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# CAREER CERTIFICATE PROGRAMS

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## **Certificates**

Computer Networking and Service  
Technology  
Computer Operations  
Drafting and Design Technology  
Industrial Electrical and Electronic  
Technology  
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 Office Specialist  
Office Technology  
Personal Computer Applications  
Phlebotomy  
Plate and Pipe Welding  
Small Business Record Keeping  
Telecommunications  
T.I.G. Welding

# 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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
CAPS	1101	Introduction to Computers <b>or</b>	
MGIS	2201	Fundamentals of Computer Applications <b>or</b>	
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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
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	3
DRFT	2263	Architectural Drafting II	3
DRFT	2274	Special Problems in CAD	3
		Total	18

# **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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
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	2
		Total	<u>13</u>

# 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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
CAPS	1285	Building Scalable Internetworks	4
CAPS	1286	Implementing Secure Converged Wide-Area Networks	4
CAPS	1287	Building Multilayer Switched Networks	4
CAPS	1288	Optimizing Converged Networks	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).

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
CAPS	1101 *	Introduction to Computers	3
CAPS	1140 *	Microcomputer Operating Systems	4
CAPS	1145	Network Fundamentals	4
CAPS	1270	Routing Protocols and Concepts	4
CAPS	1276	LAN Switches and Wireless	4
CAPS	1277	Wide-Area Network Design	4
		Total	23

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

# COMPUTER-AIDED DRAFTING (CAD)

## Mini-Certificate

This program is designed to allow those who have been employed in drafting or engineering-related fields to establish or expand their knowledge of computer-aided drafting (CAD).

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
DRFT	1141	Engineering Graphics I	3
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	15

# COMPUTER NETWORKING AND SERVICE TECHNOLOGY

## Certificate

The 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.

Course	Number		Credit Hours
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics <b>or</b>	
MATH	1111	College Algebra	3
<b>MAJOR FIELD COURSES</b>			
CAPS	1101 *	Introduction to Computers <b>or</b>	
MGIS	2201	Fundamentals of Computer Applications <b>or</b>	
CMPS	1130	Introduction to Computer Science	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Network Fundamentals	4
CAPS	1270	Routing Protocols and Concepts	4
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, 1255, 1240, 1276, 1277, 1265, 1275, ELCT 2120	7-8
<b>PHYSICAL EDUCATION</b>			
PHED		Activity Elective	1
		Total	<u>41-42</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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics <b>or</b>	
OADM	1208	Mathematics for Office Careers <b>or</b>	
MATH	1111	College Algebra	3
<b>MAJOR FIELD COURSES</b>			
CAPS	1101	Introduction to Computers	3
CAPS	1120	iSeries Operations and Facilities	4
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Network Fundamentals	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
<b>PHYSICAL EDUCATION</b>			
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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics <b>or</b>	
MATH	1111	College Algebra	3
<b>MAJOR FIELD COURSES</b>			
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	3
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
<b>PHYSICAL EDUCATION</b>			
PHED		Activity Elective	<u>1</u>
		Total	47

# **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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
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
<b>MAJOR FIELD COURSES</b>			
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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
MATH	1104	Applied Math <b>or</b>	
MATH	1111	College Algebra	3
<b>MAJOR FIELD COURSES</b>			
<b><u>Essential Fundamental Technical Courses</u></b>			
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
<b><u>Essential Specific Technical Courses</u></b>			
ELCT	1055	Digital Logic Circuits I	3
ELCT	2025	Intro to Microprocessors	3
<b>AND</b>			
<b>COMPLETION OF ONE OF THE FOLLOWING SPECIALIZATIONS</b>			
<b><u>General Electronics Technician</u></b>			
ELCT	2005	Direct Current Circuits II	3
ELCT	2065	Alternating Current Circuits II	3
ELCT	2085	Semiconductor Devices & Circuits II	2
ELCT	2045	Digital Logic Circuits II	3
<b>OR</b>			
<b><u>Industrial Electronics Technician</u></b>			
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	3
ELCT	2065	Alternating Current Circuits II	3
ELCT	2045	Digital Logic Circuits II	3
ELCT	2085	Semiconductor Devices & Circuits II	2
ELCT	2125	Telecommunications Principles	3

**PHYSICAL EDUCATION**

PHED		Activity Elective	<u>1</u>
		Total	46-49

\* 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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
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	12

## **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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
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>

# 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 and Lab Supplies - \$260.00 (approximately)
2. Liability Insurance - \$30.00
3. Testing - \$95.00 (4 NLN's and LPN Assessment)
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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
MATH	1102	Medical Mathematics	3
ALHT	1110	Allied Health Terminology I	3
BIOL	1100	Human Biology	3
<b>MAJOR FIELD COURSES</b>			
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	64-66

\* 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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101 *	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102 *	English Composition II	3
MATH	1104	Applied Mathematics <b>or</b>	
OADM	1208	Math for Office Careers <b>or</b>	
MATH	1111 *	College Algebra	3
<b>MAJOR FIELD COURSES</b>			
OADM	1101**	Office Accounting Procedures <b>or</b>	
ACCT	2101 *	Principles of Accounting I	3
CAPS	1101**	Introduction to Computers <b>or</b>	
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
Major Field Elective:		MRKT 2210, OADM 1232, SPAN 1001, 1100	3
<b>PHYSICAL EDUCATION</b>			
PHED		Activity Elective*	1
		Total	<u>35</u>

\* 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
<b>Small Business Management Option</b>			
MGMT	2207	Small Business Management	3
Electives		MGMT 2201, 2205, 2210, MRKT 2210, 2214	9
		Total	12
<b>Retail Business Management Option</b>			
MRKT	2218	Retail Organization and Management	3
Electives A		MGMT 2201, 2205, 2207, 2210	6
Electives B		MRKT 2210, 2214, 2220	3
		Total	12
<b>Sales Management Option</b>			
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	3
		Total	15
<b>Carpet Management Option</b>			
CRPT	1259	Introduction to Carpet Manufacturing	3
OADM	1230	Business English	3
MGMT	2210	Supervisory Development <b>or</b>	
MFGT	2101	Fundamentals of Manufacturing	3
OADM	1232	Business Communications	3
		Total	12
<b>Healthcare Management Option</b>			
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 <b>or</b>	
MGMT	2210	Supervisory Development	3
MGMT	2205	Introduction to Human Resources Management	3
MRKT	2220	Customer Relationship Development	3
		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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101 *	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102 *	English Composition II	3
MATH	1104	Applied Mathematics <b>or</b>	
OADM	1208	Mathematics for Office Careers <b>or</b>	
MATH	1111 *	College Algebra	3
<b>MAJOR FIELD COURSES</b>			
OADM	1101**	Office Accounting Procedures <b>or</b>	
ACCT	2101 *	Principles of Accounting I	3
CAPS	1101**	Introduction to Computers <b>or</b>	
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
Major Field Elective:		MGMT 2201, OADM 1232, SPAN 1001, 1100	3
<b>PHYSICAL EDUCATION</b>			
PHED		Activity Elective*	<u>1</u>
		Total	35

\*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
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#### MAJOR FIELD COURSES

MRKT	2210	Introduction to Marketing	3
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**Electives (3): Three courses must be chosen from the following list of electives. Choices should be made in accordance with the career goals of the students and with 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](http://www.caahep.org).

The **Certificate in Medical Office Administration** is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727/210-2350

# 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
<b>GENERAL EDUCATION</b>			
BIOL	1100	Human Biology <b>or</b>	
BIOL	1107	Principles of Biology I	3-4
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
MATH	1102	Medical Mathematics	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
<b>MAJOR FIELD COURSES</b>			
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
<b>PHYSICAL EDUCATION</b>			
PHED	1005	First Aid/CPR and Cardiovascular Fitness	<u>1</u>
		Total	49-50

Students must earn a "C" or better in ALHT 1110, ALHT 1111, BIOL 1100 **or** BIOL 1107, MATH 1102, MLTS 1101, MOAS 1110, MOAS 1111, and MOAS 1190 to successfully complete the program.

# 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
<b>GENERAL EDUCATION</b>			
BIOL	1100	Human Biology	3
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
OADM	1208	Mathematics for Office Careers <b>or</b>	
MATH	1111	College Algebra	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
<b>MAJOR FIELD COURSES</b>			
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
<b>PHYSICAL EDUCATION</b>			
PHED		Activity Elective	1
		Total	<u>47</u>

# 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).

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
CAPS	1101	Introduction to Computers*	3
CAPS	1140	Microcomputer Operating Systems*	4
CAPS	1145	Network Fundamentals	4
CAPS	1255	Windows Network Server Administration	4
CAPS	1265	Advanced Windows Server Administration	4
CAPS	1270	Routing Protocols and Concepts	4
		Total	<u>23</u>

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

# 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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
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 AND BUSINESS TECHNOLOGY

## Certificate

This program prepares students for potential employment as office workers who perform general clerical/office duties.

Course	Number		Credit Hours
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
OADM	1208	Mathematics for Office Careers <b>or</b>	
MATH	1111	College Algebra	3
<b>MAJOR FIELD COURSES</b>			
OADM	1101	Office Accounting Procedures	3
OADM	1150	Document Processing I	3
OADM	1151	Document Processing II	3
OADM	1220	Office Procedures	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1240	Desktop Publishing	3
OADM	1242	Spreadsheets Applications	3
OADM	1250	Professional Development	3
<b>PHYSICAL EDUCATION</b>			
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
<b>Industry Option:</b>			
CAPS	1101	Introduction to Computers	3
OADM	1242	Integrated Computer Applications	3
OADM	1230	Business English <b>or</b>	
OADM	1120	Workplace Communication	3
OADM	1150	Elementary Document Processing	3
OADM	1151	Intermediate Document Processing	3
		Total	<u>15</u>
<b>OR</b>			
<b>Office Option:</b>			
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>
<b>OR</b>			
<b>Customer Relations Option:</b>			
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1208	Mathematics for Office Careers	3
CRPT	1259	Introduction to Floor-Covering Manufacturing <b>or</b>	
MGMT	2210	Supervisory Development	3
		Total	<u>12</u>

**OR**

### 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
<b>MAJOR FIELD COURSES</b>			
CAPS	1101	Introduction to Computers	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Network Fundamentals	4
<b>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.</b>			
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
<b>MAJOR FIELD COURSES</b>			
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 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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I*	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II*	3
MATH	1111	College Algebra*	3
<b>MAJOR FIELD COURSES**</b>			
CAPS	1101	Introduction to Computers <b>or</b>	
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
<b>Major Field Courses</b>			
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
<b>Electives</b>			
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.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
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	3
ELCT	2085	Semiconductor Devices & Circuits II	2
ELCT	2125	Telecommunications Principles	3
		Total	<u>20</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.

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

## 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
<b>GENERAL EDUCATION</b>			
ENGL	1100	Communications Skills <b>or</b>	
ENGL	1101	English Composition I	3
MATH	1104	Applied Mathematics <b>or</b>	
MATH	1111	College Algebra	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
<b>MAJOR FIELD COURSES</b>			
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
<b>PHYSICAL EDUCATION</b>			
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