills through SAT, ACT, or TOEFL scores.

Appellate Procedure

Whenever an applicant for admissions to any institution shall be denied admission or shall feel that their application has not been given due consideration or whenever a student shall be expelled or suspended, such applicant or student shall have the right to appeal in accordance with the following procedure:

1. The person aggrieved shall appeal in writing to the head of the institution within five days after the action of which he/she complains. The head of the institutions shall within five days appoint a committee composed of three members of the faculty of the institution or he/she shall utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five days make its finding and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.
2. Should the aggrieved person be dissatisfied with said decision, he/she may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes. (Minutes, 1962-63, pp. 244-245; Minutes, 1967-68, pp. 750-751; Minutes, 1973-74, pp. 176-177)

ADMISSIONS CATEGORIES

AUDITORS

By completing an application form, payment of a \$20 application fee, submitting high school and/or college transcripts, and a properly executed University System of Georgia Certificate of Immunization form, students may be admitted to the college as auditors without taking any further testing. Students must declare their intention to audit a class at the time of registration. Enrollment status in a course cannot be changed from audit to credit or credit to audit after the last day of registration. No credit is granted for courses taken on an audit basis, and students are not permitted to receive credit at any future date for their participation in a course as an auditor. While audit students are not obliged to attend class meetings or to complete assigned work, they are encouraged to participate as much as possible.

BEGINNING FRESHMEN

Applicants classified as "Beginning Freshman" will be required to meet all general requirements for the type of program selected.

DEVELOPMENTAL STUDIES

Developmental Studies is an admissions category for students in degree programs whose placement test scores are below the Dalton State College minimum scores in English, Reading, and/or Mathematics on the COMPASS exam or equivalent. Students with College Preparatory Curriculum (CPC) deficiencies in English or Mathematics may also be placed in Developmental Studies.

EARLY ENROLLMENT STUDENTS

Academically talented high school students are offered opportunities to accelerate their formal academic programs by enrolling at Dalton State College during the summer following the junior year or during the senior year. Applicants will be considered for admission when the following requirements are met:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. Be enrolled for the necessary number of units or hours required by the high school to satisfy normal progress toward graduation.
3. Submit a high school transcript which includes SAT or ACT scores and a minimum cumulative high school grade point average of 3.0.
4. Be recommended for this program by the high school counselor and principal and have the permission of parent(s) or guardian to enroll.
5. Must have completed the University System of Georgia College Preparatory Curriculum with the following exceptions:
 - a. Students with SAT verbal scores of at least 560R* or ACT English scores of at least 25 who have not completed the final unit of high school English and/or social studies may be permitted to fulfill these high school requirements with the appropriate college courses taken through joint enrollment.
 - b. Students must have a minimum SAT Math score of 540R* or minimum ACT Math score of 25. Students who plan to take Math or Natural Science courses must have a minimum SAT Math score of 560*R or ACT Math score of 26.

- c. Students who have not completed the College Preparatory Curriculum requirements may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year. With the exception of English and social studies courses taken by students with an SAT verbal score of at least 560R*, or 25 ACT English score, a college course may not be used to fulfill both high school College Preparatory Curriculum requirements and college degree requirements.
6. Submit a properly executed University System of Georgia Certificate of Immunization form.

*Recentered SAT

During Fall or Spring term, students enrolled for two or fewer high school courses may enroll for a maximum of eight (8) hours college credit; students enrolled for three or more high school courses may enroll for a maximum of four (4) hours college credit. Students enrolled for five or more high school courses are advised not to participate.

College credit hours attempted will be entered on the student's permanent record at Dalton State College after completion of all requirements for high school graduation or its equivalent. High school credit for Early Enrollment courses is determined by the high school.

INTERNATIONAL STUDENTS

International students may be admitted through procedures established by the University System of Georgia and Dalton State College.

1. An International Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. A complete transcript from the applicant's high school and/or college record. A student's academic record must be certified as a true copy by a Notary Public and an official of the institution in which the student was enrolled, or a representative of the U. S. Counseling Office or a U. S. Consular Official. A certified English translation of the student's academic record is also required.
3. A copy of the applicant's test scores of the Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) with a minimum SAT score of 330R** verbal or ACT score of 14 English, and a minimum SAT score of 310R** math or ACT score of 14 math or the applicant's test scores of the Test of English as a Foreign Language (TOEFL). A minimum score of 550 (paper)/213 (computer) is required on the TOEFL.
5. Statement of finance either from a financial institution or from a sponsor in the United States which states how the student will pay his/her expenses while in attendance at Dalton State College.
6. A properly executed University System of Georgia Certificate of Immunization form.

To be classified as an "International Student," applicants must also be eligible for an F-1 Visa. Dalton State College will not issue an I-20 until all admissions requirements are met and all requirements for the I-20 are met.

NON-DEGREE STUDENTS IN CAREER PROGRAMS

Students admitted as non-degree students may earn a maximum of four (4) semester courses (including courses for which institutional credit is received). An applicant will be considered for admission when the Vice President for Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant and a \$20 application fee.
2. A properly executed University System of Georgia Certificate of Immunization form.
3. A complete transcript from the applicant's high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) Certificate and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed directly to Enrollment Services.

NON-TRADITIONAL STUDENTS IN TRANSFER PROGRAMS

Applicants to Dalton State College Transfer Programs who have not attended high school or college within the last five years may apply for admission under the non-traditional admissions policy. These applicants are not required to submit SAT or ACT scores; however, they must take the COMPASS Examination or equivalent and complete any Developmental Studies requirements. An applicant will be considered for admission when the other General Admissions requirements for Transfer Programs have been met.

PERSONS 62 YEARS OF AGE OR OLDER

To be eligible for enrollment, the applicant:

1. Must be a resident of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age.
2. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees.
3. Shall meet all System and institution admission requirements. In exceptional cases where circumstances indicate that high school graduation and minimum test scores are inappropriate, the applicant shall take the COMPASS Examination or equivalent to determine whether or not participation in Developmental Studies or Learning Support will be required before enrollment in regular credit courses. Reasonable prerequisites may be required in certain courses.
4. Must meet all system, institution, and legislated degree requirements if seeking a degree.
5. A properly executed University System of Georgia Certificate of Immunization form.

SPECIAL STUDENTS

For admission purposes, Special students are persons who hold a bachelors degree or higher and are not seeking another degree or certificate. Applicants in this category must submit a completed application for admission, a \$20 application fee, a properly executed University System of Georgia Certificate of Immunization form, and proof of degree. If persons classified as Special students declare a major at Dalton State College, they must meet the

appropriate additional admissions requirements for the type of program selected.

TRANSFER STUDENTS

Any applicant who has previously been enrolled at any other regionally accredited postsecondary institution will be classified as a transfer student. Students with fewer than 30 transferable semester credit hours must meet the freshman admission requirements found on page #. Students who have earned 30 or more transferable semester hours must have completed any developmental studies and college preparatory curriculum deficiency requirements. (Transferable hours do not include institutional credits and CPC deficiency makeup courses.) Transfer students must be eligible to continue or return to their prior institution. Applicants on current academic suspension, exclusion, or dismissal are not eligible to enroll unless the previous institution recommends in writing that the student be considered for admission and the decision to admit is endorsed by the Dalton State College Admissions Committee.

Students who have earned a career associate degree may apply for admission to a transfer associate degree program or to the Bachelor of Applied Science degree program. These students will not be held to College Preparatory Curriculum requirements.

Transfer students applying for bachelor's degree programs must also complete a separate application for upper division coursework and submit it to the Division of Business and Technology in Room 213 in Memorial Hall.

Transfer students must request official transcripts from all prior colleges and technical institutes to be sent to the Office of Enrollment Services. Transfer credit evaluations will be completed by the end of a student's first term of enrollment. Transfer credit is not awarded for coursework completed at an institution that is not regionally accredited. Transfer credit is generally awarded for courses similar in length, time, and content to those taught at Dalton State College and that are successfully completed at a regionally accredited institution. Grades of "D" earned at an accredited institution will be accepted if the student's cumulative grade point average is a 2.0 or greater, with the exception of English 1101, which requires a grade of "C".

Students completing the one-year certificate must earn a minimum of 18 semester hours of credit towards the certificate at Dalton State College. The remaining credit may be accepted in transfer from other regionally accredited technical colleges.

Students completing the associates degree must earn a minimum of 20 semester hours of credit towards the degree at Dalton State College. The remaining credit may be accepted in transfer from other regionally accredited institutions.

Students completing the bachelor's degree must earn a minimum of 36 semester hours of upper-level credit towards the degree at Dalton State College. The remaining credit may be accepted in transfer from other regionally accredited institutions.

TRANSIENT STUDENTS

An applicant who is enrolled at another college or university and seeks temporary admission to Dalton State College will be classified as a Transient Student. Transient students must complete a Dalton State College Application for Admission Form along with a \$20 application fee; submit a letter of transient permission from the Vice President for Enrollment Services or other designated official from the sending institution which states that the student is in good standing and lists the courses to be taken at Dalton State College; and

submit a properly executed University System of Georgia Certificate of Immunization form. Transient students who decide to transfer to Dalton State College must meet additional admissions requirements.

A "Transcript Request Form" should be completed by the student at the time of enrollment to assure that a record of courses completed at Dalton State College is sent to the students' home institution.

COLLEGE PREPARATORY CURRICULUM REQUIREMENT

Applicants for admission to transfer associate degree programs (A.A. and A.S.) or bachelor of science degree programs (B.S.) who have not been out of high school for over five years must meet the following requirements of the College Preparatory Curriculum (CPC):

CPC UNITS

English (4)

Science (3)

Physical Science

Mathematics (4)

(4th Math Required for 2001 and later graduates)

Social Sciences (3)

Foreign Language (2)

(Must be in one language)

INSTITUTIONAL EMPHASIS

Grammar and usage

Literature (American and World)

Advanced composition skills

At least two laboratory courses

from Biology, Chemistry, or Physics

Two courses in Algebra and one in

Geometry

American History, World History,

Economics, and Government

Courses emphasizing speaking,

listening, reading, and writing.

Students lacking any of these required units will be classified as **Limited Admission** and must complete the CPC according to the following guidelines:

ENGLISH—Students graduating with less than the four required units of English will be required to take the COMPASS examination or equivalent in English and Reading. Based on the student's scores, the student will either be placed in appropriate Developmental Studies English or reading courses, or will be exempted from such courses.

MATHEMATICS—Students graduating with less than the four required units of mathematics will be required to take the Compass examination or equivalent in mathematics. Based on the student's score, the student will either be placed in the appropriate Developmental Studies mathematics course, or will be exempted from such courses.

SCIENCE—Students graduating with less than the three required units of science will be required to complete one additional course in a laboratory science chosen from the approved laboratory sciences in Area D of the Core Curriculum. This course cannot be used to satisfy college graduation requirements.

SOCIAL SCIENCE—Students graduating with less than the three required units of social science will be required to complete one additional course chosen from the approved social sciences in Area E of the Core Curriculum. This course cannot be used to satisfy college graduation requirements.

FOREIGN LANGUAGE—Students graduating with less than two units of the same foreign language will be required to complete one additional core

curriculum introductory foreign language course. This course cannot be used to satisfy college graduation requirements.

The additional courses in science, social science, and foreign language must be passed with a grade of "C" or better. Students placed in Developmental Studies courses because of CPC deficiencies will be subject to the regular Developmental Studies requirements. Entering freshmen and students transferring from outside the University System of Georgia who accumulate twenty or more semester hours of college-level credit at Dalton State College before completing all CPC requirements may not register for other courses, unless they also register for the appropriate deficiency course or courses.

COMPASS/CAAP ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS

Dalton State College requires all entering Freshmen to take the Computer-Adaptive Placement Assessment and Support System (COMPASS) exam as part of the institutional assessment program. Prior to graduation from Dalton State College, students will take the Collegiate Assessment of Academic Proficiency (CAAP) exam that will permit the institution to assess its effectiveness in delivering instruction. The scores will be kept confidential and will not prevent a student from graduation.

Degree seeking students may be placed in the Developmental Studies programs based on their COMPASS scores if they have College Preparatory Curriculum (CPC) deficiencies, low SAT and/or ACT scores, or have not taken the SAT or ACT.

EXPENSES

Tuition and Fees

Tuition and other fees are authorized and updated periodically by the Board of Regents of the University System of Georgia and are payable and due at the time of registration each term.

Registration is finalized and complete when all tuition and fees are paid for the specific term, including parts of term within the full term. Failure to pay for any classes during any term or part of term could result in cancellation of all classes. Payment by cash, check, credit card, and/or pre-approved financial aid is accepted.

In-State Tuition: As detailed in the fee schedule.

Student Activity and Technology Fee: As detailed in the fee schedule.

Out-of-State Tuition: As detailed in the fee schedule.

Auditing: Students auditing classes register and pay as detailed in the fee schedule.

Twelve (12) Hours constitutes a full load per Regents and Financial Aid requirements.

Cost of Books and Supplies

The cost varies depending on the classes and whether new or used books are purchased. These costs vary from \$75.00 to \$400.00 per term.

Withdrawal and Refund Schedule

Financial Aid Students

Consult with Financial Aid prior to withdrawing.

Refunds result from actions initiated by students. **Official, complete withdrawal from all classes** will result in the refund calculation as detailed below. Tuition refunds may also result from the cancellation of classes by college officials. (For dropping a class, see section on Refunds for Reduction of Class Load.)

Refunds for withdrawal are processed by executing an “**Official Withdrawal from School**” form. **NO REFUNDS FOR WITHDRAWAL FROM ALL CLASSES ARE PROCESSED FROM REGULAR DROP AND ADD FORMS.**

Before the first day of class 100%

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

**CERTIFICATE AND ASSOCIATE DEGREE TUITION AND FEE SCHEDULE
FALL-SUMMER 2001-2002
(COURSES NUMBERED 0000-2999)**

Hours Registered	In-State Tuition	Student Activity	Technology Fee	In-State Total	Out-of-State Total
1	53.00	1.75	3.00	57.75	217.75
2	106.00	3.50	6.00	115.50	435.50
3	159.00	5.25	9.00	173.25	653.25
4	212.00	7.00	12.00	231.00	871.00
5	265.00	8.75	15.00	288.75	1,088.75
6	318.00	10.50	18.00	346.50	1,306.50
7	371.00	12.25	21.00	404.25	1,524.25
8	424.00	14.00	24.00	462.00	1,742.00
9	477.00	15.75	27.00	519.75	1,959.75
10	530.00	17.50	30.00	577.50	2,177.50
11	583.00	19.25	33.00	635.25	2,395.25
12***	640.00	21.00	36.00	697.00	2,617.00

Transportation/Parking: \$5.00/Vehicle/Year

***Twelve (12) hours constitutes full time status per Regents and Financial Aid requirements.

**BACHELOR'S DEGREE TUITION AND FEE SCHEDULE
FALL-SUMMER 2001-2002
(COURSES NUMBERED 3000-4999)**

Hours Registered	In-State Tuition	Student Activity	Technology Fee	In-State Total	Out-of-State Total
1	81.00	1.75	3.00	85.75	326.75
2	162.00	3.50	6.00	171.50	653.50
3	243.00	5.25	9.00	257.25	980.25
4	324.00	7.00	12.00	343.00	1,307.00
5	405.00	8.75	15.00	428.75	1,633.75
6	486.00	10.50	18.00	514.50	1,960.50
7	567.00	12.25	21.00	600.25	2,287.25
8	648.00	14.00	24.00	686.00	2,614.00
9	729.00	15.75	27.00	771.75	2,940.75
10	810.00	17.50	30.00	857.50	3,267.50
11	891.00	19.25	33.00	943.25	3,594.25
12***	966.00	21.00	36.00	1,023.00	3,921.00

Transportation/Parking: \$5.00/Vehicle/Year

***Twelve (12) hours constitutes full time status per Regents and Financial Aid requirements.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60%, are not entitled to a refund of any portion of institutional charges.

The refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Refunds are for total, official, complete withdrawal from all classes. Advance Registration withdrawals must be done prior to the first day of class to be entitled to a 100% refund.

Refunds for Reduction of Class Loads

Financial Aid Students

Consult with Financial Aid prior to dropping classes.

There are no refunds for course reductions (dropping classes) by the student on or after the official first day of the semester.

Refunds are calculated on hours registered and paid for, and are processed during but no later than the end of the term, provided no unusual financial circumstances have occurred. Students suspended for disciplinary reasons are not entitled to refunds. For assistance, contact your academic advisor, the Office of Enrollment Services, or the Business Office.

Special Fees

Application Fee: A non-refundable \$20.00 application fee is required for all applicants.

Transcript Fee: The first ten copies of official transcripts will be processed without charge; \$5 will be charged for each additional official transcript.

Diploma Fee: A fee of \$15 is submitted along with the application for graduation to Enrollment Services.

Cap and Gown Fee: These articles are available through the College Bookstore.

Late Registration Fee: A fee of \$10.00 is charged after the first day of regular registration.

CPR/Health Certification Fee: A fee of \$3 is charged to each PHED 1000 registrant.

Transportation/Parking Fee: A \$5.00 fee per academic year is charged for each vehicle driven and parked by students on campus. Decals are issued to identify owners with valid parking permits from the date issued until the end of the academic year. Parking cars on campus without proper permit/registration may result in disciplinary action.

Return Check Fee: A \$20.00 fee or 5% of the face amount, whichever is greater, is assessed for each check returned for non-payment. Check cashing privileges may be suspended if two or more checks are returned on an individual or agency and may result in "Cash Only" for future transactions. Checks returned for non-payment could result in withdrawal from school along with processing to legal authorities for collection.

Regents' Rules Governing the Classification of Resident and Nonresident Students for Registration

The following rules are adopted by the Board of Regents for determining residency status and are subject to periodic change by Board action :

1. a. If a person is 18 years of age or older, he or she may register as an in-state student only upon a showing that he or she has been domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration. For military personnel (active duty) see #6 (g).
- b. No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as an in-state student only upon a showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of a least twelve months immediately preceding that date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following his or her legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of in-state tuition. After the expiration of the twelve-month period, the student may continue his or her registration only upon payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, but only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
5. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document permitted indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. Waivers: An institution may waive out-of-state tuition for:
 - (a) nonresident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration are eligible provided that the dependency has been in existence for at least twelve consecutive months prior to registration.
 - (b) international students, selected by the institutional president or his authorized representative provided that the number of such waivers in effect does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
 - (c) full-time employees of the University System, their spouses, and their dependent children;
 - (d) nonresident graduate students who hold teaching or research assistantships requiring at least one-third time service at such institution;
 - (e) full-time teachers in the public schools of Georgia and their dependent children and teachers employed full-time on military bases in Georgia;

- (f) career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under order of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;
- (g) military personnel and their dependents stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes; and
- (h) legal residents (twelve months or more) of Hamilton and Bradley counties in Tennessee.

Department of Public Safety/Security

Public Safety has the responsibility on campus for safety and security of students, staff, and faculty. Personnel include:

7 Full-Time State Certified Police Officers

All State Certified Officers complete formal training at a police training academy for certification by the Georgia Peace Officers Standards and Training Council. All officers receive annually at least twenty (20) hours of in-service training, including but not limited to legal updates: crime prevention; firearm instructions and requalifications; defensive tactics; baton recertifications; safety, fire, and evacuation response; C.P.R. and first aid.

Campus Police Authority and Jurisdiction

Public Safety Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on and immediately adjacent to the Dalton State College Campus. If minor offenses involving college policies or rules and regulations are committed by a student, the Public Safety Officer may also refer the individual to the Vice President for Student Affairs. Major offenses are reported to the local police and joint investigations are conducted.

Reporting of Crime Statistics

Public Safety will report all crimes reported to the Georgia Bureau of Investigation. This monthly statistical data will be recorded for use in the FBI's Uniform Crime Report and is available upon request.

Reporting Criminal Actions and Other Campus Emergencies

Criminal or suspected criminal actions and complaints occurring on campus should be reported to Public Safety immediately for investigation by a Campus Police Officer.

The Public Safety Office should be contacted by dialing 4461 (from off-campus 706-272-4461) concerning any accident or emergency situation on campus. All Officers are trained in first aid and C.P.R. to assist in emergencies in determining appropriate action to undertake regarding health and safety.

NOTICE

WHEN REPORTING A VEHICLE ACCIDENT OR INJURY OCCURRING ON CAMPUS CALL EXT. 4461 AND PROVIDE:

- (1) NAME OF PERSON CALLING.
- (2) TYPE OF ACCIDENT (VEHICLE OR BODILY).
- (3) NUMBER INJURED.
- (4) LOCATION OF ACCIDENT.

Maintenance of Buildings and Grounds

Physical Plant maintains College buildings and grounds for safety and security, inspects campus facilities and responds to repairs. Lighting, trees and shrubbery are all maintained with safety and security as primary concerns.

STUDENT
SERVICES
INCLUDING
STUDENT
HANDBOOK

STUDENT SERVICES

Student Services include Academic and Career Enhancement, Cooperative Education, New-Student Orientation, Disability and Special Needs Support, Judicial Affairs, and Student Activities. These services are administered by the Vice President for Student Affairs.

ACADEMIC AND CAREER ENHANCEMENT (ACE) CENTER

Phone: 272-4429

Hours: M-Th 8:00 - 6:00, F 8:00 - 5:00

Located in the lower level of the Pope Student Center

Website: <http://www.daltonstate.edu/ace/ACEWelcome.htm>

E-Mail: askace@em.daltonstate.edu

The ACE Center offers services and resources to help students in making decisions about educational, career, social, personal and other life-planning issues.

Academic Support Services

- Academic strategy workshops
- Assistance with study skills, test anxiety, and reading textbooks
- Books, videos, and audiotapes for academic and personal success
- Catalogs and applications for other colleges/universities
- College transfer and testing information
- Course syllabi
- Free peer tutoring for Natural Science and Social Science classes
- "Getting Started in College" Seminars
- New Student Orientation

Computer Lab

The ACE Center has an open lab with career and academic software in addition to word processing and E-mail access.

Cooperative Education and Career Services

- Assistance for qualified students in locating co-operative education positions closely related to their fields of study
- Career advising for help in choosing a major or a career
- Career information and planning resources
- Fall Job Fair and Spring Career Fair
- Job placement bulletin boards
- Resume, interview, and job search seminars

Counseling and Referral Services

The staff of the ACE Center can help students with personal concerns and in acquiring assistance from appropriate agencies in the community.

Disability Support

Students with disabilities or special needs should contact Disability Support Services in the ACE Center to request reasonable accommodations for academic courses and other activities of Dalton State College. Students must personally register with Disability Support Services by providing adequate documentation to verify the disability and/or need. A minimum of five to ten business days is needed for approved accommodations to be arranged.

Some services available include:

- Adaptive seating
- Adaptive technology lab with specialized software
- Alternative testing and assignment administration
- Note-taking assistance
- Referral for recorded textbooks and enlarged printed materials

Resource Library

Books, brochures, audio tapes, and videos relating to academic, career and self-help issues can be checked out.

FINANCIAL AID

Phone: 272-4545

Hours: M-Th 8:00-6:00, F 8:00-5:00

Located in the lower level of the Pope Student Center

The primary purpose of the Financial Aid Office is to provide financial assistance to students attending Dalton State College. The family and student are expected to make a maximum effort to assist the student with college expenses. Any financial assistance received from Dalton State College and other sources is viewed as supplementary to the efforts of the family and the student. To determine a student's ability to pay for educationally related expenses, Dalton State College utilizes a standard needs analysis system provided by the U.S. Department of Education. Financial aid at Dalton State College consists of grants, campus employment, scholarships and loans.

General Eligibility Requirements

In general, to be considered for student financial aid, a student must:

- 1) be a United States citizen or eligible non-citizen of the United States; and,
- 2) have been accepted for admission to an approved program at Dalton State College; and,

- 3) be making progress toward the completion of a course of study according to the "Satisfactory Academic Progress Policy for Student Financial Aid Recipients"; and
- 4) not be in default on a Guaranteed Student/Federal Stafford Loan, Federal PLUS Loan, Federal Supplemental Loan, National Direct/Defense Student Loan, Federal Perkins Loan, Health Professional Loan, Income Contingent Loan or Federal Consolidation Loan received at any institution; and,
- 5) not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, or Student Incentive Grant received while attending any institution.

Application Procedures

To apply for financial aid, the applicant must:

1. File applications for admission and financial aid to Dalton State College. Official acceptance is required for admission to Dalton State College before the financial aid award can be finalized.
2. File a Free Application for Federal Student Aid (FAFSA) or HOPE Alternate Application with the Financial Aid Office. These applications are available in January for the upcoming academic year. By completing the appropriate applications, the student will be considered for federal, state, and institutional funds.
3. Submit Financial Aid Transcripts from all previously attended colleges, universities, vocational schools and proprietary schools you have attended within the last year. This form is available from the Financial Aid Office.
4. The Department of Education selects a certain number of applicants for a process called verification. Applicants who are selected must submit requested documentation to complete their files. Signed copies of Federal income tax returns, a verification worksheet, untaxed income verification, as well as, other supporting documents may be requested.

Recommended Application Priority Filing Dates

It is important for students to apply for financial aid as early as possible so their financial need can be determined prior to registration. The recommended time for completing the FAFSA is the date of completion for Federal income tax returns (April 15th). If taxes are completed prior to April 15, then the financial aid application should be completed just as soon as taxes are completed.

Applicants for financial aid should have the Student Aid Report and all requested documents in the Financial Aid Office by the following priority dates for each term:

Fall Term	July 2
Spring Term	November 1
Summer Term	April 16

The Financial Aid Office will continue to process all applications received after the deadlines; however, there is a possibility that late applications will not be ready for registration. If aid is not ready at registration, students must pay their own tuition and fees and then be reimbursed according to their eligibility at the earliest date possible.

All financial aid awards are made for one academic year only. The Dalton State College Financial Aid Award Year begins in the fall term and ends at the conclusion of the summer term.

FINANCIAL AID PROGRAMS AND GRANTS

FEDERAL PELL GRANT provides funds to eligible students and is designed to be the foundation of the financial aid package. The amount of each Pell Grant depends on the student's financial need, and the institution's cost of education. Federal Pell Grants may range from \$400 to \$3,300 per year. Eligibility is determined by a national formula approved by Congress. After applying, the student will receive a Student Aid Report (SAR) which Dalton State College will receive electronically from the Department of Education provided this institution has been listed. The student must be enrolled and meet eligibility requirements before receiving payment of any Financial Aid Awards. Anyone possessing an undergraduate degree is ineligible for the Pell Grant. The Dalton State College Financial Aid Application and FAFSA are required.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) provides funds for a limited number of students with the greatest financial need. Eligibility is determined by the Dalton State College Financial Aid Office using information from the student's completed financial aid file. The Dalton State College Financial Aid Application and SAR are required.

LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT is designated for eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, or firemen who were permanently disabled or killed in the line of duty.

HOPE (Helping Outstanding Pupils Educationally) Scholarship is funded by the Georgia Lottery for Education and provides financial assistance to qualified Georgia residents. HOPE brochures are available from the Financial Aid Office. HOPE (Helping Outstanding Pupils Educationally) Scholarship is funded by the Georgia Lottery for Education and provides financial assistance to qualified Georgia residents who are seeking a technical certificate. HOPE brochures are available from the Financial Aid Office.

Promise II Teacher Scholarship is funded by the Georgia Lottery for Education and provides assistance to qualified Georgia residents who are teacher para professionals or instructional aides. Contact the Financial Aid Office for more details.

Campus Employment

FEDERAL WORK STUDY PROGRAM (FWSP) provides job opportunities on campus for students who demonstrate financial need. Financial need, prior work experience, academic major and individual skills are factors considered when placing students on specific jobs. Students usually work 10 to 19 hours per week. Eligibility is determined by the Dalton State College Financial Aid Office using information from the student's completed financial aid file. The Dalton State College Financial Aid Application, Student Aid Report, and the Campus Employment Request are required.

Dalton State College WORK PROGRAM provides job opportunities for students. Students usually work 10 to 19 hours per week. Financial need is not a requirement. The Dalton State College Financial Aid Application and the Campus Employment Request are required.

To qualify for either work program, the student must also submit a copy of his/her social security card and driver's license. The student should refer to the Dalton State College Campus Employment Manual for additional information and requirements for the Dalton State College Work Program. The Campus Employment Manual is available upon request from the Financial Aid Office.

Student workers are not entitled to unemployment compensation or other employee benefits.

Scholarships

Dalton State College SCHOLARSHIPS provide funds to students who demonstrate academic excellence and/or financial need. These scholarships are awarded by the Dalton State College Scholarship Committee for one academic year. The Dalton State College Scholarship Application and Financial Aid Application are required.

NOTE: All scholarship applications are available upon request from the Financial Aid Office. See the Financial Aid Office for information on these and other scholarships.

Student Loans

FEDERAL STAFFORD LOAN

The subsidized Federal Stafford Loan is need-based. The Federal government pays the interest on this loan while the student is enrolled for at least half time and during the six month grace period after the student ceases to be enrolled at least half time. This loan enables students to borrow funds needed for educational expenses directly from banks, savings and loan associations, credit unions or other lenders who participate in this program. Since this program is need-based, all other means of meeting financial need (Pell, HOPE, outside scholarships, work-study, veterans benefits, and other grants must be determined first. Students must be enrolled for at least half-time (6 credit hours) to be eligible. Repayment begins six months after the student graduates, terminates enrollment, or ceases to be at least a half-time student. The Dalton State College Financial Aid Application, Federal Stafford Application and SAR are required. A Federal income tax return and verification form are required if selected for verification.

FEDERAL UNSUBSIDIZED STAFFORD LOANS

This loan is non-need based and is for borrowers who do not qualify for federal interest subsidies. The student may either pay the interest while in school and during the six-month grace period after the student ceases to be enrolled at least half time or have the interest added to the loan balance. Other terms and conditions are the same as for Stafford Loans.

The unsubsidized loan program is open to students who may not qualify for subsidized Federal Stafford Loans.

SERVICE CANCELABLE FEDERAL STAFFORD LOANS are available to Georgia residents enrolled in approved career fields in which personnel shortages exist in the state. Programs at Dalton State College approved for this loan are Medical Laboratory Technology and Nursing (Associate of Science.) The maximum a student may borrow is \$2,000 per academic year. Students must be enrolled at least half-time to be eligible. Recipients of loans for critical fields of study who complete their program of study and qualify for professional certification in their field may be eligible to cancel all or a portion of their loan by practicing their professions in approved locations within Georgia.

All Service Cancelable Federal Stafford loan applicants are required to qualify under an approved need analysis system (i.e., FAFSA) to determine loan eligibility. The Dalton State College Financial Aid Application, SAR, Federal Stafford Application, and Federal income tax return and verification form (if selected for verification) are required.

SATISFACTORY ACADEMIC PROGRESS

The U.S. Department of Education mandates institutions of higher education to establish standards of satisfactory academic progress for students receiving federal aid. By definition, satisfactory academic progress means that the student is proceeding in a positive manner toward fulfilling

degree or certification requirements. Failure to maintain satisfactory academic progress may result in the loss of federal, state, and institutional aid. Satisfactory academic progress is determined by careful evaluation of qualitative and quantitative criteria. Please refer to the current policy guidelines available in the Financial Aid Office.

RECEIVING AID FOR CREDIT-BY-EXAM

If a student receiving federal or state financial aid registers for a course and subsequently receives credit by exam, his/her eligibility for the term is considered reduced for financial aid purposes. The student may be required to repay all or a portion of financial aid received. Such a student should be advised:

- (a) to postpone registering for a course he/she may be able to challenge by exam,
- (b) to take the challenge exam early enough to receive credit prior to registration,
- (c) to forego the challenge exam.

VETERANS' CERTIFICATION

Veterans eligible for educational benefits and dependents of deceased or 100% disabled veterans eligible for educational benefits may apply for those benefits through the Veteran Services Office in the Financial Aid Office (706-272-4545). Veterans initially applying for VA educational benefits must bring a certified copy of their D.D. Form 214 to the Financial Aid Office where they will complete an application.

Students attending on the G.I. Bill are required to pay all fees as regular students since they are paid benefits directly through the Veterans Administration. Each VA beneficiary should make financial preparation for at least one term to allow time for processing benefits.

Students attending on the G.I. Bill are certified for VA benefits only for those courses required in their particular program of study. Courses taken for audit are not certifiable for VA benefits. The only physical education courses certifiable for VA benefits are Standard First Aid (PHED 1000) and Health and Wellness Concepts (PHED 1030). Students attending under the VA programs must maintain Dalton State College standards for academic performance as outlined in the Dalton State College Catalog. Since VA regulations are subject to periodic change, it is the student's responsibility to keep up-to-date on requirements for VA benefits while in attendance at Dalton State College.

At the beginning of each term, students receiving veteran benefits must report to the Veteran Services Office in order to maintain their eligibility for VA educational benefits. A student receiving veteran benefits who withdraws, increases or reduces an academic load is required to report such action promptly to the Veteran Services Office. Changes in program of study also must be reported immediately to the Veteran Services Office.

STUDENT HANDBOOK

STUDENT ACTIVITIES

Dalton State College has a full program of co-curricular activities which is administered through the office of the Director of Student Activities. This program is largely promoted by the Student Activities Office through the Student Affairs Council, Fine Arts/Lecture Committee and the Student Life Committee, in cooperation with the faculty. Committees approved by the Student Affairs Council are assigned certain functions to assist in the presentation of a well-rounded program.

The major emphasis with all activities at Dalton State College is "Balanced Programming."

The Student Affairs Council is made up of students, faculty and staff and is charged with the responsibility of:

1. Establishing the Student Activities Policies and Budgets.
2. Chartering student organizations on the Dalton State College campus.

Flexibility is the basis on which Student Activities operates in reference to the formation and dissolution of student organizations. Organizations on campus are created whenever student or faculty interest and need are shown. It also follows that organizations are dissolved when there is a lack of interest or there are indications that the organization is no longer serving the needs of the students.

Student Center

The Pope Student Center building houses the offices of the Vice President for Student Affairs, Director of Financial Aid and Veteran Services, Director of ACE Center (which includes career and academic support services), Director of Institutional Advancement, Foundation and Alumni Office, Director of Student Activities, Assistant Director of Student Activities, and the Student Government offices of the Student Body President, Vice-President, and Senators. It also houses the Bookstore, Food Services, and the Public Safety Office. The Student Center provides students the opportunity to relax, purchase meals, buy supplies from the bookstore, and read the bulletin boards for the latest information on club news and events around campus. The game room offers additional recreational options through video games, pool tables, and ping pong tables. Game equipment is available in the Student Activities Office. Computers and photocopy services are available. Cultural programs and other entertainment events are also held in the Student Center.

Food Service

The "Birdfeeder" is open Monday - Thursday 7:00 a.m. - 5:30 p.m., and Friday 7:00 a.m. - 1:00 p.m. Food Service offers breakfast, lunch (cafeteria style or sandwiches), and snacks.

Bookstore

The Bookstore is open Monday - Thursday 7:30 a.m. - 6:00 p.m. and Friday 8:00 a.m. - 1:00 p.m. Services include: (1) textbook sales, (2) textbook buy-back, (3) best-sellers, (4) reference materials, (5) sundries, and (6) check cashing service.

Library

The Library houses over 100,000 volumes, 400 current periodical subscriptions, and a depository government documents collection. Computer workstations are available for accessing a wide variety of online and CD-ROM databases. In addition to housing audiovisual software and hardware for library usage, the media services area provides instructional support for the entire campus. Carrels, study rooms, microfilm equipment, and photocopiers are also available.

Gym

The Bandy Gymnasium provides health and physical education facilities for scheduled activities. The facility includes a heated, indoor swimming pool, basketball courts, a weight room, locker rooms, and classrooms. Intramural programs are conducted each term and are open to currently enrolled students, faculty, and staff. Facilities are also available for open recreation when no scheduled class or activity is in progress. Cultural programs and other entertainment events are held in the gymnasium. There is an open gym for basketball every Tuesday and Thursday from 5:00 p.m. - 7:00 p.m. September through April while classes are in session.

Eligibility for Student Activities

Note: Membership in all student organizations and participation in all activities shall be open to all students regardless of race, religion, creed, color, sex, or disability. Information concerning existing clubs and activities and information on forming new clubs or organizations is available in the Student Activities Office. The Student Activities Office is available to assist all students in any way possible.

Student I.D. Cards

Dalton State College Student I.D. cards are obtained through the Student Activities Office. All enrolled students are required to have a Dalton State College I.D. card. Cards may be obtained each term at the time of preregistration, regular registration, and every Monday during the semester in the Student Activities Office. Cards may be validated at any other time in the Student Activities Office or Vice President for Student Affairs Office. I.D. cards are used as library cards and as identification for check cashing on campus.

All student I.D.'s are validated each term with a colored dot. The dot indicates that the student is enrolled and has paid all necessary fees for that term.

Liability Waivers

Students who participate in co-curricular activities and class field trips must have a Release and Waiver of Liability Form on file in the Student Activities Office before leaving campus or participating in the activity. Professors, Club Advisors, and the Director of Student Activities have access to these forms.

Entertainment Series

Dalton State College periodically presents lectures, fine arts displays, artists, and musical series. The Student Activities Office promotes these programs through the Student Affairs Council, Fine Arts/Lecture Committee, and the Student Life Committee.

Clubs and Organizations

Many clubs exist on the campus and as interest develops among students, additional clubs will be recognized. The following groups are currently functioning on campus:

- Baptist Student Union
- Business Office Professionals Organization
- College Bowl
- College Republicans
- Dalton State College Music Association
- Dalton State College Publications
- Drama Club
- Environmental Club
- Green Party
- Habitat for Humanity
- International Student Association
- Literary Society
- Medical Laboratory Technician
- Non-Traditional Students Club
- Outdoor Club
- Phi Theta Kappa
- Philosophy Club
- Photography Club
- Psychology Club
- Rainbow Alliance
- Rotaract Club
- Song Writers Club
- Spanish Club
- Student Government Association
- Student Life Committee
- Students in Free Enterprise (S.I.F.E.)
- Young Democrats

Alumni Affairs

Membership in the Dalton State College Alumni Association is open to all former students who earned academic credit at Dalton State College. The Alumni Association is administered by the Director of Institutional

Advancement. The Alumni Association is led by a Board of Directors, including the Association president, two vice-presidents, a secretary, and a member-at-large. The Association sponsors various activities on and off campus.

Community Service Learning

The Office of Community Service-Learning is available to assist students, faculty, staff, and the community. The program is operated through the Student Activities Office. The goals of the office are:

1. To make students aware of the needs in their community.
2. To help local agencies better serve the community.
3. To promote Dalton State College to the surrounding area.

Student involvement in Community Service-Learning enhances a student's academic experience through real life experiences.

Field Trips

Periodically scheduled field trips are also conducted through Student Activities. Although the schedule of trips varies with each term, a few examples include: Fine Arts trips to area museums, College Bowl Tournaments, Technical Division automotive trips, career oriented trips as designated by career organizations such as management, nursing, and Business Office Professionals clubs.

Intramurals

The Dalton State College Intramural Program strives to promote a varied recreational program which will meet the needs and interests of all students. The program is organized and conducted so as to provide for the development of leadership, fellowship, cooperation, and other qualities desirable for the wise use of leisure. It should serve as an extension of the instructional program in physical education and, through cooperation with other departments and agencies, contribute to the recreational and social activities on the campus.

The resulting experiences should provide desirable outcomes in physical, mental, and social adjustment of the individual and opportunities for community service, both during and beyond college years. In order to make its optimum contributions to the general objectives of higher education and to effective living in a democratic society, it is essential that a broad concept of the purposes and functions of the organization be maintained by the leaders, and that there be whole-hearted support of the program on the part of the entire College community.

At Dalton State College, the intramural program is not limited to one particular group of students but all students, no matter what their interests, are encouraged to participate. It is a wide open field for all students, so join a team and start having fun! Different sports are offered each term. Some of the sports offered on a seasonal basis are: flag football, basketball, softball, volleyball, badminton, tennis, table tennis, and billiards.

Administrative Procedures for Student Organizations

- I. Initial Procedure for Recognition for Student Organization
 - A. An organization seeking recognition must meet all the requirements as stated in Article VI, Sections 1, 2, 3, 4 and 5 of the Constitution of the Student Body of Dalton State College.
 - B. Applications

An organization seeking recognition must submit the following information in writing to the Student Activities Office:

1. Name of organization
2. Name of student filing proposal
3. Purpose of organization (including explanation of why the organization is desirable on campus)
4. Qualification for membership
5. Consideration for membership
6. Time and manner of election of officers
7. Officer and leadership structure
8. Number of students wishing to join
9. Faculty/staff advisor
10. Explanation of any extra-campus affiliation (e.g., national parent organization)
11. Time and location of meetings
12. Names of prospective members who will serve as spokesmen for the organization during the recognition procedure. It is suggested that ten students be named.

C. Hearing

The Vice President for Student Affairs or his/her designee shall examine each application and reject those not submitted in proper form. He/she may, at his/her discretion, request that the hearing be held before a Student Affairs Council. The Vice President may request the presentation of oral and documentary evidence. Minutes of the hearing shall be made and preserved for use in possible appeals and reviews.

II. Criteria for Recognition and Review Procedure

- A. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the college. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:
1. The regular and orderly operation of the College.
 2. The requirement of appropriate discipline within the college community.
 3. The academic pursuits of teaching, learning, and other campus activities.
 4. The laws or public policies of the State of Georgia and the United States.
 5. The statutes and regulations of the College and the Policies of the Board of Regents.
- B. If the Vice President for Student Affairs or the Council disapproves recognition, the organization may appeal the decision to the President of the College, who shall review the same and affirm, reverse, or modify the decision. The appeal shall be in such form as the President may require.

III. Rights of Student Organizations

Recognition authorizes an organization:

- A. To use College facilities and equipment, subject to the Board of Regents policies and to College regulations governing the use of facilities and equipment, and to reasonable scheduling and

clearance of particular facilities and equipment through the Student Activities Office and/or the Public Safety Office.

- B. To be eligible to receive student activities monies subject to the Board of Regents' Policies and to College regulations governing allocation of student activity fees as allocated by the Student Affairs Council.

IV. Rules and Regulations Governing Student Organizations

A. Financial Responsibility

1. Use of allocated student activities monies must conform to the purpose and practices approved by the allocating authority.
2. Organizations shall carry on business transactions and contracted relations with punctual and timely discharge of valid obligations and prudent use of funds.

B. Conformance with Organizational Purpose

Activities of organizations must be in conformance with their applications' stated purposes.

C. Campus Displays

All campus displays must be approved by the Student Activities Office including, but not limited to, posters, notices or banners. Any display which litters the campus or damages the property of the College or other persons or entities, or which is obscene, or which materially interferes with the regular and orderly operation of the College, is prohibited.

D. Property Damage

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited, and the student organization shall be responsible for all damages.

E. Disorderly Conduct

Organizational activities which encourage or precipitate riots or other disturbances which materially interfere with the regular and orderly operation of the College, are prohibited.

F. Parades, Student Rallies, and Gatherings

1. The patio outside the Student Center has been designated as a free speech area. Guidelines and procedures for using this area are available in the Student Activities Office.
2. Outside parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice President for Student Affairs and through the Public Safety Office before they may be undertaken, as well as with the proper civil authorities if held off campus.
3. Use of facilities, equipment, and other College property shall be subject to reasonable scheduling by the Student Activities Office in order to promote fair sharing of their use.

G. Law Violations

No organization shall commit, encourage, condone, or contribute to violations of College statutes and regulations, the Policies of the Board of Regents, or the law of the State of Georgia or the United States.

H. Information to be Submitted to the Office of Student Activities

A list of officers must be submitted to the Student Activities Office within seven days after each election.

I. Organization Publication

1. Student organization publications shall not contain material which is obscene or defamatory (as the same is defined by the Code of Georgia, Section 26-2101), or which may create a substantial likelihood of material interference with the regular and orderly operation of the College.
2. Student organization publications shall abide by the guidelines and policies established by the Student Affairs Council.

V. Student Organization Fund Raising

Use of Dalton State College facilities or grounds for fund raising must be approved by the Director of Student Activities. Requests for approval must be submitted to the Director of Student Activities. Fund raising, as it pertains to student organizations, is defined as on-or-off campus seeking of funds or support by a student group from other forms of support; the selling and distribution of items, materials, products, or services; and the sponsorship of events where admission is charged.

- A. To be approved by the Director of Student Activities, proposed student organization fund raising projects must comply with the following guidelines:
 1. Projects may not in any way interfere with normal academic programs or functions.
 2. Fund raising is not permitted in offices, classrooms, or corridors. Fund raising on and off campus may be conducted only in areas approved by the Director of Student Activities.
 3. Requests for approval should be submitted to the Director of Student Activities at least two weeks prior to the proposed event. The appropriate form for making a request can be obtained in the Student Activities Office.
 4. In considering the request, the primary concern will be placed on the stated purpose for which the fund raising activity is desired. Priority for requests will be given for fund raising activities that are (a) educational in nature or directly related to the curriculum, (b) philanthropic purposes, or (c) for the benefit of the Dalton State College population.
 5. Accounting Procedures:
 - a. A contract, if applicable, may not be signed by an organization for a fund raising activity conducted on campus until it has been approved by the Director of Student Activities and the Comptroller.
 - b. A Certificate showing receipts and disbursements for each approved fund raising activity must be made to the Director of Student Activities within five (5) days following the completion of the activity.
 - c. Procedures for collecting monies must be approved by the Office of Student Activities. All monies will be submitted to the Office of Student Activities for proper processing and accounting. No outside accounts are permitted.
 - d. All checks must be payable to Dalton State College.
 6. Organizations will be limited to three (3) fund raising activities per academic school year, not exceeding two (2) fund raisers in one semester.

7. A separate request must be submitted for every fund raising activity.
 8. Activities involving student organization fund raising or other projects covered by the guidelines are subject to the following:
 - a. Fund raising may be conducted only in such areas designated by the Director of Student Activities.
 - b. An organization may not use coercive acts that might intimidate those persons from whom support is sought.
 - c. No fund raising activity shall be in violation of Dalton State College policies, as stated in the Dalton State College catalog.
 - d. No fund raising activity may violate any state law or local ordinance.
 - e. All publicity must be approved through the Office of the Director of Student Activities.
 9. Willful failure to comply with these rules will be grounds for denial of future requests.
- B. Requests for fund raising activities may be denied for any of the following reasons:
1. Adequate resources are unavailable to assist in supporting the project.
 2. The requested activity is clearly outside the expressed purpose(s) of the organization as stated in its constitution and/or bylaws.
 3. The organization is on disciplinary probation, suspension, or inactive.
 4. The risk factor is deemed excessive.
 5. The requested activity is not consistent with College or Board of Regents' policy.
 6. Another student organization has already planned a fund raiser during the dates requested.

VI. Review and Enforcement of Regulations

The Vice President for Student Affairs shall periodically review the activities of all student organizations to determine if they are acting in compliance with College regulations. Charges of violations of College regulations may be brought against any recognized organization and shall be heard by the Vice President for Student Affairs or, at his/her discretion, by the Student Affairs Council, as mentioned in Item 1-B above. The Vice President or the Council may request the presentation of oral and documentary evidence at the hearing. He/she or the Council shall have a recording or transcript of the hearing prepared. The Vice President or the Council may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student organization.
2. Monetary fines, withholding or withdrawal of allocated student activities monies.
3. Restitution for damages.
4. Probation of recognized status.
5. Suspension of recognized status.
6. Withdrawal of recognition.

An organization may appeal the imposition of any penalty to the President of the College, who shall review the action and affirm, reverse, or modify the same. The appeal and review shall be in such form as the President may require. The President may utilize the services of an existing or ad-hoc committee in determining the issues involved.

VII. Final Review Powers of President

Upon notice and hearing, the President of the College may review at any time the recognition of any student organization, or any decision on disciplinary charges against any student organization, and make whatever final disposition of the matter is deemed necessary for the best interests of the College.

Awards and Recognitions

The following are examples of awards given annually at Dalton State College as recognition of students who have performed exceptionally well in the academic and/or co-curricular area of the College:

Accounting	Medical Assisting
American Government	Microcomputer Applications
American History	Nursing
Anthropology	Office Administration
Biology	Office Career Technologies
Chemistry	Outstanding New Student Organization
Community Service	Outstanding Student Organization
Composition	Philosophy
Economics	Physics
Education	Political Science
English	Psychology
Environmental Science	Spanish
Fine Arts	Speech Communications
Freshman Calculus	Sociology
Geography	Student Service
Human Anatomy and Physiology	World History
Literature	
Medical Laboratory Technology	

**Student Affairs
Organizational Chart for Dalton State College**

President of Dalton State College

Faculty

Student Affairs Council

Vice President for Student Affairs (Chair)
President of Student Body (Vice-Chair)
Vice President of Student Body (Chair of Student Life Committee)
11 Student Officers
Vice President for Academic Affairs
Comptroller
Athletic Director
Director of Student Activities
Assistant Director of Student Activities
Chair of Fine Arts/Lecture Committee
Two Faculty Members (appointed by Committee on Committees)

Standing Committees

Fine Arts/Lecture	Six faculty, four students (two appointed by SAC, two appointed by Chair)
Traffic	Five students
Literary	Six faculty, six students
Student Life	Vice President of Student Body (Chair), Three students appointed from Student Body, Four students elected from Student Body
Athletic	Five faculty, two students
Environmental Affairs Committee	Five faculty, five students, (Chair to be appointed by the Chair of the Student Affairs Council)

Student Body

The Constitution of the Student Body of Dalton State College

Preamble

In the interest of creating an environment conducive to the pursuit of academic excellence, the search for spiritual enlightenment, the attainment of physical perfection and moral integrity, and of ensuring a dialogue between faculty and students, having assumed the power and duties of government delegated to us by the President of Dalton State College and the Board of Regents of the University System of Georgia, the student body of Dalton State College does hereby enact this Constitution.

Article I. Student Body

Section 1. Composition

Membership in the student body shall be composed of students officially enrolled in Dalton State College.

Section 2. Privileges

Any officially enrolled student shall be entitled to vote in student elections and to make nominations for said elections.

Article II. Dalton State College Student Affairs Council

Section 1. Name of Organization

This organization shall be known as the Dalton State College Student Affairs Council, hereafter referred to as the SAC. The duties and functions of this organization are such as are herein conferred upon it.

Section 2. Administrative Structure

The placement of the SAC in the administrative structure of Dalton State College shall be as follows:

- President
- Faculty
- Student Affairs Council
- Student Body

Section 3. Membership

The Student Affairs Council shall consist of the Vice President for Student Affairs as Chair, President of Student Body to be elected from the student body and serve as Vice- Chair, Vice-President of the student body to serve as Chair of the Student Life Committee. Eleven students are elected at large by the student body. In addition to the elected students, the Vice President for Academic Affairs, the Comptroller, the Athletic Director, the Chair of the Fine Arts Committee, the Director of Student Activities and the Assistant Director of Student Activities will be members of the SAC. Two additional members are elected by the faculty upon nomination from the Committee on Committees.

Section 4. Ultimate Authority

The President of Dalton State College shall have ultimate discretion in approving any decisions made by the SAC.

Article III. Duties and Functions of the Student Affairs Council

Section 1. Purpose

P a r a g r a p h A .
The primary purpose of the SAC shall be to help formulate just and proper

regulations pertaining to wholesome student government and to assist those persons designated to enforce the regulations.

P a r a g r a p h B .

The SAC shall, if necessary, assist student activities in a manner that will result in the greatest possible advantage and satisfaction to each student as an individual and to the College as a leading institution of the community.

Section 2. Functions

The SAC shall specifically have these major functions:

1. To accept and discuss matters of interest and concern presented to it from the Student Body and by various student organizations, and to present proposals subject to the approval of the faculty and President of Dalton State College.
2. To determine the Student Activities budget subject to the approval of the faculty and President of Dalton State College.
3. To charter student organizations to the Dalton State College campus subject to the approval of the faculty and President of Dalton State College.
4. To establish policy relative to student activities, subject to the approval of the faculty and President of Dalton State College.

Section 3. Role of the President of the Student Body

The President of the Student Body shall serve as Vice- Chair of the SAC. He/she shall serve as a voting member of the Academic Council.

Section 4. Role of the Vice-President

The Vice-President will serve as the Chair of the Student Life Committee.

Article IV. Student Membership in the Student Affairs Council

Membership in the SAC shall consist of the President of the Student Body and Vice-President of the Student Body, each of which shall be an elected student position, and eleven student officers elected at large from the Student Body.

Section 1. Elections

Paragraph A. Elections will be the responsibility of the SAC.

Paragraph B. Regular college-wide elections for the post of Student Body President and Vice-President and clerk of the SAC and four second-year, one third-year, and one fourth-year student officers will be held in the spring term of each year. College-wide elections for the four, first year student officers' seats on the SAC will be held in the fall term of each year.

Paragraph C. The SAC may select any qualified student to fill a student's vacated seat with a vote of three-fourths of SAC. The term of said seat will last until the next college-wide election.

Paragraph D. In lieu of Paragraph C, a special election of the Student Body may be called to fill vacant student positions as the SAC deems necessary.

Paragraph E. The SAC shall have the power to remove a member of the SAC by unanimous consent of the remaining members of the SAC, the Vice President for Student Affairs, and the President of the College.

Article V. Qualifications for President and Vice President of the Student Body and Student Members of the Student Affairs Council.

Section 1. Qualifications for President and Vice-President of the Student Body and student members of the Student Affairs Council. Each officer and member shall comply with the qualifications herein stated.

Paragraph A. To be eligible for President or Vice-President of the Student Body, a candidate must have a cumulative academic average of 2.50 for work attempted while at Dalton State College and have accumulated at least 12 academic hours. The student must also have held a position in the Dalton State College SGA the previous term. This rule will be negated if there is no interest by any current Dalton State College SGA member.

Paragraph B. President and Vice President of the Student Body must maintain a cumulative academic average of 2.00 during his/her term of office and must be free of probation.

Paragraph C. The candidate must be currently enrolled at Dalton State College during the term in which the election is held and must have attended Dalton State College the previous term (summer term excluded).

Paragraph D. To be eligible to run for the office of student member of the Student Affairs Council (SAC), the candidate must have a cumulative average of 2.25 for work attempted at Dalton State College.

Paragraph E. The only exception shall be first term freshmen who shall be considered as probationary members for one term until a cumulative GPA can be calculated.

Paragraph F. The following guidelines should be followed to determine eligibility for Senior, Junior or Sophomore Senators:

1. Any student wishing to run for Senior, Junior, or Sophomore Senator during Spring term must have successfully completed 12 class hours at Dalton State College to apply for candidacy.
2. All Senators elected during Spring elections must have successfully completed the total class hours for necessary proper classification as a Senior, Junior, or Sophomore before the beginning of the next Fall term.
3. Any Senator beginning Fall term with less than the total class hours for necessary proper classification as a Senior, Junior, or Sophomore will not be allowed to hold office and the vacant slot will be filled during Fall elections.
4. A Senator's slot that is to be filled during Fall elections can be filled only by a candidate who has successfully completed the total class hours necessary for proper classification before the beginning of Fall term.

Paragraph G. Each candidate must carry a minimum of three (3) credit hours during the term of the actual elections.

Paragraph H. Each officer and student member of the SAC must have a cumulative GPA of 2.00 during his/her term of office and must be free of probation.

Paragraph I. At any time the cumulative GPA should drop below a 2.00, the officer or senator will be placed on probation

for one term. Probation is only allowed one term during the officer's or senator's term of office. The cumulative GPA must reach or exceed a 2.00 by the following term or the officer or senator will be removed from office at the beginning of the following term. Officers or senators on probation will have full duties and privileges of office except for traveling privileges.

Paragraph J. For officers or senators elected during Fall term elections, their term of office begins immediately upon approval of SAC and ends the last day of Spring term exams. For the officers or senators elected during Spring term elections, their term of office begins the first day of Summer term classes (contingent on approval of SAC) and ends the last day of Spring term exams.

Paragraph K. During their term of office, each officer and senator must carry a minimum of three (3) credit hours per term.

Paragraph L. Summer term is optional, but the student will be able to travel only if he/she is enrolled in three (3) credit hours.

Article VI. Clubs and Organizations

Section 1. Application

A preliminary application for a charter shall be required for clubs and organizations. This application shall be completed as specified in the Dalton State College Catalog/Student Handbook and returned to the Vice President for Student Affairs in order for the club to be initiated.

Section 2. Approval

A club becomes official after approval is received from the Student Affairs Council.

Section 3. Charters

A final charter must contain provisions for memberships, advisorship, and purpose of the club. This charter must be returned to the Office of the Vice President for Student Affairs no later than four weeks from the time application is approved.

Section 4. Membership

Paragraph A. To qualify for membership in clubs, students must have a 1.66 or better academic average each term. The only exception shall be first term freshmen who shall be considered probationary members for one term until a cumulative average is calculated.

Part (1) Club officers must have and maintain a 2.0 or better cumulative average and be free of probation.

Part (2) Club officers must have a minimum of six academic credit hours.

Part (3) Club officers must have been enrolled the preceding term (summer term excluded).

Paragraph B. A student may hold office in no more than two clubs or organizations.

Section 5. Advisor

A faculty advisor is required for all clubs by administrative policy. The advisor will be responsible for checking students' eligibility and will guide the club's activities. The advisor will not have the power to vote.

Article VII. Amendments

Section 1. Proposal

Paragraph A. An amendment to this Constitution may be proposed by presenting a clear statement of the amendment with the signatures of fifty qualified voters to the SAC secretary. A qualified voter shall be defined as any currently enrolled Dalton State College student.

Paragraph B. Any member of the SAC may propose an amendment.

Section 2. Vote

Any proposed amendment to the Constitution receiving a two-thirds majority of the vote cast by the SAC and then a majority of the votes cast by the Student Body shall be declared ratified.

Article VIII. Bylaws

Bylaws to this Constitution may be added upon the approval of two-thirds majority vote by the SAC.

Article IX. Ratification of the Constitution

The Constitution will become official when approved by the College administration, the faculty, two-thirds majority of the SAC, and a majority of the votes cast by the students.

Student Affairs Council Bylaws

Section 1. Meetings

Paragraph A. The Student Affairs Council shall meet at least once a month or at the call of the Chair (Vice President for Student Affairs).

Paragraph B. The quorum necessary for business shall consist of a majority of the membership.

Section 2. Social Activities

All clubs and organizations must submit a request for any college activity, and the request must be turned in to the Student Activities Office at least two weeks before the activity.

Section 3. Standing Committees

The Student Affairs Council shall maintain six standing committees in the following manner:

- (1) The Fine Arts/Lecture Committee: The purpose of the Fine Arts/Lecture Committee shall be to provide opportunities for students to be exposed to cultural events they otherwise would not experience. The Fine Arts/Lecture Committee shall consist of six faculty members and four student members, appointed annually, two student members to be appointed by the Chair of the Committee, and two students to be appointed by the President of the Student Body and approved by the Student Affairs Council. The faculty members, including the Chair, are appointed by the Chair of the Student Affairs Council. Members may be appointed to successive terms.
- (2) The Student Life Committee: The purpose of the Student Life Committee shall be to secure entertainment for the Student Body and to represent and enhance student life on campus. This committee shall consist of three students from the Student Body appointed annually by the President of the Student Body and approved by the Student Affairs Council and four students elected annually at large from the Student Body. The Chair of this committee shall be the Vice-President of the Student Body. The faculty advisor shall be the Director of Student Activities. Members may be appointed or elected to successive terms.

- (3) The Athletic Committee: The purpose of the Athletic Committee shall be to provide counsel, advice, and support to the Director of Athletics. The Athletic Committee shall consist of five faculty members (one serving as Chair) and two student members. The student members shall be appointed annually by the President of the Student Body and approved by the Student Affairs Council. The faculty members, including the Chair shall be appointed by the Chair of the Student Affairs Council. Members may be appointed to successive terms.
- (4) Traffic Committee: The purpose of the Traffic Committee is to receive, consider and make decisions relative to appeals of traffic violation tickets. The committee shall consist of five students including the Chair. The members shall be appointed annually by the President of the Student Body and approved by the Student Affairs Council. Members may be appointed to successive terms.
- (5) Literary Committee: The purpose of the Literary Committee is to function as the advisory board for the publication entitled "The Roadrunner." The publication is published by the students of Dalton State College through the Student Activities Office. The six student members shall be appointed annually by the President of the Student Body and approved by the Student Affairs Council. The six faculty members, including the Chair, shall be appointed annually by the Chair of the Student Affairs Council.

"The Roadrunner" is produced by and for the students of Dalton State College using equipment and facilities provided by the College. The magazine is produced camera-ready by the student staff.

Opinions expressed in "The Roadrunner" are those of the students and do not necessarily reflect those of the faculty, staff, or administration of Dalton State College, the Literary Committee, or the University System of Georgia. This newspaper is distributed without charge to the students of Dalton State College.

- (6) Environmental Affairs Committee: The purpose of the Environmental Affairs Committee is to study and address the environmental concerns of the student body of Dalton State College. Efforts will be made to heighten awareness of recycling, reusing and waste reduction. Membership will consist of five faculty/staff members, five student members, and a Chair appointed by the Chair of the Student Affairs Council. Faculty/staff members should include representation from Auxiliary Services, Custodial Services, Grounds Services, and the Environmental Club. The five student members will include three selected by the Chair of the Committee, and two selected by the President of the Student Body and all approved by the Student Affairs Council.

Section 4. Appointments

Paragraph A. The Chair and the President of the Student Body, with approval of the Student Affairs Council, will appoint ad-hoc committees on a needs basis to deal with specific situations as they arise.

Paragraph B. The President of the Student Body, with approval of the Student Affairs Council, will appoint the following numbers of students to the following standing College committees:

Committee	Number of Students
Discipline	3
Academic Council (one male, one female)	2
Placement	2
Financial Aid	2
Library	

2

Section 5. Election Procedures

The following procedures will be followed in conducting those elections specified in Article IV, Section 1, Paragraph B and C and all other elections:

1. The SAC will appoint an Election Commission of five students, designating one commissioner as Chair.
2. The Chair will be responsible for implementation and supervision of the election procedures.
3. The Commission will be responsible for the following:
 - a. Establish and communicate to the Student Body the dates and times of all election procedures.
 - b. Accept petitions of proposed candidates.
 - c. Establish eligibility of proposed candidates.
 - d. Notify in writing each proposed candidate in regards to eligibility relative to qualifications specified in Article V, Section 1. Paragraphs A-E.
 - e. Assist the Chair in the implementation and supervision of the election procedures.
 - f. Operate voting booth.
 - g. Count the ballots.
 - h. Certify the results.
4. The basic qualification procedures are these:
 - a. Each proposed candidate will submit a petition bearing the signature of the proposed candidate which will indicate awareness of qualifications for the office to which the proposed candidate is offering, and the petition will also bear the signatures of at least fifty students who are enrolled as the date of the signature.
 - b. Each proposed candidate will submit two signed and witnessed statements authorizing the Office of Enrollment Services to release the proposed candidate's cumulative grade point average to the Chair of the Election Commission.
 - c. An individual written communication as to the eligibility for candidacy shall be developed for each proposed candidate by the Commission Chair within 48 hours. It shall be the responsibility of the proposed candidate to contact the Chair of the Commission for this information.
 - d. A deadline for accepting petitions will be established by the Commission.
 - e. Following the deadline and notification to all proposed candidates as to their eligibility, the Chair of the Commission shall call a meeting of all eligible candidates. A written notice will communicate the date and time of the meeting. It shall be the responsibility of the candidate to obtain this communication from the Chair of the Election Commission. Guidelines for

campaigning shall be established at this meeting within the limitations of College regulation and procedures.

- f. A minimum of five operating days of the College shall exist between the deadline for filing petitions and the first day of elections.
5. Election Procedures to be utilized are:
- a. A central polling station will be established by the Commission.
 - b. Each proposed candidate will submit two signed and witnessed statements authorizing the Office of Enrollment Services to release the proposed candidate's cumulative grade point average to the Chair of the Election Committee.
 - c. An individual written communication as to the eligibility for candidacy shall be developed for each proposed candidate by the Commission Chair within 48 hours. It shall be the responsibility of the proposed candidate to contact the Chair of the Commission for this information.
 - d. The ballot box will be secured in a vault on campus when not being utilized during the election until the ballots are counted and verified.
 - e. Ballots will be retained in the vault in the business office for two weeks following the election dates.
 - f. Any candidate wishing to contest the election will have 48 hours to do so. The procedures to be utilized are as follows:
 1. The candidate will submit a letter of contest specifying charges to the Vice President for Student Affairs or his/her designate.
 2. The Vice President for Student Affairs or his/her designate shall appoint a neutral committee of two students and one faculty member to review the situation and render a decision as to the validity of the contesting action.
 3. Should the contesting candidate not accept the action of the reviewing committee, the committee's written decision and the letter of contest will be forwarded to the SAC for action. This action will be final.
6. Continued Service - President and Vice-President of the Student Body.

The President and Vice-President of the Student Body must satisfactorily complete a minimum of six (6) credit hours per term (i.e. fall and spring) in order to be eligible to remain in office.

Student Conduct Regulations

Faculty, staff, and students are expected to adhere to the policies of the College and observe the basic standards of good conduct, meet appropriate standards of performance, and observe all local, state, and federal laws relative to unlawful use of illicit drugs and alcohol. Penalties for violation of these standards range from warnings and probation to expulsion, loss of academic credit, temporary or permanent suspension, withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment.

Students' Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be

encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Dalton State College subscribes to the above statement and has developed policies and procedures which provide and safeguard this freedom.

Student Code of Conduct

Students of Dalton State College have an obligation to assist in making the College an effective place for the transmission of knowledge, the pursuit of truth, the development of self, and the improvement of society.

As citizens, students enjoy the same freedoms that other citizens enjoy and, in turn, they are responsible for conducting themselves in accordance with the requirements of law.

As students of Dalton State College, they are responsible for compliance with all College regulations.

Under the authority of the Board of Regents, the College is delegated the responsibility for establishing and enforcing regulations pertaining to student conduct. (Regents Bylaws, Article VI, Section B.)

Conduct Information and Regulations

I. Academic Irregularity

1. No student shall receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in an academic course.
2. No student shall take or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the College, without authorization from the instructor.
4. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and where the ideas of another are incorporated in the paper, they must be appropriately acknowledged.

II. Alcoholic Beverages

The possession, consumption, sale, use, distribution or possession of alcoholic beverages on College property or at events sponsored by the College is prohibited.

III. Damage to Property

Malicious or unauthorized intentional damage or destruction of property belonging to the College, to a member of the College Community, or to visitors to the campus is prohibited and could result in legal action if undertaken.

IV. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion which interferes with the normal operation of the College. This section should not be construed so as to deny any students the right of peaceful, non-disruptive assembly.
2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities, or materially interfere with the normal operation of the College.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited (any use of sound amplification equipment must be cleared through the Student Activities Office).

V. Disorderly Conduct

1. Disorderly or obscene conduct or breach of the peace on College property or at any function sponsored or supervised by the College or any recognized College organization, is prohibited.
2. No student shall push, strike, or physically assault any member of the faculty, staff, or student body or any visitor to the campus.
3. Conduct on College property, or at functions sponsored or supervised by the College or any recognized College organization, which materially interferes with the normal operation of the College or the requirements of appropriate discipline, is prohibited.
4. No student shall enter or attempt to enter any dance, social, athletic, or any other event sponsored or supervised by the College or any recognized College organization without credentials for admission, i.e., ticket, invitation, student I.D. or other proper identification or any reasonable qualifications established for attendance. At such College functions, a student must present proper credentials to properly identified College faculty and staff upon their request.
5. Conduct and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community, are prohibited.
6. No student shall interfere with, or give false name to, or fail to cooperate with, any properly identified College faculty, administration, or staff personnel while these persons are in the performance of their duties.

VI. Drugs

The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

**Drug - Free Schools and Communities Act
Drug and Alcohol Prevention Program
Adopted September 4, 1990**

As a recipient of federal funds, Dalton State College supports and complies with the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

The unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol by employees or students on the College campus is prohibited, and violations of this policy will result in appropriate disciplinary action.

VII. Falsification of Records

No student shall alter, falsify, counterfeit, forge, or cause to be altered, counterfeited, or forged any record, form or document used by the College.

VIII. Explosives

No student shall possess, furnish, sell or use explosives of any kind on College property or at functions sponsored or supervised by the College or any recognized College organization.

IX. Fire Safety

1. No student shall tamper with fire safety equipment.
2. All occupants of a building must leave the building when the fire alarm sounds or when directed to leave by properly identified College faculty or staff while these persons are in the performance of their duties.
3. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.
4. No student shall set or cause to set any unauthorized fire in or on College property.
5. The possession or use of fireworks on College property or at events sponsored or supervised by the College or any recognized College organization, is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

X. Weapons

Students are prohibited from possession of firearms on College property or at events sponsored or supervised by the College or any recognized College organization. The possession or use of any other offensive weapons is prohibited. Exceptions may be made for official use authorized by the College. Peace officers recognized by the State of Georgia are exempt from this firearms regulation.

XI. Hazing

All rites and ceremonies of induction, initiation, or orientation into college life, or into the life of any college group which tend to occasion or allow physical, mental, or emotional suffering are prohibited.

XII. Joint Responsibility for Infractions

Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violation, and such concerted acts are prohibited.

XIII. Student Identification Materials

1. Lending, selling, or otherwise transferring student identification materials is prohibited.
2. The use of student identification materials by anyone other than the original holder is prohibited.

XIV. Theft

1. No student shall sell a textbook other than his/her own without written permission of the owner.
2. No student shall take, attempt to take, or keep in his/her possession items of the College, its property, or other items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.
3. No student shall provide copies of copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license allowing such activity. The activity is forbidden even if the software is provided without cost for educational purposes.

4. No student shall use software or documentation known to have been obtained in violation of the copyrighted law or a valid license provision.
 5. No student shall use a copyrighted program on more than one machine at the same time, unless a specific license provision permits such activity.
- XV. Unauthorized Entry or Use of College Facilities
1. No student shall make unauthorized entry into any College building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours.
 2. No student shall make unauthorized use of any College facility, equipment, or materials.
- XVI. Gambling
- The playing of cards or any other game of skill or chance for money or other items of value is prohibited.
- XVII. Tobacco
- Use of all tobacco products is prohibited in all classrooms, hallways, bathrooms, and stairwells, of all buildings throughout the campus.
- XVIII. World Wide Web Policy
- Appropriate and Inappropriate uses of the web can be found in the World Wide Web Policy on the Office of Computing and Information Systems home page.
- XIX. Repeated Violations
- Repeated violations of published rules or regulations of the College, which cumulatively indicate an unwillingness or inability to conform to the standards of the College for student life, are prohibited.
- XX. Violation of Outside Law
- Violation of local, state, or federal law, on or off the campus, which constitutes a clear and present danger of material interference with the normal, orderly operation and processes of the College, or with the requirements of appropriate discipline, is prohibited.

Disruptive and Obstructive Behavior

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs, or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment. (Board of Regents Minutes, 1968-69, pp. 166-168; 1970-71, p. 98)

Disciplinary Procedures

When a student is charged with violation of the foregoing conduct regulations, disposition of the student's case shall be afforded according to Constitutional requirements, due process and in keeping with the procedures outlined below:

1. All complaints of alleged violation by a student shall be made in writing to the Vice President for Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state each regulation which the student is alleged to have violated.

2. The student shall be notified in writing by the Vice President for Student Affairs that he/she is accused of a violation and shall be asked to come in for a conference to discuss the complaint.
3. At the above mentioned conference, the student shall be advised that:
 - a. He/she may, in writing, admit or deny the alleged violation, waive all further hearing, and request that the College official take appropriate action.
 - b. He/she may, in writing, admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Vice President for Student Affairs shall refer the case to the Discipline Committee for full disposition. Otherwise, the Vice President for Student Affairs shall make full disposition of the case, except that the Vice President for Student Affairs may, for good cause, refer any case to the Discipline Committee. Cases may, in very unusual instances, be referred to the Faculty Committee where there exists good cause, e.g., the likelihood of serious emotional damage to the student defendant or others connected with the case. In such cases, all procedures set out herein for cases before the Discipline Committee and appeals therefrom shall be substantively followed.
4. In cases referred to the Discipline Committee, the Vice President for Student Affairs shall, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery, if reasonably possible, and otherwise by registered mail to the last local address of the student within the reasonable knowledge of the Vice President for Student Affairs, concerning the following:
 - a. The date, time, and place of the hearing;
 - b. A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken;
 - c. The names of witnesses scheduled to appear.
5. The student is expected to notify his/her parents or guardian of the charges, and these persons may request a conference with the college officials prior to the hearing.
6. The decision reached at the hearing will be communicated in writing to the student and, if the student is a minor or if he/she so requests, to his/her parents or guardian; it will specify the action taken by the hearing body and the interest of the College which has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student or his/her parents or guardian, a summary of the evidence will be communicated.
7. The student shall be notified, in writing, of his or her right to appeal the decision of the hearing body. In cases of appeal, any action assessed by the hearing body shall be suspended pending the outcome of the appeal to the President of the College. A copy of the final decision shall be mailed to the student and, if the student is a minor or if he/she so requests, to his/her parents or guardian.

Discipline Committee

1. The Discipline Committee of the College shall consist of seven members: four faculty members (one serving as Chair) nominated by the Committee on Committees and elected by the faculty, and three students appointed by the President of the Student Body and approved by the Student Affairs Council. Members hold one-year terms and may succeed themselves.
2. The Discipline Committee shall hear cases involving alleged violations of the Student Code of Conduct which shall be referred to it by the

Office of the Vice President for Student Affairs. Normally, these cases shall be those in which there is a possibility of suspension or expulsion of the accused student.

3. Preliminary investigations of charges against students shall be made by the Office of the Vice President for Student Affairs. Cases are referred to the Discipline Committee through its Chair. The Chair shall set the time and place for a hearing and shall notify other members, and from that point all summoning of defendant(s) and witness(es) shall be done by the Office of the Vice President for Student Affairs.
4. Decisions of the Discipline Committee shall be by a majority vote. A quorum shall consist of four members.
5. Any member of the Discipline Committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or of the institution.
6. The Discipline Committee shall make a tape recording and/or summary transcription of the proceedings.
7. The hearing and other deliberations of the Discipline Committee shall be open. The Discipline Committee, however, may exclude any person who may be reasonably expected to interfere materially with the hearing or who does interfere materially with the hearing.
8. The Discipline Committee shall provide a brief written summary of each case to the Office of the Vice President for Student Affairs and to the student involved including, upon request of the student, or his/her parent or guardian, a summary of the testimony and the committee's adjudication.

Rights of Student Defendants Before the Discipline Committee

At hearings of the Discipline Committee, the student defendant shall be afforded all rights required by due process, including:

- A. The right to an advisor of his/her choice.
- B. The right to question the complainant.
- C. The right to present evidence in his/her behalf.
- D. The right to call witnesses in his/her behalf.
- E. The right to remain silent and have no inference of guilt drawn from such silence.
- F. The right to cross examination.
- G. The right to appeal if the Discipline Committee imposes suspension or expulsion.
- H. A tape recording and/or summary transcription of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal decision of suspension or expulsion. The student may also have a verbatim transcript made at his/her own expense. The College shall also have this option at its own expense.
- I. The right to be advised of his/her right to appeal the decision of the Discipline Committee.
- J. The right to attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the College. Such temporary protective measures may be applied where the student is accused of violation of a College regulation or of a local, state, or federal law or regulation. It is understood that such temporary

protective measures, if applied, will be without avoidable prejudice to the student.

Disciplinary Measures

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. Expulsion - severance of the student's relationship with the College.
2. Disciplinary Suspension - temporary severance of the student's relationship with the College for a specific period of time, though not less than one term.
3. Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.
4. Reprimand -
 - (1) Oral Reprimand - an oral disapproval issued to the student.
 - (2) Letter of Reprimand - a written statement of disapproval to the student.
5. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
6. Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.

Appellate Procedure

Whenever a student shall be expelled or suspended by the Discipline Committee, such student shall have the right to appeal in accordance with the following procedure:

1. The person aggrieved shall appeal in writing to the head of the institution within five days after the action of which he/she complains. The head of the institution shall within five days appoint a committee composed of three members of the faculty of the institution or he/she shall utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five days make its finding and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.
2. Should the aggrieved person be dissatisfied with said decision, he/she may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes. (Minutes, 1962-63, pp. 244-245; Minutes, 1967-68, pp. 750-751; Minutes, 1973-74, pp. 176-177)

Student Complaints

The Office of the Vice President for Student Affairs is responsible for providing support for students by serving as a voice for student concerns within the broader campus community. The Office also serves as a primary link between students, faculty, and the administration of the College. The Office of the Vice President for Student Affairs offers a first line of response for students in addressing issues in any area of student life.

Complaints about any function of the College are ordinarily handled as follows: students who wish to file a formal complaint are asked to do so in writing to the head of the department or unit with which the student has a problem; the letter should detail the specifics of the problem or situation and redress requested; if no satisfaction is received or if the student feels uncomfortable submitting a letter to the department or unit, the student may submit the letter to the Vice President for Student Affairs who will follow through.

Some student complaints have additional formal mechanisms for redress including discipline problems, appeals, and financial aid grievances. The processes for these complaints are outlined in the DSC Catalog and in the financial aid appeals form.

Institutional Policy on Sexual Harassment

Dalton State College seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex, national origin, or handicap subverts these goals and is unacceptable on this campus.

Sexual harassment, whether overt or subtle, is a form of discriminatory behavior incompatible with institutional commitments and is a violation of policies of the Board of Regents (POLICY MANUAL 802.18) and federal legislation (Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Educational Amendments).

Legal guidelines published in 1980 by the Equal Employment Opportunity Commission provide the following definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment may occur between individuals of different status or authority in the institution or between peers. Offenders may be

subject to dismissal or other disciplinary action after being afforded procedural due process.

Members of the college community are encouraged to resolve sexual harassment situations as informally as possible. Unresolved problems should be reported immediately to a supervisor, a member of the administrative staff, or to the Equal Opportunity Officer (Vice President for Academic Affairs). Every effort will be made to protect the rights, privacy, and confidentiality of both the complainant and the accused and to protect the complainant from reprisals or other discrimination.

Additional information is available in the Dalton State College Policy and Procedures Statement on Sexual Harassment. Copies are available in the office of the President, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Fiscal Affairs Office and in the Library.

RIGHTS OF VICTIMS OF SEXUAL ASSAULT

Victims of sexual assault are afforded rights that are recognized by Dalton State College. These rights include assistance by the College to help the victim. A Policy for Victims of Sexual Assault is available in the Student Affairs Office and in the Public Safety Office. In the event of a sexual assault, please contact one of these offices so that assistance can be rendered. Counseling for victims is also available in the ACE Center.

Federal Sanctions for Drug Offenders

Official state regulations govern the use, sale, or possession of marijuana, alcohol, and other controlled substances. Violations of these regulations may result in disciplinary action and/or prosecution by proper authorities.

Title 21, United States Code, Sections 841-858 describe the acts and criminal penalties and civil and criminal forfeiture provisions established by Congress, covering 28 pages of text.

Title 21, U.S.C. Section 812, contains five schedules of "controlled substances." Schedule I describes certain opiates; Schedule II contains opium, cocaine, and other addictive substances; Schedule III lists amphetamine, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates; Schedule V concerns codeine and atropine sulfate, among other preparations. The Attorney General of the United States is authorized to add items to the several schedules.

Health Risks Associated With the Use of Illicit Drugs and Alcohol

Cirrhosis of the Liver; Kidney Damage; Physical and Psychological Addiction; Hallucinations; Lung Damage; Diminished Sperm Count in Males; Impairment of Motor Coordination and Perception; Heart Disease and Failure; Damage to the Developing Fetus; Stomach Ulcers; Brain Damage; Coma; Depression; and Psychosis.

Drug and alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace not only contributes to lost productivity, but also causes tremendous financial losses related to

absenteeism, accidents, health care, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse causes physical and emotional dependence. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user's life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They distort experiences and cause loss of self control that can lead users to harm others as well as themselves.

There are certainly many additional health risks associated with substance abuse too lengthy to list. The above are some of the most common and detrimental. For more information concerning these health risks and others, please contact Hamilton Medical Center or the Westcott Center of Hamilton Medical Center.

Drug and Alcohol Counseling, Treatment or Rehabilitation Programs Available to Students and Employees

A combination of several campus offices will provide assistance or act as a referring agency for Dalton State College. Included in the campus efforts to assist those with substance abuse problems are the ACE Center, Fiscal Affairs Office and Department of Public Safety.

Services offered by the ACE Center include programs and resources to educate and inform students and employees concerning substance abuse and its emotional, physical, and familial effects. To spearhead this effort the following will take place:

These institutional departments will:

1. provide information and act as a referral service for students and staff with substance abuse problems;
2. provide consultation to campus organizations and offices;
3. provide multi-media resources on substance abuse information and alternatives to substance abuse;
4. maintain drug education and resource material for students and employees;
5. explain group insurance covered charges related to alcohol/substance abuse referral and treatment.

All inquiries, treatment, and referrals by the ACE Center staff will be treated with utmost confidence.

Community Support Programs/Agencies

Al-Anon for Friends and Families

of Alcoholics

1-800-568-1619

Alcoholics Anonymous

226-2654

Alcohol and Drug Abuse Services (State)

404-894-4785

Drug Information

1-800-282-4900

Georgia Alcohol and Drug Association

404-435-2570

Georgia Association of Adult

Children of Alcoholics

404-491-0201

Governor's Crisis Line

912-922-4144

MADD

226-4353 or 1-800-843-MADD

Narcotics Anonymous

266-8179

Hamilton Medical Center

Employee Health

272-6194

PUBLIC SAFETY REGULATIONS

Traffic Code

General Statement of Policy

- (1) Dalton State College parking and traffic rules are recommended by the Student Traffic Committee and adopted by the Student Affairs Council.
- (2) For the purpose of these regulations a motor vehicle includes automobiles, trucks, motorcycles, motor scooters, motorbikes, and other motor powered vehicles.
- (3) The term "student" includes all who attend classes at Dalton State College, day or night, or part-time.
- (4) The term "visitor" includes any person other than faculty, staff, or student parking or driving a non-registered vehicle on campus.

Motor Vehicle Registration

- (1) All faculty, staff, and students' motor vehicles must be registered for campus parking and a current decal must be displayed. Old decals must be removed.
- (2) Registered vehicles must be covered by liability insurance, and drivers must have a valid drivers license.
- (3) Temporary permits may be secured for one week at no charge at the Traffic Office between 8:00 a.m. - 6:00 p.m.

General Rules

The registrant of a motor vehicle is held responsible for the safe and prudent operation and proper parking of his/her vehicle regardless of who may be the operator.

- (1) Curbs painted yellow are NO PARKING AREAS.
- (2) Parking against the flow of traffic is prohibited at all times.
- (3) Vehicles parked on campus after school hours may be towed away.
- (4) No vehicles may be backed into parking places.
- (5) STUDENT VEHICLES PARKED IN VISITOR'S OR SPACES RESERVED FOR FACULTY AND STAFF MAY BE TOWED AWAY.
- (6) All faculty and staff reserved parking areas will be painted in RED.
- (7) Fines will be paid at the Business Office in the Westcott Building during the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. An appeal slip may be obtained from the Public Safety Office. Any questions or problems with the fines should be brought to the attention of the Public Safety Office no later than five school days after the ticket is issued. After five school days, the right to an appeal will be forfeited. If the ticket is paid within five school days, the fine will be reduced by (½) one-half.
- (8) Speed limits are as posted.
- (9) NO PARKING - AT ANY TIME - ON COLLEGE DRIVE
- (10) Decals are not transferable.
- (11) No student parking in front of Westcott before 4:30 p.m.
- (12) Parking after 4:30 p.m. in front of the Westcott Building is permitted as long as there is space available. The lanes and turn-ins to the parking lots must stay open and not blocked for the entrance of emergency vehicles.

- (13) Parking after 4:30 p.m. will be permitted for any student in Sequoia Hall/Student Center parking lot except those spaces marked for night/day faculty only.
- (14) No student parking in lot East of Library before 4:30 p.m.
- (15) No exiting from the parking lots by way of marked entrances.
- (16) No entering of parking lots by way of marked exits.
- (17) All vehicle accidents on campus must be reported to the Public Safety Office, and an investigation into the accident will be conducted by the Public Safety Officer on duty. The same applies to accidents of bodily injury.
- (18) Dalton State College nor any of its employees assumes any responsibility or liability for loss from theft or damage due to vehicles parked on campus.

WHEN REPORTING A VEHICLE ACCIDENT OR AN INJURY OCCURRING ON CAMPUS, CALL EXT. 4461 AND PROVIDE THE FOLLOWING:

- (1) NAME OF PERSON CALLING
- (2) TYPE OF ACCIDENT (VEHICLE OR BODILY INJURY)
- (3) HOW MANY INJURED
- (4) LOCATION OF ACCIDENT

Penalties and Fines for Violations

If a fine is paid within five school days, the fine will be reduced by (½) one-half. Appeals can be made at the Public Safety Office.

The right to appeal will be forfeited after five days.

Failure to pay fines approved by the Traffic Appeals Committee will result in withholding of grades and/or transcripts to other institutions or agencies, or may hinder registration.

(1) Failure to display parking permit	\$10.00
(2) Parking on yellow line	\$10.00
(3) Parking in faculty zones or other reserved spaces	\$20.00
(4) Improperly parked	\$10.00
(5) Parking in unauthorized or restricted areas	\$10.00
(6) Speeding	\$10.00
(7) Reckless driving	\$20.00
(8) Backing into parking space (other than parallel space)	\$10.00
(9) Parking in Handicapped space	\$30.00
(10) Other	\$10.00

Traffic Appeals Committee

The Traffic Committee meets regularly (day to be announced) in the Student Center (conference room to be announced).

Any person wishing to appeal a traffic ticket must do so by picking up an appeal form and returning it to the Public Safety Office. After filing a written appeal, the person appealing the ticket has the option to appear in person before the Traffic Committee or the appeal will be read in his/her absence.

The person attending the Traffic Committee hearing will be immediately informed of the Traffic Committee's decision. In every case the appeal results will be mailed.

First Aid - Accident Procedures

The following procedures have been revised and are recommended in case of any accident or emergency situations relating to health on the campus of Dalton State College.

In case of minor cuts, scratches, etc., first aid kits have been placed in the following locations:

1. Gymnasium
2. Maintenance Building
3. Student Center (Student Affairs Office & Public Safety Office)
4. Westcott (Enrollment Services)
5. Memorial (Instructional Services Office)
6. Sequoya (Instructional Services Office)
7. Technical (Instructional Services Office)

A first aid room is located in the gym if such a facility is required. In case of an accident of a more serious nature, faculty, staff, and students are requested to:

1. Not move the patient.
2. Immediately notify the Department of Public Safety at Ext. 4461.

The Public Safety Officers will then make a determination of the best course of action regarding the patient's health and safety.

An appropriate accident/incident report must be completed and filed with the Director of Public Safety/Security for record keeping and verification.

Health insurance is not available through the college. Students requiring medical attention must defray their own expense.

It is recommended that each faculty member at the beginning of each term offer students a chance to inform the faculty member, in confidence, of any medical problem such as seizures, for example, that may affect the student in class.

Child Care Facilities

Child care facilities are not available on campus. The institution is not responsible for children; children should not be left unsupervised on campus. Children are not permitted to accompany students to classes, laboratories, seminars, etc.

ACADEMIC
INFORMATION
AND REGULATIONS

Dalton State College is a unit of the University System of Georgia and is governed by the policies of the Board of Regents of the University System. As a part of the System, it enjoys the reputation of the academic standards which have been established within the System, and graduates of this institution will have no difficulty in transferring appropriate credits to other colleges and universities. Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, to award the associate and bachelor's degrees.

Dalton State College operates on the semester system with each of the academic year semesters extending over a period of approximately sixteen weeks. The semester hour is the unit of credit in all courses.

Classification of Students

Students are classified as freshmen, sophomores, juniors, or seniors. At the beginning of each term those with credit for fewer than thirty semester hours are classified as freshmen; with thirty to fifty-nine hours, as sophomores; with sixty to eighty-nine hours, as juniors; with ninety or more hours as seniors.

Students are considered full-time if they register for twelve or more semester credit hours; part-time, for fewer.

Class Load

A normal load consists of fifteen to eighteen credit hours per semester. A student regularly employed outside of college twenty hours or more per week should enroll for ten or fewer semester hours of academic work. The College reserves the right to limit the class load of students who have received below average grades.

Students may receive permission from the Vice President for Academic Affairs to enroll for more than the normal load if they were placed on the Dean's List at the end of their last semester of enrollment, if they have a cumulative average above 3.0 on eighteen or more hours completed at Dalton State College, or if they are in their last semester of enrollment before graduation.

Authorization must be secured from the Vice President for Enrollment Services for enrollment at another institution for resident, correspondence, or extension credit during any semester a student is enrolled at Dalton State College.

Class Schedule

The courses required for most degree and certificate programs are available during day, afternoon, and evening class periods. However, some are scheduled only during day or evening class periods. Information about the scheduling of specific courses may be obtained from the academic advisors, the Enrollment Services Office, or the Academic Affairs' Office.

Registration

All students register each term on the dates announced for advance or regular registration. A student is regularly registered for a course only when all College requirements governing registration for the course have been met. Students not properly registered may not receive credit for courses completed.

Any exception to this regulation is the responsibility of the Vice President for Academic Affairs.

ORIENTATION

All students are expected to attend an orientation session prior to the start of his/her first term at Dalton State College. This session will provide detailed information regarding academic programs, student services, and registration procedures.

Dropping or Changing Classes

Students are not permitted to drop or change any courses for which they are registered without the official approval of their academic advisor and the instructors involved. No changes in schedule are official or effective until an Add and Drop Form is turned in to the Office of Enrollment Services.

Changes in class schedules are not permitted after the first three days of the term. If a course is officially dropped by midterm, the student will receive a "W". If a student drops a course without official approval or after midterm, a grade of "F" or "WF" is recorded.

The official and effective date of any change in schedule is that on which the change is initiated.

Withdrawal From College

To withdraw from all current classes, students must obtain a Dalton State College Withdrawal Form from their academic advisor. That form must be signed by the academic advisor and by authorized personnel in the ACE Center, the Business Office, and the Enrollment Services Office. After midterm, withdrawal without penalty is permitted only in cases of extreme, non-academic hardship which prevent the student from completing the semester. Non-academic hardships must be fully documented by the student in order to receive consideration. All requests for hardship withdrawal shall be initiated by the student no later than the last day of the term in which the courses were taken. Hardship withdrawals typically require that the student withdraw from all courses not yet completed at the time the request is initiated. The hardship "W" must be recommended by the instructor(s) of the course(s) for which the student is enrolled, endorsed by the division chair(s) involved, and approved by the Vice President for Academic Affairs. Withdrawal from Dalton State College is effective on the date that the withdrawal is initiated.

Class Attendance

Students are expected to attend all scheduled class sessions. These may include field trips, seminars, and individual conferences as well as lectures and laboratory sessions. The attendance policy for each course will be explained by the instructor at the beginning of each term.

Grades and Symbols

The following grades are approved by the University System for use by Dalton State College in the determination of the grade point average:

Grade	Description	Quality Points
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A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Failure	0
WF	Withdrew, Failing	0

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

- I This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Vice President for Enrollment Services will change the "I" to "F". Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F".
- W This symbol indicates that a student officially dropped from a course by the published day to drop classes without penalty.
After this date, withdrawal is permitted only in cases of extreme, non-academic hardship which prevent the student from completing the term.
- S This symbol indicates satisfactory performance in a course carrying institutional credit.
- U This symbol indicates unsatisfactory performance in a course carrying institutional credit.
- K This symbol indicates that a student was awarded credit for the course by examination (CLEP, AP, SAT II, or institutional examination).
- V This symbol indicates that a student audited the course. Enrollment status in a course cannot be changed from audit to credit or credit to audit after the add period.

Grade Changes and Appeals

The assignment of grades and symbols is the responsibility of the instructor. Any change in an assigned grade or symbol must be recommended by the instructor who assigned the original grade or symbol and be approved by the Vice President for Academic Affairs.

All appeals by students for grade or symbol changes must be made by midterm of the semester following award of the grade(s) or symbol(s). The sequence of appeal is the student's instructor, the chair of the division, and the Vice President for Academic Affairs.

Grade Reports

At the end of each term a full report of courses taken and grades and symbols earned during the term is issued to each student. Midterm reports are not issued; however, students may consult with individual instructors to determine their progress at any time during the term.

Policy on Release of Student Information

Students in the University System of Georgia have the right to the assurance that their academic records, compiled and maintained by a unit within the System, will be recorded accurately and retained in confidence. Dalton State College follows the policy of the University System of Georgia on release of student information. A complete copy of this information is on file in the Office of Enrollment Services and is available for viewing by the student and authorized faculty.

Cumulative Average

The cumulative average is computed by dividing the total number of quality points earned at Dalton State College by the total number of academic semester hours attempted. This average is used for determining a student's probation or exclusion and eligibility for special honors and is the average that appears on the student's permanent record. All "institutional credit" hours and grades are excluded from the cumulative average. Developmental Studies courses, Learning Support courses, Dalton State College Studies, and Regents' Testing Program 1095 courses carry institutional credit.

Graduation Average

Students are expected to achieve a cumulative grade point average of 2.0 ("C") or higher for graduation. If a student has met all other graduation requirements but has a cumulative average below 2.0, the College will compute a graduation average to determine the student's eligibility to receive a degree or certificate. The graduation average includes only those courses required to fulfill the student's program of study. Grades of D and F are omitted if the course(s) have been repeated with higher grades. This average is used only to determine a student's eligibility to graduate from Dalton State College and does not appear on the student's permanent record. Students should understand that most institutions use the cumulative average, which includes all hours attempted and all grades earned, in determining the eligibility for transfer admission.

Academic Honors

The Dean's List, published at the end of each term, includes the names of students who earn a grade point average of 3.5 or greater and receive no grade of WF or U during a term in which they are enrolled for 12 or more semester hours of academic credit.

The Honor List, also published at the end of each term, includes the names of students who earn a grade point average of 3.5 or greater and receive no grade of WF or U during a term in which they are enrolled for less than 12 semester hours of academic credit.

Graduation with Honors

Students who achieve superior academic averages on all coursework completed at Dalton State College and who complete all requirements for graduation receive diplomas or certificates inscribed with honor designations.

Bachelor's degree honors:

Cum Laude – Cumulative grade point average of 3.5 to 3.74

Magna Cum Laude – Cumulative grade point average of 3.75 to 3.99

Summa Cum Laude – Cumulative grade point average of 4.0

Associate degree honors:

Cum Laude – Cumulative grade point average of 3.5 to 3.74

Magna Cum Laude – Cumulative grade point average of 3.75 to 3.99

Summa Cum Laude – Cumulative grade point average of 4.0

Certificate honors:

With Merit – Cumulative grade point average of 3.5 to 3.74

With Distinction – Cumulative grade point average of 3.75 to 3.99

With Excellence – Cumulative grade point average of 4.0

Academic Progress

Dalton State College seeks to provide ample opportunities for all students to realize fully their academic potential and goals. In turn, all students are expected to demonstrate reasonable academic progress by maintaining the following minimum cumulative grade point averages. (Cumulative grade point averages do not include “institutional credit” hours and grades.)

CREDIT HOURS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE
15	1.60
30	1.80
45 or more*	2.00

*Students enrolled in certificate programs requiring less than 45 hours must earn a GPA of 2.0 in order to graduate. All students enrolled in baccalaureate programs must maintain a minimum GPA of 2.0.

Any student whose average falls below the required level will be placed on **ACADEMIC PROBATION** and will be expected to confer with their academic advisor. Students on academic probation may be advised to reduce their course loads and are not eligible to hold office in the Student Government Association or to serve on any official college committee.

Any student on academic probation who fails to raise their cumulative average to the standard specified above after attempting fifteen additional credit hours will be placed on **ACADEMIC SUSPENSION**. Students on suspension are not eligible to register for any courses at Dalton State College unless they appeal the suspension to a Readmissions Committee and are approved for readmission by the Vice President for Academic Affairs. Readmission is subject to the conditions stipulated by the Readmissions Committee and the Vice President for Academic Affairs.

The advance registration of any student placed on academic suspension is canceled and all prepaid fees refunded if the student is not officially readmitted to the College.

To initiate an appeal of an academic suspension, the student must submit a written request to the Vice President for Academic Affairs. The letter should explain the reasons for the student's previous poor academic performance and why the student believes his/her future performance will improve. The letter must also include (1) the name of the student's advisor (who will chair the Readmissions Committee), (2) the name of one other faculty member to serve on the Committee, and (3) the student's day-time telephone number, address, and social security number. The Vice President for Academic Affairs will appoint a third member of the Committee.

All appeals should be submitted as soon as possible after the notification of suspension. **Appeals for readmission the next semester will not be accepted after the published date of regular registration for that semester.**

All suspended students who are readmitted are on academic probation until such time as their cumulative grade point average reaches the required minimum level. A student who fails to meet the conditions of readmission is ineligible to appeal for a second readmission for a period of one semester. A student who fails to meet the conditions of a second readmission is placed on Indefinite Suspension and is ineligible to appeal for readmission for a period of twelve months. Credit earned at other institutions or by correspondence while a student is on suspension from Dalton State College **will not** be applied toward a Dalton State College degree or certificate or used to improve the grade point average.

Graduation Requirements

To be qualified for graduation with a Bachelor of Science or Bachelor of Applied Science degree, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of one hundred and twenty (120) semester hours of credit (plus applicable physical education requirements and satisfactory completion of the computer literacy requirement).
 - a. Thirty-six (36) semester hours of upper-level course work must be completed at Dalton State College, excluding credit-by-examination.
 - b. All 3000 and 4000 level courses must be completed with a grade of "C" or higher.
 - c. No more than thirty (30) of the semester hours required for a degree can be earned through correspondence courses.
2. The demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by examination or by passing History 2111 or 2112 and Political Science 1101.
3. A cumulative average of 2.0 ("C") or higher.
4. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
5. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.
6. Candidates for Bachelor of Science or Bachelor of Applied Science degrees must pass the Regents' Testing Program (RTP) examination in basic writing and reading skills.

To be qualified for graduation with an Associate of Arts, Associate of Science, or Associate of Applied Science degree, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of sixty (60) semester hours of credit (plus applicable physical education requirements and satisfactory completion of the computer literacy requirement).
 - a. Twenty semester hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit.
 - b. No more than fifteen (15) semester hours required for a degree can be earned through correspondence courses.
 - c. All academic programs designed for transfer may be modified if necessary to meet the requirements for graduation from University System of Georgia senior colleges or universities as designated in their current catalogs. The student must present a copy of the latest catalog when requesting modification.
2. The demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by examination or by passing History 2111 or 2112 and Political Science 1101.
3. A cumulative or a graduation average of 2.0 ("C") or higher.
4. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
5. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.
6. Candidates for Associate of Arts, Associate of Science, and Associate of Science in Nursing degrees must pass the Regents' Testing Program (RTP) examination in basic writing and reading skills.

To be qualified for graduation with a Certificate, candidates must meet the following requirements:

1. The completion of an approved program of study (plus satisfactory completion of the computer literacy requirement).
 - a. Minimum of eighteen semester (18) hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit.
 - b. No more than one-fourth of the semester hours required for a certificate can be earned through correspondence courses.
2. A cumulative or a graduation average of 2.0 ("C") or higher.
3. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the competence of potential graduates.
4. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.

Second or Subsequent Degrees and Certificates

Any student applying for a second or subsequent associate degree or certificate must complete eighteen (18) semester hours of academic credit with an overall average of "C" (2.0) or better earned at Dalton State College, excluding credit-by-examination, which have not been applied to the

requirements of a previous degree or certificate. Students applying for a second bachelor's degree must complete an additional thirty-six (36) hours of upper-level credit with a grade of "C" or higher earned at Dalton State College, excluding credit-by-examination, which have not been applied to the requirements of a previous degree. The eighteen (18) and thirty-six (36) hours constitute a "residence requirement" and may be taken on the main campus or at any extended campus site of Dalton State College.

Application for Graduation

All candidates for degrees and certificates must submit an application for graduation to the Enrollment Services Office at least 30 days prior to registration for the term in which they anticipate completing graduation requirements.

Students who fail to apply by the graduation application deadline may forfeit the chance to adjust any errors or omissions made in their programs and may not be certified for graduation.

Students may satisfy the curricular requirements for a degree or certificate by completing the program of study listed in the catalog in effect during their initial enrollment in the College or they may complete their program of study under the catalog in effect at the time of their graduation. There are several instances when a student will be required to satisfy the curricular requirements of the catalog in effect when/if they:

- change programs of study;
- re-enter the college after a period of two or more consecutive calendar years in which they earned no academic credit at Dalton State College;
- have not graduated by the time their entering catalog edition is 10 years old.

Graduation is held once each year at the end of the Spring Term. Diplomas and certificates are awarded at these exercises. Students who complete graduation requirements at the end of Summer and Fall Terms receive letters certifying completion and stating that the appropriate diplomas or certificates will be awarded at the next graduation exercises.

All students who complete requirements for degrees or certificates at the end of Summer, Fall, and Spring Terms are encouraged to participate in the graduation exercises for that college year. Graduates who do not attend the annual exercises may obtain their diplomas or certificates later from the Office of Enrollment Services.

Regents' Testing Program (RTP)

Students enrolled in Bachelor of Science, Bachelor of Applied Science, and Bachelor of Applied Science in Technology Management degree programs, Associate of Arts degree programs, Associate of Science degree programs, and the Associate of Science in Nursing degree program must pass the RTP as a graduation requirement. The test requires the student to write an acceptable essay in an hour and pass a one-hour reading exam.

Students are strongly advised to take the Regents' Test in the semester after passing English 1101 but **MUST** take the test before earning 45 hours of degree credit. Students who have not taken the RTP by the time they have earned 45 hours of degree credit **MUST** take both English 1095 and/or

Reading 1095 in each semester of attendance until they have passed both parts of the test. English 1095 and Reading 1095 each carry two hours of institutional credit and are considered a part of the student's course load for the assessment of fees.

Students who fail either or both parts of the RTP must take the required remediation before re-attempting the test. Students who fail the essay must take English 1095; students who fail the reading test must sign up for Reading 1095. Students will take the required remediation in the term when they re-attempt the test.

First-time test takers not enrolled for classes may take the RTP as long as they register for the test by the deadline specified each term. Questions about the RTP should be directed to the RTP administrator.

A student who registers for the RTP and who fails to appear for the test will receive a warning letter from the RTP administrator apprising the student of the seriousness of failing to appear for the test. Students who register and who do not appear for the test may have their graduation dates delayed.

Graduation Requirements for Transfer Students

Students transferring to Dalton State College will be evaluated by the same standards of academic progress applied to native students. In order to graduate, a transfer student must have both a minimum graduation grade point average of 2.00 on all Dalton State College courses used to complete graduation requirements and a cumulative minimum graduation grade point average of 2.00 for all courses (both Dalton State College courses and transfer courses) used to complete graduation requirements.

Cooperative Education Program

The Mission of the Cooperative Education Program at Dalton State College is to provide a structured process of education through partnerships with business, industry, and government which provides students with professional work experience related to an academic field of study.

To be admitted to the Cooperative Education Program, the student must have completed 15 hours of 1000 level or above coursework with a minimum grade point average of 2.5, present three letters of recommendation, and complete a panel interview. Acceptance into the Co-op Program does not guarantee placement with an employer.

Cooperative Education experience will appear on the academic transcript. In addition, students who complete all requirements of the Cooperative Education Program will receive a Co-op Certificate upon graduation. Students in a technical certificate program must work a minimum of one work rotation to receive the Co-op Certificate upon graduation. Students in an A.A., A.S., or A.A.S. degree program must work two rotations to receive a Co-op Certificate upon graduation. Students in a Bachelor's degree program must work three rotations to receive a Co-op Certificate upon graduation.

There are two types of work rotations in the Co-op Program as described below:

Alternating - Students alternate between one semester of full-time (40 hours per week) work experience and one semester of full-time academic study. Students must receive permission from the Co-op Coordinator to work a back to back work rotation such as fall semester and spring semester. In some cases, students may be permitted to take up to six hours of coursework while working full-time, with the permission of the academic advisor and Co-op Coordinator. Students will enroll in a

sequence of Co-op courses (COOP 1500, COOP 1501, COOP 1502, COOP 1503). Enrolling in one of these classes will satisfy the full-time student status requirement for insurance and financial aid. Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

Parallel - Students enroll in college for nine credit hours or less with the approval of the academic advisor and the Co-op Coordinator and work part-time (18-20 hours per week) simultaneously. The work facility must be located in the Dalton area. Students will enroll in a sequence of Co-op courses (COOP 1000, COOP 1001, COOP 1002, COOP 1003). Enrolling in one of these classes and 3 to 9 hours of academic classes will satisfy the full-time student status requirement for insurance and financial aid. If a student withdraws from a regular academic class, he or she will no longer have status as a full-time student for the semester even if the Parallel Co-op Experience is completed. Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

DERRELL C. ROBERTS
LIBRARY

LIBRARY

The Derrell C. Roberts Library (<http://www.daltonstate.edu/library.htm>) houses and provides access to an extensive collection of resources in a variety of formats. The print collection includes approximately 112,000 volumes and 667 serial subscriptions for browsing or for research. The Library is a Federal Depository for government documents produced in print, microform, and electronic form. The online **GIL** (GALILEO Interconnected Libraries) **library catalog** shows titles and subjects of books, media, and government document items owned by Dalton State College. Search it online at <http://gil.dalton.peachnet.edu> and it will indicate whether or not an item is on the shelf or checked out from Roberts Library. (GIL also catalogs other library collections in the University System of Georgia, facilitating interlibrary loans.) Under the **GALILEO** virtual library initiative, 18 student-use computers downstairs offer access to 2,500 full-text journals, in addition to electronic books, indexes, directories, encyclopedias, and Georgia documents. GALILEO (Georgia Library Learning Online), a statewide library consortia, maximizes student and faculty resources through cooperative database leasing. The Roberts Library has licensed several other specialized databases (such as **Education Full Text** and **GaleNet** for biography and literary research), in addition to those on GALILEO. GALILEO and other library databases are accessible without passwords, on the Internet, via any campus-networked computers. Contact the Library's Reference Desk to gain authorized access to them from your home computer, or for instructions on obtaining the semester's GALILEO password through the GIL catalog. The GIL library catalog does not require a password.

Downstairs, at the Circulation Desk, staff will gladly assist you with locating items on Reserve from professors, or with borrowing library materials. The Best Seller shelves, offering recreational reading materials, are opposite the Circulation Desk. At the Reference Desk, you will find information specialists ready to answer questions and to teach you the best ways to locate and evaluate needed sources, in print or on the computers. Individual or group instruction is provided and may be obtained here (706-272-4575). Look here too for printed guides on searching for sources and citing them correctly. The Reference Books are behind the Reference Desk, including encyclopedias, dictionaries, and multi-volume sets--all for use in the building only. Magazines, journals, and newspapers are shelved beyond the Reference Area. Two photocopiers are available; they accept paper or coin money. Student computers are networked to print to the Circulation Desk; a small fee is charged for each double-sided printed page. Media Services staff can help you find or create a videotape or CD-ROM, design a PowerPoint slide show, or other similar tasks. Media viewing equipment and adaptive technology are provided in this area. Also downstairs, there are 4 computers running basic Microsoft Office software applications. More extensive software and assistance is available to DSC students in computer labs elsewhere on the campus.

Upstairs (accessible by elevator or two stairwells), there are quiet study carrels, as well as 6 group study rooms. The Circulating Collection of books

to check out and the Federal Government Documents are on this floor. One computer, dedicated to searching the GIL online library catalog, is available around the corner from the elevator.

DSC Extended Campus students are welcome to use the Roberts Library on campus. If more convenient, they may also seek assistance from public library branches cooperating with the College in Catoosa, Gordon, and Pickens Counties. Call 706-272-4527 for more details on library services to off-campus DSC students. Roberts Library resources and services are gladly made available to community patrons, although DSC students, faculty, and staff are primary constituents. Hours of operation are posted online and on the lobby doors. Any exceptions will be publicized. During the academic year, Roberts Library service hours usually are:

Monday-Thursday	7:30am - 10:00pm
Friday	7:30am - 5:00pm
Sunday	1:00pm - 7:00pm

The librarians and staff of Roberts Library encourage students to explore our resources and facilities to enhance their classroom experiences, for relaxing or studying between classes, and to inspire critical thinking. Purchase suggestions or other comments may be addressed to the Library Director, in person, or through the Suggestion Box just inside the front door. A much-anticipated building addition and renovation project began in 2001. The Roberts Library staff looks forward to offering even more resources and services once it is complete and asks for your patience during the construction phase.

PROGRAMS
OF STUDY

THE CORE CURRICULUM

The Core Curriculum of the University System of Georgia is a comprehensive academic program which provides for the transfer of freshman and sophomore credit among the thirty-four colleges and universities in the University System. All 1000 and 2000 level courses completed in the Core Curriculum at any unit of the System will normally transfer to all other units. Students who complete an approved Core Curriculum at one institution will receive full transfer credit in the same academic major at all other University System institutions and normally can complete a baccalaureate degree with the same number of credit hours as native students at the receiving institution. Transfer students who change majors or whose grade point average is below that required by the receiving institution may be required to take additional credit hours.

The general distribution of Core Curriculum requirements is as follows:

Areas of Study	Minimum Semester Hours Required
A. ESSENTIAL SKILLS including English Composition and Mathematics	9
B. INSTITUTIONAL OPTIONS including Communications and an elective chosen from Computer Science, English, Humanities, Physical Education, or Sociology	4-5
C. HUMANITIES/FINE ARTS including two courses chosen from Cinema, World Literature, and Fine Arts	6
D. SCIENCE, MATHEMATICS, AND TECHNOLOGY including but not limited to biology, chemistry, physics, astronomy, computer science, and mathematics	10-11
E. SOCIAL SCIENCES , including, but not limited to, history, political science, anthropology, economics, geography, philosophy, psychology, and sociology	12
F. COURSES RELATED TO PROGRAM OF STUDY	<u>18</u>
Total	60

The courses listed in the Dalton State College transfer programs of study were selected to meet the University System of Georgia Core Curriculum requirements. Students transferring outside the University System should consult the catalog of the institution to which they intend to transfer. Course substitutions require written approval of the Vice President for Academic Affairs.

CREDIT-BY-EXAMINATION

Students who have competencies or skills equivalent to those required for the completion of courses offered by Dalton State College may receive "Credit-by-Examination". In skill and vocational areas, such levels of proficiency often result from work experiences or previous training. In academic areas, competencies may result from independent study, rigorous high school preparation, or exceptional intellectual ability.

The college awards credit through (1) institutional examinations, (2) the College Board Achievement Test and Advanced Placement Program, and (3) the College Level Examination Program (CLEP). The following policies govern credit-by-examination:

1. Credit is awarded only to persons admitted to the College and is officially recorded only for those who enroll for credit courses.
2. Credit-by-examination is awarded only for courses offered by the College.
3. Credit is not awarded if a comparable course has been enrolled in at the College. Conversely, previously awarded credit-by-examination is forfeited by completing a comparable course at the College.
4. Credit-by-examination is an award of semester credit hours but carries no letter grade or quality points.
5. Each division is responsible for determining the achievement level of students taking institutional examinations and for recommending the award of credit in writing to the Vice President for Academic Affairs.
6. Official scores earned on the SAT II, the Advanced Placement Program, and the CLEP examinations must be submitted to the Vice President for Academic Affairs for evaluation. Dalton State College uses the minimum scores established by the University of Georgia for the award of credit. A current list of those scores is maintained by the Vice President for Academic Affairs and the Office of Enrollment Services.
7. Students receiving transfer credit for HIST 2111 or 2112 and/or POLS 1101 who have not graduated from a Georgia high school must pass an institutional examination on Georgia History and/or the Georgia Constitution to satisfy the State of Georgia legislative requirements, unless transfer credit is awarded for these courses taken at a University System of Georgia institution.

PHYSICAL EDUCATION REQUIREMENT

All degree students must earn one physical education credit hour for each semester in which they are enrolled full-time . Physical education credits are not required for those semesters in which students are enrolled for fewer than twelve credit hours. The maximum physical education requirement will be four semester credit hours which includes three activity courses and PHED 1000. As a graduation requirement all students, including transfer students, must complete PHED 1000 (First Aid/CPR) with a grade of "C" or higher or present evidence of current certification in First Aid and Adult CPR (or equivalent training). Credit received for First Aid and Adult CPR or its equivalent from agencies outside of Dalton State College may also be applied toward the graduation requirement.

Exemptions to activity courses:

Exemptions to the physical education requirement are granted for the following reasons:

1. completion of military basic training.
2. a verified medical condition which prevents participation in activity courses.
3. completion of all courses in the program of study exclusively at night (night courses begin at 4:45 p.m.).
4. students with an earned associate or bachelor's degree from an accredited college or university.

COMPUTER LITERACY REQUIREMENT

All Dalton State College graduates must demonstrate basic computer literacy before a degree or certificate will be awarded. Students will either take and earn a passing grade on a computer literacy exam, or take and earn

a passing grade in one of several different computer intensive courses. Courses satisfying this requirement are identified in the Catalog course descriptions.

BACCALAUREATE PROGRAMS

Students can earn a baccalaureate degree in one of three majors at Dalton State College. All three degrees are administered by the Division of Business and Technology. A Bachelor of Science (B.S.) is offered in Industrial Operations Management and Management Information Systems. The third degree is a Bachelor of Applied Science (B.A.S.) in Technology Management. The completion of these programs of study normally requires four years of full-time study. Program curricula and other requirements are listed in other sections of the catalog.

TRANSFER ASSOCIATE DEGREE PROGRAMS

Associate of Arts (A.A.) and Associate of Science (A.S.) transfer programs are designed for students who plan to pursue baccalaureate degrees. These programs of study provide the freshman and sophomore years of academic coursework required for a bachelors degree.

The approximately 60 hours of degree credit for the A.A. or A.S. degree can be earned in the equivalent of two academic years: four semesters of enrollment for 15-16 degree credit hours each semester or five or more semesters of enrollment for fewer than 15-16 degree credit hours each semester. Students who have earned acceptable credits at other colleges or through credit-by-examination may satisfy the requirements for an A.A. or A.S. in fewer than four semesters. For students maintaining satisfactory academic progress, there is no outer time limit for the completion of a transfer program.

The curricula of all Associate of Arts and Associate of Science transfer programs fulfill the Core Curriculum of the University System of Georgia. A student who completes one of these programs can expect to receive full transfer of credit toward a bachelors' degree in the same field of study at any senior college or university in the University System of Georgia. Credits earned in the A.A. and A.S. programs also transfer freely to private institutions and to public colleges and universities in other states. Students who change majors when they transfer to other colleges may lose hours and/or be required to take additional coursework to satisfy the freshman and sophomore requirements in their new fields of study.

Students are encouraged to select a specific transfer program as early as possible in order to receive maximum credits toward their baccalaureate degrees. Those who are undecided about a baccalaureate major should concentrate on the general education courses in Areas A through E of the General Studies transfer programs (A.A. or A.S.) until they identify their major-related academic interests and goals. Students planning to transfer to private or out-of-state public colleges may use the extensive elective choices in the General Studies transfer programs to design, in consultation with their academic advisors, curricula that satisfy the freshman and sophomore requirements of those institutions.

Many four-year institutions will accept more academic credit hours than the minimum required for the A.A. or A.S. degree at Dalton State College. Students wishing to take additional hours at Dalton State College should contact the institution to which they plan to transfer to determine the number of additional hours and specific courses, if any, that will transfer.

CAREER ASSOCIATE DEGREE PROGRAMS

The Associate of Applied Science (A.A.S) programs and the Associate of Science in Nursing are designed for students who wish to gain a foundation in general education and specific career skills for initial or continuing employment after graduation. Students who intend to pursue a baccalaureate degree should consider an associate degree transfer program.

The credit hours required for a career associate degree, which vary from program to program, can be earned in four semesters of enrollment for fifteen or more hours each semester. Students completing fewer than fifteen hours per semester must enroll additional semesters to accumulate the credits needed for their degrees. Students who have earned acceptable credits at other institutions or through credit-by-examination may satisfy the requirements for a career degree in fewer than four semesters. Except for science, technical, and professional sequence courses in the allied health and technology programs, there is no outer time limit for the completion of a career degree by students who maintain satisfactory academic progress.

The general education component of each career associate degree includes, as a minimum, one course each in mathematics, written communication, speech, and at least 12 additional credit hours of coursework from the University System of Georgia Core Curriculum. Many of the career programs offer Core Curriculum courses within the field of study. Career degree students who decide to pursue an associate degree transfer program at Dalton State College, or decide to transfer to a four-year college or university, can expect to receive credit for some or all of the Core Curriculum credits earned, depending upon the new major field of study.

In addition to programs in specific career areas, Dalton State College offers broad A.A.S. degree programs that afford students considerable flexibility in selecting courses from several areas of study: the Associate of Applied Science in General Business, and the Associate of Applied Science in Technology: General Studies Option and Industrial Option.

Through an agreement between the University System of Georgia and the Department of Technical and Adult Education, students may earn a Cooperative Associate of Applied Science degree by completing a four-quarter or longer program of study (60 or more quarter credit hours) offered by Coosa Valley Technical College S Gordon County Campus, Northwestern Technical College, or Appalachian Technical College and twenty-one semester hours of general education coursework offered by Dalton State College. The Cooperative A.A.S. degree is awarded in Business, Health, Services, and Technology.

Information about career opportunities and assistance in assessing career interests and preferences are available to all students through The Academic and Career Enhancement Center. Job assistance is also available to students and graduates seeking employment.

CERTIFICATE PROGRAMS

Certificate programs are designed for students who wish to gain skills for entry-level employment in vocational and technical occupations.

The credit hours required for a Certificate, which vary from program to program, can be earned in three or four semesters by students who enroll for a full load each semester. Credits to complete a certificate program may also be accumulated over a longer period of time by students who enroll on a part-time basis. Students who have earned acceptable credits at other postsecondary institutions or through credit-by-examination may satisfy the requirements for a Certificate in fewer than three or four semesters.

The curriculum of each certificate program provides opportunities for students to acquire or improve the skills in oral and written communications, reading, and mathematics that are essential for success in the modern workplace.

Students who complete certificate programs may apply the credit hours earned toward an Associate of Applied Science degree in the same occupation fields or an Associate of Applied Science degree in Business, Health, Services, or Technology by meeting the requirements for admission to career degree programs.

Information about career opportunities and assistance in assessing career interests and preferences are available to all students through The Academic and Career Enhancement Center. Job assistance is also available to students and graduates seeking employment.

DALTON STATE COLLEGE STUDIES

Dalton State College Studies courses are taught by faculty and staff who are committed to the success of their students. The courses carry institutional credit, but may be applied toward full-time student status for insurance and financial aid purposes.

DSCS 1101, A Guide to College Success, helps students develop a variety of skills needed to achieve academic success. The course focuses on study skills including, memory improvement, effective note taking, test taking, and textbook reading. The course also makes students aware of such college resources as academic advisement, counseling, financial aid, and student activities. Personal development issues, such as time management, values clarification, and stress management are also addressed. Combined with personal interactions among students and faculty, these topics enhance student awareness of the purpose and value of higher education.

DSCS 1105, Career Choices and Decisions, helps students make sound decisions and develop the skills needed to achieve career success. The course focuses on assessment of personal skills, values, and interests in order to better discern educational goals and career plans. Additional emphasis is placed on understanding the job market and effective job search strategies, including resume writing and interviewing.

DSCS 1106, Job Search Strategies, enhances students' ability to prepare and present credentials to employers. Preparation includes self-assessment of qualifications, research of occupations and employers, job identification and marketing strategies. Presentation involves communicating qualifications orally and in writing.

DSCS 1110, Personal Development and Wellness, helps students assess life management skills for personal development and success. The course provides an overview of the six dimensions of Wellness. Additional emphasis is placed on critical thinking, goal setting, motivation, personal values, communication skills, and stress management.

DSCS 1115, Real World Skills, provides students information on everyday life issues such as budgeting, investing, insurance, taxes, and home and automobile purchases. Students will learn to apply the course materials to become better consumers.

DEVELOPMENTAL STUDIES PROGRAM

Some applicants to Dalton State College need additional preparation before embarking on an Associate Degree program. A series of Developmental Studies courses is offered to meet the needs of these students.

Applicants for admission to transfer, baccalaureate and career degree programs may submit SAT or ACT scores. All applicants for admission to transfer baccalaureate, and career degree programs take the COMPASS exam. COMPASS exam results will be used for placement for any student who submits SAT or ACT scores with a verbal SAT score of 440R* or below (18 or below on ACT English) or with a mathematical SAT score of 410R* or

below (16 or below on ACT Mathematics). The COMPASS examination identifies academic areas in which the student might expect to have difficulty in college.

Students assigned to Developmental Studies courses on the basis of COMPASS examination scores must complete all assigned Developmental Studies courses before enrolling exclusively in degree credit courses. During each semester of enrollment, a student must first register for all required Developmental Studies courses before registering for degree credit courses.

Students enrolled in Developmental Studies courses and degree credit classes may not withdraw from the required Developmental Studies courses unless they also withdraw from the degree credit classes.

Students who feel a need for additional preparation or review in a specific area may volunteer for Developmental Studies courses. **Students who voluntarily enroll in a Developmental Studies course are not subject to Developmental Studies exit requirements.**

The Developmental Studies courses include English, mathematics and Reading. "Institutional credit," which cannot be applied toward any graduation requirements, is awarded for these courses. Specific course descriptions may be found in the catalog listings.

To exit a Developmental Studies area, students must meet the course requirements set by the course instructor and score at or above the institutional cut-off score on the placement examination. Students who have not exited a Developmental Studies area after attempting 12 semester hours in that area will be suspended from all degree programs. Students ineligible for associate degree programs are encouraged to apply for admission to Certificate programs.

Students may not accumulate more than 30 hours of degree credit before completing the Developmental Studies requirements. Students with 30 hours of degree credit may enroll only in Developmental Studies courses until those requirements are completed.

Persons entitled to Veterans Administration Educational benefits, except those under Chapters 30 or 106, may be certified for a total of no more than 45 credit hours in Developmental Studies courses and CPC completion courses. No more than 15 hours can be certified in each of the three Developmental Studies areas. In order for Developmental Studies or CPC completion courses to be certified, the student must be required by the College to take these courses and documentation must be on file to support any requirement(s). Veterans under Chapters 30 or 106 cannot be certified for Developmental Studies courses or CPC completion courses.

*Recentered SAT



INTERNATIONAL TRAVEL AND STUDY OPPORTUNITIES

Institutions of the University System of Georgia provide students with a multitude of opportunities to study abroad while earning academic credit toward completion of degree requirements at their home campuses. Study Abroad programs are coordinated through the Council on International Education of the Board of Regents. The program selections include summer study in western Europe, the Russian republics, Canada, Israel, and Mexico. There are also semester and academic year programs in several countries in Europe.

Studying abroad enables students to increase their knowledge of a foreign language, provides them an opportunity to gain insights into and appreciation for the cultures and institutions of other people, and facilitates the development of relevant career skills. Furthermore, such experiences contribute to personal maturity and to the development of independence and confidence.

The International Coordinator at Dalton State College maintains information about a variety of opportunities for student study, travel, and work abroad and is available to counsel students on programs that would be compatible with their interests. The University System of Georgia publishes a catalog of student programs offered by all units of the System, while other colleges and international organizations furnish to Dalton State College information about other programs abroad.

Dalton State College participates directly in the planning and implementation of student summer programs in England and France sponsored through the European Council of the University System. Dalton State College faculty members teach in those programs, and a number of Dalton State College students have participated in them, earning core curriculum credits while enjoying the sites and culture of the host countries. Students interested in exploring the possibilities for travel or study abroad should contact the International Coordinator at Dalton State College.

Most of the University System programs are open to all regularly admitted undergraduate students, while some are designed primarily for graduate students. Preference is usually given to undergraduates with a 2.5 grade point average, although certain programs may require a higher GPA and completion of prerequisites. Graduate students are required to have a 3.0 GPA. Students in the University System of Georgia who are eligible for financial aid may use that aid toward the System Study Abroad programs. A limited number of scholarships are available from some institutions. Further information may be obtained from the Chief Academic Officers on individual campuses or from the Council on International Education of the Board of Regents, P. O. Box 4045, Atlanta, GA 30302.

BACHELOR'S DEGREE PROGRAMS

Industrial Operations Management, B.S.

Management Information Systems, B.S.

Technology Management, B.S.

Bachelor of Science Requirements

In order for B.S. students to enroll in upper division classes they must have:

- A) Successfully completed 45 hours in Areas A through F of the A.S. in Business Administration degree plan. These hours must include all of Area F and either MATH 2181 or MATH 2200 in Area D.
- B) A grade of C or better in MATH 2181 or MATH 2200 and all Area F courses.
- C) An overall GPA of 2.0 or greater.

Bachelor of Applied Science Requirements

In order for B.A.S. students to enroll in the Technology Core Courses or any upper division electives they must have:

- A) Completed all requirements for an A.A.S. or an A.A.T. degree.
- B) Completed the Bridge Curriculum courses or their equivalent with a grade of C or better.
- C) Completed MATH 2200 with a C or better.
- D) An overall GPA of 2.0 or greater.

All successful applicants to the B.S. and B.A.S. programs will be required to complete the Business II Test of Educational Testing Service's Major Field Achievement Test.

Any student may seek a waiver to these requirements by submitting a letter outlining the basis for their request to the chair of the division's admissions committee.

INDUSTRIAL OPERATIONS MANAGEMENT

Bachelor of Science

This program will prepare graduates to meet the challenges of a career in management in an industrial operations setting. The Northwest quadrant of Georgia has hundreds of businesses which produce products for both the wholesale and retail markets. The nature of these businesses ranges from carpet and related industries, to transportation, to light and heavy manufacturing. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
I. CORE CURRICULUM			
Areas A-F in Business Administration should include BUSA 2106 and			
MATH	2181		60
PHED	1000	First Aid/CPR	1
Activity Electives			0-3
			<u>61-64</u>
II. BUSINESS CORE			
BUSA	3051	Principles of Management	3
BUSA	3054	Principles of Marketing	3
BUSA	3055	Quantitative Methods	3
BUSA	3056	Principles of Finance	3
BUSA	4051	Strategic Management/Policy	3
ENGL	3203	Business Writing	3
IOMG	3251	Principles of Operations Management	3
MATH	2200	Introduction to Statistics or	
	2181	Applied Calculus	*3
MGIS	3351	Management Information Systems	3
III. INDUSTRIAL OPERATIONS CORE			
BUSA	3053	Human Resources Management	3
BUSA	4503	Quality Management Systems	3
MATH	3502	Statistics for Process Control	3
IOMG	3252	Manufacturing Cost Analysis	3
IOMG	3253	Introduction to Data Processing Systems	3
IOMG	4253	Integrated Materials Management	3
IOMG	4255	Manufacturing Planning and Control	3
IV. UPPER DIVISION ELECTIVES			12
Students must complete three upper division courses in information technology consistent with their goals and program objectives. Suitable electives are IOMG 4526 and all upper division MGIS courses.			
Total			<u>121-124</u>

*Requirement is dependent upon which course is taken to satisfy the Area D elective in the Associate of Science-Business Administration curriculum as both courses are required for the Bachelor of Science degree.

MANAGEMENT INFORMATION SYSTEMS

Bachelor of Science

This program will prepare graduates to meet the challenges of a career in information systems management. This field is one of the fastest growing areas of need within the business, service, and governmental communities. Major industries within the area that have need for MIS graduates include: carpet manufacturers, health care providers, and government agencies. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
I. CORE CURRICULUM			
Areas A-F in Business Administration should include BUSA 2106 and MATH 2181			
			60
PHED	1000	First Aid/CPR	1
Activity Electives			<u>0-3</u>
			61-64
II. BUSINESS CORE			
BUSA	3051	Principles of Management	3
BUSA	3054	Principles of Marketing	3
BUSA	3055	Quantitative Methods	3
BUSA	3056	Principles of Finance	3
BUSA	4051	Strategic Management/Policy	3
ENGL	3203	Business Writing	3
IOMG	3251	Principles of Operations Management	3
MATH	2200	Introduction to Statistics or	
	2181	Applied Calculus	*3
MGIS	3351	Management Information Systems	3
III. INFORMATION SYSTEMS CORE			
MGIS	3352	Management Applications Programming I	3
MGIS	3353	Management Applications Programming II	3
MGIS	3354	Telecommunications Management	3
MGIS	4354	Systems Analysis and Design	3
MGIS	4355	Information Resource Management	3
MGIS	4356	Database Management Systems	3
MGIS	4358	Web-Based MIS	3
IV. UPPER DIVISION ELECTIVES			12
Total			<u>121-124</u>

*Requirement is dependent upon which course is taken to satisfy the Area D elective in the Associate of Science-Business Administration curriculum as both courses are required for the Bachelor of Science degree.

TECHNOLOGY MANAGEMENT

Bachelor of Applied Science

This program is designed to provide applicants who have earned an Associate of Applied Science or Technology degree in Business, Health, Services, and Technology the opportunity to continue their education. The BAS degree will prepare students to pursue a management position in the area of their AAS/AAT degree. The combination of a well founded technical education coupled with the management courses will prepare graduates for both technical and managerial positions in a variety of business settings. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
I. Associate of Applied Science or Associate of Applied Technology Credits			
Technology Block Credits			36
II. General Education Core (Post AAS/AAT degree)			42
Courses must be selected from Areas A - E of the Associate of Science in Business Administration program. Some may have been taken previously under an AAS/AAT degree. Courses selected must include Math 2200 or equivalent			
PHED	1000	First Aid/CPR	1
Activity Electives			0-3
III. Bridge Curriculum			
BUSA	3100	Introduction to Technology Management	3
BUSA	3200	Survey of Economics	3
BUSA	3300	Survey of Applied Accounting	3
BUSA	3400	Survey of Data and Information Systems	3
IV. Technology Management Core			
BUSA	3051	Principles of Management	3
BUSA	3054	Principles of Marketing	3
BUSA	3056	Principles of Finance	3
MGIS	3351	Management Information Systems	3
IOMG	3251	Principles of Operations Management	3
ENGL	3203	Business Writing	3
V. UPPER DIVISION ELECTIVES			12
Total			121-124

ASSOCIATE DEGREE PROGRAMS

Associate of Arts

Economics	Philosophy
English	Political Science
Foreign Language	Psychology
General Studies	Social Work
Geography	Sociology
History	Speech and Drama
Journalism	

Associate of Science

Agricultural and Environmental Sciences	Geology
Biological Sciences	Health and Physical Education
Business Administration	Health Information Management
Business Education	Information Systems
Chemistry	Mathematics
Computer Science	Medical Technology
Criminal Justice	Nuclear Medicine Technology
Dental Hygiene	Nursing
Education, Early Childhood/Elementary	Occupational Therapy
Education, Middle Grades/Secondary	Pharmacy
Family and Consumer Science	Physical Therapy
Forestry	Physician Assistant
General Studies	Physics/Pre-Engineering
	Pre-Dental Hygiene
	Radiation Therapy Technology
	Radiography
	Respiratory Therapy

Associate of Applied Science

Business

- Business, General
- Computer Operations Management
- Marketing
- Medical Office Administration
- Medical Transcription
- Microcomputer Applications
- Office Administration

Health

- Emergency Services Management
- Medical Laboratory Technology
- Radiologic Technology

Services

- Law Enforcement

Technology

- Computer Networking Technology
- Computer Service Technology
- Drafting and Design Technology
- Electronic Technology
- Industrial Electrical Technology
- Manufacturing Technology
- Technology, General Studies
- Technology, Industrial

Associate of Science in Nursing

- Nursing (Two-year Registered Nursing)

AGRICULTURAL & ENVIRONMENTAL SCIENCES

Associate of Science

Transfers toward the Bachelor of Science in all areas related to Agriculture. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
ENGL	2111 or 2112	World Literature	3
FNAR	1102	Fine Arts Appreciation	3
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
MATH	2253	Calculus & Analytic Geometry I	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2401, 2201, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
CHEM	2211	Organic Chemistry I	4
MATH	2254	Calculus & Analytic Geometry II	4
PHYS	1127	General Physics I	4
	or 2227	Introduction to Physics I	4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	67

BIOLOGICAL SCIENCES

Associate of Science

Transfers toward the Bachelor of Arts or Bachelor of Science in all fields related to biological sciences. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
MATH	2200	Introduction to Statistics	3
PHYS	1127	General Physics: Mechanics	4
PHYS	1128	General Physics: Electromagnetism	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOC 1101, 1160	6
AREA F S Major Related			
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
MATH	2253	Calculus & Analytic Geometry I	4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	<u>66</u>

BUSINESS, GENERAL

Associate of Applied Science in Business

Provides students an opportunity to select courses from more than one business or vocational area as appropriate to their career interests and needs. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CISM	2201	Fundamentals of Computer Applications	3
Business Electives		BUSA 1105, 2105, 2106, MGMT 2201, 2205, 2210, 2203, 2207 MRKT 2210, 2211, 2214, 2218	9-27
Electives		Courses appropriate to the academic goals of the student	0-18
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			0-3
		Total	<u>61-64</u>

BUSINESS ADMINISTRATION

Associate of Science

Transfers toward the Bachelor of Business Administration or Bachelor of Science in Business Administration in all fields related to business administration. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	
	or 1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Sequence		BIOL 1107 & 1108, CHEM 1211 & 1212, PHYS 1111 & 1112	8
Elective		MATH 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401 PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CISM	2201	Fundamentals of Computer Applications	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
Elective		BUSA 1105, 2105, 2106	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			0-3
		Total	61-65

BUSINESS EDUCATION

Associate of Science

Transfers toward the Bachelor of Science in Business Education. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	
	or 1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Sequence		BIOL 1107 & 1108, CHEM 1211 & 1212, or PHYS 1111 & 1112	8
Elective		ASTR 1101, BIO 1105, 2203, 2224, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
CISM	2201	Fundamentals of Computer Applications	3
EDUC	2203	Introduction to Education and Teaching (Includes a 32 hour out-of-class practicum)	3
PSYC	2103	Introduction to Human Development	3
Electives		ACCT 2101, 2102, BUSA 1105, 2105, 2106, ECON 2105, 2106	9
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			0-3
Total			61-65

CHEMISTRY

Associate of Science

Transfers toward the Bachelor of Science in Chemistry. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	2253	Calculus and Analytic Geometry I	4
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
MATH	2254	Calculus and Analytic Geometry II	4
PHYS	2227	Introduction to Physics I	4
PHYS	2228	Introduction to Physics II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
MATH	2255	Calculus III	3
Electives		BIOL 1107, CHEM 2211, 2212, CISM 2201 or CMPS 1125, 2220	6-8
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	65-67

COMPUTER NETWORKING TECHNOLOGY

Associate of Applied Science in Technology

Prepares students to create and administer local-area and enterprise networks, with special attention to network infrastructure, network operating systems, the Internet, and the World Wide Web. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOC 1101	6
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications and Networking	4
CAPS	1250	Novell NetWare Administration	4
CAPS	1255	Windows Network Server Administration	4
CAPS	1270	Multiple and Wide-Area Networks	4
ELCT	1100	PC Maintenance and Upgrading	4
OADM	*1140	Basic Keyboarding	1
Electives		CAPS 1152, 1216, 1260, 1265	8
Programming Language			
Electives		CAPS 1280 or ELCT 1045	4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			65

*Credit-by-examination may satisfy this requirement.

COMPUTER OPERATIONS

Associate of Applied Science in Business

This two-year program prepares students for employment as computer operations supervisors or related personnel. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number	Credit Hours
GENERAL EDUCATION		
COMM	1101	Fundamentals of Speech 3
ENGL	1101	English Composition I 3
HIST	2111 or 2112	United States History 3
MATH	1111	College Algebra 3
POLS	1101	American Government 3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOC 1101 6
MAJOR FIELD COURSES		
BUSA	1105	Introduction to Business 3
CAPS	1101	Introduction to Computers
	or	
CISM	2201	Fundamentals of Computer Applications
	or	
CMPS	1125	Computer Concepts 3
CAPS	1120	iSeries Operations and Facilities 4
CAPS	1140	Microcomputer Operating Systems 4
CAPS	1145	Data Communications and Networking 4
CAPS	1151	Advanced i Series Operations and Facilities 4
CAPS	1152	Unix 4
CAPS	1208	Computer User Support 3
CAPS	1209	Computer Problems 3
CAPS	1213	Control Language Programming for the i Series 4
OADM	*1140	Basic Keyboarding 1
Programming Language Electives		CAPS 1203, 1211, 1212, 1280 4
Network Management Electives		CAPS 1250, 1255 4
PHYSICAL EDUCATION		
PHED	1000	First Aid/CPR 1
Activity Electives		3
		Total <u>70</u>

*Credit-by-examination may satisfy this requirement.

COMPUTER SCIENCE

Associate of Science

Transfers toward the Bachelor of Science in Computer Science. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	2253	Calculus & Analytic Geometry I	4
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
MATH	2254	Calculus & Analytic Geometry II	4
Laboratory Science Sequence		BIOL 1107 & 1108, CHEM 1211 & 1212, PCS 2227 & 2228	8
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Social Science Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
CMPS	2220	Principles of Programming I	3
CMPS	2221	Principles of Programming II	3
MATH	2255	Calculus & Analytic Geometry III	3
MATH	2256	Calculus & Analytic Geometry IV	3
Electives		ASTR 1101, BIOL 1105, 1107, 1108, 2203, 2224, CHEM 1105, 1211, 1212, 2211, 2212, MATH 2200	4-7
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	<u>64-67</u>

COMPUTER SERVICE TECHNOLOGY

Associate of Applied Science in Technology

Prepares students for potential employment as field computer service technicians.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSE			
CAPS	1101	Introduction to Computers	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications and Networking	4
CAPS	1208	Computer User Support	3
CAPS	1270	Multiple and Wide Area Networks	4
ELCT	1000	Introduction to Electronics Technology	4
ELCT	1045	Introduction to Visual BASIC Programming	4
ELCT	1100	PC Maintenance and Upgrading	4
ELCT	2100	PC Systems Troubleshooting	4
ELCT	2110	Microprocessor Interfacing and Technology	4
OADM	*1140	Basic Keyboarding	1
Electives		CAPS 1216, 1217, 1250, 1255, 1280, DRFT 1120	7-8
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			<u>3</u>
Total			71-72

*Credit-by -examination may satisfy this requirement.

COOPERATIVE DEGREE

Associate of Applied Science

This cooperative associate degree offered by Dalton State College for graduates of Coosa Valley Technical College, Northwestern Technical College and Appalachian Technical College was established by joint approval of the Board of Regents of the University System of Georgia and the State Board of Technical and Adult Education.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
			Total 22

MAJOR FIELD COURSES

Completed by earning a diploma at Coosa Valley Technical College,
Northwestern Technical College, or Appalachian Technical College 60*

*Quarter Hours from Technical College

CRIMINAL JUSTICE Associate of Science

Transfers toward the Bachelor of Science or Bachelor of Arts in Criminal Justice. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	
	or 1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Sequences		BIOL 1107 & 1108, CHEM 1211 & 1212, PHYS 1111 & 1112, PHYS 2211 & 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2401, PSYC 1101, SOCI 1160	6
AREA F S Major Related			
CRJU	2201	Introduction to Criminal Justice	3
SOCI	1101	Introduction to Sociology	3
Electives		CRJU 2221, 2231, 2261	6-9
Electives		ANTH 1103, CMPS 1125 or CISM 2201, ECON 1101, 2105, 2106, Foreign Language, MATH 2200, 2253, PHIL 1101, 1102, 1103, POLS 2201, 2401, PSYC 1101, 2101, 2103, 2250, SOCI 1160, 2293	3-6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			61-68

DENTAL HYGIENE

Associate of Science

Transfers toward the Bachelor of Science in Dental Hygiene. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1101	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 1212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
Elective		BIOL 2215, CHEM 1105, 1211, CMPS 1125, MATH 1113, 2253	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
Electives		BIOL 2215, CMPS 1125 or CISM 2201, ECON 2105, 2106, MATH 2200, PSYC 2250, SOCI 1160	9-10
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			63-65

PRE-DENTAL HYGIENE

Completion of these courses allows a student to apply for admission to the Dental Hygiene program at Floyd College in Rome, Georgia. Acceptance is determined by Floyd College. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
CHEM	1105	Fundamentals of Chemistry	
	or 1211	General Chemistry I	4
CMPS	1125	Computer Concepts	3
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
BIOL	2215	Microbiology	4
		Total	<u>44</u>

Students wishing to pursue this curriculum must meet admission requirements for transfer degree programs on page ##

DRAFTING AND DESIGN TECHNOLOGY

Associate Applied Science in Technology

Prepares students for potential employment in architectural, engineering, construction firms, or industries requiring drafters and design technologists, and in a wide range of local, state, and federal agencies.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1101	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	
	or 1112	Trigonometry	
	or 1113	Precalculus	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
DRFT	1141	Engineering Graphics I	3
DRFT	1143	Engineering Graphics II	3
DRFT	1151	Introduction to Computer-Aided Drafting (CAD I)	3
		Intermediate Computer-Aided Drafting (CAD II)	3
DRFT	1161	Architectural Drafting I	2
DRFT	2245	Descriptive Geometry	3
DRFT	2247	Manufacturing Processes	2
DRFT	2255	Advanced Computer-Aided Drafting (CAD III)	3
		CAD Machine Drafting I	3
DRFT	2259	CAD Machine Drafting II	3
DRFT	2263	Architectural Drafting II	3
DRFT Elective		DRFT 1145, 2249	2
Electives		PHYS 1111, ACCT 2101, MSHP 1110, 1120, ELCT 1010, 1040, OADM 1140*, 1250*	3-5
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			<u>3</u>
Total			64-66

*Both courses must be taken to satisfy this elective.

ECONOMICS

Associate of Arts

Transfers toward the Bachelor of Arts in Economics. Students wishing to complete an Associate of Science degree should follow the Business Administration curriculum. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1101	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212 PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POL 2201, 2401, PSY 1101, SOC 1101, 1160	6
AREA F S Major Related			
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
Electives		ANTH 1103, CISM 2201, ECON 1101, FREN 1001, 1002, 2001, 2002, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, MATH 2200, 2253, 2254, 2255, 2256, PHIL 1101, 1102, POLS 2201, 2301, 2401, PSYC 1101, 2101, 2103, 2204, 2250, SOCI 1101, 1160, 2293, SPAN 1001, 1002, 2001, 2002	12
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			0-3
Total			61-65

EDUCATION, EARLY CHILDHOOD/ELEMENTARY Associate of Science

Transfers toward the Bachelor of Science in Education. This degree requires passing the Regents' Testing Program.

Course	Number	Credit Hours
AREA A S Essential Skills		
ENGL	1101 English Composition I	3
ENGL	1102 English Composition II	3
MATH	1111 College Algebra	3
AREA B S Institutional Options		
COMM	1110 Fundamentals of Speech	3
Elective	ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts		
Electives	CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102*	6
AREA D S Science/Mathematics/Technology		
Lab Science Sequence	BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective	ASTR 1101, BIOL 1105, 2203, 2224, CMPS 1125*, 2220, 2221, MATH 1113, 2181, 2200, 2253	3
AREA E S Social Sciences		
HIST	2111 or 2112 United States History	3
POLS	1101 American Government	3
Electives	ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101*, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2401, PSYC 2101, 2204, 2250, SOCI 1101, 1160	6
AREA F S Major Related		
EDUC	2203* Introduction to Education and Teaching (Includes a 22 hour out-of-class practicum)	3
EDUC	2706 Teaching the Exceptional Child (Includes a 10 hour out-of-class practicum)	3
MATH	2201 Foundations of Mathematics	3
PSYC	1101 Introduction to Psychology	3
PSYC	2103 Human Development	3
Elective	BIOL 1105, CMPS 1125 or CISM 2201, FNAR 1102, FREN 1001, 1002, 2001, 2002, GEOG 1101, 1111, HIST 1111, 1112, MATH 2200, SPAN 1001*, 1002, 2001, 2002	3
PHYSICAL EDUCATION		
PHED	1000 First Aid/CPR	1
Activity Electives		3
Total		64

*Recommended

EDUCATION, MIDDLE GRADES/SECONDARY

Associate of Science

Transfers toward the Bachelor of Science in Education. Middle Grades/Secondary Education Majors should acquire the catalog of the school to which they plan to transfer. Certain prerequisites may be required for 3000/4000 level courses in each concentration area. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
(For a concentration in Math or Science begin with MATH 1113 or 2253)			
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102*	6
AREA D S Science/Mathematics/Technology			
Lab Science Sequence		BIOL 1107,1108, CHEM 1211,1212, PHYS 1111, 1112, PHYS 2211, 2212	8
(PHYS 2211 & 2212 recommended for math concentrations)			
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
(MATH 2253 or 2254 recommended for math concentrations)			
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101*, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2401, PSYC 2101, 2204, 2250, SOCI 1101, 1160	6
AREA F S Major Related			
EDUC	2203	Introduction to Education and Teaching (Includes a 22 hour out-of-class practicum)	3
EDUC	2706	Teaching the Exceptional Child (Includes a 10 hour out-of-class practicum)	3
PSYC	1101	Introduction to Psychology	3
PSYC	2103	Human Development	3
Electives			6
Two electives specific to a concentration area must be taken to complete Area F. Please see an academic advisor for the list of approved courses in each area.			
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-65

*Recommended

ELECTRONIC TECHNOLOGY

Associate of Applied Science in Technology

A general curriculum that prepares the student for potential employment in industrial Electronics & Computer, consumer Electronics & Computer, or related Electronics & Computer field.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
CAPS	1140	Microprocessor Operating Systems	4
ELCT	1010	Basic Electrical Circuits Analysis	5
ELCT	1020	AC Circuit Analysis	5
ELCT	1030	Electronic Devices and Circuits	5
ELCT	1045	Introduction to Visual BASIC Programming	4
ELCT	2030	Electrical Systems Troubleshooting	5
ELCT	2040	Programmable Logic Controllers (PLCs)	5
ELCT	2110	Microprocessor Interfacing and Technology	4
OADM	*1140	Basic Keyboarding	1
Elective		DRFT 1120, 1151	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			69

*Credit-by-examination may satisfy this requirement.

EMERGENCY SERVICES MANAGEMENT

Associate of Applied Science in Health

Provides current Certified Paramedics with management capabilities.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
MGMT	2201	Introduction to Management	3
MGMT	2205	Introduction to Human Resource Management	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Completion of the Emergency Medical Technician program, meeting the 209 classroom clock hours and 180 laboratory/clinical clock hours.			
Completion of the Paramedic program, consisting of USDOT/NHTSA Paramedic National Standard Curriculum, and current certification as a Paramedic at the time of application for A.A.S. in Health degree.			
			33
Total			64

ENGLISH

Associate of Arts

Transfers toward the Bachelor of Arts in English. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2200, 2253, 2254	3
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
ENGL	2111 or 2112	World Literature	3
Foreign Language		FREN 1001, 1002, 2001, 2002 or SPAN 1001, 1002, 2001, 2002	6-12
HIST	1111 or 1112	World Civilization	3
Electives		ANTH 1103, CINM 1101, COMM 2240, CMPS 1125 or CISM 2201, ENGL 2010, 2120, 2121, 2130, 2131, FNAR 1102, HIST 1111, 1112, 2111, 2112, PHIL 1101, PSYC 1101	0-6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			<u>3</u>
		Total	64

Note: For the English major, both ENGL 2111 and 2112 are strongly encouraged.

The four-year program in this major requires completion of a foreign language sequence through the 2002 level.

FAMILY AND CONSUMER SCIENCE

Associate of Science

Transfers toward the Bachelor of Science in Family and Consumer Science.
This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	
	or 1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Sequence		BIOL 1107 & 1108, CHEM 1211 & 1212, PHYS 1111 & 1112, or PHYS 2211 & 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CMPS	1125	Computer Concepts	3
Electives		BUSA 2106, MATH 2253, PSYC 1101, SOCI 1101, SPAN 1001	9-10
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-65

FOREIGN LANGUAGE Associate of Arts

Transfers toward the Bachelor of Arts in Foreign Language. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2200, 2253, 2254	3
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
Foreign Language		FREN 1001, 1002, 2001, 2002 or SPAN 1001, 1002, 2001, 2002	6-12
ENGL	2111 or 2112	World Literature	3
HIST	1111 or 1112	World Civilization	3
Electives		ANTH 1103, CINM 1101, COMM 2240, CMPS 1125 or CISM 2201, ECON 1101, 2105, 2106, ENGL 2010, 2120, 2121, 2130, 2131, FNAR 1102, FREN 1001, 1002, 2001, 2002, PHIL 1101, POLS 2201, 2401, PSYC 1101, SOCI 1101, SPAN 1001, 1002, 2001, 2002	0-6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
			Total <u>64</u>

Note: For the foreign language major, both ENGL 2111 and 2112 are strongly recommended as is either PSYC 1101 or SOCI 1101. The four-year program in this major requires completion of a foreign language sequence through the 2002 level.

FORESTRY Associate of Science

Transfers toward the Bachelor of Arts in Forest Resources. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
MATH	2253	Calculus & Analytic Geometry I	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
ECON	2105	Macroeconomics	3
Elective		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	3
AREA F S Major Related			
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
MATH	2200	Introduction to Statistics	3
PHYS	1127	General Physics: Mechanics	4
Electives		BIOL 2203, 2224, CHEM 2211	4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
			Total 66

GENERAL STUDIES

Associate of Arts

Designed for undecided students, for students planning to pursue majors not listed in this catalog, for students planning to transfer to private or out-of-state institutions, and for students wishing to earn the general associate degree only. Students planning to transfer to another unit of the University System should decide on a major as early as possible. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
Electives		ANTH 1103, CINM 1101, COMM 2240, ECON 1101, 2105, 2106, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102, FREN 1001, 1002, 2001, 2002, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2301, 2401, PSYC 1101, 2101, 2103, 2204, 2250, SOCI 1101, 1160, 2293, SPAN 1001, 1002, 2001, 2002	18
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
			Total
			64

GENERAL STUDIES Associate of Science

Designed for undecided students, for students planning to pursue majors not listed in this catalog, for students planning to transfer to private or out-of-state institutions, and for students who wish to earn the general associate degree only. Students planning to transfer to another unit of the University System should decide on a major as early as possible. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
MATH	1113	Precalculus	3
Lab Science Sequence		BIOL 1107 & 1108, CHEM 1211 & 1212, PHYS 1111 & 1112	8
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
Electives		ASTR 1101, BIOL 1105, 1107, 1108, 2203, 2212, 2213, 2215, 2224, CHEM 1211, 1212, 2211, 2212, CISM 2201 or CMPS 1125, 2220, 2221, 2222, FREN 1001, 1102, MATH 2200, 2253, 2254, 2256, PHYS 1111, 1112, 2211, 2212, SPAN 1001, 1002	18
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64

GEOGRAPHY Associate of Arts

Transfers toward the Bachelor of Arts in Geography. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
GEOG	1101	Introduction to Human Geography	3
GEOG	1111	Introduction to Physical Geography	3
MATH	2200	Introduction to Statistics	3
Elective		Foreign Language	3
Electives		ANTH 1103, ECON 2105, 2106, Foreign Language, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2301, PSYC 1101, 2101, 2103, SOCI 1101, 1160	6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-65

GEOLOGY

Associate of Science

Transfers toward the Bachelor of Science in Geology. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
MATH	2253	Calculus and Analytic Geometry I	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
PHYS	2227	Introduction to Physics I	4
PHYS	2228	Introduction to Physics II	4
MATH	2254	Calculus and Analytic Geometry II	4
Electives		BIOL 1107, 1108, CHEM 2211, 2212	8
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	67

HEALTH AND PHYSICAL EDUCATION Associate of Science

Transfers toward the Bachelor of Science in Health and Physical Education. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
Elective		CHEM 1211, MATH 1113, CMPS 1125	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology	4
BIOL	2213	Anatomy and Physiology	4
EDUC	2203	Introduction to Education and Teaching	3
PHED	2010	Introduction to Physical Education	3
PSYC	2103	Introduction to Human Development	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-65

HEALTH INFORMATION MANAGEMENT

Associate of Science

Transfers toward the Bachelor of Science in Health Information Management.
This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
Elective		MATH 1113, 2253	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
ACCT	2101	Principles of Accounting I	3
BIOL	2212	Anatomy and Physiology	4
BIOL	2213	Anatomy and Physiology	4
CISM	2201	Fundamentals of Computer Applications	3
Electives		ACCT 2102, CMPS 2220, BUSA 1105, PSYC 1101, SOCI 1101	3-6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-67

HISTORY

Associate of Arts

Transfers toward the Bachelor of Arts in History. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254, PHYS 2211, 2212	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, PHIL 1101, 1102, 1103, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
Foreign Language		FREN 1001, 1002, 2001, 2002 or SPAN 1001, 1002, 2001, 2002	6
History Electives		HIST 1111, 1112, 2111, 2112	9
Elective		ANTH 1103, CMPS 1125 or CISM 2201, GEOG 1101, 1111, ECON 1101, 2105, 2106, MATH 2200, PHIL 1101, 1102, 1103, POLS 2201, 2301, 2401, PSYC 1101, SOCI 1101	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-65

INDUSTRIAL ELECTRICAL TECHNOLOGY

Associate of Applied Science in Technology

Prepares students for potential employment as industrial electrical technicians or construction electricians.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1011, SOCI 1101	6
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
ELCT	1010	Basic Electrical Circuits Analysis	5
ELCT	1020	A.C. Circuits Analysis	5
ELCT	1030	Electronic Devices and Circuits	5
ELCT	1045	Introduction to Visual BASIC Programming	4
ELCT	2030	Electrical Systems Troubleshooting	5
ELCT	2040	Programmable Logic Controllers (PLCs)	5
ELCT	2050	Electrical Codes and Circuits	5
ELCT	2060	Motors, Drives, and Controls	5
OADM	*1140	Basic Keyboarding	1
Elective		DRFT 1120, 1151	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			71

*Credit-by-examination may satisfy this requirement.

INFORMATION SYSTEMS

Associate of Science

Transfers toward the Bachelor of Science in Computer Science or Computer Information Systems offered by a school, division, or department of Mathematics and/or Computer Science. Students pursuing a Bachelor of Business Administration in Information Systems should follow the Business Administration Transfer Program. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
MATH	2253	Calculus and Analytic Geometry I	4
Laboratory Science Sequence		BIOL 1107 & 1108, CHEM 1211 & 1212, PHYS 1111 & 1112, PHYS 2211 & 2212	8
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Social Science Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 1101, 2401, PSYC 1101, SOCI 1101, 1160, 2293	6
AREA F S Major Related			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CMPS	2220	Principles of Programming I	3
CMPS	2221	Principles of Programming II	3
Electives		ASTR 1101, BIOL 1105, 1107, 1108, 2203, 2224, CHEM 1211, 1212, 2211, 2212, PHYS 1111, 1112, 2211, 2212	7-8
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			66-67

JOURNALISM

Associate of Arts

Transfers toward the Bachelor of Arts in Journalism. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
CMPS	1125	Computer Concepts	3
ENGL	2111 or 2112	World Literature	3
Foreign Language		FREN 1001, 1002, 2001, 2002 or SPAN 1001, 1002, 2001, 2002	6-12
Electives		ANTH 1103, CINM 1101, COMM 2240, ECON 1101, 2105, 2106, ENGL 2111, 2212, 2120, 2121, 2130, 2131, GEOG 1101, 1111, FNAR 1102, HIST 1111, 1112, 2111, 2112, POLS 2201, 2401, PSYC 1101, SOCI 1101	0-6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
			Total <u>64</u>

NOTES: For the Journalism major, either PSYC 1101 or SOCI 1101 is strongly recommended.
Both ENGL 2111 and 2112 are strongly recommended.
Either HIST 1111 or 1112 is strongly recommended.

LAW ENFORCEMENT

Associate of Applied Science in Services

Prepares students for entry-level employment and/or advancement in law enforcement. Students interested in a Bachelor's degree in Criminal Justice should follow the Criminal Justice curriculum.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
MAJOR FIELD COURSES			
Computer Elective		CAPS 1101, CISM 2201, or CMPS 1125	3-4
LENF	1100	Basic Law Enforcement	0-3
Electives		LENF 1105, 1110, 1115, 1120, 1125, 1130, 1135, 1140 or other accredited Law Enforcement courses	12-27
Criminal Justice Electives		CRJU 1100, 2221, 2231, 2261	0-12
Political Science Electives		POLS 2201, 2301, 2401	0-9
Psychology Electives		PSYC 2101, 2103, 2204, 2250	0-12
Sociology Electives		SOCI 1160, 2293	0-6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
		Total	<u>61-62</u>

MANAGEMENT

Associate of Applied Science in Business

Prepares students for potential entry-level employment and/or advancement in management. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	1105	Introduction to Business	3
BUSA	2105	Business Communications	3
BUSA	2106	Environment of Business	3
CISM	2201	Fundamentals of Computer Applications	3
MGMT	2201	Introduction to Management	3
MGMT	2203	Labor Economics	3
MGMT	2205	Introduction to Human Resource Management	3
MGMT	2207	Small Business Management	3
MGMT	2210	Supervisory Development	3
Elective		ECON 2105, 2106, DRFT 1120, or any courses with a MRKT prefix	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	61

MANUFACTURING TECHNOLOGY

Associate of Applied Science in Technology

Prepares students for potential entry-level employment and/or advancement in management. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		HIST 1111, 1112, 2111, 2112 PSYC 1101, SOCI 1101	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
DRFT	1151	Introduction to Computer-Aided Drafting	3
MGMT	2201	Introduction to Management	3
MGMT	2203	Labor Economics	3
MGMT	2205	Human Resources Management	3
MGMT	2210	Supervisory Development	3
MFGT	1207	Industrial Safety	3
MFGT	1269	Time and Motion	3
MFGT	2101	Fundamentals of Manufacturing	3
CARPET MANUFACTURING OPTION ELECTIVES			
CRPT	1259	Introduction to Carpet Manufacturing	3
CRPT	1275	Introduction to Textiles/Polymer Chemistry	3
CRPT	1280	Carpet Fiber Science	3
CRPT	1285	Yarn Manufacturing	3
CRPT	1287	Carpet Coloration and Finishing	3
DRFT	1141	Engineering Graphics I	3
DRFT	2247	Manufacturing Processes	3
GENERAL MANUFACTURING OPTION ELECTIVES			
DRFT	1141	Engineering Graphics I	3
DRFT	2247	Manufacturing Processes	3
ELCT	1010	Basic Electrical Circuits Analysis	5
ELCT	1020	AC Circuit Analysis	5
ELCT	1030	Electronic Devices and Circuits	5
ELCT	1045	Introduction to Visual BASIC Programming	4
ELCT	2040	Programmable Logic Controllers	5
ELCT	2110	Microprocessor Interfacing and Technology	4
MSHP	1170	Computer Numerical Control Operations	3
WELD	1104	Metallurgy I	2
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
			65-75

MARKETING

Associate of Applied Science in Business

Prepares students for potential entry-level employment and/or advancement in marketing. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	1105	Introduction to Business	3
BUSA	2105	Business Communications	3
BUSA	2106	Environment of Business	3
CISM	2201	Fundamentals of Computer Applications	3
MGMT	2207	Small Business Management	3
MRKT	2210	Introduction to Marketing	3
MRKT	2211	Professional Selling	3
MRKT	2214	Advertising & Sales Promotion	3
MRKT	2218	Retail Organization & Management	3
Elective		ECON 2105, 2106, DRFT 1120, or any courses with a MGMT prefix	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	<u>61</u>

MATHEMATICS

Associate of Science

Transfers toward the Bachelor of Science or Bachelor of Arts in Mathematics.
This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	2253	Calculus and Analytic Geometry I	4
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
MATH	2254	Calculus and Analytic Geometry II	4
Laboratory Science Sequence		BIOL 1107 & 1108, CHEM 1211 & 1212, PHYS 1111 & 1112, PHYS 2211 & 2212	8
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
MATH	2255	Calculus and Analytic Geometry III	3
MATH	2256	Calculus IV	3
Electives		ASTR 1101, BIOL 1105, 1107, 1108, 2203, 2224, CHEM 1211, 1212, 2211, 2212, CISM 2201 or CMPS 1125, 2220, 2221, MATH 2200	10-12
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-66

MEDICAL LABORATORY TECHNOLOGY

A candidate for the Associate of Applied Science in Health degree, the Medical Laboratory Technology Option, must follow the required procedure for admission to the College and, in addition, is required to:

1. Contact the MLT faculty to schedule an interview and a career interest/options guidance session.

Students who have not scheduled these sessions may take MLTS 1101 and OADM 1250. They must however, complete the required interview and guidance sessions before they will be allowed to take additional MLT courses. (Prospective MLT students who lack a strong science background may also be required to complete BIOL 1107 before progressing further than MLTS 1101.)

2. Meet all regular A.A.S. degree admission requirements.
3. Procure a physical examination form from the MLT department, have a personal physician complete it, and forward the completed form to the MLT program director before the clinical practicum begins.
4. Satisfactorily complete all chemistry requirements and clinical courses before beginning clinical practicum at an affiliated hospital.
5. Become acquainted with policies pertaining to college and hospital regulations as set forth in the MLT Student Handbook.

An on-campus MLT society meets monthly for the benefit of students in the program. Student laboratory technicians are expected to attend.

Assignment to affiliated hospitals is determined by the faculty. Students are required to purchase liability insurance and appropriate uniforms for clinical practicum.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences which is sponsored by the American Society of Clinical Pathologists and the American Society for Clinical Laboratory Scientists. Upon completion of the Medical Laboratory Technology Program, the student is eligible to write state and national examinations for Medical Laboratory Technicians (MLT). For program accreditation information please contact:

N.A.A.C.L.S.
8410 West Bryn Mawr Avenue, Suite 670
Chicago, IL 60631
(770) 714-8880

MEDICAL LABORATORY TECHNOLOGY

Associate of Applied Science in Health

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	2213	Anatomy and Physiology	4
CHEM	1211	General Chemistry	4
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	American History	3
MATH	1111	College Algebra	
	or		
MLTS	1120	Medical Laboratory Mathematics	3
POLS	1101	American Government	3
MAJOR FIELD COURSES			
MLTS	1101	Introduction to Health Sciences	3
MLTS	1103	Hematology I	3
MLTS	1104	Hematology/Coagulation II	3
MLTS	1105	Serology/Immunology	3
MLTS	1106	Blood Bank	3
MLTS	1107	Clinical Chemistry	3
MLTS	1112	Urinalysis/Parasitology	3
MLTS	1118	Instrumentation and Computer Applications in the Clinical Laboratory	4
MLTS	1190	MLT Clinical Practicum I	1
MLTS	1191	MLT Clinical Practicum II	1
MLTS	2218	Clinical Microbiology	4
MLTS	2290	MLT Clinical Practicum III	12
MLTS	2291	MLT Clinical Practicum IV	4
Elective		CAPS 1101, OADM 1140* & 1250*, PSYC 1101	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	
			1
		Total	74

*Both courses are required, if student chooses this elective.

MEDICAL OFFICE ADMINISTRATION

Associate of Applied Science in Business

Prepares students for potential employment in the business office of a hospital and/or in a physician's office. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number	Credit Hours
GENERAL EDUCATION		
COMM	1110	Fundamentals of Speech 3
ENGL	1101	English Composition I 3
HIST	2111 or 2112	United States History 3
MATH	1111	College Algebra 3
POLS	1101	American Government 3
Electives	ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101 6	
MAJOR FIELD COURSES		
ALHT	1110	Allied Health Terminology 3
ALTH	1115	Medicolegal Ethics and Quality Assurance 1
BIOL	1107	Principles of Biology I 4
CAPS	1101	Introduction to Computers 3
MLTS	1101	Introduction to Health Sciences 3
MOAS	1110	Clinical Procedures 3
MOAS	1190	Clinical Practicum 5
OADM	1150	Elementary Document Processing 3
OADM	1159	Medical Office Procedures 3
OADM	1214	Medical Transcription I 3
OADM	1230	Business English 3
OADM	1240	Desktop Publishing I 3
OADM	1250	Professional Development 3
Elective	ALHT 1150, 1155, 1160, OADM 1101, 1232, SPAN 1100 6	
PHYSICAL EDUCATION		
PHED	1000	First Aid/CPR 1
Activity Electives		
		3
Total		71

MEDICAL TECHNOLOGY Associate of Science

Transfers toward the Bachelor of Science in Medical Technology. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	
	or 1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
BIOL	1107	Principles of Biology I	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
BIOL	2215	Microbiology	4
CHEM	2211	Organic Chemistry I	4
Elective		BIOL 1108, CHEM 2212, CMPS 1125 or CISM 2201, MATH 2200, PHYS 1111, 1112	3-4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	<u>66-67</u>

MEDICAL TRANSCRIPTION

Associate of Applied Science in Business

Prepares students for potential employment in the professional offices of a hospital and/or in a physician's office. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number	Credit Hours
GENERAL EDUCATION		
COMM	1110	Fundamentals of Speech 3
ENGL	1101	English Composition I 3
HIST	2111 or 2112	United States History 3
MATH	1111	College Algebra 3
POLS	1101	American Government 3
Electives	ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101 6	
MAJOR FIELD COURSES		
ALHT	1110	Allied Health Terminology 3
ALHT	1115	Medicolegal Ethics and Quality Assurance 1
BIOL	1107	Principles of Biology I 4
CAPS	1101	Introduction to Computers 3
OADM	1150	Elementary Document Processing 3
OADM	1151	Intermediate Document Processing 3
OADM	1159	Medical Office Procedures 3
OADM	1214	Medical Transcription I 3
OADM	1215	Medical Transcription II 3
OADM	1216	Medical Transcription III 3
OADM	1230	Business English 3
OADM	1232	Business Communications 3
OADM	1240	Desktop Publishing I 3
OADM	1250	Professional Development 3
Elective	ALHT 1150, 1160, OADM 1101 3	
PHYSICAL EDUCATION		
PHED	1000	First Aid/CPR 1
Activity Electives		
Total		69

MICROCOMPUTER APPLICATIONS

Associate of Applied Science in Business

Prepares students to aid organizations in setting up microcomputers, diagnosing and correcting problems, and developing solutions using popular application software. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
ACCT	2101	Principles of Accounting I	3
BUSA	2105	Communications in the Business Environment	3
CAPS	1101	Introduction to Computers	
		or	
CISM	2201	Fundamentals of Computer Applications	
		or	
CMPS	1125	Computer Concepts	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications & Networking	4
CAPS	1216	Database and Interactive Applications	4
CAPS	1217	Electronic Spreadsheets	4
CAPS	1218	Systems Analysis and Design	3
ELCT	1100	PC Maintenance and Upgrading	4
OADM	*1140	Basic Keyboarding	1
OADM	1250	Professional Development	3
Network Management Elective		CAPS 1250, 1255	4
Programming Language Elective		CAPS 1203, 1211, 1212, CMPS 2220, 2221, ELCT 1045	3-4
Elective		CAPS 1150, 1209, 1219, 1240, DRFT 1120, 1151, OADM 1240	3-4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			<u>71-73</u>

*Credit-by-examination may satisfy this requirement.

NUCLEAR MEDICINE TECHNOLOGY

Associate of Science

Transfers toward the Bachelor of Science in Nuclear Medicine Technology at the Medical College of Georgia. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
PHYS	1127	General Physics I	4
PHYS	1128	General Physics II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
CHEM	1211	General Chemistry I	4
CMPS	1125	Computer Concepts	3
MATH	2200	Introduction to Statistics	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			65

NURSING

Associate of Science

Transfers toward the Bachelor of Science in Nursing. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
MATH	2200	Introduction to Statistics	3
Lab Science Sequence		CHEM 1211 & 1212, or PHYS 1111 & 1112, or BIOL 1107 & 1108	8
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
BIOL	2215	Microbiology	4
PSYC	2103	Human Development	3
SOCI	1160	Social Problems	3
SOCI	2293	Marriage and the Family	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			67

OCCUPATIONAL THERAPY

Associate of Science

Transfers toward the Bachelor of Science in Occupational Therapy. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
Lab Science Sequence		CHEM 1211 & 1212, or PHYS 1111 & 1112	8
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
PSYC	2250	Abnormal Psychology	3
Elective		CHEM 1211, PHYS 1111	4
Elective		PSYC 2103, FNAR 1102	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			65

OFFICE ADMINISTRATION

Associate of Applied Science in Business

Includes intensive study in business subjects and secretarial skills, combined with general education courses; prepares students for potential employment as secretaries and office assistants/administrators. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
BUSA	2106	Environment of Business	3
CAPS	1101	Introduction to Computers	3
OADM	1101	Office Accounting Procedures	3
OADM	1150	Elementary Document Processing	3
OADM	1151	Intermediate Document Processing	3
OADM	1152	Advanced Document Processing	3
OADM	1220	Office Procedures	3
OADM	1222	Transcription	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1240	Desktop Publishing I	3
OADM	1241	Desktop Publishing II	3
OADM	1242	Integrated Computer Applications	3
Elective		ACCT 2101, ALHT 1110, DRFT 1120, MGMT 2201, 2205, OADM 1214, 1227	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	67

PHARMACY

Associate of Science

Transfers toward the Bachelor of Science in Pharmacy and the Doctor of Pharmacy. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
CHEM	1211	General Chemistry I	4
AREA E S Social Sciences			
ECON	2105 or 2106	Principles of Macroeconomics Principles of Microeconomics	3
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	3
AREA F S Major Related			
CHEM	1212	General Chemistry II	4
CHEM	2211	Organic Chemistry I	4
CHEM	2212	Organic Chemistry II	4
MATH	2253	Calculus I	4
Elective		MATH 2200*, PHYS 1111**	3-4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	66-67

*UGA Requires MATH 2200

**Mercer University requires PHYS 1111 .

PHILOSOPHY

Associate of Arts

Transfers toward the Bachelor of Arts in Philosophy. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1103, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
PHIL	1101	Introduction to Philosophical Issues	3
PHIL	1102	Logic and Critical Thinking	3
PHIL	1103	Introduction to World Religions	3
Electives		Any courses approved for use in transfer program, selected with approval of advisor	9
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-65

PHYSICAL THERAPY

Associate of Science

Transfers toward the Bachelor of Science in Physical Therapy.* This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
PHYS	1127	General Physics I	4
PHYS	1128	General Physics II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
Elective		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	3
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
Elective		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102, Foreign Language	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			<u>66</u>

*Master's Degree Program. B.S. in field of choice plus GRE score of 1000 and other requirements.

See advisor for information.

PHYSICIAN ASSISTANT

Associate of Science

Transfers toward the Bachelor of Science in Physician Assistant. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, SOCI 1101, 1160	3
AREA F S Major Related			
BIOL	2212	Anatomy & Physiology I	4
BIOL	2213	Anatomy & Physiology II	4
BIOL	2215	Microbiology	4
CHEM	2211	Organic Chemistry I	4
PHYS	1127	General Physics I	4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	67

PHYSICS/PRE-ENGINEERING

Associate of Science

Transfers toward the Bachelor of Science in Physics and the Bachelor of Science in Engineering. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	2253	Calculus and Analytic Geometry I	4
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
MATH	2254	Calculus and Analytic Geometry II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
MATH	2255	Calculus and Analytic Geometry III	3
PHYS	2211	Introduction to Physics I	4
PHYS	2212	Introduction to Physics II	4
Electives		CMPS 1125 or CISM 2201, 2220, 2221, MATH 2256	6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	<u>65</u>

POLITICAL SCIENCE

Associate of Arts

Transfers toward the Bachelor of Arts in Political Science. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Elective		MATH 1111, 1113, 2253	3-4
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
Electives		POLS 2201, 2301, 2401	3-9
Electives		ANTH 1103, CMPS 1125 or CISM 2201, GEOG 1101, 1111, ECON 1101, 2105, 2106*, Foreign Language, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, PSYC 1101, 2101, 2103, 2204, 2250, SOCI 1101, 1160, 2293	9-15
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	64-66

PSYCHOLOGY

Associate of Arts

Transfers toward the Bachelor of Arts in Psychology. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Elective		MATH 1111, 1113, 2253	3-4
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2204, SOCI 1101, 1160	6
AREA F S Major Related			
PSYC	1101	Introduction to Psychology	3
Electives		PSYC 2101, 2103, 2204, 2250	6
Electives		ANTH 1103, ECON 1101, 2105, 2106, Foreign Language, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, MATH 2200, POLS 2201, 2301, 2401, PHIL 1101, 1102, 1103, SOCI 1101, 1160, 2293	9
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-66

RADIATION THERAPY TECHNOLOGY

Associate of Science

Transfers toward the Bachelor of Science in Radiation Therapy Technology at the Medical College of Georgia. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
PHYS	1127	General Physics I	4
PHYS	1128	General Physics II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
BIOL	2212	Anatomy & Physiology I	4
BIOL	2213	Anatomy & Physiology II	4
CMPS	1125	Computer Concepts	3
MATH	2200	Introduction to Statistics	3
Elective		BIOL 1108, BUSA 1105, CHEM 1211, EDUC 2203,	3-4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR/Adult CPR	1
Activity Electives			3
		Total	<u>64-65</u>

RADIOGRAPHY

Associate of Science

Transfers toward the Bachelor of Science in Radiography at the Medical College of Georgia. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
PHYS	1127	General Physics I	4
PHYS	1128	General Physics II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
BIOL	2212	Anatomy & Physiology I	4
BIOL	2213	Anatomy & Physiology II	4
CMPS	1125	Computer Concepts	3
MATH	2200	Introduction to Statistics	3
Elective		BIOL 1108, BUSA 1105, CHEM 1211, EDUC 2203,	3-4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR/Adult CPR	1
Activity Electives			3
		Total	<u>64-65</u>

Dalton State College

Radiologic Technology Program

ADMISSION PROCEDURES

GENERAL PROGRAM ADMISSION INFORMATION: The radiologic technology program is a two-year full-time (30-40 hours of class and clinical sessions per week) attendance program. The Admissions Committee selects one class (limited to 12-16 students) to begin the professional curriculum in the fall semester of each year. Only those students who have completed all of PHASE I admission requirements and the required documentation of PHASE II will be scheduled for an interview with the Admissions Committee. The members of the Admissions Committee are the Program Director, Clinical Coordinator, and at least one of the following: a clinical instructor, an enrolled student, and a general education faculty member. Two completed applications for each applicant are required (one for Dalton State College and the other for the Radiologic Technology Program). Program applications are available from February-May each year. Contact program faculty to obtain a program application packet.

Former radiologic technology students desiring to re-enter the radiologic technology program and transfer students will be considered on a space available basis and MUST meet the current catalog and program requirements. Re-entering and/or transfer students will be evaluated on radiologic technology proficiency and may be required to re-take previously passed radiologic technology courses.

PROGRAM ADMISSION REQUIREMENTS: Applicants must complete PHASE I prior to proceeding to PHASE II.

PHASE I ADMISSION PROCEDURES:

1. High school graduate or G.E.D. equivalent.
2. Admission to Dalton State College.
3. Exit (or exempt) all areas of Developmental Studies (or Learning Support Studies).
4. Successful completion (with at least a "C" (2.0 G.P.A)) of the following college-level courses:
 - A. Two-Year Certificate College courses required for admission to applicant pool:
 1. College Algebra MATH 1111
 2. Communication Skills ENGL 1100
 3. Reading Skills READ 1100
 4. Introduction to Computers CAPS 1101
 - B. Two-Year Associate of Applied Science Degree courses required:
 1. College Algebra MATH 1111*
 2. English Composition I ENGL 1101*
 3. Introduction to Computers CAPS 1101*
 4. Fundamentals of Speech COMM 1110
 5. United States History HIST 2111 or HIST 2112
 6. American Government POLS 1101
 7. Electives (2): ECON 1101, 2105, 2106; HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101
5. Minimum cumulative college G.P.A. of 2.0 (on the 4.0 scale)
*Note: Required minimum courses completed in degree program prior to PHASE II.

PHASE II ADMISSION PROCEDURES:

1. Completion of all program admission documents in application packet and procedures (i.e., application, reference forms, transcripts, health/dental forms, entrance test, and orientation and interview sessions). Contact program faculty for application packet for program admission.
2. Documentation of at least twenty (20) hours of radiology apprenticeship (job shadowing) in radiology facility (with registered radiologic technologists) obtained within two years of the year of program application. Applicants must follow program dress code policy while apprenticing. Contact the program faculty for information concerning the apprenticeship and necessary forms.
3. Technical skills evaluation.
4. Official documentation of current CPR certification and TB skin test verification.

PROGRAM SELECTION CRITERIA:

1. SAT (or ACT) scores or college entrance test scores.
2. High school grade average or GED scores.
3. Grade Point Average (GPA) on college credit courses taken at Dalton State College and/or applicable transfer credits.
4. Evaluation of radiology apprenticeship and quantity of hours.
5. Three character/personal references. References from former teachers and employers only accepted.
6. Interview score with program admissions committee.
7. Scores on technical skills assessment, program entrance tests, and observation sessions.
8. Desirable applicant abilities and traits: follow directions, organize material, work well with other people, display positive attitude and life style, favorable work history and attendance, experience with caring for ill and/or elderly, mature and responsible, self-directed and motivated, and high interest in the radiology profession.

GRADING PROCEDURES:

In order to pass EACH radiologic technology course the student must achieve a minimum of 75% average on all tests, exams, clinical performances, and all out-of-class written assignments. The grading scale for all program courses is as follows:

A	93-100
B	84-92
C	75-83
F	74 or below

ATTENDANCE AND TIME COMMITMENT:

Students enrolled in the radiologic technology program are expected to attend each class and clinical assignment as scheduled. Students are given personal days for excused absences. Students are expected to study daily for each course to improve retention of the course material. Due to the full-time nature of the program, students are urged to limit work/employment outside of the program to twenty hours per week.

PREGNANCY POLICY:

Should a student become pregnant while enrolled in the radiologic technology program, she has the right to "Declare" her pregnancy to the program faculty or remain "Undeclared". A declared pregnant student chooses to voluntarily inform (in writing) program officials of her pregnancy to include the expected date of delivery. The declared pregnant student will be counseled by the Radiation Safety Officer and have the option of continuing the educational program without modification or interruption, or take a leave of absence from clinical and class assignments. All leave time and assignments must be made-up prior to graduation from the program. For program re-entry, the student must follow the established program Reinstatement Policy procedures.

PROGRAM ACCREDITATION:

The Radiologic Technology Program at Dalton State College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For accreditation concerns, the JRCERT may be contacted at the following address:

JRCERT
20 N. Wacker Dr., Suite 900
Chicago, IL 60606-2901
Phone: 312-704-5300
E-mail: mail@jrcert.org

PROGRAM PROGRESSION REQUIREMENTS:

1. A student who earns a grade of less than a "C" in any radiologic technology course may not progress in the radiologic technology sequence until that course has been satisfactorily repeated.
2. Students may re-enter the radiologic technology program a maximum of two times and must do so on a space-available basis. Re-entering students or transfer students must have a minimum 2.0 G.P.A. and meet set criteria based on individual circumstances.
3. Students desiring to re-enter the radiologic technology program must demonstrate proficiency in all radiologic technology courses taken previously prior to re-entering the program. Such demonstration may include the following: written, oral, and performance evaluations and re-taking previously passed radiologic technology courses.
4. Students shall repeat radiologic technology courses taken more than three years prior to enrollment or re-entry in the radiologic technology program.
5. Students who fail any radiologic technology program course as a result of clinical performance may not be permitted to repeat that course at Dalton State College.
6. Students who fail a course test or final exam (below 75%) must demonstrate proficiency by a remediation plan which includes re-testing and/or producing test corrections which follow established program guidelines.
7. Students who have failed one or more tests in a radiologic technology program course (and is passing the course with at least a "C") must obtain 85% on the final exam for that course. If the student fails to earn 85% on the final exam, test corrections, which follow established program guidelines, must be completed prior to the beginning of the next semester.
8. Students shall successfully complete the required number of clinical performance competencies scheduled for each semester and the program as a whole. Failure to achieve the competencies will result in an incomplete "I" grade for that clinical education course. All incompletes must be completed to meet graduation eligibility. Program extension may be required to complete the competencies. Students who fail a competency procedure after three attempts must follow an established remediation plan devised by the program faculty. A subsequent failure will result in the student's failure of the clinical education course and program dismissal.
9. Students shall demonstrate and retain the technical skills necessary in the day-to-day work environment of a radiologic technologist. Failure to demonstrate retention of clinical skills and previously passed competencies will result in the student's failure of the clinical education course and program dismissal.
10. In RADT 2215 (Radiologic Technology Review) failure to achieve 80% after two attempts of the program exit exam will result in the student's failure of the course.
11. In RADT 2215 (Radiologic Technology Review) failure to achieve a 75% on 75% of mock registries will result in the student's failure of the course.

RADIOLOGIC TECHNOLOGY PROFESSIONAL CURRICULUM MODEL

*ALL RADT COURSE NUMBERS

Pre-Admission Requirements:

College-level courses (passed with at least a "C") to include the following:

English, Algebra, Reading, Computers, complete all program admission procedures and documentation, and have current/valid adult CPR card.

FIRST YEAR

	LECT	LAB	CRED
FALL I			
1101 Intro Rad Tech		2	2
			2
1111 Rad Anatomy I	2	1	2
1121 Rad Proced I		3	1
			3
1131 Rad Exposure I		2	1
			3
1151 Intro Clinic I	0	16	3
	<u>6</u>		
Total	9	21	13
		16	

Semester Clinical Hours: 296
448

(16 wks-Includes orientation & final exam week clinic)
week clinic)

SECOND YEAR

	LECT	LAB	CRED
FALL II			
2205 Rad Sem I	1	1	
2213 Rad Ana III	2		0
2224 Rad Proc IV	2		1
2242 Rad Sci II	3		0
2254 Int Clinic II	0	28	
Total	8		30

Semester Clinical Hours:

(16 wks-Includes final exam

	LECT	LAB	CRED
SPRING I			
1103 Med Term	2	0	2
			3
1112 Rad Anatomy II	2	1	2
			3
1122 Rad Proced II		3	1
	<u>28</u>	<u>6</u>	
1141 Rad Science I	2	1	2
			12
1152 Intro Clinic II		0	20
			4
Total	9	23	13

Semester Clinical Hours: 320
448

(16 wks-Includes final exam week clinic)

SPRING II

	LECT	LAB
SPRING II		
2210 Rad Sem II	2	1
2245 Rad Prot/Bi	3	0
2255 Adv Clinic I	0	
Total	5	29

Semester Clinic Hours:

(16 wks-Includes final exam week clinic)

	LECT	LAB	CRED
SUMMER I			
1123 Rad Proced III	2	2	3
			4
1132 Rad Exposure II	2	1	2
			5

SUMMER II

	LECT	LAB
SUMMER II		
2215 RT Review	3	2
2256 Adv Clin II	0	24

RADIOLOGIC TECHNOLOGY

Associate of Applied Science in Health

This limited enrollment program prepares students for potential employment in radiology, which requires a degree in addition to certification as a Registered Radiologic Technologist (RT(R)). Admission to this program is competitive and applicants must meet program admission requirements, in addition to Dalton State College admission requirements for degree students. The Joint Review Committee on Education in Radiologic Technology accredits this program.

Course Number			Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST	
1111,		1112, 2111, 2112, PSYC 1101,	
		SOCI 1101	6
MAJOR FIELD COURSES*			
CAPS	1101	Introduction to Computers	3
RADT	1101	Introduction to Radiologic Technology	3
RADT	1103	Medical Terminology	2
RADT	1111	Radiographic Anatomy I	2
RADT	1112	Radiographic Anatomy II	2
RADT	1121	Radiologic Procedures I	3
RADT	1122	Radiologic Procedures II	3
RADT	1123	Radiologic Procedures III	3
RADT	1131	Radiographic Exposure I	2
RADT	1132	Radiographic Exposure II	2
RADT	1141	Radiologic Science I	2
RADT	1151	Introductory Clinical Radiologic Technology I	3
RADT	1152	Introductory Clinical Radiologic Technology II	4
RADT	1153	Intermediate Clinical Radiologic Technology III	6
RADT	2205	Radiologic Seminar I	2
RADT	2210	Radiologic Seminar II	3
RADT	2213	Radiographic Anatomy III	2
RADT	2215	Radiologic Technology Review	4
RADT	2224	Radiologic Procedures IV	3
RADT	2242	Radiologic Science II	3
RADT	2245	Radiation Protection & Biology	3
RADT	2254	Intermediate Clinical Radiologic Technology II	6
RADT	2255	Advanced Clinical Radiologic Technology I	6
RADT	2256	Advanced Clinical Radiologic Technology II	5
PHYSICAL EDUCATION			
PHED	1000	Standard First Aid/Adult CPR **	1
			Total <u>99</u>

* Successful completion of Dalton State College Radiologic Technology certificate program major field courses. Acceptable transfer credits from other equivalent JRCERT-approved Radiography programs will be considered on an individual basis.

** Graduation from Dalton State College Radiologic Technology program curriculum satisfies the Standard First Aid component. A valid and current Adult CPR card is required for program applicants and entire program enrollment.

RESPIRATORY THERAPY

Associate of Science

Transfers toward the Bachelor of Science in Respiratory Therapy at the Medical College of Georgia. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		CMPS 1100, ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
BIOL	1107	Principles of Biology I	4
CHEM	1211	General Chemistry I	4
CHEM	1212	General Chemistry II	4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2204, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
BIOL	2215	Microbiology	4
Electives		PHYS 1111, MATH 2200, PSYC 2101, 2103	6-7
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			65-66

SOCIAL WORK

Associate of Arts

Transfers toward the Bachelor of Social Work. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Electives		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2401, PSYC 1101, SOCI 1160	6
AREA F S Major Related			
SOCI	1101	Introduction to Sociology	3
Electives		ANTH 1103, CMPS 1125 or CISM 2201, CRJU 1100, ECON 1101, 2105, 2106, Foreign Language, MATH 2200, POLS 2201, 2301, PSYC 1101, 2101, 2103, 2204, 2250, SOCI 1160, 2293	15
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64- 65

SOCIOLOGY

Associate of Arts

Transfers toward the Bachelor of Arts in Sociology. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Elective		MATH 1111, 1113, 2253	3-4
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Elective		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103 POLS 2201, 2401, PSYC 1101, SOCI 1160	6
AREA F S Major Related			
SOCI	1101	Introduction to Sociology	3
SOCI Electives		SOCI 1160, 2293	3-6
Electives		ANTH 1103, CMPS 1125 or CISM 2201, ECON 1101, 2105, 2106, Foreign Language, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, MATH 2200, PHIL 1101, 1102, 1103, POLS 2201, 2301, 2401, PSYC 1101, 2101, 2103, 2204, 2250	9-12
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
		Total	60-66

SPEECH AND DRAMA

Associate of Arts

Transfers toward the Bachelor of Fine Arts in Speech and/or Drama. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
AREA A S Essential Skills			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
AREA B S Institutional Options			
COMM	1110	Fundamentals of Speech	3
Elective		ENGL 1110, HUMN 2212, PHED 1030, SOCI 1000	1
AREA C S Humanities/Fine Arts			
Electives		CINM 1101, ENGL 2111, 2112, 2120, 2121, 2130, 2131, FNAR 1102	6
AREA D S Science/Mathematics/Technology			
Lab Science Electives		BIOL 1107, 1108, CHEM 1211, 1212, PHYS 1111, 1112, PHYS 2211, 2212	8
Elective		ASTR 1101, BIOL 1105, 2203, 2224, CHEM 1105, CMPS 1125, 2220, 2221, MATH 1113, 2181, 2200, 2253, 2254	3-4
AREA E S Social Sciences			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, POLS 2201, 2401, PSYC 1101, SOCI 1101, 1160	6
AREA F S Major Related			
CINM	1101	Introduction to the Film as Literature	3
Foreign Language		FREN 1001, 1002, 2001, 2002 or SPAN 1001, 1002, 2001, 2002	6-12
Electives		COMM 2240, CMPS 1125 or CISM 2201, ENGL 2111, 2112, 2120, 2121, 2130, 2131, HIST 1111, 1112, 2111, 2112, MATH 2200, POLS 2401	3-9
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			64-65

Note: For the Speech and Drama major, both ENGL 2111 and 2112 are strongly recommended.
COMM 2240 is strongly recommended.
Either HIST 1111 or 1112 is strongly recommended.

TECHNOLOGY, GENERAL STUDIES

Associate of Applied Science in Technology

Provides students an opportunity to pursue an A.A.S. degree after the completion of, or while concurrently enrolled in a technical certificate program, and/or to select courses from several academic and technical areas appropriate to the individuals' career interests and needs.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	
	or 1104	Technical English	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
Technical Electives		Courses completed in technical areas	9-27
Career Electives		Credit courses appropriate to the academic and career goals of the student offered by the divisions of Business Administration and Social Science, Humanities, Natural Science and Mathematics, and Technical Education and approved by the student's advisor.	9-27
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			<u>3</u>
Total			61

TECHNOLOGY, INDUSTRIAL

Associate of Applied Science in Technology

Provides students an opportunity to select courses from more than one business or technical area as appropriate to their career interests and needs.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 1101, 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	6
MAJOR FIELD COURSES			
Business Electives		ACCT 2101*, 2102*, 2105, 2106, 2210, CISM 2201*, MGMT 2201, 2203, 2205, 2207, 2210, MRKT 2210, 2211, 2214, 2218	21-33
Electives		Credit courses appropriate to the academic and career goals of the student.	3-15
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			3
Total			61

*Recommended

CAREER CERTIFICATE PROGRAMS

Advanced Certificates in Technology

Cisco Specialist
i Series 400 Application Development
Microsoft Windows Networking
Novell Netware
Office Technology, Medical Secretary
Office Technology, Office Technology Applications
Webmaster

Certificates

Automotive Technology
Computer Networking Technology
Computer Operations
Computer Service Technology
Drafting and Design Technology
Electronic Technology
Emergency Medical Technology
Industrial Electrical Technology
Industrial Plant Maintenance
Licensed Practical Nursing
Management
Marketing
Medical Assisting
Medical Transcription
Office Career Technologies
Paramedic Technology
Pre-School Childhood Care and Education
Radiologic Technology
Welding
Welding: Machine Shop Option

Mini-Certificates

Certified Customer Service Specialist
Certified Manufacturing Specialist
Certified Nursing Assistant
Child Development Associate (CDA)
Computer-Aided Drafting
Health Unit Coordinator
Industrial Electrical Maintenance Assistant
Industrial Electrical Maintenance Technician
Management
Marketing
Medical Coding Specialist
Office Technology, Basic Office Skills
Personal Computer Applications
Phlebotomy
Spanish for International Trade
Surgical Technology

AUTOMOTIVE TECHNOLOGY

Certificate

This program prepares students for potential entry into the automotive repair and service field through classroom instruction and shop practice in the theory of operation, troubleshooting, and repair procedures of the modern automobile.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	3
MAJOR FIELD COURSES			
AUTM	1011	Engine Principles and Construction	3
AUTM	1012	Computer Controls & Fuel Systems	3
AUTM	1013	Principles of Engine Tune-up	3
AUTM	1014	Automotive Shop Practice I	4
AUTM	1021	Specialized Automotive Electronics	3
AUTM	1022	Automotive Charging & Starting Systems	3
AUTM	1023	Power Trains & Transmissions	3
AUTM	1024	Automotive Shop Practice II	4
AUTM	1031	Automotive Brakes System	3
AUTM	1032	Automotive Air Conditioning Systems	3
AUTM	1033	Steering & Suspension Systems	3
AUTM	1034	Automotive Shop Practice III	4
ELCT	1000	Introduction to Electronics Technology	4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
			1
Total			53

CERTIFIED CUSTOMER SERVICE SPECIALIST

Mini-Certificate

This program is designed by the Georgia Department of Technical and Adult Education in response to the needs of employers in Georgia's rapidly growing service industries. This program will prepare students to interact effectively with customers in a wide variety of jobs.

Course	Number		Credit Hours
CCSS	1161	Service Industry Business Environment	1
CCSS	1162	Customer Contact Skills	4
CCSS	1163	Computer Skills for Customer Service	3
CCSS	1164	Business Skills for Customers	2
CCSS	1165	Personal Effectiveness in Customer Service	1
		Total	<u>11</u>

CERTIFIED MANUFACTURING SPECIALIST

Mini-Certificate

This program was designed by the Georgia Department of Technical and Adult Education to respond to the needs of employers in Georgia's rapidly growing manufacturing industry. This program will train students in basic technical and interpersonal skills required to perform a wide variety of manufacturing jobs.

Course	Number		Credit Hours
CTMS	1152	Manufacturing Organizational Principles	1
CTMS	1154	Manufacturing Workforce Skills	1
CTMS	1156	Manufacturing Production Requirements	2
CTMS	1158	Automated Manufacturing Skills	2
CTMS	1160	Representative Manufacturing Skills	4
		Total	10

CERTIFIED NURSING ASSISTANT Mini-Certificate

This limited enrollment program allows the successful graduate to attain Georgia Certified Nursing Assistant status. In addition, the student is further trained in the competencies needed to perform as a Home Health Aide. Upon completion of the entire program, graduates will be prepared for possible employment in acute care facilities, long-term care institutions, or home health agencies. Applicants must meet program admission requirements, as well as, Dalton State College admission requirements for Certificate students.

Course	Number		Credit Hours
CNAS	1110	Basic Nursing Assistant Skills	3
CNAS	1111	CNA Clinical Practicum	2
CNAS	1130	Home Care Training	1
CNAS	1131	Home Care Skills Practicum	<u>2</u>
		Total	8

This program is available only during selected semesters. Students who wish to be considered for the Certified Nursing Assistant Program should contact the Technical Division at (706) 272-4410. Uniforms, special shoes, and other personal items are required after program admission.

CHILD DEVELOPMENT ASSOCIATE (CDA) Mini-Certificate

This mini-certificate in Child Development Associate is designed to provide formal early childhood care training and education to meet CDA credentialing requirements, as set forth by the National Credentialing Program, the Council for Early Childhood Profession Recognition.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
CHDV	1101	Introduction to Early Childhood Care and Related Care	3
CHDV	1102	Early Childhood Growth and Development	3
CHDV	1103	Health/Safety and Nutrition	3
CHDV	1109	CDA Preparation and Assessment	<u>3</u>
		Total	12

Students applying for this mini-certificate must complete a Dalton State College application and meet other entrance requirements for certificate programs on page ##.

CISCO SPECIALIST

Advanced Certificate in Technology

This program provides training for those who have some computer or technological expertise and want to work toward becoming a CCNA (Cisco Certified Networking Associate). Admission requirements are a high school diploma or GED and **either** (a) a bachelor's degree, (b) an associate degree in a technical field, (c) a certificate and current employment in a computer-related field, **or** (d) two years experience in a computer-related field.

Course	Number		Credit Hours
CAPS	1101*	Introduction to Computers	3
CAPS	1140*	Microcomputer Operating Systems	4
CAPS	1145	Data Communications & Networking	4
CAPS	1270	Multiple- and Wide-Area Networks	4
CAPS	1276	Advanced Routers and Switches	4
CAPS	1277	Wide-Area Network Design	<u>4</u>
		Total	23

*Can be waived through credit-by-exam or demonstration of sufficient knowledge.

COMPUTER-AIDED DRAFTING (CAD)

Mini-Certificate

This program is designed to allow those who have been employed in drafting or engineering-related fields to establish or expand their knowledge of computer-aided drafting (CAD).

Course	Number		Credit Hours
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MAJOR FIELD COURSES

DRFT	1151	Introduction to CAD I	3
DRFT	1153	Intermediate CAD II	3
DRFT	2255	Advanced CAD III	3
Elective		DRFT 1120 or 2274	<u>3</u>
		Total	12

COMPUTER NETWORKING TECHNOLOGY

Certificate

Prepares students to create and administer local-area and enterprise networks, with special attention to network infrastructure, network operating systems, the Internet, and the World Wide Web.

Course	Number	Credit Hours		
GENERAL EDUCATION				
ENGL	1100	Communication Skills		3
READ	1100	Reading Skills		3
MATH	1104	Applied Mathematics		3
MAJOR FIELD COURSES				
CAPS	1101	Introduction to Computers		3
CAPS	1140	Microcomputer Operating Systems		4
CAPS	1145	Data Communications and Networking		4
CAPS	1250	Novell NetWare Administration		4
CAPS	1255	Windows NT Server Administration		4
CAPS	1270	Multiple and Wide-Area Networks		4
ELCT	1100	PC Maintenance and Upgrading		4
OADM	1140*	Basic Keyboarding		1
Electives		CAPS 1152, 1216, 1260, 1265		8
Programming Language Electives		CAPS 1280 or ELCT 1045		4
PHYSICAL EDUCATION				
PHED	1000	First Aid/CPR		1
			Total	50

*Credit-by-examination may satisfy this requirement.

COMPUTER OPERATIONS

Certificate

This three-semester program prepares students for entry-level employment as computer operators, data library staff, or data control personnel.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	
	or		
OADM	1208	Mathematics for Office Careers	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
CAPS	1120	i Series Operations and Facilities	4
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications and Networking	4
CAPS	1151	Advanced i Series Operations and Facilities	4
CAPS	1208	Computer User Support	3
CAPS	1209	Computer Problems	3
OADM	1140*	Basic Keyboarding	1
OADM	1250	Professional Development	3
Elective		CAPS 1203, 1211, 1212	4
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
		Total	<u>43</u>

*Credit-by-examination may satisfy this requirement.

COMPUTER SERVICE TECHNOLOGY

Certificate

This program prepares students for potential employment as field service computer technicians.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications and Networking	4
CAPS	1208	Computer User Support	3
CAPS	1270	Multiple and Wide Area Networks	4
ELCT	1000	Introduction to Electronics Technology	4
ELCT	1045	Introduction to Visual BASIC Programming	4
ELCT	1100	PC Maintenance and Upgrading	4
ELCT	2100	PC Systems Troubleshooting	4
ELCT	2110	Microprocessor Interfacing and Technology	4
OADM	1140*	Basic Keyboarding	1
Electives		CAPS 1216, 1217, 1250, 1255, 1280, DRFT 1120, 1151	7-8
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Total			56-57

*Credit-by-examination may satisfy this requirement.

DRAFTING AND DESIGN TECHNOLOGY

Certificate

This program prepares students for potential entry-level employment in varied fields of drafting.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
DRFT	1141	Engineering Graphics I	3
DRFT	1143	Engineering Graphics II	3
DRFT	1151	Introduction to Computer-Aided Drafting (CAD I)	3
DRFT	1153	Intermediate Computer-Aided Drafting (CAD II)	3
DRFT	1161	Architectural Drafting I	2
DRFT	2245	Descriptive Geometry	3
DRFT	2247	Manufacturing Processes	2
DRFT	2255	Advanced Computer-Aided Drafting (CAD III)	3
DRFT	2257	CAD Machine Drafting I	3
DRFT	2259	CAD Machine Drafting II	3
DRFT	2263	Architectural Drafting II	3
DRFT Elective		DRFT 1145, 2249	2
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
			Total
			<u>46</u>

ELECTRONIC TECHNOLOGY

Certificate

A general curriculum that prepares the student for potential employment in industrial Electronics & Computer, consumer Electronics & Computer, or related Electronics & Computer field.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
CAPS	1140	Microprocessor Operating Systems	4
ELCT	1010	Basic Electrical Circuits Analysis	5
ELCT	1020	AC Circuit Analysis	5
ELCT	1030	Electronic Devices and Circuits	5
ELCT	1045	Introduction to Visual BASIC Programming	4
ELCT	2030	Electrical Systems Troubleshooting	5
ELCT	2040	Programmable Logic Controllers (PLCs)	5
ELCT	2110	Microprocessor Interfacing and Technology	4
OADM	1140*	Basic Keyboarding	1
Elective		DRFT 1120, 1151	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
			Total
			54

*Credit-by-examination may satisfy this requirement.

EMERGENCY MEDICAL TECHNOLOGY

Certificate

This limited enrollment program prepares students for certification as a Georgia Emergency Medical Technician (EMT). Admission to this program is competitive and applicants must meet program admission requirements, in addition to all Dalton State College admission requirements for certificate students.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1102	Medical Mathematics	3
MAJOR FIELD COURSES			
EMST	1100	Emergency Medical Services I	7
EMST	1101	Emergency Medical Services II	7
EMST	1102	Emergency Medical Services III	7
		Total	<u>30</u>

HEALTH UNIT COORDINATOR

Mini-Certificate

This program is designed to train students in coordinating the clerical and communication functions of nurses' stations in health care facilities.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
ALHT	1150	Introduction to Health Unit Coordinating	3
ALHT	1155	Health Unit Practicum	5
BIOL	1100	Human Biology	3
OADM	1140*	Basic Keyboarding	1
OADM	1250	Professional Development	3
Total			19

The Health Unit Coordinator Program is designed to be a limited enrollment program which combines classroom training, laboratory practice, and clinical experience. The program is offered only during selected semesters, as dictated by the job market.

Students who wish to be considered for the Health Unit Coordinator Program should contact the Technical Division at (706) 272-4410. Following an initial career counseling session, the prospective student will be asked to complete the following guidelines:

1. Complete a Dalton State College application and other admissions requirements for certificate students.**
2. Be at least 17 years of age.
3. Schedule an interview with the HUC Selection Committee. Call (706) 272-4410 to schedule an interview.
4. Complete an Allied Health medical form prior to clinical practicum.
5. Purchase an appropriate liability insurance policy as specified by the College.
6. Meet the uniform requirements of assigned clinical facility.

*Credit-by-examination may satisfy this requirement.

**For Admissions Requirements of Certificate students see page ##.

iSERIES 400 APPLICATION DEVELOPMENT

Advanced Certificate in Technology

This mini-certificate provides training for those who have computer expertise, but need to acquire specific skills in creating programs and applications for the IBM iSeries 400. Admission requirements include an associate degree in a computer-related major and either one year of work experience in programming or two years experience in a nonprogramming computer field.

Course Number			Credit Hours
MAJOR FIELD COURSES			
CAPS	1120	iSeries Operations and Facilities	4
CAPS	1151	Advanced i Series Operations and Facilities	4
CAPS	1211	Introduction to RPG Programming	4
CAPS	1212	Advanced RPG Programming	4
CAPS	1213	Control Language Programming for the iSeries	4
CAPS	1216	Database and Interactive Programming	<u>4</u>
		Total	24

INDUSTRIAL ELECTRICAL MAINTENANCE ASSISTANT Mini-Certificate

This program prepares students to work as industrial maintenance electrician assistants in manufacturing and other industrial environments.

Course	Number	Credit Hours
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MAJOR FIELD COURSES

MATH	1104	Applied Mathematics	3
ELCT	1010	Basic Electrical Circuits Analysis	5
ELCT	1020	A.C. Circuits Analysis	5
ELCT	2030	Electrical Systems Troubleshooting	<u>5</u>
		Total	18

INDUSTRIAL ELECTRICAL MAINTENANCE TECHNICIAN

Mini-Certificate

To be admitted to this program students must first complete the Industrial Electrical Maintenance Assistant mini-certificate or have permission of the instructor. This program prepares students to work as industrial maintenance electrical technicians in manufacturing and other industrial environments.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
ELCT	2040	Programmable Logic Controllers (PLC's)	5
ELCT	2050	Electrical Codes and Circuits	5
ELCT	2060	Motors, Drives, and Controls	5
MFGT	1207	Industrial Safety	<u>3</u>
		Total	18

INDUSTRIAL ELECTRICAL TECHNOLOGY

Certificate

This program prepares students for potential employment as industrial electrical technicians or construction electricians.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
ELCT	1010	Basic Electrical Circuits Analysis	5
ELCT	1020	A.C. Circuits Analysis	5
ELCT	1030	Electronic Devices and Circuits	5
ELCT	1045	Introduction to Visual BASIC Programming	4
ELCT	2030	Electrical Systems Troubleshooting	5
ELCT	2040	Programmable Logic Controllers (PLCs)	5
ELCT	2050	Electrical Codes and Circuits	5
ELCT	2060	Motors, Drives, and Controls	5
OADM	1140*	Basic Keyboarding	1
Elective		DRFT 1120, 1151	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
		Total	<u>56</u>

*Credit-by-examination may satisfy this requirement.

INDUSTRIAL PLANT MAINTENANCE

Certificate

This program prepares students for potential employment in a variety of industrial maintenance positions.

Course	Number	Credit Hours	
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	3
MAJOR FIELD COURSES			
ELCT	1010	Basic Electrical Circuits Analysis	5
ELCT	1020	A.C. Circuits Analysis	5
MSHP	1100	Hand Tools, Power Saws, Lay-out	3
MSHP	1110	Lathes	3
MSHP	1120	Milling Machine	3
WELD	1101	Welding I	4
WELD	1103	Blueprint I	3
WELD	1104	Metallurgy I	2
ELCT Electives		ELCT 2030, 2040, 2050, 2060	10
Electives		MSHP 1120 and MSHP 1150	6
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
			Total 54

ASSOCIATE DEGREE NURSING PROGRAM

Dalton State College offers a nursing program leading to the Associate of Science Degree in Nursing. This program provides graduates with the knowledge and clinical expertise necessary to give direct nursing care to patients in a variety of settings. Some clinical experiences involve out-of-town travel and evening hours. The program of study includes general education and nursing theory and provides opportunities to care for patients of all ages. This program is approved by the Georgia Board of Nursing and accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006, (212) 363-5555). Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) for Registered Nurse (RN) licensure.

To meet the needs of persons with varying capacities and backgrounds, three alternate curriculum plans have been developed.

There are specific practices and/or acts delineated in the Nurse Practice Act which might prevent a candidate from being granted a license to practice as a Registered Nurse. For more information, contact the Nursing Division.

Pre-Nursing Requirements

1. Admission to Dalton State College and exit (or exempt) all areas of Developmental Studies.
2. High School graduate or G.E.D. equivalent.
3. SAT or ACT scores which result in placement in one of the following plans:
 - a. Plan I: total SAT 970 or above or ACT composite 21 or above.
 - b. Plan II: total SAT 870-960 or ACT composite 19-20.
 - c. Plan III: total SAT 860 or below or composite below 19 on ACT.
4. Non-traditional or transfer students with greater than 30 hours of general education credits will be placed in a plan based on Compass scores.
5. Students with a Bachelor's degree or higher will be placed in Plan I.

Students meeting the above criteria are not guaranteed admission to the Nursing program. Since enrollment in the Nursing program is limited, those students meeting pre-nursing requirements will be evaluated by the faculty of the Nursing Division and the most qualified students will be selected.

Selection Criteria

1. SAT or ACT scores taken within the last five years. (Only if required for admission to the college.)
2. Completion of courses in the applicable plan (I, II, III).
3. College G.P.A. of 2.3 or better. If no college credits, must be plan I and have a 3.0 high school average.
4. Length of advisement by the Nursing Division. Students who do not register are responsible for contacting their advisor each semester to remain eligible for consideration. Files become inactive after no contact for one year.
5. Number of applicable hours toward the nursing degree.
6. Additional testing may be required.

Initial selection of each class will be made after the fall semester. G.P.A. must remain at 2.3 or better to keep a place in the class. On a space available basis further selections will be made following spring and summer semesters. Students selected will begin nursing courses the following fall semester. For admission and retention in the nursing program each student must meet stated technical standards. To obtain a copy of these standards contact the Nursing Division.

Former nursing students desiring to re-enter the nursing sequence and transfer students will be considered on a space available basis and MUST meet the current catalog requirements.

The following documents must be submitted each year the student is enrolled in a nursing class:

1. Physical examination report, with documentation of required immunizations.
2. Dental status report.
3. CPR certification (American Red Cross CPR for the Professional Rescuer or American Heart Association Health Care Provider).

In addition to tuition, fees and textbooks, the student must meet the following expenses:

1. Uniforms (first year) S \$100.00 (approximately)
2. Liability insurance (each year) S \$15.00
3. Testing - \$50.00 (approximately)

Students must maintain at least a "C" average while enrolled in the nursing program and shall earn at least a "C" in all nursing, math, and biological science courses, or the course shall be repeated. Science and/or nursing courses shall have been taken within five years of admission, readmission or transfer into the program, or they shall be repeated. Students may repeat only one nursing course for academic reasons. Students must also comply with all Nursing Division policies.

Plan I

Designed for applicants whose total minimum score is 970 on the Scholastic Aptitude Test (SAT) or a minimum composite score of 21 on the ACT.

Plan II

Required for applicants whose total SAT scores are between 870-960 or an ACT composite score of 19-20. Students shall complete at least 10 semester hours of the required general education courses that must include BIOL 1107 and MATH 1111 prior to consideration for admission to the nursing sequence. Before enrolling in BIOL 2212, 2213, or 2215, the student must pass BIOL 1107 with a "C" or better (4 hours).

Plan III

Required for applicants who achieve 860 or below on the SAT or a composite score of less than 19 on the ACT. Students shall complete at least 20 semester hours of the required general education courses that must include BIOL 1107, 1108, and MATH 1111 with a "C" or better prior to consideration for admission to the nursing sequence. Before enrolling in BIOL 2212, 2213, or 2215, the student must pass BIOL 1107 and 1108 with a "C" or better (8 hours).

LPN OPTIONS

Credit-by-Examination: NURS 1101, 1102, 1103, 1104, and 1105

Dalton State College Nursing Division offers Licensed Practical Nurses (LPNs) the opportunity to earn up to 14 semester credit hours by examination for the following first year nursing courses: NURS 1101, 1102, 1103, and 1104 S Fundamentals of Nursing (10 hours) and NURS 1105 (4 hours).

To be eligible to take the exam for credit the Licensed Practical Nurse shall:

1. be admitted to Dalton State College.
2. be accepted for admission to the first nursing course in the program: NURS 1101.

To receive credit for:

NURS 1101, 1103, & 1104

1. Achieve a score of at least the 60th percentile on the NLN S Nursing Acceleration Challenge Exam I PN - RN (cost: approximately \$50).
2. Satisfactorily complete prerequisites for NURS 1101, 1102, 1103, and 1104.

NURS 1102

1. Achieve a score of at least the 60th percentile on the NLN S Nursing Acceleration Challenge Exam I PN - RN (cost: approximately \$50).
2. Satisfactorily complete prerequisites for NURS 1101, 1102, 1103, and 1104.
3. Achieve a score of at least 80% on a divisional Pharmacology Examination (no charge).

NURS 1105

1. Satisfactorily complete prerequisites for NURS 1105.
2. Achieve a score of 75% or better on the NLN S Nursing Acceleration Challenge Exam I PN - RN - Nursing Care during Childbearing (cost: approximately \$50).

NURSING

Associate of Science in Nursing

Prepares students for licensure as a Registered Nurse. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
BIOL	2215	Microbiology	4
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I*	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
MAJOR FIELD COURSES			
NURS	1101	Fundamentals of Nursing I	3
NURS	1102	Pharmacology	2
NURS	1103	Fundamentals of Nursing II	4
NURS	1104	Nutrition	1
NURS	1105	Maternal-Infant Care	4
NURS	1106	Mental Health	4
NURS	2201	Health and Illness I	9
NURS	2202	Health and Illness II	9
NURS	2203	Nursing Issues	1
			Total <u>70</u>

*Following completion of ENGL 1101, students will be required to satisfy the Regents' Test requirement.

Fall Semester Year 1	Semester Hours	Spring Semester Year 1	Semester Hours
NURS 1101, 1102, 1103, 1104	10	NURS 1105, 1106	8
BIOL 2212	4	BIOL 2213	4
MATH 1111	<u>3</u>	PSYC 1101	<u>3</u>
	17		15
Summer Semester Year 1	Semester Hours		
BIOL 2215	4		
COMM 1110	3		
HIST 2111 or 2112	3		
ENGL 1101	<u>3</u>		
	13		
Fall Semester Year 2	Semester Hours	Spring Semester Year 2	Semester Hours
NURS 2201	9	NURS 2202	9
POLS 1101	3	NURS 2203	<u>1</u>
SOCI 1101	<u>3</u>		10
	15		

LICENSED PRACTICAL NURSING

Certificate

This limited enrollment program prepares students for licensure as a Licensed Practical Nurse (Licensed Practical Nursing). Admission to this program is competitive and applicants must meet program admission requirements, in addition to all Dalton State College admission requirements for certificate students.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1102	Medical Mathematics	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
BIOL	1100	Human Biology	3
LPNS	1105	Pharmacology	3
LPNS	1110	Nursing Skills I/Nutrition	5
LPNS	1111	Nursing Skills II	*6
LPNS	1120	Medical/Surgical I	*5
LPNS	1121	Medical/Surgical II	*5
LPNS	1130	Medical/Surgical III	*5
LPNS	1131	Medical/Surgical IV	*5
LPNS	1140	Obstetrics	*4
LPNS	1141	Pediatrics	*4
LPNS	1150	Nursing Leadership I	2
LPNS	1151	Nursing Leadership II	*2
LPNS	1160	State Board Review	1
OADM	1250	Professional Development	3
Electives		ALHT 1115, MLTS 1101, OADM 1140**	<u>1-3</u>
		Total	66-68

* Includes clinical hours.

** Credit-by-examination may satisfy this requirement.

MANAGEMENT Certificate

Prepares students for potential entry-level employment and/or advancement in management or supervisory roles.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics or	
OADM	1208	Mathematics for Office Careers	3
MAJOR FIELD COURSES			
ACCT	1101	Basic Accounting	3
BUSA	1105	Introduction to Business	3
BUSA	2106	The Environment of Business	3
CAPS	1101	Introduction to Computers	3
OADM	1140*	Basic Keyboarding	1
MGMT	2201	Introduction to Management	3
MGMT	2203	Labor Economics	3
MGMT	2205	Human Resources Management	3
MGMT	2207	Small Business Management	3
MGMT	2210	Supervisory Development	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Total			38

*Credit-by-examination may satisfy this requirement.

MANAGEMENT Mini-Certificate

This mini-certificate in Management is designed for the individual who is employed as a manager or supervisor, or who is planning on promotion into the area of management. This program is primarily for those employees who already have mastered technical skills, but desire a background in decision-making, human relations skills, and other techniques used in management.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
BUSA	1105	Introduction to Business	3
Electives (any 3 courses) Three courses must be chosen from the following list of electives. Choices should be made in accordance with the career goals of the student and with advice of the Management/Marketing faculty. Each course is 3 credit hours.			
MGMT	2201	Introduction to Management	
MGMT	2203	Labor Economics	
MGMT	2205	Human Resources Management	
MGMT	2207	Small Business Management	
MGMT	2210	Supervisory Development	<u>9</u>
Total			12

Students applying for this mini-certificate must complete a Dalton State College application and meet other entrance requirements for certificate programs on page ##.

MARKETING Certificate

Prepares students for potential entry-level employment and/or advancement in marketing

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1104	Applied Mathematics	3
		or	
	1208	Mathematics for Office Careers	
MAJOR FIELD COURSES			
ACCT	1101	Basic Accounting	3
BUSA	1105	Introduction to Business	3
BUSA	2106	Environment of Business	3
CMPS	1101	Introduction to Computers	3
MGMT	2207	Small Business Management	3
MRKT	2210	Introduction to Marketing	3
MRKT	2211	Professional Selling	3
MRKT	2214	Advertising and Sales Promotion	3
MRKT	2218	Retail Organization and Management	3
OADM	1140*	Basic Keyboarding	1
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
		Total	38

*Credit-by-examination may satisfy this requirement.

MARKETING Mini-Certificate

This mini-certificate in Marketing is designed for the individual who is employed as a manager or supervisor, or who is planning on promotion into the area of management or marketing. The program is primarily for those employees who already have mastered technical skills, but desire a background in decision-making, human relation skills, and other techniques and skills used in business.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
BUSA	1105	Introduction to Business	3
Electives (any 3 courses)	Three courses must be chosen from the following list of electives. Choices should be made in accordance with the career goals of the student and with the advice of the Management/Marketing faculty. Each course is 3 credit hours.		
BUSA	2106	The Environment of Business	
MGMT	2201	Introduction to Management	
MGMT	2203	Labor Economics	
MGMT	2205	Human Resources Management	
MGMT	2207	Small Business Management	
MGMT	2210	Supervisory Development	
MRKT	2210	Introduction to Marketing	
MRKT	2211	Professional Selling	
MRKT	2214	Advertising and Sales Promotion	
MRKT	2218	Retail Organization & Management	<u>9</u>
Total			12

Students applying for this mini-certificate must complete a Dalton State College application and meet other entrance requirements for certificate programs on page ##.

MEDICAL ASSISTING Certificate

This program prepares students for potential employment in a physician's office.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	1100	Human Biology	3
ENGL	1100	Communication Skills	3
MATH	1102	Medical Mathematics	3
READ	1100	Reading Skills	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
MLTS	1101	Introduction to Health Sciences	3
MOAS	1110	Clinical Procedures	3
MOAS	1190	Clinical Practicum	5
OADM	1140*	Basic Keyboarding	1
OADM	1150	Elementary Document Processing	2
OADM	1151	Intermediate Document Processing	3
OADM	1159	Medical Office Procedures	3
OADM	1214	Medical Machine Transcription I	3
OADM	1230	Business English	3
OADM	1250	Professional Development	3
Elective		ALHT 1160 or OADM 1101	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	<u>1</u>
Total			49

*Credit-by-examination may satisfy this requirement.

MEDICAL CODING SPECIALIST Mini-Certificate

This program is designed to train students in entry-level ICD 9-CM and CPT coding. Hospitals, home health, insurance agencies, and other health care institutions have need of employees knowledgeable in these areas. The Medical Coding specialist program will train the student for potential employment in the business area of these health care organizations.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
ALHT	1160	Basic Coding Skills	3
ALHT	1165	Coding Specialist Practicum	5
BIOL	1100	Human Biology	3
OADM	1140*	Basic Keyboarding	1
OADM	1250	Professional Development	<u>3</u>
Total			19

The Medical Coding Specialist Program is designed to be a limited enrollment program which combines classroom training, laboratory practice, and clinical experience. The program is offered during selected semesters, as dictated by the job market.

Students who wish to be considered for the Medical Coding Specialist Program should contact the Technical Division at (706) 272-4410. Following an initial career counseling session the prospective student will be asked to complete the following guidelines:

1. Complete a Dalton State College application and other entrance requirements for certificate students.**
2. Be at least 17 years of age.
3. Schedule an interview with the MCS Selection Committee. Call (706) 272- 4410. to schedule an interview.
4. Complete an Allied Health medical form prior to clinical practicum.
5. Purchase an appropriate liability insurance policy as specified by the College.
6. Meet the uniform requirements of assigned clinical facility.

*Credit-by-examination may satisfy this requirement.

**For Admissions Requirements of Certificate students see page ##.

MEDICAL TRANSCRIPTION Certificate

This program prepares students for potential employment as medical transcriptionists in either the hospital or medical office setting.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	1100	Human Biology	3
ENGL	1100	Communication Skills	3
OADM	1208	Mathematics for Office Careers	3
READ	1100	Reading Skills	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
OADM	*1140	Basic Keyboarding	1
OADM	1150	Elementary Document Processing	2
OADM	1151	Intermediate Document Processing	3
OADM	1159	Medical Office Procedures	3
OADM	1214	Medical Transcription I	3
OADM	1215	Medical Transcription II	3
OADM	1216	Medical Transcription III	3
OADM	1230	Business English	3
OADM	1240	Desktop Publishing I	3
OADM	1250	Professional Development	3
Elective		ALHT 1150, 1160, OADM 1101	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
		Total	47

*Credit-by-examination may satisfy this requirement.

MICROSOFT WINDOWS NT Advanced Certificate in Technology

This program provides training for those who have some computer or technological expertise and want to work toward becoming a MCSE (Microsoft Certified Systems Engineer). Admission requirements are either (a) an associate degree or higher in a technical field, (b) a certificate and current employment in a computer-related field, or (c) two years experience in a computer-related field.

Course	Number		Credit Hours
CAPS	*1101	Introduction to Computers	3
CAPS	*1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications & Networking	4
CAPS	1255	Windows NT Server Administration	4
CAPS	1265	Advanced NT Server Administration	4
CAPS	1270	Multiple- and Wide-Area Networks	<u>4</u>
		Total	23

*Can be waived through credit-by-exam or demonstration of sufficient knowledge.

NOVELL NETWARE
Advanced Certificate in Technology

This program provides training for those who have some computer or technological expertise and want to work toward becoming a CNE (Certified NetWare Engineer). Admission requirements are either (a) an associate degree or higher in a technical field, (b) a certificate and current employment in a computer-related field, or (c) two years experience in a computer-related field.

Course	Number		Credit Hours
CAPS	*1101	Introduction to Computers	3
CAPS	*1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications & Networking	4
CAPS	1250	Novell NetWare Server Administration	4
CAPS	1265	Advanced NetWare Administration	4
CAPS	1270	Multiple- and Wide-Area Networks	4
ELCT	1100	PC Maintenance and Upgrading	<u>4</u>
		Total	27

*Can be waived through credit-by-exam or demonstration of sufficient knowledge.

OFFICE CAREER TECHNOLOGIES

Certificate

This program prepares students for potential employment as office workers who perform general clerical/secretarial duties.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
OADM	1208	Mathematics for Office Careers	3
MAJOR FIELD COURSES			
OADM	1101	Office Accounting Procedures	3
OADM	*1140	Basic Keyboarding	1
OADM	1150	Elementary Document Processing	2
OADM	1151	Intermediate Document Processing	3
OADM	1152	Advanced Document Processing	3
OADM	1220	Office Procedures	3
OADM	1222	Transcription	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1240	Desktop Publishing I	3
OADM	1241	Desktop Publishing II	3
OADM	1242	Integrated Computer Applications	3
OADM	1250	Professional Development	3
Electives		ALHT 1110, CAPS 1101, DRFT 1120 OADM 1214, 1227	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	<u>1</u>
		Total	49

*Credit-by-examination may satisfy this requirement.

OFFICE TECHNOLOGY

Mini-Certificate and Advanced Certificate in Technology

The Office Administration department offers a mini-certificate and two advanced certificates in technology. The Basic Office Skills Mini-Certificate is for the student who wishes to begin the office skills program. It is designed to help the student move into the Office Career Technologies Certificate program. The Office Technology Applications Advanced Certificate in Technology is a post-certificate or post-degree program designed to help the graduate of the Office Administration or Office Career Technologies programs update skills that have changed due to technological advances in the field.

Course	Number		Credit Hours
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BASIC OFFICE SKILLS MINI-CERTIFICATE

Students must complete 12 unique semester hours. If a class is exempted, the student must take equivalent elective hours to total 12 credit hours. If Learning Support English and/or Learning Support Reading is required based on entry tests, those courses must be taken in addition to the 12 hours.

GENERAL EDUCATION

ENGL	1100	Communication Skills	3
OADM	*1140	Basic Keyboarding	1
OADM	1250	Professional Development	3

MAJOR FIELD COURSES

Electives (Choose a minimum of 6 hours)

CAPS	1101	Introduction to Computers	3
OADM	1150	Elementary Document Processing	2
OADM	1151	Intermediate Document Processing	3
OADM	1230	Business English	3
READ	1100	Reading Skills	3
Total			<u>13</u>

OFFICE TECHNOLOGY APPLICATIONS ADVANCED CERTIFICATE IN TECHNOLOGY

Prerequisite: Graduation from the Office Administration, Office Career Technologies, or Medical Transcription programs before 1998.

The student must complete four (4) unique classes totaling 12 semester hours to receive the mini-certificate.

Required Courses:

OADM	1152	Advanced Document Processing	3
OADM	1240	Desktop Publishing I	3
OADM	1241	Desktop Publishing II	3
OADM	1242	Integrated Computer Applications	3
Total			<u>12</u>

*Credit-by-examination may satisfy this requirement.

OFFICE TECHNOLOGY

Advanced Certificate in Technology

The Medical Secretary Advanced Certificate in Technology is a post-certificate or post-degree program designed to provide courses that would help the graduate of the Office Administration or Office Career Technologies programs obtain employment in the medical field.

Course	Number	Credit Hours
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MEDICAL SECRETARY ADVANCED CERTIFICATE OF TECHNOLOGY

An advanced certificate in technology designed to prepare the Office Administration or Office Career Technologies graduate for employment in the office of a medical institution.

Required Courses:

ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	2
OADM	1159	Medical Office Procedures	3
OADM	1214	Medical Transcription I	3
BIOL	1100	Human Biology	3

Choose one elective from the following:

ALHT	1150	Introduction to Health Unit Coordinating	
	or		
ALHT	1160	Basic Coding Skills	<u>3</u>
		Total	17

PARAMEDIC TECHNOLOGY Certificate

This limited enrollment program prepares students for certification as a paramedic. Applicants must have current certification as an Emergency Medical Technician. Admission to the program is competitive and applicants must meet program admission requirements in addition to all Dalton State College admission requirements for certificate students.

Course	Number	Credit Hours	
GENERAL EDUCATION			
BIOL	1100	Human Biology	3
CAPS	1101	Introduction to Computers	3
ENGL	1100	Communication Skills	3
MATH	1102	Medical Mathematics	3
READ	1100	Reading Skills	3
MAJOR FIELD COURSES			
EMST	1126	Introduction to the Paramedic Profession	2
EMST	1127	Patient Assessment	3
EMST	1128	Applied Physiology and Pathophysiology	2
EMST	1129	Pharmacology	2
EMST	1130	Respiratory Function and Management	4
EMST	1131	Trauma	4
EMST	1132	Cardiology I	4
EMST	1133	Cardiology II	4
EMST	1134	Medical Emergencies	3
EMST	1135	Maternal/Child	4
EMST	1136	Special Patients	2
EMST	1200	Clinical Application of Advanced Emergency Care I	3
EMST	1210	Clinical Application of Advanced Emergency Care II	3
EMST	1201	Summative Evaluation	<u>4</u>
		Total	59

PERSONAL COMPUTER APPLICATIONS Mini-Certificate

This mini-certificate is designed for individuals who need to enhance their computer skills. Maximum flexibility is offered through elective choices, so that students can select those courses which would be most beneficial to their own employment situations.

Course	Number		Credit Hours
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MAJOR FIELD COURSES

CAPS	*11011	Introduction to Computers	3
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Electives (3): **Three courses must be chosen from the following list of electives. Choices should be made in accordance with the career goals of the students and with counsel from the advisor.**

CAPS	1130	Data Communications & Networking	4
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1216	Database and Interactive Applications	4
CAPS	1217	Electronic Spreadsheets	4
CAPS	1250	Novell Netware Administration	4
CAPS	1255	Windows NT Server Administration	4
DRFT	1120	Applied Computer Graphics	3
ELCT	1010	PC Maintenance and Upgrading	4
OADM	**1240	Desktop Publishing I	<u>3</u>
Total			13-15

Individuals wishing to pursue this mini-certificate must complete a Dalton State College application and meet the other certificate admission requirements on page ##.

*Persons who lack basic knowledge of keyboarding and computer key functions are advised to complete OADM 1140 (Basic Keyboarding) or possess an equivalent background before attempting CAPS 1101.

**Requires pre-requisites of OADM 1150 and OADM 1151 (Elementary and Intermediate Document Processing) or equivalent knowledge approved by instructor.

PHLEBOTOMY Mini-Certificate

This program is designed to train students in the collection and processing of blood specimens, skills known as Phlebotomy. Although the Phlebotomist does not actually perform any laboratory testing, Phlebotomists do work side by side with Medical Laboratory Technicians and Technologists in hospitals and other health care organizations.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
BIOL	1100	Human Biology	
	or		
	1107	Principles of Biology I	3-4
MLTS	1101	Introduction to Health Services	3
MLTS	1102	Phlebotomy Practicum	5
OADM	1250	Professional Development	3
		Total	<u>14-15</u>

The Phlebotomy Program is offered on an as-needed basis when the job market appears suitable.

1. Meet all Dalton State College admission requirements for certificate students.
2. Be at least 17 years of age.
3. Receive career counseling from a Technical Division advisor.
4. Submit application and documentation for the Phlebotomy program to the Technical Division. These requirements include:
 - a. Three (3) letters of business reference.
 - b. Proof of academic abilities (transcripts, etc.)
 - c. An interview with a Phlebotomy Admissions Counselor.
 - d. A completed Data Sheet and Notification Sheet.

Other program requirements, such as uniforms, medical forms, and malpractice insurance will be required after acceptance into the program.

For more information, please call the Technical Division at (706) 272-4410.

PRE-SCHOOL CHILDHOOD CARE AND EDUCATION Certificate

This certificate will provide the next step of career ladder mobility for those responsible for nurturing young children. Students with CDA mini-certificates will have advanced standing in this one-year program.

Course	Number	Credit Hours	
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
OADM	1208	Math for Office Careers	3
MAJOR FIELD COURSES			
CHDV	1101	Introduction to Early Childhood and Related Care	3
CHDV	1102	Early Childhood Growth and Development	3
CHDV	1103	Health/Safety and Nutrition	3
CHDV	1104	Curriculum Development	2
CHDV	1105	Creative Art/Music and Movement	3
CHDV	1106	Language Arts and Literature	3
CHDV	1107	Teaching Concepts Math/Science	3
CHDV	1108	Parental Involvement	3
CHDV	1109	CDA Preparation and Assessment	3
CHDV	1190	Early Childhood Practicum I	3
CHDV	1191	Early Childhood Practicum II	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	<u>1</u>
		Total	42

RADIOLOGIC TECHNOLOGY Certificate

This limited enrollment program prepares students for certification as a Registered Radiologic Technologist (RT(R)). Admission to this program** is competitive and applicants must meet program admission requirements, in addition to Dalton State College admission requirements for certificate students. The Joint Review Committee on Education in Radiologic Technology accredits this program.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
READ	1100	Reading Skills	3
MATH	1111	College Algebra	3
MAJOR FIELD COURSES*			
CAPS	1101	Introduction to Computers	3
RADT	1101	Introduction to Radiologic Technology	3
RADT	1103	Medical Terminology	2
RADT	1111	Radiographic Anatomy I	2
RADT	1112	Radiographic Anatomy II	2
RADT	1121	Radiologic Procedures I	3
RADT	1122	Radiologic Procedures II	3
RADT	1123	Radiologic Procedures III	3
RADT	1131	Radiographic Exposure I	2
RADT	1132	Radiographic Exposure II	2
RADT	1141	Radiologic Science I	2
RADT	1151	Introductory Clinical Radiologic Technology I	3
RADT	1152	Introductory Clinical Radiologic Technology II	4
RADT	1153	Intermediate Clinical Radiologic Technology I	6
RADT	2205	Radiologic Seminar I	2
RADT	2210	Radiologic Seminar II	3
RADT	2213	Radiographic Anatomy III	2
RADT	2215	Radiologic Technology Review	4
RADT	2224	Radiologic Procedures IV	3
RADT	2242	Radiologic Science II	3
RADT	2245	Radiation Protection & Biology	3
RADT	2254	Intermediate Clinical Radiologic Technology II	6
RADT	2255	Advanced Clinical Radiologic Technology I	6
RADT	2256	Advanced Clinical Radiologic Technology II	<u>5</u>
Total			86

*A valid and current Adult CPR card is required for program applicants and entire program enrollment.

** See Radiologic Technology degree program for program admission details.

SPANISH FOR INTERNATIONAL TRADE Mini-Certificate

This mini-certificate is designed for non-Spanish speakers who wish to acquire specific language skills and an awareness of Hispanic customs and culture. Target audiences for this program include businesses and industries with Spanish-speaking employees or customers; agencies and organizations with Spanish-speaking clients; public school personnel; law enforcement agencies; and health-care providers.

Course	Number	Credit Hours
MAJOR FIELD COURSES		
SPAN	1001	Elementary Spanish I
	3	
SPAN	1002	Elementary Spanish II
	3	
SPAN	1110	Customs for International Business
	3	
Total	9	

Individuals wishing to pursue this mini-certificate must complete a Dalton State College application and meet the other Certificate admission requirements on page #.

SURGICAL TECHNOLOGY Certificate

Prepares students for employment as operating room technicians in hospitals and ambulatory care facilities.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
MATH	1102	Medical Mathematics	3
OADM	1250	Professional Development	3
READ	1100	Reading Skills	3
MAJOR FIELD COURSES			
BIOL	1100	Human Biology	3
SURT	1101	Introduction to Surgical Technology	4
SURT	1102	Principles of Surgical Technology	4
SURT	1103	Patient Care Concepts and Surgical Procedures I	5
SURT	1104	Surgical Procedures II	4
SURT	1112	Introductory Surgical Practicum	5
SURT	1113	Specialty Surgical Practicum	5
SURT	1114	Advanced Specialty Surgical Practicum	5
SURT	1124	Seminar in Surgical Technology	<u>1</u>
		Total	48

WEBMASTER

Advanced Certificate in Technology

This program is designed for those who have some computer expertise and wish to learn how to develop and operate web sites for business and industry. It prepares students to create and administer web sites, with special attention to ease of use and effective presentation for intranets, the Internet, and the World Wide Web. Minimum entrance requirements are an associate degree or one-year certificate in a computer area, or two years working in a computer related job. Knowledge of a programming language is helpful.

Course	Number		Credit Hours
CAPS	1145	Data Communications and Networking	4
CAPS	1152	Unix	4
CAPS	1270	Multiple and Wide-area Networks	4
CAPS	1280	Programming in Java	4
CAPS	1290	Web Site Design	4
Elective		CAPS 1250 or 1255	4
		Total	<u>24</u>

WELDING Certificate

Prepares students for potential employment in fields requiring welding skills. The welding certificate can be completed in two semesters. An additional semester is required to complete pipe welding.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communications Skills	3
MATH	1104	Applied Mathematics	3
READ	1100	Reading Skills	3
MAJOR FIELD COURSES			
WELD	1101	Welding I	4
WELD	1102	Welding I	4
WELD	1103	Blueprint I	3
WELD	1104	Metallurgy I	2
WELD	1111	Welding II	4
WELD	1112	Welding II	4
WELD	1113	Blueprint II	3
WELD	1114	Metallurgy II	2
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Total			36

WELDING (ADVANCED)

Students may take an additional semester of courses to aid them in applying for pipe welding positions. A certificate in pipe welding is awarded to students who complete both courses with grades of "C" or higher.

WELD	1126	Pipe Welding I	5
WELD	1128	Pipe Welding II	5

WELDING: MACHINE SHOP OPTION
Certificate

This three semester program prepares students for potential employment in fields requiring welding and machine shop skills.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills	3
MATH	1104	Applied Mathematics	3
READ	1100	Reading Skills	3
MAJOR FIELD COURSES			
MSHP	1100	Hand Tools, Power Saws, Lay-out	3
MSHP	1110	Lathe	3
MSHP	1120	Milling Machine	3
MSHP	1130	Machining Techniques	3
MSHP	1140	Grinders	3
MSHP	1150	Advanced Machining Techniques I	3
WELD	1101	Welding I	4
WELD	1102	Welding I	4
WELD	1103	Blueprint I	3
WELD	1104	Metallurgy I	2
WELD	1114	Metallurgy II	2
Elective		MSHP 1160, MSHP 1170	3
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
		Total	<u>46</u>

**COURSES
OF INSTRUCTION**

Credit Course Descriptions

Opposite each course title are printed three numbers, such as 3-2-4. The first number indicates the number of regular classroom hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course.

The College reserves the right to cancel or delete any course with insufficient enrollment.

ACCT 2101. Principles of Accounting I **3-0-3**

Prerequisite: CAPS 1101, CISM 2201, CMPS 1125, or permission of the instructor

Examines the underlying theory and application of financial accounting concepts.

ACCT 2102. Principles of Accounting II **3-0-3**

Prerequisite: ACCT 2101.

Continues to examine the underlying theory and application of managerial accounting concepts.

ALHT 1110. Allied Health Terminology **3-0-3**

A study of medical language including word construction, definition, spelling, and proper usage of terms related to most allied health disciplines. (Career Course)

ALHT 1115. Medicolegal Ethics and Quality Assurance **1-0-1**

Medical ethics, legal issues, and methods of quality assurance, including agencies which regulate health care institutions, are carefully reviewed. Students are made aware of their legal and ethical responsibilities to all aspects of professionalism and confidentiality. (Career Course)

ALHT 1150. Introduction to Health Unit Coordinating **3-0-3**

Prerequisites: ALHT 1110, 1115, BIOL 1100, OADM 2250, and acceptance into the Health Unit Coordinator program and permission of HUC faculty.

Documentation of patient care within the hospital is stressed. Students apply techniques of transcribing physicians' orders, computer applications of terminology, and appropriate communication skills. (Career Course)

ALHT 1155. Health Unit Practicum **2-9-12**

Prerequisites: Successful completion with "C" or higher of all HUC course requirements and permission of HUC faculty.

The HUC student will be assigned to an area health care facility to apply the techniques learned in the classroom. Students will gather for a problem-solving seminar on a weekly basis. (Career Course)

ALHT 1160. Basic Coding Skills **3-0-3**

Prerequisites: ALHT 1110, 1115, BIOL 1100, OADM 1250, and acceptance into the MCS program and permission of MCS instructor. Other students wishing to take ALHT 1160 will be evaluated on an individual basis by the MCS faculty.

Coding is a uniform language that accurately describes medical, surgical, and diagnostic services. It is the basis for insurance claims and for the development of guidelines for medical care review. Students will identify and properly code medical diagnoses and procedures performed by medical personnel. (Career Course)

ALHT 1165. Coding Specialist Practicum **2-9-5**

Prerequisites: ALHT 1160 and permission of the MCS faculty.

The MCS student will be assigned to an area health care facility under the direction of a preceptor to apply techniques learned in the classroom. Students will meet for a problem-solving seminar on a weekly basis. (Career Course)

ANTH 1103. Introduction to Cultural Anthropology **3S0S3**

Prerequisite: READ 0098, unless exempt.

Examines various types of human society. While an introduction is provided to the four fields of anthropology: archaeology, cultural anthropology, linguistics, and physical anthropology, the major emphasis is placed on the study of human culture.

ASTR 1101. Introduction to Astronomy **3-0-3**

Prerequisite: MATH 1111

A general survey of the solar system, stars, galaxies and cosmology. Some nighttime observation sessions will be included so the student can locate important constellations and stars. The telescope will be used to view certain planets, double stars and the Orion Nebula.

AUTM 1011. Engine Principles & Construction **2-2-3**

Develops a thorough understanding of basic engine principles, enabling the student to troubleshoot and perform engine overhaul as prescribed by the various engine manufacturers.

AUTM 1012. Computer Control & Fuel Systems **2-2-3**

Provides a foundation for servicing electronic fuel injection in great detail, includes operation and service of fuel management sensors, and air management is discussed. (Career Course)

AUTM 1013. Principles of Engine Tune-Up **2-2-3**

Emphasizes the fundamentals of the modern automotive engine, using tune-up equipment for diagnosis and adjustment from the basic point type to the modern distributor less systems. Also includes servicing CCC systems, HEI, EST, and Hall Effect Ignition systems. (Career Course)

AUTM 1014. Automotive Shop Practice I **0-8-4**

Provides students with opportunities in the diagnosis and repair of automotive problems. Experiences will be gained either in the campus automobile lab or in automotive dealerships and independent garages. (Career Course)

AUTM 1021. Specialized Automotive Electronics **2-2-3**

Course builds from the electrical principles and concepts through automobile semi-conductors to microprocessors. Includes electrical measurement devices and wire repairing including copper/aluminum and weather pack service techniques through on-bench and on-car practical exercises and homework. Students build personal test equipment in class and practice diagnostic procedures applicable to present and future automotive electronics systems. (Career Course)

AUTM 1022. Automotive Charging & Starting Systems **2-2-3**

The fundamentals of electrical theory and how it applies to the modern automobile. Includes a study of AC and DC systems, starting motors, and voltage regulators. (Career Course)

AUTM 1023. Power Train & Transmission **2-2-3**

Provides an understanding of the many problems encountered in automotive transmissions, and enables the student to troubleshoot and perform minor repairs as prescribed by the vehicle manufacturer.

AUTM 1024. Automotive Shop Practice II **0-8-4**

Provides students with opportunities in the diagnosis and repair of automotive problems. Experiences will be gained either in the campus automotive lab or in automotive dealerships and independent garages. (Career Course)

AUTM 1031. Automotive Brake Systems 2-2-3

Presents the basic fundamentals of steering systems, front and rear suspension systems, and wheel alignment and balancing. Also a study of service procedures on standard hydraulic brakes. (Career Course)

AUTM 1032. Automotive Air Conditioning Systems 2-2-3

A study of basic refrigeration principles and automotive air conditioning operations; enables the student to troubleshoot, repair, and install automotive air conditioning as prescribed by the manufacturers. (Career Course)

AUTM 1033. Steering and Suspension Systems 2-2-3

Presents the basic fundamentals of steering systems, front and rear suspension systems, and wheel alignment and balancing. Laboratory assignments develop skills and knowledge needed to properly service steering and suspension systems on the modern automobile.

AUTM 1034. Automotive Shop Practice III 0-8-4

Provides students with opportunities in the diagnosis and repair of automotive problems. Experiences will be gained either in the campus automobile lab or in automotive dealerships and independent garages. (Career Course)

BIOL 1100. Human Biology 3-0-3

Prepares students for employment in the health professions. Topics include basic chemistry, cell biology, genetics, and digestive, excretory, respiratory, circulatory, endocrine, reproductive, and skeletal systems. Laboratory demonstrations and practices are included. (Career Course)

BIOL 1105. Environmental Studies 3-2-4

Focuses on the interrelationship of the biological and physical components of the environment and the impact of human activities on the biosphere.

BIOL 1107. Principles of Biology I 3-2-4

Prerequisite: READ 0098 unless exempt

Introduces fundamental unifying principles of biology. Topics include scientific method, biological chemistry, cell structure and function, energetics, cell division, genetics and evolution. Replaces BIOL 1101 - General Biology I.

BIOL 1108. Principles of Biology II 3-2-4

Prerequisite: BIOL 1107

Continuation of BIOL 1107. Topics include the structure and function of the following animal systems: nervous, circulatory, immune, respiratory, digestive, urinary, endocrine, and reproductive, as well as diversity, development, behavior and ecology. Replaces BIOL 1102 - General Biology II.

BIOL 2203. Principles of Botany 3-2-4

Introduces students to plant cell biology, anatomy, physiology, genetics, biotechnology, economic importance, diversity, and classification. Teaches students sterile technique, basic plant tissue culture, and techniques for microscopic observation of plants.

BIOL 2212. Anatomy and Physiology I 3-3-4

Prerequisite: BIOL 1107, except Plan 1 Nursing Majors

Focuses on the study of human anatomy and physiology. Topics include chemistry, cells, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIOL 2213. Anatomy and Physiology II **3-3-4**

Prerequisite: BIOL 2212 or permission of MLT advisor

Continues the study of human anatomy and physiology begun in Biology 2212. Topics covered include the circulatory-lymphatic, immune, respiratory, digestive-metabolic, excretory, and reproductive systems and human development and heredity.

BIOL 2215. Microbiology **3-2-4**

Prerequisite: BIOL 1107 or BIOL 2212

Introduces students to the biology of viruses, bacteria, fungi, and protozoan and animal parasites. Teaches students the fundamental principles of microbiology with special emphasis on the relationships of microbes to man. Trains students to isolate, culture, and identify microbes in a laboratory.

BIOL 2224. Entomology **3-2-4**

Prerequisite: BIOL 1108

Presents an introduction to the anatomy, biology, and behavior of insects. The laboratory emphasizes classification and identification of insects.

BUSA 1105. Introduction to Business **3-0-3**

Surveys the functional areas of business (finance, operations, marketing, human resources, etc.).

BUSA 2105. Communication in the Business Environment **3-0-3**

Prerequisite: ENGL 1101

Emphasizes both interpersonal and organizational communications; includes written and oral exercises appropriate to business practice.

BUSA 2106. The Environment of Business **3-0-3**

Introduces the political, social, legal, ethical, environmental, and technological issues which form the context for business; includes an overview of the impact of demographic diversity on organizations.

BUSA 3051. Principles of Management **3-0-3**

Prerequisite: BUSA 1105 or BUSA 2106 or BUSA 3100

Introduces the basic concepts and processes of management. The course includes a study of the legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations.

BUSA 3053. Human Resource Management **3-0-3**

Prerequisites: BUSA 3051

Presents theory and policy to perform industrial relations; organization and administration, theories of work, labor relations, commitment and morale, communication, employee benefits and services.

BUSA 3054. Principles of Marketing **3-0-3**

Prerequisite: BUSA 1105 or BUSA 2106 or BUSA 3100

Provides a general survey of the field of marketing covering marketing channels, functions, methods and institutions.

BUSA 3055. Quantitative Methods **3-0-3**

Prerequisites: MATH 2181, MATH 2200, IOMG 3251, MGIS 3351

Develops students' analytical skills for decision making, emphasizing forecasting techniques, inventory models, application of

mathematical programming and network models, sequencing and scheduling techniques, and line balancing. This course satisfies the computer literacy requirement.

BUSA 3056. Principles of Finance 3-0-3

Prerequisites: ACCT 2102 or BUSA 3300

Introduces students to financial management. Topics include the structure and analysis of financial statements, cash flow, financial forecasting, determination of the cost of capital and the profitability of proposed investments in fixed assets, risk-return tradeoffs that must be considered in using financial leverage.

BUSA 3100. Introduction to Technology Management 3-0-3

Introduces the functions to be performed by managers in the production and service sectors. Topics emphasized include ethics in decision making, interpersonal skills, professional behavior, and other contemporary issues. This course is open only to students enrolled in the BAS program who have a junior standing or higher.

BUSA 3200. Survey of Economics 3-0-3

Examines basic micro and macro economic principles used in business. This course will cover terminology and concepts which are used by students enrolled in the BAS program who have a junior or higher standing.

BUSA 3300. Survey of Applied Accounting 3-0-3

Provides an understanding of the pragmatic principles of accounting. Understanding of these principles are necessary to be successful in upper level business courses. This course is open only to students enrolled in the BAS program who have a junior standing or higher.

BUSA 3400. Survey of Data and Information Systems 3-0-3

Surveys the roll of data and information systems in decision making and introduces software packages which are designed to assist managers in this task. This course is open only to students enrolled in the BAS program who have a junior standing or higher. This course satisfies the computer literacy requirement.

BUSA 4051. Strategic Management/Policy 3-0-3

Prerequisites: BUSA 3051, 3054, 3056, ENGL 3203, IOMG 3251

Integrates subject matter from the business core courses and other disciplines, focusing on integrated approaches to medium and long-term organizational challenges in a dynamic environment. Students will develop skills in, and appreciation of, the role of all managers in the formulation and implementation of organizational strategies.

BUSA 4503. Quality Management Systems 3-0-3

Prerequisites: BUSA 2106 or 3100, IOMG 3251, MGIS 3351

Develops the continuous quality philosophy. Strategic quality management focuses on assessment and group decisions. The role of leadership in continuous quality improvement is covered in quality profiles and cases. Tools for process management and statistical process control are included.

CAPS 1101. Introduction to Computers 2-2-3

Corequisite: OADM 1140, or knowledge of computer key functions and ability to type at least 20 words per minute, or permission of instructor.

A survey of computer-related topics; including the basic elements of a computer system, ways in which computers can be used, and their organizational and social impact. Hands-on experience with microcomputers using Microsoft Windows, data-management, and

electronic-spreadsheet programs. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1120. i Series Operations and Facilities **3-2-4**

Prerequisite: CAPS 1101, CISM 2201, or CMPS 1125, or permission of instructor.

An introduction to the operations, basic tools, and facilities of the AS/400 computer system. Lectures are supported by hands-on laboratory exercises, primarily utilizing the IBM i Series. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1140. Microcomputer Operating Systems **3-2-4**

Prerequisite: CAPS 1101, CISM 2201, or CMPS 1125, or permission of instructor.

An overview of operating system essentials for microcomputers, with emphasis on those used with IBM compatibles. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1145. Data Communications and Networking **3-2-4**

Corequisite: CAPS 1140 or permission of instructor.

Coverage of the fundamentals of data communications, including hardware, software, protocols, local and wide-area networks, network infrastructure, IP addressing, and subnetting. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1151. Advanced i Series Operations and Facilities **3-2-4**

Prerequisite: CAPS 1120 or permission of instructor.

Further study of operating system concepts and procedures with particular attention to the IBM i Series. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1152. UNIX **3-2-4**

Prerequisite: CAPS 1140.

Study of the Unix operating system, to include basic system operation and access, system installation and configuration, file system organization, file management and manipulation, shell usage, and system maintenance and security.

This course satisfies the computer literacy requirement.

CAPS 1203. COBOL **3-2-4**

Prerequisite: CAPS 1101, CISM 2201, or CMPS 1125, or permission of instructor.

The design, coding and testing of programs using COBOL. Programs written include arithmetic operations, simple IF statements, and the generation of reports with edited output and final totals. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1208. Computer User Support **3-0-3**

Prerequisites: Three CAPS courses plus an introductory course such as CAPS 1101, Computer Information Systems 2201, or Computer Science 1125; or permission of instructor.

An overview of the skills and knowledge required to provide technical support for computer users. Includes such topics as user needs assessment, help desk operation, and computer user training.

This course satisfies the computer literacy requirement. (Career Course)

CAPS 1209. Computer Problems **0-9-3**

Prerequisites: Four CAPS courses, or three CAPS courses (other than CAPS 1101) plus an introductory course such as CISM 2201 or CMPS 1125, or permission of instructor.

Students obtain job-related experience in a data-processing installation or computer-utilizing unit in the community; or perform

special projects to meet their individual needs. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1211. Introduction to RPG Programming 3-2-4

Prerequisite: CAPS 1101, CISM 2201, CMPS 1125, or permission of instructor.

Students design, code, and test programs using the Report Program Generator (RPG IV) language. Programs written include report editing, mathematical operations, use of subroutines to support structured programming, IFs and case structures, and external and logical files. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1212. Advanced RPG Programming 3-2-4

Prerequisite: CAPS 1211 or permission of instructor.

A continuation of CAPS 1211. Programs written include file processing, interactive applications, tables and arrays, and subfiles. Review of RPG logic cycle. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1213. Control Language Programming for i Series 400 3-2-4

Prerequisites: CAPS 1151 and working knowledge of PDM, SEU, and DDS (may be obtained through CAPS 1211); or permission of instructor.

Introduces concept, purpose, uses, and implementation of Control Language (CL) programming. Emphasis is on CL syntax and interactive and batch programs in the i Series environment. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1216. Database and Interactive Applications 3-2-4

Prerequisite: CAPS 1101, or CISM 2201, or CMPS 1125, or permission of instructor.

This course involves application development in an interactive-database environment. Students receive hands-on experience with a microcomputer database package. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1217. Electronic Spreadsheets 3-2-4

Prerequisite: CAPS 1101, or CISM 2201, or CMPS 1125, or permission of instructor.

Study of various types of applications using electronic spreadsheets. Topics include financial, statistical, database, and graphic applications; and macros. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1218. Systems Analysis and Design 3-0-3

Prerequisites: CAPS 1101 and CAPS 1216 and/or 1217, or permission of instructor.

An overview of the system development life cycle. Discussion of the analysis and documentation of existing systems, development of requirements for alternate systems, and design/implementation considerations for new systems. Emphasis is on tools (i.e., data-flow diagrams) used in all phases of the life-cycle. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1219. Software Testing and Maintenance 3-2-4

Prerequisites: CAPS 1216 and 1217, or permission of instructor.

Construction of test data; advanced debugging and testing techniques. Students modify and debug applications using test data that they construct. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1240. Advanced Topics in Computer Applications/Systems 3-2-4

Prerequisite: Permission of instructor.

Selected topics in the use of the computer based on current needs and trends; for example, an in-depth exploration of an operating system or an introduction to a programming language not currently taught. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1250. Novell NetWare Administration 3-2-4

Corequisite: CAPS 1145 or permission of instructor

Covers the basics of managing a Novell NetWare network; how to set up, manage, and use basic network services, including file systems, network printing, security; and how to add users to the network. This course satisfies the computer literacy requirement. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1255. Windows Network Server Administration 3-2-4

Prerequisite: CAPS 1145 or permission of instructor

The same as CAPS 1250, except that a current version of Microsoft Windows Server is covered. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1260. Advanced NetWare Administration 3-2-4

Prerequisite: CAPS 1250 or permission of instructor

Advanced administration tasks such as tuning the network and managing complex directory trees. Troubleshooting NetWare. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1265. Advanced Windows Server Administration 3-2-4

Prerequisite: CAPS 1155 or permission of instructor

Advanced administration tasks such as tuning the network and managing multiple server networks. Troubleshooting Windows Server. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1270. Multiple and Wide-Area Networks 3-2-4

Prerequisite: CAPS 1145 or permission of instructor

Examination of how different networks are connected and related topics. Coverage includes routers, bridges, and gateways; intranets, the Internet, and related protocols; setting up and programming routers. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1276. Advanced Routers and Switches 3-2-4

Prerequisite: CAPS 1270 or permission of instructor

Builds on topics introduced in CAPS 1145 and 1270. Topics include network segmentation, Fast Ethernet, types of switches, spanning tree algorithm, and Novell IPX. (Career Course)

CAPS 1277. WAN Design 3-2-4

Prerequisite: CAPS 1276 or permission of instructor

Implementation of various WAN services/protocols, include LAPB, frame relay, ISDN/LAPD, HDLC, PPP, and DDR. (Career Course)

CAPS 1280. Programming in Java. 3-2-4

Prerequisite: CAPS 1140 or permission of instructor

An introduction to object-oriented programming using the language Java, with special attention to Java applets and Web pages. This course satisfies the computer literacy requirement. (Career Course)

CAPS 1290. Web Site Design 3-2-4

Prerequisite: CAPS 1270 or permission of Instructor

Design and maintenance of effective web sites for information and e-commerce. Coverage includes organization and layout, use of

animation and interaction, trouble shooting and maintenance. Topics include HTML, JavaScript, and web server installation and administration. (Career Course)

CCSS 1161. Service Industry Environment 1-0-1

Introduces students to the services industry. Topics include an introduction to the service industry business environment; an introduction to life-long learning, work ethic and positive behaviors required for exceptional customer services. Other topics provide an introduction to customer relations, team building, and basic business principles.

CCSS 1162. Customer Contact Skills 4-0-4

Provides students with the skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include communicating effectively with customers, developing rapport with customers, problem-solving in customer service, and developing telephone skills, sales skills, managing the difficult customer, and managing the multi-cultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

CCSS 1163. Computer Skills for Customer Service 3-0-3

Provides students with the fundamentals of computer skills used in a customer service environment. Topics include introduction to computer technology, Windows environment, word processing, spreadsheet, databases, e-mail, and credit card processing.

CCSS 1164. Business Skills for the Customer Service Environment 2-0-2

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

CCSS 1165. Personal Effectiveness in Customer Service 1-0-1

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include personal wellness, stress management, positive image, and job interview skills.

CHDV 1101. Introduction to Early Childhood and Related Care 3-0-3

Prerequisite: CDA Program admission or approval of instructor

This course will introduce students to the responsibilities and procedures involved in the different child care settings; the scope, growth and needs of early childhood programs; classroom goals, objectives, and evaluations; routines and scheduling; work ethics; licensure and accreditation procedures.

CHDV 1102. Early Childhood Growth and Development 3-0-3

Prerequisite: CDA Program admission or approval of instructor

This course will focus on the principles of child growth and development. Proper techniques for observing and recording children's behavior will be discussed. Topics will include the steps to advance children's physical and intellectual development, with emphasis on physical, social, emotional, cognitive, and moral development expectations.

CHDV 1103. Health/Safety and Nutrition 3-0-3

Prerequisite: CDA Program admission or approval of instructor

First Aid and Infant/Child CPR for early childcare providers is provided. Students will gain information regarding disease-causing organisms - how to recognize signs of communicable diseases and

methods to avoid their spread in group child care. Topics will include proper techniques for preparing and serving nutritious, healthful foods, along with tips to prevent food-borne illness. Students will also learn about their role in the frequent injuries and accidents occurring with children, as well as how to prevent most unsafe situations.

CHDV 1104. Curriculum Development 1-2-2

Prerequisites: CHDV 1101 and 1102

Develops specific skills and knowledge of the process of translating theories of education into practice; students will plan and provide age-appropriate activities; different curriculum approaches, learning environments and a variety of community resources will be presented.

CHDV 1105. Creative Art/Music and Movement 1-4-3

Prerequisites: CHDV 1101 and 1102

Introduces the basic concept of creative art for children. Students, through class lecture/work setting, will identify art media, methods, and materials for creative activities, formulate art lesson plans, and understand the relationship between children's art processes and products. This course will also introduce the basic concept of creative music and movement with children. Students, through class lecture/work setting, will learn the music/movement benefits of children's development through physical, intellectual, emotional and social experiences; planning a music learning center with a variety of music materials and incorporating the various elements of creative movement into the daily schedule.

CHDV 1106. Language Arts and Literature 3-0-3

Prerequisites: CHDV 1102 and ENGL 1100

Introduces the basic concept of promoting the development of language skills in the preschool environment to include techniques for listening and speaking for young children; students will learn to expand the language arts center through library corner (reading readiness), storytelling areas (literature selection), and writing area (pre-writing).

CHDV 1107. Learning Concepts - Math/Science 3-0-3

Prerequisites: CHDV 1102 and OADM 1208

Provides the basic concepts of the benefits of math and science for young children; identifies and recognizes a variety of items that can promote math/science experiences in each learning center and through child/teacher-directed activities.

CHDV 1108. Parental Involvement 3-0-3

Students will be provided with methods on how to form partnerships with families through parent conferences, teacher/parent communications sources (i.e., newsletters), parents as volunteers, special activities for families, and parent education resources within the community. Techniques on incorporating multi-cultural and anti-bias activities in the classroom/home will also be presented.

CHDV 1109. CDA Preparation and Assessment 3-0-3

Prerequisites: CHDV 1101, 1102, and 1103

Professionalism is emphasized in the area of CDA application through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families. This course will emphasize professionalism in the area of child development and help students who will be completing the application.

CHDV 1190. Early Childhood Practicum I 1-4-3

Prerequisites: CHDV 1101 and 1102.

Students have the opportunity to gain knowledge and experience in on-the-job settings. The importance of professionalism; interpersonal relationships with co-workers, families and children; and classroom management will be presented.

CHDV 1191. Early Childhood Practicum II **1-4-3**

Prerequisite: CHDV 1190

Provides the opportunity to gain knowledge and experience in on-the-job settings. Developing professionalism, interpersonal skills with co-workers, families and children, and classroom management will be presented.

CHEM 1105. Fundamentals of Chemistry **3-3-4**

Prerequisite: High School Algebra II with a "C" average or exit MATH 0098

Introduces the fundamentals of chemistry including general principles of atomic structures, bonding, reactions, gases, water, solutions, pH and elementary organic chemistry and biochemistry.

CHEM 1211. General Chemistry I **3-3-4**

Prerequisite: MATH 1111 or permission of instructor

Explores the discipline of chemistry through an understanding of the basic laws and properties of matter, stoichiometry, atomic structure, chemical bonding, gas laws, solutions and the physical states of matter. Requires laboratory experimentation which illustrates applications of concepts studied in lecture.

CHEM 1212. General Chemistry II **3-3-4**

Prerequisite: CHEM 1211

Continues the exploration of the discipline of chemistry begun in CHEM 1211. Focuses on the more quantitative aspects of chemistry including chemical equilibria, kinetics, acid-base, solubility product, electrochemistry and coordination compounds. Requires laboratory development of techniques necessary to identify common metallic and non-metallic ions.

CHEM 2211. Organic Chemistry I **3-3-4**

Prerequisite: CHEM 1212 or permission of instructor

Introduces the chemistry of organic compounds including aliphatic and aromatic hydrocarbons, stereo-chemistry, monofunctional compounds and some polyfunctional compounds. Requires the illustration of techniques for synthesis, separation, purification and identification of organic compounds in the laboratory.

CHEM 2212 Organic Chemistry II **3-3-4**

Prerequisite: CHEM 2211

Continues the exploration of the chemistry of organic compounds with an emphasis on the characteristics and reactions of a variety of functional groups. Requires the illustration of techniques for synthesis, separation, purification and identification of organic compounds in the laboratory.

CHEM 3103. Textile Chemistry **3-0-3**

Prerequisite: CHEM 1211

Assures a basic understanding of the properties and reactions of aliphatic and aromatic organic compounds. Emphasis will be placed on mechanistic interpretations and the development of synthetic schemes leading to polyfunctional compounds of the types encountered in the textile industry.

CINM 1101. Introduction to Film as Literature **3-0-3**

Prerequisite: ENGL 1101 or permission of the instructor.

Presents an introduction to film which incorporates humanistic, philosophic, and historical analyses of film from the silent period through modern times. Explores selected films for critical application of these methodologies as well as appreciation through lectures, readings, and viewings, including capability in electronic resources and documentation.

CISM 2201. Fundamentals of Computer Applications **3-0-3**

Prerequisite: Degree credit math course or permission of instructor.

Assures a basic level of computer applications literacy to include spreadsheet, database, word processing, LAN, e-mail, and Internet utilizations. This course satisfies the computer literacy requirement.

CMPS 1100. Computer Literacy **1-0-1**

Introduces basic computer concepts including computer terminology, Windows 95, and navigation of the Internet. Students will be exposed to the components that comprise computer hardware and the software needed to effectively use personal computers. This course satisfies the computer literacy requirement.

CMPS 1125. Computer Concepts **3-0-3**

Prerequisite: MATH 1111 or permission of instructor

Covers such topics as computer operating systems and problem solving using applications software. Software packages in word-processing, spreadsheet design and database management will be studied. For non-computer science majors. This course satisfies the computer literacy requirement.

CMPS 2220. Principles of Programming I **3-0-3**

Prerequisite: Permission of instructor, CAPS 1101, CISM 2201, or CMPS 1125

Introduces the principles of computer programming. Emphasis is on the design and teaching of correct well-structured algorithms using appropriate control structures with simple data types and data structures. This course satisfies the computer literacy requirement.

CMPS 2221. Principles of Programming II **3-0-3**

Prerequisite: CMPS 2220 or permission of instructor

Continues the development of program design using the language C++. This course satisfies the computer literacy requirement.

CNAS 1110. Basic Nursing Assistant Skills **2-2-3**

Prerequisite: Permission of instructor.

This course emphasizes the needs of the elderly and other persons requiring the services of nursing facilities. It focuses on nursing assistant skills and functions, safety and the psychosocial approach to the care of the resident. Caring, understanding, and respect for the residents as individuals are important attitudes conveyed to the nursing assistant. Skills such as body mechanics and safety, feeding, bath and bed making are practiced in the nursing lab before applying these skills in the clinical setting. (Career Course)

CNAS 1111. CNA Clinical Practicum **0-6-2**

Prerequisite: CNAS 1110

The purpose of this clinical practicum is to provide the student with opportunity to utilize developing skills acquired in the classroom and lab of CNAS 1110. The goal of these skills includes: acquiring insight into his/her personal development, developing and utilizing communication skills, and to safely and effectively relate theory as presented in the classroom setting to the individual patient in a clinical area (examples: Geriatrics and Acute Care Hospitals). (Career Course)

CNAS 1130. Home Care Training**1-0-1**

Prerequisite: CNAS 1111

This course builds upon the basic Certified Nursing Assistant concepts with an expansion of the role of the Certified Nursing Assistant in order to function outside of the structure of the healthcare facility. Subject areas included are orientation to the home care industry, communication skills, working with people, caring for clients at various stages of development, and caring for the client's home environment. (Career Course)

CNAS 1131. Home Care Skills Practicum**0-6-2**

Prerequisite: CNAS 1130

This course is the clinical component of Certified Nursing Assistant 1130. Principles and skills introduced in the classroom will be practiced in the clinical setting under the supervision of a nurse preceptor (RN or LPN). During the two weeks of clinical practicum, the students will meet with their primary instructor at the end of the week for post-conference and problem solving. (Career Course)

COMM 1110. Fundamentals of Speech**3-0-3**

Presents a course in the basic principles of effective oral communication. Emphasizes planning, researching, organizing, and presenting types of speeches used in business, educational, and political activities. Gives special attention to informative and persuasive extemporaneous speeches. COMM 1110C satisfies the computer literacy requirement.

COMM 2240. Group Discussion and Parliamentary Procedure**3-0-3**

Focuses on the theory and practical application of discussion methods used in committees, informal groups, and business conferences. Special attention will be given to the principles and practices in the use of parliamentary procedure, motions, amendments, nominations, elections, constitutions, and bylaws. The main emphasis is on group theory, problem solving, and critical thinking.

COOP 1000. First Parallel CO-OP Experience

Prerequisite: Acceptance into the Co-Op Program and acceptance of a job offer by an approved Co-Op employer.

The student works 20 hours a week in a position directly related to the academic major. A Supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

COOP 1001. Second Parallel CO-OP Experience

Prerequisite: COOP 1000

The student continues to work 20 hours a week in a position directly related to the academic major. The difficulty of the work assignments and the student's level of responsibility will increase from COOP 1000. A supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

COOP 1002. Third Parallel CO-OP Experience

Prerequisite: COOP 1001

The student continues to work 20 hours a week in a position directly related to the academic major. The difficulty of the work assignments and the student's level of responsibility will increase from COOP 1001. A supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

COOP 1003. Fourth Parallel CO-OP Experience

Prerequisite: COOP 1002

The student continues to work 20 hours a week in a position directly related to the academic major. The difficulty of the work assignments and the student's level of responsibility will increase from COOP 1002. A supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

COOP 1500. First Alternating CO-OP Experience

Prerequisites: Acceptance into the Co-Op Program and acceptance of a job offer by an approved Co-Op employer.

The student works 40 hours a week in a position directly related to the academic major. A Supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

COOP 1501. Second Alternating CO-OP Experience

Prerequisite: COOP 1500

The student continues to work 40 hours a week in a position directly related to the academic major. The difficulty of the work assignments and the student's level of responsibility will increase from COOP 1500. A supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

COOP 1502. Third Alternating CO-OP Experience

Prerequisite: COOP 1501

The student continues to work 40 hours a week in a position directly related to the academic major. The difficulty of the work assignments and the student's level of responsibility will increase from COOP 1501. A supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

COOP 1503. Fourth Alternating CO-OP Experience

Prerequisite: COOP 1502

The student continues to work 40 hours a week in a position directly related to the academic major. The difficulty of the work assignments and the student's level of responsibility will increase from COOP 1502. A supervisor will train and evaluate the student. Satisfactory completion of the course will result in a grade of CC (Co-Op Credit).

CRJU 1100. Introduction to Criminal Justice

3-0-3

Prerequisite: POLS 1101 or SOCI 1101, or permission of the instructor.

Introduces the study of the institutions and processes of the criminal justice system, including the legislature, law enforcement, attorneys, courts, and corrections. An emphasis is placed upon inter-component relations and checks and balances within the system. Discussion of relevant philosophical models of the criminal justice system is included.

CRJU 2221. Introduction to Criminology

3-0-3

Prerequisite: SOCI 1101

Examines criminal behavior, theories of deviance, and social control. Considers the relationship between individual deviance and social disorder. Includes analysis of criminal statistics as well as models of treatment and prevention.

CRJU 2231. Introduction to Corrections

3-0-3

Prerequisite: SOCI 1101

Investigates the history and origins of the correctional process through the organizational structure, the treatment procedures, and the control and management of institutions, jails, and detention facilities.

CRJU 2261. Introduction to Juvenile Justice

3-0-3

Prerequisite: SOCI 1101

Examines the nature of juvenile delinquency as well as the significant causal theories and models of treatment and prevention. Includes analysis of delinquency statistics and relationships among selected social indicators.

CRPT 1259. Introduction to Carpet Manufacturing 3-0-3

Students will be introduced to the different techniques utilized in the process of manufacturing carpet. A history of carpet manufacturing from its beginning until today will be presented. Carpet manufacturing from other countries will be investigated.

CRPT 1275. Introduction to Textiles/Polymer Chemistry 3-0-3

An introduction to the chemistry of polymers and textile fibers, preparation agents, dyes, and finishes.

CRPT 1280. Carpet Fiber Science 3-0-3

This class introduces students to the history, structure, properties, fabrication, and use of polymers in the carpet industry. Properties of fibers are examined in relation to their end-use performance.

CRPT 1285. Yarn Manufacturing 3-0-3

This course investigates manufacturing technologies for producing staple, natural/synthetic fiber yarns, and basic properties of spun yarn. The extrusion process will be investigated.

CRPT 1287. Carpet Coloration and Finishing 3-0-3

A study of thermal, chemical, and mechanical processes used in preparation, coloration, and finishing of textile structures.

CTMS 1152. Manufacturing Organizational Principles 1-0-1

Students will be introduced to the Certified Manufacturing Program at Dalton State College as well as the manufacturing process as a whole. Time will be spent on business principles and plant safety. The work ethic principles will be stressed during this learning module.

CTMS 1154. Manufacturing Workplace Skills 1-0-1

The importance of effective listening will be presented in detail. Another component is that of team work or working together to get multiple tasks completed. Students will also be introduced to different ways to manage change in their lives. Methods of personal wellness, problem solving skills, and job interview scenario will be presented. The concept of a positive self image will be explored.

CTMS 1156. Manufacturing Production Requirements 2-0-2

World class manufacturing will be explored in this area. Statistical Process Control will be introduced and worked into the curriculum quite heavily.

CTMS 1158. Automated Manufacturing Skills 2-0-2

Students will be introduced to force, work, rate, and power. Various hand tools, both power and manual will be explored in detail. The student will receive a basic understanding of the fundamentals of electricity, industrial control and computers automation.

CTMS 1160. Representative Manufacturing Skills 4-0-4

Students will be introduced to concepts involving fractions, the metric system, and ratio and proportion. Calculator will be used in developing business calculation skills. A great deal of time will be spent on actual blueprint reading and understanding. Various manufacturing simulations will be presented, including forklift operational and safety standards.

DRFT 1120. Applied Computer Graphics **1-4-3**

Prerequisite: CAPS 1101, or permission of instructor.

This course provides an introduction to computer graphics used in business applications. It is designed for the non-drafting student. Topics covered include terminology, hardware, and applications software necessary to produce computer generated graphics. (Career Course)

DRFT 1141. Engineering Graphics I **1-4-3**

Engineering Graphics I is the introductory course for students majoring in Drafting and Design Technology. The course will introduce engineering graphics and its role in the engineering and manufacturing process. Beginning sketching, lettering, and the use of drafting tools as well as the process of creating working drawings are presented. (Career Course)

DRFT 1143. Engineering Graphics II **1-4-3**

Prerequisite: DRFT 1141.

This course will build upon and expand knowledge and skill levels in geometric construction, multi-view drawing, sectioning, and dimensioning practices. Pictorial drawing along with auxiliary, steel detailing and welding drawing are introduced. (Career Course)

DRFT 1145. Geometric Tolerancing and Dimensions **1-2-2**

Prerequisite: DRFT 1141.

The course will introduce the student to geometric tolerancing and dimensioning and how these practices are used in machine drawings found in various industries. The student will gain experience applying geometric tolerances to machine design problems. (Career Course)

DRFT 1151. Introduction to Computer-Aided Drafting (CAD I) **2-3-3**

Introduces the student to computer-aided drafting (CAD I) and its role in today's engineering processes. Includes micro-based CAD software and the use of plotters and other computer graphics hardware. This course satisfies the computer literacy requirement. (Career Course)

DRFT 1153. Intermediate Computer-Aided Drafting (CAD II) **2-3-3**

Prerequisites: DRFT 1141 and 1151.

This course will cover 3D CAD. The use of 3D space, 3D tools, solids modeling and advanced modeling concepts and commands. The student will have an introduction to the programming language of AutoLisp. This course satisfies the computer literacy requirement. (Career Course)

DRFT 1161. Architectural Drafting I **1-2-2**

Prerequisite: DRFT 1141.

This course will give the student an overview of architectural drafting. The student will be exposed to components of architectural plans, lettering, and sketching. The course will be taught using traditional board drafting techniques. (Career Course)

DRFT 2245. Descriptive Geometry **2-3-3**

Prerequisite: DRFT 1141.

This course will present descriptive geometry as a problem solving tool. Students experience how descriptive geometry is used in developing solutions to technical design problems. (Career Course)

DRFT 2247. Manufacturing Processes **1-2-2**

Prerequisite: DRFT 1141.

Various manufacturing processes will be introduced along with the use of calipers, micrometers, and computer-aided manufacturing (CAM). (Career Course)

DRFT 2249. Manufacturing Processes II 1-2-2
Prerequisite: DRFT 2247

This course is a continuation of DRFT 2247.

DRFT 2255. Advanced Computer-Aided Drafting (CAD III) 2-3-3
Prerequisites: DRFT 1151 and 1153.

A study of 3D modeling and rendering techniques used to create photo-realistic renderings, animation, and presentations. This course satisfies the computer literacy requirement. (Career Course)

DRFT 2257. CAD Machine Drafting I 2-3-3
Prerequisites: DRFT 1141 and 1151.

This course introduces components and design concepts used in creating machine drawings and working drawings. This course satisfies the computer literacy requirement. (Career Course)

DRFT 2259. CAD Machine Drafting II 2-3-3
Prerequisite: DRFT 2257.

This course is where all drafting concepts come together. Subjects include working drawings, sheet layout, zoning, bill of materials, and assembly drawings. This course satisfies the computer literacy requirement. (Career Course)

DRFT 2263. Architectural Drafting II 2-3-3
Prerequisites: DRFT 1151 and 1161.

Covers basic principles of house planning and styles of home architecture. The student will prepare a complete set of residential house plans using architectural CAD software. (Career Course)

DRFT 2274. Special Problems in CAD 1-4-3
Prerequisite: Permission of Instructor

Course will include selected advanced CAD topics, CAD updating skills, and other software applications not covered in previous CAD courses. This course satisfies the computer literacy requirement. (Career Course)

DSCS 1101. A Guide to College Success 2-0-2

Concentrates on the requirements for success at Dalton State College and provides practical strategies and methods of realizing success. Self-assessment, feedback and reinforcement activities are applied to the development of effective study skills, self-management strategies, interpersonal communication skills, and short- and long-term goals. The course prepares students to assume responsibility for their own learning and growth. This course satisfies the computer literacy requirement. (Institutional Credit)

DSCS 1105. Career Choices and Decisions 1-0-1

Provides an overview of the career planning process. Information, activities, and resources will assist students in developing the skills necessary in choosing a major/career, learning about various occupations and industries, and exploring educational options. (Institutional Credit)

DSCS 1106. Job Search Strategies 1-0-1

Addresses issues associated with preparing to start a career. Includes information on job search processes, issues and strategies. Will help students assess and relate their qualifications to job options as well as develop resume, cover letter, and interview skills. (Institutional Credit)

DSCS 1110. Personal Development and Wellness 1-0-1

Explores the concept of personal development, focusing on the application of life management skills to student success. The dimensions of wellness as they relate to the whole person—physical, mental, and psychological—are discussed, and life skills such as goal-setting and motivation, stress management, and communication skills are presented. (Institutional Credit)

DSCS 1115. Real World Skills **1-0-1**

Provides a focused, practical introduction to budgeting, credit, investing, insurance, automobile and home purchase, and basic consumer rights. (Institutional Credit)

ECON 1101. Introduction to Economics **3-0-3**

Prerequisite: READ 0098, unless exempt, or permission of the instructor.

Describes and analyzes the economic operation of a modern industrial/commercial society, promotes an understanding of economic concepts as they apply to everyday life, and examines the role of government in the economy. (Designed primarily for students in non-business programs)

ECON 2105. Principles of Macroeconomics **3S0S3**

Prerequisite: Degree credit math course or permission of instructor

Surveys macroeconomic principles. Topics covered include the scope and method of economics, basic demand and supply theory, national income/output analysis, employment/unemployment, inflation, fiscal policy, and monetary policy.

ECON 2106. Principles of Microeconomics **3S0S3**

Prerequisite: Degree credit math course or permission of instructor

Surveys microeconomic principles. Topics covered include the operation of markets, output and price determination, market structure, income distribution, government regulation of business, labor organizations, and international trade.

EDUC 2203. Introduction to Education and Teaching **3-0-3**

Prerequisite: PSYC 1101, or permission of instructor.

Introduces the historical, philosophical, and organizational aspects of teacher education. Includes a 22-hour practicum of primary, middle, and/or secondary classroom observation.

EDUC 2706. Teaching the Exceptional Child **3-0-3**

Prerequisites: EDUC 2203 and PSYC 2103.

Introduces the history, practices, advances, problems, and challenges encountered in the education of exceptional children. Ten hours of on-site observation are required.

ELCT 1000. Introduction to Electronics Technology **3-2-4**

Prerequisite: none

Provides basic knowledge and skills for technicians in fields related to electronics technology. Topics include: electrical safety, common electronic devices, soldering, analyzing electrical circuits using Ohm's law, number systems and instrumentation.

ELCT 1010. Basic Electrical Circuits Analysis **3-4-5**

Prerequisite: None

Provides knowledge and skills to analyze, construct, and troubleshoot basic electrical circuits that contain resistors, inductors, and capacitors. Topics include: electrical laws, safety practices, series-parallel circuits, instruments, soldering, energy and power, opens and shorts, inductance, and capacitance. (Career Course)

ELCT 1020. AC Circuits Analysis **3-4-5**

Prerequisite: ELCT 1010 or permission of instructor

Provides knowledge and skills to analyze, construct, and troubleshoot basic RL and RC circuits. Topics include: transformers, generations of DC and AC electricity, oscilloscopes, frequency, amplitude, period, and phase, magnetism, L (inductance), C (capacitance), reactance, impedance, resonance, filters, and three-phase power systems. (Career Course)

ELCT 1030. Electronic Devices and Circuits 3-4-5

Prerequisite: ELCT 1020 or permission from instructor.

Provides knowledge and skills to analyze, construct, and troubleshoot semiconductor circuits. Topics include: junction diodes, Zener regulators, bipolar transistors, field effect transistors, thyristors, opto devices, basic amplifiers, operational amplifiers, linear integrated circuits, power supplies, oscillators, waveshaping circuits, and modulation and demodulation circuits. (Career Course)

ELCT 1045. Introduction to Visual BASIC programming 2-4-4

Prerequisite: CAPS 1101 or permission of instructor

This course provides knowledge and skills to create programs using Microsoft's Visual BASIC. Topic include BASIC Programming, debugging programs, forms, menus, OLE, standard controls, and ActiveX controls. This course satisfies the computer literacy requirement.

ELCT 1100. PC Maintenance and Upgrading 2-4-4

Prerequisite: CAPS 1140 or permission of instructor

This course provides basic knowledge and skills for the student to perform maintenance and upgrades to microcomputer systems. Topics include microcomputer components, hardware and software maintenance procedures, MS-DOS and upgrading common computer components. This course satisfies the computer literacy requirement.

ELCT 2030. Electrical Systems Troubleshooting 3-4-5

Prerequisite: ELCT 1045 or instructor approval.

Provides knowledge and skills to methodically troubleshoot electrical/electronic systems. Topics include: review of basic electrical concepts relating to all electrical and electronic components, industrial control devices circuits, transformers, motors, troubleshooting methodology and skills, and maintenance. This course satisfies the computer literacy requirement. (Career Course)

ELCT 2040. Programmable Logic Controllers (PLCs) 3-4-5

Prerequisite: ELCT 1045 or instructor approval.

Provides knowledge and skills to analyze, construct, program, and troubleshoot computer-based programmable logic controllers used in industrial processes. Topics include: programmable controllers, input/output, processing and programming, field wiring, start-up, timers, counters, sequencers, analog and digital I/O, PID, Human Machine Interface (HMI) software and troubleshooting. (Career Course)

ELCT 2050. Electrical Codes and Circuits 3-4-5

Prerequisite: ELCT 1045 or permission of instructor.

Provides knowledge and skills to analyze electrical power distribution systems with emphasis on National Electrical Code conformity. Topics include: wiring methods, branch circuits, feeders and mains, residential, commercial, industrial, grounding, hazardous locations, motor circuits, GFCI's, ladder logic, start-stop control, forward-reversing, wiring and line diagrams, timers, counters, and sensors. (Career Course)

ELCT 2060. Motors, Controls and Drives 3-4-5

Prerequisite: ELCT 1045 or permission of instructor.

Provides knowledge and skills to analyze, construct, and troubleshoot DC motors and control circuits. Topics include: DC motors, controllers, motor circuit protection, braking, forward and reversing, acceleration and deceleration and Electronic motor drives, single-phase AC motors, three-phase AC motors, Electronic AC motor drives (Inverters), branch circuit protection, and overload protection. (Career Course)

ELCT 2100. PC Systems Troubleshooting **2-4-4**

Prerequisite: ELCT 1100

This course provides advanced knowledge and skills for the student to install, maintain and troubleshoot microcomputer systems. Topics include software diagnostics, hardware diagnostics, system upgrading of primary and secondary storage devices, video systems, input devices and printers.

ELCT 2110. Microprocessor Interfacing and Technology **2-4-4**

Prerequisite: ELCT 1100

This course provides knowledge and skills to analyze, interface, program, construct and troubleshoot microprocessor-based systems. Topics include Microprocessor architecture, assembler language programming, memory, input-output devices, addressing schemes, digital-to-analog and analog-to-digital conversions, interface adapters and communications.

EMST 1100. Emergency Medical Service I **6-2-7**

Prerequisite: Admission to the Basic EMT program.

Introduction to Emergency Medical Services and Emergency Medical Technician's skills; Emergency Medical Services and the Law; introduction to Emergency Vehicle Operations, and Equipment; introduction to Blood and Airborne Pathogens; Universal Precautions; Introduction to Hazardous Materials; Introduction to Anatomy and Physiology; Patient Assessment; Radio Communications; introduction to written documentation; introduction to Basic Life Support; introduction to the use of an Automatic External Defibrillator; and introduction to the use of airway adjuncts and oxygen therapy. (Career Course)

EMST 1101. Emergency Medical Services II **6-2-7**

Prerequisite: EMST 1100.

Introduction to wounds, bleeding, and bandaging; introduction to shock, instruction of MAST as an invasive procedure; introduction to General Pharmacology and the use of Epinephrine - SQ 1: 1,000 in anaphylaxis. Covers the invasive procedures of IV therapy and treatment and management of injuries to soft tissue, the abdomen, the musculoskeletal system, the head, neck, chest, and spine. Covers environmental and behavioral emergencies as well as disaster/triage and patient lifting, moving and handling. (Career Course)

EMST 1102. Emergency Medical Services III **4-6-7**

Prerequisite: EMST 1101.

Procedures in the assessment and management of medical emergencies, pediatrics, obstetrics, environmental and behavioral emergencies are covered. Sessions involving patient management and mechanical aspects of extrication are included. Supervised experience with patients in clinical facilities is included. (Career Course)

EMST 1126. Introduction to the Paramedic Profession **2-1-2**

Prerequisite: Program Admission

Corequisite: MATH 1102, BIOL 1100

Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include: roles and responsibilities, the EMS system, medical/legal considerations, illness/injury prevention, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5 and Division 7, Sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1127. Patient Assessment

2-1-2

Corequisites: EMST 1126, EMST 1128, BIOL 1100

Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: therapeutic communications, history taking, and techniques of physical exam, patient assessment, clinical decision-making, communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1128. Applied Physiology and Pathophysiology

2-0-2

Corequisite: BIOL 1100

This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. The curriculum covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases is discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMST 1129 - Pharmacology

2-1-2

Corequisite: MATH 1102

This unit is designed to help the Paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes historical trends, names and sources of drugs, classifications, sources of information, legislation and schedules of controlled drugs, standardization of drugs, investigational drugs and standardized drug profiles. Other topics include general properties and forms of drugs, venous access, routes of administration, interactions, storage, and special considerations in drug therapy for pregnant patients, pediatrics, and geriatrics. Also discussed are personal responsibility issues, legal, moral, and ethical responsibilities, as well as therapeutically effective drug administration. Detailed reviews of the autonomic nervous system will be discussed to enhance understanding of the mechanism or drug actions where pharmacokinetics and pharmacodynamics will be integrated. Paramedics will learn to recognize and understand patient-prescribed, over-the-counter and other types of medications. This course provides instruction on topics in Division 1 (Preparatory), Section 7 (Pharmacology) and Section 8 (Venous Access/Medication Administration) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1130. Respiratory Function and Management**3-2-4**

Prerequisites: EMST 1126, 1127, 1128, and 1129, BIOL 1100

This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1131. Trauma**3-1-3**

Prerequisites: EMST 1126, 1127, 1128, and 1129

Introduces the student to assessment and management of the trauma patient. The student will integrate pathophysiology principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. This course covers epidemiology, detailed anatomy and physiology, physical assessment, and management techniques relative to all types of trauma. Topics include: trauma system and mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma.

EMST 1132. Cardiology I**3-1-3**

Prerequisites: EMST 1126, 1127, 1128, and 1129, BIOL 1100

Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1133. Cardiology II**3-1-3**

Prerequisites: EMST 1126, 1127, 1128, and 1129, MATH 1102

Corequisite: EMST 1132

This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1134. Medical Emergencies**3-1-3**

Prerequisites: EMST 1126, 1127, 1128, and 1129, BIOL 1100

Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and

infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1135. Maternal/Child

3-1-3

Prerequisites: EMST 1126, 1127, 1128, and 1129

Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Divisions 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1136. Special Patients

1-1-1

Prerequisites: EMST 1126, 1127, 1128, and 1129

Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

EMST 1200. Clinical Application of Advanced Emergency Care I

0-10-3

Prerequisite: Program Admission

Provides supervised experience that meets Georgia Department of Human Resources Office of EMS requirements for actual patient care in the hospital and Advanced Life Support ambulance settings. Simulations in the classroom experience on an advanced ambulance and service in a hospital develop assessment and treatment skills. Emphasis is placed on ethics, assessment and management of adult and pediatric medical and trauma emergencies. Clinical opportunities will be provided that meet the regulatory requirements for clinical experience at a minimum in the following areas: OR, Critical Care, Emergency Room, Pediatrics, Psychiatric, Labor and Delivery, and Advanced Life Support Ambulance.

EMST 1201. Summative Evaluation

3-1-3

Prerequisites: EMST 1126, 1129, 1131, 1132, 1133, 1134, and 1135

This course occurs near the program conclusion. This is the final ability to integrate all of the didactic, knowledge, psychomotor skills, and clinical instruction to serve as an entry-level paramedic during the EMS leadership phase. In the EMS Leadership phase, students will be measured on how they perform as an entry-level paramedic. In the classroom and lab, the student will practice and test as a team leader and partner doing assessment, initial resuscitation, scene choreography, treatment, and patient presentation. This course will be comprised of paramedic preceptorship and summative case evaluation in trauma, medical, pediatric, and oral examination. A comprehensive exam will be given in: EKG interpretation,

pharmacology, and course comprehension. This course will also include a board examination review.

EMST 1210. Clinical Application of Advanced Emergency Care II 0-10-3

Prerequisite: EMST 1200

A continuation of the clinical applications of advanced emergency care.

ENGL 0098. Developmental Studies English 4-0-4

Emphasis placed on the basics of grammar, paragraphs, and essays to prepare students to complete ENGL 1101 successfully. Students may exit from Developmental Studies from this course. (Institutional Credit)

ENGL 0800. Beginning English as a Second Language 3-3-4

Prerequisite: Limited English, CPEE/R 0-65, Compass English 0-44, TOEFL 300-399, or the equivalent.

Offers a basic course in English as a Second Language (ESL). Attends to especially the oral but also the written skills of nonnative learners of English. (Institutional Credit)

ENGL 0830. Intermediate English as a Second Language 3-3-4

Prerequisite: ENGL 0800, CPEE/R 66-70, Compass English 45-59, TOEFL 400-499, or the equivalent

Provides a mid-level course in English as a Second Language (ESL). Develops the oral and written skills of nonnative learners of English. (Institutional Credit)

ENGL 0860. Advanced English as a Second Language 3-3-4

Prerequisite: ENGL 0830, CPEE/R 71-74, Compass English 60-69, TOEFL 500-599, or the equivalent

Presents an upper-level course in English as a Second Language (ESL). Emphasizes reading and writing skills to prepare nonnative learners of English for ENGL 1101--English Composition I. Also prepares bilinguals for the Compass Reading exam. (Institutional Credit)

ENGL 1095. Regents' Testing Program 2-0-2

Provides required remediation to (1) students who have failed the essay portion of the Regents' Test and to (2) students who have earned 45 degree credit hours and who have not passed (or taken) the essay portion of the Regents' Test. (Institutional Credit)

ENGL 1100. Communication Skills 3-0-3

Prerequisite: Satisfactory English placement score or successful completion of LRSE 0090.

Offers a basic course in the effective use of oral and written communication skills related to the student's technical program and designed to enable the student to organize, compose, and revise reports, business letters, and other forms of business communication. (Career Course)

ENGL 1101. English Composition I 3-0-3

Prerequisite: ENGL 0098 unless exempt.

Corequisite: READ 0098 unless exempt.

Students scoring below the acceptable minimum on the diagnostic reading examination must successfully complete READ 0098 before receiving credit for ENGL 1101.

Provides a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. Special sections use computers each semester. A minimum grade of "C" is required in ENGL 1101 before

the student can take ENGL 1102. ENGL 1101C satisfies the computer literacy requirement.

ENGL 1102. English Composition II **3-0-3**

Prerequisite: ENGL 1101 or the equivalent.

Presents a composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research methods, including capability in electronic resources and documentation.

ENGL 1110. Creative Writing **1-0-1**

Prerequisite: ENGL 1102 or permission of instructor.

Writing fiction, with an emphasis on plotting, characterization, point of view, imagery, and symbolism for the short story. Special attention is given to drafting and revising. Classes contingent upon enrollment.

ENGL 2010. Linguistics

3-0-3

Prerequisite: ENGL 1101

Provides knowledge of language, including its varieties, sound systems, word formation, sentence formation, language meaning and discourse. Includes first and second language acquisition and classroom observation. Flexible range of course options built in to suit various learning interests and styles. (Web-based course)

ENGL 2111. World Literature I **3-0-3**

Prerequisite: ENGL 1102 or permission of the instructor.

Surveys important works of world literature from ancient times through the mid-seventeenth century.

ENGL 2112. World Literature II **3-0-3**

Prerequisite: ENGL 1102 or permission of the instructor.

Surveys important works of world literature from the mid-seventeenth century to the present. Continues study begun in ENGL 2111, but 2111 is not a prerequisite.

ENGL 2120. British Literature I **3-0-3**

Prerequisite: ENGL 1102 or permission of the instructor.

Surveys important works of English literature from the Old English period through the Neoclassical Age.

ENGL 2121. British Literature II **3-0-3**

Prerequisite: ENGL 1102 or permission of the instructor.

Surveys important works of English literature from the Romantic Era to the present. Continues study begun in English 2120, but 2120 is not a prerequisite.

ENGL 2130. American Literature I **3-0-3**

Prerequisite: ENGL 1102 or permission of the instructor.

Surveys important works of American literature from the Pre-colonial Age to the mid-nineteenth century.

ENGL 2131. American Literature II **3-0-3**

Prerequisite: ENGL 1102 or permission of the instructor.

Surveys important works of American literature from the mid-nineteenth century to the present. Continues study begun in ENGL 2130, but 2130 is not a prerequisite.

ENGL 3203. Business Writing **3-0-3**

Prerequisite: ENGL 1102

Provides an introduction to organization, style, and mechanics of technical and managerial writing and presentations. Includes practice

in writing technical documents, including organizing, writing, editing, presenting reports, and designing visual aids.

FNAR 1102. Fine Arts Appreciation 3-0-3

Prerequisite: ENGL 1101 or permission of the instructor.

Presents an historical study of aesthetic expression through painting, sculpture, music, dance, and architecture as those forms reflect the values and the culture of the societies that produced them. Begins with instruction in the common principles governing all the arts.

FREN 1001. Elementary French I 3-0-3

Instructs in the basic principles of French pronunciation and in the fundamentals of grammar and sentence structure. Within a limited vocabulary range, emphasizes equally the development of speaking, writing, reading, and listening skills.

FREN 1002. Elementary French II 3-0-3

Prerequisite: FREN 1101 or permission of the instructor.

Follows the same patterns and objectives used for FREN 1101 but includes a more detailed study of grammar, longer conversational exercises, and some discussion of French history, culture, and literature.

FREN 2001. Intermediate French I 3-0-3

Prerequisite: FREN 1102 or two units of high school French.

Reviews intensively French grammar, verb forms, and idioms. Includes reading of texts of moderate difficulty; more advanced conversation exercises. Classes contingent upon enrollment.

FREN 2002. Intermediate French II 3-0-3

Prerequisite: FREN 2201.

Continues readings of texts of moderate difficulty in literature and culture of French-speaking peoples; advanced conversation exercises. Classes contingent upon enrollment.

GEOG 1101. Introduction to Human Geography 3-0-3

Prerequisite: READ 0098, unless exempt.

Introduces the study of world geography with attention given to demographic, political, cultural, economic, and environmental characteristics of regions of the world.

GEOG 1111. Introduction to Physical Geography 3S0S3

Prerequisite: READ 0098, unless exempt.

Introduces the basic principles of geography as related to the physical elements of the human environment and area distribution throughout the world. Includes maps and locations, weather, climate, and natural resources.

HIST 1111. World Civilization to 1650 3S0S3

Prerequisite: READ 0098, unless exempt.

Surveys the history of civilization from its beginnings through the ancient, classic, and medieval eras to 1650 C.E. Although Western civilization and its antecedents in the Mediterranean basin receive the most intense study, Indian, Far Eastern, and Islamic civilizations are also given extensive consideration.

HIST 1112. World Civilization since 1650 3S0S3

Prerequisite: READ 0098, unless exempt.

Surveys the history of civilization in the modern era from 1650 C.E. to the present. While the perspective of the course is global, the development of Western ideals and institutions and their expansion

on a world-wide scale serve as the basic organizing principles of the course. A continuation of HIST 1111 but may be taken independently.

HIST 2111. United States History to 1877 **3S0S3**

Prerequisite: READ 0098, unless exempt.

Surveys the history of colonial America and the United States from the first European encounters with the New World through the Civil War and Reconstruction.

HIST 2112. United States History since 1877 **3S0S3**

Prerequisite: READ 0098, unless exempt.

Surveys United States history from the Reconstruction era to the present. A continuation of HIST 2111 but may be taken independently.

HUMN 2212. Electronic Culture **1-0-1**

Prerequisites: CMPS 1125 or CAPS 1101/OADM 1140, or permission of the instructor.

Carries students beyond the introduction to electronic technology and research begun in ENGL 1102 and the appreciation of culture begun in FNAR 1102 to an exploration and assessment of the subject matter of the Humanities in electronic forms, of electronic aids to research, and of the cultural treasures of the Internet. Classes contingent upon enrollment. This course satisfies the computer literacy requirement.

IOMG 3251. Principles of Operations Management **3-0-3**

Prerequisites: BUSA 2106 or equivalent, CISM 2201 or equivalent, MATH 2200 or concurrent, or permission of the instructor.

Introduces students to an organization's resources and processes in its efforts to create products or services. The set of resources planned and managed includes the work force, equipment, materials and information. Includes coverage of operations strategy and managing change, product design, process selection and planning, and controlling the supply chain.

IOMG 3252. Manufacturing Cost Analysis **3-0-3**

Prerequisites: BUSA 3056, IOMG 3251, MGIS 3351

Prepares students to provide a technical and economic evaluation of manufacturing operations to determine cost and feasibility.

IOMG 3253. Introduction to Data Processing Systems **3-0-3**

Prerequisites: IOMG 3251, MGIS 3351

Introduction to the concepts and terminology of data communications, network design, and distributed information systems. Emphasis on management of equipment, architectures, and transmission alternatives. This course satisfies the computer literacy requirement.

IOMG 3254. Computer Integrated Manufacturing **3-0-3**

Prerequisites: Junior standing and CISM 2201 or equivalent, or permission of the instructor.

Introduces the concepts and terminology of computer integrated manufacturing. Special emphasis is placed on the practical application of automation technology.

This course satisfies the computer literacy requirement.

IOMG 4252. Work Measurement and Analysis **3-0-3**

Prerequisite: MATH 2200

Prepares students to evaluate the motion necessary to perform industrial operations; motion economy; development of ratings, allowances, standard data, formal construction of standards, work sampling, wage payment and performance training.

IOMG 4253. Integrated Materials Management 3-0-3

Prerequisites: BUSA 3055 and MGIS 3351

Examines the materials, technologies, products, and practices of modern integrated materials sourcing and logistics. Specific topics include distribution requirements planning, continuous replenishment, just-in-time, and efficient replenishment.

IOMG 4254. Industrial Loss and Risk Management 3-0-3

Provides a foundation for planning, implementation and evaluation of industrial safety programs. Includes coverage of OSHA and workers' compensation issues.

IOMG 4255. Manufacturing Planning and Control 3-0-3

Prerequisites: BUSA 3055 and MGIS 3351

Examines the planning involved in manufacturing operations, evaluates personnel requirements, control methods, equipment and supplies.

IOMG 4256. Advanced Application Development 3-0-3

Prerequisites: MGIS 3351 and either MGIS 3253 or MGIS 3352

Course will increase students' programming and database skills in an integrated application development environment. Specific topics include basic database theory, creation of tables, queries, forms, and reports; as well as programming with macros and sequential languages. This course satisfies the computer literacy requirement.

IOMG 4800. Special Topics in Operations Management 3-0-3

Prerequisite: Permission of Instructor

In-depth, supervised, individual study of one or more current problems in the field of operations management.

LENF 1100. Basic Law Enforcement 3-0-3

Prerequisite: Approval by a recognized law enforcement agency.

A basic law enforcement course of 240 hours of classroom instruction designed for all peace officers. The following topics are prescribed by the Georgia Peace Officers Standards and Training Council for the Recruit Minimum Curriculum: Introduction to Law Enforcement, Criminal law, Evidence, Criminal Investigation, Patrol Procedures, Juvenile Procedures, Firearms, Accident Investigation, Community Relations, and First Aid. (Career Course)

LENF 1105. Basic Patrol Procedures 3-0-3

Introduces law enforcement and patrol procedures. (Career Course)

LENF 1110. Fundamentals of Investigation and Crime Scene Processing 3-0-3

Introduces criminal investigation. Special emphasis is placed upon the skills necessary to conduct a preliminary criminal investigation and includes recording the scene as well as identifying and collecting physical evidence. (Career Course)

LENF 1115. Rules of Evidence and Courtroom Presentation 3-0-3

Examines the rules of evidence commonly recognized by the judicial system. Topics covered are: legal rules governing presumption, opinion evidence, hearsay evidence, privileged communications, and the classification of evidence in terms of real, testimonial, direct, and circumstantial; the fundamentals of being an effective witness in court; the importance of preparation before court; and the importance of the officer's appearance and manner while on the witness stand. (Career Course)

LENF 1120. Georgia Laws and the Georgia Peace Officer 3-0-3

Introduces Georgia Criminal Law, Georgia Juvenile Law, Georgia Traffic Law, and certain aspects of Georgia Criminal Procedures. This course is designed to give students a working knowledge of definitions, legal procedures, and the evidentiary elements of crime. (Career Course)

LENF 1125. Criminal Procedure 3-0-3

Examines legal procedures required in “stop and frisk” situations, arrests, searches and seizures, in determining the existence of “probable cause”, and in the analysis of probable cause to determine appropriate course of action. (Career Course)

LENF 1130. Constitutional Law and the Peace Officer I 3-0-3

Introduces the historical factors that influenced the spirit and content of the U.S. Constitution, the major characteristics and powers of the three branches of government, and those provisions of the Bill of Rights which are of particular importance to law enforcement personnel. (Career Course)

LENF 1135. Constitutional Law and the Peace Officer II 3-0-3

Prerequisite: LENS 1130.

Continues the introduction to constitutional law for the peace officer. (Career Course)

LENF 1140. Management of Forensics 3-0-3

Introduces the basic principles of forensics. Includes the collection, preservation, and submission of material evidence, the use of forensics in relation to material evidence, and the services available from forensics laboratories. (Career Course)

LPNS 1103. Introduction to Nutrition and Diet Therapy 2-0-2

This course provides basic principles of nutrition. It focuses on developing an understanding of the food guide pyramid and how proper nutrition influences health and wellness. Skills will be practiced to enhance communication of optimal nutritional habits to the patient/client for needs throughout the life cycle. (Career Course)

LPNS 1105. Pharmacology 3-1-3

Prerequisite: MATH 1102 or permission of instructor.

This course provides the student with basic skills to compute dosages and solutions calculation. Content includes broad drug classification, action, common side effects and criteria for evaluating effectiveness of drug therapy. Students will practice the procedures for medication administration in a simulated clinical environment. (Career Course)

LPNS 1110. Nursing Skills I 2-4-3

Prerequisite: Acceptance into LPN program and current professional rescuer CPR certification.

The first of two courses. This course assists students in developing the knowledge and skills needed to perform basic nursing procedures. Through emphasis on the nursing process students are taught the basic principles and concepts involved in meeting the needs of the individual patient. Topics include: orientation to the profession, ethics and law, community health, cultural diversity, and basic nursing procedures. (Career Course)

LPNS 1111. Nursing Skills II 4-5-6

Prerequisite: LPNS 1110.

Continuation of LPNS 1110 focusing on development of more complex nursing skills. Emphasis is on the study of geriatric nursing. Clinical experience occurs in a skilled nursing home and/or the acute care setting. (Career Course)

LPNS 1120. Medical/Surgical I **3-7-5**
Prerequisite: LPNS 1111.

The first of four courses. This course assists students in developing knowledge, skills and attitudes in the care of adults. Special emphasis is on utilizing the nursing process in meeting the individual patient's needs. Contents include: common illness/disorders related to the respiratory, cardiovascular, and renal systems. Each unit of study includes: pharmacology, diet, therapy, psychosocial, cultural aspects, and support of the terminally ill and dying. All curriculum threads are continuous. Clinical experience is in the acute care setting. (Career Course)

LPNS 1121. Medical/Surgical II **3-7-5**
Prerequisite: LPNS 1120.

Emphasis on common illness/disorders of the reproductive, endocrine, and gastrointestinal systems. Clinical experience is in the acute care setting. (Career Course)

LPNS 1130. Medical/Surgical III **3-7-5**
Prerequisite: LPNS 1121 or permission of the instructor.

Emphasis is on common illness/disorders of the musculoskeletal, eye, nose, throat, and the nervous system. Clinical experience is in the acute care setting. (Career Course)

LPNS 1131. Medical Surgical IV **3-7-5**
Prerequisite: LPNS 1130.

Emphasis is on common illness/disorders of the integumentary system, mental health and illness, and oncology nursing. Clinical experience is in the acute care setting. (Career Course)

LPNS 1140. Obstetrics **2-5-4**
Prerequisite: LPNS 1131 or permission of the instructor.

This course is structured toward the utilization of the nursing process and nursing skills applicable to the family, maternal and newborn care. Instruction focus will lend itself to relevant pharmacology, diet therapy, and nursing interventions associated with the complicated and uncomplicated stages of labor, delivery, puerperium and newborn care. (Career Course)

LPNS 1141. Pediatrics **2-5-4**
Prerequisite: LPNS 1140 or permission of the instructor.

This course is structured toward the utilization of the nursing process and nursing skills applicable to child care in the home and hospital setting. Instruction focus will lend itself to relevant pharmacology, diet therapy, normal growth and development, and nursing interventions associated with health prevention and disease/disorders of all body systems. (Career Course)

LPNS 1150. Nursing Leadership I **2-1-2**
Prerequisite: OADM 1250 or permission of instructor.

Corequisite: LPNS 1110 or permission of instructor

The first of two courses. Builds on concepts presented in OADM 1250 and LPNS 1110. Provides students with concepts and issues related to leadership, management and safe health care delivery. (Career Course)

LPNS 1151. Nursing Leadership II **0-6-2**
Prerequisites: LPNS 1131 and 1150 or permission of instructor.

Continuation of LPNS 1150. Mid-management skills are introduced utilizing the team nursing concept with multiple assignment. Clinical experience is in a skilled nursing home or acute care settings. (Career Course)

LPNS 1160. State Board Reviews **1-0-1**

Prerequisite: Permission of instructor.

This course assists students in the preparation for the NCLEX-PN/CAT. Review focuses on course content from Medical/Surgical, Maternal/Child, Pediatric and Psychiatric nursing. Students will practice test taking skills using software in the computer lab. (Career Course)

LRSE 0090 **3-0-3**

Prepares students for ENGL 1100 by presenting a study of basic grammar, including subject/verb agreement, pronoun antecedent agreement, verb tense, sentence fragments, fused sentences, and comma splices. Prospective students will be required to score at or above 35 on the COMPASS exam to be exempt from this course. (Institutional Credit)

LRSM 0090 **3-0-3**

Presents the fundamentals of mathematics: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals and percentages. Prospective students will be required to score at or above 35 on the Pre-Algebra COMPASS exam to be exempt from this course. (Institutional Credit)

LRSR 0090 **3-0-3**

Prepares students for READ 1100 by placing emphasis on vocabulary development, identification of main ideas and details, the author's style, and other basic components of reading. Prospective students will be required to score at or above 38 on the COMPASS exam to be exempt from this course. (Institutional Credit)

MATH 0096. PreAlgebra **4-0-4**

Reviews fractions, decimals, percents. Topics include signed numbers, order of operations, variable expressions, linear equations and inequalities, linear graphing, simultaneous equations and polynomials. (Institutional Credit)

MATH 0098. Intermediate Algebra **4-0-4**

Continues the development of algebra. Topics include factoring polynomials, rational expressions, radicals and quadratic equations, complex numbers, functions and logarithms. (Institutional Credit)

MATH 1102. Medical Mathematics **3-0-3**

Prerequisite: Satisfactory Mathematics placement score or successfully complete LRSM 0090

Designed primarily for those students majoring in health professions. Topics covered include a review of computational skills, metric and apothecary systems, and dosage calculations for tablets, solutions, and intravenous fluids. (Career Course)

MATH 1104. Applied Mathematics **3-0-3**

Prerequisite: Satisfactory Mathematics placement score or successfully complete LRSM 0090

A review of mathematics using problems that apply to the student's program of study. Topics include fractions, decimals, percentages, ratio and proportion, geometric shapes and graphs. (Career Course)

MATH 1105. Technical Mathematics **3-0-3**

Prerequisite: Satisfactory mathematics placement score or successfully complete MATH 0096

Covers such topics as basic arithmetic, elementary and intermediate algebra, geometry, and elementary trigonometry. (Career Course)

MATH 1111. College Algebra **3-0-3**

Prerequisite: High School Algebra with a "C" average or successfully complete Developmental Studies Mathematics

Presents topics in algebra, including the number system, polynomials, algebraic functions, exponents, radicals, linear and quadratic equations, inequalities, lines in the plane, linear modeling, conics, algebra of functions, exponential and logarithmic functions and systems of equations and inequalities.

MATH 1112. Trigonometry **3-0-3**

Prerequisite: MATH 1111

Introduces trigonometric functions, graphs of trigonometric functions, solutions and applications of right triangles, identities, inverse functions, general triangle, complex numbers.

MATH 1113. Precalculus Mathematics **3-0-3**

Prerequisite: At least one year of high school mathematics above Algebra II or MATH 1111

Provides immediate transition from high school algebra into calculus and physics. Material goes beyond that normally covered in Mathematics 1111. Algebra topics include linear, quadratic equations, functions and graphing, exponential and logarithmic functions. Trigonometry topics include trigonometric functions and inverse, law of sines, law of cosines and identities. For students planning to take calculus and/or physics.

MATH 1145. Business Mathematics **3-0-3**

Prerequisite: Satisfactory mathematics placements score or successfully complete MATH 0096

Reviews arithmetic operations and basic algebra followed by problems in simple compound interest, payrolls and taxes, valuation of assets, investments and statistics and graphing. (Career Course)

MATH 2181. Applied Calculus **3-0-3**

Prerequisite: MATH 1111 or MATH 1113

Surveys differential and integral calculus of polynomial, rational, exponential and logarithmic functions. Detailed applications to problems and concepts from business, economics and life science are covered.

MATH 2200. Introduction to Statistics **3-0-3**

Prerequisite: MATH 1111 or MATH 1113

Surveys descriptive and inferential statistics. Topics include organizing and graphing data, measures of central tendency, dispersion, probability, normal distribution, sampling, confidence intervals, hypothesis tests, significance tests, correlation and regression.

MATH 2201. Foundations of Mathematics **3-0-3**

Prerequisite: MATH 1111 or MATH 1113

Emphasizes the basic principles and historical development of numeration systems, geometry, number theory and problem solving. Designed primarily for education majors.

MATH 2253. Calculus and Analytic Geometry I **4-0-4**

Prerequisite: MATH 1113 or permission of instructor

Includes topics limits and continuity, derivatives and their applications and an introduction to the concept of the integral. The first in a four course sequence in Calculus.

MATH 2254. Calculus and Analytic Geometry II **4-0-4**

Prerequisite: MATH 2253

Emphasizes the definite integral and its applications, the calculus of trigonometric, exponential, logarithmic, hyperbolic and inverse functions, techniques of integration, improper integrals, L'Hospital's Rule, infinite series and conic sections. The second course in the Calculus sequence.

MATH 2255. Calculus and Analytic Geometry III 3-0-3

Prerequisite: MATH 2254

Emphasizes calculus in three dimensions. Topics include vectors, parametric equations, partial derivatives, multiple integrals and their applications and topics in vector calculus. The third course in the Calculus sequence.

MATH 2256. Calculus IV 3-0-3

Prerequisite: MATH 2255

Introduces low-dimensional linear algebra through eigenvalues and eigenvectors. Applications to linear systems, least-square problems, and the calculus, including elementary differential equations. The fourth course in the Calculus sequence.

MATH 4502. Statistics for Process Control 3-0-3

Prerequisites: MATH 2200 or equivalent, IOMG 3251, BUSA 3055

Introduces application techniques used in quality/process control with particular application to area industries. Topics include probability, sampling distributions, control charts for variables and attributes, lot-by-lot sampling plans, acceptance sampling for variables, elementary reliability calculations, and an introduction to the concept of quality costs.

MFGT 1207. Industrial Safety 3-0-3

Students will investigate the course of industrial accidents and their prevention. The design of occupational safety systems and programs will be reviewed.

MFGT 1269. Time and Motion 3-0-3

This course incorporates an analysis of work methods and work measurement systems in manufacturing plants.

MFGT 2101. Fundamentals of Manufacturing 3-0-3

Ideal for those with limited or no prior manufacturing background. An exceptional exploration of manufacturing principles, the functioning team and basic improvement practices. Also covered are manufacturing improvement programs, manufacturing teams, the process, sources of process waste, improvement, continual improvement, basic statistics for improvement, statistical process control charts, process capability and improvement.

MGIS 3351. Management Information Systems 3-0-3

Prerequisites: BUSA 3400 or CISM 2201, ACCT 2102, BUSA 2106, and ECON 2105 or 2106

Introduces students to management computing, with a focus on the capabilities required for management information systems/decision support systems. Also, students are introduced to spreadsheet and database applications. This course satisfies the computer literacy requirement.

MGIS 3352. Management Applications Programming I 3-0-3

Prerequisite: MGIS 3351

Develops a knowledge of language and file structures for computer-based business applications using a major business language. Students will write computer programs on individual and team projects. This course satisfies the computer literacy requirement.

MGIS 3353. Management Applications Programming II **3-0-3**

Prerequisite: MGIS 3352

Builds on the business programming language fundamentals learned in Business Computer Applications. Language and file structure systems. Introduces advanced applications using these structures, such as object-oriented, visual languages for faster development. Microcomputer-based languages will be explored.

MGIS 3354. Telecommunications Management **3-0-3**

Prerequisite: MGIS 3351

Provides fundamental instruction on telecommunications and data communications technologies. Provides an understanding of voice communications and data networks, protocols, standards and management. Gives the student a basis for making a business decision in the use of this technology.

MGIS 4354. Systems Analysis and Design **3-0-3**

Prerequisite: MGIS 3353 or IOMG 3253

Uses general systems techniques, systems analysis and design, skills and knowledge of modern developments, project planning and control, and total system integration techniques to analyze and design business information systems. This course satisfies the computer literacy requirement.

MGIS 4355. Information Resource Management **3-0-3**

Prerequisite: MGIS 4354

Enhances skills used to investigate the management and use of information systems and technology as strategic resources to the organization. This course satisfies the computer literacy requirement.

MGIS 4356. Database Management Systems **3-0-3**

Prerequisite: MGIS 4354

Investigates business applications software in a data base environment and analyzes complex data and file structures used in systems design consideration of global and distributed databases. This course satisfies the computer literacy requirement.

MGIS 4358. Web-based MIS **3-0-3**

Prerequisite: MGIS 3353

Covers design principles and programming of web-based management information systems, both Internet and Intranet. Studies include organizational considerations for developing and running a web-based MIS; and system considerations for the design, development, implementation, and support of a web-based MIS. Topics covered will include an individual web page, a company Intranet, and a web site for a real or hypothetical organization. This course satisfies the computer literacy requirement.

MGIS 4800. Special Topics in MIS **3-0-3**

Prerequisite: Permission of the Instructor

Supervised, in-depth individual research and study of one or more current topics in MIS in conjunction with an associated major project. Student will be required to prepare a formal report and presentation of the topic research and project.

MGMT 2201. Introduction to Management **3-0-3**

This course is designed to familiarize students with the basic functions of the management process applicable all types of organizations. Major emphasis is devoted to planning, organizing, staffing, directing, and controlling, and is presented in the context of political, societal, regulatory, ethical, global and technical forces. (Career Course)

MGMT 2203. Labor Economics **3-0-3**

This course is designed to familiarize students with the supply and demand of labor, the implications of wages, income, types of jobs available, why people are being paid what they are and labor relations. These issues are presented in a framework of current social issues and public policy debates. (Career Course)

MGMT 2205. Introduction to Human Resources Management **3-0-3**

An introduction of major topical areas in human resources management. Emphasis is placed on the functional areas that form the major occupational categories in personnel. Basic concepts in employment planning, recruiting, employee and labor relations, compensation and benefits, health and safety, and security are included. (Career Course)

MGMT 2207. Small Business Management **3-0-3**

An introduction to entrepreneurship and practical applications to the management and operation of small businesses. Included are: start-up issues, legal forms of organization, operational planning, financing the business, budgeting, personnel issues, developing an accounting and control system, long-range planning and strategy formation, developing a business plan, and other appropriate topics. (Career Course)

MGMT 2210. Supervisory Development **3-0-3**

This course provides supervisory skills needed for survival in today's business environment. Supervision concepts that apply to most every situation will be examined. Particular attention will be spent on unique issues, ideas, and trends that affect supervisors. (Career Course)

MLTS 1101. Introduction to Health Sciences **3-1-3**

The student is introduced to the health sciences environment and language. The hospital as an organization is discussed, as well as the role of each major department. The concepts, personnel, and work flow of the clinical laboratory is discussed in detail, as an example of health care application. Other topics include professional ethics, regulatory agencies, legal concepts as applied to confidentiality and patients' rights, infection control, and safety. Students will learn venipuncture/capillary puncture techniques, equipment, application, and specimen processing. Enrollment is limited to students of the Medical laboratory, Medical Office, LPN, or Phlebotomy programs. (Career Course)

MLTS 1102. Phlebotomy Clinical Practicum **1-11-5**

Prerequisites: Successful completion (with a grade of "C" or better) of MLTS 1101, OADM 1250, and BIOL 1100 and approval of the instructor.

Students receive clinical application of the venipuncture and microuncture skills learned in MLTS 1101. Five days per week students are assigned to an area hospital where they work under the direct supervision of a preceptor. Students return to campus one afternoon per week for problem-solving and review. (Career Course)

MLTS 1103. Hematology/Coagulation I **2-2-3**

Introduces the fundamental formation of normal blood cells and some disease states related to hematopoiesis. Safety and quality control also included throughout the course. Instrumentation relating to hematology is introduced. (Career Course)

MLTS 1104. Hematology/Coagulation II **2-2-3**

Prerequisite: MLTS 1103.

Coagulation and related diseases, instrumentation relating to coagulation, critical level, blood cell dyscrasias, special stains, leukemias/lymphomas, flow cytometry, safety and quality control are covered. (Career Course)

MLTS 1105. Serology/Immunology 2-2-3

Prerequisite: BIOL 2215 or permission of MLT Advisor.

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the clinical laboratory. Topics include: immune system, antigen and antibody reactions, common clinical applications, serological/microbiological applications, common serological techniques, and safety and quality control. (Career Course)

MLTS 1106. Blood Bank 2-2-3

Prerequisite: BIOL 2215 or permission of MLT Advisor.

Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical implications, immunology, donor collection, pre-transfusion testing, management of disease statistics, and safety and quality control. (Career Course)

MLTS 1107. Clinical Chemistry 2-2-3

Prerequisite: CHEM 1211 or permission of instructor.

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, enzymes and endocrinology, bilirubin metabolism, lipids, toxicology and therapeutic drug monitoring, and safety and quality control. (Career Course)

MLTS 1112. Urinalysis/Parasitology 2-2-3

Provides theory and techniques of urinalysis. Urinalysis topics include: significance, correlation to disease states, physical, chemical and microscopic urinalysis theory and practice. Selected types of other body fluids will be discussed to discover their significance and uses in disease correlation. This class also introduces concepts and techniques used in the identification of selected human parasites. (Career Course)

MLTS 1118. Instrumentation and Computer Applications in the Clinical Laboratory 3-2-4

Prerequisites: MLTS 1101, 1103, and 1105, or permission of instructor.

Provides an introduction to basic physics concepts used in clinical laboratory instrumentation. Examines, in detail, selected equipment in the laboratory representing the principles of cell counting, spectrophotometry, continuous-flow analysis, and radioimmunoassay. Computer concepts, applications, and interfacing with laboratory instrumentation is introduced. (Career Course)

MLTS Technology 1120. Medical Laboratory Mathematics 3-0-3

Prerequisites: Satisfactory placement examination math score or successfully complete MATH 0097 or 0098.

This course is designed primarily for those students majoring in Medical Laboratory Technology. Emphasis is on the metric system, preparation of solutions, percent, normal, molar, dilutions, ionic concentrations and pH, preparation of standard curves, absorbance and percent transmission, quality control statistics and standard deviation. (Career Course)

MLTS 1190. Medical Laboratory Clinical Practicum I 0-3-1

Prerequisite: MLTS 1101 and permission of the instructor.

Introduces Medical Laboratory Technician students to the hospital environment. Students gain experience with venipuncture and microcapillary techniques while working under the direction of a hospital preceptor. (Career Course)

MLTS 1191. Medical Laboratory Clinical Practicum II **0-3-1**

Prerequisites: MLTS 1101, 1104, 1105, 1190 and permission of the instructor.

Resumes the clinical experience begun in Medical Laboratory Technology 1190. Students rotate through selected departments in the clinical laboratory to apply and complement concepts and applications learned in previous Medical Laboratory Technology courses. Introduces students to problem solving at the clinical level. (Career Course)

MLTS 2218. Microbiology **2-4-4**

Prerequisite: BIOL 2215 or permission of instructor.

Introduces fundamental clinical microbiology theory and techniques applicable to disease state identification. Topics include: isolation techniques, biochemical techniques, anti-microbial sensitivity, safety and quality control, and disease processes. (Career Course)

MLTS 2290. Medical Laboratory Clinical Practicum III **1-32-12**

Prerequisite: Successful completion with a "C" or better of all other Medical Laboratory Technology courses, and permission of instructor.

Full-time supervised experience in an affiliated clinical laboratory. Students will rotate among designated laboratory sections where they will work side by side with, and be under the supervision of, medical technologists and the laboratory director, to develop professional skills in the practice of medical laboratory technology. (Career Course)

MLTS 2291. Medical Laboratory Clinical Practicum IV **0-12-4**

Prerequisite: Successful completion with a "C" or better of all other Medical Laboratory Technology courses, and permission of instructor.

Full-time supervised experience in an affiliated clinical laboratory. Students will rotate among designated laboratory sections where they will work side by side with, and be under the supervision of, medical technologists and the laboratory director, to develop professional skills in the practice of medical laboratory technology. (Career Course)

MOAS 1110. Clinical Procedures **2-2-3**

Prerequisites: Enrollment is limited to students accepted into the Medical Office Assisting program.

An introduction into the medical assisting field. Students learn both clinical and communication skills that are performed in the physician's office including the care, use and sterilization of instruments, how to obtain vital signs, and administer electrocardiograms, how to drape and position patients for examination, application of dressings and bandages, and how to assist with minor surgical procedures in the office setting. Students will have met state requirements and been approved by the Department of Human Resources to work with x-ray equipment upon successful program completion. (Career Course)

MOAS 1190. Clinical Practicum **1-12-5**

Prerequisites: MLTS 1101, OADM 1214, BIOL 1100, ALHT 1110, and MOAS 1110 with a grade of "C" or higher.

Students perform a practicum in a physician's office or health care facility. (Career Course)

MRKT 2210. Introduction to Marketing **3-0-3**

An introduction to the principles of marketing. This course examines the activities of individuals and organizations which encourage and facilitate exchanges of values. It includes research,

physical distribution, product planning, pricing and promotional activities. These concepts are examined as they apply to marketing of goods and services, in profit and non-profit sectors, in both domestic and global markets. (Career Course)

MRKT 2211. Professional Selling 3-0-3

An introduction to selling principles with attention to the business-to-business market and the consumer. It examines the role of personal selling in the firm's marketing strategy, communication, psychology, and sales techniques. Students will be required to develop and deliver effective sales presentations. (Career Course)

MRKT 2214. Advertising and Sales Promotion 3-0-3

Emphasizes the role of advertising in the marketing of goods and services. Discussions on the different uses of advertising, types of media, how advertising is created, budgeting, agency functions and social and economic aspects of the industry. Advertising display, copy and art work preparation, printing and selection of media are also covered. (Career Course)

MRKT 2218. Retail Organization and Management 3-0-3

Examines the organization of the retail establishment to reach its goals. The course includes the study of site selection, internal layout, store operations, budgeting and security, the retailing mix, the buying process, pricing, and selling. (Career Course)

MSHP 1100. Hand Tools, Power Saws, Lay-Out 1-6-3

An introductory course in hand tools, power saws, drill presses, and lay-out tools used in machine shops. Projects include lay-out, sawing, drilling, tapping, filing, and finishing. Shop safety is also included. (Career Course)

MSHP 1110. Lathes 1-6-3

Introduction to the lathe, emphasizing safety, tool sharpening, machine parts and accessories, measuring tools, and drilling and boring are included in the course. (Career Course)

MSHP 1120. Milling Machine 1-6-3

Introduction to the milling machine, emphasizing safety, feed and speed setups, maintenance, tool selection, project setups, and completion of project assignments. (Career Course)

MSHP 1130. Machining Techniques 1-6-3

Prerequisites: MSHP 1110 and 1120

The use of all machine tools and equipment through machine projects. Precision machining is stressed. (Career Course)

MSHP 1140. Grinders 1-6-3

Emphasis is placed on the operation of surface grinders, and tool and cutter grinders. Projects made in other courses are finished on the surface grinder. (Career Course)

MSHP 1150. Advanced Machining Techniques I 1-6-3

Prerequisites: MSHP 1110 and 1120.

Presents complicated projects on all equipment. Precision layout, machining techniques, inspection procedures, and machine tool attachments are stressed. (Career Course)

MSHP 1160. Advance Machining Techniques II 1-6-3

Prerequisites: MSHP 1110 and 1120.

Prepares the student to enter the industrial machine shop arena in industry through complicated projects and lay-out procedures.

Students make more than one of the same project, as they would in a production shop. (Career Course)

MSHP 1170. Computer Numerical Control (CNC) Operations 1-6-3

A study of the planning, programming, tool selection, determining feeds and speeds, setting up, and operating CNC programs. The production of parts on a CNC milling machine and a CNC lathe are also covered. (Career Course)

NURS 1101. Fundamentals of Nursing I 1-5-3

Corequisites: NURS 1102, MATH 1111, BIOL 2212

Introduces nursing concepts and skills. Requires clinical application in a health care setting. (Career Course)

NURS 1102. Pharmacology 2-0-2

Corequisite: NURS 1101

Introduces pharmacological concepts including drug classifications, mathematical calculations, and principles of drug administration. (Career Course)

NURS 1103. Fundamentals of Nursing II 2-5-4

Prerequisites: NURS 1101, 1102

Corequisite: NURS 1104

Continues the introduction of nursing concepts and skills with increased complexity of theory and practice. Requires clinical application in a health care setting with emphasis on medication administration. (Career Course)

NURS 1104. Nutrition 1-0-1

Corequisite: NURS 1103

Introduces nutrition concepts with emphasis on metabolism, essential nutrients, and the nurse's role in diet therapy. (Career Course)

NURS 1105. Maternal and Infant Care 2-6-4

Prerequisite: NURS 1103

Corequisite: BIOL 2213, PSYC 1101

Emphasizes nursing concepts and skills related to the childbearing family. Requires clinical application in health care settings specific to maternal and infant care. (Career Course)

NURS 1106. Mental Health Nursing 2-6-4

Prerequisite: NURS 1103

Corequisite: BIOL 2213, PSYC 1101

Focuses on nursing concepts and skills related to mental health with emphasis on therapeutic communication. Requires clinical application in health care settings. (Career Course)

NURS 1107. Medical Terminology 1-0-1

Enables students to learn major prefixes, suffixes and word roots used in modern medical terminology. A programmed text will allow students to progress at their own pace. (Career Course)

NURS 2201. Health and Illness I 4-15-9

Prerequisites: NURS 1105, 1106, BIOL 2215

Concentrates on nursing concepts and skills related to the care of individuals across the life span. Addresses common well-defined alterations involving cellular proliferation, mobility, neurological functions, respiration, circulation, and immunity. Requires clinical application in a variety of health care settings. (Career Course)

NURS 2202. Health and Illness II 4-15-9

Prerequisite: NURS 2201 and all general education courses

Concentrates on nursing concepts and skills related to the care of individuals across the life span. Addresses common well-defined alterations involving regulatory function, genitourinary function, digestion, the integument, and the sensory organs. Requires clinical application in a variety of health care settings involving team management of patients and health care workers. (Career Course)

NURS 2203. Nursing Issues **1-0-1**

Prerequisite: NURS 2201

Corequisite: NURS 2202

Discusses current issues in nursing, prepares students in basic computer skills, and facilitates the transition from student to health care professional. This course satisfies the computer literacy requirement. (Career Course)

NURS 2204. Pharmacology Review **1-0-1**

Prerequisite: NURS 1102

Reviews drug classifications, actions, doses, side effects and nursing implications. Pharmacology mathematical calculations will be included. (Career Course)

NURS 2210. Directed Independent Study **1-0-1**

Directed review of nursing techniques and concepts. Available to all returning or advanced placement students. Grading will be pass/fail. (Career Course)

OADM 1101. Office Accounting Procedures **3-0-3**

The introduction of the accounting cycle with emphasis on accounting procedures typical in the merchandising and service business. Students will prepare financial statements, work with journals and ledgers, prepare payroll and banking statements, accounting receivables and payables, and develop skill in the use of spreadsheet software.

OADM 1140. Basic Keyboarding **0-2-1**

This course is for non-office majors who need keyboarding skills for program requirements or for any student who elects the course with permission from his/her advisor. Students will develop the "type by touch" methods of keying information on typewriter or computer. Basic Word functions, such as Save, Retrieve, and Print are taught. This course satisfies the computer literacy requirement. (Career Course)

OADM 1150. Elementary Document Processing **2-2-3**

Develops the "type by touch" method of keying information and begins the process of developing computer skills. After the keyboard lessons are completed, the student will develop formatting skills for business letters, memos, tables, and reports. Word functions may include Margin changes, Block, Move, Insert, Spell Check, Date, Bold, Underline, and others. Speed building and accuracy are stressed. This course satisfies the computer literacy requirement. (Career Course)

OADM 1151. Intermediate Document Processing **2-2-3**

Prerequisite: OADM 1150 or equivalent.

Continues the principles begun in OADM 1150 Elementary Document Processing. More advanced formats are mastered, and Word functions such as Merge, Multiple Windows, Footnotes, and Macros are used. Speed building and accuracy are stressed. This course satisfies the computer literacy requirement. (Career Course)

OADM 1152. Advance Document Processing **2-2-3**

Prerequisite: OADM 1151 or equivalent.

The student completes simulations in a wide variety of office-style activities which use the skills developed in Elementary and Intermediate Document Processing. Strong emphasis is placed on building critical-thinking skills, proofreading, and setting priorities. This course satisfies the computer literacy requirement. (Career Course)

OADM 1159. Medical Office Procedures 2-2-3

Prerequisite: OADM 1150 or equivalent.

Emphasis on the production of medical correspondence and medical forms. Insurance forms will be used extensively. (Career Course)

OADM 1208. Mathematics for Office Careers 3-0-3

Prerequisite: Satisfactory score on mathematics placement examination or exit LSRM 0090

Mathematics for business including the fundamental processes of fractions, percentages, averages, interest, and the application of these skills to business situations. (Career Course)

OADM 1214. Medical Machine Transcription I 2-2-3

Prerequisite: OADM 1150 or equivalent.

Designed to orient the student to the various medical reports and terminology used daily in the medical office. The student will learn to use dictation equipment by using cassettes to transcribe medical reports. This course satisfies the computer literacy requirement. (Career Course)

OADM 1215. Medical Machine Transcription II 2-2-3

Prerequisite: OADM 1214 with a grade of "C" or better.

Continuation of Medical Machine Transcription I. This course satisfies the computer literacy requirement. (Career Course)

OADM 1216. Medical Machine Transcription III 2-2-3

Prerequisite: OADM 1215 with a grade of "C" or better.

Continuation of Medical Machine Transcription II. Includes a practicum in a health care facility. This course satisfies the computer literacy requirement. (Career Course)

OADM 1220. Office Procedures 2-2-3

Prerequisites: OADM 1230 and 1151.

A course designed to utilize the skills acquired in English and computer courses to prepare the student for the modern office. Office etiquette, telephone and receptionist techniques, filing, travel arrangements, etc., will be discussed and reinforced with case studies and activities. A research paper is required. Sources must include the Internet as well as the usual literary materials. This course satisfies the computer literacy requirement. (Career Course)

OADM 1222. Transcription 2-2-3

Prerequisites: OADM 1151 and 1230.

A course in transcription utilizing recorded voice media as a source of impulse-to-type. Consideration is given to correspondence, memoranda, reports, and other documents. Emphasis is placed on spelling, grammar, form, speed, and accuracy. This course satisfies the computer literacy requirement. (Career Course)

OADM 1227. Machine Transcription S Legal 2-2-3

Prerequisite: OADM 1151.

A course in transcription utilizing recorded voice media as a source of impulse-to-type. Emphasis on spelling, grammar, form, speed, accuracy, and legal document formats. This course satisfies the computer literacy requirement. (Career Course)

OADM 1230. Business English **3-0-3**

Designed to develop and improve basic language art skills. A thorough review of basic grammar, punctuation, and agreement principles. (Career Course)

OADM 1232. Business Communications **3-0-3**

Prerequisite: OADM 1230.

Training in writing business letters, reports, articles, and memoranda. This course reinforces the basic grammar skills taught in Office Administration 1230. (Career Course)

OADM 1240. Desktop Publishing I **2-2-3**

Prerequisite: OADM 1151 or permission of instructor.

Builds on the word processing skills developed in Elementary and Intermediate Document Processing. It is a study of word processing skills using desktop publishing concepts to improve the appearance of business documents. Emphasis includes, but is not limited to, the following: creation of graphic elements, Text Art images, advanced line formatting, merge, and style features, customized table formatting, and macro assembly. Microsoft Word software will be used. This course satisfies the computer literacy requirement. (Career Course)

OADM 1241. Desktop Publishing II **2-2-3**

Prerequisite: OADM 1240

This class continues the principles covered in OADM 1240. Students will use a scanner, the Internet, and windows-based applications to design complex documents. Students will create presentations and design Web pages. Microsoft Word will be used. This course satisfies the computer literacy requirement. (Career Course)

OADM 1242. Integrated Computer Applications **2-2-3**

Prerequisite: OADM 1151 or permission of instructor.

A course designed to provide in-depth study of windows-based database, spreadsheet, word processing, and presentation software. Emphasis will be placed on office-style activities and critical thinking skills. This course satisfies the computer literacy requirement.

OADM 1250. Professional Development **3-0-3**

Emphasis is placed on developing job search skills and human relations skills. Each student will prepare an employment package which includes a resume, application letter, and job application form. Time is also spent on in-depth communication skills, interviewing skills, goal setting and a variety of employment issues. (Career Course)

PHED 1000. First Aid/CPR. **1-0-1**

(not an activity course)

Trains individuals to overcome reluctance to act in emergency situations, and to recognize and care for life-threatening emergencies such as respiratory or cardiac problems, sudden illness, and injury. (American Red Cross Certification S First Aid, Adult CPR, and Automated External Defibrillation)

PHED 1010. CPR for the Professional Rescuer. **1-0-1**

(not an activity course)

Provides the skills and knowledge used by professional rescuers when providing initial care for life-threatening respiratory and cardiac emergencies. (Does not fulfill the PHED 1000 requirement). (American Red Cross Certification S First Aid, Adult CPR, and Automated External Defibrillation)

PHED 1020. Physical Fitness Concepts **0-2-1**

Introduces students to basic scientific knowledge and practical experience in the principles, assessment, and development of total well-being through health related physical fitness and lifestyle management techniques. Major topics will include: cardiovascular endurance, muscular endurance and strength, flexibility, body composition, nutrition, and hypokinetic diseases.

PHED 1030. Health & Wellness Concepts. **1-0-1**

(not an activity course)

Introduces personal responsibility for health and wellness and provides information and strategies that can be adopted. Covers the following topics: wellness assessment, self-managed behavior, physical fitness, nutrition, weight control, hypertension, stress management, and sexually transmitted diseases.

PHED 1100. Fitness Circuit Training. **0-2-1**

Acquaints students with basic knowledge and skills pertaining to the importance of participation in physical activity and its contribution to optimal living.

PHED 1110. Aerobic Walking. **0-2-1**

Introduces walking as a lifetime fitness activity. Acquaints the novice walker with the following: the benefits of fitness walking, clothing and equipment, elements of a fitness routine, walking techniques, nutrition, lifetime weight control, mental benefits, motivational strategies.

PHED 1120. Jogging. **0-2-1**

Introduces students to the basic knowledge and techniques necessary for a lifelong fitness program. Teaches students how to use jogging/running to become more physically fit and more efficient in daily work and recreation.

PHED 1130. Swim Fitness. **0-2-1**

Provides guidance for students who want to use swimming to improve their health and fitness. Students learn how to train effectively, how to measure progress, how to stay motivated, and how to avoid injuries common to swimmers. This is not a "learn to swim" course.

PHED 1140. Weight Training. **0-2-1**

Provides basic instruction for students wishing to use weight training to improve personal health and fitness. Workouts will utilize variable and fixed resistance machines (Universal), free weights (dumbbells), calisthenic exercises, and cardiovascular equipment.

PHED 1200. Archery. **0-2-1**

Introduces the student to target archery, related archery sports, and correlated academic subject matter.

PHED 1210. Beginning Badminton. **0-2-1**

Introduces basic badminton skills, terminology, and rules.

PHED 1215. Intermediate Badminton. **0-2-1**

Continues the development and refinement of skills from PHED 1210 and introduces advanced badminton strategy and skills in competitive situations.

PHED 1220. Table Tennis. **0-2-1**

Introduces the basic rules and skills of table tennis and develops the essentials of spins, strokes, footwork, grips and tactics needed to play the game effectively.

PHED 1230. Bowling. 0-2-1

Introduces the student to all aspects of bowling, including history, basic and advanced techniques, official rules, scoring, etiquette, equipment, and facilities. (Usage fee charged by the off-campus facility).

PHED 1240. Golf. 0-2-1

Introduces the basic swing patterns, grips, stances, rules, and etiquette of golf.

PHED 1250. Fencing. 0-2-1

Introduces basic fencing skills, terminology and rules of bouting.

PHED 1260. Beginning Tennis. 0-2-1

Introduces basic tennis skills, techniques, rules, scoring, and strategy.

PHED 1265. Intermediate Tennis. 0-2-1

Introduces skills appropriate to the intermediate tennis player with emphasis on control, spin, placement and shot selection in game situations.

PHED 1270. Beginning Racquetball. 0-2-1

Introduces the basics of racquetball including court dimensions, scoring, basic strokes, and common errors.

PHED 1275. Intermediate Racquetball. 0-2-1

Continues the development of racquetball skills by introducing advanced strokes, singles and doubles strategies, and shot sequencing.

PHED 1290. Student Assistant. 0-2-1

Permission of instructor .

Allows students who have previously exhibited knowledge and skills appropriate to a course to continue their interest by assisting in a class.

PHED 1300. Soccer. 0-2-1

Introduces soccer as a lifetime activity and acquaints students with the fundamental skills and rules pertaining to soccer and the use of both in game situations.

PHED 1310. Beginning Volleyball. 0-2-1

Introduces basic volleyball skills, terminology, rules and concepts of team play in a physical activity course.

PHED 1315. Intermediate Volleyball. 0-2-1

Continues the refinement of skills from PHED 1310 and introduces patterns of play, set offensive and receiving plays, and officiating techniques.

PHED 1500. Beginning Swimming. 0-2-1

Introduces fundamental swimming strokes, hydrodynamic principles, and water safety.

PHED 1505. Intermediate Swimming. 0-2-1

A more advanced course in swimming covering swimming strokes, hydrodynamic principles, water safety, and fitness swimming components.

PHED 1510. Lifeguard Training. 2-2-3

(Counts as only one hour of activity credit and satisfies PHED 1000 requirement)

Provides training in the various duties and responsibilities of pool lifeguarding, rescue and surveillance techniques, basic first aid, and CPR skills. (American Red Cross Certification S First Aid, CPR for the Professional Rescuer, Automated External Defibrillation, Preventing Disease Transmission, and Lifeguarding)

PHED 1520. Water Safety Instructor. **2-2-3**
(Counts as only one hour of activity credit)

Provides training for instructor candidates to teach the fundamental techniques and methods appropriate for certification to instruct American Red Cross Swimming and Water Safety Courses.

PHED 2010. Introduction to Physical Education. **3-0-3**

Introduces students interested in making physical education their profession to the history, philosophy, and problems of physical education and how it contributes to the total education program.

PHIL 1101. Introduction to Philosophical Issues **3S0S3**

Prerequisite: READ 0098, unless exempt.

Inquires into the art of knowing. Examines the questions of meaning, truth, reality, freedom, life, morality, and religion.

PHIL 1102. Logic and Critical Thinking **3-0-3**

Prerequisite: READ 0098, unless exempt.

Introduces the principles and standards for thinking and communicating clearly and effectively. Topics include: theories of meaning, uses of language, common causes of confusion and error in thought and argument, and evaluation of arguments.

PHIL 1103. Introduction to World Religions **3-0-3**

Prerequisite: READ 0098, unless exempt.

Studies selected world religions with primary concentration on the origin and major periods of the scriptural and doctrinal development of these religions.

PHYS 1111. General Physics I (Trigonometry based) **3-2-4**

Prerequisite: MATH 1111 or MATH 1113

An introductory course which will include material from mechanics, thermodynamics and waves. Elementary algebra and trigonometry will be used.

PHYS 1112. General Physics II (Trigonometry based) **3-2-4**

Prerequisite: PHYS 1111

An introductory course which will include material from electromagnetism, optics and modern physics. Elementary algebra and trigonometry will be used.

PHYS 2211. Calculus-based Physics I **3-3-4**

Prerequisite: MATH 2253

An introductory course which will include material from mechanics, thermodynamics and waves. Elementary differential calculus will be used.

PHYS 2212. Calculus-based Physics II **3-3-4**

Prerequisite: PHYS 2211

An introductory course which will include material from electromagnetism, optics and modern physics. Elementary differential and integral calculus will be used.

POLS 1101. American Government **3S0S3**

Prerequisite: READ 0098, unless exempt.

Surveys the structure and operation of the American federal government, the state government of Georgia, and American local government.

POLS 2201. State and Local Government 3-0-3

Prerequisite: POLS 1101 or permission of the instructor.

Introduces the study of state and local government, with emphasis on the constitution, government, and political culture of Georgia. The place of state and local government in the federal system, the importance of state and local government to political liberty, models of state and local government, and special public policy problems faced by states and local communities today will also be considered. When possible, the course will include presentations by officials in Georgia government, or local government.

POLS 2301. Comparative Politics 3-0-3

Prerequisite: POLS 1101 or permission of the instructor.

Examines the methods by which major western governments govern and, more specifically, their formulas for dispersing power, both horizontally and vertically. The United States, Canada, Great Britain, Germany, and France, among others, will be discussed. Special attention will be given to the major problems of post-industrial societies and the "New World Order."

POLS 2401. International Relations 3S0S3

Prerequisite: POLS 1101 or permission of the instructor.

Introduces the field of contemporary international relations and foreign policy. Topics covered include: problems of war and peace, such as the Cold War and the ArabIsraeli disputes; conflict and cooperation; the role of international organizations, such as the United Nations; United StatesRussian and United StatesSThird World Relations.

PSYC 1101. Introduction to Psychology 3S0S3

Prerequisite: READ 0098, unless exempt.

Introduces the study of psychology as quantitative science and as an aid to the understanding of self and others. Includes consideration of learning principles, personality, conflict and adjustment, tests and measurements, biological bases of behavior and group phenomena.

PSYC 2101. The Psychology of Adjustment 3-0-3

Prerequisite: PSYC 1101 or permission of the instructor.

Surveys the dynamics of both normal and non-integrative adjustment. Includes a study of conflicts, fears, anxiety, and frustration with emphasis on mental hygiene, building emotional stability, and preventing mental illness.

PSYC 2103. Human Development 3S0S3

Prerequisite: PSYC 1101 or permission of the instructor.

Surveys psychology as used in educational, industrial, legal, and community settings, with an additional emphasis on psychology as it applies to social issues.

PSYC 2204. Applied Psychology 3S0S3

Prerequisite: PSYC 1101 or permission of the instructor.

Surveys psychology as used in industrial, educational, criminal justice, and community settings, with an emphasis on psychology as it applies to social issues.

PSYC 2250. Abnormal Psychology 3S0S3

Prerequisite: PSYC 1101 or permission of the instructor.

Examines the psychology of deviations from the normal in behavior. Emphasis is upon dynamic factors in the development of differential psychological disorders.

RADT 1101. Introduction to Radiologic Technology 2-2-3

Prerequisite: Program Admission, Radiologic Technology

Introduction to Radiologic Technology and technologist's skills; patient care and assessment; clinical observation and documentation, phlebotomy/venipuncture, vital signs, medical emergencies, basic life support/CPR, infection control, OSHA Standards, blood/air-borne pathogens, methods of sterilization, medical law and ethics; equipment and imaging principles introduction, basic radiation protection principles, and issues common to many specializations in the health care profession. (Career Course)

RADT 1103. Medical Terminology 2-0-2

Prerequisite: Program Admission, Radiologic Technology

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. (Career Course)

RADT 1111. Radiographic Anatomy I 2-1-2

Prerequisite: Program Admission, Radiologic Technology

Introduces students to the anatomy and physiology of the human body with an emphasis on radiologic correlation to pertinent radiologic procedures. Topics include: respiratory system, upper and lower extremities, abdomen, bony thorax, pelvis and hip, ossification, joints, human chemistry and cells, and integumentary system. (Career Course)

RADT 1112 Radiographic Anatomy II 2-1-2

Prerequisite: RADT 1111

Continues the study of the human anatomy and physiology with an emphasis on radiologic correlation to pertinent radiologic procedures. Topics include: skull, sinuses, and systems--including digestive, urinary, biliary, and central nervous. (Career Course)

RADT 1121 Radiologic Procedures I 3-1-3

Prerequisite: Program Admission, Radiologic Technology

Introduces the student to radiologic procedures, positioning, image analysis, and correlation of anatomical structures to radiographic films. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Laboratory evaluations will be administered. Topics include: introduction to radiologic procedures, positioning terminology, positioning considerations, and procedures, anatomy, and topographical anatomy related to body cavities (chest, abdomen), upper and lower extremities, bony thorax, pelvis, and hip. (Career Course)

RADT 1122 Radiologic Procedures II 2-1-3

Prerequisite: RADT 1121

Continues development of the knowledge and skill prior to execution of radiologic procedures in the clinical setting. Laboratory evaluations will be administered. Topics include: methodology for the routine procedures performed for the spine, skull, gastrointestinal, urinary and biliary tracts. (Career Course)

RADT 1123 Radiologic Procedures III 2-2-3

Prerequisite: RADT 1122

Continues the study of radiologic procedures to include: optional and ancillary views of the skull, mastoids, zygomatic arches, and facial

bones. The course also includes an introduction to adjunct imaging modalities including: computerized tomography, magnetic resonance imaging, radiation therapy technology, ultrasound, nuclear medicine, cardiac catheterization, digital radiology, mammography, and angioplasty. Laboratory evaluations will be administered. (Career Course)

RADT 1131. Radiographic Exposure I **2-1-2**

Prerequisite: Program Admission, Radiologic Technology

Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Emphasis will be placed on knowledge and techniques required to process radiographic film. Topics include: film processing and chemicals, artifacts, automatic processor troubleshooting, processing quality assurance, state and federal regulations, silver recovery systems, and radiographic quality principles--to include recorded detail, distortion, density, and contrast, film holders and intensifying screens, grids and solving technique problems with a variety of mathematical formulas. (Career Course)

RADT 1132. Radiographic Exposure II **2-1-2**

Prerequisite: RADT 1131

Continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Topics include: beam limiting devices, beam filtration, technique alterations for a variety of equipment and patient pathology, control of scattered radiation, advanced technique formation and exposure calculation. (Career Course)

RADT 1141. Radiologic Science I **2-1-2**

Prerequisite: RADT 1101

Introduces the concept of basic physics and emphasizes the fundamentals of x-ray generating equipment. Topic include: units of measure, physical principles, atomic structure, structure of matter, electrostatics, magnetism, electromagnetism, control of high voltage, rectification, basic principles of x-ray tube operation and x-ray circuitry. (Career Course)

RADT 1151. Introductory Clinical Radiologic Technology I **0-16-3**

Prerequisite: Program Admission, Radiologic Technology

Introduces students to the performance of radiographic procedures in a variety of clinical settings (i.e., hospitals, doctor's offices) and provides an opportunity for students to participate in or observe radiographic procedures. Emphasis is placed on clinical exposure to competencies taught and evaluated in Radiologic Procedures I. Students' activities are under direct supervision before competency evaluation and under indirect supervision after competency evaluation. (Career Course)

RADT 1152. Introductory Clinical Radiologic Technology II **0-20-4**

Prerequisite: RADT 1151

Continues introductory student learning experiences in a variety of clinical settings. Emphasis is placed on those procedures presented in Radiologic Procedures I and II. Students' activities are under direct supervision before competency evaluation and under indirect supervision after competency evaluation. (Career Course)

RADT 1153. Introductory Clinical Radiologic Technology III **0-28-6**

Prerequisite: RADT 1152

Provides students with continued clinical setting work experience. Students improve skills in executing procedures introduced in Radiologic Procedures I and II and practiced in previous clinical practicums. Students' activities are under direct supervision before

competency evaluation and under indirect supervision after competency evaluation. (Career Course)

RADT 2205. Radiologic Seminar I **1-1-2**

Prerequisite: RADT 1132

Provides students the opportunity to enhance critical thinking and problem solving skills. Each student will exhibit creativity in the production of course assignments and evaluations. In addition to creativity assignments, students will be introduced to job-finding skills, resume production, job-interviewing techniques. A review of patient care techniques will also be presented. Students will have the opportunity to be evaluated on a variety of mock registry examinations. (Career Course)

RADT 2210. Radiologic Seminar II **2-1-3**

Prerequisite: RADT 2205

Provides students with knowledge concerning two topical areas: radiographic pathology and radiographic quality assurance. Emphasis is placed on producing high quality radiographs using the benefits of pathology and quality assurance principles. (Career Course)

RADT 2213. Radiographic Anatomy III **2-0-2**

Prerequisite: RADT 1112

The third course in the radiologic anatomy sequence. Provides the student with knowledge of the following topical areas and body systems: circulatory, lymphatic, reproductive, endocrine, muscular, special senses, and cross-sectional anatomy. The student will also be able to correlate basic cross-sectional anatomy to a variety of imaging modalities. (Career Course)

RADT 2215. Radiologic Technology Review **3-2-4**

Prerequisite: RADT 2210

Provides a review of basic knowledge from previous courses and helps the student prepare for the national certification examination for radiographers. Topics include: principles of image production and evaluation, radiation protection and biology, radiologic equipment, radiographic anatomy, physiology and pathology, radiographic procedures, and patient care techniques. (Career Course)

RADT 2224. Radiologic Procedures IV **2-1-3**

Prerequisite: RADT 1123

The final course in the radiologic procedures sequence. Topics include radiologic procedures for the following: reproduction system, venograms, arteriograms, panorex, myelograms, arthrograms, bronchograms, tomograms, and pediatric and trauma radiology. Also includes a review and evaluation of the basic radiologic procedures presented in the previous three radiologic procedures courses. Laboratory evaluations will be administered. (Career Course)

RADT 2242. Radiologic Science II **3-0-3**

Prerequisite: RADT 1141

Continues discussion of the concepts of basic physics and the fundamentals of x-ray generating equipment. A basic review of Radiologic Science I will be presented. Additional course topics include: production and characteristics of radiation, interactions of x-ray and matter, survey of a variety of radiographic equipment, image intensified fluoroscopy, recording media and techniques, image noise, and equipment monitoring and maintenance. (Career Course)

RADT 2245. Radiation Protection and Biology **3-0-3**

Prerequisite: RADT 2242

Provides instruction on the principles of safe radiation usage, protection, and interaction of radiation on living matter. Topics

include: radiation detection, measurement, patient and radiographer protection, dose limits, state and federal regulations and agencies, radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation. (Career Course)

RADT 2254. Intermediate Radiologic Technology II 0-28-6

Prerequisite: RADT 1153

Provides students with continued clinical setting work experience. Students improve skills in executing procedures introduced in Radiologic Procedures I, II, and III; and practiced in previous clinical practicums. Students' activities are under direct supervision before competency evaluation and under indirect supervision after competency evaluation. (Career Course)

RADT 2255. Advanced Clinical Radiologic Technology I 0-28-6

Prerequisite: RADT 2254

Provides students with continued clinical setting work experience. Students improve skills in executing procedures introduced in Radiologic Procedures I, II, III, and IV; and practiced in previous clinical practicums. Students' activities are under direct supervision before competency evaluation and under indirect supervision after competency evaluation. (Career Course)

RADT 2256. Advanced Clinical Radiologic Technology II 0-24-5

Prerequisite: RADT 2255

Provides a culminating clinical setting work experience which allows the student to synthesize information and procedural instruction provided throughout the Radiologic Technology program. Emphasis is placed on skill level improvements and final completion of all required competencies presented in previous courses and practiced in previous clinical Radiologic Technology courses. Execution of radiographic procedures will be conducted under indirect supervision. (Career Course)

READ 0098. Developmental Studies Reading 4-0-4

Teaches reading skills necessary for success in studying and comprehending college-level courses. Emphasizes vocabulary, literal and inferential comprehension, analysis, efficiency, and reading rate. Students may exit from Developmental Studies from this course. (Institutional Credit)

READ 1095. Regents' Testing Program 2-0-2

Provides required remediation to students (1) who have failed the reading section of the Regents' Test and to students (2) who have earned 45 degree credit hours and who have not passed (or taken) the reading portion of the Regents' Test. (Institutional Credit)

READ 1100. Reading Skills 3-0-3

Prerequisite: Satisfactory reading placement score or successful completion of LRSR 0090.

Uses a text and other materials to improve vocabulary, comprehension, critical reading, and other skills related to the student's technical program. Designed to enable the student to read and comprehend course texts, reports, business letters, and other forms of business communication. (Career Course exclusively for certificate students)

SOCI 1000. Introduction to Multiculturalism and Diversity in American Society 1S0S1

Prerequisite: READ 0098, unless exempt.

Introduces the study of race, ethnicity, class, gender, religion, language, sexual orientation, and physical abilities/disabilities, and

how these structures/perspectives have shaped the experiences and discourses of Americans.

SOCI 1101. Introduction to Sociology **3S0S3**

Prerequisite: READ 0098, unless exempt.

Examines human social behavior. Topics covered include culture, social inter-action, deviance, social classes, social change, politics, religion, and the family. This course also considers the principal perspectives in sociology for interpreting everyday events and for interpreting the social structures of society.

SOCI 1160. Social Problems **3S0S3**

Prerequisite: SOCI 1101 or permission of the instructor.

Introduces the study of the social and cultural origins of significant problems in society, such as racism, sexism, poverty, and crime, as well as other urban and environmental problems. An emphasis is placed on American problems, but problems in other societies are also considered. Some of the solutions to social problems that have been tried or proposed are discussed.

SOCI 2293. Marriage and Family **3S0S3**

Prerequisite: SOCI 1101 or permission of the instructor.

Introduces the study of marriage and family relationships. Topics covered include the history of marriage and the family, the marriage and family life cycle, child rearing, marital communication and sexuality, marital problems, divorce, remarriage and step-parenting, as well as some of the alternatives to the traditional family, such as remaining single and the single-parent family.

SPAN 1100. Conversational Spanish **3-0-3**

Introduces basic grammar and Spanish vocabulary for use by medical personnel in practical situations in hospitals, medical clinics, and doctors' offices. Emphasizes frequently used phrases, comprehension, and situational role-playing. Topics may vary from semester to semester. (Career Course)

SPAN 1001. Elementary Spanish I **3-0-3**

Instructs in the basic principles of Spanish pronunciation and in the fundamentals of grammar and sentence structure. Equally emphasizes, within a limited vocabulary range, the development of speaking, writing, reading, and listening skills.

SPAN 1002. Elementary Spanish II **3-0-3**

Prerequisite: SPAN 1001 or its equivalent.

Follows with lessons in the same patterns and objectives used for SPAN 1101 but includes a more detailed study of grammar, longer conversational exercises, and discussion of the history and culture of Spanish-speaking peoples.

SPAN 1110. Customs of International Business **3-0-3**

Prerequisite: SPAN 1001

Emphasis will be on applied business/industrial terms associated with performing business transactions in a Spanish-speaking environment. Fiscal matters, political/legal environment, and routine applications important to business success will be explored. (Technical Career Course)

SPAN 2001. Intermediate Spanish I **3-0-3**

Prerequisite: SPAN 1002 or two high school units in Spanish.

Offers intensive review of Spanish grammar, verb forms, and idioms. Involves reading texts of moderate difficulty and more advanced conversation exercises. Classes contingent upon enrollment.

SPAN 2002. Intermediate Spanish II **3-0-3**

Prerequisite: SPAN 2001 or its equivalent

Continues the reading of texts of moderate difficulty in the literature and culture of Spanish-speaking peoples; advanced conversation exercises. Classes contingent upon enrollment.

SURT 1101. Introduction to Surgical Technology **3-2-4**

Prerequisite: Admission to the Surgical Technology Program

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology, introduction to microbiology, medical terminology, asepsis and the surgical environment, basic instrumentation and equipment.

SURT 1102. Principles of Surgical Technology **3-2-4**

Prerequisite: Admission to the Surgical Technology Program

This course provides continued study of surgical team participation by introducing principles of the sterilization process and introduction of Pharmacology. Topics include basic case preparation and procedures, principles of the sterilization process, application of sterilization principles in the clinical/lab setting and introduction to Pharmacology for the surgical technologists.

SURT 1103. Patient Care Concepts and Surgical Procedures I **2-7-5**

Prerequisite: Admission to the Surgical Technology Program

This course provides continued study of surgical team participation by introducing patient care concepts and practices. It also introduces the students to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include: patient care concepts, basic case preparation and procedures, introduction to surgical procedures, general surgery and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SURT 1104. Surgical Procedures II **3-2-4**

Prerequisite: Admission to the Surgical Technology Program

This course continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, orthopedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery and neurosurgery.

SURT 1112. Introductory Surgical Practicum **0-16-5**

Prerequisite: Admission to the Surgical Technology Program

The purpose of this course is to orient the student to the laboratory and clinical environment. It provides experience with basic skills necessary to the surgical environment. Topics include: scrubbing, gowning, gloving, and draping; processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; and environmental sanitation.

SURT 1113. Speciality Surgical Practicum **0-16-5**

Prerequisite: Admission to the Surgical Technology Program

This course continues development of surgical team participation through clinical experience. Emphasis is placed on assistance with patient care and observation of and/or participation routine procedures and procedures for general and specialty surgery. Topics include: assistance with patient care, participation in and/or observation of obstetrical and gynecological surgery, participation in and/or observation of genitourinary surgery, participation in and/or observation of head and neck surgery, and participation in and/or observation of plastic and reconstructive surgery.

SURT 1114. Advanced Specialty Surgical Practicum 0-16-5

Prerequisite: Admission to the Surgical Technology Program

This course provides opportunity for students to complete all required surgical technology procedures through participation in and/or observation of surgery in the hospital environment. Topics include: primary scrub on specialty surgical procedures; participation in and/or observation of a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; and completion of all required surgical clinical competencies.

SURT 1124. Seminar in Surgical Technology 1-0-1

Prerequisite: Admission to the Surgical Technology Program

This course prepares students for entry into careers as surgical technologists and enables them to review effectively for the national certification examination. Topics include: professional preparation, certification review, and test-taking skills.

WELD 1100. Principles of Welding 0-4-2

A basic course in welding. Welding processes are studied with emphasis on MIG welding, oxyacetylene welding, cutting and brazing. Application of these principles will consist of projects in the Welding Laboratory. (Career Course)

WELD 1101. Welding I 1-9-4

Introduces history and principles of oxyacetylene welding and cutting, oxyacetylene equipment, development of the puddle, running beads in different positions with or without filler rods. Also a brief history of arc welding, basic welding processes, and their applications. Includes welding tasks in the flat, horizontal, and vertical positions with different types of electrodes. Personal safety and safe work procedures are stressed in the course. (Career Course)

WELD 1102. Welding I 1-9-4

A continuation of WELD 1101 with emphasis on the vertical, and overhead positions with different types of electrodes. Teaches operation of AC transformers and DC motor generator arc welding machines, welding polarities, heats and electrodes for use in joining mild steel by the shield metal arc welding process in different positions. (Career Course)

WELD 1103. Blueprint I 3-0-3

A beginning course in the study of blueprints and drawings to enable the student to understand the purpose and makeup of prints, types of lines, basic views, structural shapes, and sections as they apply to industrial trades. (Career Course)

WELD 1104. Metallurgy I 2-0-2

A beginning course in the study of metals which explores the ways that metals behave when they are heated and cooled. Practical uses of metallurgy, composition of steel, the steel numbering system, the steel-making process, crystal structure, and heat treating are also covered. (Career Course)

WELD 1111. Welding II 1-9-4

Introduces practical operation in the uses of Gas Metal Arc Welding (M.I.G.) and Gas Tungsten Arc welding (T.I.G.). Discusses equipment, safety operations, and welding practice in the various positions on ferrous and non-ferrous metals. (Career Course)

WELD 1112. Welding II 1-9-4

An advanced course in welding stainless steel with the Shielded Metal Arc Process and preparation for the American Welding Society welder certification test. (Career Course)

WELD 1113. Blueprint II 3-0-3

A continuation of WELD 1103 with emphasis on detail and

WELD 1114. Metallurgy II**2-0-2**

An advanced study of metals including annealing, quenching, tempering, and surface hardening. Also covers techniques and practices of testing welding joints using destructive and non-destructive testing. (Career Course)

WELD 1126. Pipe Welding**1-8-5**

An advanced course in welding mild steel pipe with the Shielded Metal Arc Process. Included in the course are pipe preparation, electrode selection, and practice welding in various positions. (Career Course)

WELD 1128. Pipe Welding**1-8-5**

Prerequisite: WELD 1126.

An advanced course in welding ferrous and non-ferrous metals with the Shielded Metal Arc Welding Process. Practice welds will be made in all positions using the different welding processes. (Career Course)

CENTER FOR
CONTINUING
EDUCATION

The Center for Continuing Education provides non-credit programs that help meet the multi-educational and multi-cultural needs of Northwest Georgia. Dalton State College, through the Center for Continuing Education, emphasizes and encourages life-long learning and regional economic development. Programs and services are designed to foster intellectual, professional, cultural, and recreational development for all interested persons in the community.

PROGRAM AREAS

BUSINESS AND MANAGEMENT – Conferences, seminars and workshops are designed to meet the training needs of the business community. Examples: computer courses, supervisory training, carpet-related programs, human resource management, language skills, and tax workshops.

COMMUNITY SERVICES – These programs address community and societal issues. Examples: alcohol and drug awareness, back to classroom preparation, English As A Second Language, and multi-cultural awareness.

CONFERENCE FACILITIES – The Center offers an excellent conference site with facilities that can accommodate conferences and meetings ranging in size from 1 – 350 people. The Center's personnel can plan programs and provide appropriate conference rooms with media support and food service. Conference rooms are linked to the Center's satellite down-link site. This system can receive both C and Ku bands, allowing users to participate in nationally broadcast satellite conferences.

CUSTOMIZED CONTRACT TRAINING - Programs are designed at the specific request of a company. Training can be conducted on the Dalton State campus or at a site convenient to the client. The Customized Training program can also provide a mobile computer lab to conduct computer training on-site. Examples: management, OSHA training, Spanish, first aid/safety, trainer development, and computer training.

ELDERHOSTEL – The Center participates in the ELDERHOSTEL program. The program, conducted at area state parks and conference centers, provides inexpensive, short-term educational classes for older adults. Participants come from all parts of our country to experience the charm and wonders of Georgia.

EXTENDED CAMPUS – In an effort to better serve Northwest Georgia residents, the Center conducts classes at the **Catoosa Center** in Ft. Oglethorpe, Georgia. Classes include many of the computer, language, and personal enrichment classes offered at the Dalton State campus.

LEISURE/PERSONAL ENRICHMENT – Classes invite the community to participate in learning experiences that are fun and educational. Examples: languages, art, quilting, dog obedience, personal finance,

photography, Tai Chi, and Yoga. The Center coordinates "Kids College," an educational summer camp for children

LICENSING/OCCUPATIONAL - Courses are offered to obtain or renew professional licenses, or learn new technical/occupational skills to re-enter the job market. Examples: real estate, paralegal, welding, electrical, contractor, and child care.

NONCREDIT PROGRAM INFORMATION

ADMISSIONS/REGISTRATION – There are no formal educational requirements necessary for admission to noncredit programs. Registration procedures and complete course listings are published quarterly in the *COMPASS*. The registration process is simple and can be conducted by phone, fax, mail, or in person. Registration for noncredit classes is also available online by visiting the Center's Web site at www.daltonstate.edu/cce. Participants are encouraged to register at least five working days prior to the beginning of class. The mailing address is Dalton State College, Center for Continuing Education, 213 North College Drive, Dalton, Georgia 30720. For more information, call the Center at (706) 272-4454, (800) 829-4436, or fax (706) 272-2467.

FEES – Tuition for noncredit classes is based on the cost of each program. Registration is not completed until class fees are paid. Unless registration is completed, there is no guarantee of a place in the class.

CONTINUING EDUCATION UNITS – No grades or academic credit are given for participation in noncredit courses. However, certain courses are awarded Continuing Education Units (CEUs). One CEU is earned by students for each ten hours of class time. All other records are maintained by the Center for Continuing Education.

EXTERNAL
DEGREES

STATE UNIVERSITY OF WEST GEORGIA

EXTERNAL DEGREE PROGRAM

The External Degree Program was approved by the Board of Regents in August, 1983 as a cooperative effort between Dalton State College and State University of West Georgia. Through this program, students may earn a Bachelor of Science in Education with a major in Early Childhood Education, a Master of Education Degree with a major in Early Childhood Education or Middle Grades Education/Reading, or a Bachelor of Science in Nursing on the Dalton State College campus.

Please contact the following for information:

EXTERNAL DEGREE GENERAL INFORMATION

Mr. Paul Smith (706) 272-2362 or (770) 836-4647
Ms. Elizabeth Chadwick (706) 272-2362

EDUCATION

Dr. Mary Edwards (706) 272-4594
Dean's Office School of Education (770) 836-6570
Certification (770) 836-6572

NURSING

Dr. Kathryn Grams (770) 836-6552

ADDRESS

or

Mr. Paul Smith
Coordinator of External Degree Programs
State University of West Georgia
Honors House
Carrollton, Georgia 30118

Mr. Paul Smith
West Georgia Office
Dalton State College
213 N. College Drive
Dalton, Georgia 30720

ADMINISTRATION
FACULTY
& STAFF

THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia - 4 research universities, 2 regional universities, 13 state universities, 2 state colleges, and 13 associate degree colleges. These 34 public institutions are located throughout the state.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

The Chair, the Vice Chair, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses.

The non-degree activities are of several types, such as short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest. These activities are designed by each institution to meet special educational, informational, and cultural needs of the people of the service area of that institution.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

RESEARCH encompasses investigations conducted primarily for discovery and application of knowledge. These investigations, conducted on campuses and at many off-campus locations, cover a large number and a large variety of matters related to the educational objectives of the institutions and to general societal needs.

Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents for the government, management and control of the University System provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of the state appropriations is allocated by the Board for instruction.

INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h=On-Campus Student Housing Facilities

Degrees Awarded: A=Associate; B=Bachelor's; J=Juris Doctor; M=Master's; S=Specialist in Education; D=Doctor's; cD=Doctor's offered in cooperation with a University System university, with degree by the university

Research Universities

Athens	30602	University of Georgia-h; A,B,J,M,S,D
Atlanta	30332	Georgia Institute of Technology-h; B,M,D
Atlanta	30303	Georgia State University-A,B,J,M,S,D
Augusta	30912	Medical College of Georgia-h; A,B,M,D

Regional Universities

Statesboro	30460	Georgia Southern University-h; A,B,M,S,cD
Valdosta	31698	Valdosta State University-h; A,B,M,S,cD

State Universities

Albany	31705	Albany State University-h; B,M
Americus	31709	Georgia Southwestern State University-h; A,B,M,S
Augusta	30910	Augusta State University-A,B,M,S,cD
Carrollton	30118	State University of West Georgia-h; A,B,M,S,cD
Columbus	31993	Columbus State University-A,B,M,S,cD
Dahlonega	30597	North Georgia College & State University-h; A,B,M
Fort Valley	31030	Fort Valley State University-h; A,B,M
Marietta	30061	Kennesaw State University-A,B,M
Marietta	30060	Southern Polytechnic State University-h; A,B
Milledgeville	31061	Georgia College & State University-h; A,B,M,S
Morrow	30260	Clayton College & State University-A,B
Savannah	31419	Armstrong Atlantic State University-A,B,M,S
Savannah	31404	Savannah State University-h; A,B,M

State Colleges

Dalton	30720	Dalton State College-A, B
Macon	31297	Macon State College-A, B

Associate Degree Colleges

Albany	31707	Darton College-A
Atlanta	30310	Atlanta Metropolitan College-A
Bainbridge	31717	Bainbridge College-A
Barnesville	30204	Gordon College-h; A
Brunswick	31523	Coastal Georgia Community College; A
Cochran	31014	Middle Georgia College-h; A
Decatur	30034	DeKalb College-A
Douglas	31533	South Georgia College-h; A
Gainesville	30503	Gainesville College-A
Rome	30161	Floyd College-A
Swainsboro	30401	East Georgia College-A
Tifton	31793	Abraham Baldwin Agricultural College-h; A
Waycross	31501	Waycross College-A

University System of Georgia
270 Washington Street, S.W.
Atlanta, Georgia 30334

STATE - HIS EXCELLENCY, THE GOVERNOR OF GEORGIA
THE HONORABLE ROY E. BARNES
UNIVERSITY SYSTEM OF GEORGIA
Members of the Board of Regents

Current Term

Hugh A. Carter, Jr, Atlanta	State-at-Large, 2000-2002
Hilton H. Howell, Atlanta	State-at-Large, 1998-2004
Joel O. Wooten, Jr., Columbus	State-at-Large, 1999-2006
Charles H. Jones, Macon	State-at-Large, 1995-2002
Donald M. Leebern, Jr., Atlanta	State-at-Large, 1998-2005
Martin W. NeSmith, Claxton	First District, 1999-2006
John Hunt, Tifton	Second District, 1997-2004
James D. Yancey, Columbus	Third District, 2000-2007
Juanita Powell Baranco, Morrow	Fourth District, 1998-2005
Elridge W. McMillan, Atlanta	Fifth District, 1996-2003
Michael J. Coles, Kennesaw	Sixth District, 2001-2008
Joe Frank Harris, Cartersville	Seventh District, 1999-2006
Connie Cater, Macon	Eighth District, 1999-2006
Allene H. Magill, Dalton	Ninth District, 2001-2008
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DALTON STATE COLLEGE FOUNDATION, INC.
2001

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Derrell C. Roberts, Ph.D. 1970-94

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Martha Ann Robertson Adult Literacy Instructor
Joe Jackson Adult Literacy Instructor, Murray County
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Lamar Fair Georgia Fatherhood Coordinator

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Cathy Ingram Bookstore Manager
Mildred Parker Food Service Supervisor

FACULTY, 2000-2001

Adams, James K., *Associate Professor of Biology*; B.S., Ph.M., Ph.D., University of Kansas.

Adams, Sharon D., *Part-time Instructor in Learning Support English*; B.A., David Lipscomb College.

Addis, Sally L., *Assistant Professor of Physical Education*; B.S.Ed., Ohio University; M.S., University of Tennessee at Knoxville.

Bagley, Elizabeth L., *Library Director*; A.B., Mount Holyoke College; M.Ln., Emory University.

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Bosché, W. Wayne, Jr., *Assistant Professor of Mathematics*; B.S., M.S., Nicholls State University; Ph.D., Georgia State University.

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Poor, J. Geoffrey, *Assistant Professor of Mathematics*; B.S., M.S., Ph.D., Auburn University.

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Postell, Lydia J., *Instructor in English and Reading*; B.A., Berry College; M.A., West Georgia College.

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Precise, Billie K., *Instructor in Nursing*; A.S.N., Dalton State College; B.S.N., Southern College; M.S.N., Andrews University.

Presse, Norman J., *Associate Professor of Psychology*; B.S., Louisiana State University; M.Ed., Tulane University; Ph.D., University of Alabama; Post-Doctoral Work, University of Alabama.

Price, Christy T., *Assistant Professor of Psychology*; B.S. Northern Illinois University; M.S. University of Nebraska at Kearney; Ed.D., University of Tennessee at Knoxville.

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Krause, Reed W., A.S.

Wilkinson, Kraig, A.A.S.

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Jump, Billy J., *Professor Emeritus of Biology and Chair Emeritus of the Division of Natural Sciences and Mathematics*; B.A., Mercer University; M.S., Ph.D., University of Georgia.

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WHO TO SEE AT DSC

ABSENCES

Individual Professor

ACADEMIC DIVISIONS OF THE COLLEGE

Business and Technology

Chair
Memorial Hall
272-4414

Continuing Education

Director
Westcott
272-4484

Developmental Studies

Chair
Sequoya Hall
272-4419

Humanities

Chair
Liberal Arts
272-4407

Natural Science

Chair
Sequoya Hall
272-4449

Nursing

Chair
Sequoya Hall
272-4432

Physical Education

Chair
Gymnasium
272-4443

Social Sciences

Chair
Liberal Arts
272-2671

Technical

Chair
Technical
272-4464

ACADEMIC SUPPORT SERVICES

ACE Center
Student Center
272-4429

ADMISSIONS

Vice President for Enrollment Services
Westcott Building
272-4436

ALUMNI

Institutional Advancement Director
Student Center
272-4473

ASSISTANCE AFTER 5 P.M.

Director of Evening and Extended
Campus Programs
Memorial Hall
272-2491

ATHLETICS

Athletic Director
Gymnasium
272-4443

AUTO REGISTRATION

Director of Public Safety/Security
Student Center
272-4461

BOOKS AND SUPPLIES

Bookstore Manager
Student Center
272-4548

CAREER SERVICES

ACE Center
Student Center
272-4429

CHANGE OF MAJOR

Secretary to the
Vice President for Academic Affairs
Memorial Hall
272-4420

COLLEGE PUBLICATIONS

The Roadrunner
Student Center
272-4428

Catalog/Handbook
Enrollment Services
Westcott Building
272-4422

COUNSELING

ACE Center
Student Center
272-4429

FINANCIAL ACCOUNTING

Vice President for Fiscal Affairs
Westcott Building
272-4435

**FINANCIAL AID &
VETERAN SERVICES**

Financial Aid &
Veterans' Office
Student Center
272-4545

FOOD SERVICE

Cafeteria Manager
Student Center
272-4549

**GRADUATION
REQUIREMENTS**

Enrollment Services
Westcott Building
Information
272-4422

INTRAMURALS

Director of Athletics
Gymnasium
272-4443

JOB ASSISTANCE

ACE Center
Student Center
272-4429

LOST AND FOUND

Public Safety/Security
Student Center
272-4461

PARKING AND TRAFFIC

Public Safety/Security
Student Center
272-4461

PUBLICITY, GENERAL

DSC Public Relations
Memorial Hall
272-4469

PUBLICITY, STUDENT

Student Activities Office
Student Center
272-4428

READMISSION

Vice President for Enrollment Services
Westcott Building
272-4436

RECORDS, ACADEMIC

Enrollment Services
Westcott Building
272-4436

**SCHEDULE CHANGE &
DROPPING COURSES**

Academic Advisor
Sequoia Hall
Memorial Hall
Liberal Arts
Technical Building
Gymnasium
Student Center

SOCIAL EVENTS, SCHEDULING

Student Activities Office
Student Center
272-4428

SPECIAL NEEDS SERVICES

ACE Center
Student Center
272-4429

STUDENT ORGANIZATIONS

Student Activities Office
Student Center
272-4428

STUDENT SERVICES

Vice President for Students Affairs
Student Center
272-4546

TRANSCRIPTS

Enrollment Services
Westcott Building
272-2557

WITHDRAWAL FROM COLLEGE

Academic Advisor &
Office of Enrollment Services

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NOTE: The page numbers above correspond only to pages in this online copy of the Dalton State College Catalog.



DALTON STATE COLLEGE
CERTIFICATE OF IMMUNIZATION
University System of Georgia

PART A---To be completed by student

Name (Last) (First) (Middle)

Birthdate / / Social Security Number - -

Mailing Address

City State Zip

Date of Enrollment In Case of Emergency, please notify: Name Phone

PART B---To be completed and signed by a health care provider. Dates must include month and year.

Required Immunizations:

- 1. For students born before 1957, Rubella immunity, as in IV.
2. For all students, (a) MMR immunity, as in I. or (b) measles, mumps, and rubella immunity, as in II, III, and IV.

I. MMR (measles, mumps, and rubella)

- 1. Dose 1 - immunized at 12 months of age or later, and (MO/YR) /
2. Dose 2 - immunized at least 30 days after Dose 1 (MO/YR) /

II. MEASLES

- 1. had disease, confirmed by physician diagnosis in office record, OR (MO/YR) /
2. born before 1957 and therefore considered immune, OR (MO/YR) /
3. has laboratory evidence of immune titer (specify date), OR (MO/YR) /
4. immunized with live measles vaccine at 12 mths. of age or later, AND (MO/YR) /
5. immunized with second dose of live measles vaccine at least 30 days after 1st one (MO/YR) /

III. MUMPS

- 1. had disease, confirmed by physician diagnosis in office record, OR (MO/YR) /
2. born before 1957 and therefore considered immune, OR (MO/YR) /
3. has laboratory evidence of immune titer (specify date), OR (MO/YR) /
4. immunized with live measles vaccine at 12 mths. of age or later (MO/YR) /

IV. RUBELLA

- 1. has laboratory evidence of immune titer (specify date), OR (MO/YR) /
2. immunized with live measles vaccine at 12 mths. of age or later (MO/YR) /

Exemption on grounds of permanent medical contraindication

Exemption on grounds of temporary medical contraindication

- a. pregnancy - expected date of confinement (MO/YR) /
b. other - anticipated date of end of contraindication (MO/YR) /

Immunization status indicated above is certified by:

Signature of physician or health facility official Date

Name and address of physician or public health facility

Religious Exemption

I affirm that immunization as required by the University System of Georgia is in conflict with my religious beliefs. I understand that I am subject to exclusion in the event of an outbreak of a disease for which immunization is required.

Signature of Student is required for religious exemption Date