
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
Radiologic Technology
Welding

Mini-Certificates

A+ Certification
Architectural Drafting Specialist
Basic Industrial Welding and
Machining
Basic Machinist
Certified Customer Service Specialist
Certified Nursing Assistant
Cisco Professional
Cisco Specialist
Computer-Aided Drafting
Gas Metal Arc Welding
Health Unit Coordinator
Industrial Electrical Technology
Industrial Safety
Information Technology (IT) Plus
Specialist
iSeries 400 Application Development
Management
Marketing
Microsoft Windows Networking
Multicultural Healthcare 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 | |
| MGIS | 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 Automotive 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 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

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 | |
| MGIS | 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 |

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 | 4 |
| | | Total | <u>13</u> |

HEALTH UNIT COORDINATOR

Mini-Certificate

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

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

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

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

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

* Credit-by-examination may satisfy this requirement.

** For Admissions Requirements of Certificate students see page 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 | <u>1</u> |
| | | 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 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 each program pre-requisite (ALHT 1110, BIOL 1100, ENGL 1100, MATH 1102, READ 1100) with a "C" or better and achieve a minimum cumulative 2.5 GPA on these same program pre-requisites.
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 | |
| MGIS | 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 18 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 |
| Electives | | MGMT 2201, 2205, 2210, MRKT 2210, 2214 | <u>9</u> |
| | | Total | 12 |
| Retail Business Management Option | | | |
| MRKT | 2218 | Retail Organization and Management | 3 |
| Electives A | | MGMT 2201, 2205, 2207, 2210 | 6 |
| Electives B | | MRKT 2210, 2214, 2220 | <u>3</u> |
| | | Total | 12 |
| Sales Management Option | | | |
| MGMT | 2201 | Introduction to Management | 3 |
| MGMT | 2205 | Introduction to Human Resources Management | 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 | 2220 | Customer Relationship Development | <u>3</u> |
| | | Total | 14 |

General Management Option

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

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 | |
| MGIS | 2201* | Fundamentals of Computer Applications | 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 |
| MRKT | 2220 | Customer Relationship Development | 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 18 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 | |
| MRKT | 2211 | Professional Selling | |
| MRKT | 2214 | Advertising and Sales Promotion | |
| MRKT | 2218 | Retail Organization & Management | |
| MRKT | 2220 | Customer Relationship Development | |
| | | Total | 12 |

Students applying for this mini-certificate must complete a Dalton State College application and meet other entrance requirements for certificate programs as indicated in the DSC Catalog under "Admission to Certificate Programs".

Certificate in Medical Assisting

Accreditation and Credentialing Information

The Curriculum Review Board

The Curriculum Review Board (CRB), which operates under the authority of the Endowment, evaluates medical assisting programs according to *Standards* adopted by the Endowment and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CRB then recommends programs to CAAHEP for accreditation. Additionally, the CRB fulfills these functions:

- Regularly reviewing *Standards* for medical assisting curricula
- Conducting accreditation workshops for medical assisting educators
- Conducting workshops and conferences for medical assisting program surveyors
- Providing medical assisting educators with current information about CAAHEP accreditation laws, policies and practices.

The Accreditation department

The AAMA Accreditation department provides staff support to the CRB in the following activities:

- Developing and implementing strategic plans and policies
- Developing meeting agendas
- Monitoring compliance with regulatory requirements
- Developing and interpreting accreditation standards
- Coordinating accreditation workshops
- Coordinating the recruitment and training of volunteers
- Editing reports and coordinating revisions

The department also provides assistance to programs undergoing accreditation.

CAAHEP

CAAHEP is a non-profit, allied health education organization whose purpose is to accredit entry-level, allied health education programs. For more information, go to www.caahep.org.

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 | 1230 | Business English | 3 |
| OADM | 1250 | Professional Development | 3 |
| Elective | | ALHT 1160, OADM 1101, or OADM 1214 | 3 |
| PHYSICAL EDUCATION | | | |
| PHED | 1005 | First Aid/CPR and Cardiovascular Fitness | 1 |
| | | Total | <u>49</u> |

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 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 Floor-Covering 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.

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 |
| CAPS | 1140 | Microcomputer Operating Systems | 4 |
| CAPS | 1145 | Data Communications & Networking | 4 |
| Elective: Select one course from the following list of electives. Your choice should be made in accordance with your career goals and in consultation with your advisor. | | | |
| CAPS | 1217 | Electronic Spreadsheets | 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 | 1242 | Integrated Computer Applications | 3 |
| | | Total | 14-15 |

Individuals wishing to pursue this mini-certificate must complete a Dalton State College application and meet the other certificate admission requirements for certificate programs as indicated in the DSC catalog under "Admission to Certificate Programs."

* 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 | <u>3</u> |
| | | 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 malpractice 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> |

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 | |
| MGIS | 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 | 3 |
| | | Total | <u>15</u> |

Students applying for this mini-certificate must complete a Dalton State College application and meet other entrance requirements for certificate programs as indicated in the DSC catalog under "Admission to Certificate Programs."

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.) | <u>5</u> |
| | | Total | 12 |

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 1 | |
| | | Total | <u>37</u> |

WELDING (ADVANCED)

Students may take an additional semester of courses to aid them in applying for pipe welding positions. A certificate in pipe welding is awarded to students who complete both courses with grades of "C" or higher.

| | | | |
|------|------|-----------------|-----------|
| WELD | 1126 | Pipe Welding I | 5 |
| WELD | 1128 | Pipe Welding II | 5 |
| | | Total | <u>10</u> |