

CENTER FOR BUSINESS AND COMMUNITY DEVELOPMENT

The Center for Business and Community Development is committed to serving the multi-educational and multi-cultural needs of Northwest Georgia. As a part of the University System of Georgia, Dalton College through the Center 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: management, computer courses, carpet-related programs, tax programs, and supervisory training.

COMMUNITY SERVICE — These programs address community and societal issues at low cost or no cost. Examples: AIDS, alcohol and drug awareness, Alzheimer's, back to the classroom, child abuse, dysfunctional families, and financial aid seminars.

CONFERENCE FACILITIES — The Center can accommodate conferences and meetings ranging in size from 1 - 350 people. The team can plan programs, offer conference rooms, provide media support and food service, and manage details. The Center provides excellent accommodations for conferencing.

CUSTOMIZED CONTRACT TRAINING — Programs are designed at the specific request of a company and taught on the Dalton campus or at the company location. Examples: team building, management, first aid, Spanish, and trainer development.

ELDERHOSTEL — The Center offers programs at state parks and Dalton College. These are inexpensive, short-term academic programs for older adults who desire an educational adventure. The program is 6 days long and provides a stimulating and relaxing environment for learning.

EXTENDED-CAMPUS — These programs are offered away from the Dalton College campus. Examples of programs: business and management, children's camps, computers, office skills, and quilting.

LEISURE/PERSONAL GROWTH — Classes invite the community to participate in learning experiences that are fun and educational. Examples: children's camps, writing, quilting, Spanish, and swimming.

OCCUPATIONAL PROGRAMS — Courses are offered to update skills, change careers, to re-enter the job market, and acquire new skills. Examples: accounting, real estate, insurance, bookkeeping, and child care.

GENERAL PROGRAM INFORMATION

ADMISSIONS/REGISTRATION — There are no formal educational requirements necessary for admission to programs. Registration procedures are published in the Dalton College school publication. Registration can be handled in person--on campus, by mail, by telephone, or by fax). Pre-registration by phone is encouraged. Fees should be paid by mail, in person, or by calling credit card information five days prior to the beginning of the activity. The mailing address is Dalton College, Center for Business and Community Development, 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 the Center for Business and Community Development programs is based on the cost of each program. Registration is not completed until fees are paid. Unless registration is completed, there is no guarantee of a place in the class.

CONTINUING EDUCATION UNITS — No grades are given for the course work in the Center for Business and Community Development, and no academic credit is awarded. However, certain courses are awarded Continuing Education Units (CEU). One CEU is earned by students for each ten hours of class time. Records for individuals participating in designated CEU courses are kept by the Registrar. All other records are maintained by the Center for Business and Community Development.

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 College and State University of West Georgia. Through this program, students may earn a Bachelor of Business Administration Degree with a major in Management, 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 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. Grace McGee (706) 272-4594

Dean's Office School of Education (770) 836-6570

Dr. Carolyn Sherm

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BUSINESS

Dr. Marc Miller

External Degree Program-Business (706) 836-6472

NURSING

Ms. Jeanette Bernhardt (770) 836-6552

ADDRESS

or

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Coordinator of External Degree Programs
State University of West Georgia
Honors House
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Dalton College
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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, 1 state college, and 14 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 Chairperson, the Vice Chairperson, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses.

The non-degree activities are of several types, 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

Macon	31297	Macon State College-A, B
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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
Dalton	30720	Dalton College-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

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A. W. "Bill" Dahlberg, Atlanta	State-at-Large, 1997-2004
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1997-1998**

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Dennis K. Hefner Career Planning and Placement Coordinator
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Anne Barnes Receptionist, Financial Aid
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Garrett Burgner Assistant Director of Student Activities

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Sonya Maney	Admissions Specialist
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Judith E. Weber	Assistant Librarian
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Lee Ann Cline	Library Assistant
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Linda Woodham	Library Assistant
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CENTER FOR BUSINESS AND COMMUNITY DEVELOPMENT

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Scott Swantic	Program Coordinator, Personal Growth
Sarita Gale	Program Support Manager/Office Manager
Jane Clark	Program Coordinator, Professional Growth

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Sandy Ott	JTPA Coordinator
Lana Baker	Coordinator of Technical Division Services
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Randall Baxter-Baggett	Adult Literacy Instructor
Virginia Richards	Adult Literacy Instructor
Martha Ann Robertson	Adult Literacy Instructor
Lou D. Watson	Tutor Coordinator, Adult Literacy
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Wanda Brackett	Secretary, Health Education Center
Wanda Manis	Secretary, Health Education Center
Bonnie Burden	Coordinator, North Georgia Mountain Youth Science and Technology Center

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Tom Brewster	Public Safety Officer
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Mildred Parker	Food Service Supervisor

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INSTRUCTIONAL ASSISTANTS

Bonifacious, Diana, A.S.

Cameron, Kim, A.A.S.

Jenkins, Lynda, B.S., M.S.

Krause, Reed W., A.S.

Plemons, James, B.S.Ed.

EMERITUS FACULTY

Blackwell, H. David, *Associate Professor Emeritus of Economics and Chairperson Emeritus of the Division of Business Administration*; B.S., Delta State College; M.B.A., Mississippi State University; Graduate Work, Georgia State University, University of Missouri, Memphis State University.

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Dirks, Tobias F., *Associate Professor Emeritus of Biology*; B.S., M.S., Kansas State Teachers College; Ph.D., University of Illinois.

Grant, Emory B., *Comptroller Emeritus*; B.S.I.M., Georgia Institute of Technology.

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Sparks, June R., *Associate Professor Emeritus of Mathematics*; A.B., Randolph-Macon Woman's College; M.A.T., The University of the South; Graduate Work, Georgia State University.

WHO TO SEE AT DC

ABSENCES

Individual Professor

ACADEMIC DIVISIONS OF THE COLLEGE

Business Administration

Chairperson
Affairs

Memorial Hall
272-4413

Continuing Education

Director
Westcott
272-4484

Developmental Studies

Chairperson
Sequoia Hall
272-4449

Humanities

Chairperson
Memorial Hall
272-4458

Natural Science

Chairperson
Sequoia Hall
272-4460

Nursing

Chairperson
Sequoia Hall
272-4432

Physical Education

Chairperson
Gymnasium
272-4443

Social Sciences

Chairperson
Memorial Hall
272-4413

Technical

Chairperson
Technical
272-4464

ACADEMIC SUPPORT SERVICES

ACE Center
Student Center
272-4429

ADMISSIONS

Admissions Director
Westcott Building
272-4436

ALUMNI

Alumni Director
Student Center
272-4572

ASSISTANCE AFTER 5 P.M.

Assistant to the Dean of Academic

Westcott Building
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
Dean of Academic Affairs
Westcott Building
272-4420

COLLEGE PUBLICATIONS

The Courier
Student Center
272-4428

Catalog/Handbook
Registrar
Westcott Building
272-4422

OFFICE OF COMMUNITY SERVICE

LEARNING
Dean of Student Affairs Office
Student Center
272-4572

COUNSELING

ACE Center
Student Center
272-4429

FINANCIAL ACCOUNTING

Comptroller
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**

Registrar
Westcott Building
Information
272-4422

INSTITUTIONAL POLICY

President
Westcott Building
272-4438

INSTITUTIONAL PROGRAM

President
Westcott Building
272-4438

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

Director of Public Safety/
Security
Student Center
272-4461

PUBLICITY, GENERAL

DC Public Information
Office
Westcott Building
272-4587

PUBLICITY, STUDENT

Student Activities Office
Student Center
272-4428

READMISSION

Admissions Director
Westcott Building
272-4436

RECORDS, ACADEMIC

Registrar
Westcott Building
272-4436

**SCHEDULE CHANGE &
DROPPING COURSES**

Academic Advisor
Sequoia Hall
Memorial Hall
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

Dean of Students Office
Student Center
272-4546

TRANSCRIPTS

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WITHDRAWAL FROM COLLEGE

Academic Advisor &
Office of the Registrar