

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
			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
			46

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			<u>38</u>

*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	1
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	3
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 <u>36</u>

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>