
CAREER CERTIFICATE PROGRAMS

Certificates

Automotive Technology
Computer Networking and Service
Technology
Computer Operations
Drafting and Design Technology
Industrial Electrical and Electronic
Technology
Law Enforcement
Licensed Practical Nursing
Management
Marketing
Medical Assisting
Medical Transcription
Office Career Technologies
Paramedic Technology
Pre-School Childhood Care and
Education
Radiologic Technology
Surgical Technology
Welding

Mini-Certificates

A+ Certification
Architectural Drafting Specialist
Basic Industrial Welding and
Machining
Basic Machinist
Certified Customer Service Specialist
Certified Manufacturing Specialist
Certified Nursing Assistant
Child Development Associate
Cisco Professional
Cisco Specialist
Computer-Aided Drafting
Emergency Medical Technology
Gas Metal Arc Welding
Health Unit Coordinator
Industrial Electrical Technology
Industrial Maintenance Mechanic
Industrial Safety
Information Technology (IT) Plus
Specialist
iSeries 400 Application Development
Management
Manufacturing Technology -
Transportation
Marketing
Microsoft Windows Networking
Multicultural Healthcare Management
Specialist
Multicultural Manufacturing
Management Specialist
Multicultural Office Specialist
Office Technology
Personal Computer Applications
Phlebotomy
Plate and Pipe Welding
Small Business Record Keeping
Telecommunications
T.I.G. Welding
Webmaster

A+ CERTIFICATION

Mini-Certificate

This program is designed to help prepare students for the A+ Certification Exam. The A+ exam is designed to certify computer technicians in hardware and software repair.

Course	Number		Credit Hours
CAPS	1101	Introduction to Computers or	
CISM	2201	Fundamentals of Computer Applications or	
CMPS	1130	Introduction to Computer Science	3
CAPS	1140	Microcomputer Operating Systems	4
ELCT	1100	PC Maintenance and Troubleshooting I	4
ELCT	2100	PC Maintenance and Troubleshooting II	4
ELCT	2120	A+ Certification Review	3
		Total	<u>18</u>

ARCHITECTURAL DRAFTING SPECIALIST

Mini-Certificate

This mini-certificate provides a basic understanding of architectural drafting and design fundamentals. It provides an introduction to drafting techniques for students preparing for employment in fields that require architectural drafting skills.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
DRFT	1141	Engineering Graphics I	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	2263	Architectural Drafting II	3
DRFT	2274	Special Problems in CAD	3
		Total	<u>17</u>

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. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics or	
MATH	1111	College Algebra	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	3
OADM	1140	Basic Keyboarding	1
PHYSICAL EDUCATION			
PHED		Activity Elective	1
		Total	<u>53</u>

BASIC INDUSTRIAL WELDING AND MACHINING

Mini-Certificate

This mini-certificate is designed to provide students who are already working the opportunity to learn specific skills directly related to their working environment, and to exit the program prepared to transfer those learned skills on the job.

Course	Number		Credit Hours
WELD	1101	Welding I	4
WELD	1103	Blueprint I	3
MSHP	1110	Lathe	3
MSHP	1120	Milling Machine	<u>3</u>
		Total	13

BASIC MACHINIST

Mini-Certificate

This mini-certificate provides a basic understanding of machine shop fundamentals. It provides an introduction to machine shop techniques for students preparing for employment in fields that require machine shop skills.

Course	Number		Credit Hours
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
		Total	<u>12</u>

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. Special enrollment factors apply; students considering this program are advised to consult with the program director before declaring the major.

Course	Number		Credit Hours
CCSS	1161	Service Industry Business Environment	2
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	<u>2</u>
		Total	13

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. Special enrollment factors apply; students considering this program are advised to consult with the program director before declaring the major.

Course	Number		Credit Hours
CTMS	1152	Manufacturing Organizational Principles	2
CTMS	1154	Manufacturing Workforce Skills	2
CTMS	1156	Manufacturing Production Requirements	3
CTMS	1158	Automated Manufacturing Skills	3
CTMS	1160	Representative Manufacturing Skills	4
		Total	14

CERTIFIED NURSING ASSISTANT

Mini-Certificate

Upon completion of this program, the student will be prepared for possible employment in acute care facilities, long-term institutions, and/or home health agencies. Applicants must meet specific program admission requirements as well as Dalton State College admission requirements for certificate students. This program is available only in selected semesters and enrollment is limited. Students who wish to be considered for admission to this program should contact a program instructor at 706/272-4599 or secretary at 706/272-2658. High school students wishing to enroll concurrently are eligible no earlier than the last semester of their senior year and must validate eligibility with enrollment services.

Course	Number		Credit Hours
CNAS	1110	Basic Nursing Assistant Skills	4
CNAS	1111	CNA Clinical Skills I	4
CNAS	1131	CNA Clinical Skills II	4
		Total	12

CNA Program Admission Requirements:

1. Official acceptance to Dalton State College.
2. Submit autobiography (personal history, education, work experience, influences on the decision to pursue a health occupations career).
3. Two professional references (i.e., instructor, employer, coworker)

Students admitted to the program must provide the following documents before being eligible to begin clinicals.

1. Liability insurance
2. Physical examination report
3. CPR certification

In addition to tuition, fees and textbooks, the student will incur program expenses estimated as follows:

1. Uniforms (including shoes and other personal items) \$100.00
2. Liability insurance \$ 18.00
3. CPR certification \$ 40.00
4. Physical examination \$100.00
5. Equipment. \$ 50.00

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 and Related Care	3
CHDV	1102	Early Childhood Growth and Development I	3
CHDV	1103	Health/Safety and Nutrition	3
CHDV	1109	CDA Preparation and Assessment	3
		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 26.

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing the ECCE Program of Study and may need to reconsider their chosen field of study.

CISCO PROFESSIONAL Mini-Certificate

This program provides training for those who want to work toward obtaining a Cisco Certified Network Professional (CCNP) certification. Admission to this program is selective and applicants must interview with program advisor and meet program specific admissions requirements in addition to Dalton State College admission requirements.

Course	Number		Credit Hours
CAPS	1285	Advanced Routing	4
CAPS	1286	Remote Access	4
CAPS	1287	Multilayer Switching	4
CAPS	1288	Network Troubleshooting	4
		Total	<u>16</u>

CISCO SPECIALIST

Mini-Certificate

This program provides training for those who want to work toward becoming a CCNA (Cisco Certified Networking Associate).

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

* 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
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	3
		Total	<u>12</u>

COMPUTER NETWORKING AND SERVICE TECHNOLOGY

Certificate

Prepares students for potential employment in the computer service industry with emphasis on computer networks. This program prepares students to create, administer, and maintain local area and enterprise networks and to service and maintain stand alone PC's. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers or	
CISM	2201	Fundamentals of Computer Applications or	
CMPS	1130	Introduction to Computer Science	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications and Networking	4
CAPS	1255	Windows NT Server Administration	4
CAPS	1270	Multiple and Wide-Area Networks	4
ELCT	2130	Fiber Optics	3
ELCT	1100	PC Maintenance and Troubleshooting I	4
ELCT	2100	PC Maintenance and Troubleshooting II	4
OADM	1140	Basic Keyboarding*	1
Electives		CAPS 1120, 1152, 1213, 1240, 1265, 1275, 1276, 1277, 1280, 1290, ELCT 2120	11-12
PHYSICAL EDUCATION			
PHED		Activity Elective	1
		Total	<u>52-53</u>

*Credit-by-examination may satisfy this requirement.

COMPUTER OPERATIONS

Certificate

This program prepares students for entry-level employment as computer operators, data library staff, or data control personnel. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics or	
OADM	1208	Mathematics for Office Careers or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
CAPS	1120	iSeries Operations and Facilities	4
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications and Networking	4
CAPS	1208	Computer User Support	3
CAPS	1209	Computer Problems	3
CAPS	1211	Introduction to RPG Programming	4
CAPS	1213	Control Language Programming for iSeries 400	4
OADM	1140	Basic Keyboarding*	1
OADM	1250	Professional Development	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	43

*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. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics or	
MATH	1111	College Algebra	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 I	2
DRFT	2249	Manufacturing Processes II	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
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	46

EMERGENCY MEDICAL TECHNOLOGY

Mini-Certificate

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

This program covers material from the 1994 US Department of Transportation-National Standard Curriculum (USDOT-NSC) for EMT-Basics as well as the 1985 USDOT-NSC for EMT-Intermediates. Georgia specific curriculum modules are also covered. Graduates are eligible to take the National Registry of Emergency Medical Technicians EMT-Intermediate/85 written and practical exam, which upon passing, allows the graduate to apply for EMT-Intermediate certification in the State of Georgia.

There are specific rules and regulations governing the certification of EMTs in the State of Georgia. These rules and regulations may be obtained from the Georgia Department of Human Resources, Division of Public Health, Office of Emergency Medical Services and Trauma. Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program. For more information, contact the EMST Program Director.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
EMST	1000	Emergency Medical Technician I	8
EMST	1001	Emergency Medical Technician II	8
		Total	<u>16</u>

GAS METAL ARC WELDING

Mini-Certificate

This mini-certificate is designed to provide students who are already working the opportunity to learn specific skills directly related to their working environment, and to exit the program prepared to transfer those learned skills on the job.

Course	Number		Credit Hours
WELD	1101	Welding I	4
WELD	1103	Blueprint I	3
WELD	1104	Metallurgy I	2
WELD	1111	Welding III	<u>4</u>
		Total	13

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 26.

INDUSTRIAL ELECTRICAL AND ELECTRONIC TECHNOLOGY

Certificate

Prepares students for potential employment as industrial electrical technicians or technicians in consumer electronics, telecommunications, computers, or related fields. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1104	Applied Math or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
<u>Essential Fundamental Technical Courses</u>			
CAPS	1101	Introduction to Computers	3
ELCT	1005	Direct Current Circuits I	3
ELCT	1065	Alternating Current Circuits I	3
ELCT	1085	Semiconductor Devices & Circuits I	3
MFGT	1207	Industrial Safety	3
OADM	1140	Basic Keyboarding*	1
Elective		DRFT 1120, DRFT 1151	3
<u>Essential Specific Technical Courses</u>			
ELCT	1055	Digital Logic Circuits I	3
ELCT	2025	Intro to Microprocessors	3
AND			
COMPLETION OF ONE OF THE FOLLOWING SPECIALIZATIONS			
<u>General Electronics Technician</u>			
ELCT	2005	Direct Current Circuits II	2
ELCT	2065	Alternating Current Circuits II	2
ELCT	2085	Semiconductor Devices & Circuits II	2
ELCT	2045	Digital Logic Circuits II	3
ELCT	2125	Telecommunications Principles	3
OR			
<u>Industrial Electronics Technician</u>			
ELCT	2115	Robotics	2
ELCT	2116	Computer Integrated Manufacturing	2
ELCT	2040	Programmable Logic Controllers	3
ELCT	2075	Motors, Drives, & Controls	3
ELCT	2090	Instrument & Control Systems	2

OR

Telecommunications Technician

ELCT	2005	Direct Current Circuits II	2
ELCT	2065	Alternating Current Circuits II	2
ELCT	2045	Digital Logic Circuits II	3
ELCT	2085	Semiconductor Devices & Circuits II	2
ELCT	2125	Telecommunications Principles	3
ELCT	2130	Fiber Optics	3

PHYSICAL EDUCATION

PHED	Activity Elective	_____	1
	Total		47-50

* Credit by examination may satisfy this requirement.

INDUSTRIAL ELECTRICAL TECHNOLOGY

Mini-Certificate

This program provides training for those who want to work toward becoming an Industrial Electrical Technician.

Course	Number		Credit Hours
ELCT	1005	Direct Current Circuits I	3
ELCT	1065	Alternating Current Circuits I	3
ELCT	1055	Digital Logic Circuits I	3
ELCT	2040	Programmable Logic Controllers	3
		Total	<u>12</u>

INDUSTRIAL MAINTENANCE MECHANIC

Mini-Certificate

This mini-certificate is designed to introduce knowledge, skills, and attitudes required of industrial maintenance mechanics in an industrial setting. Special enrollment factors apply: students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
IMTS	1108	Industrial Maintenance Mechanics I	3
IMTS	1110	Industrial Maintenance Mechanics II	3
IMTS	1111	General Industrial Mechanics	2
IMTS	1140	Industrial Hydraulics, Pneumatics, and Fluid Control Systems	4
IMTS	1145	Industrial Electrical Systems	4
IMTS	1150	Integrated Industrial Maintenance Systems	4
		Total	<u>20</u>

INDUSTRIAL SAFETY

Mini-Certificate

This mini-certificate in Industrial Safety provides a basic understanding of safety problems, practices, and requirements in a business, industrial, and/or manufacturing environment. It investigates state and federal safety regulatory processes and management strategies for implementing and evaluating safety programs. Special enrollment factors apply: students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
MFGT	1207	Industrial Safety I	3
MFGT	1208	Industrial Safety II	3
MFGT	1210	Occupational Health and Safety	3
MFGT	2215	Safety Management	3
		Total	<u>12</u>

INFORMATION TECHNOLOGY (IT) PLUS SPECIALIST Mini-Certificate

This mini-certificate is designed to provide a wide-range of IT professionals with the non-technical skills necessary in the workplace of the information technology field.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
MGMT	2288	IT Business Environment	3
MGMT	2290	Business Interaction Skills	3
MGMT	2293	Personal Effectiveness and Analytic Skills	3
MGMT	2296	Organizational Effectiveness	3
		Total	<u>12</u>

iSERIES 400 APPLICATION DEVELOPMENT

Mini-Certificate

This mini-certificate provides training for those who have computer expertise and need to acquire specific skills in creating programs and applications for the IBM iSeries 400.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
CAPS	1120	iSeries 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	4
		Total	<u>20</u>

LAW ENFORCEMENT

Certificate

This program is designed for the individual who is currently employed or plans to be employed in a basic law enforcement position, or is planning for advancement to the supervisory level. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
OADM	1208	Math for Office Careers or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
LENF	1100	Basic Law Enforcement or	
LENF	1101	Introduction to Law Enforcement	3
LENF	1105	Basic Patrol Procedures	3
LENF	1110	Fundamentals of Investigation and Crime Scene Processing	3
LENF	1115	Rules of Evidence and Courtroom Presentation	3
LENF	1120	Georgia Laws and the Georgia Peace Officer	3
LENF	1125	Criminal Procedure	3
LENF	1130	Constitutional Law and the Peace Officer I	3
LENF	1135	Constitutional Law and the Peace Officer II	3
LENF	1140	Management of Forensics	3
PHYSICAL EDUCATION			
PHED		Activity Elective	1
		Total	<u>40</u>

LICENSED PRACTICAL NURSING

Certificate

Dalton State College Division of Technical Education offers a nursing program leading to a certificate in Practical 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 which provides opportunities to care for patients of all ages. This program is approved by the Georgia Board of Nursing. Graduates are eligible to take the National Council Licensure Examination (NCLEX LPN) for Licensed Practical Nurse (LPN) licensure. There are specific practices and/or acts delineated in the Nurse Practice Act which may prevent a candidate from being granted a license to practice as a Licensed Practical Nurse. For more information, contact the Practical Nursing Department at 706/272-2658.

LPN Program admission requirements are:

1. Official acceptance to Dalton State College
2. Submit an autobiography (Personal history, education, work experience, influences on the decision to pursue a health occupations career)
3. Submit three professional references (i.e. instructors, employers, co-workers). Send or call in the names and complete mailing addresses to the LPN department. A form will be sent to each reference.
4. Complete pre-requisites with a "C" or better: ALHT 1110, BIOL 1100, ENGL 1100, MATH 1102, READ 1100
5. Science, math and/or nursing courses must have been taken within three years of re-admission or transfer into the program, or they must be repeated.

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

The following documents must be submitted each year the student is enrolled:

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 - \$100.00 (approximately)
2. Liability Insurance - \$18.00
3. Testing - \$70.50
4. NCLEX Exam for Licensure - \$240.00

Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

LICENSED PRACTICAL NURSING

Certificate

This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1102	Medical Mathematics	3
ALHT	1110	Allied Health Terminology I	3
BIOL	1100	Human Biology	3
MAJOR FIELD COURSES			
OADM	1140	Basic Keyboarding**	1
LPNS	1103	Introduction to Nutrition and Diet Therapy	2
LPNS	1105	Pharmacology	3
LPNS	1109	Nursing Skills I	4
LPNS	1111	Nursing Skills II*	4
LPNS	1120	Medical/Surgical I*	6
LPNS	1121	Medical/Surgical II*	6
LPNS	1130	Medical/Surgical III*	6
LPNS	1140	Obstetrics*	5
LPNS	1141	Pediatrics*	5
LPNS	1150	Nursing Leadership I	2
LPNS	1151	Nursing Leadership II*	2
LPNS	1160	State Board Review	2
Electives		ALHT 1115, MLTS 1101, OADM 1250, SPAN 1100	1-3
		Total	<u>64-66</u>

* Includes clinical hours.

** Credit-by-examination may satisfy this requirement.

Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

MANAGEMENT

Certificate

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101*	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102*	English Composition II	3
MATH	1104	Applied Mathematics or	
OADM	1208	Math for Office Careers or	
MATH	1111*	College Algebra	3
MAJOR FIELD COURSES			
OADM	1101**	Office Accounting Procedures or	
ACCT	2101*	Principles of Accounting I	3
CAPS	1101**	Introduction to Computers or	
CISM	2201*	Fundamentals of Computer Applications	3
MGMT	2201**	Introduction to Management	3
MGMT	2205**	Introduction to Human Resource Mgmt.	3
MGMT	2207**	Small Business Management	3
MGMT	2210**	Supervisory Development	3
MGMT	2212**	Managing Financial Performance	3
OADM	1140***	Basic Keyboarding	1
PHYSICAL EDUCATION			
PHED		Activity Elective*	<u>1</u>
		Total	32

* These credit hours will transfer into both the AAS in Management and the BAS in Technology Management.

** These credit hours will transfer into the AAS in Management. They will also transfer into the BAS in Technology Management degree as Technology Credits, subject to a maximum of 24 technology credit hours.

*** 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 have already mastered technical skills, but desire a background in decision-making, human relations skills, and other techniques used in management.

Course	Number		Credit Hours
Small Business Management Option			
MGMT	2207	Small Business Management	3
MGMT	2212	Managing Financial Performance	3
Electives		MGMT 2201, 2205, 2210, MRKT 2210, 2214	<u>6</u>
		Total	12
Retail Business Management Option			
MGMT	2212	Managing Financial Performance	3
MRKT	2218	Retail Organization and Management	3
Electives A		MGMT 2201, 2210	3
Electives B		MGMT 2205, 2207, MRKT 2210, 2214	<u>3</u>
		Total	12
Sales Management Option			
MGMT	2205	Introduction to Human Resources Management	3
MGMT	2212	Managing Financial Performance	3
MRKT	2210	Introduction to Marketing	3
MRKT	2211	Professional Selling	3
MRKT	2214	Advertising and Sales Promotion	<u>3</u>
		Total	15
Carpet Management Option			
CRPT	1259	Introduction to Carpet Manufacturing	3
OADM	1230	Business English	3
MGMT	2210	Supervisory Development or	
MFGT	2101	Fundamentals of Manufacturing	3
OADM	1120	Workplace Communication Skills	<u>3</u>
		Total	12
Healthcare Management Option			
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
ALHT	1112	Introduction to Health Insurance and Billing	1
ALHT	1110	Allied Health Technology	3
MGMT	2201	Introduction to Management or	
MGMT	2210	Supervisory Development	3
MGMT	2205	Introduction to Human Resources Management	3
MGMT	2212	Managing Financial Performance	<u>3</u>
		Total	14
General Management Option			

Select 12-18 semester hours from any of the courses above in consultation with your advisor.

MANUFACTURING TECHNOLOGY

Transportation Mini-Certificate

The Manufacturing Technology-Transportation Mini-Certificate is designed to provide an introduction to basic transportation/distribution principles. It is appropriate for students who want to work in a transportation/distribution field, or existing employees who wish to broaden skills. Special enrollment factors apply; students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
DMMS	1105	Distribution Principles	3
DMMS	1150	Traffic Management	3
DMMS	1151	Warehouse Operations	3
		Total	<u>12</u>

MARKETING

Certificate

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101*	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102*	English Composition II	3
MATH	1104	Applied Mathematics or	
OADM	1208	Mathematics for Office Careers or	
MATH	1111*	College Algebra	3
MAJOR FIELD COURSES			
OADM	1101**	Office Accounting Procedures or	
ACCT	2101*	Principles of Accounting I	3
CAPS	1101**	Introduction to Computers or	
CISM	2201*	Fundamentals of Computer Applications	3
MGMT	2207**	Small Business Management	3
MRKT	2210**	Introduction to Marketing	3
MRKT	2211**	Professional Selling	3
MRKT	2214**	Advertising and Sales Promotion	3
MRKT	2218**	Retail Organization and Management	3
OADM	1140***	Basic Keyboarding	1
PHYSICAL EDUCATION			
PHED		Activity Elective*	<u>1</u>
		Total	32

* These credit hours will transfer into both the AAS in Marketing and the BAS in Technology Management.

** These credit hours will transfer into the AAS in Marketing. They will also transfer into the BAS in Technology Management degree as Technology Credits, subject to a maximum of 24 technology credit hours.

*** 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			
MRKT	2210	Introduction to Marketing	3
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 the advice of the Management/Marketing faculty. Each course is 3 credit hours.			
MGMT	2207	Small Business Management	
MGMT	2212	Managing Financial Performance	
MRKT	2211	Professional Selling	
MRKT	2214	Advertising and Sales Promotion	
MRKT	2218	Retail Organization & Management	
		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 26.

MEDICAL ASSISTING Certificate

This program prepares students for potential employment in a physician's office. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	1100	Human Biology	3
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
MATH	1102	Medical Mathematics	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology I	3
ALHT	1111	Allied Health Terminology II	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
MLTS	1101	Introduction to Health Sciences	3
MOAS	1110	Clinical Procedures I	3
MOAS	1111	Clinical Procedures II	3
MOAS	1190	Clinical Practicum	5
OADM	1150	Elementary 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, OADM 1101, or OADM 1214	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	49

MEDICAL TRANSCRIPTION

Certificate

This program prepares students for potential employment as medical transcriptionists in either the hospital or medical office setting. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	1100	Human Biology	3
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
OADM	1208	Mathematics for Office Careers or	
MATH	1111	College Algebra	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
OADM	1150	Elementary Document Processing	3
OADM	1151	Intermediate Document Processing	3
OADM	1159	Medical Office Procedures	3
OADM	1214	Medical Transcription I	3
OADM	1215	Medical Transcription II	3
OADM	1216	Medical Transcription III	3
OADM	1230	Business English	3
OADM	1240	Desktop Publishing I	3
OADM	1250	Professional Development	3
Elective		ALHT 1150, 1160, OADM 1101	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	47

MICROSOFT WINDOWS NETWORKING

Mini-Certificate in Technology

This program provides training for those who want to work toward becoming a MCSE (Microsoft Certified Systems Engineer).

Course	Number		Credit Hours
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers*	3
CAPS	1140	Microcomputer Operating Systems*	4
CAPS	1145	Data Communications & Networking	4
CAPS	1255	Windows Network Server Administration	4
CAPS	1265	Advanced Windows Server Administration	4
CAPS	1270	Multiple- and Wide-Area Networks	4
		Total	<u>23</u>

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

MULTICULTURAL HEALTHCARE MANAGEMENT SPECIALIST

Mini-Certificate

This mini-certificate is designed to provide students with an introduction to the training needed to serve the needs of patients in a multicultural healthcare environment. Special enrollment factors apply; students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
ALHT	1170	Caring for Patients from Different Cultures	3
ALHT	1175	Healthcare Management Practicum	2
MGMT	2210	Supervisory Development	3
SPAN	1100	Conversational Spanish	3
		Total	<u>15</u>

MULTICULTURAL MANUFACTURING MANAGEMENT SPECIALIST

Mini-Certificate

This mini-certificate is designed to provide students with an introduction to the training needed to work and communicate effectively in a multicultural manufacturing management environment. Special enrollment factors apply; students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
CRPT	1259	Introduction to Carpet Manufacturing	3
MGMT	2255	Multicultural Business Environments	3
MFGT	2101	Fundamentals of Manufacturing	3
MGMT	2210	Supervisory Development	3
SPAN	1100	Conversational Spanish	3
		Total	<u>15</u>

MULTICULTURAL OFFICE SPECIALIST

Mini-Certificate

This mini-certificate is designed to provide students with an introduction to the training needed to work and communicate effectively in a multicultural office environment. Special enrollment factors apply; students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
MGMT	2255	Multicultural Business Environments	3
MGMT	2210	Supervisory Development	3
OADM	1230	Business English	3
SPAN	1100	Conversational Spanish	3
		Total	<u>15</u>

OFFICE CAREER TECHNOLOGIES

Certificate

This program prepares students for potential employment as office workers who perform general clerical/secretarial duties. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
OADM	1208	Mathematics for Office Careers or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
OADM	1101	Office Accounting Procedures	3
OADM	1150	Elementary Document Processing	3
OADM	1151	Intermediate Document Processing	3
OADM	1220	Office Procedures	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1240	Desktop Publishing I	3
OADM	1242	Integrated Computer Applications	3
OADM	1250	Professional Development	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	37

OFFICE TECHNOLOGY

Mini-Certificate

The Office Technology 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 or who wish to upgrade office skills in an industry setting. Special enrollment factors apply; students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
Industry Option:			
CAPS	1101	Introduction to Computers	3
OADM	1242	Integrated Computer Applications	3
OADM	1230	Business English or	
OADM	1120	Workplace Communication	3
OADM	1150	Elementary Document Processing	3
OADM	1151	Intermediate Document Processing	3
		Total	<u>15</u>
Office Option:			
OADM	1150	Elementary Document Processing	3
OADM	1151	Intermediate Document Processing	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1242	Integrated Computer Applications	3
		Total	<u>15</u>
Customer Relations Option:			
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1208	Mathematics for Office Careers	3
CRPT	1259	Introduction to Carpet Manufacturing or	
MGMT	2210	Supervisory Development	3
		Total	<u>12</u>

General Office Technology Option:

Select 12-15 semester hours from any of the courses above in consultation with your advisor.

PARAMEDIC TECHNOLOGY

Certificate

This limited enrollment program prepares students for certification as a Georgia Emergency Medical Technician-Paramedic (EMT-P). Applicants must have current certification as an Emergency Medical Technician. 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. This program requires proof of computer literacy.

This program covers material from the 1998 US Department of Transportation-National Standard Curriculum (USDOT-NSC) for EMT-Paramedics. Georgia specific curriculum modules are also covered. Graduates are eligible to take the National Registry of Emergency Medical Technicians EMT-Paramedic written and practical exam, which upon passing, allows the graduate to apply for EMT-Paramedic certification in the State of Georgia.

There are specific rules and regulations governing the certification of EMTs and Paramedics in the State of Georgia. These rules and regulations may be obtained from the Georgia Department of Human Resources, Division of Public Health, Office of Emergency Medical Services and Trauma. Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program. For more information, contact the EMST Program Director.

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

Paramedic Technology Entrance Requirements

1. Admission to Dalton State College and exit (or exempt) all areas of Learning Support.
2. High school graduate or G.E.D. equivalent.
3. Current certification as an Emergency Medical Technician.
 - a. Certification must be current throughout the Paramedic Program
4. Current CPR certification at the Healthcare Provider Level
5. Placement in one of the following plans:
 - a. Plan I: Current Georgia Certification as an EMT-Intermediate, with documented experience in a healthcare setting, providing urgent/emergent patient care.
 - b. Plan II: Current Certification as an EMT. This plan is designed for EMTs who do not have experience in a healthcare setting, providing urgent/emergent patient care.
6. Currently certified EMTs that possess additional certifications/licenses (i.e., RN, LPN, Respiratory Therapy, PA/NP or MD) that have maintained their other certifications/licenses will be placed in Plan I.
7. EMTs certified in states other than Georgia will be placed in Plan II, to allow time for the EMT to gain Georgia Certification as an EMT-Intermediate.

Students meeting the above criteria are not guaranteed admission to the Paramedic Technology program. Since enrollment in the Paramedic program is limited, those students meeting the above requirements will be evaluated by the EMST faculty and the most qualified students will be selected. EMTs interested in applying for admission to the Paramedic Technology program should obtain a “Paramedic Technology Program - Enrollment Packet” for the current year. Enrollment Packets may be obtained from either the EMST Program Director, or the secretary for Allied Health.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	1100	Human Biology	3
CAPS	1101	Introduction to Computers	3
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1102	Medical Mathematics	3
MAJOR FIELD COURSES (Plan II ONLY)			
EMST	1050	Pre-Paramedic Practicum	2
MAJOR FIELD COURSES (Plan I and Plan II)			
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	4
		Plan I Total	59
		Plan II Total	61

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
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers*	3
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	1140	Microcomputer Operating Systems	4
CAPS	1145	Data Communications & Networking	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
CAPS	1280	Programming in Java**	3
CAPS	1290	Web Site Design**	3
DRFT	1120	Applied Computer Graphics	3
ELCT	1100	PC Maintenance and Troubleshooting I	4
ELCT	1045	Introduction to Visual Basic Programming**	3
OADM	1240	Desktop Publishing I**	3
OADM	1242	Integrated Computer Applications**	3
		Total	12-15

Individuals wishing to pursue this mini-certificate must complete a Dalton State College application and meet the other certificate admission requirements on page 26.

* 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.

** As with CAPS 1101, any prerequisite must be satisfied.

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			
ALHT	1110	Allied Health Terminology	3
BIOL	1100	Human Biology	3
MLTS	1101	Introduction to Health Services*	3
MLTS	1102	Phlebotomy Practicum**	5
OADM	1250	Professional Development	3
		Total	17

The Phlebotomy Program is offered on an as-needed basis when the job market appears suitable. The Phlebotomy program requirements are:

1. Meet all Dalton State College admission requirements for certificate students.
2. Be at least 17 years of age with a high school diploma or GED.
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. Two (2) 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 mal-practice insurance will be required after acceptance into the program.

For more information, please call the Technical Division at (706) 272-2658.

* MLTS 1101 must be taken the semester immediately before MLTS 1102.

** Successful completion of ALHT 1110, MLTS 1101, OADM 1250, and BIOL 1100 with a "C" (75) or better is required.

- No substitution for BIOL 1100
- MLTS 1102 will be taken as the last course.
- All courses MLTS 1101, BIOL 1100, ALHT 1110, OADM 1250, must be completed with a minimum of "C" (75) prior to taking MLTS 1102.

Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
 8410 West Bryn Mawr Avenue
 Suite 670
 Chicago, IL 60631
 1-773-714-8880

PLATE AND PIPE WELDING

Mini-Certificate

This mini-certificate is designed to provide students who are already working the opportunity to become certified welders through the American Welding Society test on plate. The student may also become certified on the A.S.M.E. Pipe Welding test.

Course	Number		Credit Hours
WELD	1111	Welding III	4
WELD	1112	Welding IV	4
WELD	1128	Pipe Welding II	5
		Total	<u>13</u>

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. However, the program does not transfer to either the AS degree in Early Childhood Education or to a Bachelor's degree in Education. Students with CDA mini-certificates will have advanced standing in this one-year program. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
OADM	1208	Math for Office Careers or	
MATH	1104	Applied Mathematics or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
CHDV	1101	Introduction to Early Childhood and Related Care	3
CHDV	1102	Early Childhood Growth and Development I	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	Social Issues and Family Involvement	3
CHDV	1109	CDA Preparation and Assessment or	
CHDV	1115	Classroom Management	3
CHDV	1190	Early Childhood Practicum I	3
CAPS	1101	Introduction to Computers or	
CISM	2201	Fundamentals of Computer Applications	3
Elective		CHDV 1110, 1111, or 1112	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	45

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing the ECCE Program of Study and may need to reconsider their chosen field of study.

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.*** This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I*	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II*	3
MATH	1111	College Algebra*	3
MAJOR FIELD COURSES**			
CAPS	1101	Introduction to Computers or	
CISM	2201	Fundamentals of Computer Applications	3
RADT	1101	Introduction to Radiologic Technology	3
RADT	1102	Radiology Terminology	2
RADT	1111	Radiographic Anatomy I	3
RADT	1112	Radiographic Anatomy II	2
RADT	1113	Advanced Radiographic Anatomy III	2
RADT	1121	Radiologic Procedures I	3
RADT	1122	Radiologic Procedures II	3
RADT	1123	Radiologic Procedures III	3
RADT	1143	Introduction to Radiologic Science I	3
RADT	1151	Introductory Clinical Radiologic Technology I	3
RADT	1152	Introductory Clinical Radiologic Technology II	4
RADT	1153	Intermediate Clinical Radiologic Technology I	4
RADT	1232	Introduction to Radiographic Exposure I	2
RADT	2105	Radiologic Seminar I	3
RADT	2106	Radiologic Review	4
RADT	2145	Advanced Radiologic Science II	3
RADT	2224	Radiologic Procedures IV	3
RADT	2234	Advanced Radiographic Exposure II	2
RADT	2244	Radiation Protection	2
RADT	2246	Radiation Biology	3
RADT	2254	Intermediate Clinical Radiologic Technology II	5
RADT	2255	Advanced Clinical Radiologic Technology I	6
RADT	2256	Advanced Clinical Radiologic Technology II	6
		Total	86

- * Must meet minimum college placement test scores. All courses must be passed with at least a grade of "C" or better.
- ** A valid and current Adult CPR card is required for program applicants and during the entire program enrollment.
- *** The Dalton State College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For accreditation concerns, the JRCERT may be contacted at the following address:

JRCERT
20 N. Wacker Dr., Suite 900
Chicago, IL 60606 -2901
Tel: (312) 704-5300
Email: mail@jcert.org

NOTE: Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

SMALL BUSINESS RECORD KEEPING

Mini-Certificate

This mini-certificate in Small Business Record Keeping will prepare students to manage the daily record keeping systems for a small business and teach them how to prepare informational and summary reports for use by a company's internal management and external accounting professionals. Graduates will be qualified to function as office managers or bookkeepers

Course	Number		Credit Hours
Major Field Courses			
MGMT	2207	Small Business Management	3
MGMT	2212	Managing Financial Performance	3
OADM	1101	Office Accounting Procedures	3
OADM	1102	Intermediate Office Accounting Procedures	3
Electives			
Select one three credit hour course:			
OADM	1104	Small Business Accounting Systems	3
OADM	1242	Integrated Computer Applications	<u>3</u>
		Total	15

SURGICAL TECHNOLOGY

Certificate

This limited enrollment program prepares students for employment as operating room technicians in hospitals and ambulatory care facilities.

Surgical Technology Program admission requirements are:

1. Official acceptance to Dalton State College
2. Submit an autobiography (Personal history, education, work experience, influences on the decision to pursue a health occupations career)
3. Submit three professional references (i.e. instructors, employers, co-workers). Send or call in the names and complete addresses to the Allied Health Department: a form will be sent to each reference.
4. Complete and pass BIOL 1100 and ALHT 1110 with a grade of "C" or better.

The following documents must be submitted each year the student is enrolled:

1. Physical examination report, with documentation of required immunizations
2. 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 students must meet the following expenses:

1. Uniforms - \$130.00 (approximately)
2. Liability Insurance - \$18.00
3. Lab Equipment - \$43.00
4. PAE Exam - \$30.00
5. Physical Exam - \$75.00 (approximately)
6. CPR Certificate - \$35.00

Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

SURGICAL TECHNOLOGY

Certificate

This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
MATH	1102	Medical Mathematics	3
OADM	1250	Professional Development	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
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	4
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	1
OADM	1140	Basic Keyboarding	1
		Total	<u>51</u>

Clinical facilities used by the program may require students to submit to background checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

TELECOMMUNICATIONS

Mini-Certificate

This program provides training for those who want to work toward becoming a Telecommunications Technician.

Course	Number		Credit Hours
ELCT	1005	Direct Current Circuits I	3
ELCT	1065	Alternating Current Circuits I	3
ELCT	1085	Semiconductor Devices & Circuits I	3
ELCT	1055	Digital Logic Circuits I	3
ELCT	2065	Alternating Current Circuits II	2
ELCT	2085	Semiconductor Devices & Circuits II	2
ELCT	2125	Telecommunications Principles	3
ELCT	2130	Fiber Optics	3
		Total	<u>22</u>

T.I.G. WELDING Mini-Certificate

This mini-certificate is designed to provide students who are already working the opportunity to learn specific skills directly related to their working environment, and to exit the program prepared to transfer those learned skills on the job.

Course	Number		Credit Hours
WELD	1103	Blueprint I	3
WELD	1111	Welding III (T.I.G.)	4
WELD	1126	Pipe Welding (T.I.G.)	5
		Total	<u>12</u>

WEBMASTER

Mini-Certificate in Technology

This program is designed for those who have strong computer skills and wish to learn how to develop and operate web sites. Students contemplating this program are advised to consult with the program director before declaring this major.

Course	Number		Credit Hours
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1255	Windows Network Server Administrator	4
CAPS	1240	Advanced Topics in Computer Application Systems	4
CAPS	1280	Programming in Java	4
CAPS	1290	Web Site Design	4
		Total	<u>20</u>

WELDING Certificate

Prepares students for potential employment in fields requiring welding skills. An additional semester is required to complete pipe welding. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communications Skills or	
ENGL	1101	English Composition I	3
MATH	1104	Applied Mathematics or	
MATH	1111	College Algebra	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MAJOR FIELD COURSES			
WELD	1101	Welding I	4
WELD	1102	Welding II	4
WELD	1103	Blueprint I	3
WELD	1104	Metallurgy I	2
WELD	1111	Welding III	4
WELD	1112	Welding IV	4
WELD	1113	Blueprint II	3
WELD	1114	Metallurgy II	2
OADM	1140	Basic Keyboarding	1
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	37

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	<u>5</u>
		Total	10