

# DSC

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## BACHELOR'S DEGREE PROGRAMS

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Management, B.B.A.  
Management Information Systems, B.B.A.  
Marketing Systems, B.B.A.  
Operations Management, B.B.A.  
Technology Management, B.A.S.  
Early Childhood Education, B.S.  
Social Work, B.S.W.

## **DIVISION OF BUSINESS ADMINISTRATION**

The Division of Business Administration's primary goal is to provide students with the skills and attributes necessary to succeed in a competitive business environment. While our programs are designed to provide information to students in all the functional areas of business, we feel it is critical for students to develop excellent communication and problem solving skills. In addition, our students are expected to understand and appreciate the internationalization of commerce and the tremendous role of technology in today's business world. The Division believes, as do most successful businesses, continuous improvement is the only way to provide quality service. We evaluate and revise our curriculum and teaching methods to meet the changing demands of the workplace.

### **Mission**

The Division of Business Administration at Dalton State College offers undergraduate educational programs that are not only of high quality, but that evolve with our ever changing economy; fosters the success of our students, both non-traditional and traditional in their professional careers; promotes our community of scholars' excellence in teaching, intellectual contributions, and service; and advances economic development within our region.

### **Mission Statement Components:**

#### **To Our Students**

The Division of Business Administration seeks to create an academic environment in which teaching and learning are emphasized and enhanced through innovative instruction. We value each student as an individual and will provide personalized attention to all qualified students from admission, through classes and on to their professional career recruitment. All programs, while specifically designed to meet the unique requirements of our regional traditional and non-traditional students, will ensure all of our graduates are competitive in the global economy.

#### **To Our Faculty and Staff**

The Division of Business Administration seeks to foster continuous professional growth for our faculty and staff. We are dedicated to assisting our faculty and staff in reaching their individual professional goals.

#### **To Our Community**

The Division of Business Administration recognizes its responsibility to help advance the economic base of the Northwest Georgia region. Our greatest contribution is to provide well-prepared graduates to Northwest Georgia employers and instill a life-long love of learning. Also, by serving as a resource of intellectual, social, economic and technological advancement, the Division of Business Administration serves as a valuable research asset for the regions' economic development.

### **Admission to Upper Division**

Admission to Upper Division is a prerequisite for enrolling in 3000-4000 coursework. Students are responsible for filing an upper division form and submitting it to the Division office. In order for a student to enroll in upper division courses the following conditions must be met.

## **BBA requirements**

To apply and be admitted into upper division coursework, students must:

1. Have a minimum of 45 hours in areas A-F, including all area F courses and Comm 1110.
2. Have a grade of C or better in all Area F courses, Math 2181, and English 1102.
3. Have an institutional GPA of 2.0 or better.
4. Have a cumulative GPA of 2.25 or better in Area F courses.
5. Successfully complete the RTP exam.

## **BAS requirements**

To apply and be admitted into upper division coursework students must:

1. Have all requirements for an AAS or an AAT degree with a minimum of 18 hours of technology credit supporting a technical expertise.
2. Have a minimum of 45 hours in areas A-F, including all area F courses and Comm 1110.
3. Have a grade of C or better in all Area F courses, Math 2181, and English 1102.
4. Have two years of demonstrated employment related to technical expertise.\*
5. Have a cumulative GPA of 2.25 or better in Area F courses.
6. Successfully complete the RTP exam.

\*BAS students must submit to the Division Chair a written summary of their work experience which details their two years of demonstrated employment in the area of their technical expertise.

## **Bachelor Degree Graduation Requirements**

In order to receive a Bachelor degree in the Division of Business Administration a student must meet the following criteria:

1. A minimum of 120 semester hours of academic work in an approved program with one additional hour of physical education.
2. A minimum of 39 hours in 3000-4000 courses.
3. Thirty semester hours must be in residence.
4. Students must pass all sections of the Regents' Exam.
5. Students must pass Senior Seminar (BUSA 4700).
6. Students must take the ETS Major Field Exam.

## **Internships and Cooperative Education**

Although students are not required to have an Internship or Cooperative experience, they are strongly encouraged to do so. The Division of Business Administration works with the ACE Center and local businesses to help students secure appropriate placement.

# MANAGEMENT

## Bachelor of Business Administration

This degree program is designed to prepare graduates for careers leading to leadership roles in business and other management settings. The academic program is designed to give students the analytic and conceptual tools needed in successful management careers. This degree requires passing the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
<b>AREA A Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra <b>or</b>	
	1113	Precalculus	3
<b>AREA B Institutional Options</b>			
COMM	1110	Fundamentals of Speech	3
Elective		BIOL 1001, COMM 1120, ENGL 1105, 1110, HIST 1050, 1051, HUMN 1000, 1100, PHED 1030, SOCI 1000	1
<b>AREA C Humanities/Fine Arts</b>			
Electives		ENGL 1201, 2111, 2112, 2120, 2121, 2130, 2131, HUMN 1201	6
<b>AREA D Science/Mathematics/Technology</b>			
Lab Science Electives		BIOL 1105K,1107K,1108K,1203K, 1224K, CHEM 1151K,1211K,1212K, PHYS 1111K,1112K, 2211K, 2212K	8
Elective		MATH 2181, 2253, 2254	3-4
<b>AREA E Social Sciences</b>			
HIST	2111 <b>or</b> 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, GEOG 1100, 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2101, 2201, 2301, 2401, PSYC 1101, 2101, 2013, 2204, 2250, SOCI 1101, 1160	6
<b>AREA F Major Related</b>			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	2106	Environment of Business	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
MGIS	2201	Fundamentals of Computer Applications	3

**BUSINESS CORE**

BUSA	3050	Business Statistics	3
BUSA	3060	Business Law	3
BUSA	4351	International Business*	3
COMM	3301	Business Communication	3
FINC	3056	Principles of Finance	3
MARK	3010	Principles of Marketing	3
MGIS	3351	Management Information Systems	3
MNGT	3051	Principles of Management	3
MNGT	4701	Strategic Management/Policy	3
OPMT	3251	Principles of Operations Management	3

**MANAGEMENT CORE**

MNGT	3621	Organizational Behavior	3
MNGT	4053	Human Resources Management	3
MNGT	4602	Leadership	3
OPMT	4503	Quality Management Systems	3

**ELECTIVES**

Any MNGT, BUSA 3055, MARK 3011, 3023, 4081, 4121, MGIS 3354, 4355, OPMT 4253, 4255	12
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**UPPER DIVISION ELECTIVES**

BUSA	4700	Senior Seminar	1
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**PHYSICAL EDUCATION**

PHED		Activity Elective	1
		Total	<u>121</u>

\* Students may take any upper division international course.

# MANAGEMENT INFORMATION SYSTEMS

## Bachelor of Business Administration

This program will prepare graduates to meet the challenges of a career in management information systems. Career areas include computer programming, systems analysis and design, database administration, and end-user computing support. Careers in MIS are found in business, industry, and government. This degree requires passing the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
<b>AREA A Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra <b>or</b>	
	1113	Precalculus	3
<b>AREA B Institutional Options</b>			
COMM	1110	Fundamentals of Speech	3
Elective		BIOL 1001, COMM 1120, ENGL 1105, 1110, HIST 1050, 1051, HUMN 1000, 1100, PHED 1030, SOCI 1000	1
<b>AREA C Humanities/Fine Arts</b>			
Electives		ENGL 1201, 2111, 2112, 2120, 2121, 2130, 2131, HUMN 1201	6
<b>AREA D Science/Mathematics/Technology</b>			
Lab Science Electives		BIOL 1105K, 1107K, 1108K, 1203K, 1224K, CHEM 1151K, 1211K, 1212K, PHYS 1111K, 1112K, 2211K, 2212K	8
Elective		MATH 2181, 2253, 2254	3-4
<b>AREA E Social Sciences</b>			
HIST	2111 <b>or</b> 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, GEOG 1100, 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2101, 2201, 2301, 2401, PSYC 1101, 2101, 2103, 2204, 2250, SOCI 1101, 1160	6
<b>AREA F Major Related</b>			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	2106	Environment of Business	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
MGIS	2201	Fundamentals of Computer Applications	3

**BUSINESS CORE**

BUSA	3050	Business Statistics	3
BUSA	3060	Business Law	3
BUSA	4351	International Business*	3
COMM	3301	Business Communication	3
FINC	3056	Principles of Finance	3
MARK	3010	Principles of Marketing	3
MGIS	3351	Management Information Systems	3
MNGT	3051	Principles of Management	3
MNGT	4701	Strategic Management/Policy	3
OPMT	3251	Principles of Operations Management	3

**INFORMATION SYSTEMS CORE**

MGIS	3354	Telecommunications Management	3
MGIS	3360	Computer Programming Languages	3
MGIS	4356	Database Management Systems	3
MGIS	4370	Systems Analysis and Design of Web-based MIS	3

<b>ELECTIVES</b>		Any MGIS, Any OPMT, BUSA 3055, MNGT 4053, 4602	12
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**UPPER DIVISION ELECTIVES** 6

BUSA	4700	Senior Seminar I	1
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**PHYSICAL EDUCATION**

PHED		Activity Elective	<u>1</u>
		Total	122

\* Students may take any upper division international course.

# MARKETING SYSTEMS

## Bachelor of Business Administration

The degree in Marketing Systems is designed to give graduates a systems-based foundation in the marketing process, which will prepare them for positions in marketing, professional sales, market research and advertising. The focus of the program involves development of marketing professionals who are knowledgeable about current and emerging trends in marketing. This degree requires passing the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
<b>AREA A Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra <b>or</b>	
	1113	Precalculus	3
<b>AREA B Institutional Options</b>			
COMM	1110	Fundamentals of Speech	3
Elective		BIOL 1001, COMM 1120, ENGL 1105, 1110, HIST 1050, 1051, HUMN 1000, 1100, PHED 1030, SOCI 1000	1
<b>AREA C Humanities/Fine Arts</b>			
Electives		ENGL 1201, 2111, 2112, 2120, 2121, 2130, 2131, HUMN 1201	6
<b>AREA D Science/Mathematics/Technology</b>			
Lab Science Electives		BIOL 1105K, 1107K, 1108K, 1203K, 1224K, CHEM 1151K, 1211K, 1212K, PHYS 1111K, 1112K, 2211K, 2212K	8
Elective		MATH 2181, 2253, 2254	3-4
<b>AREA E Social Sciences</b>			
HIST	2111 <b>or</b> 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, GEOG 1100, 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2101, 2201, 2301, 2401, PSYC 1101, 2101, 2103 2204, 2250, SOCI 1101, 1160	6
<b>AREA F Major Related</b>			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	2106	The Environment of Business	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
MGIS	2201	Fundamentals of Computer Applications	3

**BUSINESS CORE**

BUSA	3050	Business Statistics	3
BUSA	3060	Business Law	3
BUSA	4351	International Business*	3
COMM	3301	Business Communication	3
FINC	3056	Principles of Finance	3
MARK	3010	Principles of Marketing	3
MGIS	3351	Management Information Systems	3
MNGT	3051	Principles of Management	3
MNGT	4701	Strategic Management/Policy	3
OPMT	3251	Principles of Operations Management	3

**MARKETING SYSTEMS CORE**

MARK	3011	Consumer Behavior	3
MARK	3570	Advertising and Promotional Strategy	3
MARK	4081	Marketing Management	3
MARK	4121	Marketing Research and Analysis	3

**ELECTIVES**

Any MARK, BUSA 3055, MNGT 4501,  
4602, MGIS 3354, OPMT 4253, 4503 12

**UPPER DIVISION ELECTIVES**

6

BUSA	4700	Senior Seminar I	1
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**PHYSICAL EDUCATION**

PHED		Activity Elective	<u>1</u>
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		Total	121
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\* Students may take any upper division international course.

## OPERATIONS MANAGEMENT

### Bachelor of Business Administration

DSC's Bachelor of Business Administration in Operations Management is a business degree designed to give students a rigorous background in three key areas of operations management (quality, integrated materials management, and information technology) in conjunction with course work found in traditional business curricula (marketing, finance, and management). This degree requires passing the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
<b>AREA A Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra <b>or</b>	
	1113	Precalculus	3
<b>AREA B Institutional Options</b>			
COMM	1110	Fundamentals of Speech	3
Elective		BIOL 1001, COMM 1120, ENGL 1105, 1110, HIST 1050, 1051, HUMN 1000, 1100, PHED 1030, SOCI 1000	1
<b>AREA C Humanities/Fine Arts</b>			
Electives		ENGL 1201, 2111, 2112, 2120, 2121, 2130, 2131, HUMN 1201	6
<b>AREA D Science/Mathematics/Technology</b>			
Lab Science Electives		BIOL 1105K, 1107K, 1108K, 1203K, 1224K, CHEM 1151K, 1211K, 1212K, PHYS 1111K, 1112K, 2211K, 2212K	8
Elective		MATH 2181, 2253, 2254	3-4
<b>AREA E Social Sciences</b>			
HIST	2111 <b>or</b> 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, GEOG 1100, 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2101, 2201, 2301, 2401, PSYC 1101, 2101, 2103, 2204, 2250, SOCI 1101, 1160	6
<b>AREA F Major Related</b>			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	2106	The Environment of Business	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
MGIS	2201	Fundamentals of Computer Applications	3

**BUSINESS CORE**

BUSA	3050	Business Statistics	3
BUSA	3060	Business Law	3
BUSA	4351	International Business*	3
COMM	3301	Business Communication	3
FINC	3056	Principles of Finance	3
MARK	3010	Principles of Marketing	3
MGIS	3351	Management Information Systems	3
MNGT	3051	Principles of Management	3
MNGT	4701	Strategic Management/Policy	3
OPMT	3251	Principles of Operations Management	3

**OPERATIONS MANAGEMENT CORE**

BUSA	3055	Quantitative Methods	3
OPMT	4253	Integrated Materials and Supply Chain Management	3
OPMT	4255	Manufacturing Planning and Control	3
OPMT	4503	Quality Management Systems	3

**ELECTIVES**

Any OPMT or MGIS	6
MNGT 4053, 4602, 3621	6

**UPPER DIVISION ELECTIVES**

BUSA	4700	Senior Seminar I	1
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**PHYSICAL EDUCATION**

PHED		Activity Elective	<u>1</u>
		Total	121

\* Students may take any upper division international course.

# TECHNOLOGY MANAGEMENT

## Bachelor of Applied Science

This program is designed to provide applicants who have earned an Associate of Applied Science or Technology degree 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 business courses will prepare graduates for both technical and managerial positions in a variety of business settings. This degree requires passing the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
<b>Associate of Applied Science or Associate of Applied Technology Credits</b>			
Technology Credits			18
<b>General Education Core</b>			
<b>AREA A Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra or	
MATH	1113	Precalculus	3
<b>AREA B Institutional Options</b>			
COMM	1110	Fundamentals of Speech	3
Elective		BIOL 1001, COMM 1120, ENGL 1105, 1110, HIST 1050, 1051, HUMN 1000, 1100, PHED 1030, SOCI 1000	1
<b>AREA C Humanities/Fine Arts</b>			
Electives		ENGL 1201, 2111, 2112, 2120, 2121, 2130, 2131, HUMN 1201	6
<b>AREA D Science/Mathematics/Technology</b>			
Lab Science Electives		BIOL 1105K, 1107K, 1108K, 1203K, 1224K, CHEM 1151K, 1211K, 1212K, PHYS 1111K, 1112K, 2211K, 2212K	8
Elective		MATH 2181, 2253, 2254	3-4
<b>AREA E Social Sciences</b>			
HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, GEOG 1100, 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2101, 2201, 2301, 2401, PSYC 1101, 2101, 2103, 2204, 2250, SOCI 1101, 1160	6

**AREA F Major Related**

ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	2106	Environment of Business	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
MGIS	2201	Fundamentals of Computer Applications	3

**Business Core**

BUSA	3050	Business Statistics	3
BUSA	3060	Business Law	3
BUSA	4351	International Business*	3
COMM	3301	Business Communication	3
FINC	3056	Principles of Finance	3
MARK	3010	Principles of Marketing	3
MGIS	3351	Management Information Systems	3
MNGT	3051	Principles of Management	3
MNGT	4701	Strategic Management/Policy	3
OPMT	3251	Principles of Operations Management	3

**UPPER DIVISION BUSINESS CONCENTRATION** 12

Select one of the following concentrations.

<b>Management**</b>		<b>Management Information Systems**</b>		<b>Marketing**</b>		<b>Operations Management**</b>	
MNGT	3621	MGIS	3354	MARK	3011	BUSA	3055
MNGT	4053	MGIS	3360	MARK	3570	OPMT	4253
MNGT	4602	MGIS	4356	MARK	4081	OPMT	4255
OPMT	4503	MGIS	4370	MARK	4121	OPMT	4503

BUSA	4700	Senior Seminar	1
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**PHYSICAL EDUCATION**

PHED		Activity Elective	<u>1</u>
		Total	122

\* Students may take any upper division international course.

\*\* One upper division business course substitution allowed.

\*\* BAS students must submit to the Division Chair a written summary of their work experience which details their two years of demonstrated employment in the area of their technical expertise.

## DIVISION OF EDUCATION

The Division of Education's mission is *to provide excellence in the initial preparation of professional educators for diverse settings, who are competent and effective teachers, who work toward school improvement, and who can bring diverse learners to high academic achievement.* The Division is committed to preparing teachers to be competent and effective practitioners as advocates for excellence and equity. The Division is committed to providing educational opportunities to residents in the service area and demonstrating a commitment to teaching and learning. The Division fosters an environment that encourages an innovative, student-focused learning community and seeks to empower a faculty committed to teaching and the dissemination of knowledge. The Professional Teacher Education Programs are developed collaboratively with public school partners who believe that connecting theory and practice prepares future teachers to raise diverse learners' academic achievement. The curriculum in Early Childhood Education and English to Speakers of Other Languages (ESOL) integrates quality academic preparation and supervised field experiences in culturally diverse public school settings. Students' completion of the programs ensure beginning teachers are effective and possess a strong academic background, in both content and pedagogy; are able to collaborate with parents and community; are advocates of children; are leaders in the community; are able to focus on learner outcomes, utilizing best teaching practices to positively affect student achievement; and are committed to lifelong learning. Students in the Early Childhood Education and ESOL programs share a commitment and belief that professional educators can make a difference in the lives of young people.

The Teacher Education Programs expect to be accredited by the National Council for Accreditation of Teacher Education and the Georgia Professional Standards Commission in 2006. The Early Childhood Program and the ESOL (English to Speakers of Other Languages) program combine a strong liberal arts core, professional education courses and practical field experiences. Each student is provided multiple opportunities to observe, practice, and evaluate instructional theories, including various instructional technologies in a public school setting. The program is developed to the Georgia 2000 Standards for the Approval of Professional Education Units and Programs, and the Interstate New Teacher Assessment and Support Consortium Principles.

### **Certification:**

The Georgia Professional Standards Commission awards professional educator certificates in Georgia. Dalton State College is seeking approval to offer the Early Childhood Education and ESOL programs designed to qualify students for the level 4 professional certificate in Early Childhood Education (Grades PK-5) and an endorsement in English to Speakers of Other Languages (ESOL).

Georgia House Bill 671 requires that after July 1, 1976, any person certified as a teacher should have completed satisfactory requirements in the identification and education of children who have special needs.

Georgia House Bill 1187 requires that after June 30, 2001, all candidates applying for their first Georgia professional certificate shall demonstrate satisfactory proficiency on a PSC-approved test of computer skill competency or complete a PSC-approved training/course equivalent.

Note: The educational requirements of all programs are designed to enable one to meet present certification assessment(s) required by the Professional Standards Commission; however, the Professional Standards Commission may change required certification assessment(s) prior to the completion of the course of study. While reasonable efforts will be made to enable one to satisfy additional requirements, no assurances can be made that the College will be able to offer these additional courses, or, if taken, that such courses will entitle one to take and pass the certification assessment(s). Prior to receiving a Dalton State College recommendation for clear, renewable certification, the appropriate certification assessment(s) required by the Professional Standards Commission must be completed and passed. The candidate has the responsibility to register for the appropriate certification assessments.

All post-baccalaureate students seeking initial certification must be admitted to the professional Teacher Education program and have an approved program of study plan prior to entry into the professional program. All students must complete the program of study at Dalton State College. In all cases, the appropriate certification assessment(s) will be required.

### **Admission to Teacher Education**

Admission and acceptance to the teacher education program are prerequisites to enrollment in professional education courses. Students should file the application for admission with the Division of Education. Admission to the program is based on meeting specific requirements. The requirements and procedures for application are on the Division's website <http://www.daltonstate.edu/education/index.htm> and also are available in the Division office.

Students should refer to the *Teacher Education, Field Experiences, and Internship: Policies and Procedures Handbook* listed on the Division's website <http://daltonstate.edu/education/index.htm> for additional information regarding admission to the Teacher Education Programs and required field experiences.

### **Bachelor's Degree Admission Requirements:**

Admission to the Teacher Education Programs is a prerequisite to enrollment in the Professional Education courses. Eligibility requirements for students seeking a B.S. degree in Early Childhood Education with an endorsement in ESOL include the following:

- Completion of Core Requirements in Early Childhood Education
- Grade point average of 2.7 cumulative in academic work
- Proficiency of writing as demonstrated by writing samples and/or a grade of C or better in *English 1101*
- Proficiency in oral communication as demonstrated by satisfactory oral communication in *COMM 1110* and *EDUC 2203*, a grade of C or better in *COMM 1110*, and/or other means determined by the department (interviews or tapes of oral communications)
- Satisfactory completion of Georgia Regents' Exam
- Satisfactory completion of *EDUC 2203, Intro to Education* laboratory field experiences and *EDUC 2706, Teaching the Exceptional Child* laboratory field experiences

- Completion of any other additional requirements specified by individual departments, (e.g., a departmental interview)
- Satisfactory completion of Area F courses with a minimum grade of "C" in each course
- Satisfactory completion of the Praxis I: Pre-Professional Skills Test, GACE, or evidence of exemption (SAT=1000 or ACT=22). (<http://www.daltonstate.edu/education/apply.htm>)

### **Post-Baccalaureate Admission Requirements:**

Admission to the Teacher Education Programs is a prerequisite to enrollment in the Professional Education courses. Eligibility requirements for students seeking initial certification in Early Childhood Education with an endorsement in ESOL include the following:

- Completion of five courses identified by the Division of Education as prerequisites to enrollment in the Teacher Education Program with a grade of C or above:
  - EDUC 2003 *Introduction to Education* (or equivalency)
  - EDUC 2706 *Teaching the Exceptional Child*
  - PSYC 2103 *Human Development* (or equivalency)
  - MATH 2201 *Foundations of Math* (or equivalency)
  - CISM 2201 *Fundamentals of Computer Application* (or equivalency)
- Grade point average of 2.7 cumulative in academic work (includes prerequisite courses and last 60 hours of bachelor's or above courses)
- Satisfactory completion of Georgia Regent's Exam.
- Satisfactory completion of the Praxis I: Pre-Professional Skills Test, GACE, or evidence of exemption (SAT=1000 or ACT=22). (<http://www.daltonstate.edu/education/apply.htm>)

### **Admission into Education Programs Students' Appeal:**

Students seeking admission to the Professional Teacher Education Programs who do not meet the admission requirements may appeal their admission status. Students are required to submit an appeal packet (<http://www.daltonstate.edu/education/apply.htm>) to the Division's office. The Division's "Appeals Committee" meets to evaluate the Pre-Admission Program student's appeal. The student is notified of the results in writing. If the Division's Appeals Committee rejects the appeal, the Pre-Admission student may appeal to the Division Chair. If the Division Chair rejects the appeal, the Pre-Admission student follows the Dalton State College Appeals process.

### **Education Blocks**

Students must meet requirements for admission to the Teacher Education Professional Programs prior to enrolling in Block I. To exit each block, students must earn a grade of C or above in each Block course, must demonstrate mastery of the Professional Outcomes, including field experiences for the Block, and must receive a favorable recommendation from the Block faculty and the Supervising Teacher.

Students enter the initial Teacher Professional Preparation Programs in the fall semester, only, of each year in cohort groups. The professional programs are delivered

in consecutive semesters (fall, spring, summer, fall, spring). Students are enrolled in semester blocks, and the block arrangement applies to both the early childhood and the ESOL programs.

Block courses are taken concurrently and are connected through common field experience requirements. The block schedule is posted on-line and can be viewed in the Division of Education's office.

Majors in early childhood education with ESOL endorsement register concurrently for Block I: EDUC 4101, EDUC 3271, MATH 3703, READ 3251, and EDUC 3263; Block II: READ 3262, EDUC 4261, EDUC 4263, MATH 3803, and ESOL 4240; Summer Block: ECED 3214 and ESOL 4242; Block III: EDUC 4251, EDUC 4262, MATH 4713, ESOL 4241 and READ 4251; Block IV: ECED 4286 (Internship) and EDUC 4289 (Internship Seminar).

### **Education Program Completion Requirements**

1. See specific bachelor's degree program as applicable.
2. Students must obtain program requirements from the appropriate department.
3. A course in special education is required by Georgia House Bill No. 671 (EDUC 2706).
4. Students must make a grade of C or better in all professional education sequence courses, in teaching field courses, and in supporting courses for the teaching field, including Area F of the Core. (See program sheets.)
5. Students must satisfactorily complete all field experiences.
6. Prior to receiving a Dalton State College recommendation for certification, students must post a passing score on the appropriate certification assessment(s) required by the Professional Standards Commission.

### **Field Experiences**

All teacher education programs require satisfactory completion of field experiences. Check with the Division of Education for information on field experience requirements and procedures for application. **Students are required to consent to a criminal background check before being placed for the field experience in public schools.** A fee may be required for this process.

Students are expected to complete all professional education and content course work prior to their teaching internship (student teaching) semester. Traditionally, students enrolled in the teaching internship have been limited to no more than 12 hours, defined as 9 hours of internship and 3 hours of student teaching seminar. With advisor consent, students may be allowed to complete one additional course during their teaching internship. Under no circumstances will students be allowed to take more than one additional course during their teaching internship.

### **Liability Insurance**

Students in the Division of Education's Professional Teacher Preparation Programs need to obtain professional tort liability insurance. Tort liability insurance can be obtained through professional organizations or from some other source. Each student, **not Dalton State College**, is responsible for what he/she does while participating in professional field experiences. Financial penalties can be extreme, particularly when public school students are injured.

**A Dalton State College student enrolled in the Division's Professional Teacher Preparation Programs may not participate in a professional field experience without providing proof of liability insurance, submitted to the Office of the Division of Education.**

Only those students being given credit for experience in a school, institution, or agency where they are employed full time as a certified educator or in an equivalent professional capacity are exempt from this policy.

Specific information concerning professional organizations is available from the Division of Education.

### **Practicum/Internship Fee**

A course-related fee is associated with Practicum and Internship in the Professional Teacher Education Programs at Dalton State College. The fee (\$250.00) is to provide honoraria to school professionals who assist our students in their field placements, including the Internship (student teaching) experience. A fee of \$50.00 is attached to a specific course in each Block ( Blocks I, II, Summer, Block, III, and IV).

### **Multimedia Classrooms**

Dalton State College has integrated multimedia technology into a majority of its teaching classrooms on the Dalton State campus. The multimedia classrooms allow the instructor and students to use a VCR or computer through a large screen projection system. The systems generally are used to show educational videotapes, computer generated slide presentations, and educational web sites. Each of the multimedia classrooms has a wireless mouse so the instructor or student can control the computer while roaming the classroom. Each classroom also contains a switch box that allows a user to easily connect a laptop computer and use the existing projector with the turn of a switch. Each computer is connected to the Internet.

### **Computer Labs**

Dalton State College provides computer labs for classroom instruction and student use. These labs are for educational use only and should not be used for recreational purposes. For hours of operation, detailed hardware and software descriptions, and general lab information, contact the office of Educational Technology Services.

## DIVISION OF EDUCATION

### **B.S. in Education Degree with a Major in Early Childhood Education:**

**Optional: ESOL Endorsement**

**Initial Certification in Early Childhood Education: Optional: ESOL Endorsement (see Division Office for program sheet)**

The Professional Teacher Education program in Early Childhood/Elementary Education prepares teacher education candidates to teach children in pre-kindergarten school settings through fifth grade. The ESOL endorsement prepares teacher education candidates to teach children pre-kindergarten through grade twelve in an ESOL classroom. Satisfactory completion of the program leads to Early Childhood certification in the State of Georgia. Admission to the Teacher Education program is required for enrollment in the blocked sequence of professional courses. A full year of field experiences in public schools occurs throughout the professional education courses. Students in this program also will acquire two concentrations (Mathematics and Reading) by completing courses that are integrated in Area F and the professional sequences of courses. This degree requires passing the Regents' Testing Program and proof of computer literacy.

The program in the Division of Education prepares undergraduate students to meet the 10 INTASC principles (<http://www.ccsso.org/nextstep.html#intasc>).

Course	Number		Credit Hours
<b>AREA A Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra <b>or</b>	
MATH	1001	Quantitative Skills and Reasoning	3
<b>AREA B Institutional Options</b>			
COMM	1110	Fundamentals of Speech	3
Elective		BIOL 1001, COMM 1120, ENGL 1105, 1110, HIST 1050, 1051, HUMN 1000, 1100, PHED 1030, SOCI 1000	1
<b>AREA C Humanities/Fine Arts</b>			
Select one ENGL and one HUMN course from the list below.			
Electives		ENGL 1201, 2111, 2112, 2120, 2121, 2130, 2131, HUMN 1201	6
<b>AREA D Science/Mathematics/Technology</b>			
Lab Science Electives		BIOL 1105K, 1107K, 1108K, 1203K, 1224K, CHEM 1151K, 1211K, 1212K, PHYS 1111K, 1112K, 2211K, 2212K	8
Elective		ASTR 1101, BIOL 1105K, 1203K, 1224K, CHEM 1151K, CMPS 1130*, 1301, 1302, MATH 1113, 2181, 2200, 2253	3-4

**AREA E Social Sciences**

HIST	2111 or 2112	United States History	3
POLS	1101	American Government	3
Electives		ANTH 1103, ECON 1101, 2105, 2106, GEOG 1100*, 1101*, 1111*, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2101, 2201, 2301, 2401, PSYC 2101, 2204, 2250, SOCI 1101, 1160	6

**AREA F 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 1105K, CMPS 1130 or CISM 2201, COMM 2240, FREN 1001, 1002, 2001, 2002, GEOG 1101, 1111, HIST 1111, 1112, MATH 2200, SPAN 1001*, 1002, 2001, 2002	3

**PHYSICAL EDUCATION**

PHED		Activity Elective	1
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**Professional Education**

EDUC 3214	Exploratory Activities in Physical Education, Art and Music	39
EDUC 4101	Educational Psychology	3
EDUC 3263	Teaching Content & Process: Language Arts	3
EDUC 3271	Classroom Management	3
EDUC 4251	Assessment & Correction: Math	3
EDUC 4261	Teaching Content & Process: Social Studies	3
EDUC 4262	Teaching Content & Process: Science	3
EDUC 4263	Teaching Content & Process: Math	3
EDUC 4286	Internship	9
EDUC 4289	Internship Seminar	3
ESOL 4241	Methods of Teaching ESOL	3
ESOL 4240	Applied Linguistics for Teachers of English as a Second Language	3
ESOL 4242	Culture and Education (Optional)	3
READ 3251	Children's Literature	3
READ 3262	Teaching Content & Process: Reading	3
READ 4251	Assessment & Correction	3
MATH 3703	Geometry for P-8 Teachers	3
MATH 3803	Algebra for P-8 Teachers	3
MATH 4713	Probability & Statistics for P-8 Teachers	3

\* Recommended

## Bachelor of Social Work Requirements

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

- A) Successfully completed the A.A. in Social Work degree.
- B) Met the prerequisites for upper-division coursework and submitted a completed application for admission to the B.S.W. upper division.
- C) An institutional GPA or 2.0 or greater.

## SOCIAL WORK

### Bachelor of Social Work

This program will prepare graduates to enter generalist social work practice under professional supervision in a variety of social service and health care settings, placing special emphasis on the needs of the most prominent cultural groups in the North-west Georgia area - Appalachian persons and the recently arrived Hispanic-Latino population. Attainment of at least a third-year level of Spanish language skill and knowledge of Hispanic-Latino cultures are integral elements of the curriculum. Each student will have the opportunity to participate in a Spanish-language immersion experience, ordinarily and preferably in Latin America, for the courses SOWK 3003, Spanish for the Social Services, and SOWK 4301, Latino Family and Culture. Accreditation from the Council on Social Work Education for the BSW is being sought at the bachelor's level. The DSC BSW will prepare its graduates to compete successfully for admission to accredited Master of Social Work programs at the advanced-standing level and to exempt the first year of study in the two-year terminal degree program in Georgia and throughout the United States. This degree requires passing the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
<b>I. CORE CURRICULUM</b>			
<b>AREA A Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra <b>or</b>	
MATH	1001	Quantitative Skills & Reasoning	3
<b>AREA B Institutional Options</b>			
COMM	1110	Fundamentals of Speech	3
Elective		BIOL 1001, COMM 1120, ENGL 1105, 1110, HIST 1050, 1051, HUMN 1000, 1100, PHED 1030, SOCI 1000	1
<b>AREA C Humanities/Fine Arts</b>			
Electives		ENGL 1201, 2111, 2112, 2120, 2121, 2130, 2131, HUMN 1201	6
<b>AREA D Science/Mathematics/Technology</b>			
Lab Science Electives		BIOL 1105K, 1107K*, 1108K*, 1203K, 1224K, CHEM 1151K, 1211K, 1212K, PHYS 1111K, 1112K, 2211K, 2212K8	8
Elective		ASTR 1101, BIOL 1105K, 1203K, 1224K, CHEM 1151K, CMPS 1130, MATH 1113, 2181, 2200*, 2253, 2254	3-4

**AREA E 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 1100, 1101, 1111, HIST 1111, 1112, 2111, 2112, PHIL 1101, 1102, 1103, POLS 2101, 2201, 2301, 2401, PSYC 2101, 2103, 2204, 2250, SOCI 1160*	3

**AREA F Major Related**

SOCI 1101	Introduction to Sociology	3
SOWK 2101	Profession of Social Work	3
SOWK 2102	The Social Welfare Institution	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
Electives	ANTH 1103, CMPS 1130, COMM 2110, 2240, CRJU 1100, ECON 1101, 2105, 2106, POLS 2101, 2201, 2301, 2401, PSYC 2101, 2103, 2204, 2250, SOCI 1160, 2293, SOWK 2002	3

**PHYSICAL EDUCATION**

PHED	Activity Elective (PHED 1005*)	1
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**II. UPPER LEVEL COURSES**

SPAN 2002	Intermediate Spanish II	3
SPAN 3001	Advanced Spanish I	3
SPAN 3002	Advanced Spanish II	3
SOWK 3003	Spanish for the Social Services	3
SOWK 3101	Cultural Diversity	3
SOWK 3102	Human Behavior in the Social Environment I	3
SOWK 3201	General Practice of Social Work I**	3
SOWK 3103	Human Behavior in the Social Environment II	3
SOWK 3302	Social Work in Public Welfare	3
SOWK 4100	Social Welfare Policies and Services	3
SOWK 4201	General Practice of Social Work II	3
SOWK 4301	Latino Family and Culture	3
SOWK 4400	Foundation for Social Work Research	3
SOWK 4401	Senior Exit Project Directed Study	1
SOWK 4998	Practicum and Seminar in Social Work I***	5
SOWK 4402	Senior Exit Project Directed Study	1
SOWK 4999	Practicum and Seminar in Social Work II***	5
Electives	HIST 3350, SOWK 3501, 3502, 3503, 3504, 4900	9
	Total	<u>120-121</u>

\* Recommended

\*\* Requires 50 hours of practicum in a social service agency

\*\*\* Requires 20 hours per week practicum in a social service agency