

# CATALOG

## 2004-2005

An Entire World of Knowledge



**DARTON**  
COLLEGE

## CAMPUS SERVICE DIRECTORY FOR INFORMATION

About	Contact	Office	Telephone
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Admission	Director of Admissions	A-198	430-6740
Business Services	Vice President for Business and Financial Services	A-156	430-6700
Career Services	Career Development Center	C-217	430-6865
Continuing Education	Vice President of Continuing Education	J-111	430-6730
Development	Director of Development	A-106	430-6776
Distance Learning	Director of ITDL	J-204	430-6838
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Student Records	Registrar	A-160	430-6742
Student Success	Student Affairs	C-217	430-6865
Testing	Testing Center	C-208	430-6735
Veterans' Affairs	VA Assistance Officer	A-168	430-6746

### AN EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY INSTITUTION

Dartmouth College, in compliance with Federal law, does not discriminate on the basis of race, color, national origin, disability, sex, religion, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

### THE CATALOG NOT A CONTRACT

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort will be made to insure accuracy of the material stated herein, the College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Student Affairs, and Vice President for Academic Affairs. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

### CONFIDENTIALITY OF STUDENT RECORDS

This College is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the College. Under this Act, a student has the right to inspect and review educational records maintained by the College that pertain to the student; the right to challenge the content of records on the grounds that they are inaccurate, misleading, or a violation of privacy or other rights; and the right to control disclosures from the educational records with certain exceptions. A written policy detailing how Dartmouth College complies with the provisions of the Act may be found in the Student Handbook.



# 2004-2005 Catalog

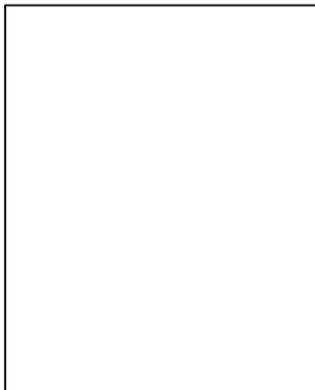
## Darton College

University System of Georgia

2400 Gillionville Road  
Albany, Georgia 31707-3098  
(229) 430-6740  
Toll-free (866) 775-1214  
[www.darton.edu](http://www.darton.edu)

# PRESIDENT'S MESSAGE

Welcome to Darton College where a total college experience awaits you. We pride ourselves on delivering the highest quality academic programs in modern facilities with state-of-the-art technology. This year we opened the new 100,000 square foot Physical Education complex that includes an Aquatics Center with a 25-meter by 25-yard pool, a fitness center, dance studios, an indoor walking track, and a 3,000 seat Cavalier Arena. This facility provides opportunities for personal wellness programs as well as relevant physical education experiences, intramurals, and intercollegiate athletic competitions.



Whether you are interested in the arts, business, science, computers, allied health, nursing, or another area of study, you will find quality instruction and “cutting-edge” technology to help you reach your goals. A tour of our “state-of-the-art” computer labs and modern performing arts theater will convince you that Darton is among the leaders when it comes to incorporating the latest technology into the learning process. In an effort to fit most busy schedules, Darton offers traditional day classes, as well as early morning, evening, Saturday, televised, and online classes. You can now earn a degree in Business Administration or General Studies from Darton College by combining online and televised courses.

Darton's programs are tailored for students at various skill levels. Our Honors Program provides leadership training and many other challenges in and out of the classroom. Likewise, students who need help in preparing for the rigors of college academics will find an array of support services including one-on-one advising; peer tutoring; math, reading and writing labs; and a faculty that takes the time to work with students.

Our quality education programs are complemented by a full calendar of student activities, performing arts groups, and international education opportunities. Darton is a member of the NJCAA and fields more intercollegiate athletic teams than any other public two-year college in Georgia.

The Darton College faculty and staff are committed to your success. Visit our beautiful campus and see for yourself that Darton College can help you reach your personal, professional and educational goals.

Peter J. Sireno  
President

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# COLLEGE CALENDAR

Section One

## Spring, 2004

January 5	Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due this day
January 6	Regular and A-Term classes begin
January 7	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day.
January 19	Martin Luther King Holiday – College closes at 5:00 Friday, January 16, and will reopen for regular scheduling Tuesday, January 20.
February 2	Last day to drop A-Term classes without penalty
February 13 & 16	Faculty/Staff Workshops – College closed (Saturday, February 14, classes will be held.) (No Friday or Monday Day or Evening classes will be held.)
February 23	Regents Test
February 26	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
March 1	A-Term last day of classes and finals
March 2	Last day to drop Full-Term class or withdraw from College without academic penalty
March 3	B-Term begins
March 26 - 27	Friday evening and Saturday classes before spring break will be held
March 29- April 4	Spring Break - classes dismissed – College open (Spring break begins Monday morning March 29, ends Sunday night, April 4.)
April 6	Last day to drop B-Term classes without penalty
April 12-14	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
April 29	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
April 30- May 5	Finals Full-Term & B-Term
May 5	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
May 5	Fees due for Pre-registered Summer classes by 5:00 P.M. or classes will be dropped.
May 5	Nursing pinning 5:00 p.m. Graduation 7:00 p.m.

## Summer, 2004

April 12-14	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
May 24	Summer Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M.

	Fees are due this day
May 25	Regular and A-Term classes begin
May 26	Last Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M.
May 28-31	Fees plus the \$25.00 late fee are due on this day. Memorial Day Weekend College closes at 5:00 Friday, May 28, and will reopen for regular scheduling Tuesday, June 1, 2005 Friday evening and Saturday day classes are cancelled
June 8	Last day to drop A-Term classes without penalty
June 15	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M.
June 22	Fees are due on this day
June 23	A-Term - Last day of class A-Term - Finals Last day to drop Full-Term class or withdraw from College without academic penalty
June 24	B-Term begins
July 1	Regents Test
July 2-5	Independence Day Observance – College closes at 5:00 Friday, July 2, and will reopen for regular scheduling Tuesday, July 6.
July 12	Last day to drop B-Term class without penalty
July 12-14	Fall Semester Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M., W 8:00 A.M. – 5:00 P.M.
July 26	Last day of scheduled classes, last day to drop Full-Term or B-Term classes with penalty
July 27-July 28	Final examinations for Full-Term and B-Term classes
July 28	Schedule adjustment (1:00 P.M. – 3:00 P.M)
July 28	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.

### **Fall, 2004**

July 12-14	Fall Semester Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M., W 8:00 A.M. – 5:00 P.M.
July 28	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
August 13	New Faculty report
August 16	State of the College Address
August 17	Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M.
August 18	Fees are due on this day
August 19	Regular & A-Term classes begin Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M.
September 3 - 6	Fees plus the \$25.00 late fee are due on this day Labor Day Observance – College closes at 5:00 p.m. Friday, September 3 and will reopen for regular scheduling Tuesday, September 7
September 14	Last day to drop A-Term classes without penalty
October 7	B-Term Registration 9:00 A.M. – 1:00 P.M.

	3:00 P.M. – 7:00 P.M. Fees are due on this day
October 8	A-Term last day of classes and finals
October 8	College closes at 5:00 p.m. Friday and will reopen for regular scheduling Wednesday, October 13
	Friday evening and Saturday day classes are cancelled
October 11-12	Faculty/Staff Workshops – College closed - Classes Dismissed
October 13	Last day to drop Full-Term classes without penalty
	B-Term Registration
	9:00 A.M. – 1:00 P.M.
	3:00 P.M. – 7:00 P.M.
	Fees are due on this day
October 14	B-Term begins
TBA	Regents Test
November 8 - 10	Spring, 2005 Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
November 10	Last day to drop B-Term classes without penalty
November 24-26	Thanksgiving Holidays – College closes at 5:00 p.m. Tuesday, November 23 and will reopen for regular scheduling Monday, November 29
December 8	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
Dec. 9,10,13,14	Finals Full-Term & B-Term
December 14	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
December 14	Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 14	Nursing pinning 5:00 p.m. Graduation 7:00 p.m.
December 20 – January 3, 2005	Campus Closed – Christmas holidays

### **Spring Semester, 2005**

January 5, 2005	Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due this day
January 6	Regular and A-Term classes begin
January 10	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day.
January 17	Martin Luther King Day – College closes at 5:00 Friday, January 14, and will reopen for regular scheduling Tuesday, January 18
February 2	Last day to drop A-Term classes without penalty
TBA	Regents Test
February 28	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
March 1	A-Term last day of classes and finals
March 1	College closes at 11:00 p.m. Tuesday, March 1, and will reopen for regular scheduling Friday, March 4
March 2 & 3	Faculty/Staff Workshops - College Closed – Classes Dismissed
March 4	Last day to drop Full-Term class or withdraw from College without academic penalty

	B-Term begins
March 27	Easter
March 30	Last day to drop B-Term classes without penalty
April 1-2	Friday evening and Saturday classes before spring break will be held
April 3-10	Spring break - classes dismissed – College open
April 11, 12, 13	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
May 2	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
May 3, 4, 5, 6	Finals Full-Term & B-Term
May 6	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
May 6	Fees due for Pre-registered Summer classes by 5:00 P.M. or classes will be dropped.
May 6	Nursing Pinning 5:00 p.m. Graduation 7:00 p.m.

### Summer Semester, 2005

April 11, 12, 13	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
May 23	Summer Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due this day
May 24	Regular & A-Term classes begin
May 26	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day.
May 27-30	Memorial Day Weekend – College closes at 5:00 Friday, May 27, and will reopen for regular scheduling Tuesday, May 31
TBA	Regents Test
June 9	Last day to drop A-Term classes without penalty
June 27	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
June 24	A-Term - Last day of class and finals
June 29	Last day to drop Full-Term class or withdraw from College without academic penalty
June 29	B-Term begins
July 2, 3, 4	Independence Day Observance – College closes at 5:00 Friday, July 1 and will reopen for regular scheduling Tuesday, July 5, 2005
July 18	Last day to drop B-Term class without penalty
July 11, 12, 13	Fall Semester Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M., W 8:00 A.M. – 5:00 P.M.
August 3	Last day of classes
August 4-5	Final examinations for Full-Term and B-Term classes
August 5	Schedule adjustment (1:00 P.M. – 3:00 P.M.)
August 5	Fees are due for Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.

## Fall Semester, 2005

July 11, 12, 13	Fall Semester Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M., W 8:00 A.M. – 5:00 P.M.
August 5	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
August 16	New Faculty report
August 17	State of the College Address
August 18	Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
August 19	Regular & A-term classes begin
August 20	Saturday classes begin
August 23	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day
September 2 - 5	Labor Day Observance – College closes at 5:00 p.m. Friday, September 2 and will reopen for regular scheduling Tuesday, September 5
September 11	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
September 15	Last day to drop A-Term classes without penalty
October 11	A-Term last day of classes and finals
October 11	College closes at 11:00 P.M. Tuesday, October 11 and will reopen for regular scheduling Friday, October 14
October 12-13	Faculty/Staff Workshops – College closed - Classes Dismissed
October 14	Last day to drop Full-Term classes without penalty
October 17	B-Term begins
TBA	Regents Test
November 7, 8, 9	Spring, 2006 Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
November 10	Last day to drop B-Term classes without penalty
November 23-27	Thanksgiving Holidays – College closes at 5:00 Tuesday, November 22 and will reopen for regular scheduling Monday, November 28.
December 9	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
Dec. 12,13, 14, 15	Finals Full-Term & B-Term
December 15	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
December 15	Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 15	Nursing pinning 5:00 p.m. Graduation 7:00 p.m.
December 19 – Jan. 2	Campus Closed – Christmas holidays

## Spring Semester, 2006

January 4	Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due this day
January 5	Regular & A-term classes begin
January 6	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day.
January 16	Martin Luther King Day – College closed College closes at 5:00 p.m. Friday, January 13 and will reopen for regular scheduling Tuesday, January 17
February 1	Last day to drop A-Term classes without penalty
TBA	Regents Test
February 3-7	College will close at 5:00 p.m. Friday, February 3 and will reopen for regular scheduling Wednesday, February 8 Friday evening and Saturday classes are cancelled. Monday and Tuesday day and evening classes are cancelled.
February 6-7	Faculty/Staff Professional Development – College closed
February 23	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
March 1	A-Term last day of classes
March 2	A-Term finals Last day to drop Full-Term class or withdraw from College without academic penalty
March 3	B-Term begins
March 24 - 25	Friday evening and Saturday classes before spring break will be held
March 26 – April 2	Spring break - classes dismissed – College open
April 3-5	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
April 5	Last day to drop B-Term classes without penalty
April 16	Easter
May 1	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
May 2, 3, 4, 5	Finals Full-Term & B-Term
May 5	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
May 5	Fees due for Pre-registered Summer classes by 5:00 P.M. or classes will be dropped.
May 5	Nursing Pinning 5:00 p.m. Graduation 7:00 p.m.

## Summer Semester, 2006

May 22	Summer Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due this day
May 23	Regular & A-Term classes begin
May 24	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day.
May 26-29	Memorial Day Weekend - College closes at 5:00

	Friday, May 26, and will reopen for regular scheduling Tuesday, May 30, 2006
TBA	Regents Test
June 7	Last day to drop A-Term classes without penalty
June 20	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
June 21	A-Term - Last day of class
June 22	A-Term finals
June 22	Last day to drop Full-Term class or withdraw from College without academic penalty
June 26	B-Term begins
July 3-4	Independence Day Observance – College closes at 5:00 Monday, July 3 and will reopen for regular scheduling Wednesday July 5, 2006
July 10-12	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
July 12	Last day to drop B-Term class without penalty
July 25	Last day of classes
July 26-27	Final examinations for Full-Term and B-Term classes
July 27	Schedule adjustment (1:00 P.M. – 3:00 P.M.)
July 27	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.

### **Fall Semester, 2006**

July 10-12	Fall Semester Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M., W 8:00 A.M. – 5:00 P.M.
July 27	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
August 14	New Faculty report
August 15	College Address
August 16	Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
August 17	Regular & A-term classes begin
August 18	Late Registration and Drop/Add 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees plus the \$25.00 late fee are due on this day
September 1-4	Labor Day Weekend - College closes at 5:00 Friday, September 1, and will reopen for regular scheduling Tuesday, September 5, 2006
September 13	Last day to drop A-Term classes without penalty
Oct. 5-6	Faculty/Staff Professional Development – College closed
October 5-8	College is closed to the public and will reopen for regular scheduling Monday, October 9 All classes scheduled between 7:00 am Thursday, October 5 and 10:00 pm Sunday, October 8 are cancelled
October 10	B-Term Registration 9:00 A.M. – 1:00 P.M. 3:00 P.M. – 7:00 P.M. Fees are due on this day
October 11	A-Term last day of classes

October 12	A-Term finals
October 12	Last day to drop Full-Term classes without penalty
October 13	B-Term begins
TBA	Regents Test
November 6-8	Spring, 2007 Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 8:00 P.M. W 8:00 A.M. – 5:00 P.M.
November 9	Last day to drop B-Term classes without penalty
November 21-27	Thanksgiving - College closes at 5:00 Tuesday, November 21 and will reopen for regular scheduling Monday, November 27
December 7	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
Dec. 8, 11, 12, 13	Finals Full-Term & B-Term
December 13	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
December 13	Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 13	Nursing pinning 5:00 p.m.
	Graduation 7:00 p.m.
TBA	Campus Closed – Christmas holidays

CALENDAR  
2004/2005

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# GENERAL INFORMATION

Section Two

## A. THE COLLEGE

Darton College, formerly Albany Junior College, was founded in 1963 by the Board of Regents of the University System of Georgia when the citizens of Albany and Dougherty County approved a bond referendum for the original land and buildings. The first classes were offered by the college in 1966.

Darton College is a community college that offers two-year degrees in transfer and career programs. Graduates of transfer programs continue their studies at four-year colleges or universities, while graduates of career programs generally enter the work force upon receiving their two-year degrees. One-year certificate programs are also offered. Just over 50 percent of the students enrolled at Darton College are traditional students immediately out of high school. Non-traditional students, who have been out of high school for five years or more, make up the rest of the student body.

To meet the needs of the community, Darton offers day, evening, and weekend classes. Students may take courses in the traditional classroom setting, online, or via cable television.

## B. ACCREDITATION AND APPROVAL

Darton College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404)679-4501 to award Associate Degrees.

Specific programs of study and their accreditors follow:

**Nursing Program** – Georgia Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33<sup>rd</sup> Floor, New York, NY 10006, (212)363-5555.

**Dental Hygiene Program** - Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-2568 or at 211 East Chicago Avenue, Chicago, IL 60611.

**Emergency Medical Services Program** – Georgia Department of Human Resources Emergency Health Section.

**Health Information Technology Program** - American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5519, (312)787-2672, and the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), 515 N State Street, Suite 7530, Chicago, IL 60610-4377, (312)464-4623.

**Human Services Technology Program** – Council for Standards in Human Services Education (CSHSE), Susan Kincaid, VP Program Accreditation, Western Washington University, Dept. of Human Services, Woodring College of Education, Miller Hall #419 M-S 9087, 516 High Street, Bellingham, WA 98225 Telephone: (360)650-3531.

**Medical Laboratory Technology/Histology Program** - National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mawr Avenue, Suite 670, Chicago, IL 60631, (773)714-8880, [www.naacls.org](http://www.naacls.org).

**Occupational Therapy Assistant Program** - Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), The American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD 20824-1220, (301)652-2682.

**Physical Therapist Assistant Program** - Accredited by the Commission on Accreditation in Physical Therapy Education, 111 No. Fairfax Street, Alexandria, VA 22314, (703)706-3245.

**Respiratory Care Program** - Accredited by the Committee on Accreditation for Respiratory Care (COARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835 through the Commission on Accreditation of Allied Health Education Programs, (CAAHEP) 515 N State Street, Suite 7530, Chicago, IL 60610-4377, (312)464-4623.

**Financial Aid** - The College has been approved to disburse funds for programs of student aid and assistance by the Social Security Administration, the Georgia State Department of Veterans Service, and the Georgia State Department of Education - Division of Vocational Rehabilitation.

Darton College holds membership in several other state, regional and national associations and groups, including the American Association of Community Colleges, Southern Association of Colleges and Schools, American Library Association and the College Board.

### **C. VISION STATEMENT**

Darton College will be recognized as a vibrant and exemplary teaching and learning educational community where students are nurtured and encouraged to achieve their greatest potential. With a student centered faculty and staff who embrace diversity in a friendly and inclusive learning environment, Darton will be a valued leader, resource and model for our students and our community. Darton will provide the opportunity for all students to participate in every aspect of collegiate life, including personal enrichment in athletics, fine arts, and wellness. The College will provide technologically advanced educational opportunities in response to the community's need for quality, affordable, and accessible programs, while partnering with business, industry, and other educational institutions to promote the economic and community development of our region.

### **D. MISSION STATEMENT**

Darton College is a two-year college within the University System of Georgia. Its principal mission is to provide educational programs, services, and opportunities to eligible citizens of southwest Georgia. Darton College seeks to serve by:

1. **RESPONDING TO LOCAL AREA NEEDS WITH A COMMITMENT TO EXCELLENCE:**
  - A. Darton College will provide high quality academic programs that assure completion of core curriculum requirements and an opportunity for successful transfer into baccalaureate programs or entrance into professional occupations upon completion of two-year programs.
  - B. Consistent with our local agreements with Southwest Georgia Technical College and other technical colleges, Darton College will provide pre-baccalaureate quality career preparation in select degree and certificate programs, particularly allied health, nursing, business, and health/wellness.
  - C. Darton College will encourage student participation in and appreciation of the performing and fine arts, as well as the role of aesthetics in human experience, and the function of ethics and morals in decision making.
  - D. Darton College will expand its curriculum, programs, and activities to incorporate elements of internationalism and to foster a climate of multicultural understanding and acceptance.
  - E. Darton College will support the physical as well as intellectual development of its students by encouraging participation in intercollegiate and intramural athletics, by providing instructional wellness programs, and by providing appropriate facilities for college and community use.
  
2. **FOSTERING AND MAINTAINING A TEACHING/LEARNING ENVIRONMENT THAT SUSTAINS INSTRUCTIONAL EXCELLENCE FOR DIVERSELY PREPARED STUDENTS:**
  - A. Darton College will provide and maintain a comprehensive learning environment for students desiring the challenges and rewards of academic excellence.
  - B. Recognizing the different intellectual aptitudes and learning patterns of students, Darton College will provide Learning Support courses and academic support services for those who are not completely ready for college-level work.
  - C. For gifted students and those who seek the challenge of advanced classes and seminars, Darton College will offer an Honors Program.

- D. Recognizing the unique needs of special populations, Darton College will provide support services and programs for students who may require special attention or reasonable accommodations.
3. PROVIDING HIGH QUALITY EDUCATIONAL PROGRAMS AND SERVICES:
- A. Using state-of-the-art technologies, Darton College will provide both transfer and pre-baccalaureate career-specific programs, as well as select certificate programs consistent with our local agreements with technical institutes, that foster academic excellence.
  - B. In collaboration with area technical colleges, Darton College will provide general education and support services for students of those institutions who desire the associate degree.
  - C. Darton College will provide a broad range of support services for its students including, but not limited to, career planning, program and course selection, advising, financial counseling, minority and disabled student advising and counseling, job placement assistance, and extracurricular activities. Services will be designed to promote educational, cultural, social, physical, personal, and professional growth.
  - D. In preparation for entrance into the contemporary social and employment environments, Darton College will educate its students in the technologies of a global information age.
4. MAKING A COMPREHENSIVE COMMITMENT TO THE TOTAL NEEDS OF SOUTHWEST GEORGIA:
- A. Darton College will work collaboratively with other institutions to utilize distance learning technologies to provide lifelong learning opportunities for area residents.
  - B. Believing that all of life is a field of learning, Darton College will offer a wide range of continuing education programs, seminars, and courses designed to enhance personal and professional growth.
  - C. Darton College will share its physical facilities, faculty and staff expertise, and informational resources in support of educational, cultural, civic, and economic development.
  - D. Darton College will collaborate with other area University System institutions to assure the most efficient and effective utilization of each institution's resources in responding to the needs of the service region.
5. SUPPORTING FACULTY DEVELOPMENT TO ENCOURAGE INSTRUCTIONAL EXCELLENCE, SCHOLARLY ADVANCEMENT, AND CREATIVE ACTIVITIES:
- A. Darton College will promote and support scholarly and creative activities that encourage enhanced instructional effectiveness and professional development.
  - B. Darton College will promote and support faculty engagement in community service, academic research, and participation on System committees and activities.
  - C. Darton College will promote and support faculty participation in international studies and activities, as well as the expansion of the College's Global Center.

## **E. DEGREES AND CERTIFICATES**

The College awards the Associate of Arts degree (A.A.), the Associate of Science degree (A.S.), the Associate of Applied Science degree (A.A.S.), and certificates. Students who complete the requirements for one of the college transfer programs are awarded either an A.A. or an A.S. degree depending upon their particular program of study. The A.S. degree is also awarded to students who complete a career program in certain health areas. The A.A.S. degree is awarded to students who complete other two-year career programs. Certificates are awarded to students who complete certain planned objectives or programs requiring less than two years of work.

## F. THE CAMPUS

The Darton College campus consists of 180 acres and is located in west Albany. Ten buildings house the various activities of the college. The modern classrooms and labs and the beautifully landscaped campus offer students a picturesque setting in which to study.

(SEE INSIDE BACK COVER)

The following is a list of the campus buildings with the offices or services normally accommodated in each; however, some adjustments may be made because of renovation or new construction:

**Administration Building-A (0001)** - Houses the Offices of the President, Vice President for Academic Affairs, Vice President for Business and Financial Services, Registrar, Admissions, Business Office, Financial Aid, Development, College Relations, Computer Center, and Personnel.

**Allied Health, Community Services, Classroom Building-J (0015)** - Houses Allied Health Programs, Continuing Education facilities, classrooms, and a theater.

**Alpine Tower and Carolina Climbing Wall** – Located east of the Baseball Field. They are used with a low initiatives course for team building and leadership training.

**Classroom Building-B (0002)** - Houses the Science/Mathematics Division, Dental Hygiene facilities, the Southwest Georgia Center for Women, some business classrooms and a computer laboratory.

**C.D. McKnight Building-F (0006)** - Houses the Humanities/Learning Support Division, and the Mathematics, Writing, and Reading Laboratories.

**Classroom Building-I (0014)** - Houses the Business/Social Science Division, Nursing, laboratories for Chemistry and Biology, and computer laboratories.

**Physical Education Building-E (0005)** - Houses the Physical Education and Athletic Departments, including a Recreation gymnasium, the Cavalier Arena, a fitness center, and a 10 lane, 25 yard x 25 meter multi-use indoor heated pool equipped with two one-meter and one three-meter maxi flex model "B" springboards on cement standards. Outdoor athletic facilities surround the building and include a baseball field, soccer fields, softball field, six all-weather lighted tennis courts, six racquetball courts, a driving range, artificial putting green, walking paths and a 5K cross-country course.

**Fitness Facility-E (0005)** - The Darton College Fitness Facility is located in E-105. It is equipped with StairMasters, Schwinn AirDynes, rowing machines, treadmills, Nautilus weight machines and free weights.

**Student Center-C (0008)** - Houses the Office of the Vice President of Student Affairs, Student Activities, Student Success Program, Testing Center, Job Placement, Minority Advising, Food Services, Bookstore, Career Development Center, Disabled Student Services, Pass Program, the Tutoring Center, some public services and meeting rooms, the Albany Symphony Orchestra offices, and a recreational room with table tennis, pool tables, and video games.

**Harold B. Wetherbee Library-G (0007)** - Houses the College library, the Foreign Language Lab, television operations/studio area, and an open computer laboratory.

**Maintenance Building-D (0004)** - Houses the Director of Plant Operations, maintenance shops, and storage for building and grounds service.

**Warehouse Building-H (0009)** - Houses Purchasing, Central Supply, Receiving, storage, and delivery.

**Provisions for Disabled Students** - All buildings include access and facilities to accommodate students with disabilities. The Disability Services Office is located upstairs in the Student Center.

**Parking** - Two lighted parking areas for 1,000 cars are located behind the Student Center. An additional parking lot is located in front of the Warehouse Building, adjacent to the Allied Health, Community Services, Classroom Building. Faculty, staff, and visitor parking areas are marked. Security personnel are employed to assist with parking and traffic safety. Traffic regulations are detailed in the Student Handbook and must be obeyed by all motorists.

## **G. OFF-CAMPUS CLASSES**

**Cordele** – Darton College offers college credit and continuing education courses in Cordele at the Crisp County Higher Education Center. College credit courses offered in Cordele lead to a two-year associate's degree. Courses are offered days and evenings to accommodate working adults as well as traditional age college students. The Crisp County Higher Education Center is located at 2705 E. 14<sup>th</sup> Avenue, in the Cordele Industrial Park. Hours of operation are Monday through Thursday 8:00 a.m. to 8:30 p.m., and Friday 8:00 a.m. to 5:00 p.m. The telephone number is (229) 276-2589. Information about the Cordele Center, class schedules, and registration information is also available on the web at [www.darton.edu](http://www.darton.edu)

**Medical Laboratory Technology Degree Program** – Classes are offered at two off-campus sites: Rome and Waycross. Some travel to clinical sites may be required to complete the program. Admission and all other requirements for the off-campus programs are the same as they are for the main campus (see page 211.) Additional information may be obtained on the Darton College web site ([www.darton.edu](http://www.darton.edu)) or by calling the Allied Health Department (229) 430-6900.

**Nursing Degree Program** - Darton College offers its two-year nursing degree program in Americus, Bainbridge, Colquitt and Thomasville in addition to the Albany Campus. Some travel to Albany and clinical sites may be required to complete the program. Admission and all other requirements for the off-campus programs are the same as they are for the main campus (see page 227.) Additional information may be obtained on the Darton College web site ([www.darton.edu](http://www.darton.edu)) or by calling the Nursing Department (229) 430-6820.

## **CAMPUS DISRUPTIONS**

Students should note their Student Handbook concerning the disruption of instruction or operations of the College. The handbook defines what is considered disruptive behavior and explains the consequences that result.

College policy prohibits pets or unenrolled or unauthorized persons access to the classrooms or any other service areas of the college unless specifically authorized by the instructor or person in charge of the activity area. This restriction on persons does not apply to special functions. Family members and friends are always welcome at public activities on campus.

## A. GENERAL

The Office of Admissions at Darton College is responsible for providing information to prospective students, evaluating their applications, and notifying them concerning admission. The Admissions Office, located in the Administration Building, can be reached by telephone at (912) 430-6740 or toll-free at 1-866-775-1214 and by mail at 2400 Gillionville Road, Albany, Georgia 31707. The Darton College web site may be accessed at [www.darton.edu](http://www.darton.edu)

## B. STANDARDS FOR ADMISSION

**FRESHMAN ADMISSIONS:** Students applying for admission to Darton College for academic year 2004-2005, who have not previously attended a college or university, must provide SAT I or ACT scores, a transcript of secondary school credits showing evidence of graduation from an accredited high school or a GED certificate, a completed application form and pre-screening form, a non-refundable \$20 application fee, and a completed immunization form.

Darton College has raised its regular admissions standards as an incentive for high school students to reach their full preparation potential. However, the University System of Georgia wants to assure that all students with the potential to benefit from a college education have access to admission. Therefore, all two-year colleges have special admission categories and standards for those who may not quite meet the regular admission standards. These categories include high school graduates with career/technical diplomas, GED recipients, students who have been out of high school for at least five years (non-traditional students), international students, and home-schooled students, among others. **Please review ALL of the admissions categories described below to see which you should select to guide your application.**

### 1. ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES - TRANSFER PROGRAMS

#### Regular Admissions

Applicants must submit SAT I scores of 330 verbal (12 ACT) and 310 math (14 ACT), a 1.8 high school GPA and Freshman Index = 1830. Applicants must have completed all 16 of the required 16 College Preparatory Curriculum (CPC) courses in high school.

#### Limited Admissions

In recognition of the fact that some students do not meet established standards but do demonstrate special potential for success, institutions are authorized to grant admission to a limited number of such students. When evaluating students being considered for Limited Admission, institutions will utilize multiple measures whenever possible, such as interviews, portfolios, and records of experiential achievements. Minimum requirements include an SAT I score of 330 verbal (12 ACT) and 310 math (14 ACT) and a 1.8 high school GPA and Freshman Index = 1640. Applicants must have completed at least 13 of the required College Preparatory Curriculum courses in high school.

Career/Technical diploma graduates are exempted from the CPC minimum but will be required to make up all CPC deficiencies after enrolling at Darton College.

### **Presidential Exceptions**

In very special and rare circumstances, presidents of University System institutions may grant exceptions to the CPC and other requirements for Limited Admission if the student shows exceptional promise for success. Minimum requirements include a high school diploma from an accredited or approved high school, or a GED, or Ability-to-Benefit requirements as contained in the U.S. Department of Education's *Federal Financial Aid Handbook*.

The College Preparatory Curriculum is as follows:

<b><u>COURSE</u></b>	<b><u>UNITS</u></b>	<b><u>EMPHASIS</u></b>
English	4	Grammar & Usage Literature
Mathematics	4	Two years of Algebra Geometry
Science	3	Physical Science Two lab sciences
Social Science	3	Government Economics
Foreign Language	2	Two courses in the same language

Applicants scoring below 430 SAT I verbal (17 ACT English) or 400 SAT I math (17 ACT math) must take the University System of Georgia COMPASS Test to determine whether Learning Support courses may be required.

## **2. ASSOCIATE OF APPLIED SCIENCE DEGREES, ASSOCIATE OF SCIENCE DEGREES IN ALLIED HEALTH PROGRAMS, AND CERTIFICATE PROGRAMS - CAREER PROGRAMS**

Admissions requirements for career degrees and career certificates depend upon the extent to which the general education component of the program is based on Core Curriculum courses. Applicants enrolling in a career program are not required to make up CPC deficiencies, unless they change their major to a transfer degree. Admissions Counselors are available to explain Core Curriculum requirements.

**Programs With More Than 12 Semester Hours of Core Courses** Applicants must have a high school diploma from an accredited institution or a GED certificate. Applicants must present a SAT I verbal score of 330 (ACT 12), and SAT I math score of 310 (ACT 14), a 1.8 high school GPA and Freshman Index = 1540.

**Programs With Fewer Than 12 Semester Hours of Core Courses** Applicants must have a high school diploma from an accredited institution with a minimum 1.8 GPA or have completed 12 of the 16 required CPC courses or have earned a GED. Students in these programs may take only those Core courses specified in their program.

For placement purposes, students admitted to career degree or certificate programs must take the COMPASS test. Those students who take any course which has a Learning Support requirement must take the required Learning Support courses(s) indicated by their placement score, if they did not meet the Darton College passing score on that part of the COMPASS test.

3. **NON-TRADITIONAL STUDENTS:** Non-traditional students are identified as students who have not attended high school or college within the previous five years, as well as students who were admitted to previous colleges as non-traditional students and completed fewer than 30 transferable semester hours of college credit. The students are required to do the following:
  - a. Submit a properly completed application for admission and a \$20 non-refundable application fee.
  - b. Meet all University System and institutional admissions requirements, depending upon program of study.
  - c. Take the COMPASS test and complete any learning support requirements.Non-traditional students are not required to take the SAT or the ACT.
4. **TRANSFER ADMISSIONS:** All persons seeking admission who have been previously enrolled in other institutions of higher education shall be admitted according to the following policies:
  - a. A properly completed application for admission, pre-screening form and a \$20 non-refundable application fee.
  - b. A certified transcript from all colleges or universities previously attended.
  - c. Applicants who have completed fewer than 30 transferable semester hours shall complete all the requirements for freshmen admission.
  - d. An applicant shall not be considered for admission unless he or she is academically eligible to return to the college or university last attended or unless the officials of the last institution recommend the applicant's admission. If, however, two or more calendar years have elapsed since the applicant's dismissal from the last college or university attended, the College may review the application and make a decision as to the applicant's eligibility.
  - e. Students with uncompleted Learning Support requirements at another System institution shall be admitted only in accordance with Darton College's Learning Support guidelines.
  - f. An applicant with fewer than 30 transferable semester hours applying for the programs leading to a Baccalaureate Degree and transferring from an institution or program that did not require the College Preparatory Curriculum shall submit a transcript of secondary school credits. Transfer students who have not met all College Preparatory Curriculum requirements must make up these deficiencies before, or simultaneously with, taking any other courses.
5. **TRANSIENT ADMISSIONS:** An applicant who is enrolled in another college or university and seeks temporary admission shall submit the following:
  - a. A properly completed application for admission and a \$20 non-refundable application fee.
  - b. A letter from the registrar or other designated official of the institution in which the student is enrolled recommending admission as a transient student.
6. **AUDITORS:** Students who submit evidence of graduation from an accredited high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as "auditors." Students registering as "auditors" shall be required to:
  - a. Submit a properly completed application for admission and pay a \$20 non-refundable application fee.
  - b. Pay the regular fees for enrollment and shall be prohibited from receiving credit at a later time for coursework they completed as "auditors."
  - c. Take the COMPASS test, if applicable.
7. **JOINT ENROLLMENT AND EARLY ADMISSIONS:** Darton College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school, enrolls in courses for college credit, and

(2) an early admission program in which the student enrolls as a full-time college student following the completion of the junior year in high school. Applicants for either of these programs must submit to the Director of Admissions the following items:

- a. A properly completed application for admission and a \$20 non-refundable application fee.
  - b. A transcript of secondary school credits completed to date with a minimum cumulative grade point average of 3.0 in academic subjects or a numerical average of 80 and evidence that the student is on track with the College Preparatory Curriculum (CPC).
  - c. A record of scores on the Scholastic Aptitude Test I with a minimum combined score of 970 or a minimum composite score of 21 on the American College Testing Assessment. Students need a 530 verbal SAT I score to take college credit courses which satisfy high school English or Social Science CPC requirements. Students need a 530 Math SAT I score to take college credit courses which satisfy high school mathematics CPC requirements.
  - d. Written consent of the parent or guardian if the student is a minor.
  - e. Evidence the student will complete the required high school CPC requirements by the end of the senior year.
8. **POSTSECONDARY OPTIONS (PSO):** Darton College provides the PSO program for high school students at least age 16 who are classified as a junior or senior in a Georgia public high school. This program allows students to be enrolled at Darton College and use those courses for both high school Carnegie units and postsecondary credit. The POS program is partially funded by the state, and the remainder of tuition is waived by the institution. Students are required to pay all other associated costs of attendance. The admission guidelines for the Postsecondary Options program are the same as those for the Joint Enrollment and Early Admissions classifications outlined above. For more information about the PSO Program, please contact PSO Coordinator, Dr. Elizabeth Ragsdale, (229) 430-6850.
9. **PERSONS 62 YEARS OF AGE OR OLDER:** Darton College and the University System of Georgia have established the following guidelines for the enrollment of persons 62 years of age or older. Applicants for this program:
- a. Must submit a properly completed application for admission and a \$20 non-refundable application fee. Applicants shall meet all System and institutional admissions requirements.
  - b. Must be residents of Georgia, 62 years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age to enable the College to determine eligibility.
  - c. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees except for supplies or laboratory fees, or activity and athletic fees.
  - d. Must meet all System, institution, and legislated degree requirements if they are degree seeking students.
10. **NON-IMMIGRANT ALIEN STUDENT ADMISSIONS:** Applicants from outside the United States must complete the requirements for beginning students as described above and the following additional requirements:
- a. Provide an official English translation with all transcripts.
  - b. For those applicants whose first language is other than English, provide the results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 523 on the written test or 193 on the computer-based test.
  - c. Provide documentation of sufficient resources to cover tuition, room and board, health insurance and other living expenses. Send an affidavit from your financial sponsor and an official letter from the sponsor's bank stating a dollar amount of readily available deposits in U.S. currency to the Office of Admissions. The total cost of attendance for one academic year is \$8,356 for students with the out-of-state fee waiver (International Student Fellowship), and \$11,040 without the out-of-state fee

waiver.

- d. Submit proof of medical insurance to provide health care. Students applying from overseas may wait until admission to the College is granted.
- e. Copy of I-94, Visa, or Other Immigration Documents. If you are already in the U.S., send a copy of your passport, I-94 card (INS Departure Record), and visa. If you are currently attending school, you also need to send copies of all other immigration documents.

11. **NON-DEGREE STUDENTS:** Students may enroll as non-degree students for a maximum of 12 semester hours of credit (including institutional credit). Such students may not enroll in courses with a Learning Support prerequisite unless they have been screened for and have exempted that requirement.

Students with an earned baccalaureate degree from a regionally accredited institution may enroll as a non-degree student with no limitation on the number of semester hours credit that may be earned.

12. **JOINT ENROLLMENT OF TECHNICAL INSTITUTE STUDENTS:** Students desiring to pursue an Associate of Applied Science degree in which courses are taken at Darton College and South Georgia Technical College, Southwest Georgia Technical College, and Thomas Technical College must make application and be admitted to both institutions. Applicants to Darton College must meet all admissions requirements for selected degree.

13. **RE-ADMISSION OF FORMER STUDENTS:** Former students are defined as those who have enrolled at Darton College at some time in the past but were not enrolled the previous semester. Students in this category must provide the following:

- a. A properly completed application for re-admission. There is no application fee for former students.
- b. A certified transcript of undergraduate work from all colleges or universities attended since the last enrollment at Darton College.

Students who re-enroll after a period of suspension re-enter on Academic Probation.

14. **ADMISSION TO SPECIAL COURSES:** Requirements for admission to seminars, short courses, and institutes that carry academic credit are the same as for admission to any other regular college course. Requirements for admission to non-credit seminars, short courses, and institutes will be published at the time of the announcement of the course offering.

15. **EXCEPTIONAL OR UNIQUE CIRCUMSTANCES:** Recognizing that not all applicants have the same needs or qualifications, Darton College makes provisions for those applicants who might profit from an educational experience at the College but, for some reason, do not satisfy all requirements. Such cases are considered separately, and each is judged on its own merits. Persons admitted under these provisions will be classified in the appropriate group described above.

16. **ADMISSION TO SPECIALIZED PROGRAMS:** Certain specialized programs such as Dental Hygiene, Emergency Medical Services, Health Information Technology, Human Services Technology, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, and Respiratory Care have additional admissions requirements. The applicant for one of these programs must first gain admission to the College before being considered for these programs. Admission to the College does not insure admission to a specialized program. See the specific program area for additional admissions requirements for each program.

17. **INDIVIDUALS WITH PHYSICAL, MEDICAL, OR LEARNING DISABILITIES:** Darton College complies with all aspects of the Public Law 504 and Americans With Disabilities

Act requirements for accommodating students with disabilities. In addition, the University System of Georgia has established special guidelines for students with learning disabilities. Therefore, disabled students are encouraged to:

- a. Contact the Coordinator of Disability Services before taking the COMPASS test if alternative testing procedures are appropriate. (Information provided to the Disabled Student Services office is strictly confidential and will remain separate from application materials.)
- b. Contact the Coordinator of Disability Services to get a list of the required test battery to validate the existence of a learning disability.
- c. Complete the voluntary self-disclosure form that will be sent with the letter of acceptance.
- d. Work through the Coordinator of Disability Services to arrange any special academic or scheduling accommodations that may be required.

18. **GED Recipients:** GED recipients must adhere to the following guidelines:

- a. Students must submit an application for admission and \$20.00 fee.
- b. Students must have an overall grade point average of at least 2.0 on a 4.0 scale in high school at the time they officially withdrew.
- c. Students' composite GED test scores must total at least 2750 (550 on each of the five parts of the test).
- d. Students who score above 2750 are eligible for regular admission.
- e. Students must submit a written statement (no less than 250 words) regarding their reasons for applying to Darton College if their composite G.E.D. test scores are below 2750.
- f. Students must submit an official copy of high school transcripts.
- g. Students must submit G.E.D. scores.

**ALL APPLICANTS:** All beginning students (freshman, transfer, etc.) attending regularly scheduled classes or receiving resident credit must submit a Certificate of Immunization for measles, mumps, and rubella prior to attending classes.

### C. LEARNING SUPPORT REQUIREMENTS

Entering Freshmen scoring below 430 SAT I verbal/17 ACT English and below 400 SAT I math/17 ACT math will be required to take the COMPASS test. This test is given for three purposes: (1) to determine if a student is adequately prepared for successful college work in English, Reading, and Mathematics, (2) to recommend required Learning Support courses, and (3) to recommend advanced placement when possible.

The following guidelines concerning Learning Support apply to transfer students:

- a. Transfer students who were in Learning Support at the sending institution must provide scores for placement purposes. The scores may be obtained from the previous institution or by retesting at Darton College.
- b. Transfer students for whom the college transcript reads "Exited Learning Support" or "exited" in a specific subject area will not be required to present scores and will be considered "exited" at Darton College.
- c. All transfer students without transfer credit (C or better) in college mathematics will be required to provide scores for the Mathematics and Reading portions of COMPASS test. All transfer students without transfer credit (C or better) for college English will be required to provide scores for the English and Reading portions of the COMPASS test.
- d. Transfer students placed in Learning Support and enrolled in a transfer program must provide SAT I or ACT scores if beginning freshman status.
- e. Students who are placed in English or Reading learning support class are required to enroll in COOR 0199.

#### D. ACCEPTANCE AND ADMISSIONS STATUS

After all admissions requirements have been satisfied, the applicant, if determined eligible for admission, will be accepted for enrollment and assigned to one of the following student classification categories:

1. **UNCONDITIONAL ENROLLMENT** into the credit transfer programs or credit career programs. Certain specialized programs have additional admissions requirements to be met, and admission to the College does not imply acceptance to these programs. Within the classification of unconditional enrollment, a student will be further classified as freshman, sophomore, joint enrollment, transient, irregular, or audit.
2. **CONDITIONAL ENROLLMENT** into Learning Support. Those students whose COMPASS test scores or comparable College Placement Examination scores indicate an academic deficiency in one or more of the areas tested are granted conditional acceptance and are required to remove all deficiencies prior to being admitted unconditionally. A student is allowed three attempts in each deficiency area. Scores below 78 in Reading, below 71 in English and below 37 in Algebra on the COMPASS test will require one or more Learning Support courses in a given deficiency area. Students requiring remediation must enroll in these courses first each semester before enrolling in any credit work. Students needing to satisfy CPC Math requirements may do so by satisfactory completion of MATH 0099.
3. **PROVISIONAL ENROLLMENT** is granted to those students whose program of study requires the College Preparatory Curriculum and who are deficient in one or more areas of this curriculum. All deficiencies must be removed by the time the student earns 18 semester credit hours. Courses taken to meet deficiency requirements will not count toward the student's degree requirements and must be completed within the first eighteen hours of college work. Science deficiencies may be removed by completing either BIOL 1110 or CHEM 1100; social science deficiencies may be removed by completing one of the following: HIST 1111 or 1112, HIST 2111, or HIST 2112; foreign language deficiencies may be removed by completing FREN 1001, SPAN 1001, JAPN 1001, or GRMN 1001.
4. **TEMPORARY ENROLLMENT** is granted to an applicant who cannot submit all admissions material prior to the printed deadlines. Such acceptance will permit the student enrollment pending receipt of the missing information. No credits may be recorded or grades released to students attending under this category until the student's admission file is complete.

#### E. TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Darton College will accept transfer credit from other accredited colleges and universities. A grade of "C" or better is required, and credit is issued for equivalent courses in the student's curriculum at Darton College. In addition, a maximum of two courses carrying grades of "D" may be transferred if they satisfy curricular requirements and if the student's cumulative transfer average is at least 2.00 by the Darton College method of computation. No freshman English courses with grades less than "C" may be transferred.

A maximum of 42 semester hours of academic work may be transferred to Darton College. A limited number of credits earned by correspondence may be transferred if they carry satisfactory grades and meet curricular requirements.

An evaluation of credits accepted in transfer will be furnished to the students as soon as all transcripts are received by the College.

Credit earned by Darton College students attending other colleges or universities as transient students will be treated in the same manner as described above.

The Director of Admissions may refer any application to the Admissions Committee for further study and advice. The Director of Admissions, however, has the right to make a final decision on all applications. The decision may be appealed under provisions set forth by the College and the Board of Regents of the University System of Georgia.

## A. TRANSCRIPTS AND TRANSFER OF RECORDS

A transcript is a copy of a student's Permanent Academic Record. It contains a minimum amount of personal data about the student and a chronological account of the student's academic achievements at Darton College. Also included is a list of courses and credits transferred from any institution formerly attended by the student.

Students who wish to have a transcript of their record at Darton College sent to another institution should submit a "Request for Transcript of Record" form to the Registrar's Office at least two weeks prior to the date the transcript is needed. The first transcript is supplied without cost to the student; additional transcripts are issued upon payment of \$1.00 for each transcript issued.

In addition to Permanent Academic Records, the College maintains Continuing Education Unit (CEU) records for students earning those credits. Transcripts of CEU records are similar to Permanent Academic Records and are available from the Continuing Education and Community Service Office.

## B. ACCESS TO STUDENT RECORDS

Regulations pertaining to access to student records are found in the Student Handbook, a copy of which may be obtained from the Office of the Vice President for Student Affairs, the Office of Admissions, or the Office of Student Activities.

## C. REGISTRATION

The dates designated on the College Calendar as "registration" are reserved for registration, payment of fees, and purchase of books. The registration procedure is complete upon payment of fees. After that point in time, students are considered officially registered and enrolled in Darton College. Details concerning the registration process are distributed each semester.

## D. PRE-REGISTRATION

One week during each semester is designated as Pre-Registration week, and currently enrolled students may, at this time, pre-register for classes for the upcoming semester. Academic advisors are available during this time to assist students with their schedules, and each currently enrolled student is strongly encouraged to pre-register. Details concerning pre-registration and fee payment are distributed during the week of pre-registration.

## E. WITHDRAWAL FROM THE COLLEGE

Should the student find it necessary to withdraw from Darton College after completing registration, the student should see his/her academic advisor for assistance in completing the official withdrawal form. The completed form should be returned to the Registrar's Office for final processing. Personnel in that office will process a request for refund of fees, if applicable. For refund percentages, see the refund schedule outlined in the catalog and semester schedule.

In those cases where students are withdrawn by College action for cause (non-payment of fees, returned check, disciplinary action, disruptive behavior, failure to fulfill all admissions requirements, etc.), the forms necessary for withdrawal will be initiated by the appropriate College official, and the students will be notified in writing of the action. Students withdrawn by College action as described above will automatically receive the grade of "W."

Students may withdraw from the College with a grade of "W" prior to the mid-semester date. After this time, a grade of "WF" will be recorded unless the students can provide evidence to the Vice President for Academic Affairs that there are extenuating circumstances surrounding the withdrawal.

## **F. WITHDRAWAL FROM INDIVIDUAL COURSES**

After the late registration day each semester, students withdrawing from an individual course should see their academic advisors for assistance in completing the official drop form. No refunds are issued for dropping individual courses.

## **G. STUDENT MEDICAL WITHDRAWALS**

A student may be administratively withdrawn from the College when in the judgment of the Vice President for Student Affairs, and after consultation with the student's parents and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which (a) poses a significant danger or threat of physical harm to the student or to the person or property of others; or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel; or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment as defined in the student conduct code and other publications of the College.

Except in emergency situations, a student shall upon request be accorded an appropriate hearing prior to a final decision concerning his or her continued enrollment at the College.

# FINANCIAL INFORMATION

Section Five

## A. FEES AND COSTS

All fees are payable before the beginning of each semester, and registration is not complete until these fees have been paid. Payment must be made by cash, check, money order, or credit card (cash advance to which bank will add interest and service charge). Registration is complete for students paying by check when the check clears the bank.

### FEES ARE SUBJECT TO CHANGE PRIOR TO EACH SEMESTER

**Application Processing Fee** - A fee of \$20 must accompany each application for admission to credit and Learning Support courses. This fee is not refundable and does not apply toward registration or matriculation fees. No application fee is required for non-credit continuing education and community service courses. Online applications have a fee of \$25.00.

**Matriculation Tuition** - The tuition for 12 or more semester hours of credit or Learning Support courses is \$699. For less than 12 hours it is \$59 per semester hour. The cost to audit a course is the same as the cost to enroll for credit.

Persons enrolling in a non-credit continuing education or community service course will pay tuition as appropriate for the course.

**Non-Resident Fee** - Students who are not residents of Georgia registering for 12 or more credit hours will be charged a non-resident fee tuition of \$2,796 per semester in addition to all other fees. Those registering for less than 12 hours will pay \$233 per semester hour in addition to all other fees. (See Definition of Legal Resident in this catalog.)

**Late Registration Fee** - Students who do not register and pay fees at the time designated for registration in the College Calendar will be charged a late registration fee of \$25.

**Applied Music Fee** - A fee of \$150 per semester is charged for each one hour per week of private instruction in voice, organ, piano, or orchestral instrument for regularly enrolled part-time or full-time college students. A fee of \$75 per semester is charged for each 1/2 hour per week of private instruction in voice, organ, piano or orchestral instrument.

**Athletic Fee** - Each student taking credit or Learning Support courses of 4 hours or more will be charged an athletic fee of \$54 per semester. This fee is used to defray expenses of intercollegiate athletics.

**Laboratory Fee** - A fee of \$10 is charged to each student registering for a laboratory science course in Biology, Chemistry, Physical Science or Physics. This fee pays for the required consumable supplies and specimens used in performing laboratory experiments.

**Physical Education Fees** - A fee of \$10 is charged to each student registering for PHED 1137 Basic Sailing and PHED 1133 Scuba. A fee of \$20 is charged to each student registering for PHED 1143 Beginning Snow Skiing and PHED 1199 Snow Skiing II, and PHED 1191 Challenge Course. A fee of \$30 is charged to each student registering for PHED 1171 Bowling I and PHED 1172 Bowling II; PHED 1185 In Line Skating; PHED 1191 Ropes Course Management; and PHED 1154 Challenge Course Facilitator Training.

**Information Technology Fee** – Students will pay a \$38.00 fee which allows them access to campus computers, the Internet, e-mail, and library collections online.

**Student Services Fee** - Each student taking credit or Learning Support courses of 4 hours or more will be charged a Student Services Fee of \$40 per semester. This fee is used to defray expenses of various student services such as the College publications, music organization awards, social events, and other college activities and services for students. Students taking 3 hours or less may pay the \$40 fee if they desire full participation in student activities and services.

**Parking** - Each student enrolled at the College who drives an automobile to the campus must obtain a parking permit at the time of registration. There is no charge for this permit, and the parking fee is included in the Student Services Fee.

**Books** - Costs for textbooks and supplies will vary depending upon the number and kinds of courses taken. Nursing, Dental Hygiene, Medical Laboratory Technology, and other Allied Health program students will incur higher costs in this area and should seek specific information from their academic advisors as to probable costs for books and supplies. Other full-time students may expect to pay approximately \$350 per semester for books and supplies.

**Returned Check Fees** - Students whose checks to the College are returned by their bank due to insufficient funds or other reasons will be charged a service charge of \$15 or 5 percent of check amount, whichever is larger.

**Graduation Fee** - Candidates for graduation will be charged a \$35 fee to cover costs related to graduation. This is payable at the time the student applies for graduation, usually at the beginning of the semester in which graduation is anticipated.

**Transcripts** - Students who have discharged all financial obligation to the College are entitled to receive, or to have transmitted, transcripts of their academic record. There will be no charge for the first transcript. A charge of \$1 will be made for each additional transcript.

**Physical Education Uniforms** - No uniform is required of students enrolled in physical education classes. Appropriate dress will be discussed for each class.

**Other Fees** - Information concerning special costs associated with certain career programs such as Allied Health and Nursing may be found in the description of such programs.

**Financial Obligations to the College** - All educational records will be withheld for students who have a financial obligation to the College. These records will be released when the obligation is satisfied. Default on repayment of a student loan is an example of such an obligation.

## B. SENIOR CITIZENS

Eligible Georgia residents 62 years of age or older may enroll for resident academic credit on a "space available" basis without payment of matriculation fees. Supply fees, laboratory fees, or activity and athletic fees are the responsibility of the student.

## C. REFUNDS

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60%.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60%, are not entitled to a refund of any portion of institutional charges. No refunds are issued for dropping individual courses. **Refunds will be mailed weekly.**

**No refunds will be made to students who withdraw from the College without filing official withdrawal forms with the Registrar's Office, nor will refunds be made to students dropping individual courses after the last day to register.**

**Refunds for textbooks are processed through the college bookstore in accordance with policies published in the Student Handbook.**

#### **D. DEFINITION OF LEGAL RESIDENT**

For fee payment purposes, Darton College is required, under the guidelines established by the Regents of the University System of Georgia, to determine the residence classification of all applicants/students of Darton College. The following rules have been adopted by the Board of Regents for this purpose:

1. If a person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.  
No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state resident status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as a resident only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees.
6. All aliens shall be classified as non-resident students provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
7. Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
8. If the parents or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve-month period, the student may continue registration only upon the payment of fees at the non-resident rate.
9. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.
10. Career Consular officers and their dependents who are citizens of the foreign nation which their Consular office represents and who are stationed and living in Georgia under orders

of their respective governments shall be entitled to enroll in University institutions on payment of resident fees. This arrangement shall apply to those Consular officers whose nations operate on the principle of educational reciprocity with the United States.

11. Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia.
12. A nonresident student who is financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration, shall pay the same fees assessed residents of Georgia, provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration.

**The burden of proof of residency status rests with the student. The college reserves the right to require the documentation it deems necessary when a student feels that circumstances have changed to warrant reconsideration of residency status. It shall be the student's responsibility to submit a petition for review.**

## **E. APPEAL OF RESIDENCY CLASSIFICATION**

Students have the right to appeal their residency classification. Such an appeal must state the nature of the grievance and the desired outcome in writing and must be directed to the President of the College.

## **F. STUDENT FINANCIAL AID**

Darton College offers a variety of financial aid programs which include grants, scholarships, loans and employment opportunities. To be considered for any type of financial aid, an applicant must (1) be admitted as a regular student and (2) complete the Free Application for Federal Student Aid (FAFSA.) Students must complete the Institutional Application in addition to the FAFSA to be considered for federal or state aid. Financial aid awards are made on a rolling basis throughout the year. Students must re-apply each year to determine continued eligibility.

### **FEDERAL & STATE FINANCIAL AID**

**Federal Pell Grant** - Largest federal aid program; based on need.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - Limited funds for students with exceptional need.

**Federal Work-Study (FWS)** - Opportunity to earn financial aid through work; based on need.

#### **Federal Stafford Student Loans -**

Subsidized loans – based on need; government pays interest while student is in school, during six months after student stops attending, and during periods of authorized deferment.

Unsubsidized loans – available to all students regardless of need; student is responsible for all interest which accrues during in-school, grace and deferment periods.

**Federal Plus Loans** - Parent loan.

**Hope Scholarship Program** - Available to degree-seeking students with 3.0 or higher GPA.

**Hope Grant Program** - Available to certificate-seeking students.

**Service Cancelable Loan Program** - Repayable by approved service in a particular field identified by the Georgia Legislature as a "critical need."

### **STANDARDS OF PROGRESS**

To receive financial aid, the successful student must make both qualitative and quantitative progress each term. At Darton College, Satisfactory Academic Progress has several components which are outlined in detail in the Student Handbook. The Standards of Progress policy is mailed to each student with the financial aid Award Letter.

### **SCHOLARSHIPS**

Through the efforts of the Darton College Foundation, funding is available for eligible students through scholarships. To be considered for a scholarship, recipients must apply for financial aid and be admitted as a regular student. Additional requirements may include academic excellence, enrollment in specific fields of study, special talent in the arts, and financial need.

Scholarship applications are available from the Office of Financial Aid, Bldg A, Room 198. The application deadline is April 1.

### **VETERANS AFFAIRS**

Students who are eligible for benefits should complete the appropriate applications available in the Office of Financial Aid and Veterans Affairs located in Bldg. A, Room 198. Applications, supporting documents (i.e., DD-214), and enrollment verifications are forwarded to the V.A. Regional Office in Atlanta for processing of benefits.

### **SOCIAL SECURITY NUMBERS**

Federal law recognizes the student social security number as personally identifiable information. However, the law allows the University System of Georgia to request and use this information according to federal and state guidelines. Your social security number is required when you apply for financial aid, for educational tax benefits and employment, and it may be required for other purposes. Your social security number may be disclosed only under certain circumstances, including the following:

- to other institutional officials
- to representatives of state and local educational authorities
- in connection with financial aid
- for research purposes to improve instruction
- to collection agents in connection with university-related business
- pursuant to an order from a court of law
- other circumstances as required by state or federal law

## PHILOSOPHY AND OBJECTIVES

The College subscribes to a holistic approach to education. The Student Affairs Division includes Student Activities, Student Success Program, Career Development Center, Minority Advising Program, Disabled Student Services, Testing Center, Alumni Affairs, Housing, Student Conduct, and Student Health Services.

### A. STUDENT ACTIVITIES

The purpose of the Student Activities Program is to complement the instructional program of the College by providing out-of-class recreational, social, cultural, and educational opportunities.

**Student Services Committee** - The Student Services Committee is made up of faculty, staff, and students. In an attempt to meet the varied needs and interests of the student body, the committee concentrates its efforts in planning recreational, social, educational, and cultural activities.

In addition to what is planned by the committee, individual students, chartered clubs, and organizations are encouraged to develop programs that meet the special needs of the campus community. All programs and activities must be approved by the Dean of Students/Vice President for Student Affairs. The Peer Tutoring Program, intramural sports, family activities, beach parties, variety programs, clubs, plays, and concerts are just a few examples of programs offered through Student Activities.

**Peer Tutoring Program** – Peer tutoring in most areas of study is available free of charge to Darton students. Interested students should check with their instructors or the Peer Tutoring Center, C-144, for more information.

**Intramurals and Recreation** - Students are encouraged to participate in a variety of intramural and league tournament activities such as flag football, volleyball, tennis, basketball, badminton, billiards, bowling, Putt-Putt, scramble golf, and table tennis.

To broaden the scope of recreational activities available, the College has integrated certain community based recreational programs such as golf, bowling, and Putt-Putt into its total program. These are available on a free or fee-shared basis in conjunction with the student activity fee.

**Family Activities** - The College recognizes the growing number of married students and students with dependent children. To support these students, and in an attempt to make their families feel a part of the educational process, several family-oriented activities have been developed, including Putt-Putt, bowling, and video games.

**Intercollegiate Athletics** - Intercollegiate athletic programs are offered in men's and women's soccer, golf, and swimming, women's fast-pitch softball, men's baseball, and women's basketball. As a member of Region XVII of the Georgia Junior College Athletic Association and the National Junior College Athletic Association, Darton College competes against other area colleges. Athletic scholarships are available. All students are invited and strongly encouraged to participate on an intercollegiate athletic team.

**Music Organizations** - The music organizations on campus are open to currently enrolled students without regard to major. Anyone interested in becoming a member of the College Choir or instrumental ensembles should contact the Humanities Division Chair or any member of the music faculty.

**Darton Players** - A drama organization is open to all students interested in participating in any aspect of dramatic productions. Three productions are presented each year.

**Student Clubs** - Clubs are organized as interest and need are shown. A listing of these clubs may be found in the Student Handbook, along with the procedures for organizing and chartering.

**Student Government Association** - The SGA is a student-oriented service organization composed of all currently enrolled students who hold positions on one or more College committees. The purposes of the SGA are to act in the capacity of liaison between the students, faculty, and administration; to serve in an advisory capacity to the Dean of Students/Vice President for Student Affairs and Director of Student Activities; and to represent the student body on the College committees.

**Student ID Cards** - Students taking four (4) or more hours are entitled to a student ID card. Cards are made and validated in the Student Center during all registration hours. ID cards must be validated each semester. Students taking three (3) hours or less do not pay an activity fee and do not receive an ID card. These students do have the option of paying the activity fee and receiving an ID card. There is a \$5 replacement fee for lost or stolen ID's.

## B. STUDENT SUCCESS PROGRAM

The Student Success Program is located on the second floor of the Student Center, C-216. Office hours are from 8:00 a.m. until 5:00 p.m. or after hours by appointment. The Student Success Program is designed to help students develop ways to be successful and can assist students in setting goals, managing time, exploring campus resources, communicating more effectively, improving study skills, enhancing test taking strategies, and developing career/educational plans. Other ways the Student Success Program can assist students include:

**Personal Counseling**- Darton College students may seek personal counseling from qualified counselors for any academic/nonacademic problem that is interfering with their ability to achieve success. These individual sessions are confidential and free of charge to any Darton student.

**Academic Advising**- Students who are undecided majors and not taking Learning Support classes receive academic advising from a success advisor. Advising sessions consist of exploring various majors, introducing the student to the Career Center, developing an educational plan, and suggesting strategies to improve the student's overall academic success.

**Advising Center**- All first-time freshmen and readmitted students, excluding Nursing and Allied Health students, are advised by the Advising Center. Advising sessions consist of completing a student evaluation, designing a schedule, registering, introducing the student to the Student Success Program, and making appropriate referrals to improve the student's overall academic success. Students who do not place into Learning Support classes and have not declared a major receive ongoing advising through the Advising Center.

**Student Success Workshops**- Student Success Workshops are developed to help students improve their academic skills. Topics include enhancing study and test taking strategies, visualizing goals, building self-esteem, resolving conflicts, exploring careers, reading for meaning, resume writing, and managing test and math anxiety.

**Orientation Program**- Prior to each semester, new students are invited to attend an Orientation Program. Information is provided to help students prepare for college. Student survival skills, student services, and college activities are highlighted. Students may register for classes after the completion of the Orientation Program.

**Orientation Class** – Also called P.A.S.S., this class is required for students taking Learning Support classes, excluding students who are required to take only Learning Support math. The Orientation Class is designed to help students have a successful college experience and focuses on improving study skills, developing time management and stress management techniques, becoming familiar with college policies, and exploring career research.

## C. CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is located upstairs in the Student Center, C-217. It is open Monday-Friday from 8:00 a.m. until 5:00 p.m. and after 5:00 p.m. by appointment for evening students. The Center is designed to aid students in making fundamental decisions about the uses of education in their careers and life goals. The advisors provide students with interest and personality inventories, individual advising sessions, computer systems, and "mini courses" on topics ranging from resume writing to job interview skills. The CDC further provides assistance in selection and planning of career paths, choice of majors, development and improvement of communication and job search skills, and discovery of up-to-date career/occupational information. As an educational support system, the Center furnishes the community and prospective and currently enrolled students with a variety of resources for achieving career goals.

The center maintains a library with career information on the nature of the work, entry-level requirements, future job trends, salary ranges, and prospects for advancement in more than 5,000 career areas. Information on all aspects of student life, transfer procedures, admissions requirements, financial aid, costs, and programs of study for all four-year colleges in the state of Georgia and many colleges nationwide is available to assist students who want to transfer to senior colleges.

Individual and group advisement is provided to assist students in job readiness, getting a job, holding a job, promotions, and job changes.

**Job Opportunities:** Full-time and part-time employment opportunities are posted on a job board located upstairs in the Student Center, C-216.

**Georgia Hire:** Through Georgia Hire, students and alumni who are job seeking can search the campus' unique and password-protected database 24 hours a day. Resumes may be posted online, and a host of other career resources may be accessed.

## D. MINORITY ADVISING PROGRAM

The Minority Advising Program (MAP) is a support program for minority students. MAP offers students a variety of personal and academic support services. The primary goals of the program are to ensure that the college experience is a positive one for minority students and to promote academic achievement and encourage persistence to graduation or program completion. The MAP advisor serves as a liaison between minority students, administrators, and other external agencies. Some of the programs offered under MAP include seminars, career counseling, personal advising, academic advising, and cultural enrichment activities. The office, located in C-227 on the second floor of the Student Center, is open weekdays from 8:00 a.m. until 5:00 p.m. and after hours by appointment.

## E. INTERNATIONAL STUDENT PROGRAM

The international Student Program is a support program for international students. The program offers career advising, personal advising, academic advising, opportunities for campus and community involvement, and cultural enrichment activities. The International Student Advisor serves as a liaison between international students, faculty, administrators, the Immigration and Naturalization Service, and other external agencies. The International Student Office, located in C-219, is open weekdays from 8 a.m. until 5 p.m. and after hours by appointment.

## F. DISABILITY SERVICES

The Disability Services Office is located on the second floor of the Student Center, C-224. It is open Monday-Friday from 8:00 a.m. until 5:00 p.m. and after 5:00 p.m. by appointment for evening students.

**Individuals with Physical, Medical, or Learning Disabilities:** Darton College complies with all aspects of the Public Law 504 and Americans With Disabilities Act requirements for accommodating students with documented disabilities. In addition, the University System of

Georgia has established special guidelines for students with learning disabilities. Therefore, students with disabilities who are requesting accommodations are required to:

- a. Provide the Office of Disabilities Services with current (within the last 3 years) documentation verifying the disability. Documentation is defined as the following: test results; psycho educational evaluation results; and/or a physician's diagnosis and recommendations. Information provided to the Disability Services Office is strictly confidential and will remain separate from application materials.
- b. Complete the voluntary self-disclosure form that will be sent with the letter of acceptance.
- c. Contact the Disability Services Office before taking the COMPASS placement exam, if seeking accommodations.
- d. Work through the Coordinator of Disability Services to arrange any special academic or scheduling accommodations that may be required.

Students need to be aware that rules of conduct and attendance policies apply to all students regardless of disabilities.

## **G. TESTING CENTER**

The Testing Center is located on the second floor of the Student Center, C-208.

**Testing Services:** The Testing Center schedules and administers the COMPASS Admissions and Placement Tests, the Institutional SAT I, CLEP tests, the Regents' Testing Program (RTP), the Academic Profile, and other ability and achievement tests that require a testing supervisor. Students should check with the Testing Center for applicable fees.

## **H. ALUMNI AFFAIRS**

The College believes that its relationship with its students should not cease when the student terminates enrollment. An Alumni Association is the vehicle by which the student and the College maintain this continuing relationship. A complete list of services and benefits available through the Alumni Association may be obtained by contacting the Office of Development.

## **I. HOUSING**

As a commuter two-year college, Darton College does not provide residence halls on campus. However, the Vice President for Student Affairs maintains a listing of private housing that is available to students.

## **J. STUDENT CONDUCT**

Students of Darton College are expected to be mature and responsible citizens at all times and in all places. Conduct regulations are discussed in detail in the Student Handbook.

## **K. STUDENT HEALTH SERVICES**

There is no College Health Clinic. For any serious accident or illness, Emergency Medical Services (EMS) may be reached at 911.

Limited mental health services are available from the Student Affairs Division. Students who require more extensive treatment will receive referrals to external resources.

## **L. PEER TUTORING**

The Peer Tutoring Center is located on the first floor of the Student Center, C-144. It is open from 8:00 a.m. until 9:00 p.m. Monday through Thursday, and 8:00 a.m. until 5:00 p.m. on Friday. The Peer Tutoring Center provides free tutoring to Darton students in most areas of study. Students are encouraged to contact the Tutoring Center as soon as they recognize a problem with their course work. The Tutoring Center offers appropriate support and help, decision-making assistance, academic help, mentoring, and appropriate referrals. The goal of the Peer Tutoring Center is to help students become independent learners.

## **M. SUPPLEMENTAL INSTRUCTION**

Supplemental Instruction (S.I.) is a program designed to provide educational support for students in selected courses that traditionally have high withdrawal and failure rates. In each course selected for supplemental instruction, an S.I. leader (peer facilitator) attends the class and serves as a model student. Throughout the semester, the S.I. leader also provides three 50-minute sessions each week during which the content of the course is emphasized, along with good note-taking and study habits.

## **N. SPECIAL ACADEMIC SERVICES**

Special Academic Services is a support program designed to assist academically at-risk students achieve specific educational goals. Each fall and spring semester beginning freshmen are selected to participate based on a profile of risk factors. Program participants meet with the Special Academic Services Coordinator for an informal academic assessment interview. Students grow through application of strategies designed by the Coordinator to address issues raised by students. The Coordinator meets with students each week or as needed to monitor student progress and make adjustments to academic interventions when necessary. The Special Academic Services Program is located on the second floor of the Student Center, C-211. Office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday.

# ACADEMIC SUPPORT SERVICES

## Section Seven

### ACADEMIC STUDENT SUPPORT SERVICES

Other Student Support Services include the Academic Computer Support, Instructional Support Labs, Instructional Technology and Distance Learning Services, Library, Military Opportunities, and Veterans' Services.

#### A. Academic Computer Support

Computer Services operates the computer labs and computer classrooms on campus to provide students and faculty the support necessary for the academic programs. Darton recognizes the dynamic changes in the computer industry and offers services using the latest in technology within its reach. In addition to hundreds of PCs in the labs and classrooms, Computer Services operates several systems, including Sun Servers, in a networked environment with Internet connection to thousands of sites around the globe. Web-based courses are supported for distance learning, while many faculty maintain Web pages as adjuncts to their courses.

The College encourages students to be competent in the use of computers. Competence is defined as the ability to use computers in analyzing and solving problems in order to increase productivity. All students are provided an e-mail address during their first term of enrollment.

#### B. Instructional Support Labs

Darton College instructional support labs offer academic support to students seeking assistance in writing, reading, mathematics, music, and foreign language. Each lab provides a stress-free environment that supports college curriculum and methodology, yet each offers alternative tutorials that address diverse learning styles. The labs offer students one-on-one tutoring conferences or small group sessions on particular skill areas. In addition, professional administrative staff is available to assist with special concerns and to provide expertise in related fields. Each lab offers access to computer technology, including computer-assisted instruction in math, grammar, reading, music, and foreign language. To assist students further, all labs are supplied with reference materials, selected texts, and helpful handouts.

#### C. Instructional Technology and Distance Learning

Darton College offers a variety of Distance Learning options for students seeking alternatives to traditional classroom instruction. Students may pursue a variety of courses in the core curriculum and selected degree programs through telecourses, online courses, and the Georgia Statewide Academic and Medical System (GSAMS) video conferencing courses. Registration and Admissions for Distance Learning classes follow the same procedures as for traditional enrollment at Darton College. Students are expected to meet regular admissions deadlines. Students may apply and register online. See page 18 for admissions procedures. Distance Learning courses at Darton College are supported by the Instructional Technology and Distance Learning Department (ITDL), the Darton College Library, the Georgia Library Catalogs, and the Darton College Bookstore. Additional information on distance learning course offerings, programs, policies, procedures, and distance learning student services can be found at <http://online.darton.edu>

Online courses at Darton College are provided through the WebCT learning environment. On-campus attendance for testing may be required for students within the immediate Darton College service area. These are multimedia and instructor-led courses, not independent study correspondence courses. Students outside the service area may arrange for exam proctoring. Off-campus computer hardware and Internet access are the responsibility of the student. Information about the minimum computer hardware and software requirements are located on

the web <<<http://online.darton.edu/~distlrn/toppage1.htm>>>, basic skills and expectations about distance learning is available online at <<<http://online.darton.edu/~distlrn/right4u.html>>. Darton College provides free technical support for distance learners through the WebHelp Desk. Technical support may be requested by e-mail at [webhelp@darton.edu](mailto:webhelp@darton.edu) <<mailto:webhelp@darton.edu>>, by phone at (229) 430-6923 (local) or 1-800-861-8318 for students outside the Albany, GA calling area, or on the web at <<<http://online.darton.edu/forms/webhelp.htm>>>.

Telecasts of selected credit courses are presented each semester on local cable Channel 19 in the Albany, GA viewing area. Students enrolled in televised classes may call the Darton TV Operations switchboard (229) 430-6771 during live telecasts with questions or comments for the instructor. Students may also contact telecourse instructors via e-mail, telephone, in-person, or through the ITDL Department. Classes taped by Darton TV Operations are available for viewing at the Darton College Library for two weeks following the class date.

Selected credit courses are offered by video conferencing through the GSAMS (Georgia Statewide Academic and Medical System) network. GSAMS courses allow students at remote locations to enroll in Darton classes, and students on the Darton campus to participate in instructional activities originating at distant institutions. The GSAMS network connects learners at over 400 Georgia educational, medical, and state agency locations using advanced audio, video and computer technologies. The class atmosphere, and interaction between instructors and students, is similar to a traditional classroom.

The ITDL department staff and facilities support the design, development and production of instructional content. The department also facilitates the integration of instructional technology into traditional academic settings, distance learning initiatives, and community enrichment programs. Instructional technology is implemented across the curriculum through the use of multimedia courseware and content, web-based instructional materials and activities, and other appropriate presentation technologies. Faculty and staff development, one-on-one faculty support, technical assistance and help-desk support are also provided.

## **D. Library**

The Harold B. Wetherbee Library/Learning Resources Center combines traditional library services with the latest in technology. Facilities and equipment for the utilization of all types of media regardless of format are provided. By design and function, the activities of the Library support academic programs and services

The mission of the Wetherbee Library/Learning Resources Center is to procure, organize and provide to the eligible citizens of Southwest Georgia learning resources that support educational programs, services and/or leisure interests. The Wetherbee Library is committed to excellence in providing and maintaining a range of quality resources/services/facilities that provide educational, cultural, social, physical, personal and professional growth for a diversity of students both on and off campus.

The library promotes distance education, individual and classroom use of these resources through an automated library system, GIL (GALILEO Interconnected Libraries) online catalog, reserve service, library instruction/orientation programs, interlibrary loan service, reference service and various other online services. Access to the library homepage is available through the Internet or the Darton College Homepage. The library website includes general information, forms, research instruction, hyperlinks to suggested research sites on various subjects, GALILEO and GIL (library catalog). Georgia Library Learning Online (GALILEO) can be accessed through workstations in the library or through any computer using a web browser. Full text articles in core curriculum journals, University System of Georgia library catalogs, encyclopedias, ebooks and over 200 electronic databases are all available through GALILEO. Newspapers, Georgia census data, Digital Library of Georgia and Georgia state publications are also available through GALILEO. The GALILEO initiative connects all libraries electronically and also provides service between System libraries to support faster turnaround time for interlibrary loans. The Learning Resources Center provides service to students attending other educational institutions and the general public, provided such service does not interfere with its obligation to its primary constituents. The Harold B. Wetherbee Library operates under Criteria for Accreditation established by the Southern Association of Colleges and Schools, Commission on Colleges, the policies of the University System of Georgia and the Rules and

regulations of Darton College.

The library provides a variety of seating accommodations. Small lounge areas, individual study carrels, study rooms and study conference or seminar rooms are available in the library. A vending machine is located in the downstairs study area.

The library has a book collection of over 92,258 volumes, plus a continually changing leased collection of current recreational reading materials. Audiovisual materials in various formats are also available. The serial/periodical collection is made up of 1,028 titles. Back issues of many of the periodicals are available in bound volumes or among the more than 36,857 units of micro materials.

The library also houses the American Enterprise Institute resource collection.

In-house equipment items available for the benefit of patrons are VCRs, computers, cassette recorders and playback units, microfilm/microfiche reader-printers, microfiche readers, filmstrip/cassette machines, laser printers, laptop, DVD/CD player and digital reproduction equipment. Adaptive technology housed in the library includes a magnification system, scanner and computer with Jaws, Zoomtext and Cicero.

Once enrolled in the College, each student should consult the latest Student Handbook for more details concerning the library at Darton College.

## **E. Military Opportunities**

There are numerous opportunities with the military awaiting Darton College students who graduate with an Associate degree. The United States Air Force, United States Army, United States Marine Corps, and United States Navy need a well-educated military workforce and Officer Corps to accomplish their missions. Military recruiters schedule regular visits with the Director of Student Activities and meet with enrolled students in Darton College's Student Center to discuss military programs and career opportunities.

The United States Air Force and the United States Army have accelerated enlistment programs for two-year college graduates. Associate degree graduates who enlist in the Air Force or Army enter at a higher rank and pay grade than those enlisted personnel with less than 60 semester hours. They also have more opportunities for job placement consistent with their academic courses of study while at Darton. For more information, contact local recruiters or telephone 1-800-257-1212 (U.S.A.F.) or 1-800-USA-ARMY.

The United States Marine Corps offers to qualified and currently enrolled Darton College students an opportunity to be part of their Platoon Leaders Corps (P.L.C. Program). Darton students attend the P.L.C. Program summer camp in Quantico, Virginia, after completing at least thirty (30) semester credit hours and after earning their Associate degree from the College. For more information, contact the Director of Admissions at Darton College or telephone 1-800-MARINES.

Darton College recognizes the newly established United States Navy Associate Degree Completion Program (A.D.C.P.). This new program is available to motivated, currently enrolled Darton College students who have more than one year (30 semester hours) of college credit and who qualify for the nuclear field. Qualified students enjoy great benefits, enlist with a nuclear guarantee, and earn while they learn. Upon completion of the Associate degree at Darton College and the United States Navy Nuclear Field "A" School and all advancement requirements, enlisted personnel advance to the rank of E-4 and "let the journey begin." For more information about this program, contact the Director of Admissions at Darton College or telephone 1-800-USA-NAVY.

## **F. Veterans' Services**

The Director of Financial Aid serves as the Veterans' Affairs administrative representative at the College. Please contact the Director of Financial Aid in the Administration Building, Room 198, telephone (229) 430-6746 to learn more about any of the military opportunities and veterans' services available to students at Darton. College staff in the Office of Financial Aid in the Administration Building, Room 198, provide financial advising and assistance to students who are eligible under any of the Veterans' Administration educational programs.

# ACADEMIC REGULATIONS

## A. CLASS LOAD AND ATTENDANCE

Although a normal class load is 15 semester hours, students carrying a class load of 12 hours of academic work are considered "full-time" and those carrying fewer than 12 hours are considered "part-time." The maximum normal academic load that students may carry is 19 semester hours including physical education and music courses. Enrollment in courses taken for audit is included in the computation of student class load. In such cases, the credit in semester hours provides the basis for computing that portion of the student class load. (See also Fees and Cost, page 27.)

Faculty advisors will help students in planning their class load each semester. (See page 54 for more information about the role of the faculty advisor.)

**Semester Credit Hours** - Darton College calculates semester credit hours for both college degree credit courses and institutional credit courses. In general, college degree courses are numbered 1000 or higher, and institutional credit courses are numbered less than 1000, are developmental in purpose, and are offered by the Learning Support Division. A semester credit hour is the unit of measure of academic work. In general one semester credit hour is assigned for each class period the course meets per week. For example, a 3-semester hour class would meet three 50-minute class periods per week for the semester. Some exceptions to this rule are laboratory, clinic, studio, activity, and music courses which meet 2 to 3 hours per week to equal one semester credit hour.

**Students Taking An Overload** - Students who desire to take more than the maximum normal load, 19 semester hours, and who have demonstrated exceptional academic achievement, such as the Dean's List for the preceding semester, may apply to the division chair for approval of an "overload."

**Students in Academic Difficulty** - The College reserves the right to limit the class load of students doing poor academic work. (See Academic Standing, page 45)

**Students Employed** - Students who work are advised to reduce their class load in proportion to their work load. Full-time students should not plan to be employed on a regular basis but should devote their time to academic endeavors. The following work/class load ratio is suggested:

WORK LOAD	CLASS LOAD
45 hours	6 semester hours
30 hours	12 semester hours
15 hours	15-17 semester hours

**Student Class Attendance** - It is the policy of this college that students are expected to attend all of their scheduled classes, laboratories, or clinic sessions when reasonably possible. Some justified and unavoidable absences are expected. Absences in excess of 10% of the sessions scheduled may reduce the grade for the course. A student is expected to account for absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed. Divisions or departments may have class attendance policies of a more specific nature within this general policy statement. Each instructor shall provide detailed policies and procedures in writing to each student at the beginning of the course. Students who miss classes while serving as jurors will not be penalized for such absences but will be required to make up classwork missed as a result of jury service. See the Student Handbook for details.

## **B. COURSE CHANGE, WITHDRAWAL**

**Course Change** - Following registration, students may change their schedule, that is, drop or add a course, by conferring with their faculty advisor and processing a Drop/Add Notice. Deadlines for changing schedules are as follows:

1. A course may be dropped anytime before 5:00 p.m. of the day indicated in the College Calendar as the last day to drop a course without penalty. Students dropping a course by this date will be assigned a symbol of W. Students dropping a course after this date will receive a grade of WF. The only exceptions are cases of hardship as determined by the Vice President for Academic Affairs or his designated representative. Verification of hardship will be required.
2. A course may be added only on Late Registration Day. (See College calendar for date, page 4.)

**Withdrawal** - To withdraw from all courses, that is, resign from college, students must report either to their faculty academic advisor, their major division chairperson, or the Registrar's Office and process a withdrawal request. One part of the process is an exit interview with the faculty advisor or the major division chairperson. If circumstances make it impossible for students to present themselves on the campus, a written request to withdraw will suffice. Students who fail to withdraw officially will receive the grade of "F" in all courses for which they are registered. (See page 25 for refund policy.)

**Late Withdrawal/Drop - The WF Penalty** - Students who drop a course or withdraw from the College after the date published in the Catalog as the last day to drop a course or withdraw from the College without penalty will receive a grade of WF for all courses involved. The only exceptions are in cases of hardship as determined by the Vice President for Academic Affairs or his designated representative. Verification of hardship will be required.

## **C. TRANSIENT AUTHORIZATION**

A Darton College student who wishes to enroll temporarily in another college or university must obtain prior permission to do so and should request that a letter of authorization be sent to the Director of Admissions of that college or university. The Darton College Registrar or Vice President for Academic Affairs may grant the permission and issue the letter of authorization. Credit earned while in a transient status may be transferred back to Darton College provided such credit carries a grade of "C" and satisfies curricular requirements. It is the student's responsibility to request that a transcript of credits be sent back to Darton College.

## **D. CLASSIFICATION OF STUDENTS**

At the beginning of each semester, students are classified as follows: Learning Support, freshman, sophomore, provisional, JET, transient, irregular, and audit. All students who are required to take any Learning Support courses because of their COMPASS or comparable college placement scores are classified Learning Support. Students who have exempted or completed all Learning Support requirements but have completed fewer than 30 semester hours of college credit are classified as freshmen. To be admitted to sophomore standing, a student must have successfully completed 30 semester hours of college credit. Credit for physical education is not considered when determining freshman or sophomore standing. JET students are those jointly enrolled in high school and college. Transient students are visitors to the campus with the intent of transferring the courses taken back to their home institutions. Irregular students are those who wish to enroll in credit courses for credit but who do not seek a degree. Auditors are those who wish to enroll in courses but do not seek credit. For further classifications or further information see Section Three, Admissions.

## **E. EXAMINATIONS**

Within the accepted bounds of academic freedom and sound educational practice, faculty members are free to present their subject matter as they deem best. This includes the number and types of tests and examinations. Faculty are expected, however, to give sufficient

evaluation opportunities to arrive at a fair assessment of the students' command of the subject. The College designates the final four days of each semester for final examinations. Most courses will have a final examination.

The College also gives the Regents' Test, CLEP Examinations, PSB Health Occupations Aptitude Exams, Institutional Scholastic Aptitude Exams I (ISATI), COMPASS tests, and the Academic Profile through the Testing Center. Licensing boards in the health fields require graduates of these programs to pass an examination before receiving the appropriate license.

## F. GRADING SYSTEM

The grading system used by Darton College, in conformity with the University System of Georgia, is as follows:

LETTER GRADE	NATURE OF WORK	GRADE POINTS
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	*Passing	1.0
F	Failure	0.0
WF	Withdrew, Failing	0.0

\*Except as indicated in course description.

**The following symbols may be used as indicated but will not be included in the determination of the grade point average.**

- I** - "I" indicates that the student was doing satisfactory work but for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. An "I" must be removed prior to the last day to drop a class or withdraw from the College during the next semester of enrollment or if the student is not enrolled, within the next twelve months, whichever comes first. The "I" may be changed by completing the incomplete work as prescribed by the instructor or by re-enrolling in the course and completing all the requirements. A Grade of "I" which is not satisfactorily removed will be changed to the grade of "F" by the Registrar and will be computed in the grade point average.
- W** - This symbol will be assigned to students withdrawing from any class or the College after the last day to add a class, but before the end of the last day to drop a course without penalty.
- S** - This symbol will be assigned to indicate that credit has been earned in certain learning activities graded satisfactory or unsatisfactory.
- U** - This symbol will be assigned for unsatisfactory performance in a learning activity graded satisfactory or unsatisfactory.
- V** - This symbol will be assigned to students who audit a course. During the semester, students may not transfer from audit to credit status or vice versa.
- K** - This symbol will be assigned to students who receive credit by examination.

**The following symbols are used only in Learning Support or other institutional credit courses.**

- IP** - This symbol indicates that the student is making progress in the course but needs additional work to complete the course requirements and must re-enroll in the course.
- P** - This symbol indicates that credit has been earned in certain activities graded "pass" or "fail."
- NR** - This symbol is temporarily posted on a student's transcript when a professor fails to turn in grades on time. It will be removed when the actual grade is posted.

**Grade Point Average (GPA) Computation** - The formula for computing a student's GPA is as follows: Total Grade Points Earned ÷ Total Semester Hours Attempted = GPA. Grade points are calculated on college degree credit courses, not institutional credit courses.

To arrive at grade points, multiply semester hour value of college level courses (all courses numbered 1000 or higher) by point value of grade earned. The point values of grades are A = 4, B = 3, C = 2, D = 1, F and WF = 0. A sample computation of one semester's academic record by a student is as follows:

COURSE	Semester HOURS	GRADE EARNED	GRADE POINTS
ENGL 0099	*4	B	0
MATH 1111	3	C	6
HIST 2111	3	A	12
BUSA 2106	3	B	9
POLS 1105	2	A	8
PHED 1115	1	B	3
	<u>12</u>		<u>38</u>

$$38 \div 12 = 3.16 \text{ Grade Point Average}$$

\*Institutional Credit

A sample computation of a cumulative GPA is shown below:

	Grade Point Average	Hours Carried	Hours Credit Earned	Grade Points
Current	2.87	16	16	46
Previous Cumulative	1.94	17	12	33
Current Cumulative	2.39	33	28	79

It should be noted that the current cumulative grade point average is the quotient of the hours carried and grade points and is not the arithmetic average of prior grade point averages.

**Repetition of Courses** - A student may repeat a previously attempted course if required by academic regulations and/or upon the approval of his academic advisor. When a course is repeated, both the original grade and the grade in the repeated course will be used in determining the student's cumulative grade point average.

When a course is taken which is similar to a course previously taken, credit cannot be received for both. Credit will be given for the course most recently taken, even if the most recent grade is lower than the previous grade.

**Dean's List** - The Dean's List for each semester will include those full-time students who earn a 3.40 or higher grade point average. Learning Support students and students on probation are not eligible for the Dean's List.

**Merit List** - The Merit List each semester will include those part-time students who are taking at least 5 semester hours of college credit work but less than 12. A student must earn a 3.40 grade point average or higher on college credit work. Learning Support students and students on probation are not eligible for the Merit List.

## G. REPORTING GRADES

Final grades are mailed to the home address supplied by the student. All possible efforts are taken to expedite processing and mailing of grades. Additional copies of grades will be mailed to those persons or agencies designated in writing by the student. It is the student's responsibility to keep the Registrar's Office notified of any name and/or address change. Unless notified to the contrary, grade reports and other correspondence will be addressed as shown on the student's application for admission. It is also the student's responsibility to report any errors on the grade report to the Registrar's Office within 15 days of receipt.

## H. ACADEMIC STANDING

The purpose of probation and suspension is to assure the wisest and most beneficial use of the time and resources of both the student and the institution. It is the general requirement of most four-year institutions that transfer students seeking admission have a minimum overall average of 2.0 (C) for all previous academic work attempted. Darton College probation and suspension policies must not be construed as being congruent with such policies of all other colleges.

**Academic Probation** - Two factors affect a student's academic status. One is the cumulative grade point average (GPA). This is computed by dividing the grade points earned at Darton by the degree credit hours attempted at Darton. Courses which carry no credit or "institutional credit" are not used in the GPA computation. The other factor which affects a student's academic status is the number of degree credit hours attempted at Darton. Only degree credit hours are used to determine a student's academic status. (See also "Semester Credit Hours," page 41, and "Grade Point Average Computation," page 44.)

Students will be placed on academic probation when they have attempted degree credit hours shown in the left column in the following table and have not earned at least the grade point average shown in the right column. For example, students who have attempted 31 credit hours and have a GPA of 1.79 or below will be placed on probation.

DEGREE CREDIT HOURS ATTEMPTED	MINIMUM GPA REQUIRED
0-30	Not Classified
31-40	1.80
41-50	1.90
51 or more	2.00

**Removal of Academic Probation** - Students will be removed from academic probation when their grade point average is raised to the level specified in the table above.

**Continuation of Academic Probation** - Students who earn a 2.00 GPA during any semester in which they are on probation, but do not raise their cumulative average sufficiently to be removed from probation, will be continued on academic probation.

**Academic Suspension** - Students on academic probation will be suspended for one semester unless

1. They remove themselves from probation, or
2. They achieve a 2.00 GPA for the current semester.

After the first suspension, any subsequent suspension(s) will be for three semesters each suspension, also called Academic Dismissal.

Credits earned at another institution during a period of suspension may not be subsequently transferred to Darton College.

Students who re-enroll after a period of suspension will re-enroll on Academic Probation.

**Learning Support Probation/Suspension** - Students must remove academic deficiencies within the specified time established by the Board of Regents. A student who has not completed requirements for exiting a Learning Support area (Reading, English, Math) after two attempts shall be placed on Learning Support probation. Receiving any of the following grades is considered an attempt: A, B, C, D, F, WF, S, U, I, or IP. A student who does not complete requirements for an area in twelve semester hours or three semesters, whichever occurs first, will be suspended. The student may not be considered for readmission within three years of the suspension.

Prior to suspension, the student may appeal to the Darton College Academic Appeals Committee for one additional course if the student has reached the limit in only one Learning Support area, is in an exit level course, and has been evaluated and determined to have a

reasonable chance of success. If granted the additional course, the student may enroll in only the Learning Support course.

Prior to suspension, the student may appeal to the Darton College Academic Appeals Committee for two additional courses. For each additional attempt, the student must have reached the limit in only one Learning Support area, be in an exit level course, and be individually evaluated and determined to have a reasonable chance of success. During the semester of the first additional attempt, the student may enroll in courses other than Learning Support. If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

**Academic or Suspension Appeals** - The normal procedure to appeal academic matters such as grading, attendance, teacher techniques, student/teacher conflicts, or anything else associated with the academic process is: (1) to discuss the matter with the instructor concerned; (2) if the grievance has not been resolved, to discuss the matter with the chairperson of the division concerned; (3) if the grievance still has not been resolved, to discuss the matter with the Vice President for Academic Affairs. The Vice President for Academic Affairs may rule on the grievance or refer the matter to the Academic Appeals Committee. The appeal from the Appeals Committee is to the Vice President for Academic Affairs. The on-campus source of appeal, after all other options have been exhausted, is the President of the College.

Students who have been suspended for academic reasons should, if they feel there were extenuating circumstances, ask for an appointment for a hearing before the Academic Appeals Committee. For the convenience of students, the Academic Appeals Committee meets on registration day of each semester. Students should obtain the appeals forms from the Records Office. After the return of the completed forms with supporting documentation, an appointment with the Appeals Committee will be scheduled.

## **I. SUMMER READMISSION PROGRAM**

A summer program for students on academic suspension has been developed to allow any student on academic suspension to enroll for the summer semester. All persons - regardless of academic suspension status - will be allowed to enroll. If during the summer semester, while enrolled in a minimum of a three-semester-hour academic course, a student improves his GPA to meet policy standards or makes a 2.00 for the semester, the student may enroll fall semester, and the suspension status will be lifted. However, the student may remain on probation if the minimum GPA is not met.

Students who earn less than a 2.00 GPA for the summer semester will be placed on academic suspension. First-time suspension students, that is, students who have not been away from the college on suspension, will be suspended for one semester. Second time (or more) suspension students, that is, students who have been away from the college on suspension, will be suspended for three semesters.

NOTE: Students receiving financial aid will be ineligible for aid under this program.

This program does not apply to students on Learning Support Suspension. See Learning Support Probation/Suspension on Page 45.

## **J. ACADEMIC RENEWAL**

The Academic Renewal program provides the opportunity for degree-seeking students within the University System of Georgia who have experienced academic difficulty to have one final opportunity to earn an associate or bachelor's degree at a system school. A student at Darton College seeking Academic Renewal status from former enrollment at Darton must have had a five-year absence from any postsecondary institution. A student may be granted Academic Renewal status only once.

Former Learning Support students may apply for Academic Renewal only if they successfully completed all Learning Support requirements prior to the commencement of the five-year period of absence.

All previous coursework and academic standing continue to be reflected on the student's official transcript. Academic credit for previously completed coursework, including transfer courses, will be retained only for courses in which an A, B, or C grade has been earned. The

renewal grade point average is begun when the student resumes taking coursework following approval for Academic Renewal. Retained grades are not calculated in the Renewal GPA. The Renewal GPA begins with the semester following re-enrollment. Required courses with D or F grades must be repeated at the Academic Renewal institution. All remaining courses for the student's current degree program must be completed at the Academic Renewal institution. A student classified with Academic Renewal cannot attend another institution as a transient student.

Re-enrolling students who have been out of school for five years and who do not request Academic Renewal status at the time of re-admission may request the status within three academic semesters or within one calendar year, whichever comes first. Suspended or dismissed students who attend another institution during the suspension/dismissal period are not eligible for Academic Renewal.

Students wishing to apply for Academic Renewal must complete an "Academic Renewal Application." Once the application is completed, the student is required to meet with the Academic Appeals Committee, which meets immediately prior to the beginning of each semester. Final approval of the Academic Renewal status is granted by the Academic Appeals Committee.

## K. ACADEMIC APPEALS PROCEDURE

1. Obtain the appropriate form from the Records office.
  - a. For Academic Renewal, two forms are needed: "Academic Renewal Application" and "Request for Academic Appeal."
  - b. For change of grade, lifting academic suspension/dismissal, or learning support fourth attempt, only the "Request for Academic Appeal" is needed.
2. Fill out the forms completely.
3. For **change of grade**, supporting documentation is required. The appeals committee will only hear appeals for grade changes from F or WF to W. ***If there is no supporting documentation, the appeal will not be heard.***
4. If you are requesting **Academic Renewal**:

Have you been absent from Darton at least 5 years?

  - a. Did you complete all learning support requirements prior to the absence?
  - b. Have you remained out of all University System schools during the absence from Darton?
  - c. Have you been back at Darton for less than one calendar year?  
If you answered "no" to any of the above questions, you do not meet the criteria for academic renewal.
5. If you are requesting an **additional attempt for a learning support class**:
  - a. Are you currently enrolled in the exit class for this area?
  - b. Did you make IP during the previous of learning support in this area?
  - c. Have you reached your final attempt in only one learning support area (Math, Reading, English)?

If you answered "yes" to all of the above questions, you will be granted an additional attempt at your learning support class. Complete the required form and return it to the Records Office.

If you answered "no" to question #2, complete the required form and return it to the Records Office. You will need to make an appointment to be heard by the Academic Appeals Committee. If you answered "no" to any question other than #2, you do not meet the criteria for an additional attempt for a learning support class.

A letter of support from the instructor is strongly recommended.
6. Return the forms with any supporting documentation (including proof of extenuating circumstances) to the Records Office. **ALL SUPPORTING DOCUMENTATION MUST ACCOMPANY THE ACADEMIC APPEAL FORMS. NO DOCUMENTATION WILL BE ACCEPTED LATER!**
7. The Academic Appeals committee meets on registration day of each semester.

## L. DEGREE REQUIREMENTS

Darton College grants the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees. Although some students will satisfy degree requirements each semester, there are only two formal graduation exercises each year, one following the Fall Semester and one following the Spring Semester. General requirements for the degrees are as follows:

1. **Quantitative** - The student must complete a minimum of 60 semester hours of academic work, plus physical education requirements. A student must present 18 semester hours as residence instruction at Darton College.

2. **Qualitative** - The student must have a cumulative grade point average of 2.00 (C) on all work presented to meet graduation requirements of Darton College.

3. **Curricular** - The student must satisfy the requirements of the core curriculum or complete a specific program of study. All candidates are required to satisfy the provision of the Georgia State Code 32-706 as amended by the General Assembly, which requires all candidates for a degree to pass either courses in or an appropriate examination on the history of the United States, the history of Georgia, the United States Constitution, and the Constitution of Georgia. These requirements may be met by successfully completing Georgia and United States History, HIST 2111 or HIST 2112, and American Government, POLS 1101, or taking an exemption exam as explained below:

To take an exemption exam and receive credit, the student must:

1. be currently enrolled at Darton College.
2. call (229-430-6810) and make an appointment, (three-day advance notice required).
3. score 70% or higher on the exam.
4. pass on the first attempt.

### 3a. For History and Government Taken in Another State

In the library, use the appropriate book(s) on reserve:

HIST 2111 Study Kenneth Coleman's Georgia History in Outline through the Reconstruction material (pages 1-80). (32 questions, 1 hour allowed)

HIST 2112 Study Kenneth Coleman's Georgia History in Outline beginning with post Reconstruction and continuing through to the end of the book (pages 80-118). (32 questions, 1 hour allowed)

POLS 1101 Study Lawrence Hepburn's Contemporary Georgia, chapter 5, "Politics and Government." (32 questions, 1 hour allowed)

### 3b. For Divisional Challenge Tests (complete course exempt exam)

HIST 2111 Study any American History book through 1877 *and also* Kenneth Coleman's Georgia History in Outline - through Reconstruction (pages 1-80). (232 questions, 3 hours allowed)

HIST 2112 Study any American History book after 1877 to the present *and also* Kenneth Coleman's Georgia History in Outline - post Reconstruction through the end of the book (pages 80-118). (232 questions, 3 hours allowed)

POLS 1101 Study any U.S. Government text *and also* Lawrence Hepburn's Contemporary Georgia, chapter 5, "Politics and Government." (232 questions, 3 hours allowed)

FOR OTHER SOCIAL SCIENCE SUBJECTS -Study an appropriate textbook (ie: from the college bookstore, local bookstore, library) on the subject.

4. **Oral Communications** - Competency in oral communications will be required of all graduates of Darton College. This requirement may be fulfilled by examination or by satisfactory completion of one of the following courses: COMM 1000 Cultural Diversity in Communication, COMM 1100 Human Communications, COMM 1110 Public Speaking, COMM 1111 Issues in Argumentation and Advocacy, COMM 2105 Introduction to Interpersonal Communication, COMM 2220 Small Group Communication, THEA 1105 Acting, THEA 2105 Oral Interpretation, or other approved courses containing oral communication components.

5. **Special** - Additional graduation requirements may be imposed on students in career programs.

6. **Regents' Testing Program** - All students must pass the University System Regents' test to receive an associate degree.

7. **Academic Profile** - The Academic Profile, a national assessment test, is a graduation

requirement. The exam should be taken during the last semester before graduation. For information, contact the Testing Center.

8. **Competency in Fitness/Wellness** - A competency in fitness/wellness will be required of all graduates of Darton College with the exception of those excluded by program requirements, special contracts and certificate programs.

## **M. GRADUATION CEREMONY**

The College awards diplomas for degree recipients and certificates for successful completion of certain programs. Graduates must participate in the formal graduation exercise or must petition the Registrar for permission to graduate in absentia.

## **N. SPECIALIZED GRADUATION REQUIREMENTS**

1. Accounting Recipients. In addition to College graduation requirements, Accounting students must have a minimum grade of "C" in each Accounting course.
2. Business Computer System Recipients. In addition to College graduation requirements, Business Computer System students must have a minimum grade of "C" in CISM 2201 and in each COPR course.
3. Cardiovascular Technology Recipients. In addition to College graduation requirements, Cardiovascular Technology students must have a minimum grade of "C" in each Cardiovascular Technology course.
4. Dental Hygiene Recipients. In addition to College graduation requirements, Dental Hygiene students must have a minimum grade of "C" in each Dental Hygiene course.
5. Health Information Technology Recipients. In addition to College graduation requirements, Health Information Technology students must have a minimum grade of "C" in each Health Information Technology course.
6. Human Services Technology Recipients. In addition to College graduation requirements, Human Services Technology students must have a minimum grade of "C" in each Human Services Technology course.
7. Medical Laboratory Technology Recipients. In addition to College graduation requirements, Medical Laboratory Technology students must have a minimum grade of "C" in each MLT course.
8. Nursing Recipients. In addition to College graduation requirements, Nursing students must have a minimum grade of "C" in each Nursing course.
9. Occupational Therapy Assistant Recipients. In addition to College graduation requirements, Occupational Therapy Assistant students must have a minimum grade of "C" in each OTA course.
10. Physical Therapist Assistant Recipients. In addition to College graduation requirements, Physical Therapist Assistant students must have a minimum grade of "C" in each Physical Therapist Assistant course.
11. Psychiatric Technician Recipients. In addition to College graduation requirements, Psychiatric Technician students must have a minimum grade of "C" in each Psychiatric Technician course.
12. Respiratory Care Recipients. In addition to College graduation requirements, Respiratory Care students must have a minimum grade of "C" in each Respiratory Care course.
13. Histologic Technology Recipients. In addition to college graduation requirements students must have a minimum grade of "C" in each required MLTS course.
14. Additional Degree Recipients. Any student seeking a second associate degree must complete an additional 18 hours beyond those presented for the first degree.
15. Honors Recipients. Special recognition is accorded students who satisfy the following conditions of scholarship based on all college work attempted at Darton College.
  - (a) Cum Laude - a grade point average of 3.40.
  - (b) Magna Cum Laude - a grade point average of 3.65.
  - (c) Summa Cum Laude - a grade point average of 3.85.

## O. CERTIFICATE REQUIREMENTS

The College awards certificates upon successful completion of certain programs. The grade point average required for a student to receive a college credit program certificate is a minimum of 2.00 for all courses presented for the certificate.

## P. REGENTS' TESTING PROGRAM

A test required by the Board of Regents of the University System of Georgia to assess the competency level in reading and writing is administered to all students enrolled in degree programs. The Board of Regents' policy on this examination is in part as follows:

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess literacy competence, that is, certain minimum skills of reading and writing.

The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are: (1) to provide System-wide information of the status of student competence in the areas of reading and writing, and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

In order to comply with this policy and to abide by the Board of Regents' criteria, the following guidelines are used in carrying out the Regents' Testing Program at Darton College.

1. Passing the Regents' Test is a requirement for graduation in all degree programs offered at Darton College.
2. Students who have a baccalaureate or higher degree from a regionally accredited college are exempted from taking the Regents' Test.
3. Appointments to take the Regents' Test are scheduled through the Writing Lab, F-202.
4. Students are eligible to take the Regents' Test after they have completed their required basic core English composition courses (ENGL 1101 in some programs, ENGL 1102 or BUSA 2105 in others) with the grade of C or better and either have earned 30 degree credit hours or have a 2.0 (or higher) cumulative grade point average. **However, students must take the Regents' Test in their first semester after earning 30 semester college credit hours regardless of their progress through the English sequence.**
5. Students who have earned 45 semester degree credit hours and either have not passed or have not taken the Regents' Test may not enroll in any credit courses without concurrently enrolling in RGTR 0198, Regents' Test Review: Reading and RGTE 0199 Regents' Test Review: Essay.
6. Students testing for the first time are required to take both parts of the Regents' Test.
7. Passing the Regents' Test is defined as scoring above the minimum levels of competence expected of college graduates in the areas of reading and writing. These minimum levels are applied statewide. Effective Summer, 2003, students graduating Summer Semester 2003 or later will have the option of satisfying their Regents' Test Reading and Essay requirement with scores on standardized tests other than the University System administered Regents' Test, as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs of the University System of Georgia. For additional information, contact the Division of Humanities/Learning Support, at 229-430-6850.
8. Students who fail the reading portion of the Regents' Test shall not be held to a higher passing standard at a subsequent retaking of the test than was in effect at the time of their original attempt.
9. Students who fail the writing part of the Regents' Test may request a formal review of the essay if one passing score was received among the three scores awarded. Students requesting a review should contact the Testing Coordinator for additional details.
10. Students failing the Regents' Test must retest. Before being eligible to do so, however, they must enroll and actively participate in RGTE 0199 if they failed writing and RGTR 0198 if they failed reading. Students may retest only with referrals. To be referred, students must be attending classes regularly and passing all course requirements.

11. Having passed the Regents' Test shall not be a condition to transfer into a University System of Georgia institution. However, all transfer students will be subject to the University System policies, guidelines, and procedures of the Regents' Testing Program.
12. Students who transfer to Darton College with 30 or more credit hours and who have not taken the Regents' Test should enroll in RGTW 0197 during their first semester of attendance and take the Regents' Test. Students failing the Regents' Test must enroll in appropriate review courses.

**Regents' Test Workshop** - Each semester a Regents' Test Workshop (listed in the class schedule as RGTW 0197) is offered to help students review before they attempt the Regents' Test. This workshop covers both reading and writing and is available to both day and evening Darton students. The workshop is conducted in Rooms 202 and 205 of the McKnight Building each semester and is free of charge.

# PROGRAMS OF STUDY

## A. PROGRAMS, SERVICES AND AWARDS

The College offers the following instructional programs and services in keeping with its philosophy and purpose.

1. **Transfer Programs.** Two-Year Associate of Arts (A.A.) Degree and Associate of Science (A.S.) Degree.

**(a) College Transfer Program** - Freshman and sophomore courses are offered for most bachelor degree objectives for students who intend to transfer after two years to a senior institution. (See page 58.) Students in transfer programs of study follow a Core Curriculum established by the Board of Regents of the University System of Georgia. The core curriculum is designed to facilitate the transfer of credit among the schools within the University System.

All A.A. and A.S. degrees shall be transfer degrees leading to the baccalaureate degree, with the area of study determining which degree is awarded. Other than the distinction between the A.A. and A.S. designation, these degrees carry no indication of the student's area of study (major). Absent the approval of the Senior Vice Chancellor for Academic Affairs, no A.A. or A.S. degree program shall exceed 60 semester credit hours (exclusive of physical education activity/basic health or orientation course hours that the institution may require.)

**(b) General Studies** - Undecided or Unspecified Major Programs. If students are undecided as to their major, or major is not otherwise listed but a transfer program is desired, they are advised to follow this program.

2. **Career Programs.** The two-year Associate of Science Degree is offered in programs which require two years of specialized training in an allied health career. These include Cardiovascular Technician, Dental Hygiene, Emergency Medical Services, Health Information Technology, Human Services Technology, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, and Respiratory Care.

The two-year Associate of Applied Science (A.A.S.) Degree is offered in programs which require two years of specialized training in a career or occupational specialty and are designed to prepare students for immediate employment. These include Accounting, Business Computer Systems, Governmental Services, Histologic Technology, Management, Office Administration, and Psychiatric Technician. Selected courses included in these programs may be used for transfer credit. The following are the minimum requirements for career degrees:

Programs shall include a minimum of 21 semester credit hours of general education. This coursework must include components designed to develop oral and written communication, reading computational skills, fundamental mathematics skills and the basic use of computers. At least one course from each of the following areas is required: the humanities/fine arts, the social/behavioral sciences, and natural sciences/mathematics.

The A.A.S. degree may designate a specific area of study (e.g., A.A.S. in Criminal Justice) or a broad field of study with or without the designation of a specific area (e.g., A.A.S. in Business, A.A.S. in Business: Accounting Option) The A.A.S. degree offered on a cooperative basis with State Board of Technical and Adult Education colleges may be awarded only in Business, Health, Services, and Technology. Specific areas of study

may be designated as options. The A.S. in allied health areas shall include a designation of the specific area of study (e.g., A.S. in Nursing, A.S. in Respiratory Therapy). Including the technical component, all cooperative A.A.S. degrees shall include the equivalent of at least four full-time System semesters of study. Absent the approval of the Senior Vice Chancellor for Academics and Fiscal Affairs, no A.A.S. degree program shall exceed 70 semester credit hours (exclusive of physical education activity/basic health or orientation course hours that the institution may require)

3. **Cooperative Programs with Technical Institutes.** Credit for the equivalent of 45 quarter or 30 semester hours will be granted for completion of the programs named in Darton College's Cooperative Agreements with local area technical colleges. The applicable programs are listed on page 329.
4. **Certificate Programs.** The College is authorized to award certificates for completion of the following one-year programs: Accounting, Addiction Counseling, Business Computer Systems, Church Music, Emergency Medical Services, Family and Child Welfare Practitioner, Graphic Design, Health and Physical Education, Histologic Technology, Management, Medical Coding, Medical Transcription, Office Administration, Psychiatric Technician, Teacher Communication and Crisis Skills Enhancement.
5. **Learning Support Program.** Those students who have scores below specified levels on the COMPASS test (71 - English, 78 - Reading, 37 - Algebra) or comparable College Placement Examination scores are placed in courses to remediate their basic skills deficiencies. Enrolled students must attain specified skill levels in reading, writing, and computation before pursuing college level work in the basic skills areas. (See page 19.)
6. **Cooperative Education.** The Cooperative Education Program, also known as Occupational Experience Program, is designed to give students the opportunity to earn college credit for their work experience. In this program, students work in a major-related job part-time or full-time while attending Darton College. Credit is awarded based upon the number of hours worked per week.

The objectives of Cooperative Education at Darton College are:

1. To provide relevant work experience for students to test their career interest.
2. To give first hand contact with the occupational environment, to learn needed skills, and to understand the human and technical requirements for productive work and development.
3. To provide meaning and motivation for academic studies.

A student may earn a total of 6 credit hours for the Cooperative Education Program. It is recommended that the student complete 15 semester hours and maintain a 2.0 G.P.A. before job placement. Interested students are urged to contact the cooperative Education Office at 430-6816, located in the Business/Social Science Division, before the beginning of the semester. Please contact the Cooperative Education Office for more information.

7. **Continuing Education, Public Services, and Special Programs.**
  - (a) **Continuing Education** - The College offers courses, seminars and activities (with or without academic credit or continuing education units) of less than two years duration to meet specific community or employment needs. Usually these are evening courses developed upon request and are normally arranged through the Director of Continuing Education and Community Services. Some programs may also be conducted by an academic division.
  - (b) **Certificates** - The College is authorized to award appropriate certificates for successful completion of planned objectives requiring less than two years of study.

8. **Counseling and Academic Advising Services.** These services are provided to all students involved in any of the programs offered, both day and evening. (See page 37 and below.)

## B. ADVISING

Darton College recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the students to select and follow a program of study which will lead to their academic objectives, the College provides a structure of academic advising to assist students.

Academic advising is coordinated by the Vice President for Academic Affairs. Students are assigned to a division or department for advising according to their stated program of study. They are then re-assigned to the most appropriate faculty member within that division who will assist them in planning their program of study each semester. Students who are undecided as to major or Learning Support students are assigned specially designated faculty. Students may change advisors for personal or academic reasons by consultation with the chairperson of their major division.

Academic advisors are available to help students with their academic planning throughout their program at Darton College. Even though advising weeks are scheduled periodically throughout the year, students are encouraged to discuss any academic problems they encounter with their faculty advisor.

## C. PROGRAM OF STUDY CHANGE

Students who desire to change their program of study should discuss their intentions with their academic advisors. The Registrar must approve all changes in program of study. To facilitate the change, students should complete a Change of Major form in the Division Office.

## D. LEARNING SUPPORT

**Learning Support Course Requirements** - When placement test scores indicate that students may not be able to attain their educational goals in one or more of the basic skills areas, they are required to enroll in the appropriate Learning Support courses prior to enrollment in the college-level basic skills courses. Currently, COMPASS test scores below 78 in reading, 71 in English, or below 37 in Algebra or comparable College Placement Examination scores will require one or more Learning Support classes in each area of deficiency. Learning Support courses are ENGL 0099, Learning Support English; READ 0099, Learning Support Reading and Study Skills; and MATH 0097 and 0099, Introductory and Intermediate Algebra.

Students must take Learning Support courses required of their curriculum. Students must register for **all** required Learning Support courses **before** registering for any credit work. Students are permitted to enroll in credit courses (1) if they have completed or are enrolled in all their Learning Support courses, and (2) if the Learning Support course is not a prerequisite. Students enrolled in both Learning Support work and credit work may **not** drop a Learning Support course unless they also drop **all** credit work. **A student who accumulates twenty semester college credit hours and has not successfully completed required Learning Support courses may enroll only in Learning Support courses until requirements are successfully completed.**

**Learning Support Format** - All Learning Support courses offer special instruction designed to correct students' basic skills deficiencies; such deficiencies are identified through placement and diagnostic testing. To exit a Learning Support area, students must satisfy the instructional requirements of all required courses and must pass the COMPASS test. Mathematics, Reading, and Writing Laboratories are open both day and night for individual assistance for students with specific problems. These laboratories have both directors and student assistants for tutorial services at no additional cost to the student.

**Learning Support Course Credits** - Students who successfully complete these courses will be awarded institutional college credit for their achievement. Credit hours earned in Learning Support courses will be in addition to those required for graduation.

**Laboratory Services** – Mathematics, Reading, and Writing Laboratories are located on the second floor of the McKnight Building (F Building.) Their support services are offered free of charge to students enrolled in either Learning Support classes or college credit classes. Lab directors and assistants give students individual help. The labs are open both day and evening for the convenience of all Darton College students.

## E. ACADEMICALLY SUPERIOR STUDENTS

Programs for academically superior students attending Darton College consist of the Honors Program and Credit by Exam for the Advanced Placement. These programs are under the direction of the Vice President for Academic Affairs. Each program is described below:

**Honors Program** - Students with a strong academic background in high school and/or college work are encouraged to apply for admission to the Darton College Honors Program. Application forms for the Honors Program are available from the Honors Program Coordinator or the Admissions Office. Because enrollment is limited, students are encouraged to make application by August 1 for Fall Semester. Late applications are accepted on a space available basis.

The Honors Program offers special academic classes to prepare students for admission to competitive programs of study at senior colleges and universities, and for positions of leadership and responsibility in their chosen career. Students also enjoy special social and enrichment opportunities that foster personal growth and friendships. Active participants in the program receive Honors Day Recognition and a stipend of \$150 per semester.

The program offers two levels of achievement – Scholar and Sage.

- Scholar – Students at this level need to complete three courses. A certificate is awarded to Scholar students.
- Sage – Students at this level need to complete six courses. A medallion, wall plaque, and transcript which says “Honors Program Graduate” are awarded to Sage students.
- A Leadership Development class is mandatory for both levels.
- Students at both levels are required to participate in one cultural, community and leadership activity per semester.
- Students at both levels will be recognized on Honors Day.

For more information about the Honors Program, please contact the Honors Program Coordinator at 229-430-6816.

Students who are not part of the Honors Program with at least a 3.0 GPA, can also take academic classes as honors students

Superior students who maintain a high grade point average will be invited to join one or more of seven national honor societies for two-year college students. These are Phi Theta Kappa, for general academic excellence, all majors invited; Alpha Beta Gamma, for Business majors; Sigma Phi Alpha, for Dental Hygiene majors; Alpha Delta Omega, for Human Services Technology majors; Sigma Delta Mu, for Spanish students; Alpha Mu Gamma for foreign language students and international students whose national language is other than English; and Psi Beta for Psychology majors.

Superior students who maintain a good grade point average are considered for various scholarship awards. The Darton College Foundation and many clubs and businesses provide scholarships to students with academic potential or special talent. For information contact the Darton College Director of Financial Aid.

**Honors Awards** - Darton College sponsors an Honors Awards Ceremony each spring semester. On this special occasion students who have excelled in various academic areas and student life are recognized.

**Credit by Exam for Advanced Placement** - The Testing Center coordinates and administers advanced placement tests and performs other academic placement activities.

Any student who believes he/she is proficient in an academic subject is encouraged to apply for credit by examination. Students may take either an institutional challenge exam or a CLEP

exam. Challenge exam inquiries should be directed to the division or department chairperson where the course is taught. CLEP inquiries should be directed to the Testing Center. The following principles should guide the student in applying for the examinations, implementing the testing process, and receiving credit for courses earned by examination:

1. Credit by examination cannot be awarded unless the student is enrolled at Darton College.
2. Credit by examination will not be awarded in courses for which the student has already earned a grade (A,B,C,D,F,WF).
3. A challenge examination may not be taken more than one time in each particular course for which a student is attempting to earn credit by examination.
4. Only course credit will be awarded by successful challenge testing; no academic quality points will be assigned. Thus, credits earned by examination will not have any effect on the student's grade point average.
5. Institutional examinations that are used for challenge testing are under the control of that division or department chairperson where the course is taught.
6. Students who have taken any college level examination program may receive credit if their scores are high enough. For example, the College Entrance Examination Board offers the College Level Examination Program (CLEP). There are two kinds of CLEP examinations: general and subject. General examination CLEP scores at the 50th percentile level will yield college credit as follows:

General Examination	Darton Course	Credit Hours
a. English Composition w/essay	ENGL 1101	3
b. Humanities	FIAR 2250	3
c. Mathematics	No Credit	0
d. Natural Science	No Credit	0
e. Social Science	No Credit	0

CLEP subject exams with a standard score of 50 or higher will yield college credit if an equivalent course is offered at Darton College. The Testing Center has a list of CLEP examinations available and the suggested college course equivalent.

7. To begin the process or to secure additional information, the student should contact the Testing Center, C-208, 229-430-6735.

## F. LEADERSHIP AWARDS

The Leadership Program is designed to offer students training in leadership skills. It is open to students in all degree programs. Participants must take both credit and non-credit courses and complete community service activities to earn the Leadership Recognition Award which will be given on Honors Day. Requirements are listed below:

1. Complete one of three alternatives for the Core Leadership Course.
  - a. Honors Program Seminars
  - b. Continuing Education Alternative
  - c. LEAD 1101 Leadership Development
2. Enroll in three of the six leadership component courses. At least two of these courses will be offered each semester during the regular academic year.
  - a. ECON 2105 Principles of Macroeconomics
  - b. BUSA 2220 Human Relations
  - c. COMM 1110 Public Speaking
  - d. ENGL 1101 English Composition I
  - e. ENGL 1102 English Composition II
  - f. HIST 1112 Survey of World History II
  - g. HIST 2112 History After 1877
  - h. LEAD 1101 Leadership Development
  - j. MATH 2205 Introduction to Statistics
  - k. PHIL 1101 Critical Thinking
  - l. POLS 1101 American Government

m. PSYC 1101

General Psychology

3. Complete a community service project either as a volunteer or through the Cooperative Education Program. Service should be in a leadership position and documented.

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Network Support Specialist 3357		106
Cisco Support Specialist 4357		99
Network Support Engineer 5357		101
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Oracle Specialist 3576		110
Technology 5576	Business	111
Web Design and Administration 7576	Business	104
Church Music 0565	Humanities	224
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Emergency Medical Services 0566	Allied Health	135
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General 1586		203
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Technology 6586	Science/Math	143
Women's Leadership & Management 5586	Business	206
Medical Coding 0563	Allied Health	186
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## H. CORE CURRICULUM OF THE UNIVERSITY SYSTEM

Students entering Darton College for transfer programs are assured that the first two years of study will apply toward virtually any field of study that may be chosen.

Adoption of a six-area Core Curriculum by the University System of Georgia was implemented beginning with the Fall Semester, 1998. This new core has enhanced transferability across the University System. The six areas of the new Core Curriculum are: A--Basic Skills (9 hours); B--Institutional Options (4 hours); C--Humanities/Fine Arts (6 hours); D--Science, Mathematics, and Technology (11 hours); E--Social Sciences (12 hours); and F--Courses Related to the Program of Study (18 hours). There will be a total of 60 semester hours of credit in the core, and the 42 semester credit hours of Areas A-E may apply to virtually any field of study. On the following pages are detailed programs of study specifically offered at this College. However, preparation for advanced study in any other subject area may be begun with confidence at Darton College. Students who intend to pursue a four-year degree but are uncertain of the program they wish to follow should take the General Studies Program (see page 160) until they choose a major.

The following specific provisions are to be adhered to in the implementation of the Core Curriculum:

1. Physical education requirements are to be over and above the Core Curriculum requirements of 60 hours.
2. Orientation requirements are to be over and above the Core Curriculum requirements of 60 hours.
3. Proficiency exemption examination in any of the Core Curriculum courses, when successfully passed at a home institution, will be honored by the receiving institution and credit accorded.
4. Nothing in this core should be construed to mean that any specific courses must be required. Rather, the intent of this Core Curriculum is that demonstrated achievement in the core area is determined by the institution where the core, or the fractional part thereof, is taken.
5. Each institution is to determine whether its own students satisfy the core requirements. This determination shall then be honored by all other institutions as satisfying their requirements as well, if the core is completed. If only a fractional part is completed at the home or initial institution, the receiving institution shall give full credit for those hours taken but shall determine which courses will be taken to satisfy its own requirements.
6. A B.A. degree at some institutions in the University System of Georgia requires foreign language credit through the intermediate level. A B.S. degree at some institutions in the University System of Georgia requires foreign language through the first intermediate course.
7. Oral Communications - Competency in oral communications will be required of all graduates of Darton College. This requirement may be fulfilled by examination or by satisfactory completion of one of the following courses or other approved courses containing oral communication components:

COMM 1000	Cultural Diversity in Communication	2
COMM 1100	Human Communications	3
COMM 1110	Public Speaking	3
COMM 1111	Issues in Argumentation and Advocacy	3
COMM 2105	Introduction to Interpersonal Communication	3
COMM 2220	Introduction to Small Group Communication	3
THEA 1105	Acting	3
THEA 2105	Oral Interpretation	3

Students are encouraged to discuss the Core Curriculum with their academic advisors in order to understand the importance of the Core Curriculum in relation to all programs of study offered by all institutions of the University System of Georgia. (See page 54 for more information about academic advising.)

The synopsis of the Core Curriculum (common to most transfer programs) follows:

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**CORE CURRICULUM**

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<b>Course Number</b>	<b>Title</b>	<b>Semester Hours</b>
<b>Area A</b>		
Essential Skills - 9 hours		
ENGL 1101 and ENGL 1102	Composition I and Composition II	6
And one of the following:		
MATH 1101	Introduction to Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1151	Calculus I with Analytical Geometry*	4
*The extra hour must be taken from Area F		

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**CORE CURRICULUM**

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<b>Course Number</b>	<b>Title</b>	<b>Semester Hours</b>
<b>Area B</b>		
Institutional Options - 4 hours		
Choose courses to equal 4 hours from the following:		
BUSA 1100	Financial Planning & Investment Management	2
CISM 1100 or CISM 2201	Computer Concepts/Software Applications or Fundamentals of Computer Applications	2 3
COMM 1000	Cultural Diversity in Communication	2
COMM 1100	Human Communications	3
COMM 1110	Public Speaking	3
COMM 1111	Issues in Argumentation and Advocacy	3
COMM 2105	Introduction to Interpersonal Communication	3
COMM 2220	Introduction to Small Group Communication	3
PHIL 1101	Critical Thinking	2
ETHI 1101	Issues in Ethics	2
	Foreign Language	3
POLS 1105	Current World Problems	2
INED 2902	International Perspectives	2
INED 2903	International Perspectives	3
LEAD 1101	Leadership Development	2
MYTH 1000	Introduction to Mythology	1
PERS 1101	Personal Development	2
PHED 2210	Sports Injury and Prevention	2
SCIE 1100	Science, Technology, and Society	2

Taking both CISM 1100 and CISM 1101 is equivalent to CISM 2201. Credit for graduation may be received only for (a) CISM 2201 or (b) CISM 1100 or (c) CISM 1100 and CISM 1101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.

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**CORE CURRICULUM**

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<b>Course Number</b>	<b>Title</b>	<b>Semester Hours</b>
<b>Area C</b>		
Humanities/Fine Arts - 6 hours		
Literature		
Choose one of the following:		
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
ENGL 2121	British Literature I	3
ENGL 2122	British Literature II	3
ENGL 2131	American Literature I	3
ENGL 2132	American Literature II	3
Other Humanities/Fine Arts Courses:		
Choose one of the following:		
ART 1100	The Appreciation of Art	3
COMM 1100	Human Communications	3
COMM 1110	Public Speaking	3
FIAR 2250	Humanities Through the Arts	3
FREN 1001 or 1002	Elementary French I or II	3
FREN 2001 or 2002	Intermediate French I or II	3
GRMN 1001 or 1002	Elementary German I or II	3
GRMN 2001 or 2002	Intermediate German I or II	3
JAPN 1001 or 1002	Elementary Japanese I or II	3
JAPN 2001 or 2002	Intermediate Japanese I or II	3
MUSC 1100	Appreciation of Music	3
PHIL 2205	Introduction to Philosophy	3
SPAN 1001 or 1002	Elementary Spanish I or II	3
SPAN 2001 or 2002	Intermediate Spanish I or II	3
THEA 1100	Theatre Appreciation	3

**CORE CURRICULUM**

Course Number	Title	Semester Hours
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**Area D**

Science, Mathematics and Technology - 11 hours

Science:

**Choose two lab science courses** to equal 8 hours from the following:

**(Science and Science Secondary Education majors must complete an 8 hour sequence.)**

BIOL 1110K*, **	Introduction to Environmental Biology*	4
BIOL 1107K**	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
CHEM 1100K*, **	Introductory Chemistry*	4
CHEM 1211K**	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
PHSC 1011K*, **	Introductory Physical Science I*	4
PHSC 1012K*, **	Introductory Physical Science II*	4
PHYS 1111K**	Introductory Physics I	4
PHYS 1112K	Introductory Physics II	4
PHYS 2211K**	Principles of Physics I	4
PHYS 2212K	Principles of Physics II	<u>4</u>
		<b>8</b>

\*Will not apply for students majoring in Science/Math Fields and Science Secondary Education.

\*\*Cannot use the following combinations for completion of Area D: BIOL 1107 and BIOL 1110; CHEM 1100 and CHEM 1211; PHSC 1011 and PHYS 1111 or PHYS 2211; PHSC 1012 and CHEM 1100 or CHEM 1211.

Mathematics and Technology:

**Choose one course** from the following:

CSCI 1150	Computer Programming in BASIC	3
CSCI 1301	Computer Science I	3
MATH 1112	Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 2205	Introduction to Statistics	3
MATH 1145	Survey of Calculus	3
MATH 1151**	Calculus I with Geometry**	4
MATH 2252**	Calculus II**	4
MATH 2253**	Calculus III**	<u>4</u>
		3-4

**TOTAL** **11-12**

\*\*The extra hour must come from Area F

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**CORE CURRICULUM**

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<b>Course Number</b>	<b>Title</b>	<b>Semester Hours</b>
<b>Area E</b>		
Social Science -		12 hours
HIST 1111 or 1112	Survey of World History I or II	3
HIST 2111 or 2112	U.S. History Through 1877 or After 1877	3
POLS 1101	American Government in World Perspective	<u>3</u>
		9
<b>Choose one course</b> from the following:		
ANTH 1103	Introduction to Cultural Anthropology	3
ECON 2105	Principles of Macroeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111 or 1112	Survey of World History I or II	3
HIST 2111 or 2112	U.S. History Through 1877 or After 1877	3
POLS 2201	American State and Local Government	3
POLS 2401	Introduction to Global Issues	3
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PUAD 2601	Introduction to Public Administration	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	<u>3</u>
<b>TOTAL</b>		<b>12</b>

**CORE CURRICULUM**

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<b>Course Number</b>	<b>Title</b>	<b>Semester Hours</b>
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**Area F**

Major Requirements - 18 hours

(See appropriate program on pages 71 through 330.)

## CORE CURRICULUM

Course Number	Title	Semester Hours
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### Area G

Courses required for the degree above the 60 hours.

Orientation	COOR 0199	PASS (Personal & Academic Student Success II)	2
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Health and Physical Education			4 – 8 hours
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One course per semester of full-time enrollment with a maximum of four courses.

To satisfy the **fitness competency requirement** for graduation, choose one of the following:

PHED 1182	Personal Conditioning		2
PHED 1105	Strength Training		2
PHED 1161 or 1162	Fitness I or II		2
PHED 1106	Walk, Jog, or Run for Fitness		2
PHED 1115 or 1116	Aerobics I or II		2
PHED 1110	Deep Water Exercise		2
PHED 1123	Aerobic Pump		2
PHED 1139	Fitness Swimming		2
PHED 1198	Aerobic Dancing		2
HLTH 1163H	Personal Health Honors		2

Any PHED or HLTH course with a 1000 number satisfies the additional PE requirements.

<b>TOTAL</b>			<b>4-8</b>
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The following Physical Education courses may be taken but will not count as PE activity courses:

PHED 2210	Sports Injury and Prevention		2
PHED 2217	Coaching Methods for Softball		2
PHED 2218	Coaching Methods for Baseball		2
PHED 2219	Coaching Methods for Basketball		2
PHED 2220	Coaching Methods for Soccer		2
PHED 2226	Athletic Training Practicum		4
PHED 2230	Groundskeeping for Athletic Fields I		2
PHED 2231	Groundskeeping for Athletic Fields II		3

### I. PHYSICAL EDUCATION REQUIREMENTS

HLTH or PHED	Health or Physical Education		4 courses
	(or 1 course for each semester of full-time enrollment)		

All full-time students, with exception of those excluded by program requirements or personal hardship cases recommended by the Chair of the Physical Education Division and approved by the Vice President for Academic Affairs, are required to complete **four courses** in physical education for graduation. Each student, unless otherwise exempt, must take a health or physical education course for each semester of attendance as a full-time student up to a maximum of four courses. **NOTE! The health or physical education requirement is four (4) courses regardless of the credit awarded in the course. A student must take four courses regardless of the total number of credit hours accumulated.** Veterans of more than one year of active military service may be given credit for four (4) courses of health or physical education upon presentation of Form DD 214 to the Registrar's Office. Veterans must make this request before enrolling in a health or physical education course.

A competency in fitness/wellness will be required of all graduates of Darton College with exception of those excluded by program requirements, special contracts, and certificate programs. The requirement may be fulfilled by satisfactory completion of one of the following courses: PHED 1105, Strength Training; PHED 1106, Walk, Jog, Run; PHED 1161, Fitness I;

PHED 1162, Fitness II; PHED 1110, Deep Water Exercise; PHED 1139, Fitness Swimming; PHED 1115, Step Aerobics; PHED 1116, Step Aerobics II; PHED 1123, Aerobic Pump; or PHED 1182, Personal Conditioning; PHED 1198, Aerobic Dancing; HLTH 1163H Personal Health (Honors.)

Health and Physical Education courses may not be repeated and will not count towards the required courses needed for graduation. Classroom health courses may not be repeated.

Since Darton College does not grant an exemption from physical education for health reasons, students with a physical disability may satisfy this requirement by completing four health courses which are taught in a classroom setting. Students are urged to ask their advisors or one of the physical education instructors if there are any questions regarding the strenuousness of a physical education course. It is the responsibility of each student with a physical disability who elects to take an activity physical education course to advise the instructor of the disability so that proper accommodations can be made.

## **J. COOPERATIVE TRANSFER AGREEMENTS**

**Medical College of Georgia - Early Acceptance Admissions Program** - Students who have been accepted in the early admissions program at the Medical College of Georgia can complete their pre-professional Core Curriculum courses at Darton College. Students are guaranteed a place in selected programs at the Medical College and will transfer after completing one or two years of Core Curriculum coursework at Darton. Further information may be obtained from the Registrar.

**Mercer University School of Engineering** - Darton College and the Mercer University School of Engineering have an agreement whereby pre-engineering students may first attend Darton College for approximately two academic years and then transfer to Mercer University School of Engineering to complete a bachelor's level degree of their choice.

**Georgia Technical Institute** - The Core Curriculum assures that courses taken at Darton College will transfer to Georgia Tech.

## **N. CAREER PROGRAMS**

The career programs of study are designed for students whose primary educational goal is a two-year Associate Degree or a certificate based on a planned occupational program. They also apply equally to students already in occupations who desire to upgrade their educational level. In general, however, they are designed for students who will enter their career at the end of one or two years of college and may or may not continue their college education.

The courses making up programs of study in career programs have been selected to give the student the best possible background needed for employment following the completion of the program. Therefore, some of the courses listed in each of the programs may not be transferable to other institutions because they may not offer comparable courses. If in doubt as to whether a particular course will transfer to another institution, students are encouraged to consult their advisors or contact the other institution involved.

The College reserves the right to discontinue, at any time, the enrollment of a student in a career program if, in the judgment of the Vice President for Academic Affairs and the particular departmental faculty involved, the student does not appear to have the necessary qualifications to continue in the program. However, the student may be permitted to continue in school in another program of study.

Admissions requirements to the College are listed on page 18. Only additional requirements for career programs will be listed with the program's course of study. For additional information, contact the Director of Admissions or the Coordinator of the program concerned.

## **K. COLLEGE TRANSFER CURRICULA**

The following programs of study are designed for students whose educational goal is a four-year degree, the first two years of which they can complete at Darton College. These students will take the Core Curriculum of sixty (60) hours as listed on page 61 plus the program of study

appropriate to their academic objective, and up to four (4) courses in physical education as required.

## **I. CERTIFICATE PROGRAMS**

A certificate is awarded for successful completion of a specialized set of skills or program of study similar to career associate degrees, but normally with fewer courses. Certificates range in length from 8-50 credits. Several certificates are intended to be portions of diplomas or degrees. Thus, a student completing certain certificates will have completed a skill set that is part of a series of skills that may be used to complete a diploma or associate degree.

Certificates are listed in our catalog under Programs of Study.

**AGRICULTURE (0001)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
CHEM 1211K and CHEM 1212K	Principles of Chemistry I and Principles of Chemistry II	8
Math/Technology Requirement		
CSCI 1301	Computer Science I	3

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
ECON 2105	Principles of Macroeconomics	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
BIOL 1107K and BIOL 1108K	Principles of Biology I and Principles of Biology II	8
Major Electives		
CHEM 2240K	Principles of Organic Chemistry I	4
PHYS 1111K and PHYS 1112K	Introductory Physics I and Introductory Physics II or	
PHYS 2211K and PHYS 2212K	Principles of Physics I and Principles of Physics II	8

**Area G**

<b>Physical Education – (1 – 4 courses)**</b>	<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses	

**Two-Year Total**

**66-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**AGRICULTURE (0001)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
CSCI 1301	Computer Science I	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
ECON 2105	Principles of Macroeconomics	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>66-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**ANTHROPOLOGY (0093)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.	4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related To The Major - 18 Hours**

ANTH 1103	Introduction to Cultural Anthropology	3
Optional Electives (15 hours) from the following		
BIOL 1107K	Principles of Biology I	4
BIOL 1108K or CSCI 1150 or CSCI 1301 or ECON 2105 or ECON 2106 or Foreign Language	Principles of Biology II or Computer Programming In BASIC or Computer Science I or Principles of Macroeconomics or Principles of Microeconomics or	4 3 3 3 3
GEOG 1101 or HIST 1111** or HIST 1112** or HIST 2111** or HIST 2112** or MATH 2205 or PHIL 2205 or	Introduction to Human Geography or Survey of World History I Survey of World History II U.S. History Through 1877 or U.S. History After 1877 or Introduction to Statistics or Introduction to Philosophy or	0-12 3 3 3 3 3 3

POLS 2201 or	American State and Local Government or	3
POLS 2401 or	International Politics or	3
PSYC 1101 or	General Psychology or	3
PSYC 2215 or	Human Growth and Development or	3
PSYC 2225 or	Introduction to Abnormal Psychology or	3
PUAD 2601 or	Introduction to Public Administration or	3
SOCI 1101 or	Principles of Sociology or	3
SOCI 1160	Introduction to Social Problems	3

**Area G**

**Physical Education – (1 – 4 courses)\*\*** 4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total** **64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*If taken in a previous area, may not be used again.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ANTHROPOLOGY (0093)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major, page 73.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>17-18</u>
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core Curriculum, Page 65.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA F Elective	See Area F Courses Related to the Major, page 77.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>17-18</u>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	1-3
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
ANTH 1103	Introduction to Cultural Anthropology	3
AREA F Elective	See Area F Courses Related to the Major, page 73	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>14-17</u>
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	1-3
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA F Elective	See Area F Courses Related to the Major, page 73.	3
AREA F Elective	See Area F Courses Related to the Major, page 73.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>14-17</u>
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**ART (0002)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Intro. to Math Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed. See page 63.

COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
PHIL 1101	Critical Thinking	2

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature	See Area C Literature courses, page 64.	3
The following course is recommended, but other Humanities/Fine Arts courses are allowed. See page 64.		
Foreign Language 2001	Intermediate I or Higher Foreign Language	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
The following course is recommended, but other Math/Technology courses are allowed. See page 65.		
MATH 1112	Trigonometry	3

**Area E**

**Social Science - 12 Hours**

POLS 1101	American Government in World Perspective	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
HIST 1111 or HIST 1112	Survey of World History I Survey of World History II	3
The following course is recommended, but other Social Science courses are allowed. See page 66.		
ANTH 1103	Introduction to Cultural Anthropology	3

**Area F**

**Courses Related To The Major - 18 Hours**

ART 1020	Design I	3
ART 1030	Design II	3
ART 2280	Art History I	3
ART 2285	Art History II	3
ART 1010 or ART 2130 or ART 2140 or ART 2170	Drawing or Watercolor or Ceramics I or Web Page Design	3
ART 1110 or ART 2120 or ART 2150 or ART 2160	Basic Photography or Painting or Computer Arts or Visual Design	3

<b>Area</b>	
<b>Physical Education – (1 – 4 courses)**</b>	<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses	

<b>Two-Year Total</b>	<b>64-69</b>
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\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ART (0002)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ART 1020	Design I	3
ENGL 1101	Composition I	3
MATH 1101 or	Intro. to Math. Modeling or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ART 1030	Design II	3
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
The following course is recommended, but other Area D Math/Technology courses are allowed. See page 65.		
MATH 1112	Trigonometry	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA C Literature	See Area C Literature courses, page 64.	3
HIST 1111 or	Survey of World History I or	3
HIST 1112	Survey of World History II	
ART 2280	Art History I	3
ART 1010 or	Drawing or	
ART 2130 or	Watercolor or	
ART 2140 or	Ceramics I or	
ART 2170	Web Page Design	3
The following courses are recommended, but other Area C Humanities/Fine Arts courses are allowed. See page 64.		
Foreign Language 2001	Intermediate I or Higher Foreign Language	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ART 2285	Art History II	3
ART 1110 or	Basic Photography or	
ART 2120 or	Painting or	
ART 2150 or	Computer Arts or	
ART 2160	Visual Design	3
The following course is recommended, but other Area B courses are allowed. See page 63.		
PHIL 1101	Critical Thinking	2
The following courses are recommended, but other Area B courses are allowed. See page 63.		
COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
ANTH 1103	Introduction to Cultural Anthropology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-16

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**GRAPHIC DESIGN (0574)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Graphic Design Certificate Program has been created to provide a basic working knowledge of the basics of the Graphic Design field and to use that knowledge to immediately enter the workforce. The Graphic Design Certificate requires a completion of 18 hours of study (six courses of 3 hours each.) Four of those six courses are in the existing Art Program. The students will be introduced to basic, introductory level skills in these areas: drawing, two-dimensional design, digital design, photography, graphic design production, and web page design.

<b>Freshman Year</b>	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
ART 1010	Drawing	3
ART 1020	Design I	3
ART 2170	Web Page Design	<u>3</u>
		9
	<b>Spring Semester</b>	
ART 1110	Basic Photography	3
ART 2160	Visual Design	3
ART 2150	Computer Art	<u>3</u>
		9
	<b>One Year Total</b>	<b>18</b>

**BIOLOGICAL SCIENCE (0003)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum. Page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
CHEM 1211K and CHEM 1212K	Principles of Chemistry I and Principles of Chemistry II	8
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
BIOL 1107K and BIOL 1108K	Principles of Biology I and Principles of Biology II	8
Major Electives		
CHEM 2240K and CHEM 2241K or PHYS 1111K and PHYS 1112K or PHYS 2211K and PHYS 2212K	Principles of Organic Chemistry I and Principles of Organic Chemistry II or Introductory Physics I and Introductory Physics II or Principles of Physics I and Principles of Physics II	8
SCIE 2000K or SCIE 2001K	Principles of Research Methodology or Principles of Scientific Instrumentation/Methods	2

**Area G**

<b>Physical Education – (1 – 4 courses)**</b>	<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses	

**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**BIOLOGICAL SCIENCE (0003)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
SCIE 2000K or	Principles of Research Methodology or	
SCIE 2001K	Principles of Scientific Instrumentation/Methods	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C of the Core Curriculum, page 64.	3
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>72-76</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**BUSINESS ADMINISTRATION (0004)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended, but other Area A courses are allowed. See page 66.		
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.		4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The following courses are recommended, but other Area D courses are allowed. See page 65.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
MATH 1145	Survey of Calculus	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Optional Elective (3 hours) from the following:		
BUSA 1105 or	Introduction to Business or	3
BUSA 2105 or	Communicating in the Business Environment or	3
BUSA 2106	The Environment of Business	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**BUSINESS ADMINISTRATION (0004)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
MATH 1145	Survey of Calculus	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking*	3
ECON 2105	Principles of Macroeconomics	3
AREA C Literature	See Area C Literature courses, page 64.	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
<b>Second Semester</b>		
ACCT 2102	Principles of Accounting II	3
ECON 2106	Principles of Microeconomics	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
PSYC 1101	General Psychology	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**BUSINESS ADMINISTRATION (0004)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**WEEKEND PROGRAM**

	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
POLS 1101	American Government in World Perspective	3
PHED 1161	Fitness	<u>2</u>
		8
	<b>Spring Semester</b>	
ENGL 1102	English Composition II	3
HIST 2111 or HIST 2112	U.S. History through 1877 or U.S. History after 1877	3
PHIL 1101	Critical Thinking	<u>2</u>
		8
	<b>Summer Semester</b>	
ENGL	Literature	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	<u>3</u>
		6
	<b>Fall Semester</b>	
MATH 1111	College Algebra, or higher math	3
BUSA 1100	Financial Planning/Investment Management	2
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		8
	<b>Spring Semester</b>	
PSYC 1101	General Psychology	3
ECON 2105	Principles of Macroeconomics	<u>3</u>
		6
	<b>Summer Semester</b>	
ECON 2106	Principles of Microeconomics	3
BUSA 1105	Introduction to Business	<u>3</u>
		6
	<b>Fall Semester</b>	
PHSC 1011K	Introduction to Physical Science I	4
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking (ONLINE)	<u>3</u>
		10
	<b>Spring Semester</b>	
BIOL 1110K	Introduction to Environmental Biology	4
MATH 2205	Introduction to Statistics	3
ACCT 2102	Principles of Accounting II	<u>3</u>
		10
	<b>Total</b>	<b>62</b>

**BUSINESS ADMINISTRATION (0004)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**FAST-TRACK SCHEDULE**

<b>Summer Semester</b>		<b>Sem. Hrs.</b>
<b>B-Term</b>		
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
BUSA 1105	Introduction to Business	3
PHED 1161	Fitness	<u>2</u>
		8
<b>Fall Semester</b>		
<b>A-Term</b>		
ENGL 1101	English Composition I	3
POLS 1101	American Government in World Perspective	<u>3</u>
		6
<b>B-Term</b>		
BUSA 1100	Financial Planning and Investment Management	2
ENGL 1102	English Composition II	3
PHED 1142	Swing Dancing	<u>1</u>
		6
<b>Regular Term</b>		
MATH 1111	College Algebra (or higher math)	3
ACCT 2101	Principles of Accounting I	3
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		9
<b>Spring Semester</b>		
<b>A-Term</b>		
PHIL 1101	Critical Thinking	2
COMM 1110	Public Speaking	<u>3</u>
		5
<b>B-Term</b>		
ENGL 2112	World Literature II	3
PHED 1126	Tennis	<u>1</u>
		4
<b>Regular Term</b>		
MATH 1145	Survey of Calculus	3
ACCT 2102	Principles of Accounting II	3
PSYC 1101	General Psychology	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	<u>3</u>
		12
<b>Summer Semester</b>		
<b>A-Term</b>		
PHSC 1011K	Introduction to Physical Science I	4
ECON 2105	Principles of Macroeconomics	<u>3</u>
		7
<b>B-Term</b>		
PHSC 1012K	Introduction to Physical Science II	4
ECON 2106	Principles of Microeconomics	<u>3</u>
		7
<b>Total</b>		<b>64</b>

**BUSINESS ADMINISTRATION (0004)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**ONLINE PROGRAM**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended, but other Area A courses are allowed. See page 66.		
MATH 1111	College Algebra	3

ENGL 1101 Online every semester  
 ENGL 1102 Online every semester  
 MATH 1111 Online every fall and spring and sometimes summer

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63. 4

JAPAN 1001 online every Fall and Spring  
 SPAN 1001 Being developed and will be offered Fall 2003 or Spring 2004, then every semester

BUSA 1100 Online every semester  
 CISM 1100 Online every semester  
 CISM 2201 Online every semester  
 PHIL 1101 Online most semesters

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course See Humanities/Fine Arts, page 64. 3

The following course is recommended but other Area C courses are allowed. See page 64.

COMM 1110 Public Speaking\* 3

COMM 1110 Online every semester  
 At least one literature course online every semester  
 MUSC 1100 Online every semester

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The following courses are recommended, but other Area D courses are allowed. See page 65.

PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
MATH 1145	Survey of Calculus	3

MATH 1145 will be online Fall 2004 and then every Fall even years  
 BIOL 1110 (as a substitute for PHSC 1011) – Online every fall and spring  
 PHSC 1012 Online every fall and spring

**Area E**

**Social Science - 12 Hours**

HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U. S. History Through 1877 or	

HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

HIST 1111/1112 Online every semester  
HIST 2111/2112 Online every semester  
POLS 1101 Online every semester  
PSYC 1101 Online every semester  
SOC1 1101 Online every semester

#### Area F

##### Courses Related To The Major - 18 Hours

ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Optional Elective (3 hours) from the following:		
BUSA 1105 or	Introduction to Business or	3
BUSA 2105 or	Communicating in the Business Environment or	3
BUSA 2106	The Environment of Business	3

ACCT 2101 Online every other fall (Even years)  
ACCT 2102 Online every other spring (Odd years)  
CISM 2201 Online every semester  
ECON 2105 Online every fall and spring  
ECON 2106 Online every spring  
BUSA 1105 Online every spring and fall  
BUSA 2105 Online every other spring

#### Area G

##### Physical Education – (1 – 4 courses)\*\*

4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

PHED 1161 is offered online every semester. (The physical education requirement for a student completing his/her degree totally online is meeting the fitness competency, four classes are not required.)

**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ACCOUNTING (0358)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The Associate Degree Program in Accounting is designed to prepare the student for work in profit and non-profit institutions. The student will develop accounting skills transferable to commercial or service industries. **All ACCT, BUSA, and ECON final grades must be C or better to transfer.**

Darton College has a 2 + 2 program with Albany State University and Georgia Southwestern State University which allows a student to transfer this degree to either institution and begin with a third year class standing.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
BUSA 1105	Introduction to Business	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
MATH 1101	Introduction to Mathematical Modeling or higher math	3
		15
	<b>Second Semester</b>	
ACCT 2102	Principles of Accounting II	3
COMM 1110	Public Speaking*	3
COPR 2214	Windows	1
ECON 2105	Principles of Macroeconomics	3
POLS 1101	American Government in World Perspective	3
Electives	ACCT/BUSA/COPR/ECON	2
		15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2211	Intermediate Accounting	3
ACCT 2220	Income Tax Procedures	3
BUSA 2105	Communicating in the Business Environment	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
MATH 2205	Introduction to Statistics	3
		15
	<b>Second Semester</b>	
ACCT 2225	Cost Accounting	3
BUSA 2106	The Environment of Business	3
BUSA 2220 or	Human Relations or	
PSYC 1101	General Psychology	3
COPR 2225	Advanced Spreadsheet Applications	3
Electives	ACCT/BUSA/COPR/ECON	3
		15
	Physical Education – (fitness competency requirement)**	1-2
	<b>Two-Year Total</b>	<b>61-62</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ACCOUNTING (0561)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The student will learn the basic principles of accounting. The student will also learn how to effectively use the computer. Those persons who hold two- or four-year degrees in a non-accounting related field are invited to consider this certificate.

<b>Summer Semester</b>		<b>Sem. Hrs.</b>
BUSA 1005	Business Mathematics or higher	3 <u>3</u>
<b>Fall Semester</b>		
ACCT 2101	Principles of Accounting I	3
ACCT 2220	Income Tax Procedures	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
		<u>12</u>
<b>Spring Semester</b>		
ACCT 2102	Principles of Accounting II	3
BUSA 2106	The Environment of Business	3
BUSA 2105	Communicating in the Business Environment	3
COPR 2225	Advanced Spreadsheet Applications	3
Elective	ACCT/BUSA/COPR/ECON	3
		<u>15</u>
One-Year Total		30

**BUSINESS EDUCATION (0005)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended but other Area A courses are allowed. See page 62.		
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum.	Page 63.	4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The following courses are recommended, but other Area D courses are allowed. See page 65.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
Mathematics/ Technology	See Area D Mathematics/Technology courses. Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
PSYC 2215	Human Growth and Development	3
Optional Electives (9 hours) from the following:		
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
BUSA 1105	Introduction to Business	3
BUSA 2105	Communicating in the Business Environment	3
BUSA 2106	The Environment of Business	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**BUSINESS EDUCATION (0005)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
AREA D Elective	See Area D of the Core Curriculum, Page 65.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
COMM 1110	Public Speaking*	3
EDUC 2205	Introduction to Education	3
AREA C Literature	See Area C Literature courses, page 64.	3
PSYC 1101	General Psychology	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
Elect 9 hours from the following:		9
ACCT 2101	Principles of Accounting I	
ACCT 2102	Principles of Accounting II	
BUSA 1105	Introduction to Business	
BUSA 2105	Communicating in the Business Environment	
BUSA 2106	The Environment of Business	
ECON 2105	Principles of Macroeconomics	
ECON 2106	Principles of Microeconomics	
		18-19
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**BUSINESS COMPUTER SYSTEMS (0357)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

This Associate Degree program will allow the student to pursue a career in the fast-growing and exciting world of computers. **All ACCT, BUSA, and ECON final grades must be C or better to transfer.**

**Microsoft Office Specialist Certification**

The designation, Microsoft Office Specialist, tells an employer that you have successfully studied for and passed national certification exams indicating a proficiency in the use of one or more software packages.

Darton College offers courses that may prepare you to take certification exams in the following areas:

<b>MOUS Exam</b>	<b>Darton courses needed for preparation</b>
Microsoft Word – Core	BUED 2251
Microsoft Word – Expert	BUED 2251 BUED 2252
Microsoft Excel – Core	CISM 2201
Microsoft Excel – Expert	CISM 2201 COPR 2225
Microsoft Access	CISM 2201, COPR 2287
Microsoft PowerPoint – Core	CISM 2201

The student interested in pursuing Microsoft Office Specialist certification must notify his/her instructor in the above courses at the beginning of the semester. The student should expect to purchase an additional textbook and perform additional assignments, as directed by the instructor, in order to properly prepare for the exam. While every effort is made to assist the student in preparing for the exams, no guarantee is made that he/she will pass the exams.

**BUSINESS COMPUTER SPECIALIST OPTION (1357)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

This program is designed to meet the needs of automated offices. The graduate will be able to develop business applications on a microcomputer using software packages, such as Word, Excel, Access, and PowerPoint, to provide technical computer support, and to be familiar with networking concepts. Through skills learned in systems analysis, business communication, and human relations, he/she will become a contributing member of the business team.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BUED 1111	Beginning Keyboarding and Formatting Applications	3
BUSA 1105	Introduction to Business	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher level math	<u>3</u>
		15
	<b>Second Semester</b>	
BUED 2251	Beginning WordPerfect/Word	3
BUSA 2105	Communicating in the Business Environment	3
COPR 2220	Windows/BASIC	3
COPR 2225	Advanced Spreadsheet Applications	3
COPR 2235	Database Management Systems	<u>3</u>
		15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
COPR 2230	Systems Analysis	3
COPR 2250	Computer Systems Support I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
POLS 1101	American Government	<u>3</u>
		15
	<b>Second Semester</b>	
ACCT 2102	Principles of Accounting II	3
BUSA 2220 or	Human Relations or	
PSYC 1101	General Psychology	3
COMM 1110	Public Speaking*	3
COPR 2244	Introduction to Networking	4
CISM 2287	Advanced Access	<u>3</u>
		16
	Physical Education – (fitness competency requirement)**	<u>1-2</u>
	<b>Two-Year Total</b>	<b>62-63</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**BUSINESS COMPUTER SYSTEMS (0576)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Business Computer Systems Certificate Program is designed to equip the student with computer skills necessary to function and grow in today's highly technical business environment. The program offers flexibility by allowing the selection of courses to meet the needs of the individual.

**GENERAL BUSINESS COMPUTER SYSTEMS OPTION (2576)**

<b>First Semester</b>		<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
MATH 1111	College Algebra or higher level math	3
CISM 2201	Fundamentals of Computer Applications	3
COPR 2220	Windows/BASIC	3
ENGL 1101	English Composition I	<u>3</u>
		15
<b>Second Semester</b>		
BUSA 2105 or	Communicating in the Business Environment or	
ENGL 1102	English Composition II	3
Elect 12 hours from the following:		12
COPR 2225	Advanced Spreadsheet Applications	
COPR 2230	Systems Analysis	
COPR 2235	Database Management Systems	
COPR 2244*	Introduction to Networking*	
COPR 2250*	Computer Systems Support I*	
COPR 2255**	Special Problems in Computer Systems**	
COPR 2256**	Special Problems in Computer Systems**	
COPR 2257**	Special Problems in Computer Systems**	
COPR 2287	Advanced Access	
COPR 2251	Computer Systems Support II	
		<u>15</u>
<b>One-Year Total</b>		<b>30</b>

\*COPR 2244 and COPR 2250 require COPR 2220 as a prerequisite.

\*\*Only three hours of credit may be used in total from these three courses.

**CISCO SUPPORT SPECIALIST OPTION (4357)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The Cisco Support Specialist degree option is designed to prepare technicians for installing, configuring, operating and maintaining simple routed LAN, routed WAN, and switched LAN Cisco networks.

Upon completion of the appropriate courses, the student may elect to take the CISCO Certified Network Associate (CCNA) examination. The CCNA is the first of two certifications (the second - Cisco Certified Networking Professional - CCNP) on the path toward Cisco Certified Internetworking Expert (CCIE) status. While every effort is made to assist the student in preparing for the CCNA examination, no guarantee is made that students will pass the examination.

The prerequisites for this program are: CISM 2201, Fundamental of Computer Applications. The student must earn a minimum grade of "C" in CISM 2201.

The courses in the program are subject to change in order to be responsive to the changing information technology demands of the workforce.

<b>Freshman Year</b>	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
COPR 2281	Cisco I	<u>5</u>
		14
	<b>Spring Semester</b>	
BUSA 2105	Communicating in the Business Environment	3
COPR 2235	Database Management Systems	3
COPR 2245	Networking I	5
COPR 2246	Networking II	<u>5</u>
		16
	<b>Summer Semester</b>	
CSCI 1301	Computer Science I	3
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer Systems Support II	<u>3</u>
		9
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
COMM 1110	Public Speaking **	3
COPR 2282	Cisco II	5
COPR 2291	Fundamentals of UNIX	<u>4</u>
		12
	<b>Second Semester</b>	
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
COPR 2283	Cisco III	5
COPR 2284	Cisco IV	<u>5</u>
		13
Physical Education – (fitness competency requirement)***		<u>1-2</u>

**Two-Year Total**

**65 - 66**

\*\* Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**NETWORK SUPPORT ENGINEER OPTION (5357)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The Network Support Engineer degree program is designed to prepare students to become support experts in the fields of hardware/software support and network administration. Areas of emphasis will be network concepts such as Local Area Network (LAN) and Wide Area Network (WAN) administration from the Microsoft and Cisco point of view.

Upon completion of the appropriate courses, the student may elect to take the Microsoft Certified Systems Engineer (MCSE) 2000 exams and/or the Cisco Certified Network Associate exam. Other certifications can be pursued upon completion of the appropriate courses, including A+, Network+, MCP and MCSA. While every effort is made to assist the student in preparing for these professional exams, no guarantee is made that he/she will successfully pass them.

The student must demonstrate a competency in basic computer concepts. This can be accomplished through attaining the A+ professional certification, earning a minimum grade of "C" in COPR 2250, or successfully passing a challenge exam for the COPR 2250 course. Exceptions are made for students with exceptional computer experience and are made by the director of the program as needed.

The courses in the program are subject to change in order to be responsive to the changing information technology demands of the workforce.

<b>Freshman Year</b>	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
COPR 2281	Cisco I (A-term)	5
COPR 2282	Cisco II (B-term)	<u>5</u>
		16
	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
COPR 2245	Networking I (A-term)	5
COPR 2246	Networking II (B-term)	5
COMM 1110	Public Speaking**	3
ENGL 1102	English Composition II	<u>3</u>
		16
<b>Sophomore Year</b>	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
COPR 2301	Networking III (A-term)	5
COPR 2302	Networking IV (B-term)	5
POLS 1101	American Government	3
HIST 2111 or HIST 2112	U.S. History to 1877 or U.S. History after 1877	<u>3</u>
		16
	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
COPR 2303	Networking V (A-term)	5
COPR 2304	Networking VI (B-term)	5
COPR 2283	Cisco III (A-term)	5
COPR 2284	Cisco IV (B-term)	<u>5</u>
		20
Physical Education (fitness competency requirement) ***		2
	<b>Two Year Total Hours</b>	<b>70</b>

\*\*Oral Communication requirement may be met by completion of other communication courses.  
See Page 61 for Options.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**CISCO SUPPORT SPECIALIST OPTION (6576)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Cisco Support Specialist Certificate option is designed to prepare technicians for designing, installing, configuring, operating and maintaining simple routed LAN, routed WAN, and switched LAN Cisco networks.

The Cisco networking Academy curriculum is mapped to the CompTIA Network+ certification requirements. Darton students, who complete the full program, have the opportunity to take the Cisco Certified Network Associate (CCNA), the CCDA (Cisco Certified Design Associate), CompTIA Network+ certification exam and Microsoft's MCP (Microsoft Certified Professional).

The CCNA is the first of two certifications (the second – Cisco Certified Networking Professional – CCNP) on the path toward CCIE status, the industry's most respected networking certification vehicle. The CCDA is the first of two certifications along Cisco's Network Design career track (the second – Cisco Certified Design Professional – CCDP). Network+ certification provides students with an industry neutral certification of basic networking skills.

While every effort is made to assist the student in preparing for the CCNA examination, the CCDA and the Network+ certification examinations, no guarantee is made that students will pass the examination.

The prerequisites for this program are:

- CISM 2201 Fundamentals of Computer Applications
- COPR 2220 Windows/Visual Basic

The student must earn a minimum grade of "C" in CISM 2201 and COPR 2220.

The courses in the program are subject to change in order to be responsive to the changing Information Technology demands of the workforce.

Students who complete this certificate may elect to take the necessary courses to earn an Associate in Applied Science degree in the Cisco Support Specialist Option (4357).

	<b>First Semester</b>	<b>Sem. Hrs.</b>
COPR 2281	Cisco I	5
COPR 2250	Computer Systems Support I	<u>3</u>
		8
	<b>Second Semester</b>	
COPR 2282	Cisco II	5
COPR 2251	Computer Systems Support II	<u>3</u>
		8
	<b>Third Semester</b>	
COPR 2283	Cisco III	5
COPR 2246	Networking II	<u>5</u>
		10
	<b>Fourth Semester</b>	
COPR 2284	Cisco IV	5
COPR 2291	Fundamentals of UNIX	<u>4</u>
		9
	<b>One-Year Total</b>	<b>35</b>

**WEB DESIGN AND ADMINISTRATION OPTION (7576)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Web Design and Administration Certificate Program has been created to provide students with a foundation of web site creation and administration. Emphasis is placed on the administration and functionality of various technologies used in today's dynamic Internet infrastructure. Those persons who hold a two- or four-year degree in a non-information science related field are invited to consider this program. This will be an option under the 0576 Business Computer Systems Certificate Program.

The student must earn a minimum grade of "C" in CISM 2201 before enrolling in any networking courses. Exceptions are made for students with exceptional computer experience and are made by the director of the program as needed.

The courses in the program are subject to change in order to be responsive to the changing information technology demands of the workforce.

	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
COPR 2311	Website Architecture and Development I	3
COPR 2244	Introduction to Networking	<u>4</u>
		7
	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
COPR 2312	Website Architecture and Development II	3
COPR 2313	Web Server Administration	<u>3</u>
		6
	<b>Summer Semester</b>	<b>Sem. Hrs.</b>
COPR 2235	Database Management Systems	3
COPR 2314	Dynamic Website Development with Cold Fusion	<u>3</u>
		6
	<b>Total Hours</b>	<b>19</b>

**INFORMATION SYSTEMS 2 + 2 OPTION \* (2357)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

This program is designed to provide the graduate significant technical skills that may result in employment opportunities before pursuing the four-year degree. The curriculum will transfer in total to Georgia Southwestern State University in Americus, Georgia, providing the first two years toward a Bachelor of Science in Computer Information Systems.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BUSA 2106	The Environment of Business	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
MATH 1101 or MATH 1111 or	Introduction to Mathematical Modeling or College Algebra or higher math	3
POLS 1101	American Government in World Perspective	<u>3</u>
		15
	<b>Second Semester</b>	
COPR 2235	Database Management Systems	3
COPR 2250	Computer Systems Support I	3
COPR 2291	UNIX	4
CSCI 1301	Computer Science I	3
ENGL 1102	English Composition II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U. S. History After 1877	<u>3</u>
		19
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
BUSA 2105	Communicating in the Business Environment	3
COMM 1110	Public Speaking**	3
CSCI 1302	Computer Science II	4
ENGL 2111 or	World Literature I or	
ENGL 2112	World Literature II	<u>3</u>
		16
	<b>Second Semester</b>	
ACCT 2102	Principles of Accounting II	3
COPR 2210	Programming in COBOL	3
COPR 2244	Introduction to Networking	4
CSCI 1303	Object-Oriented Programming	3
MATH 2205	Introduction to Statistics	<u>3</u>
		16
	Physical Education – (fitness competency requirement)***	<u>1-2</u>
	<b>Two-Year Total</b>	<b>67-68</b>

\*2+ 2 with Georgia Southwestern State University.

\*\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**NETWORK SUPPORT SPECIALIST OPTION (3357)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The Network Support Specialist degree program is designed to prepare students to become support specialists in both a hardware/software and network environment. Areas of emphasis will be network concepts such as Local Area Network (LAN) and Wide Area Network (WAN) administration.

Upon completion of the MCSE appropriate courses, the student may elect to take the Microsoft Certified Systems Engineer (MSCE) 2000 exams\*. Other certifications attainable upon completion of the appropriate courses would include A+, Network+ and MCP. While every effort is made to assist the student in preparing for the MCSE exams, no guarantee is made that he/she will pass the exams.

The student must earn a minimum grade of "C" in CISM 2201 before enrolling in any networking courses. Exceptions are made for students with exceptional computer experience and are made by the director of the program as needed. Applicants having passed any of the MCSE 2000 exams prior to taking the equivalent course can be exempted from that course. However, any MCSE 4.0 exams/courses will NOT transfer in to the program.

The courses in the program are subject to change in order to be responsive to the changing information technology demands of the workforce.

<b>Freshman Year</b>	<b>Summer Semester</b>	<b>Sem. Hrs.</b>
CISM 2201	*Fundamentals of Computer Applications	<u>3</u>
		3
	<b>Fall Semester</b>	
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer systems Support II	3
COPR 2244	Introduction to Networking	4
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	<u>3</u>
		16
	<b>Spring Semester</b>	
BUSA 2105	Communicating in the Business Environment	3
COPR 2245	Networking I	5
COPR 2246	Networking II	5
CSCI 1301	Computer Science I	<u>3</u>
		16
<b>Sophomore Year</b>	<b>Summer Semester</b>	<b>Sem. Hrs.</b>
COMM 1110	Public Speaking **	3
COPR 2291	Fundamentals of UNIX	<u>4</u>
		7
	<b>Fall Semester</b>	
COPR 2301	Networking III	5
COPR 2302	Networking IV	5
POLS 1101	American Government in World Perspective	<u>3</u>
		13

<b>Spring Semester</b>		
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	5
COPR 2303	Networking V	5
COPR 2304	Networking VI	13
Physical Education – (fitness competency requirement)***		<u>1-2</u>
<b>Two-Year Total</b>		<b>69-70</b>

\*\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

\*The following courses cover the material for the listed Microsoft exam(s):

- Networking I - 70-216
- Networking II – 70-210 and 70-215
- Networking III – 70-217
- Networking IV – 70-219
- Networking V – 70-221
- Networking VI – 70-220

**NETWORK SUPPORT SPECIALIST OPTION (1576)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Network Support Specialist Certificate option is designed to prepare students to become support specialists in both a hardware/software and network environment. Areas of emphasis will be on network concepts such as Local Area Network (LAN) and Wide Area Network (WAN) support.

Upon completion of the appropriate courses, the student may elect to take the Microsoft Certified Systems Engineer (MCSE) 2000 exams\*. Other certifications attainable upon completion of the appropriate courses would include A+, Network+ and MCP. While every effort is made to assist the student in preparing for the MCSE exams, no guarantee is made that he/she will successfully pass the exams.

The prerequisites for this program are CISM 2201: Fundamentals of Computer Applications; and COPR 2220: Windows/BASIC. The student must earn a minimum grade of "C" in CISM 2201 and COPR 2220 before enrolling in any networking courses. Exceptions are made for students with exceptional computer experience and are made by the director of the program as needed. Applicants having passed any of the MCSE 2000 exams prior to taking the equal course can be exempted from that course. However, any MCSE 4.0 exams/courses will NOT transfer in to the program.

The courses in the program are subject to change in order to be responsive to the changing information technology demands of the workforce.

Students who complete this certificate may elect to take the necessary courses to earn an Associate in Applied Science degree in the Network Support Specialist Option.

<b>Semester I</b>		<b>Sem. Hrs.</b>
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer Systems Support II	3
COPR 2244	Introduction to Networking	4
<b>Semester 2</b>		<b>Sem. Hrs.</b>
COPR 2245	Networking I	5
COPR 2246	Networking II	5
<b>Semester 3</b>		<b>Sem. Hrs.</b>
COPR 2301	Networking III	5
COPR 2302	Networking IV	5
<b>Semester 4</b>		<b>Sem. Hrs.</b>
COPR 2303	Networking V	5
COPR 2304	Networking VI	5
<b>One-Year Total</b>		<b>40</b>

\*The following courses cover the material for the listed Microsoft exam(s):

- Networking I - 70-216
- Networking II - 70-210 and 70-215
- Networking III - 70-217
- Networking IV – 70-219
- Networking V – 70-221
- Networking VI – 70-220

**A+ SPECIALIST OPTION (4576)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

This option is designed for those individuals who wish to prepare for the CompTIA A+ exam. A+ Certification is an internationally recognized validation of the knowledge required of an entry level computer service technician.

Prerequisite classes are CISM 2201 and COPR 2220 OR successful completion of a computer placement test. Prerequisite courses must have been completed with a grade of "B" or better. To obtain the Darton College A+ Specialist Option Certificate, the 30 - 32 hours listed below are required. However, the only courses necessary to prepare for the A+ certification exam are COPR 2250 and COPR 2251.

<b>Fall Semester</b>		<b>Sem. Hrs.</b>
COPR 2244	Introduction to Networking	4
COPR 2250	Computer Systems Support I	3
* Electives		<u>8 - 9</u>
		15-16
<b>Spring Semester</b>		<b>Sem. Hrs.</b>
COPR 2246	Networking II	5
COPR 2251	Computer Systems Support II	3
*Electives		<u>7 - 8</u>
		15 - 16
<b>One-Year Total</b>		<b>32-34</b>

\*Select electives from the following:

CISM 2201	Fundamentals of Computer Applications	3
COPR 2220	Windows/BASIC	3
COPR 2230	Systems Analysis	3
COPR 2235	Database Management Systems	3
COPR 2287	Advanced Access	3
COPR 2291	Fundamentals of UNIX	4
	Any networking course	3 - 12

\* Electives must be approved by Business Computer Systems faculty advisor.

**ORACLE SPECIALIST OPTION (3576)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

This option is designed to address the national shortage of personnel qualified to develop applications using the Oracle database management system. The goal is to prepare students for the Oracle Certified Internet Application Developer Rel. 6/6i Track exams. While every effort is made to assist the student in preparing for the Oracle certification exams, we cannot guarantee that students will pass the exams.

Prerequisite classes for Oracle I are CISM 2201, COPR 2220, and COPR 2235. Prerequisite courses must have been completed with a grade of "B" or better.

To complete the Darton College Oracle Specialist Option Certificate, the 32 hours listed below are required. However, the only courses necessary to prepare for the Oracle certification exams are COPR 2270, COPR 2271, COPR 2273, COPR 2274, and COPR 2275.

	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
COPR 2270	Oracle I (A Term)	3
Electives*		8-11
		11-14
	<b>Summer Semester</b>	<b>Sem Hrs.</b>
COPR 2271	Oracle II	3
		3
	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
COPR 2273	Oracle III (A Term)	3
COPR 2274	Oracle IV (B Term)	3
		6
	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
COPR 2275	Oracle V	3
Electives		6
		9
	<b>One-Year Total</b>	<b>29-32</b>

Select electives from the following:

CISM 2201	Fundamentals of Computer Applications	3
COPR 2220	Windows/BASIC	3
COPR 2235	Database Management Systems	3
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer Systems Support II	2
COPR 2287	Advanced Access	3
COPR 2291	Fundamentals of UNIX	4
	Any networking course	3-12
Computer Programming (C, C++, Visual Basic)	3-4	

\* Electives must be approved by Business Computer Systems faculty advisor.

**TECHNOLOGY OPTION (5576)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

This option allows students to enroll in an array of courses in technology and in the content area of choice. This option provides needed flexibility without requiring an option to be created every time there is a specific need. For example, a certificate could be readily customized to meet the needs of an educator who desires courses in the content area of instruction and in technology. The certificate could be utilized just as easily by a student desiring to enroll in art with a technology emphasis. Fifteen hours of the program must be taken in technology related courses, and no more than nine hours can be taken in core curriculum courses.

<b>First Semester</b>		<b>Sem. Hrs.</b>
*Electives	Any technology course	12
COPR 2214	Windows	1
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		16
<b>Second Semester</b>		<b>Sem. Hrs.</b>
*Electives	Any technology course	<u>14</u>
<b>One-Year Total</b>		<b>30</b>

\*Electives must be approved by Business computer Systems faculty advisor.

**CARDIOVASCULAR TECHNOLOGY (0381)  
RECOMMENDED COURSES FOR CAREER  
ASSOCIATE OF SCIENCE DEGREE PROGRAM**

This Associate of Science degree program is designed to prepare Cardiovascular Technologists who will assist in invasive and non-invasive cardiology settings. Cardiovascular Technologists are educated to intervene with clients experiencing alterations in health that affect the heart or blood vessels in the areas of diagnostic studies, treatment, client teaching and wellness promotion.

One class per year will be selected. Applicants are urged to submit their completed forms early. The Cardiovascular Technology Program has limited enrollment. Students are selected on the basis of SAT/ACT scores, college course grades, completion of required cardiovascular related coursework, and other qualifications related to academic and professional potential.

**Additional Admissions Requirements:**

1. Applicant must have completed admission to Darton College.
2. All required Learning Support courses must be completed.
3. A composite score of 870 or higher on the Scholastic Aptitude Test (SAT) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) **or** have a minimum of 2.00 ("C" average) on all college work previously taken, if any.
4. Complete the required prerequisite courses, BIOL 1100K, ENGL 1101, MATH 1111, ALHE 1120 and CVTE 1100 with a GPA of 2.0 or greater in the spring or have earned credit on 9 or more semester credit hours of general education courses including one science course required in the program achieving a grade point average of 2.50 or higher. The grade received in the science course must be a C or higher. (All science courses must be completed with a grade of C or higher.)
5. Submit proof of current American Heart Association Cardiopulmonary Resuscitation Certification (CPR.)
6. A minimum of a 2.0 GPA on previous course work completed within the last five years. If this course work is older than 5 years, it will be evaluated by the Program Director and may need to be repeated.
7. Proof of Hepatitis B immunization prior to first patient contact.
8. To comply with the requirements of cooperating clinical facilities, the Allied Health Division requires students to submit a completed health form. These forms will be provided upon enrollment in CVTE 1110.
9. To progress successfully through the curriculum and function as a practicing cardiovascular technologist after graduation, the individual must have:
  - a. Visual acuity with or without corrective lenses to identify cyanosis and absence of respiratory movement in a patient.
  - b. Hearing with or without auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the Cardiovascular Technician will be able to attend to a patient's call for help.)
  - c. Physical ability sufficient (minimal impairment of upper and lower extremities) to perform cardiopulmonary resuscitation;
  - d. Manual dexterity and visual acuity with corrective lenses to accurately draw up solutions in a syringe.
  - e. Speech sufficient to communicate with staff and patients in a timely manner. Refer to program handbook for complete information.

**Additional Program Requirements:**

1. Students must earn a "C" or better in all Science and Professional courses in order to progress to the next course in sequence. Any student with a "D" or "F" in one professional course will not be allowed to continue in the program. The student may reapply for readmission in the next class. Students seeking readmission will be evaluated by the Cardiovascular Technology program faculty to determine acceptability and placement in the program. Previously completed professional courses may be accepted or may need to be repeated at the discretion of the faculty. Students who have a "D" and/or "F" in more than one Cardiovascular Technology course (this may be two different courses or the same course twice) will result in

permanent dismissal from the program. A "WF" is considered "F". Students who fail a clinical practicum must repeat both the clinical and classroom courses covering that content.

2. Students are required to maintain a 2.0 cumulative GPA in order to graduate from the program and Darton College.
3. Students must maintain current Cardiopulmonary Resuscitation Certification throughout enrollment.
4. The Division of Allied Health reserves the right to discontinue, at any time, the enrollment of a Cardiovascular Technology student if, in the judgement of the Vice President for Academic Affairs and the Cardiovascular Technology program faculty, the student does not appear to have the necessary qualifications for a Cardiovascular Technology career.
5. Students are required to pass the Regents Test as a requirement for graduation as stated in the college catalog. Early testing is encouraged for those who qualify.
6. The student must abide by the policies and procedures of the Cardiovascular Technology Program as defined in the Program Handbook.
7. Students will have three attempts to successfully demonstrate competency of any skill taught in the laboratory or clinical practicums. Students unable to demonstrate competency after 3 attempts will fail the laboratory or clinical course and will not be allowed to progress in the program. Students may reapply according to the previously listed policies.
8. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.
9. The student is expected to assume responsibility for his/her own health in the event of illness, accident or exposure to communicable disease in class, lab, and clinic.
10. Successful completion of 1,000 hours of clinical experience at selected clinical sites is required to graduate.

#### **Additional Costs and Requirements:**

1. Cardiovascular Technology students will be responsible for additional fees to cover the costs of uniforms, liability insurance and testing.
2. Professional liability insurance is required prior to clinical assignment. Fees will be assessed annually in the summer as part of the students Tuition and Fees.
3. Students are required to have approved uniforms, shoes, lab coat, stethoscope, and a watch capable of reading seconds.
4. Students will complete the American Heart Association ACLS course as they progress through the program. Fees for these courses are required at the time of the course.
5. Travel for practicums will be required. Students will be required to travel during the last two (2) semesters of the Cardiovascular Technology Program. Travel will, from time to time, require overnight stays in order to complete the required clinical rotation, therefore, the student should plan according to his/her personal needs. The student will be responsible for any costs relating to travel to and from practicum sites. Currently, the associated clinical facilities are located in Albany, Tifton, Thomasville, Columbus, GA, and Dothan, AL. Many of the clinical facilities have agree to provide housing at no cost to the student. **ONLY STUDENTS FROM DARTON COLLEGE OR OTHER TEACHING INSTITUTIONS ARE ALLOWED TO RESIDE IN THE STUDENT HOUSING.** Food and personal items while at the clinical facilities are the responsibility of the student. Financial assistance for these additional expenses cannot be guaranteed although every effort will be made to direct students with major financial problems. The Cardiovascular Technology Program faculty makes no guarantees regarding student travel.

**CARDIOVASCULAR TECHNOLOGY PROGRAM (0381)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Freshman Year \*\*\*\***

**Summer Semester**

		<b>Sem. Hrs.</b>
BIOL 1100K*	Human Anatomy & Physiology for the Health Care Professional	4
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
CISM 1100	Computer Concepts & Software Applications	2
CVTE 1100	Introduction to Cardiovascular Technician	1
ALHE 1120	Medical Terminology	<u>1</u>
*BIOL 1111K & BIOL 1112K may be substituted for BIOL 1100K		14

**Fall Semester**

CHEM 1100K*	Introduction to Chemistry	4
CVTE 1110	Cardiovascular Pharmacology	3
CVTE 1115	Cardiopulmonary Anatomy & Physiology	3
CVTE 1118	Physics of Ultrasound	1
CVTE 1131	Patient Assessment	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	<u>3</u>
*CHEM 1211K & CHEM 1212K may be substituted for CHEM 1100K		17

**Spring Semester**

CVTE 1120	Non-Invasive Cardiology I	5
CVTE 1130	Invasive Cardiology I	5
RESP 2321	ACLS Prep Class	2
POLS 1101	American Government	<u>3</u>
		15

**Sophomore Year**

**Summer Semester**

CVTE 2110	Non-Invasive Cardiology II	5
CVTE 2120	Invasive Cardiology II	5
PHED	Physical Education Fitness Competency**	2
COMM 1000	Cultural diversity in Communication	<u>2</u>
		14

**Fall Semester**

CVTE 2130 or	Non-Invasive Cardiovascular Practicum I or	7
CVTE 2135	Invasive Cardiovascular Practicum I	<u>7</u>
		7

**Spring Semester**

CVTE 2140 or	Non-Invasive Cardiovascular Practicum II or	8
CVTE 2145	Invasive Cardiovascular Practicum II	<u>8</u>
		8

Core Curriculum Total	28
CVTE Curriculum Total	<u>47</u>

**Two-Year Total** **75**

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

\*\*\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*\*\*It is recommended that students who must work or have heavy family obligations take most or all of their general education courses *before* entering the Cardiovascular Technology Program.

**CHEMISTRY (0006)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum. Page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 12 hours**

Science Requirements		
CHEM 1211K and CHEM 1212K	Principles of Chemistry I and Principles of Chemistry II	8
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
CHEM 2240K	Principles of Organic Chemistry I	8
CHEM 2241K	Principles of Organic Chemistry II	
MATH 2252	Calculus II	4
Major Electives		
PHYS 2211K	Principles of Physics I	8
PHYS 2212K	Principles of Physics II	
MATH 2253	Calculus III	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
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**Two-Year Total**

**62-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**CHEMISTRY (0006)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
CHEM 1212K	Principles of Chemistry II	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
COMM 1110	Public Speaking*	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
MATH 2253	Calculus III	4
PHYS 2212K	Principles of Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>71-75</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**COMPUTER INFORMATION SYSTEMS (0091)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
CSCI 1301	Computer Science I	3
ENGL 1102	English Composition II	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking*	3
CSCI 1302	Computer Science II	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ACCT 2102	Principles of Accounting II	3
CSCI 1303	Object-Oriented Programming	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
Elect 3-4 hours from the following:		3-4
COPR 2244	Introduction to Networking	
MATH 2205	Introduction to Statistics	
		15-17
	<b>Two-Year Total</b>	<b>65-70</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**COMPUTER INFORMATION SYSTEMS (0091)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended but other Area A courses are allowed. See page 62.		
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.	4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major – 19-20 Hours**

ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
CSCI 1301	Computer Science I	3
CSCI 1302	Computer Science II	4
Optional Electives (6-7 hours) from the following:		
CISM 2201 or CSCI 1303 or COPR 2244 or MATH 2205	Fundamentals of Computer Applications or Object-Oriented Programming or Introduction to Networking Introduction to Statistics	3 3 4 3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**65-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**COMPUTER SCIENCE (0041)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hour s**

CISM 1100	Computer Concepts and Software	2
See Area B of the Core Curriculum. Page 63.		2

**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
PHYS 1111K and PHYS 1112K or PHYS 2211K and PHYS 2212K	Introductory Physics I and Introductory Physics II or Principles of Physics I and Principles of Physics II	8
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
CSCI 1301	Computer Science I	3
CSCI 1302	Computer Science II	4
CSCI 1303	Principles of Object-Oriented Programming	3
MATH 2252	Calculus II	4
Major Electives		
MATH 2253	Calculus III	4
COPR 2235	Database Management Systems	3
COPR 2244	Introduction to Networking	4
COPR 2281	Cisco I	5
COPR 2290	UNIX	2
MATH 2218	Linear Algebra	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment  
with a maximum of 4 courses

4-8

**Two-Year Total**

**64-70**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**COMPUTER SCIENCE (0041)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
CISM 1100	Computer Concepts and Software	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
CSCI 1301	Computer Science I	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
CSCI 1302	Computer Science II	4
COMM 1110	Public Speaking*	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
MATH 2253 or COPR 2235 or COPR 2244 or COPR 2281	Calculus III or Database Management Systems or Introduction to Networking or Cisco I	3-5
PHYS 2212K	Principles of Physics II	4
CSCI 1303	Object-Oriented Programming	3
AREA C Elective	See Area C of the Core Curriculum, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-20
	 <b>Two-Year Total</b>	 <b>64-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**CRIMINAL JUSTICE (0019)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum.	Page 63.	4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses. Page 65.	3
The following course is recommended but other Area D courses are allowed:		
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See page 66.		
SOCI 1101	Principles of Sociology	3

**Area F**

**Courses Related To The Major - 18 Hours**

CRJU 1100	Introduction to Criminal Justice	3
CRJU 2205	Introduction to Criminal Law	3
CRJU 2215	Introduction to Criminology	3
CRJU 2230	Introduction to Corrections	3
Optional Electives (6 hours) from the following		
ACCT 2101 or ACCT 2102 or ECON 2105 or ECON 2106	Principles of Accounting I or Principles of Accounting II or Principles of Macroeconomics or Principles of Microeconomics	3
CRJU 1110	Criminal Justice Management and Supervision	3
CRJU 2240	Budgeting/Grant Mgmt. for CJ Managers	3
OCEX 2290	Occupational Experience	1-3
PHIL 2210 or PUAD 2601 or SOCI 1160 or ANTH 1103	Ethics or Introduction to Public Administration or Introduction to Social Problems or Introduction to Cultural Anthropology	3
POLS 1105 or POLS 2201	Current World Problems or American State & Local Government	3
POLS 2401	Introduction to Global Issues	3
PSYC 1101 or	General Psychology or	3

PSYC 2215 or	Human Growth & Development or	3
PSYC 2225	Introduction to Abnormal Psychology	3

**Area G**

**Physical Education – (1 – 4 courses)\*\*** 4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total** **64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**CRIMINAL JUSTICE (0019)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
CRJU 1100	Introduction to Criminal Justice	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
The following course is recommended, but other Area D Math/Technology courses are allowed. See page 65.		
MATH 2205	Introduction to Statistics	3
SOCI 1101	Principles of Sociology	3
CRJU 2205	Introduction to Criminal Law	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
CRJU 2230	Introduction to Corrections	3
AREA F Elective	See Area F Courses Related to the Major, page 123.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
HIST 1111 or HIST 1122	Survey of World History I or Survey of World History II	3
CRJU 2215	Introduction to Criminology	3
AREA F Elective	See Area F Courses Related to the Major, page 123.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**CRIMINAL JUSTICE MANAGEMENT OPTION (4586)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Criminal Justice Management Certificate Option is designed to provide criminal justice managers and supervisors a unique combination of management and criminal justice theory combined with specific requisite skills that are necessary to become effective managers and supervisors in today's highly technical and complex criminal justice system. A Certificate is awarded upon completion.

<b>Fall Semester</b>		<b>Sem. Hrs.</b>
BUSA 2200	Principles of Management	3
BUSA 2215	Principles of Human Resources Management	3
CRJU 1100	Introduction to Criminal Justice	3
ENGL 1101	English Composition I	3
COMM 1110	Public Speaking*	<u>3</u>
		<b>15</b>
 <b>Spring Semester</b>		 <b>Sem. Hrs.</b>
CRJU 1110	Criminal Justice Management and Supervision	3
CRJU 2240	Budgeting and Grant Management for Criminal Justice Managers	3
CRJU 2205	Introduction to Criminal Law	3
CRJU 2215	Introduction to Criminology	3
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		<b>15</b>
 <b>One Year Total</b>		 <b>30</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

## **ASSOCIATE OF SCIENCE DEGREE PROGRAMS ALLIED HEALTH DIVISION**

Additional requirements for all students in the Allied Health Division:

1. Evidence of professional liability insurance must be provided to the Program Director prior to placement in a clinical assignment.
2. Students are financially responsible for all expenses related to any illness, accident or exposure to communicable diseases either in a laboratory or clinical setting.
3. Students must show evidence of Hepatitis B vaccine immunization status according to program guidelines.
4. Students will be expected to follow the health policies of the institution(s) where they are assigned for their clinical placements.
5. Students will be required to purchase any uniforms, name tags, uniform patches, shoes, etc. required for their specific clinical placements.

Individual programs may have additional program specific costs and fees. The student is advised to check with the appropriate program to obtain a complete list of these additional expenses.

### **DENTAL HYGIENE (0355) RECOMMENDED COURSES FOR CAREER ASSOCIATE OF SCIENCE DEGREE PROGRAM**

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

#### **Additional Admission Requirements:**

1. Official college transcripts, plus official high school transcripts, if fewer than 30 semester hours of college work have been completed.
2. SAT I (or equivalent ACT) scores for Dental Hygiene are encouraged, but not required for admission. If no scores are presented, or if presented and if less than 430 verbal and 400 quantitative on the SAT I (less than 19 English and 18 mathematics on the ACT), the student must take the Collegiate Placement Examination (CPE) or COMPASS test. See page 12.
3. Students requiring Learning Support must complete the Learning Support coursework prior to admission to the Dental Hygiene program.
4. Evaluation on an individual basis by the Dental Hygiene Admissions Committee.
5. A minimum of a 2.0 GPA on previous coursework.
6. Anatomy and Physiology course work completed within the last ten years. If this course work is older than 10 years, it will be evaluated by the Program Director.
7. Proof of Hepatitis B immunization prior to first patient contact.
8. Proof of CPR Certification - American Heart Association Healthcare Provider Card prior to first patient contact.
9. To progress successfully through the curriculum and function as a practicing dental hygienist after graduation, the individual must have:
  - a. Visual acuity with or without corrective lenses to read an instrument calibrated in mm and to detect subtle dental stains;
  - b. Hearing with or without auditory aids to measure blood pressure using an aneroid sphygmomanometer and to obtain a medical/dental history by interview;
  - c. Physical ability to operate equipment (unit, stool, x-ray machine, etc.);
  - d. Manual dexterity to perform the fine motor functions associated with intra-oral instrumentation.
10. Please note that admission to Dental Hygiene is competitive and is based on the academic qualifications of the current applicant pool.

**Readmission of Returning Students:**

Any student who must interrupt enrollment must re-apply to the Dental Hygiene Program and, if accepted, placement will be determined after previous course work has been evaluated by the Program Director. The evaluation may result in repeating a course previously completed successfully for continuity of skill acquisition and/or professional knowledge. Dental Hygiene courses more than two years old must be repeated. Students who fail a Dental Hygiene clinical course must repeat both the clinical course and the concurrent lecture course.

**Additional Costs and Requirements:**

Dental Hygiene students will be responsible for additional fees for uniforms, instruments, liability insurance and membership in the Student American Dental Hygienists' Association. Additional costs will be incurred for licensure.

**Additional Graduation Requirements:**

In addition to College graduation requirements, the students must have a grade of C or better in all dental hygiene courses.

The Dental Hygiene Program reserves the right to discontinue, at any time, the enrollment of a Dental Hygiene student, if, in the judgment of the Vice President for Academic Affairs and the Dental Hygiene faculty, the student does not appear to have the necessary qualifications for dental hygiene.

**DENTAL HYGIENE PROGRAM (0355)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

<b>Prerequisites</b>		<b>Sem. Hrs.</b>
BIOL 1100K	Human Anatomy and Physiology for The Health Care Professional	4
<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
<b>CHEM 1100K</b>	Introductory Chemistry	4
DHYG 1101	Orofacial Anatomy	4
DHYG 1121	Dental Hygiene Lecture I	3
DHYG 1131	Dental Hygiene Clinic I	2
<b>ENGL 1101</b>	English Composition I	<u>3</u>
		16
	<b>Second Semester</b>	
<b>BIOL1115K</b>	Essentials of Microbiology	4
DHYG 1110	Nutrition	1
DHYG 1114	Radiology	3
DHYG 1122	Dental Hygiene Lecture II	2
DHYG 1132	Dental Hygiene Clinic II	3
<b>ENGL 1102</b>	English Composition II	<u>3</u>
		16
	<b>Summer Semester</b>	
DHYG 1133	Dental Hygiene Clinic III	2
DHYG 2100	Periodontics	2
DHYG 2550	Dental Specialties and Materials	<u>2</u>
		6
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
DHYG 2150	Pharmacology	2
DHYG 2210	Dental Hygiene Lecture IV	1
DHYG 2250	General and Oral Pathology	3
DHYG 2310	Dental Hygiene Clinic IV	4
MATH 1105	Fundamentals of Laboratory Clinical Mathematics	1
<b>PSYC 1101</b>	General Psychology	3
<b>COMM 1000</b>	Cultural Diversity in Communication	<u>2</u>
		16
	<b>Second Semester</b>	
DHYG 2220	Dental Hygiene Lecture V	1
DHYG 2320	Dental Hygiene Clinic V	4
DHYG 2400	Community Dental Health	3
<b>HIST 2111 or</b>	U. S. History Through 1877 or	3
<b>HIST 2112</b>	U. S. History After 1877	3
<b>POLS 1101</b>	American Government in World Perspective	3
<b>SOCI 1101</b>	Principles of Sociology	<u>3</u>
		17
<b>Two-Year Total</b>		<b>71</b>

**PLEASE NOTE:**

- (1) Courses in **bold print** **MAY** be taken prior to acceptance into the program.
- (2) Anatomy and Physiology **MUST** be taken prior to acceptance into the program.

**DIAGNOSTIC MEDICAL SONOGRAPHY (0094)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**(based upon faculty availability)**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum. Page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
PHYS 1111K and PHYS 1112K or PHYS 2211K and PHYS 2212K	Introductory Physics I and Introductory Physics II or Principles of Physics I and Principles of Physics II	8
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
BIOL 1111K and BIOL 1112K	Human Anatomy & Physiology I and Human Anatomy & Physiology II	8
Major Electives		
CHEM 1211K	Principles of Chemistry I	8
CHEM 1212K	Principles of Chemistry II	8
BIOL 1107K	Principles of Biology I	8
BIOL 1108K	Principles of Biology II	8

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**67-71**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**DIAGNOSTIC MEDICAL SONOGRAPHY (0094)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>16-17</b>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Summer Semester</b>	
BIOL 1107K	Principles of Biology I	4
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1111K	Human Anatomy & Physiology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Second Semester</b>	
BIOL 1112K	Human Anatomy & Physiology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Two-Year Total</b>	<b>67-71</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**ECONOMICS (0073)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended, but other Area A courses are allowed. See page 66.		
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.		4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The following courses are recommended, but other Area D courses are allowed. See page 65.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
Mathematics/ Technology	See Area C Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended but other Area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Optional Electives (12 hours) from the following:		
CISM 2201	Fundamentals of Computer Applications	3
MATH 1151	Calculus I with Geometry	4
MATH 2205	Introduction to Statistics	3
Foreign Language/Sociology/History or Other Social Science Electives		6

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ECONOMICS (0073)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
AREA F Elective	See Electives Below*	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
COMM 1110	Public Speaking**	3
ECON 2105	Principles of Macroeconomics	3
AREA C Literature	See Area C Literature courses, page 64.	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA D Elective	See Area D of the Core curriculum, page 65.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
ECON 2106	Principles of Microeconomics	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
PSYC 1101	General Psychology	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA F Elective	See Electives Below*	3
AREA F Elective	See Electives Below*	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		18-19
	<b>Two-Year Total</b>	<b>64-68</b>

\*Choose AREA F Electives (9) from the following:

MATH 1151or	Calculus I with Geometry or	4
MATH 2205 or	Introduction to Statistics or	3
Foreign Language/Sociology/History or		6
Other Social Science Elective		

\*\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**EMERGENCY MEDICAL SERVICES (0566)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAMS**

The Emergency Medical Services Program is designed to provide paramedic instruction at the certificate and associate degree level for emergency medical personnel who have been certified as emergency medical technician.\* The program is based on the revised Emergency Medical Technician-Paramedic: National Standard Curriculum (EMT-P NSC). Graduates of the three semester certificate program who achieve an overall grade point average of 2.0 are eligible to take the certification exam offered by the National Registry of EMTs (NREMT). After passing the paramedic level certification exam, NREMT-Paramedics are licensed to practice by the Emergency Health Section of the Georgia Department of Human Resources and are allowed to perform advanced life support techniques under medical direction in Georgia. Students may elect to take additional prescribed college courses to complete their Associate of Science degree in Emergency Medical Services.

For consideration for admission to the EMS Certificate Program, students must take the University System of Georgia COMPASS Test and score a minimum of 78 on the Reading. Scores of 71 on English and 30 on math ensure unconditional admission to the program provided the other requirements are met.

**Additional Admission Requirements:**

1. Verification of EMT certification. (exception: FAST-TRACK applicants)
2. Recommendation by EMS director, if applicable.
3. Evaluation on an individual basis by the EMS Admissions Committee.
4. To comply with the requirements of cooperating clinical facilities, the Allied Health Division requires students to submit a completed immunization form and TB screening form. These forms must be completed before clinical rotations commence.
5. To satisfactorily complete the curriculum and to develop the skills required for an entry level practitioner, the student must have:
  - a. Visual acuity (with or without corrective lenses) to identify cyanosis and to perform patient assessment, to accurately draw solutions into a syringe;
  - b. Auditory acuity (with or without aids) sufficient to accurately use an aneroid sphygmomanometer, to detect breath and bowel sounds, and to accurately obtain a patient's medical history;
  - c. Physical ability to perform cardiopulmonary resuscitation, to lift and transport patients and heavy equipment items;
  - d. Speaking ability to communicate with patients to obtain medical history, to effectively transmit vital information over radio;
  - e. Manual dexterity to correctly use syringes and initiate intravenous lines.

**\*FAST-TRACK PARAMEDIC PROGRAM**

Students without previous EMS experience, who have exited Learning Support Courses, may take additional courses concurrently with the first and second semesters of the EMS certificate program. After successful completion of the second semester, FAST-TRACK students are eligible to take the National Registry EMT-Intermediate certification exam, which would qualify them for entry in to the EMS job market in Georgia. After successful completion of the third semester, FAST-TRACK paramedic students are eligible to take the NREMT Paramedic certification exam. After passing the exam, NREMT paramedics are licensed to practice by the Emergency Health Section of the Georgia Department of Human Resources and allowed to perform advanced life support procedures under physician direction in the state of Georgia.

## Emergency Medical Services (0566)

Freshman Year (EMS Certificate Program)	First Semester	Sem. Hrs.
BIOL 1100K	Human Anatomy & Physiology for the Allied Health Professional	4
EMTP 1110	Introduction to Paramedic Profession	3
EMTP 1111	Essentials of EMS	2
EMTP 1107	Intermediate Medical/Pediatric Emergencies*	6*
EMTP 1112	Psychiatric Emergencies	<u>3</u>
		18
	<b>Second Semester</b>	
EMTP 1102	Trauma	5
EMTP 1108	Intermediate Ambulance Operations*	2*
EMTP 1113	Pharmacology	3
EMTP 1115	OB/Gyn/Neonatal Emergencies	2
EMTP 1117	Respiratory Emergencies	3
EMTP 1118	Pediatric Emergency	<u>2</u>
		17
	<b>Third Semester</b>	
EMTP 1104	Medical Emergencies	5
EMTP 1105	Cardiovascular Emergencies	6
EMPT 1119	Pediatric Emergency Clinical Practicum	1
EMTP 1125	Summative Evaluation	<u>3</u>
		15
	<b>One Year Total</b>	<b>50</b>

\*Fast-Track students only.

**EMERGENCY MEDICAL SERVICES (0367)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

Completion of the EMS certificate program (described on page 135), plus the courses listed below, will fulfill the requirements for an Associate of Science in Emergency Medical Services Degree.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
(EMS Certificate Program)		
BIOL 1100 K	Human Anatomy & Physiology for Allied Health Professional	4
EMTP 1110	Introduction to Paramedic Profession	3
EMTP 1111	Essentials of EMS	<u>2</u>
		9
	<b>Second Semester</b>	
EMTP 1102	Trauma	5
EMTP 1112	Psychiatric Emergencies	3
EMTP 1113	Pharmacology	3
EMTP 1117	Respiratory Emergencies	3
EMTP 1115	OB, Gyn, and Neonatal Emergencies	<u>2</u>
		16
	<b>Third Semester</b>	
EMTP 1104	Medical Emergencies	5
EMTP 1105	Cardiovascular Emergencies	6
EMTP 1116	Pediatric Emergencies	3
EMTP 1125	Summative Evaluation	<u>3</u>
		17
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
CISM 1100	Computer Concepts/Software Application	2
Elective	Choose one from Humanities, Social Science, Business, or Math/Science	<u>3</u>
		14
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
COMM 1110	Public Speaking**	<u>3</u>
		12
	<b>Two-Year Total</b>	<b>68</b>

\*This is a suggested schedule for full-time students. Students may take core classes which apply to an A.S. Degree in EMS on a part-time basis.

\*\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

**PRE-ENGINEERING (0044)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*.	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
PHYS 2211K and	Principles of Physics I and	
PHYS 2212K	Principles of Physics II	8
Math/Technology Requirement		
MATH 2252	Calculus II	4

**Area E**

**Social Science - 12 hours**

HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
CHEM 1211K and	Principles of Chemistry I and	
CHEM 1212K	Principles of Chemistry II	8
MATH 2253	Calculus III	4
Major Electives		
CSCI 1301	Computer Science I	3
ENGR 1111	Engineering Graphics	3
ENGR 2201	Engineering Statics and Dynamics	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PRE-ENGINEERING (0044)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
CHEM 1212K	Principles of Chemistry II	4
CSCI 1301	Computer Science I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		18-19
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MATH 2252	Calculus II	4
ENGR 1111	Engineering Graphics	3
PHYS 2211K	Principles of Physics I	4
COMM 1110	Public Speaking*	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		18-19
	<b>Second Semester</b>	
MATH 2253	Calculus III	4
PHYS 2212K	Principles of Physics II	4
ENGR 2201	Engineering Statics & Dynamics	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Elective	See Area C of the Core Curriculum, page 64.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		18-19
	<b>Two-Year Total</b>	<b>70-74</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**ENGINEERING TECHNOLOGY (0047)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum. Page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 12 hours**

Science Requirements		
PHYS 1111K and PHYS 1112Kor PHYS 2211K and PHYS 2212K	Introductory Physics I and Introductory Physics II or Principles of Physics I and Principles of Physics II	8
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
CHEM 1211K	Principles of Chemistry I	8
CHEM 1212K	Principles of Chemistry II	
MATH 2252	Calculus II	4
MATH 2253	Calculus III	4
Major Electives		
CSCI 1301	Computer Science I	3
ENGR 1111	Engineering Graphics	3
ENGR 2201	Engineering Statics and Dynamics	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

	<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses	

**Two-Year Total**

**65-69**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ENGINEERING TECHNOLOGY (0047)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
CSCI 1301	Computer Science I	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		18-19
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MATH 2252	Calculus II	4
PHYS 1111K or	Introductory Physics I or	4
PHYS 2211K	Principles of Physics I	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
MATH 2253	Calculus III	4
PHYS 1112K or	Introductory Physics II or	4
PHYS 2212K	Principles of Physics II	
ENGR 1111	Engineering Graphics	3
AREA C Literature	See Area C Literature courses, page 64.	4
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		19-20
	<b>Two-Year Total</b>	<b>70-74</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**TECHNICAL MANAGEMENT (6586)**  
**Science/Math Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Technical Management Certificate Program is designed to offer an introduction to management for technically trained personnel. Admission to this program is restricted to students who have previously completed, at a minimum, an Associates Degree in a field of Science, Mathematics, Technology, or Engineering.

<b>Courses Required - 12 hours</b>	<b>Sem. Hrs.</b>
BUSA 2200 Principles of Management	3
BUSA 2220 Human Relations	3
COMM 1110 Public Speaking	3
MATH 2339 Statistical Process Control	3
<b>Elective Courses - 6-7 hours</b>	
BUSA 2215 Principles of Human Resources Management	3
ENGL 2230 Professional and Technical Writing	3
ENGR 1111 Engineering Graphics	3
LEAD 1101 Leadership Development	2
MATH 2205 Introduction to Statistics	3
PHIL 2210 Ethics	2
SCIE 2000K Principles of Research Methodology	<u>2</u>
<b>TOTAL</b>	<b>18-19</b>

**ENGLISH (0022)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Intro. to Math Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed. See page 63.

COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
PHIL 1101	Critical Thinking	2

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature	See Area C Literature courses, page 64.	3
Humanities/Fine Arts	See Area C Humanities/Fine Arts courses, page 64.	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
The following course is recommended, but other Area D Math/Technology courses are allowed. See page 65.		
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 Hours**

POLS 1101	American Government in World Perspective	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
HIST 1111 or HIST 1112	Survey of World History I Survey of World History II	3
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

ENGL 2111 or ENGL 2112	World Literature I or World Literature II	3
Choose two of the following courses:		
ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132 or ENGL 2210 or ENGL 2220 or ENGL 2230 or	World Literature I or World Literature II or British Literature I or British Literature II or American Literature I or American Literature II or Creative Writing or Writing Non-Fiction or Professional and Technical Writing or	6

SOCI 1101 or PSYC 1101 or HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or THEA 1100 or FIAR 2250 or MUSC 1100 or PHIL 2205 or Choose one of the following	Principles of Sociology or General Psychology or Survey of World History I or Survey of World History II or U.S. History Through 1877 or U.S. History After 1877 or Theatre Appreciation or Humanities Through the Arts or Music Appreciation or Introduction to Philosophy Composition courses:	3
ENGL 2210 or ENGL 2220 or ENGL 2230 Foreign Language 2001 and 2002	Creative Writing or Writing Non-Fiction or Professional and Technical Writing Intermediate I and II Foreign Language	6

**Area G**

**Physical Education – (1 – 4 courses)\*\*** 4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total** **64-69**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ENGLISH (0022)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or	Intro. to Math. Modeling or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
The following courses are recommended, but other Area B courses are allowed. See page 63.		
COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-18
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	General Psychology	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
Foreign Language	Intermediate I Foreign Language	
2001		3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA C Literature	See Area C Literature courses, page 64.	3
HIST 1111 or	Survey of World History I or	
HIST 1122	Survey of World History II	3
The following course is recommended, but other Area D Math/Technology courses are allowed. See page 65.		
MATH 2205	Introduction to Statistics	3
Foreign Language	Intermediate II Foreign Language	
2002		3
	Choose one of the following:	3
ENGL 2210 or	Creative Writing or	
ENGL 2220 or	Writing Non-Fiction or	
ENGL 2230	Professional and Technical Writing	
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 2111 or	World Literature I or	
ENGL 2112	World Literature II	3
AREA C Humanities/Fine Arts	See Area C Humanities/Fine Arts courses, page 64.	3
The following course is recommended, but other Area B courses are allowed. See page 63.		
PHIL 1101	Critical Thinking	2
	Choose two of the following:	6
ENGL 2111 or	World Literature I or	
ENGL 2112 or	World Literature II or	

ENGL 2121 or  
ENGL 2122 or  
ENGL 2131 or  
ENGL 2132 or  
ENGL 2210 or  
ENGL 2220 or  
ENGL 2230 or  
SOC1 1101 or  
PSYC 1101 or  
HIST 1111 or  
HIST 1112 or  
HIST 2111 or  
HIST 2112 or  
MUSC 1100 or  
THEA 1100 or  
FIAR 2250 or  
PHIL 2205  
AREA G Elective

British Literature I or  
British Literature II or  
American Literature I or  
American Literature II or  
Creative Writing or  
Writing Non-Fiction or  
Professional and Technical Writing or  
Principles of Sociology or  
General Psychology or  
Survey of World History I or  
Survey of World History II or  
U. S. History Through 1877 or  
U. S. History After 1877 or  
Music Appreciation or  
Theatre Appreciation or  
Humanities Through the Arts or  
Introduction to Philosophy  
See Area G of the Core Curriculum, page 68.

1-2  
15-16

**Two-Year Total**

**64-69**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

**ENVIRONMENTAL SCIENCE (0074)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum.	Page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	
CHEM 1212K	Principles of Chemistry II	8
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 hours**

HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
BIOL 1107K and	Principles of Biology I and	
BIOL 1108K	Principles of Biology II	8
Major Electives		
CHEM 2240K or	Principles of Organic Chemistry I or	4
PHYS 1111K and	Introductory Physics I and	8
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K or	Principles of Physics II or	
SCIE 2000K or	Principles of Research Methodology or	2
SCIE 2001K or	Principles of Scientific Instrumentation/Methods or	
MATH 1151	Calculus I with Geometry	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**ENVIRONMENTAL SCIENCE (0074)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>70-74</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**FOREIGN LANGUAGE (0023)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed. See page 63.

POLS 1105 or INED 2902 or MYTH 1000 or PHIL 1101	Current World Problems or International Perspectives or Introduction to Mythology or Critical Thinking	1-2
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The following course is recommended but other area B courses are allowed. See page 63.

Foreign Language 1001	Elementary I Foreign Language	3
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

The following courses are recommended, but other Area C Literature courses are allowed. See page 64.

ENGL 2111 or ENGL 2112	World Literature I or World Literature II	3
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The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. See page 64.

COMM 1110	Public Speaking*	3
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**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science See Area D Lab Science courses, page 65. 8

The following courses are recommended, but other Area D Math/Technology courses are allowed. See page 65.

MATH 1112 or MATH 2205	Trigonometry or Introduction to Statistics	3
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**Area E**

**Social Science - 12 Hours**

POLS 1101	American Government in World Perspective	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3

The following courses are recommended, but other Area E Social Science courses are allowed. See page 66.

ANTH 1103 or GEOG 1101 or POLS 2401 or PSYC 1101	Introduction to Cultural Anthropology or Introduction to Human Geography or International Politics or General Psychology	3
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**Area F****Courses Related To The Major - 18 Hours**

Foreign Language 1001	Elementary I Foreign Language	3
Foreign Language 1002	Elementary II Foreign Language	3
Foreign Language 2001	Intermediate I Foreign Language	3
Foreign Language 2002	Intermediate II Foreign Language	3
Choose two of the following courses:		6
ENGL 2111 or	World Literature I or	
ENGL 2112 or	World Literature II or	
ANTH 1103 or	Introduction to Cultural Anthropology or	
COMM 1110 or	Public Speaking or	
GEOG 1101 or	Introduction to Human Geography or	
PHIL 2205 or	Introduction to Philosophy or	
ART 1100 or	Art Appreciation or	
FIAR 2250 or	Humanities through the Arts or	
MUSC 1100 or	Music Appreciation or	
THEA 1100 or	Theatre Appreciation or	
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	

**Area G****Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment  
with a maximum of 4 courses

4-8**Two-Year Total****64-69**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**FOREIGN LANGUAGE (0023)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
Foreign Language 1001	Elementary I Foreign Language	3
ENGL 1101	English Composition I	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
Foreign Language 1002	Elementary II Foreign Language	3
ENGL 1102	English Composition II	3
The following courses are recommended, but other Area D Math/Technology courses are allowed. See page 65.		
MATH 1112 or MATH 2205	Trigonometry or Introduction to Statistics	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
Foreign Language 2001	Intermediate I Foreign Language	3
The following courses are recommended, but other Area C Literature courses are allowed. See page 64.		
ENGL 2111 or ENGL 2112	World Literature I or World Literature II	3
The following courses are recommended, but other Area B courses are allowed. See page 63.		
PHIL 1101 or INED 2902 or POLS 1105 or MYTH 1000	Critical Thinking or International Perspectives or Current World Problems or Introduction to Mythology	1-2
The following course is recommended, but other Area D Lab Science courses are allowed. See page 65.		
PHSC 1011K	Introductory Physical Science I	4
The following courses are recommended, but other Area E Social Science courses are allowed. See page 66.		
ANTH 1103 or GEOG 1101 or POLS 2401 or PSYC 1101	Introduction to Cultural Anthropology or Introduction to Human Geography or International Politics or General Psychology	3
AREA G	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-17

### Second Semester

Foreign language 2002	Intermediate II Foreign Language	3
The following course is recommended, but other Area D Lab Science courses are allowed. See page 65.		
PHSC 1012K or	Introductory Physical Science II	4
The following course is recommended, but other Area B courses are allowed. See page 63.		
Foreign language 1001	Elementary I Foreign Language	3
Choose two of the following courses:		6
ENGL 2111 or	World Literature I or	
ENGL 2112 or	World Literature II or	
ANTH 1103 or	Introduction to Cultural Anthropology or	
COMM 1110 or	Public Speaking or	
GEOG 1101 or	Introduction to Human Geography or	
PHIL 2205 or	Introduction to Philosophy or	
ART 1100 or	Art Appreciation or	
FIAR 2250 or	Humanities through the Arts or	
MUSC 1100 or	Music Appreciation or	
THEA 1100 or	Theatre Appreciation or	
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2

1-2

17-18

### Two-Year Total

**64-69**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**FORENSIC SCIENCE (0097)\*\***  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum. Page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking *	3

**Area D**

**Science, Math and Technology - 12 hours**

Science Requirements		
CHEM 1211K and CHEM 1212K	Principles of Chemistry I and Principles of Chemistry II	8
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4

**Area E**

**Social Science – 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major – 18 hours\*\*\***

**Major Requirements**

CHEM 2400K and CHEM 2241K or BIOL 1107K and BIOL 1108K CISM 2201	Principles of Organic Chemistry I and Principles of Organic Chemistry II or Principles of Biology I and Principles of Biology II Fundamentals of Computer Applications	8
<b>Major Electives</b>		

BIOL 1115	Essentials of Microbiology	4
FOSC 2100	Criminalistics: An Introduction to Forensic Science	3
PHYS 1111K	Introductory Physics I or	4
PHYS 2211K	Principles of Physics I	4

**Area G**

**Physical Education – (1 – 4 courses)\*\*\*\***

4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total**

**65-69**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*2 + 2 with Albany State University

\*\*\*Please see advisor for choice of major requirements.

\*\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**FORENSIC SCIENCE (0097)\*\***  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Science/Mathematics Division**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
CHEM 1211K	Principles of Chemistry I	4
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
CHEM1212K	Principles of Chemistry II	4
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
COMM 1110	Public Speaking**	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA C Literature	See Area C Literature courses, page 64.	3
BIOL 1107K	Principles of Biology I	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
CISM 2201	Fundamentals of Computer Applications	3
Area G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
Area E Elective	See Area E of the Core Curriculum, page 66.	3
FOSC 2100	Criminalistics: An Introduction to Forensic Science	3
Area B Elective	See Area B of the Core Curriculum, page 63.	2
Area G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Two-Year Total</b>	<b>69-73</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*2 + 2 with Albany State University

**FORESTRY (0008)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
See Area B of the Core Curriculum. Page 63.		4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3
<b>Area D</b>		
<b>Science, Math and Technology - 12 hours</b>		
Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4
<b>Area E</b>		
<b>Social Science - 12 hours</b>		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
ECON 2105	Principles of Macroeconomics	3
<b>Area F</b>		
<b>Courses Related to the Major - 18 hours</b>		
Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K	Principles of Organic Chemistry I	4
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K	Principles of Physics II	
MATH 2205	Introduction to Statistics	3
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		

**Two-Year Total**

**65-69**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**FORESTRY (0008)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>16-17</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>17-18</u>
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>15-16</u>
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
ECON 2105	Principles of Macroeconomics	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>15-16</u>
	<b>Two-Year Total</b>	<b>67-71</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**GENERAL STUDIES (0099)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed. See page 63.

COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
The following course is recommended, but other Area B courses are allowed. See page 63.		
PHIL 1101	Critical Thinking	2

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature	See Area C Literature courses, page 64.	3
Humanities/Fine Arts	See Area C Humanities/Fine Arts courses, page 64.	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Math/Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

POLS 1101	American Government in World Perspective	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

Humanities course related to major area of interest	3
Social Science course related to major area of interest	3
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment  
with a maximum of 4 courses

4-8

**Two-Year Total**

**64-73**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**GENERAL STUDIES (0099)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1101 or	Intro. to Math. Modeling or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
The following courses are recommended, but other Area B courses are allowed. See page 63.		
COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3
Area D Lab Science	See Area D Lab Science courses, page 65.	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-18
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
Area D Lab Science	See Area D Lab Science courses, page 65.	4
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	General Psychology	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA F Elective	Humanities course related to major area of interest.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
Area C Literature	See Area C Literature courses, page 64.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA F Elective	Social Science course related to major area of interest	3
AREA D Math/Technology	See Area D Math/Technology courses, Page 65.	3
AREA F Elective	Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-18
	<b>Second Semester</b>	
AREA F Elective	Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
AREA F Elective	Humanities, Social Science, Mathematics,	

	Science, or other Area B-F course related to major area of interest	3-4
AREA F Elective	Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
AREA C Humanities/Fine Arts	See Area C Humanities/Fine Arts courses, page 64.	3
The following course is recommended, but other Area B courses are allowed. See page 63.		
PHIL 1101	Critical Thinking	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-19
	<b>Two-Year Total</b>	<b>64-73</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**GENERAL STUDIES (0099)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**WEEKEND PROGRAM**

	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
POLS 1101	American Government in World Perspective	3
PHED 1161	Fitness	<u>1-2</u>
		7-8
	<b>Spring Semester</b>	
ENGL 1102	English Composition II	3
HIST 2111	U.S. History through 1877	3
PHIL 1101	Critical Thinking	<u>1-2</u>
		7-8
	<b>Summer Semester</b>	
ENGL	Literature	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	<u>3</u>
		6
	<b>Fall Semester</b>	
MATH 1101 or	Math Modeling or	
MATH 1111	College Algebra	3
BUSA 1100 or	Financial Planning/Investment Management or	
CISM 1100	Computer concepts/Software Application	<u>2</u>
		5
	<b>Spring Semester</b>	
PSYC 1101	General Psychology	3
ECON 2105	Principles of Macroeconomics	3
HIST 2112 or	U.S. History after 1877 or	
SPAN 1001 or	Elementary Spanish I or	
JAPN 1001	Elementary Japanese I	<u>3</u>
		9
	<b>Summer Semester</b>	
ECON 2106	Principles of Microeconomics	3
BUSA 1105	Introduction to Business	3
ENGL	Literature	<u>3</u>
		9
	<b>Fall Semester</b>	
PHSC 1011K	Introduction to Physical Science I	4
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking	<u>3</u>
		10
	<b>Spring Semester</b>	
BIOL 1110K	Introduction to Environmental Biology	4
MATH 2205	Introduction to Statistics	<u>3</u>
		7
	<b>Total</b>	<b>60-62</b>

**GEOGRAPHY (0032)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum.	Page 63.	4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related To The Major - 18 Hours**

GEOG 1101	Introduction to Human Geography	3
Optional Electives (15 hours) from the following		
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Foreign Language	See Area C of the Core Curriculum, page 64.	0-12
HIST 1111**	Survey of World History I	3
HIST 1112**	Survey of World History II	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*If taken in a previous area, may not be used again.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**GEOGRAPHY (0032)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Courses Related to the Major, page 165.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
GEOG 1101 or AREA E Elective	Intro. to Human Geography or See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	1-3
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Courses Related to the Major, page 165.	3
AREA F Elective	See Courses Related to the Major, page 165.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-17</b>
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	1-3
AREA C Literature	See Area C of the Core Curriculum, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
GEOG 1101	Intro. to Human Geography	
	See Courses Related to the Major, page 165.	3
AREA F Elective	See Courses Related to the Major, page 165.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-17</b>
	<b>Two-Year Total</b>	<b>62-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**GOVERNMENTAL SERVICES (0362)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

This program is designed to meet the needs of city, county and state governmental employees currently employed. Six hours of occupational experience are included, thus allowing the student to earn college credit for on-the-job work activities.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
COMM 1110	Public Speaking*	3
ENGL 1101	English Composition I	3
MATH 1101	Introduction to Mathematical Modeling or higher	3
POLS 1101	American Government in World Perspective	3
SOCI 1101	Principles of Sociology	<u>3</u>
		15
	<b>Second Semester</b>	
BUSA 2105	Communicating in the Business Environment	3
BUSA 2200	Principles of Management	3
BUSA 2220	Human Relations	3
OCEX 2290	Occupational Experience	3
Elective	ACCT/BUSA/COPR/ECON	<u>3</u>
		15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BUSA 2106	The Environment of Business	3
BUSA 2215	Principles of Human Resources Management	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105	Principles of Microeconomics	3
Elective	ACCT/BUSA/COPR/ECON	<u>3</u>
		15
	<b>Second Semester</b>	
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 2401	International Relations	3
PUAD 2601	Introduction to Public Administration	3
OCEX 2290	Occupational Experience	3
Elective	ACCT/BUSA/COPR/ECON	<u>3</u>
		15
	Physical Education – (fitness competency requirement)**	<u>2</u>
	<b>Two-Year Total</b>	<b>61-62</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*Electives to include fulfillment of the Fitness competency requirement. See AREA G of the Core Curriculum for fitness competency requirement.

**HEALTH MANAGEMENT OPTION\* (3586)**  
**Health Care Emphasis**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

<b>First Semester</b>		<b>Sem. Hrs</b>
ALHE 1120	Medical Terminology	1
ALHE 2050	Health Care Delivery System	1
BIOL 1100K	Human Anatomy & Physiology for the Health Care Professional	4
BUSA 2215	Principles of Human Resources Management	3
BUSA 2220	Human Relations	3
Elective	ACCT/BUSA/COPR/ECON	<u>3</u>
		15
<b>Second Semester</b>		<b>Sem. Hrs.</b>
ALHE 2000	Ethics and the Health Professional	2
BUED 2200	Medical Office Management	3
BUSA 2200	Principles of Management	3
HITE 2500	Health Information Systems	2
HITE 2550	Quality Assessment	2
Elective	ACCT/BUSA/COPR/ECON	<u>2</u>
		14
<b>One-Year Total</b>		<b>29</b>

\*Admission is restricted to those who are currently employed in a management/supervisory capacity in a medical setting and have current certification/licensure in an allied health field or hold an associates or higher degree(s) in business. The chair of the Allied Health or Business Division may waive these requirements under extenuating circumstances.

**Corequisite:** CPR certification for both Health Management options must be documented during second semester of study.

**HEALTH AND PHYSICAL EDUCATION (0018)  
TEACHER EDUCATION OPTION  
Physical Education & Athletics Division  
RECOMMENDED COURSES FOR TRANSFER  
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 Hours**

CISM 1100	Computer Concepts	2
PHED 2210	Sports Injury and Prevention	2

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The following courses are recommended, but other Area D courses may be allowed. See page 65.

CHEM 1211K	Principles of Chemistry I	4
BIOL 1107K	Principles of Biology I	4
MATH 1112 or MATH 2205	Trigonometry or Statistics	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

BIOL 1111K	Anatomy & Physiology I	4
BIOL 1112K	Anatomy & Physiology II	4
EDUC 2205	Intro to Education	3
EDUC 2210	Introduction to Special Education	3
PSYC 2215	Human Growth & Development	3
PHED 2201	Introduction to Physical Education, Fitness & Sport	1

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses

4-8

**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.



**HEALTH AND PHYSICAL EDUCATION EXERCISE SCIENCE OPTION (3018)**  
**Physical Education & Athletics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.		2
PHED 2210	Sports Injury and Prevention	2

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The following courses are recommended, but other Area D courses may be allowed. See page 65.

CHEM 1211K	Principles of Chemistry I	4
BIOL 1107K	Principles of Biology I	4
MATH 1112 or MATH 2205	Trigonometry or Statistics	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

BIOL 1111K	Anatomy & Physiology I	4
BIOL 1112K	Anatomy & Physiology II	4
PSYC 2215	Human Growth & Development	3
CISM 2201	Fundamentals of Computer Applications	3
HLTH 1160	Community First Aid and Safety	2
AREA F Elective	See Advisor.	2

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**HEALTH AND PHYSICAL EDUCATION EXERCISE SCIENCE OPTION (3018)**  
**Physical Education and Athletic Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking*	3
AREA G Elective	See Area G of the Core Curriculum, page 68.*	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
BIOL 1107K	Principles of Biology I	4
MATH 1112 or	Trigonometry or	3
MATH 2205	Statistics	
PSYC 1101	General Psychology	3
HIST 2111 or	U. S. History Through 1877 or	3
HIST 2112	U. S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1111K	Human Anatomy and Physiology I	4
AREA C Elective	See Area C of the Core Curriculum, page 64.	3
HLTH 1160	Community First Aid and Safety	2
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
BIOL 1112K	Human Anatomy and Physiology II	4
AREA F Elective	See Advisor.	2
PSYC 2215	Human Growth and Development	3
CISM 2201	Fundamentals of Computer Applications	3
PHED 2210	Sports Injury and Prevention	2
AREA G	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*One Physical Education Course is required per semester of full-time enrollment.  
 Fitness competency required for graduation.

Area G Physical Education One course is required per semester of full-time enrollment.

**HEALTH AND PHYSICAL EDUCATION RECREATION OPTION (1018)**  
**Physical Education & Athletics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.  
 The following course is recommended, but other Area B courses are allowed. See page 63.

PHED 2210	Sports Injury and Prevention	2
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course See Humanities/Fine Arts page 64. 3  
 The following course is recommended, but other Area C courses are allowed. See page 64.

COMM 1110	Public Speaking*	3
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**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science See Area D Lab Science courses, page 65. 8  
 The following courses are recommended, but other Area D courses are allowed. See page 65.

MATH 1112 or MATH 2205	Trigonometry or Statistics	3
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**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3

The following course is recommended, but other Area E courses are allowed. See page 66.

PSYC 1101	General Psychology	3
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**Area F**

**Courses Related To The Major - 18 Hours**

CISM 2201	Fundamentals of Computer Applications	3
ACCT 2101	Principles of Accounting I	3
BUSA 2106	The Environment of Business	3
PHED 2200	Introduction to Health & Physical Education	1
PSYC 2215	Human Growth and Development	3
Area F Electives	See Advisor.	5

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**HEALTH AND PHYSICAL EDUCATION RECREATION OPTION (1018)**  
**Physical Education and Athletic Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
Area D Lab Science	See Area D Lab Science courses, page 65.	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking	3
AREA G Elective	See Area G of the Core Curriculum, page 68.*	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
Area D Lab Science	See Area D Lab Science courses, page 65.	4
MATH 1112 or	Trigonometry or	3
MATH 2205	Statistics	
PSYC 1101	General Psychology	3
HIST 2111 or	U. S. History Through 1877 or	3
HIST 2112	U. S. History After 1877	
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
CISM 2201	Fundamentals of Computer Applications	3
Area C Literature	See Area C of the Core Curriculum, page 64.	3
ACCT 2101	Principles of Accounting I	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
BUSA 2106	The Environment of Business	3
PSYC 2215	Human Growth and Development	3
PHED 2201	Introduction to Health & Physical Education	1
PHED 2210	Sports Injury & Prevention	2
AREA F Elective	See Advisor.	3
AREA G	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		13-14
	<b>Two-Year Total</b>	<b>62-66</b>

\*One Physical Education Course is required per semester of full-time enrollment.  
 Fitness competency required for graduation.

Area G Physical Education One course is required per semester of full-time enrollment.

**HEALTH AND PHYSICAL EDUCATION SPORTS MANAGEMENT OPTION (2018)**  
**Physical Education & Athletics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.		2
PHED 2210	Sports Injury and Prevention	2

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

<b>Lab Science</b>		8
The following courses are recommended, but other Area D courses may be allowed. See page 65.		
MATH 1112 or MATH 2205	Trigonometry or Statistics	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

ACCT 2101	Principles of Accounting I	3
CISM 2201	Fundamentals of Computer Applications	3
BUSA 2106	The Environment of Business	3
AREA F Electives	See Advisor.	9

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**HEALTH AND PHYSICAL EDUCATION SPORTS MANAGEMENT OPTION (2018)**  
**Physical Education and Athletic Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking*	3
AREA G Elective	See Area G of the Core Curriculum, page 68.*	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
MATH 1112 or	Trigonometry or	3
MATH 2205	Statistics	3
PSYC 1101	General Psychology	3
HIST 2111 or	U. S. History Through 1877 or	3
HIST 2112	U. S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA C Elective	See Area C of the Core Curriculum, page 64.	3
AREA F Elective	See Advisor.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
Area B Elective	See Area B of the Core Curriculum, page 63.	2
ACCT 2101	Accounting I	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
CISM 2201	Fundamentals of Computer Applications	3
BUSA 2106	The Environment of Business	3
PHED 2210	Sports Injury & Prevention	2
AREA F Elective	See Advisor.	3
AREA F Elective	See Advisor.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*One Physical Education Course is required per semester of full-time enrollment.  
 Fitness competency required for graduation.

Area G Physical Education One course is required per semester of full-time enrollment.

**HEALTH AND PHYSICAL EDUCATION  
ATHLETIC FIELD MAINTENANCE (0580)  
Physical Education and Athletic Division  
RECOMMENDED COURSES FOR  
CERTIFICATE PROGRAM**

A student in this program will learn to maintain the turf and grounds of athletic fields and how to prepare each for competitive events. Through classroom and hands-on experience the student will learn to maintain turf grass systems; control erosion; install and repair irrigation systems; develop solutions for disease, pest and weed control; and operate and maintain equipment. Job opportunities include working for school systems, recreation departments and private sports teams.

<b>Fall Semester</b>		<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
COMM 1110	Public Speaking	3
BIOL 1110K	Introduction to Environmental Biology	4
PHED 2230	Groundskeeping for Athletic Field Maintenance 1	<u>2</u>
		12
<b>Spring Semester</b>		
PHED 2231	Groundskeeping for Athletic Field Maintenance II	3
CHEM 1100K	Introductory Chemistry	<u>4</u>
		7
	Total	19

**HEALTH AND PHYSICAL EDUCATION  
ATHLETIC TRAINING (0579)  
Physical Education and Athletic Division  
RECOMMENDED COURSES FOR  
CERTIFICATE PROGRAM**

The experience encountered through this certificate program will strengthen age-group coaches, non-certificate high school coaches and personal trainers background in athletic training/sports medicine thus making them more marketable. Others seeking additional training may wish to transfer to four-year institutions to secure a degree in Athletic Training/Physical Education to best enhance their marketability.

<b>Fall Semester</b>		<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy and Physiology For Health Care Professional	4
PHED 2210	Sport Injury and Prevention	2
HLTH 1160	Community First Aid and CPR	<u>2</u>
		12
<b>Spring Semester</b>		<b>Sem. Hrs.</b>
PSYC 1101	Psychology	3
PHED 2226	Athletic Training Practicum	<u>4</u>
		7
	Total	19

**HEALTH AND PHYSICAL EDUCATION  
COACHING (0578)  
Physical Education and Athletic Division  
RECOMMENDED COURSES FOR  
CERTIFICATE PROGRAM**

The certificate program in coaching is designed to provide students with the major methods and techniques for sport coaching. The growth of competitive athletics has caused the demand for trained coaches to expand. The following coaching certificate provides the basis for age group coaching.

<b>Fall Semester</b>		<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
COMM 1110	Public Speaking	3
PSYC 1101	General Psychology	3
PHED 2201	Introduction to Physical Education, Fitness And Sport	1
PHED 2210	Sports Injury and Prevention	<u>2</u>
		12
<b>Spring Semester</b>		
PSYC 2215	Human Growth and Development	3
	Electives **	<u>4</u>
		7
	 Total	 19
**Choose from the following:		
PHED 2217	Coaching Methods for Softball	2
PHED 2218	Coaching Methods for Baseball	2
PHED 2219	Coaching Methods for Basketball	2
PHED 2220	Coaching Methods for Soccer	2

**HEALTH INFORMATION MANAGEMENT (0025)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum, page 63.		3
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Science Requirements		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 Hours**

HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Choose two of the following:		
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
SOCI 1101	Principles of Sociology	3

**Area F**

**Courses Related To The Major - 18 Hours**

BIOL 1111K	Human Anatomy and Physiology I	4
BIOL 1112K	Human Anatomy and Physiology II	4
CISM 2201	Computer Information Systems Management	3
COPR 2235	Database Management Systems	3
Choose two from the following:		
BUED 1113	Advanced Keyboarding and Formatting Applications	3
HITE 2501	Beginning Medical Transcription	4
ALHE 2050	Health Care Delivery System	1

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**HEALTH INFORMATION MANAGEMENT (0025)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>16-17</b>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U. S. History After 1877	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>16-17</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1111K	Human Anatomy and Physiology I	4
CISM 2200	Computer Concepts and Software Applications	3
BUED 2230	Medical Transcription	3
COMM 1110	Public Speaking*	3
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Second Semester</b>	
BIOL 1112K	Human Anatomy and Physiology II	4
ENGL 2111	World Literature I	3
SOCI 1101	Principles of Sociology	3
COPR 2235	Database Management Systems	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-15</b>
	<b>Two-Year Total</b>	<b>63-67</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**HEALTH INFORMATION TECHNOLOGY (0370)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

The associate degree program in Health Information Technology at Darton College is designed to prepare the student for entry-level employment as a health information technician who performs tasks related to the use, analysis, presentation, abstracting, coding, storage and the retrieval of health care data in manual or electronic form.

The program is accredited by the American Health Information Management Association (AHIMA) and the Commission on Accreditation of Allied Health Educational Programs (CAAHEP).

Graduates are eligible to write the national examination given by the American Health Information Management Association. Upon successful completion of the examination, the health information technician is awarded the professional credential of an accredited record technician (ART) by the American Health Information Management Association.

**Additional Admission Requirements:**

To be admitted to the Health Information Technology program, the Darton student must complete all required Learning Support courses, and meet one of the following conditions:

1. Present a composite score of 870 or higher on the Scholastic Aptitude Test 1 (SAT I) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) and have a minimum of 2.00 ("C") or higher, or
2. Have earned or transferred credit at Darton for 15 or more semester credit hours of courses required in the Health Information Technology program with a grade point average of 2.0 ("C") or higher.

**Additional Requirements:**

1. The student must visit a health information/medical record department and have the department manager complete the hospital visitation form, or have documented work experience in the health information/medical record field.
2. To continue in the Health Information Technology Program (HITE), a "C" is required in all HIT courses. If the student fails to make a "C" in an HITE course, and it is the student's first failure, the student may reapply to the HITE Program. All the student's previous HITE course work will be evaluated by the Program Director, and the Program Director will make the decision as to which courses should be repeated. More than one "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
3. Professional liability insurance is required. The cost of this insurance is approximately \$17.50 per year.
4. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of health/medical records. A charge of breach of confidentiality will be treated according to the procedures outlined in the Student Handbook, "Code of Conduct."
5. Student membership in the American Health Information Management Association is recommended. The cost of student membership is \$15 per year.

6. A student may be denied permission to continue in the program if, in the opinion of the faculty, the Chair of Allied Health, and the Vice President for Academic Affairs, the student does not demonstrate the necessary qualifications for a health information technician.
7. To satisfactorily complete the curriculum and to develop the skills required of an entry level health information technician, the student must demonstrate:
  - a. Visual Acuity (with or without corrective lenses): to read paper, microfilm, and electronic documents.
  - b. Physical Ability: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers, computer keyboard), and to move about in space limited by compacted filing.
  - c. Manual Dexterity: to perform the fine motor functions necessary to document analysis of records (i.e., must use pens, pencils, and manage papers), and to operate electronic equipment (i.e., computers, word processors).
  - d. Hearing (with or without aids): to hear the spoken voice in order to be able to respond verbally.

**HEALTH INFORMATION TECHNOLOGY (0370)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1101	Introduction to Mathematical Modeling or higher math	3
BIOL 1100K	Human Anatomy & Physiology for the Health Care Professional	4
ALHE 1120	Medical Terminology	1
COMM 1110	Public Speaking	<u>3</u>
		14
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
CISM2201	Fundamentals of Computer Applications	3
Elective	Area B,C,D,E	<u>2</u>
		14
<b>Summer Semester</b>		
HITE 2100	Health Record Content & Structure	3
HITE 2400	Fundamentals of Medical Science	3
ALHE 2050	Health Care Delivery Systems	<u>1</u>
		7
<b>Sophomore Year</b>		
<b>First Semester</b>		
HITE 2500	Health Information System Applications	2
HITE 2150	Clinical Classification Systems	4
HITE 2250	Legal & Ethical Issues in HIM	2
HITE 2200	Health Care Statistics	2
HITE 2600	Professional Practice I	2
Elective	Area B,C,D,E	<u>2</u>
See Pages 63, 64, 65 or 66 for Options		14
<b>Second Semester</b>		
HITE 2160	Reimbursement Methodologies	4
HITE 2550	Quality Assessment	2
HITE 2110	Org & Supervision in HIM	3
HITE 2610	Professional Practice II	3
HITE 2650	Seminar	<u>2</u>
		14
	<b>Two-Year Total</b>	<b>63</b>

**MEDICAL CODING (0563)**  
**Allied Health Division**  
**RECOMMENDED COURSES**  
**FOR CERTIFICATE PROGRAM**

Medical coders review patient medical (health) records and assign numeric codes for each diagnosis and procedure. To perform this task, they must possess expertise in the International Classification of Diseases and Current Procedural Terminology coding systems. This certificate program is designed to prepare the student for an entry-level position as a medical coder.

The student must complete any Reading and English Learning Support area requirements before enrolling in the medical coding classes. A GPA of 2.0 is required to enter this certificate program, and the student must achieve a grade of "C" or better in the medical coding courses.

Prerequisites:

BIOL 1100K ALHE 1120	Human Anatomy and Physiology for the Health Care Professional Medical Terminology	
	<b>Fall Semester</b>	
HITE 2150	Clinical Classification Systems	<b>Sem. Hrs</b> 4
	<b>Spring Semester</b>	
HITE 2160	Reimbursement Methodologies	<u>4</u>
	<b>Total</b>	<b>8</b>

**MEDICAL TRANSCRIPTION (0568)**  
**Allied Health Division**  
**RECOMMENDED COURSES**  
**FOR CERTIFICATE PROGRAM**

Medical transcriptionists interpret and type (transcribe) physician-dictated medical reports. These reports become a permanent part of the patient's medical (health) record, which functions as an important document for future healthcare delivery, medicolegal and billing purposes. Medical transcriptionists must be skilled in anatomy and physiology, English grammar, spelling, and punctuation, the disease processes, laboratory procedures, pharmacology, surgical procedures, medical terminology and medical record practices.

This certificate curriculum is designed to provide the student with the skills needed for employment as an entry-level medical transcriptionist.

The student must complete any Reading and English Learning Support area requirements before enrolling in medical transcription classes. A GPA of 2.0 is required to enter this certificate program, and the student must achieve a grade of "C" or better in all medical transcription courses.

Prerequisites:

ALHE 1120	Medical Terminology
BIOL 1100K	Anatomy & Physiology for the Health Care Professional
BUED 2251 or	Beginning Word/Word Perfect or
CISM 2201	Fundamental of Computer Applications

	<b>Semester #1</b>	<b>Sem. Hrs</b>
ENGL 1101	English Composition I	3
HITE 2501	Beginning Medical Transcription	3
HITE 2100	Health Record Content and Structure	<u>3</u>
		9

	<b>Semester #2</b>	<b>Sem. Hrs</b>
HITE 2502	Advanced Medical Transcription	3
HITE 2505	Medical Transcription issues	2
HITE 2507	Medical Transcription Clinical Practice	<u>3</u>
		8

<b>One-Year Total</b>	<b>17</b>
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**HISTORY (0033)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Intro. To Math Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum. Page 63.	4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking **	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related To The Major - 18 Hours**

HIST 1111* or HIST 1112*	Survey of World History I Survey of World History II	3
HIST 2111* or HIST 2112*	U.S. History Through 1877 or U.S. History After 1877	3
Foreign Language	(3 hrs. if one course is taken in Area B)	3-6
(Foreign Language courses should be sequential)		
Optional Electives (6 - 9) from the following		
ANTH 1103 or CSCI 1150 or CSCI 1301 or ECON 2105 or ECON 2106 or GEOG 1101 or MATH 2205 or PHIL 2205 or	Introduction to Cultural Anthropology or Computer Programming in BASIC or Computer Science I or Principles of Macroeconomics or Principles of Microeconomics or Introduction to Human Geography or Introduction to Statistics or Introduction to Philosophy or	3 3 3 3 3 3 3

POLS 2201 or	American State and Local Government or	3
POLS 2401 or	International Politics or	3
PSYC 1101 or	General Psychology or	3
SOCI 1101	Principles of Sociology	3

**Area G**

**Physical Education – (1 – 4 courses)\*\*\*** 4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total** **64-68**

\*If taken in a previous area, may not be used again.

\*\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**HISTORY (0033)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3
Area D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA F Elective	See Area F courses, page 188.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
Area D Lab Science	See Area D Lab Science courses, page 65.	4
Area D Elective	See Area D of the Core Curriculum, Page 65.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA F Elective	See Area F courses, page 188.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
Foreign Language	See Area C of the Core Curriculum, page 64.	3
HIST 2111 or HIST 2112	U.S. History Before 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
Foreign Language	See Area C of the Core Curriculum, page 64.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**HUMAN SERVICES TECHNOLOGY (0371)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The associate degree program in Human Services Technology at Darton College is designed to prepare entry level human service workers to function as direct care providers in mental health, addiction/substance abuse, gerontologic, and other existing and/or emerging human service settings. Graduates are trained to work as collaborative team members under professional supervision and function in the core roles of service provider, service coordinator, and advocate.

This program has been developed in accordance with the National Standards for Human Service Worker Education and Training Programs. Program accreditation will be sought in accordance with the timeline as outlined by the Council for Standards in Human Service Education.

The Human Services Technology Program provides a three dimensional focus on theoretical knowledge, applied competencies, and clinical/field experience. All students must satisfactorily complete a sequenced core curriculum in Human Services. Once this sequence is completed, students can choose a specialty track. The options are Community Health/Mental Health Worker or Addiction/Substance Abuse Counselor. Each option includes fieldwork experience appropriate to the specialty choice.

One class will be admitted per year. The application deadline for Fall Semester enrollment is August 1. Students may enroll on a part-time or full-time basis; the time required to complete the degree will depend upon the number of credits taken each semester. Since the core professional curriculum in Human Services is sequenced, courses are only offered once a year at designated times. Based on availability of faculty and student need, some classes may be offered both day and evening. Course selection and registration for these classes should be done after a personal meeting with the faculty advisor. However, once a student chooses a specialty track, 6 to 18 hours of practicum experience per week in local human service facilities are required. Approximately 500 clock hours in field work settings comprise the total program experience.

Graduates in Human Services receive an Associate of Science degree in Human Services Technology. They will be prepared to obtain jobs in settings related to their specialty track or to continue their education toward a Bachelor's Degree in areas such as human services, social work, psychology, sociology, rehabilitation counseling, and mental health technology. Students who are interested in a four-year degree should consult with the Human Services Program Director prior to registering for coursework each semester. These advising sessions will maximize the number of courses taken at Darton that will transfer to another institution.

**Admission Requirements:**

To be eligible for admission to the Human Services Technology program, the student must complete all required Learning Support courses and meet the following conditions:

1. Present a composite score of 870 or higher on the Scholastic Aptitude Test 1 (SAT I) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) and have a minimum GPA of 2.00 ("C") or higher OR
2. Have earned at Darton or transferred to Darton 15 or more credit hours of courses required in the Human Services Technology program with a grade point average of 2.0 ("C") or higher.
3. The student must complete an application packet to the Human Services Technology Program. This application includes an essay by the student on her/his interest in and understanding of human services and her/his professional goals.

**Re-Admission of Returning Students:**

Any student who fails a HUST course will not be able to continue onto the next HUST semester of HUST courses. If this is the student's first failure, the student may re-apply to the HST Program and, if accepted, placement of the returning student will be determined after previous

coursework has been evaluated by the program director. Courses more than two years old will have to be repeated. More than one "D" and/or "F" in HUST courses will result in permanent dismissal from the program. (This may be two courses or failure of the same course twice.)

The HST program reserves the right to discontinue, at any time, the enrollment of a HST student if, in the judgment of the Vice President for Academic Affairs, the HST faculty, and the chair of the Allied Health Division, the student does not appear to have the necessary qualifications for a career as a HST.

**Additional Requirements:**

1. Proof of hepatitis B vaccination series, an up-to-date immunization record, and annual TB testing are required prior to enrolling in the first practicum experience.
2. A minimum grade average of 2.0 is required in all Human Services courses for graduation from the program. If a grade less than "C" is received in a Human Service course, that course may be repeated once.
3. A fee of approximately \$17.50 is required to provide liability insurance coverage during the practicum and field work experiences.
4. The student is expected to provide transportation to and from any fieldwork site and/or arrange for living accommodations.
5. Prior to the first practicum experience, the student will be expected to successfully complete a CPR course (provided by the Division of Allied Health faculty).
6. Prior to the first practicum experience, the student must sign a statement that she/he will maintain confidentiality in matters relating to clients.
7. To satisfactorily complete the curriculum and to develop the skills required of an entry level human services technician, the student must be able to:
  - a. complete required documentation in written or recorded format for effective job performance,
  - b. hear the spoken voice (with or without auditory aids) or "hear" through lip-reading or sign language,
  - c. be independently mobile with or without the aid of assistive devices.
8. Graduates of the program must demonstrate their ability to communicate effectively in a variety of settings; to function in a warm, empathic, non-judgmental fashion with a diversity of clientele; and to recognize ethical and professional limitations in their relationship with clients.

**HUMAN SERVICES TECHNOLOGY (0371)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
*ENGL 1101	English Composition I	3
*MATH 1111	College Algebra	3
*PSYC 1101	General Psychology	3
*ALHE 1105	Health Care System Foundations	2
HUST 1100	Introduction to Human Services	1
HUST 1115	Crisis Intervention	2
*CISM 1100	Computer Concepts and Software	<u>2</u>
		<b>16</b>
	<b>Second Semester</b>	
COMM 1000	Cultural Diversity in Communication	2
*ENGL 1102	English Composition II	3
*PSYC 2215	Human Growth and Development	3
HUST 1105	Therapeutic Communications for Healthcare Professionals	3
HUST 1110	Families and Other Systems	3
HUST 2150	Human Services Practicum	<u>2</u>
	[1 credit=3 hours; 6 hours/week]	<b>16</b>
	<b>Summer Semester</b>	
*ALHE 2000	Ethics and the Health Professional	2
*ALHE 2100	Personal Growth and Development	3
*HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	3
*POLS 1101	American Government in World Perspective	<u>3</u>
		<b>11</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
HUST 2000	Group Theory and Process	3
HUST 2050	Counseling Theories and Methods	3
HUST 2650	Applied Community Health	3
HUST 2700	Understanding and Treating Addictions	3
HUST 2210 or	Community Health/Mental Health Worker Field Placement I <b>or</b>	3
HUST 2310	Addiction/Substance Abuse Counselor Field Placement I	
	[9 hours/week]	<b>15</b>
	<b>Second Semester</b>	
HUST 2750	Current Trends in Addiction and Mental Health	3
HUST 2220 or	Community Health/Mental Health Worker Field Placement II <b>or</b>	6
HUST 2320	Addiction/Substance Abuse Counselor Field Placement II	
	[18 hours/week]	
Elective	Social Science Course preferred but any 3 hour course relevant to the major allowed	<u>3</u>
		<b>12</b>
	<b>Two-Year Total</b>	<b>70</b>

\*These courses may be taken prior to acceptance into the program

**ADDICTION COUNSELING (0570)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAMS**

This certificate program consists of six (6) Georgia Addiction Counselors' Association (GACA) approved courses that total to 270 clock hours of instruction. Students who complete this certificate program will meet the *academic training requirement* at the CAC-II level (Certified Addiction Counselor – Level Two) for certification in addiction counseling. The six courses are taught over a period of three semesters with two courses being offered per semester for a total of 6 semester credits and 90 clock hours each semester.

**Admission Criteria:** Individuals who have achieved a Bachelor's Degree (preferably in one of the healing professions) or higher and are either currently working in the field of addictions or are interested in working in this field are preferred. However, individuals who meet the following criteria may also apply:

1. Exited all Developmental Studies/Learning Support classes.
2. Earned at Darton or transferred credit to Darton, 90 quarter hours or 60 semester credit hours of college courses.
3. Passed with a "C" grade or higher English 1101 (English Composition I) and English 1102 (English Composition II).
4. Currently working in the field of addictions or are interested in working in the field of addictions.

	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
HUST 2050	Counseling Theories and Methods	3
HUST 2700	Understanding and Treating Addictions	3
	<b>Spring Semester</b>	
HUST 1110	Families and Other Systems	3
HUST 2750	Current Trends in Addiction and Mental Health	3
	<b>Summer Semester</b>	
HUST 2000	Group Theory and Process	3
HUST 2650	Applied Community Health	<u>3</u>
	<b>Certificate Total</b>	<b>18</b>

**FAMILY AND CHILD WELFARE PRACTITIONER CERTIFICATE (0571)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAMS**

This certificate program has been developed in partnership with the Georgia Association of Homes and Services for Children and the National Center for Professional Certification (NCPC.) To be eligible for this certificate an applicant must meet the following criteria:

1. Be an employee of an agency who is affiliated with the Georgia Association of Homes and Services for children and/or who is affiliated with the National Center for Professional Certification;
2. Be working on the Family and Child Welfare Practitioner Level 2 Award or an equivalent award from the national Center for Professional Certification (NCPC).

	<b>Summer Semester</b>	<b>Sem. Hrs.</b>
HUST 1105	Therapeutic Communications for Healthcare Professionals	3
HUST 2150	Human Services Practicum	2
	<b>Fall Semester</b>	
HUST 1115	Crisis Intervention	2
HUST 2210	Community health/Mental Health Worker Field Placement I	3
	<b>Spring Semester</b>	
HUST 2220	Community Health/Mental Health Worker Field Placement II	<u>6</u>
	<b>Certificate Total</b>	<b>16</b>

**TEACHER COMMUNICATION AND CRISIS SKILLS ENHANCEMENT (0572)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAMS**

This certificate program will provide teachers and other professionals additional training in handling student/client crises and enhance their ability to manage student concerns and problems in general. Current teachers and any professional who wishes to develop skills in these areas are eligible to apply.

		<b>Sem. Hrs.</b>
	<b>Fall Semester</b>	
HUST 1115	Crisis Intervention	2
	<b>Spring Semester</b>	
HUST 1105	Therapeutic Communications for Healthcare Professionals	3
HUST 1110	Families and Other Systems	3
	<b>Summer Semester</b>	
HUST 2100	Personal Growth and Development	<u>3</u>
	<b>Certificate Total</b>	<b>11</b>

**JOURNALISM AND MASS COMMUNICATION (0009)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or	Intro. to Math. Modeling or	
MATH 1111	College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed. See page 63.

COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3
The following course is recommended, but any other Area B courses are allowed. See page 63.		
PHIL 1101	Critical Thinking	2

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature	See Area C Literature courses, page 66	3
Humanities/Fine Arts	See Area C Humanities/Fine Arts courses, page 66.	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
The following course is recommended, but other Area D Math/Technology courses are allowed. See page 65.		
Math 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 Hours**

POLS 1101	American Government in World Perspective	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

JOUR 1100	Introduction to Mass Communications	3
Choose one of the following courses:		
JOUR 1110 or	News Writing and Reporting or	3
COMM 1100 or	Human Communications or	
COMM 1110 or	Public Speaking or	
ENGL 2210 or	Creative Writing or	
ENGL 2220 or	Writing Non-Fiction or	
ENGL 2230 or	Professional and Technical Writing or	
Foreign Language	Elementary I or II Foreign Language	

1001 or 1002		3
Choose three of the following courses:		9
ACCT 2101 or	Principles of Accounting I or	
ACCT 2102 or	Principles of Accounting II or	
ANTH 1103 or	Introduction to Cultural Anthropology or	
ART 1100 or	Art Appreciation or	
ART 1110 or	Basic Photography or	
ART 2150 or	Computer Arts or	
ART 2280 or	Art History I or	
ART 2285 or	Art History II or	
Elective or	Communications or	
ECON 2105 or	Principles of Macroeconomics or	
ECON 2106 or	Principles of Microeconomics or	
Elective or	English (2000-level intermediate course) or	
Elective or	Foreign Language or	
GEOG 1101 or	Introduction to Human Geography or	
Elective or	History or	
MATH 2205 or	Introduction to Statistics or	
MUSC 1100 or	Music Appreciation or	
PHIL 2205 or	Introduction to Philosophy or	
Elective or	Political Science or	
Elective or	Psychology or	
Elective or	Sociology or	
THEA 1100	Theatre Appreciation	

#### Area G

##### Physical Education – (1 – 4 courses)\*\*

4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

#### Two-Year Total

**64-69**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**JOURNALISM AND MASS COMMUNICATION (0009)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or	Intro. to Math. Modeling or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
JOUR 1100 (COMM 2230)	Introduction to Mass Communications	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
	Choose one of the following:	3
JOUR 1110 or	Newswriting and Reporting or	
COMM 1100 or	Human Communications or	
COMM 1110 or	Public Speaking or	
ENGL 2210 or	Creative Writing or	
ENGL 2220 or	Writing Non-Fiction or	
ENGL 2230 or	Professional and Technical Writing	
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA C Literature	See Area C Literature courses, page 64.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
The following courses are recommended, but other Area B courses are allowed. See page 63.		
COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3
The following course is recommended, but other Area D Math/Technology courses are allowed. See page 65.		
MATH 2205	Introduction to Statistics	3
Foreign Language	Elementary I or II Foreign Language	
1001 or 1002		3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-17
	<b>Second Semester</b>	
	Choose three of the following courses:	9
ACCT 2101 or	Principles of Accounting I or	
ACCT 2102 or	Principles of Accounting II or	
ANTH 1103 or	Introduction to Cultural Anthropology or	
ART 1100 or	Art Appreciation or	

ART 1110 or	Basic Photography or	
ART 2150 or	Computer Arts or	
ART 2280 or	Art History I or	
ART 2285 or	Art History II or	
Elective or	Communications or	
ECON 2105 or	Principles of Macroeconomics or	
ECON 2106 or	Principles of Microeconomics or	
Elective or	English (2000-level intermediate course) or	
Elective or	Foreign Language or	
GEOG 1101 or	Introduction to Human Geography or	
Elective or	History or	
MATH 2205 or	Introduction to Statistics or	
MUSC 1100 or	Music Appreciation or	
PHIL 2205 or	Introduction to Philosophy or	
Elective or	Political Science or	
Elective or	Psychology or	
Elective or	Sociology or	
THEA 1100	Theatre Appreciation	
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	General Psychology	3
Area C Humanities/ Fine Arts	See Area C Humanities/Fine Arts courses, page 64.	3
The following course is recommended, but other Area B courses are allowed. See page 63.		
PHIL 1101	Critical Thinking	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
<b>Two-Year Total</b>		<b>64-69</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**MANAGEMENT (0351)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The Associate Degree program in Management is designed to prepare the student for employment in a wide variety of business enterprises, ranging from industrial and commercial settings to retail, information, and service industries. The student will develop a thorough understanding of the management skills necessary to be successful in today's competitive work environment.

Students are cautioned that this program is not designed for those who intend to pursue a four-year degree in Business Administration at most schools.

Darton College has a 2 + 2 program with Albany State University and Georgia Southwestern State University which allows a student to transfer this degree to either institution and begin with a third year class standing.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BUSA 1105	Introduction to Business	3
ENGL 1101	English Composition I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
MATH 1111	College Algebra or higher Mathematics	3
PSYC 1101	General Psychology	<u>3</u>
		15
	<b>Second Semester</b>	
BUSA 2105 or	Communicating in the Business Environment or	
ENGL 1102	English Composition II	3
BUSA 2106	The Environment of Business	3
BUSA 2220 *** or	Human Relations or	3
BUSA 2105***	Communicating in the Business Environment	
CISM 2201	Fundamentals of Computer Applications	3
POLS 1101	American Government in World Perspective	<u>3</u>
		15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
BUSA 2200	Principles of Management	3
BUSA 2215***	Principles of Human Resources Management	3
COMM 1110	Public Speaking*	3
ECON 2105	Principles of Macroeconomics	<u>3</u>
		15
	<b>Second Semester</b>	
ACCT 2102	Principles of Accounting II	3
BUSA 2240***	Principles of Marketing**	3
BUSA 2260	Labor Relations	3
ECON 2106	Principles of Microeconomics	3
Elective***	ACCT/BUSA/ECON **	<u>3</u>
		15
	Physical Education – (fitness competency requirement)**	<u>1-2</u>
	<b>Two-Year Total</b>	<b>61-62</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*Electives to include fulfillment of the Fitness competency requirement by completion of one of the following: Conditioning.

\*\*\*The **General Management** option is listed above. Students may substitute the courses marked with an asterisk (\*\*\*) with courses listed below. This allows students to pursue a more specialized program of study.

**Marketing**

BUSA 2240	Principles of Marketing	3
BUSA 2245	Advertising and Promotion	3
BUSA 2250	Retail Management	3
BUSA 2255	Personal Selling	3

**Personnel**

BUSA 2215	Principles of Human Resources Management	3
BUSA 2220	Human Relations	3
BUSA 2225	Human Resource Management	3
Elective	ACCT/BUSA/COPR/ECON	3

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

**MANAGEMENT (0586)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The management certificate program is designed to prepare students for work in the shortest time possible. A certificate is awarded upon program completion.

**GENERAL MANAGEMENT OPTION (1586)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

<b>First Semester</b>		<b>Sem. Hrs.</b>
BUSA 1105	Introduction to Business	3
ECON 2105	Principles of Macroeconomics	3
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher Mathematics	3
Elective	ACCT/BUSA/COPR/ECON	<u>3</u>
		15
<b>Second Semester</b>		<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
BUSA 2105	Communicating in the Business Environment	3
BUSA 2200	Principles of Management	3
CISM 2201	Fundamentals of Computer Applications	3
Elective	ACCT/BUSA/COPR/ECON	<u>3</u>
		15
<b>One-Year Total</b>		<b>30</b>

**BANKING (7586)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

This option is designed primarily for individuals in the banking industry who are trying to improve their skills and knowledge. The banking courses use the American Institute of Banking (AIB) texts and resource materials. It is suggested that a plan of study be discussed with the business academic advisor before pursuing. Non-banking individuals may enter the program, but they should work closely with an academic advisor to choose the courses that will provide the most benefit.

<b>First Semester</b>		<b>Sem. Hrs.</b>
BUSA 1171	Principles of Banking	3
BUSA 1172	Law and Banking Applications	3
BUSA 1173	Money and Banking	<u>3</u>
		9
<b>Second Semester</b>		
Electives		<u>9</u>
<b>One-Year Total</b>		<b>18</b>
*Select electives from the following:		
BUSA 1176	Fundamentals of Consumer Lending	1
BUSA 1177	Introduction to Relationship Selling	1
BUSA 1179	Consumer Lending	3
BUSA 1180	Introduction to Supervision	3
BUSA 1181	Analyzing Financial Statements	3
BUSA 1182	Issues for Bankers	1

\*Or other courses approved by the business division advisor.

**BUSINESS EMPHASIS\* (8586)**  
**Business Division/Allied Health Field**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

<b>Fall Semester</b>		<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
ALHE 2000	Ethics and the Health Professional	3
ALHE 2050	Health Care Delivery System	2
BUSA1100	Financial Planning & Investment Management	2
BUSA 2215	Principles of Human Resources Management	3
Elective	ACCT/BUSA/COPR/ECON	<u>2</u>
		15
<b>Spring Semester</b>		<b>Sem. Hrs.</b>
BUED 2200	Medical Office Management	3
BUSA 2200	Principles of Management	3
BUSA 2220	Human Relations	3
BUSA 2240	Principles of Marketing	3
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		15
<b>One-Year Total</b>		<b>30</b>

\*Admission is restricted to those who are currently employed in a management/supervisory capacity in a medical setting and have current certification/licensure in an allied health field or hold an associates or higher degree(s) in business. The chair of the Allied Health or Business Division may waive these requirements under extenuating circumstances.

**WOMEN'S LEADERSHIP AND MANAGEMENT OPTION (5586)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

This program is designed to enhance opportunities for women in the workforce or women desiring entry into the workforce. The program offers flexibility in the selection of courses thereby addressing the needs of and providing learning opportunities for women at all levels of employment. A Certificate is awarded upon program completion.

	<b>Sem. Hrs.</b>
BUSA 1100	Financial Planning and Investment Management
LEAD 1101	Leadership Development
ETHI 1101	Issues in Ethics
BUSA 2105	Communicating in the Business Environment OR
CISM 2201	Fundamentals of Computer Application
HLTH 1164	Stress Management
Elective	Choose 3 hrs. from group *
Elective	Choose 1-2 hrs. from group II **
Elective	Choose 3-4 hrs. from group * or ***
	<u>3</u>
<b>TOTAL</b>	<b>18-19</b>

\*

BUED 1111	Beginning Keyboarding and Formatting Applications (3)
BUED 2245	Administrative Secretarial Procedures (3)
BUED 2251	Beginning Word Perfect/Word (3)
BUED 2265	WordPerfect/Word with Desktop Publishing (3)
CISM 1100	Computer Concepts and Software Applications (2)
CISM 2201	Fundamentals of Computer Applications (3)
COPR 2225	Advanced Spreadsheet Applications (3)
COPR 2230	Systems Analysis (3)
COPR 2235	Database Management Systems (3)
COPR 2260	Introduction to Website Creation (1)
Foreign Language	Any Foreign Language 1001 or 1002 (3)

\*\*

PHED 1106	Walk, Job, or Run for Fitness (2)
PHED 1110	Deep Water Exercise (2)
PHED 1115	Step Aerobics I (2)
PHED 1183	Walking (1)

\*\*\*

ALHE 2100	Personal Growth & Development (3)
BUSA 1105	Introduction to Business (3)
BUSA 2105	Communicating in the Business Environment (3)
PHIL 1101	Critical Thinking (2)
ENGL 1101	English Composition I (3)
GLOB 1105	Global Issues (2)
HLTH 1163	Personal Health (2)
LEAD 1101	Leadership Development (2)
PERS 1101	Personal Development (2)
Foreign Language	Any Foreign Language 1001 or 1002 (3)

**MATHEMATICS (0010)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
PHYS 2211K and PHYS 2212K	Principles of Physics I and Principles of Physics II	8
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
MATH 2252	Calculus II	4
MATH 2253	Calculus III	4
MATH 2205	Introduction to Statistics	3
CSCI 1301	Computer Science I	3
Major Electives		
CSCI 1302 or CSCI 1303	Computer Science II or Principles of Object-Oriented Programming	4
MATH 2218	Linear Algebra	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
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**Two-Year Total**

**64-69**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**MATHEMATICS (0010)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
COMM 1110	Public Speaking*	
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition	3
MATH 1151	Calculus I with Geometry	4
CSCI 1301	Computer Science I	4
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
MATH 2205	Introduction to Statistics	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
MATH 2253	Calculus III	4
PHYS 2212K	Principles of Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
CSCI 1302 or CSCI 1303	Computer Science II or Principles of Object-Oriented Programming	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-17
	<b>Two-Year Total</b>	<b>65-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**MEDICAL TECHNOLOGY (0026)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
MATH 1111	College Algebra	3

**Area B**

**Institutional Options 4 Hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology 11 Hours**

Science Requirements		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
One 8 hour lab course sequence in chemistry and an additional course in science, mathematics or technology		3

**Area E**

**Social Science - 12 Hours**

HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
POLS 1101	American Government in World Perspective	3
Electives	See Area E Social Science courses, page 66.	6

**Area F**

**Courses Related To The Major - 18 Hours**

BIOL 1111K	Human Anatomy & Physiology I	4
BIOL 1112K	Human Anatomy & Physiology II	4
BIOL 1115K	Essentials of Microbiology	4
CHEM 2240K	Principles of Organic Chemistry I	4
Elective		2

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**MEDICAL TECHNOLOGY (0026)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1111	College Algebra	3
BIOL 1111K	Human Anatomy and Physiology I	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
BIOL 1112K	Human Anatomy and Physiology II	4
AREA B Elective or	See Area B of the Core Curriculum, page 63.	
AREA D Elective	See Area D of the Core Curriculum, Page 65.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		5-6
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1115K	Essentials of Microbiology	4
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		13-14
	<b>Second Semester</b>	
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
AREA C Elective	See Area C of the Core Curriculum, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	6
AREA B Elective	See Area B of the Core Curriculum, page 63.	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Two-Year Total</b>	<b>65-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**MEDICAL LABORATORY TECHNOLOGY (0365)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The Medical Laboratory Technology program prepares graduates to practice as a laboratory technician in hospitals, clinics, physician offices, and other health care facilities. Graduates are eligible to sit for national certifying exams. The program is accredited by The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mawr Avenue, Suite 670, Chicago, Illinois 60631, Phone (773)714-8880, www.naacls.org.

**MLT Admissions Criteria:**

1. Students must have an SAT I score of 870 or 9 semester hours of related courses at Darton with a GPA of 2.0.
2. Students needing Learning Support courses must complete them prior to enrolling in medical laboratory technology courses.
3. Transfer students must have a GPA of 2.0 or 9 semester hours of related courses at Darton with a GPA of 2.0.
4. Students who have a degree from an accredited college/university may enroll in MLT technical courses, providing prerequisites are met.

**Additional Requirements:**

1. A minimum grade of "C" is required in each MLT professional course.
2. A medical examination, including proof of hepatitis B immunizations, may be required prior to entry into clinical practicum courses.
3. Students must satisfy admission requirements to Darton College.
4. Liability insurance is required upon enrollment in any MLT technical course.
5. To satisfactorily complete the curriculum and to develop the skills required of an entry level medical laboratory technician, the student must have:
  - (a) Visual acuity (with or without corrective lenses) sufficient to differentiate colors used as reaction indicators; to observe the patient during phlebotomy procedure; to differentiate and identify specimens utilizing microscopic examination; to read laboratory manuals, procedure, policies, specimen labels, test requisitions and other materials pertinent to professional practice;
  - (b) Physical ability to manipulate clinical laboratory instruments and equipment in a manner consistent with operational procedures;
  - (c) Manual dexterity to perform venepuncture procedures and to operate hand held medical laboratory equipment and tools in a manner consistent with operational guidelines.

**MLT Re-Admission Criteria**

Students who do not progress in MLT Program courses as outlined by the curriculum guide may continue in the program under the following conditions:

- (a) They meet Darton College admission criteria.
- (b) They meet MLT Program admission criteria.
- (c) They do not have more than one "D" or "F" in program courses.
- (d) Course enrollment will be permitted on a space-available basis and only if prerequisites are met.
- (e) Students absent from the program for a period exceeding one semester will be required to demonstrate prior course competency by exam or repeat for credit.

**Additional Costs:**

Students in the Medical Laboratory Technology Program are responsible for the following approximated expenses in addition to books, tuition and fees:

Liability Insurance	\$ 17.50
Uniforms/lab coat	\$ 150.00
Laboratory Supplies (Gloves, masks, face shields, scissors, rulers, pens, graph paper and markers)	\$ 50.00
Specified immunization	<u>\$ 200.00</u>
	<u>\$ 417.50</u>

**Clinical Assignments:**

The Darton College MLT Program has clinical affiliations with many hospitals and clinics in Southwest Georgia. Clinical assignments are made by the program faculty with approved affiliates only. Students must be prepared to travel to their clinical training facility.

**MEDICAL LABORATORY TECHNOLOGY (0365)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MLTS 1160	MLT I	4
BIOL 1100K	Human Anatomy and Physiology for the Health Care Professional	4
CHEM 1211K	Principles of Chemistry I	4
ENGL 1101	English Composition I	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U. S. History After 1877	<u>3</u>
		18
	<b>Second Semester</b>	
MLTS 1161	MLT II	4
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
COMM 1110	Public Speaking*	3
BIOL 1115K	Essentials of Microbiology	<u>4</u>
		18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MLTS 2010	MLT III	4
MLTS 2020	MLT IV	4
MATH 1111	College Algebra	3
POLS 1101	American Government in World Perspective	<u>3</u>
		14
	<b>Second Semester</b>	
MLTS 2630	MLT Externship	18
MLTS 2670	MLT Seminars	<u>1</u>
		19
	<b>Two-Year Total</b>	<b>69</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*As an option, program courses are available by distance learning.

**MEDICAL LABORATORY TECHNOLOGY (0365)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**Alternative Delivery: Distance Learning Option**

<b>Freshman Year</b>	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
BIOL 1100K	Human Anatomy and Physiology for the Health Care Professional	4
CHEM 1211K	Principles of Chemistry I	4
*ENGL 1101	English Composition I	3
*MATH 1111	College Algebra	3
ALHE 1103	Orientation to MLT	<u>1</u>
		15
	<b>Spring Semester</b>	
MLTS 1160W	MLT I On-line	3
MLTS 1160L	MLT I Lab	1
*ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
*HIST 2111 or	U. S. History Through 1877 or	
*HIST 2112	U. S. History After 1877	<u>3</u>
		14
<b>Sophomore Year</b>	<b>Summer Semester</b>	<b>Sem. Hrs.</b>
MLTS 1161W	MLT II On-line	3
MLTS 1161L	MLT II Lab	1
BIOL 1115K	Essentials of Microbiology	<u>4</u>
		8
	<b>Fall Semester</b>	
MLTS 2010W	MLT III On-line	2
MLTS 2010L	MLT III Lab	2
MLTS 2020W	MLT IV On-line	3
MLTS 2020L	MLT IV Lab	1
**COMM 1110	Public Speaking**	3
*POLS 1101	American Government in World Perspective	<u>3</u>
		14
	<b>Spring Semester</b>	
MLTS 2630	MLT Externship	18
*MLTS 2670	MLT Seminars	<u>1</u>
		19
	<b>Two-Year Total</b>	<b>70</b>

\*Courses also available on-line

Note: MLTS 1160 is equivalent to MLTS 1160W + MLTS 1160L  
 MLTS 1161 is equivalent to MLTS 1161 + MLTS 1161L  
 MLTS 2010 is equivalent to MLTS 2010W + MLTS 2010L  
 MLTS 2020 is equivalent to MLTS 2020W + MLTS 2020L

\*\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**HISTOLOGIC TECHNOLOGY (0373)**  
**Allied Health Division**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

The Histologic Technology A.A.S. Degree Program provides students with academic and practical training for job-entry skills in anatomic pathology.

Upon successful completion of the program, students receive an Associate of Applied Science Degree and a Certificate in Histologic Technology. The certificate program component is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mayer Avenue, Suite 670, Chicago, Illinois 60631, phone (773) 714-8880, [www.naacls.org](http://www.naacls.org).

**Histology Admission**

**Option I:**

**High School Option**

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of high school Algebra, Chemistry and Biology with a "C" or higher.

**Option II:**

**College Option**

This option is an alternative way to gain admission into the program as well as a way to eliminate prior academic deficiencies.

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of college Algebra, Chemistry and Biology with a "C" or higher

**Selection:**

Once applicants meet the general admission criteria for the program, their completed folders are forwarded to the Program Director for review. Students for the program are selected from the applicants according to the following criteria:

Prior Degree Attained	1	point
Prior laboratory work experience	1	point
GPA	_____	points

Applicants with the highest point accumulation are selected until the class positions are filled. Class size is based upon annual clinical site availability.

**Additional Requirements:**

1. A minimum grade of a "C" in each professional Histology course.
2. Students are required to submit a copy of a recent physical exam prior to program acceptance.
3. Students are required to meet the health requirements of the clinical affiliate to which they are assigned.
4. Students must have documented immunization to Hepatitis B.
5. Liability insurance is required upon enrollment in the program.
6. To satisfactorily complete the curriculum and to develop required skills the students must have:
  - a. **Visual acuity** (with or without corrective lenses) to observe and perform technical procedures; to identify and differentiate specimens, reagents and equipment; to read laboratory manuals, procedures, policies, specimen labels and materials pertinent to professional practice;
  - b. **Physical ability** to manipulate laboratory instruments and equipment in a manner consistent with operational procedures;
  - c. **Manual dexterity** to operate laboratory equipment and use tools in a manner consistent with operational guidelines.

**Program Cost Requirements:**

Students in the Histologic Technology AAS Program are responsible for the following approximate expenses in addition to books, tuition and fees:

Liability Insurance	\$17.50
Uniforms/lab coats	\$150.00
Laboratory Supplies (gloves, pens, markers, etc.)	\$50.00
Special immunizations (HBV)	<u>\$200.00</u>
	\$417.50

**Clinical Assignments:**

The Darton College program director or designated staff will arrange clinical assignments with the program's approved affiliates only. Students must be prepared to travel to the clinical training facility.

**Continuation in the Program:**

Students must complete each required course with a grade of "C" or better.

A student may repeat a single course in which the score is less than a "C."

A student repeating a course in which an unsatisfactory grade was received will experience a delay in clinical placement until the deficient course is satisfactorily completed.

A student withdrawing from the program or a program course may be considered for admission in subsequent classes at the time of the next class selection.

Students absent from the program for a period exceeding one semester will be required to demonstrate prior course competency by exam or repeat for credit.

**HISTOLOGIC TECHNOLOGY (0373)**  
**Allied Health Division**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1100K	Human Anatomy & Physiology for the Health Care Professional	4
CHEM 1211K	Principals of Chemistry I	4
ENGL 1101	English Composition I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
MATH 1111	College Algebra	3
Elective	See Area E of the Core Curriculum, page 66.	<u>3</u>
		20
	<b>Second Semester</b>	
CHEM 1212K	Principals of Chemistry II	4
ENGL 1102	English Composition II	3
COMM 1110 or	Public Speaking or	3
COMM 2105	Introduction to Interpersonal Communication	
BIOL 1115K	Essentials of Microbiology	4
AREA C Elective	See Area C of the Core Curriculum, page 64.	3
AREA G Elective	See Area G of the Core Curriculum, page 68. **	<u>1-2</u>
		18-19
<b>Sophomore Year</b>	<b>First Semester</b>	
MLTS 1300	Introduction to Histology	3
MLTS 1310	Histology I	4
MLTS 1320	Histology II	3
MLTS 1330	Histology III	1
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68. **	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
MLTS 1340	Histology IV	5
MLTS 1350	Histology V	2
MLTS 1360	Histology VI	<u>1</u>
		8
	<b>Two-Year Total</b>	<b>61-63</b>

\*\*Electives to include fulfillment of the Fitness competency requirement by completion of one of the following:

PHED 1105 Strength Training, PHED 1106 Walk, jog, Run, PHED 1161 Fitness I, PHED 1162 Fitness II, PHED 1110 Deep Water Exercise, PHED 1139 Fitness Swimming, PHED 1115 Step Aerobics, PHED 1116 Step Aerobics II, or PHED 1182 Personal Conditioning.

NOTE: Students must score a "C" or higher in all Histology program courses in order to successfully complete each course. Satisfactory completion of the Darton College NAACLS Accredited Histology Certificate Program provides the necessary qualifications for National Certification Examinations.

**HISTOLOGY (0564)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Histotechnology Certificate Program provides students with academic and practical training for job-entry skills in anatomic pathology. The program is approved by the Board of Regents of the University System of Georgia and seeks accreditation with The national Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mayer Avenue, Suite 670, Chicago, Illinois 60631, Phone (773) 714-8880, [www.naacls.org](http://www.naacls.org). completion of a NAACLS accredited histologic technician certificate program will qualify the student to take their national board exams.

**Histology Admission**

**Option I:**

**High School Option**

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of high school Algebra, Chemistry and Biology with a "C" or higher.

**Option II:**

**College Option**

This option is an alternative way to gain admission into the program as well as a way to eliminate prior academic deficiencies.

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of college Algebra, Chemistry and Biology with a "C" or higher

**NOTE:** Beginning Fall, 2004, students must have a prior college degree to be considered for the Histology Certificate Program.

**Selection:**

Once applicants meet the general admission criteria for the program, their completed folders are forwarded to the Program Director for review. Students for the program are selected from the applicants according to the following criteria:

Prior Degree Attained	1	point
Prior laboratory work experience	1	point
GPA	___	points

Applicants with the highest point accumulation are selected until the class positions are filled. Class size is based upon annual clinical site availability.

**Additional Requirements:**

1. A minimum grade of a "C" in each professional Histology course.
2. Students are required to submit a completed medical form obtained from the office of Allied Health or have a copy of a recent physical exam on file.
3. Students must have documented immunization to Hepatitis B.
4. Liability insurance is required upon enrollment in the program.
5. To satisfactorily complete the curriculum and to develop required skills the students must have:
  - a. **Visual acuity** (with or without corrective lenses) to observe and perform technical procedures; to identify and differentiate specimens, reagents and equipment; to read laboratory manuals, procedures, policies, specimen labels and materials pertinent to professional practice;
  - b. **Physical ability** to manipulate laboratory instruments and equipment in a manner consistent with operational procedures;
  - c. **Manual dexterity** to operate laboratory equipment and use tools in a manner consistent with operational guidelines.

**Program Cost Requirements:**

Students in the Histologic Technician Certificate Program are responsible for the following approximate expenses in addition to books, tuition and fees:

Liability Insurance	\$17.50
Uniforms/lab coats	\$150.00
Laboratory Supplies (gloves, pens, markers, etc.)	\$50.00
Special immunizations (HBV)	<u>\$200.00</u>
	\$417.50

**Clinical Assignments:**

The Darton College program director or designated staff will arrange clinical assignments with the program's approved affiliates only. Students must be prepared to travel to the clinical training facility.

**Continuation in the Program:**

Students must complete each required course with a grade of "C" or better.

A student may repeat a single course in which the score is less than a "C."

A student repeating a course in which an unsatisfactory grade was received will experience a delay in clinical placement until the deficient course is satisfactorily completed.

A student withdrawing from the program or a program course may be considered for admission in subsequent classes at the time of the next class selection.

**HISTOLOGY CERTIFICATE**

	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
MLTS 1300	Introduction to Histology	3
MLTS 1310	Histology I	4
MLTS 1320	Histology II	3
MLTS 1330	Histology III	<u>1</u>
		11
	<b>Spring Semester</b>	
MLTS 1340	Histology IV	5
MLTS 1350	Histology V	2
MLTS 1360	Histology VI	<u>1</u>
		8
	<b>Certificate Total</b>	<b>19</b>

NOTE: Students must score a "C" or higher in all Histology program courses in order to successfully complete each course. Satisfactory completion of the Darton College NAACLS Accredited Histology Certificate Program provides the necessary qualifications for National Certification Examinations.

**MUSIC (0011)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or	Intro. to Math. Modeling or	
MATH 1111	College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed.  
 See page 63.

COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3

The following courses are recommended, but other Area B courses are allowed.  
 See page 63.

PHIL 1101 or	Critical Thinking or	
FREN 1001 or	Elementary French I or	
GRMN 1001	Elementary German I	2-3

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature	See Area C Literature courses, page 64.	3
Humanities/Fine Arts	See Area C Humanities/Fine Arts courses, page 64.	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
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The following courses are recommended, but other Area D Math/Technology courses are allowed. See page 65.

MATH 1112 or	Trigonometry or	
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 Hours**

POLS 1101	American Government in World Perspective	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3

The following course is recommended, but other Area E Social Science courses are allowed. See page 66.

PSYC 1101	General Psychology	3
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**Area F**

**Courses Related To The Major - 18 Hours**

MUSC 1101	Elementary Music Theory I	2
MUSC 2211	Applied Music I	2
MUSC 1080 or	College Choir or	
MUSC 1090	College Concert Band	4
MUSC 1171	Class Piano	1
MUSC 1172	Signt-Singing/Ear Training	1
MUSC 1102	Elementary Theory II	2
MUSC 2212	Applied Music II	2
MUSC 2201	Advanced Theory I	2
MUSC 2202	Advanced Theory II	2

**Area G****Physical Education – (1 – 4 courses)\*\***4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total****64-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

Piano proficiency skills for transfer students must be attained before graduation. Piano class may be taken for more than 2 hours if necessary.

Four-year music programs expect music transfer students to have participated in at least 4 semesters of applied study, 4 semesters of ensembles, and to have attained keyboard skills, skills in written theory, aural dictation, and sight-singing before transferring into the junior year of a Baccalaureate program.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**MUSIC (0011)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3
HIST 2111 or HIST 2112	U.S. History through 1877 or U.S. History after 1877	3
MUSC 1101	Elementary Music Theory I	2
MUSC 2211	Applied Music	1
MUSC 1080 or MUSC 1090	College Choir or College Concert Band	1
MUSC 1171	Class Piano	1
MUSC 1172	Sight Singing/Ear Training	1
The following courses are recommended, but other Area B courses are allowed. See page 63.		
COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		18-20
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
The following courses are recommended, but other Area D Math/Technology courses are allowed. See page 65.		
MATH 1112 or MATH 2205	Trigonometry or Introduction to Statistics	3
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	Psychology	3
POLS 1101	American Government in World Perspective	3
MUSC 1102	Elementary Music Theory II	2
MUSC 1080 or MUSC 1090	College Choir or College Concert Band	1
MUSC 2211	Applied Music	1
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
The following courses are recommended, but other Area B courses are allowed. See page 63.		
PHIL 1101 or FREN 1001 or GRMN 1001	Critical Thinking or Elementary French I or Elementary German I	2-3
MUSC 2201	Advanced Music Theory I	2
MUSC 1080 or MUSC 1090	College Choir or College Concert Band	1
MUSC 2212	Applied Music	1

AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u> 14-16
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**Second Semester**

AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA C Humanities/Fine Arts	See Area C Humanities/fine Arts courses page 66.	3
MUSC 2202	Advanced Music Theory II	2
MUSC 1080 or	College Choir or	
MUSC 1090	College Concert Band	1
MUSC 2212	Applied Music	1
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u> 15-16

**Two-Year Total**

**64-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**CHURCH MUSIC (0565)**  
**Humanities Division**  
**RECOMMENDED COURSES**  
**FOR CERTIFICATE PROGRAMS**

This certificate is primarily designed for individuals in the church music industry who are trying to improve their skills and knowledge. The church music courses use the texts and materials of current music classes with the exception of the Church Music Seminar which includes seminar presentations on various topics related to the church music industry.

- Planning and organizing a choral/music program for all ages.
- Conducting, music reading, music arranging (choral and/or instrumental), literature and repertoire.
- Working with accompanists and instrumentalists.
- Keyboard Skills
- Music ministry/Worship planning (contemporary and traditional).
- Developing a network and career center for placement of church musicians in ministry locations.
- Contemporary issues of church music.

It is suggested that a plan of study be discussed with the music advisor before pursuing the program and to assure the courses selected provide the greatest benefit.

<b>First Semester</b>		<b>Sem. Hrs.</b>
MUSC 1101	Elementary Music Theory I	2
MUSC 2211	Applied Music	1
MUSC 1090/1080	College Choir/College Band	1
MUSC 1182	Seminars in Church Music I	2
Elective*		<u>3</u>
		9
<b>Second Semester</b>		
MUSC 1102	Elementary Music theory II	2
MUSC 2211	Applied Music	1
MUSC 1090/1080	College Choir/College Band	1
MUSC 1183	Seminars in Church Music II	2
Elective*		<u>3</u>
		9
<b>One Year Total</b>		<b>18</b>
Select electives from the following:		
COMM 1110	Public Speaking	3
MUSC 1100	Music Appreciation	3

Or other courses approved by the Humanities division advisor.

**NUCLEAR MEDICINE TECHNOLOGY (0049)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements

PHYS 1111K and PHYS 1112K or PHYS 2211K and PHYS 2212K	Introductory Physics I and Introductory Physics II or Principles of Physics I and Principles of Physics II	8
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Math/Technology Requirement

MATH 2205	Introduction to Statistics	3
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**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements

BIOL 1111K and BIOL 1112K	Human Anatomy & Physiology I and Human Anatomy & Physiology II	8
CHEM 1211K and CHEM 1212K	Principles of Chemistry I and Principles of Chemistry II	8

Major Electives

BIOL 1107K	Principles of Biology I	4
MATH 1151	Calculus I with Geometry	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**66-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**NUCLEAR MEDICINE TECHNOLOGY (0049)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>16-17</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>16-17</u>
	<b>Summer Semester</b>	
BIOL 1107K	Principles of Biology I	4
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1111K	Human Anatomy and Physiology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>15-16</u>
	<b>Second Semester</b>	
BIOL 1112K	Human Anatomy and Physiology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>15-16</u>
	<b>Two-Year Total</b>	<b>66-70</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**NURSING (0029)**  
**Nursing Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 Hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
	See Area B of the Core Curriculum, page 63.	4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3
<b>Area D</b>		
<b>Science, Mathematics, and Technology - 11 Hours</b>		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
CISM 2201	Fundamentals of Computer Applications	3
<b>Area E</b>		
<b>Social Science - 12 Hours</b>		
POLS 1101	American Government in World Perspective	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
PSYC 1101	General Psychology	3
SOCI 1101	Principles of Sociology	3
<b>Area F</b>		
<b>Courses Related To The Major - 18 Hours</b>		
BIOL 1111K	Human Anatomy and Physiology I	4
BIOL 1112K	Human Anatomy and Physiology II	4
BIOL 1115K	Essentials of Microbiology	4
Choose two from the following:		
ANTH 1103 or	Introduction to Anthropology or	3
PSYC 2215 or	Human Growth and Development or	3
MATH 2205	Introduction to Statistics	3
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		
<b>Two-Year Total</b>		<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**NURSING (0029)**  
**Nursing Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking*	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
CISM 2201	Fundamentals of Computer Applications	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Summer Semester</b>	
BIOL 1111K	Human Anatomy and Physiology I	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA F Elective	See Area F Elective courses, page 417.	<u>3</u>
		9
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1112K	Human Anatomy and Physiology II	4
PSYC 1101	General Psychology	3
SOCI 1101	Principles of Sociology	3
AREA C Literature	See Area C Literature courses, page 64.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
	<b>Second Semester</b>	
BIOL 1115K	Essentials of Microbiology	4
MATH 1111	College Algebra	3
AREA F Elective	See Area F Elective courses, page 417.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		11-12
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**NURSING (0353)**  
**NURSING DIVISION**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The Associate Degree Program in Nursing at Darton College is approved by the Georgia Board of Nursing. The Nursing Program is also accredited by the National League for Nursing Accrediting Commission (NLNAC). Information regarding nursing programs may be obtained by contacting the NLNAC at 61 Broadway 33<sup>rd</sup> Floor, New York, New York 10006, (212)363-5555. It is a five semester program planned to prepare the graduate to function as a nurse in first-level staff positions in hospitals and comparable agencies. After successful completion of the Associate of Science in Nursing degree, graduates will be academically eligible to write the state licensing examination to practice as a registered nurse. The state Board of Nursing has the right to refuse to grant a registered nurse license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

In addition to the application forms submitted for admission to the College in general, students applying for the first time and those returning to nursing courses after a break in nursing enrollment are required to submit a separate application for admission to the Associate Degree Nursing Program. Application forms are available in the Nursing Office.

To comply with the requirements of cooperating clinical facilities, the Nursing Division requires students to submit a completed health form. These forms will be provided upon enrollment in NURS 1101.

The Associate Degree Nursing Program has limited enrollment, and students are selected on the basis of SAT/ACT scores, college course grades, completion of required nursing related coursework, and other qualifications related to academic and professional potential.

Students who wish to be considered for admission to the nursing program must submit a nursing program application to the Nursing Office a minimum of one semester prior to the desired date of admission.

Applicants are urged to submit their completed forms early. When the college has received the application forms and the application processing fees, the applicant will be notified by the Records Office. Once complete, the records and admission information of all applicants will be sent to the nursing program Director. Consideration for initial admission or re-admission to the program will be given after it has been determined that all admission requirements have been fulfilled. Readmissions are based on available space.

Applicants accepted for a designated beginning nursing class who do not enroll in that class must re-submit an application to the Records Office to be considered for a subsequent class. Accepted applicants who fail to maintain admission standards will be dropped before beginning the nursing program.

The faculty, staff, and students in health care programs shall uphold professional and ethical standards of care.

**Additional Admissions Requirements**

1. Applicants must have completed required Learning Support courses.
2. Applicants must meet *one* of the following conditions:
  - a. present a composite score of 870 or higher on the Scholastic Aptitude Test (SAT I) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) **and** have a minimum of 2.00 ("C" average) on all college work previously taken, if any.
  - b. have earned credit on 9 or more semester credit hours of general education courses including one science course required in the nursing program achieving a grade point average of 2.50 or higher. The grade received in the science course must be a C or higher. (All science courses must be completed with a grade of C or higher.)
3. Submit proof of current Cardiopulmonary Resuscitation Certification (CPR) upon entry into NURS 1111.

4. Transfer students will be evaluated based on the requirements outlined above.
5. Students who have received two D's and/or F's in nursing courses at any other institution are not eligible for admission to the Darton College nursing program.
6. Science courses taken more than five years prior to enrolling in the nursing program will be evaluated by the Nursing Division Chair.
7. Students who have completed an LPN Nursing Program or the Advanced Naval Corpsman Hospitalman Course (NER-HN-001) and have one year of active practice within the past two years may challenge NURS 1101 and NURS 1111 for credit. Appointments to challenge these courses will be made after the application, a copy of PNE transcript and a copy of current Georgia license have been submitted.
8. Students desiring to transfer nursing courses for credit must:
  - a. present evidence that transfer course meets the requirements of the nursing curriculum at Darton College, and
  - b. successfully complete the required competency examination on each nursing course presented for transfer credit.

### **Additional Nursing Program Requirements**

1. All students must be admitted to the Nursing Program before enrolling in NURS 1101. NURS 1101 must be taken immediately preceding or within one semester of NURS 1111.
2. It is recommended that students applying for the Evening Program have completed all of the core courses required for nursing prior to enrolling in NURS 1101.
3. Students will be required to submit a completed health form which documents satisfactory health status prior to clinical practicum. The forms will be available on enrollment in NURS 1101.
4. The student is expected to assume responsibility for his/her own health in the event of illness, accident or exposure to communicable disease. Evidence of health insurance is required prior to clinical practicum. Professional liability insurance is also required.
5. Students must have a grade of C or better in all science courses and all nursing courses. More than one D and/or F in nursing courses will result in permanent dismissal from the program. A WF is considered F. Students who fail a nursing course must repeat both the theory and clinical components of the course. Students will be re-admitted to the course based on space available.
6. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.
7. Students must maintain current Cardiopulmonary Resuscitation Certification throughout enrollment.
8. Any nursing course presented for graduation that was completed three calendar years or more prior to anticipated date of graduation must be successfully challenged or repeated for credit.
9. Students are required to take the Regents' Test after completion of 30 hours. Passing the Regents' Test is a requirement for graduation from Darton College.
10. Students must have completed all core courses required in the nursing program and the Regents' Test prior to enrolling in the last semester of the nursing program.
11. Students will demonstrate clinical competency of 100% accuracy in computation of medication dosages in NURS 1111, NURS 1112, NURS 2111, NURS 2113, and NURS 2115. Students must demonstrate 100% competency on a math test each semester. A maximum of three (3) opportunities will be provided prior to the last day to withdraw from a course without penalty. If a student is unsuccessful on all three attempts, he/she will receive a clinical failure for calculation of medication dosages. If the student drops, he/she will be eligible to register for the next semester of nursing provided that all of the other entry requirements are met.
12. The Division of Nursing reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Vice President for Academic Affairs and the nursing faculty, the student does not appear to have the necessary qualifications for a nursing career.

13. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.
14. Students returning to Nursing after withdrawing or failure of a nursing class will be re-admitted on a space available basis.
15. A student may withdraw only once from any given nursing course and no more than three times throughout the duration of the nursing program. This new policy will begin Fall, 2004.
16. To progress successfully through the curriculum and function as a practicing nurse after graduation, the individual must be able to perform cardiopulmonary resuscitation correctly. To meet this requirement, the individual must have:
  - a. the visual acuity with corrective lenses to identify cyanosis and absence of respiratory movement in a patient;
  - b. enough hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a patient's call for help);
  - c. sufficient physical ability (minimal impairment of upper and lower extremities) to perform cardiopulmonary resuscitation;
  - d. sufficient speaking ability to be able to question the patient about his/her condition and to relay information about the patient verbally to others;
  - e. enough manual dexterity and visual acuity with corrective lenses to accurately draw up solutions in a syringe.

These and other core Performance Standards are based on "The Americans with Disabilities Act Implications for Nursing Education" established by the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) in March 1993. A copy of the recommendation is available in the nursing office and in the nursing policy handbook.

In compliance with the Americans with Disabilities Act (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must disclose their disability to the office of Disability Services before academic accommodations can be implemented.

#### **Additional Costs and Fees**

1. Professional liability insurance is required prior to clinical assignment.
2. The student must assume responsibility for his/her own health in the event of illness, accident or exposure to communicable disease. Evidence of health insurance is required prior to clinical practicum.
3. All nursing students are required to show evidence of immunity to diphtheria, tetanus, tuberculosis, syphilis, polio, measles, rubella, and hepatitis B prior to clinical assignment. Nursing students enrolled in the Thomasville class will be required to provide evidence of a toxicology (industrial panel 6) screening test. All students are required to have a repeated tuberculin skin test at the end of the first year. Health forms for the above immunizations and tests will be provided upon enrollment in NURS 1101.
4. All nursing students will be expected to pay a semester NLN Testing Fee.
5. All nursing students are required to have uniforms, white hose, shoes, scissors, and watch with sweep second hand.
6. Nursing students are required to join the Darton College GANS Chapter to enhance professional development.
7. Students who have clinicals in a nursing home or state psychiatric facility must also complete a criminal background check.

#### **Additional Graduation Requirements**

In addition to the College graduation requirements, the student must have a minimum grade of "C" in each nursing course.

## ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES

### **Credit by Examination**

The LPN may challenge NURS Pharmacology and NURS 1111 by examination. Successful performance on the three components of the challenge examination (theory, clinical laboratory, and mathematics tests) allows the LPN to exempt the fundamentals courses and enter the Associate Degree curriculum. Admissions requirements are the same as for regular Associate Degree students.

### **Admissions Criteria for Credit by Examination Option**

All applicants for the credit by examination option must meet these criteria:

1. Be eligible for admission to Darton College and the Associate Degree Nursing Program.
2. Submit a transcript from practical nursing education program.
3. Have completed a practical nursing program and have one year of active nursing practice within the last two years. Employee verification and job description required.
4. Submit evidence of unrestricted LPN Licensure.
5. Have completed all prerequisite requirements for the entry nursing class.

**NURSING (0353)**  
**Nursing Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 1111K	Human Anatomy and Physiology I	4
PSYC 1101	General Psychology	3
COMM1000	Cultural Diversity in Communication	2
NURS 1101	Pharmacology, Math and Basic Nursing Skills	<u>3</u>
		15
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
BIOL 1112K	Human Anatomy and Physiology II	4
NURS 1111	Nursing I	8
CISM 1100	Computer Concepts Software Applications	<u>2</u>
		17
	<b>Third Semester</b>	
BIOL 1115K	Essentials of Microbiology	4
NURS 1112	Nursing II	7
NURS 2113	Psychiatric Nursing	4
PHED	Any (1) credit PE course in area G	<u>1</u>
		16
<b>Sophomore Year</b>	<b>Fourth Semester</b>	
POLS 1101	American Government in World Perspective	3
HIST 2111 or	U. S. History through 1877 or	
HIST 2112	U. S. History after 1877	3
NURS 2111	Nursing III	<u>9</u>
		15
	<b>Fifth Semester</b>	
NURS 2115	Nursing IV	8
NURS 2117	Concepts of Modern Nursing	<u>1</u>
		9
	<b>Two-Year Total</b>	<b>72</b>

**OCCUPATIONAL THERAPY (0085)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum. Page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology 10-11 Hours**

MATH 1112	Trigonometry	3
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4

**Area E**

**Social Science - 12 Hours**

PSYC 1101	General Psychology	3
POLS 1101	American Government in World Perspective	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3

**Area F**

**Courses Related To The Major - 18 Hours**

BIOL 1111K	Human Anatomy & Physiology I	4
PHYS 1111K	Introductory Physics I	4
PHYS 1112K	Introductory Physics II	4
PSYC 2225	Introduction to Abnormal Psychology	3
SOCI 1101	Principles of Sociology	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**OCCUPATIONAL THERAPY (0085)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
PSYC 1101	General Psychology	3
COMM 1110	Public Speaking*	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
POLS 1101	American Government in World Perspective	3
BIOL 1111K	Human Anatomy and Physiology I	4
MATH 1112	Trigonometry	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
	<b>Summer Semester</b>	
HIST 2111 or	US History Through 1877 or	3
HIST 2112	US History After 1877	
AREA C Elective	See Area C of the Core Curriculum, page 64.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		7-8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
CHEM 1211K	Principles of Chemistry I	4
PHYS 1111K	Introductory to Physics I	4
SOCI 1101	Principles of Sociology	3
PSYC 2215	Human Growth and Development	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
CHEM 1212K	Principles of Chemistry II	4
PHYS 1112K	Introductory Physics II	4
PSYC 2225	Introduction to Abnormal Psychology	3
ETHI 1101	Issues In Ethics	<u>2</u>
		13
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**OCCUPATIONAL THERAPY ASSISTANT (0372)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The OTA program at Darton College has two tracks for student attendance. The first track is known as the 1+1 option. The student choosing this pathway enters the program after having completed the listed prerequisites. Students following this track will finish the core curriculum in one year. The second track is known as the combined option. Students choosing this pathway enter the program with the curriculum arranged so that over the span of two years they complete integrated prerequisites and core classes. Both track options have the same field work expectations.

OTA classes begin each Fall Semester. To be considered as a candidate, completed application packets should be submitted to the Occupational Therapy Assistant Selection Committee no later than July 1st. Application packets which are incomplete or are received after the deadline will be considered only if the class has not been filled. Students who are in the process of completing prerequisites in the Summer Semester for track number one, may apply for the Fall class provided that all 27 prerequisite hours will be completed by the end of Summer Semester. The selection committee must be provided college transcripts at the end of Summer Semester as proof of completion of prerequisites. Accepted applicants who fail to maintain admission standards will be withdrawn before beginning the OTA program.

Consideration for acceptance into the Occupational Therapy Assistant program will be based on the following:

1. Be admitted to Darton College.
2. Thoroughness and completeness of answers in OTA application packet.
3. Written communication skills as demonstrated on required essay, "Why I have chosen a career as an Occupational Therapy Assistant."
4. Documented observation hours in an Occupational Therapy setting (32 hours).
5. Successful completion of the prerequisites with a grade of "C" or better and minimum GPA as stated in the Darton College Catalog. Prerequisites should be completed within five years of the date of application. Prerequisites completed more than five years prior to the date of application are subject to approval by the OTA Selection Committee.
6. Complete Certificate of Immunization form by private physician or health department.
7. Experience in school, work and life which would help prepare a student for a career as an OTA.

Preliminary selection criteria, including GPA, essay, volunteer work and life experiences are ranked by the Occupational Therapy Assistant Selection Committee. Offers of acceptance will be made by mail. Remaining candidates will either be placed on a waiting list as an alternate or denied admission. Candidates wishing to be reconsidered for a subsequent class must submit a new application packet.

After successful completion of the OTA program, which includes both didactic and fieldwork components, an Associate of Science degree will be awarded. Graduates who have completed fieldwork affiliations are eligible to take the national certification examination administered by the National Board for Certification of Occupational Therapy (NBCOT). Successful completion of this examination leads to eligibility for state licensure granted by the Georgia Board of Occupational Therapy. Student application for limited license status can be completed in the interim period between graduation and completion of the certification examination. The Board has the right to refuse to grant a license to any individual who has been convicted of legal and/or moral violations specified by Georgia law. After satisfactory performance on the examination, Certified Occupational Therapy Assistants (COTA) will be qualified for entry-level employment in hospitals and other related health care settings.

The OTA Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE.) For additional information, please contact ACOTE using the following information:

ACOTE - The American Occupational Therapy Association  
P.O. Box 31220  
Bethesda, MD 20824-1220  
(301) 652-2682

### **Re-Admission of Returning Students:**

Because of the sequential nature of the course offerings, students must complete all courses in a Semester before advancing in the program. If a student is experiencing a first time failure, the student may re-apply to the OTA program for admission in the next fall class. Students reapplying to the OTA program must maintain the same requirements expected of all applicants outlined in the OTA Application Packet. Courses more than two years old will have to be repeated. More than one "D" and/or "F" in the OTA curriculum will result in permanent dismissal from the program. (This may be two courses or failure of the same course twice.)

The OTA program reserves the right to discontinue, at any time, the enrollment of an OTA student if, in the judgment of the Vice President for Academic Affairs, the OTA faculty and the Chair of the Allied Health Division, the student does not appear to have the necessary qualifications for a career as an OTA.

Due to the fact that pre-requisites for the Occupational Therapy Baccalaureate programs are different, graduation from the OTA program will not necessarily prepare the student for entry into an Occupational Therapy professional education program. Students wishing to pursue a career as an Occupational Therapist should enroll as an Occupational Therapy major.

### **Additional OTA Program Requirements**

1. The OTA program requires a full-time commitment from the student. Generally, classes will be scheduled Monday through Friday from 8:00 am to 5:00 pm with some evening and/or weekend time commitments as needed.
2. Since clinical education is a critical component of the program, all clinical practicums must be passed. Traveling out of town will be necessary. Students are responsible for their own transportation, food and lodging during the practicums unless other arrangements are made by the clinical site or student.
3. Students must provide evidence of the following prior to the first clinical practicum:
  - a. Health insurance (available through Darton College).
  - b. Completed health form, including evidence of initiation of the hepatitis B Vaccine series.
  - c. Cardiopulmonary resuscitation (CPR) certification - American Heart Association BLS Health Care Provider course must be maintained throughout the program.
  - d. Malpractice insurance (available through Darton College).
  - e. Signed letter of confidentiality and honor code.
4. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease.
5. A minimum grade of "C" is required in all OTA courses to advance in the program.
6. Fieldwork must be passed to graduate. In the event of unsatisfactory performance, a practicum may be repeated one time within 18 months of completion of didactic course work.
7. Once enrolled in the program, failure to satisfactorily complete the course work in the scheduled sequence will result in the student being withdrawn from the program. The student must re-apply, be re-accepted and repeat ALL determined course work.
8. Students must follow all policies and procedures relevant to Darton College, the OTA Program and the fieldwork sites.
9. Membership in state and national professional organizations is encouraged to enhance professional development.
10. All OTA students are required to purchase a name tag, uniforms as specified by clinical sites, stethoscope, sphygmomanometer, goniometer (large and hand) and a watch with a sweep second hand.
11. In order to successfully complete the clinical fieldwork and work effectively as an OTA, students are required to possess the following functional abilities and critical skills:
  - a. Able to stand, walk on all surfaces, stoop, bend, kneel, crouch and sit for long periods of time.
  - b. Able to maintain good balance to assist with gait and transfer training.
  - c. Able to transfer or maneuver (by self or with assistance) patients weighing up to 300 pounds.
  - d. Able to lift, push, pull and carry objects weighing up to fifty pounds.
  - e. Able to reach above and below the waist.

- f. Able to manually and visually operate and/or manipulate wheelchair, mobility aids, ambulation devices, instrumentation and equipment.
- g. Able to visually and cognitively assess changes in a patient's condition.
- h. Able to question the patient and relay information about the patient verbally and in writing.
- i. Able to wear appropriate protective equipment and to tolerate unsightly, noxious environments.
- j. Able to manage physical, emotional and mental stress effectively.
- k. Able to tolerate others' value systems, morals, cultures, sexual orientation and religious beliefs.

**OCCUPATIONAL THERAPY ASSISTANT (0372)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Option #1                      One-Plus-One track**

**Pre-requisites:**

The course work for the first two semesters consists of general education core requirements totaling at least 27 hours including the following:

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy & Physiology for the Health Care Professional	4
CISM 1100	Computer Concepts and Software Application	2
COMM 1000	Cultural Diversity in Communication*	2
MATH 1101	Introduction to Mathematical Modeling (or higher)	<u>3</u>
		14
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
PSYC 1101	General Psychology	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government	3
ALHE 1120	Medical Terminology	<u>1</u>
		13
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs</b>
OTAS 1100	Introduction to Occupational Therapy	3
OTAS 1104	Introduction to Disease Conditions	2
OTAS 1105	Patient Care Skills for the OTA	2
OTAS 1111	Functional Anatomy and Kinesiology	4
ALHE 1115	Clinical Professionalism	1
OTAS 2100	Personal and Professional Development	<u>2</u>
		14
<b>Second Semester</b>		
PSYC 2215	Human Growth and Development	3
OTAS 1131	Physical Function in Occupation I	4
OTAS 1140	Psychosocial Function in Occupation	3
OTAS 1145	Developmental Function in Occupation	<u>3</u>
		13
	<b>Summer Semester</b>	
ALHE 2050	Health Care Delivery System	1
OTAS 1121	Therapeutic Media	2
OTAS 1132	Physical Function in Occupation II	4
OTAS 2200	Assistive Techniques and Technologies	3
OTAS 2250	Therapeutic Groups for the OTA	<u>2</u>
		12
	<b>Fall Semester</b>	
OTAS 2410	Level II Fieldwork and	3
OTAS 2420 or	Level II Fieldwork or	3
OTAS 2400	Level II Fieldwork**	<u>6</u>
		6
	<b>Two-Year Total</b>	<b>72</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*All OTA students must complete level II fieldwork within 18 months following the completion of academic preparation.

## **Track # 1**

### **OTAS 1100**

Co-Requisites: OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 2100

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1101(or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

### **OTAS 1104**

Co-Requisites: OTAS 1100, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 2100

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1101(or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

### **OTAS 1105**

Co-Requisites: OTAS 1100, OTAS 1104, OTAS 1111, ALHE 1115, OTAS 2100

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1101(or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

### **OTAS 1111**

Co-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, ALHE 1115, OTAS 2100

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1101 (or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

### **OTAS 2100**

Co-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1101 (or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

### **OTAS 1131**

Co-Requisites: OTAS 1140, OTAS 1145, PSYC 2215

Pre-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 2100

### **OTAS 1140**

Co-Requisites: OTAS 1131, OTAS 1145, PSYC 2215

Pre-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 2100

### **OTAS 1145**

Co-Requisites: OTAS 1131, OTAS 1140, PSYC 2215

Pre-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 2100

**OTAS 1121**

Co-Requisites: ALHE 2050, OTAS 1132, OTAS 2200, OTAS 2250

Pre-Requisites: OTAS 1131, OTAS 1140, OTAS 1145, PSYC 2215

**OTAS 1132**

Co-Requisites: ALHE 2050, OTAS 1121, OTAS 2200, OTAS 2250

Pre-Requisites: OTAS 1131, OTAS 1140, OTAS 1145, PSYC 2215

**OTAS 2200**

Co-Requisites: ALHE 2050, OTAS 1121, OTAS 1132, OTAS 2250

Pre-Requisites: OTAS 1131, OTAS 1140, OTAS 1145, PSYC 2215

**OTAS 2250**

Co-Requisites: ALHE 2050, OTAS 1121, OTAS 1132, OTAS 2200

Pre-Requisites: OTAS 1131, OTAS 1140, OTAS 1145, PSYC 2215

**OCCUPATIONAL THERAPY ASSISTANT (0372)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Option #2 Combined Track**

Separate from the one-plus-one option, students who have completed developmental requirements can be accepted into the OTA program earlier. This second track offering affords greater flexibility in meeting the various needs of our learners.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy & Physiology for the Health Care Professional	4
OTAS 1100	Introduction to Occupational Therapy	3
OTAS 1105	Patient Care Skills for the OTA	<u>2</u>
		12
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
OTAS 1145	Developmental Function in Occupation	<u>3</u>
		12
	<b>Summer Semester</b>	
COMM 1000	Cultural Diversity in Communication	2
ALHE 1120	Medical Terminology	1
CISM 1100	Computer Concepts & Software Applications	<u>2</u>
		5
<b>Sophomore Year</b>	<b>First Semester</b>	
ALHE 1115	Clinical Professionalism	1
HIST 2111 or	U.S. History Before 1877 or	3
HIST 2112	U.S. History after 1877	3
OTAS 1104	Introduction to Disease Conditions	2
OTAS 1111	Functional Anatomy & Kinesiology	4
OTAS 2100	Personal & Professional Development	<u>2</u>
		12
	<b>Second Semester</b>	
MATH 1101	Introduction to Mathematical Modeling (or higher math)	3
POLS 1101	American Government	3
OTAS 1131	Physical Function in Occupation I	4
OTAS 1140	Psychosocial Function in Occupation	<u>3</u>
		13
	<b>Summer Semester</b>	
OTAS 1121	Therapeutic Media	2
OTAS 1132	Physical Function in Occupation II	4
OTAS 2200	Assistive Techniques & Technologies	3
OTAS 2250	Therapeutic Groups for the OTA	2
ALHE 2050	Health Care Delivery System	<u>1</u>
		12

<b>Sophomore Year</b>	<b>First Semester</b>	
OTAS 2410	Level II Fieldwork	3
OTAS 2420	Level II Fieldwork	<u>3</u>
		6
OTAS 2400	OR Level II Fieldwork	6
	<b>Two Year Total</b>	<b>72</b>

\*Oral Communication requirements may be met by completion of other communication courses. See Page 61 for Options.

\*\*All OTA students must complete level II fieldwork within 18 months following the completion of academic preparation.

## **TRACK #2**

### **OTAS 1100**

Co-Requisites: ENGL 1101, BIOL 1100K, OTAS 1105

Pre-Requisites: Admission to the OTA Program

### **OTAS 1105**

Co-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100

Pre-Requisites: Admission to the OTA Program

### **OTAS 1145**

Co-Requisites: ENGL 1102, PSYC 1101, PSYC 2215

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105

### **OTAS 1104**

Co-Requisites: ALHE 1115, HIST 2111 or 2112, OTAS 1111, OTAS 2100

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100

### **OTAS 1111**

Co-Requisites: ALHE 1115, HIST 2111 or 2112, OTAS 1104, OTAS 2100

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100

### **OTAS 2100**

Co-Requisites: ALHE 1115, HIST 2111 or 2112, OTAS 1104, OTAS 1111

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100

### **OTAS 1131**

Co-Requisites: MATH 1101 or Higher, POLS 1101, OTAS 1140

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1145, OTAS 2100, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100

### **OTAS 1140**

Co-Requisites: MATH 1101 or Higher, POLS 1101, OTAS 1131

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1145, OTAS 2100, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100

**OTAS 1121**

Co-Requisites: OTAS 1132, OTAS 2200, OTAS 2250, ALHE 2050

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1131, OTAS 1140, OTAS 1145, OTAS2100, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, MATH 1101 or Higher, POLS 1101

**OTAS 1132**

Co-Requisites: OTAS 1121, OTAS 2200, OTAS 2250, ALHE 2050

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1131, OTAS 1140, OTAS 1145, OTAS2100, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, MATH 1101 or Higher, POLS 1101

**OTAS 2200**

Co-Requisites: OTAS 1121, OTAS 1132, OTAS 2250, ALHE 2050

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1131, OTAS 1140, OTAS 1145, OTAS2100, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, MATH 1101 or Higher, POLS 1101

**OTAS 2250**

Co-Requisites: OTAS 1121, OTAS 1132, OTAS 2200, ALHE 2050

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1131, OTAS 1140, OTAS 1145, OTAS2100, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, MATH 1101 or Higher, POLS 1101

**OFFICE ADMINISTRATION (SECRETARIAL SCIENCE) (0042)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended, but other area D courses are allowed. See page 65.		
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum.	Page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The following courses are recommended, but other area D courses are allowed. See page 65.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

ACCT 2101	Principles of Accounting I	3
BUSA 1105	Introduction to Business	3
BUSA 2105	Communicating in the Bus. Environment	3
BUSA 2106	The Environment of Business	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105 or ECON 2106	Principles of Macroeconomics or Principles of Microeconomics	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**OFFICE ADMINISTRATION (SECRETARIAL SCIENCE) (0042)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Second Semester</b>	
BUSA 1105	Introduction to Business	3
ENGL 1102	English Composition II	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
AREA F Elective	See Courses Related to the Major, page 245.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking*	3
AREA C Literature	See Area C Literature courses, page 64.	3
PSYC 1101	General Psychology	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Second Semester</b>	
BUSA 2105	Communicating in the Business Environment	3
BUSA 2106	The Legal Environment of Business	3
ECON 2105	Principles of Macroeconomics	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**OFFICE ADMINISTRATION (0352)**  
**(Administrative Support)**  
**Business Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The Associate of Applied Science Degree in Office Administration is designed to provide students with opportunities to develop or improve the knowledge and skills necessary for securing initial employment or for upgrading their present skills.

The program prepares the graduate for entry-level positions as executive assistants and administrative assistants, or for employment opportunities in today's automated offices using microcomputer software applications such as word processing and spreadsheets. In addition, courses such as communicating in the business environment, human relations, and administrative secretarial procedures will provide the graduate with skills that will assist them in becoming contributing members of the office team.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BUED 1111	Beginning Keyboarding & Formatting Applications	3
BUSA 1105	Introduction to Business	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	<u>3</u>
		15
	<b>Second Semester</b>	
BUED 1112	Intermediate Formatting Applications	3
BUED 2251	Beginning WordPerfect/Word	3
BUSA 2105	Communicating in the Business Environment	3
COPR 2214	Windows	1
POLS 1101	American Government in World Perspective	3
BUSA 2220 or	Human Relations or	
PSYC 1101	General Psychology	<u>3</u>
		16
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BUED 1113	Advanced Document Processing	3
BUED 2215	Office Machines	3
BUED 2252	Advanced WordPerfect/Word	3
MATH 1101	Introduction to Mathematical Modeling or higher	3
Elective	ACCT/BUED/BUSA/COPR/ECON	<u>3</u>
		15
	<b>Second Semester</b>	
ACCT 2101	Principles of Accounting I	3
BUED 2245	Administrative Secretarial Procedures	3
BUED 2265	Microsoft Word with Desktop Publishing	3
COMM 1110	Public Speaking*	3
OCEX 2290	Occupational Experience	<u>2</u>
		14
	Physical Education – (fitness competency requirement)**	<u>1-2</u>
	<b>Two -Year Total</b>	<b>61-62</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

\*\*Electives to include fulfillment of the Fitness competency requirement. See AREA G of the Core Curriculum.

**OFFICE ADMINISTRATION (0556)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Office Administration Certificate Program is designed to prepare students for clerical positions in the shortest possible time. A Certificate is awarded upon program completion. The student may choose to enroll in the Word/Information Processing Option or the Paralegal Option.

**WORD/INFORMATION PROCESSING OPTION (2556)**

This program prepares the student for career paths in the word/information processing field by offering essential computer skills, word processing skills, and general office skills.

<b>Summer Semester</b>		<b>Sem. Hrs</b>
BUED 1111	Beginning Keyboarding and Formatting Applications*	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	<u>3</u>
		9
<b>Fall Semester</b>		<b>Sem. Hrs</b>
BUED 1112	Intermediate Formatting Applications	3
BUED 2215	Office Machines	3
BUED 2251	Beginning WordPerfect/Word	3
BUSA 2105	Communicating in the Business Environment	<u>3</u>
		12
<b>Spring Semester</b>		<b>Sem. Hrs</b>
BUED 2252	Advanced WordPerfect/Word	3
COPR 2225	Advanced Spreadsheet Applications	3
Elective	ACCT/BUSA/BUED/COPR/ECON	<u>3</u>
		9
<b>One-Year Total</b>		<b>30</b>

\*If a student can demonstrate proficiency by passing an appropriate exemption exam, three hours of credit will be awarded.

**PARALEGAL OPTION (3556)**  
**Business Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The purpose of the Paralegal program is to provide students the knowledge and skills necessary to perform legal services under the direction of an attorney. The Paralegal Certificate Program offers comprehensive and practical training in the substantive areas of the law offering such courses as Real Estate Law; Wills, Trusts and Estates; Litigation and Trial Practice; and Legal Research and Writing.

<b>Fall Semester</b>		<b>Sem. Hrs</b>
BUED 1111	Beginning Keyboarding and Formatting Applications*	3
ENGL 1101	English Composition I	3
Legal Course	(see below)**	3
Legal Course	(see below)**	<u>3</u>
		12

<b>Spring Semester</b>		<b>Sem. Hrs</b>
BUED 2251	Beginning WordPerfect/Word	3
Legal Course	(see below)**	3
Legal Course	(see below)**	<u>3</u>
		9

<b>Fall Semester</b>		<b>Sem. Hrs</b>
Legal Course	(see below)**	3
Legal Course	(see below)**	3
Elective	ACCT/BUSA/BUED/COPR/ECON	<u>3</u>
		9

**One-Year Total** **30**

\*\*Legal Courses:

BUED 1130	The Legal Office: Perspectives, Problems and Skills	3
BUED 1135	The Understanding of Law	3
BUED 1140	Legal Research and Writing	3
BUED 1145	Wills, Trusts and Estates	3
BUED 1150	Litigation and Trial Practice	3
BUED 1160	Real Estate Law	3

\*If a student can demonstrate proficiency by passing an appropriate exemption exam, three hours of credit will be awarded.

**CERTIFIED PROFESSIONAL SECRETARY (or)  
THE CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP)**

Students who have earned the Certified Professional Secretary (CPS) rating will be granted 15 hours of credit. Please see your advisor for additional information.

Students may want to consider the MOUS Certification on page 96.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
ACCT 2101	Principles of Accounting I	3
BUSA 2106	The Environment of Business	3
BUED 1111	Beginning Keyboarding and Formatting Applications	3
BUED 1112	Intermediate Formatting Applications	3
BUED 2245	Administrative Secretarial Procedures	<u>3</u>
		15

**PHILOSOPHY (0034)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

See Area B of the Core Curriculum.	Page 63.	4
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**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, See page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related To The Major - 18 Hours**

PHIL 2205	Introduction to Philosophy	3
PHIL 2210	Ethics	3
Optional Electives (12 hours).	See Below for Options	12
Foreign Language	See Area C of the Core Curriculum, page 64.	
Humanities	See Area C of the Core Curriculum, page 64.	
Natural Sciences	See Area D of the Core Curriculum, Page 65.	
Social Sciences	See Area E of the Core Curriculum, page 66.	

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PHILOSOPHY (0034)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Area F of the Core curriculum, page 252.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core Curriculum, Page 65.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PHIL 2205	Intro. to Philosophy	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	1-3
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
PHIL 2210	Ethics	3
AREA F Elective	See Area F Courses Related to the Major, page 252.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-17</b>
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	1-3
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA F Elective	See Area F Courses Related to the Major, page 252.	3
AREA F Elective	See Area F Courses Related to the Major, page 252.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-17</b>
	<b>Two-Year Total</b>	<b>62-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**PHYSICAL THERAPY (0027)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 Hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
See Area B of the Core Curriculum. Page 63.		4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*.	3
<b>Area D</b>		
<b>Science, Mathematics, And Technology - 11 Hours</b>		
Science Requirements		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K or	Principles of Chemistry II or	4
BIOL 1107K	Principles of Biology I	
BIOL 1108K or	Principles of Biology II or	
PHYS 1111K	Introductory Physics I***	
PHYS 1112K	Introductory Physics II***	
Math/Technology Requirement		
MATH 1112	Trigonometry	3
<b>Area E</b>		
<b>Social Science - 12 Hours</b>		
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
POLS 1101	American Government in World Prospective	3
Elective	See Area E Social Science courses, page 66.	3
<b>Area F</b>		
<b>Courses Related To The Major - 18 Hours</b>		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
PHYS 1111K	Introductory Physics I	4
PHYS 1112K	Introductory Physics II	4
Major Electives		
PSYC 1101	General Psychology	3
BIOL 1111K	Human Anatomy & Physiology I	4
BIOL 1112K	Human Anatomy & Physiology II	4
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		
<b>Two-Year Total</b>		<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

\*\*\*All Physical Therapy programs require two semesters of Physics. Most Physical Therapy programs also require the Chemistry and Anatomy and Physiology sequences.

**PHYSICAL THERAPY (0027)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
CHEM 1211K	Principles of Chemistry I	4
HIST 1111 or HIST 2111	Survey of Western Civilization I or US History Through 1877	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>16-17</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
MATH 1112	Trigonometry	3
PSYC 1101	General Psychology	3
CHEM 1112K	Principles of Chemistry II	4
HIST 1112 or HIST 2112	Survey of Western Civilization II or US History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>17-18</u>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
Area C Elective	See Area C Literature courses, page 64.	3
POLS 1101	American Government in World Perspective	3
PHYS 1111K	Introductory Physics I	4
BIOL 1111K	Human Anatomy and Physiology I	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	1
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>16-17</u>
	<b>Second Semester</b>	
COMM 1110	Public Speaking*	3
PSYC 2215	Human Growth and Development	3
PHYS 1112K	Introductory Physics II	4
BIOL 1112K	Human Anatomy and Physiology II	4
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>15-16</u>
	 <b>Two-Year Total</b>	 <b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**PHYSICAL THERAPIST ASSISTANT (0363)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The mission of the Darton College Physical Therapist Assistant Programs is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented physical therapist assistants.

The Physical Therapist Assistant (PTA) Program at Darton College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Admission to the program is a two-step process. **Students may declare a PTA major upon college enrollment while completing prerequisite coursework for the purpose of advisement. However, this does not guarantee admission to the program.** After successful completion of at least 13 of the 27 semester hours of prerequisites, students may apply to the PTA program.

To be considered for admission to the Physical Therapist Assistant program, the applicant must:

1. Be admitted to Darton College.
2. Complete at least 13 of the 27 semester hours of program prerequisites with a cumulative grade point average (GPA) of 2.0 (C) or higher, including a grade of "C" or higher in all prerequisite courses at the time of application. A 2.5 GPA or higher is recommended for strong consideration to the program. Prerequisites should be completed within five years of the date of application. Prerequisites completed more than five years prior to the date of application are subject to approval by the Physical Therapist Assistant Selection Committee.
3. Complete the Physical Therapist Assistant application packet including:
  - a. Application for admission to the PTA program.
  - b. Documentation of at least 80 hours of work/volunteer experience in one or more physical therapy settings verified by a physical therapist or physical therapist assistant. It is recommended that you complete the hours in two or more settings, if possible. Up to forty hours performed in a related setting (occupational therapy, athletic training, general medical, etc.) will be allowed.
  - c. Prerequisite Information Form.

One class per year will be selected. Application packets must be received by the Physical Therapist Assistant Selection Committee by March 1. Application packets which are incomplete or are received after March 1 may not be considered. If you have missed the March 1 deadline, please contact the program director to see if the class has been filled and for steps that may be taken for possible late admission to the program. Students who are in the process of completing prerequisites in the Spring Semester may apply for the Summer class provided the 27 semester hours of prerequisites are completed with the same grade requirements and verified by an official transcript at the end of the Spring Semester. Accepted applicants who fail to maintain admission standards will be withdrawn before beginning the PTA program.

Preliminary selection criteria, including GPA and letters of recommendation, are ranked by the Physical Therapist Assistant Selection Committee. All applicants who meet the admission criteria will be invited for a personal interview. Offers of acceptance will be made based on the final ranking of those interviewed. Remaining candidates from the interview group will be placed on a waiting list as an alternate, or denied admission. If the initial selection process fails to fill the class, additional interviews will be granted based on rank order. Candidates wishing to be reconsidered for a subsequent class must contact the program director to determine if any new forms must be submitted and to notify the program of the desire to re-apply.

After successful completion of the five semester PTA program, which includes both didactic and clinical components, an Associate of Science degree will be awarded. Graduates will be academically eligible to apply for national licensure by examination through the Georgia State Board of Physical Therapy. It is noted that permission to take the examination is granted by the Georgia State Board of Physical Therapy. The board has the right to refuse to grant a license to any individual who has been convicted of legal and/or moral violations specified by Georgia law.

After satisfactory performance on the examination, licensed physical therapist assistants will be qualified for entry-level employment in hospitals, rehabilitation centers, outpatient clinics,

and other health care settings. Due to the fact that prerequisites for Physical Therapy programs are different, graduation from the PTA program will not prepare the student for entry into a Physical Therapy professional education program. Students wishing to pursue a career as a physical therapist should enroll as a Pre-Physical Therapy major in the Allied Health Division.

The PTA program reserves the right to discontinue, at any time, the enrollment of a PTA student if, in the judgment of the Vice President for Academic Affairs, the PTA faculty, and the Chair of the Allied Health Division, the student does not appear to have the necessary qualifications for a career as a PTA.

### **Additional PTA Program Requirements**

1. The PTA program requires a full-time commitment from the student. Generally, classes will be scheduled Monday thru Thursday from 8:00 am to 5:00 pm with some evening and/or Friday/weekend time commitments as needed.
2. Since clinical education is a critical component of the program, all clinical practicums must be passed. Some out of town travel will be necessary. Students are responsible for their own transportation, food, and lodging during the practicums unless other arrangements are made by the clinical site or student.
3. Students must provide evidence of the following prior to clinical experiences:
  - a. Health insurance.
  - b. Completed health form, including evidence of the hepatitis B vaccine series.
  - c. Cardiopulmonary resuscitation (CPR) certification - American Heart Association BLS Health Care Provider course. This must be maintained throughout the program.
  - d. Malpractice insurance (available through Darton College).
  - e. Signed letter of confidentiality and honor code.
4. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease.
5. A minimum grade of "C" is required in each PTA didactic course to advance in the program.
6. Clinical practicums must be passed to graduate. In the event of unsatisfactory performance, one practicum may be repeated one time only during the Fall Semester if deemed appropriate by the clinical faculty.
7. Once enrolled in the program, failure to satisfactorily complete the coursework in the scheduled sequence will result in the student being withdrawn from the program. The student would have to reapply, be re-accepted, and repeat appropriate coursework.
8. Students must follow the policies and procedures of the PTA program.
9. Membership in the American Physical Therapy Association is strongly recommended to enhance professional development.
10. All PTA students are required to purchase uniforms as specified by clinical sites and a clinical kit which includes a stethoscope, blood pressure cuff, goniometer, and other commonly needed clinical items.
11. In order to successfully complete the clinical practicums and work effectively as a PTA, students are required to possess the following functional abilities and critical skills:
  - a. Able to stand, walk on all surfaces, stoop, bend, kneel, crouch, and sit for long periods of time.

- b. Able to maintain good balance to assist with gait and transfer training.
- c. Able to transfer or maneuver (by self or with assistance) patients weighing up to 300 pounds.
- d. Able to lift, push, pull, and carry objects weighting up to fifty pounds.
- e. Able to reach above and below the waist.
- f. Able to manually, auditorially, and visually operate and/or manipulate wheelchairs, mobile aids, ambulation devices, instrumentation, and equipment.
- g. Able to visually and cognitively recognize changes in a patient's condition.
- h. Able to effectively communicate with patients and relay information about a patient verbally and in writing.
- i. Able to wear appropriate protective equipment and to tolerate unsightly, noxious environments.
- j. Able to manage physical, emotional, and mental stress effectively.
- k. Able to tolerate others' value systems, morals, cultures, and religions, which may be different from your own.
- l. Able to exhibit professional behavior and ethical conduct in a clinic and classroom.

### **Re-Admission of Returning Students:**

Any student who fails a PTA course will not be able to continue onto the next semester of PTA courses. If this is the student's first failure, the student may re-apply to the PTA Program and, if accepted, placement of the returning student will be determined after previous course work has been evaluated by the program director. The evaluation will result in repeating a course previously completed successfully or passing a comprehensive examination to ensure retention of skills at the discretion of the program director. Courses more than two years old must be repeated. More than one "D" and/or "F" in PTA courses will result in permanent dismissal from the program without chance of re-admission. (This may be two different courses or failure of the same course twice).

**PHYSICAL THERAPIST ASSISTANT (0363)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 1100 or BIOL 1111K	Human Anat. & Phys. for the Health Care Professional* or Human Anatomy and Physiology I (Recommended)	4
MATH 1111	College Algebra	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
COMM 1110	Public Speaking**	<u>3</u>
		16
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
BIOL 1112K	Human Anatomy and Physiology II (Recommended) (if 1111K taken in the fall)	
Elective - 2 hours or more		<u>2</u>
		11
	<b>Summer Semester</b>	
ALHE 1120	Medical Terminology	1
ALHE 2100	Personal Growth & Development***	3
PTAS 1100	Critical Components of Health Care Delivery	3
PTAS 1105	Introduction to Patient Care Skills	2
PTAS 1110	Functional Anatomy & Kinesiology	4
PTAS 1115	Clinical Pathology	<u>2</u>
		15
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem.Hrs.</b>
PTAS 1121	Therapeutic Exercise	4
PTAS 1122	Therapeutic Exercise for Special Populations	2
PTAS 1125	Physical Agents	4
PTAS 1130	Applied Neurology and Gait Analysis	<u>3</u>
		15
	<b>Second Semester</b>	
PTAS 1135	Psychosocial Aspects Care	2
PTAS 2010	Clinical Practicum I	3
PTAS 2050	Orthopedic Rehabilitation	3
PTAS 2100	Neurological Rehabilitation	3
PTAS 2200	Professional Growth & Development	<u>2</u>
		15
	<b>Summer Semester</b>	
PTAS 2020	Clinical Practicum II	<u>6</u>
		6
	<b>Two-Year Total</b>	<b>74</b>

Recommended courses are any science, Human Growth & Development (PSYC 2215), Sociology (SOC1 1101), Sport Injury Prevention & Care (PHED 2210), Drugs & Drugs Abuse (HLTH 1166), or any HLTH course.

\*BIOL 1100 may be taken to meet the Anatomy & Physiology requirements for the PTA program. If a student is undecided between PT or PTA school or if they may want to continue working towards a four-year degree after PTA school, BIOL 1111K and BIOL 1112K are recommended.

\*\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

**PHYSICS (0012)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
PHYS 2211K and PHYS 2212K	Principles of Physics I and Principles of Physics II	8
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
MATH 2252	Calculus II	4
MATH 2253	Calculus III	4
CHEM 1211K	Principles of Chemistry I	4
Major Electives		
CSCI 1301	Computer Science I	3
CHEM 1212K	Principles of Chemistry II	4
ENGR 2201	Statics & Dynamics	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**66-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PHYSICS (0012)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>16-17</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
CHEM 1212K	Principles of Chemistry II	4
CSCI 1301	Computer Science I	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>17-18</u>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
COMM 1110	Public Speaking*	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>18-19</u>
	<b>Second Semester</b>	
MATH 2253	Calculus III	4
PHYS 2212K	Principles of Physics II	4
ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132	World Literature I or World Literature II or British Literature I or British Literature II or American Literature I or American Literature II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>15-16</u>
	<b>Two-Year Total.</b>	<b>66-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Page 61 for Options.

**POLITICAL SCIENCE (0035)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or	Introduction to Mathematical Modeling or	
MATH 1111	College Algebra or higher math	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The Following course is recommended but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

The follow courses are recommended, but other area D courses are allowed. See page 65.

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related To The Major - 18 Hours**

POLS 2401	Introduction to Global Issues	3
Optional Electives (15 hours) from the following		
ANTH 1103	Introduction to Cultural Anthropology	3
Computer Science		0-15
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Foreign Language		0-12
GEOG 1101	Introduction to Human Geography	3
HIST 1111** or	Survey of World History I	3
HIST 1112**	Survey of World History II	3
HIST 2111** or	U.S. History Through 1877 or	3
HIST 2112**	U.S. History After 1877	3
PHIL 2205	Introduction to Philosophy	3
PHIL 2210	Ethics	3
POLS 2201	American State and Local Government	3
POLS 2301	Comparative Politics	3
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PUAD 2601	Introduction to Public Administration	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

**Area G**

**Physical Education – (1 – 4 courses)\*\*\***

One course per semester of full-time enrollment  
with a maximum of 4 courses

4-8

**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*If taken in a previous area, may not be used again.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**POLITICAL SCIENCE (0035)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major, page 263.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
POLS 2401	International Politics	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major, page 263.	3
AREA F Elective	See Area F Courses Related to the Major, page 263.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA F Elective	See Area F Courses Related to the Major, page 263.	3
AREA F Elective	See Area F Courses Related to the Major, page 263.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**PRE-DENTISTRY (0028)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or MATH 1112	Pre-Calculus or Trigonometry	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
CHEM 1211K and CHEM 1212K	Principles of Chemistry I and Principles of Chemistry II	8
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
BIOL 1107K and BIOL 1108K	Principles of Biology I and Principles of Biology II	8
Major Electives		
CHEM 2240K and CHEM 2241K	Principles of Organic Chemistry I and Principles of Organic Chemistry II	8
PHYS 1111K and PHYS 1112K or PHYS 2211K and PHYS 2212K	Introductory Physics I and Introductory Physics II or Principles of Physics I and Principles of Physics II	8
SCIE 2000K or SCIE 2001K	Principles of Research Methodology or Principles of Scientific Instrumentation/Methods	2
MATH 1151	Calculus I with Geometry	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment  
with a maximum of 4 courses

4-8

**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PRE- DENTISTRY (0028)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		16-17
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
		8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		15-16
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		15-16
	<b>Two-Year Total</b>	<b>70-74</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**PRE-LAW (0040)**  
**Business Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The Pre-Law major should follow the Business Administration, History, or Political Science curriculum.

**PRE-MEDICINE (0038)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
	See Area B of the Core Curriculum, page 63.	4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*.	3
<b>Area D</b>		
<b>Science, Math and Technology - 11 hours</b>		
Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4
<b>Area E</b>		
<b>Social Science - 12 hours</b>		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3
<b>Area F</b>		
<b>Courses Related to the Major - 18 hours</b>		
Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
BIOL 1111K	Anatomy & Physiology I	8
BIOL 1112K	Anatomy & Physiology II	
CHEM 2240K	Principles of Organic Chemistry I	
CHEM 2241 K	Principles of Organic Chemistry II	
PHYS 1111K	Introductory Physics I	
PHYS 1112K	Introductory Physics II	
PHYS 2211K	Principles of Physics I	
PHYS 2212K	Principles of Physics II	
SCIE 2000K	Principles of Research Methodology	
SCIE 2001K	Principles of Scientific Instrumentation/Methods	2
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		
	One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
<b>Two-Year Total</b>		<b>65-69</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PRE-MEDICINE (0038)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>16-17</b>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1113	Calculus I with Geometry	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		<b>8</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>15-16</b>
	<b>Two-Year Total</b>	<b>71-75</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**PRE-OPTOMETRY (0039)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 1112	Trigonometry	3

**Area E**

**Social Science - 12 hours**

HIST 1111 or	Survey of World History I or	3
HIST 1112	Survey of World History II	
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
PHYS 1111K and	Introductory Physics I and	8
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	
PHYS 2212K	Principles of Physics II	
MATH 1151	Calculus I with Geometry	4

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
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**Two-Year Total**

**66-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PRE-OPTOMETRY (0039)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1111	College Algebra	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>16-17</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1112	Trigonometry	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>16-17</u>
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
		<u>8</u>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>15-16</u>
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Area C of the Core Curriculum, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>15-16</u>
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

**PRE-PHARMACY (0013)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
	See Area B of the Core Curriculum, page 63.	4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*.	3
<b>Area D</b>		
<b>Science, Math and Technology - 11 hours</b>		
Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4
<b>Area E</b>		
<b>Social Science - 12 hours</b>		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
ECON 2105	Principles of Macroeconomics	3
<b>Area F</b>		
<b>Courses Related to the Major - 18 hours</b>		
Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
Major Electives		
MATH 2205	Introduction to Statistics	3
PHYS 1111K or	Introductory Physics I or	4
PHYS 2211K	Principles of Physics I	
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		
One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
<b>Two-Year Total</b>		
<b>64-68</b>		

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PRE-PHARMACY (0013)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		14-15
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
MATH 2205	Introduction to Statistics	3
COMM 1110	Public Speaking*	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
ECON 2105	Principles of Macroeconomics	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		13-14
	<b>Two-Year Total</b>	<b>66-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**PRE-PHYSICIAN'S ASSISTANT (0045)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Math and Technology - 11 hours**

Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 hours**

HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related to the Major - 18 hours**

Major Requirements		
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
BIOL 1115K	Essentials of Microbiology	4
Major Electives		
BIOL 1111K and	Human Anatomy and Physiology I and	8
BIOL 1112K	Human Anatomy and Physiology II	

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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**Two-Year Total**

**66-70**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PRE-PHYSICIAN'S ASSISTANT (0045)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>16-17</b>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
BIOL 1111K	Human Anatomy and Physiology I	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-15</b>
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		<b>8</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1112K	Human Anatomy and Physiology II	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-15</b>
	<b>Second Semester</b>	
MATH 2205	Introduction to Statistics	3
BIOL 1115K	Essentials of Microbiology	4
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>14-15</b>
	<b>Two-Year Total</b>	<b>66-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**PRE-VETERINARY MEDICINE (0030)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
	See Area B of the Core Curriculum, page 63.	4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*.	3
<b>Area D</b>		
<b>Science, Math and Technology - 11 hours</b>		
Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3
<b>Area E</b>		
<b>Social Science - 12 hours</b>		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3
<b>Area F</b>		
<b>Courses Related to the Major - 18 hours</b>		
Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K	Principles of Physics II	
SCIE 2000K or	Principles of Research Methodology or	
SCIE 2001K	Principles of Scientific Instrumentation/Methods	2
MATH 1151	Calculus I with Geometry	4
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		
	One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
<b>Two-Year Total</b>		<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PRE-VETERINARY MEDICINE (0030)**  
**Science/Mathematics Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		16-17
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		14-15
	<b>Summer Semester</b>	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
		8
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		15-16
	<b>Second Semester</b>	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		17-18
	<b>Two-Year Total</b>	<b>70-74</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**PSYCHIATRIC TECHNOLOGY PROGRAM (0374)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy and Physiology For the Health Care Professional	4
ALHE 1120	Medical Terminology	1
ALHE 2100	Personal Growth and Development	3
PTEC 1101	Introduction to Psychiatric Technology	<u>3</u>
		14
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
PTEC 1102	Group Theory and Dynamics	3
PTEC 1103	Crisis Management	<u>3</u>
		15
	<b>Summer Semester</b>	
ALHE 2000	Ethics and the Health Professional	2
MATH 1111 or MATH 1101	College Algebra or Introduction to Math Modeling	3
PTEC 2101	Care of the Aged Psychiatric Patient	<u>6</u>
		11
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
PSYC 2215	Human Growth and Development	3
The following course is recommended, but other Area G courses are allowed. See page 68.		
PHED 1161	Fitness	2
PTEC 2102	Care of the Developmentally Disabled	<u>8</u>
		13
	<b>Second Semester</b>	
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
COMM 1110	Public Speaking	3
PTEC 2103	Care of the Mentally Ill	<u>9</u>
		15
	<b>Two-Year Total</b>	<b>68</b>

**PSYCHIATRIC TECHNOLOGY PROGRAM (0374)**  
**Allied Health Division**  
**Admissions Requirements**

Psychiatric Technician Admission Requirements:

1. Students must have an SAT score of 870, or an ACT score of 19, or 9 semester hours of related courses at Darton with a GPA of 2.0.
2. Students needing learning support classes must complete them prior to enrolling in the psychiatric technology courses.
3. Transfer students must have a GPA of 2.0 or 9 semester hours of related courses at Darton with a GPA of 2.0.
4. Students who have a degree from an accredited college/university may enroll in psychiatric technology courses, providing prerequisites are met.

Additional Requirements:

1. The student must satisfy admission requirements to Darton College.
2. The student must complete an application packet to the Psychiatric Technology Program. This includes an application form, an essay form, and a checklist. The student must also schedule an interview with the Program Director.
3. A minimum grade of "C" is required in each PTEC course.
4. A fee of approximately \$17.50 is required to provide liability insurance coverage during the clinical internship placements.
5. The student is expected to provide transportation to and from any clinical internship sites and/or arrange for living accommodations.
6. Proof of hepatitis B vaccination series, an up to date immunization record, and annual TB testing are required prior to enrolling in the first clinical internship placement.
7. Prior to the first clinical internship placement, the student will be expected to successfully complete a CPR course (provided by the Division of Allied Health faculty).
8. Prior to the first clinical internship placement, the student must sign a statement agreeing to maintain confidentiality in matters relating to patients.
9. To satisfactorily complete the curriculum and to develop the skills required of an entry level psychiatric technician, the student must have:
  - (a) Visual skill sufficient to observe patient behaviors and to work with patient charts and records.
  - (b) Hearing ability sufficient with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the psychiatric technician will be able to attend a patient's call for help).
  - (c) Physical ability to perform basic patient care skills such as taking blood pressures and dispensing medications. Must also be able to reach objects, and lift, carry and restrain patients.

**PSYCHIATRIC TECHNICIAN CERTIFICATE (0573)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Psychitric Technician Certificate Program provides students with academic and practical training in the psychiatric field.

	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
PTEC 1102	Group Theory and Dynamics	3
PTEC 1103	Crisis Management	3
	<b>Summer Semester</b>	
PTEC 2103	Care of the Mentally Ill	9
ALHE 2100	Personal Growth and Development	<u>3</u>
		18

**PSYCHOLOGY (0036)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 Hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
	See Area B of the Core Curriculum, page 63.	4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*.	3
<b>Area D</b>		
<b>Science, Mathematics, And Technology - 11 Hours</b>		
Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3
<b>Area E</b>		
<b>Social Science - 12 Hours</b>		
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3
<b>Area F</b>		
<b>Courses Related To The Major - 18 Hours</b>		
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
Optional Electives (9 hours) from the following		
ANTH 1103	Introduction to Cultural Anthropology	3
Foreign Language		0-9
MATH 2205	Introduction to Statistics	3
PHIL 2205	Introduction to Philosophy	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		
	One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
<b>Two-Year Total</b>		<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**PSYCHOLOGY (0036)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>17-18</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA F Elective	See Area F Courses Related to the Major, page 283.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>17-18</u>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major, page 283.	3
AREA F Elective	See Area F Courses Related to the Major, page 283.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>14-16</u>
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA F Elective	See Area F Courses Related to the Major, page 283.	3
AREA F Elective	See Area F Courses Related to the Major, page 283.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	1-2
		<u>14-16</u>
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**RESPIRATORY THERAPY (0086)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*.	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Science Requirements

(Choose one of the following sequence courses)

CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K or	Principles of Chemistry II or	
BIOL 1107K and	Principles of Biology I and	
BIOL 1108K or	Principles of Biology II or	
CHEM 2240K and	Introductory Organic Chem I and	
CHEM 2241K or	Introductory Organic Chem II or	
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	
PHYS 2212K or	Principles of Physics II or	
PHSC 1111K and	Introductory Physical Science I and	
PHSC 1012K	Introductory Physical Science II	

Math/Technology Requirement

(Choose one of the following)

MATH 1112	Trigonometry	4
MATH 1151	Calculus I with Geometry	4
MATH 2252	Calculus II	4
MATH 1144	Survey of Calculus	3
MATH 2205	Introduction to Statistics	3

**Area E**

**Social Science - 12 Hours**

HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
POLS 1101	American Government in World Perspective	3

Choose two of the following:

PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
SOCI 1101	Principles of Sociology	3

**Area F****Courses Related To The Major - 18 Hours**

BIOL 1111K and	Human Anatomy and Physiology I and	8
BIOL 1112K or	Human Anatomy and Physiology II or	
BIOL 1115K	Essentials of Microbiology	4

## Major Electives

(Choose two of the following)

MATH 2205	Introduction to Statistics	3
CSCI 1301	Computer Science I	3
PHYS 1111K and/or	Introductory Physics I and/or	4-8
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and/or	Principles of Physics I and/or	
PHYS 2212K or	Principles of Physics II or	
CHEM 1211K and/or	Principles of Chemistry I and/or	
CHEM 1212K or	Principles of Chemistry II or	
BIOL 1107K and/or	Principles of Biology I and/or	
BIOL 1108K	Principles of Biology II	

**Area G****Physical Education – (1 – 4 courses)\*\***4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total****64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**RESPIRATORY THERAPY (0086)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1113	Pre-Calculus	3
BIOL 1111K	Human Anatomy and Physiology I	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>16-17</b>
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
CHEM 1211K	Principles of Chemistry I	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
BIOL 1112K	Human Anatomy and Physiology II	4
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>17-18</b>
	<b>Summer Semester</b>	
CHEM 1212K	Principles of Chemistry II	4
COMM 1110	Public Speaking*	3
AREA F Elective	See Courses Related to the Major, page 286.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>11-12</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
POLS 1101	American Government in World Perspective	3
BIOL 1115K	Essentials of Microbiology	4
MATH 1112	Trigonometry	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>11-12</b>
	<b>Second Semester</b>	
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA F Elective	See Courses Related to the Major, page 286.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<b>10-11</b>
	<b>Two-Year Total</b>	<b>65-70</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**RESPIRATORY CARE (0366)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The Associate of Science Degree program in Respiratory Care at Darton College is a six semester sequence. The first semester consists of required prerequisite courses, and the remaining five semesters constitute the actual professional curriculum along with the remaining General Education requirements. The professional curriculum is designed to prepare the graduate to function as an advanced level Respiratory Care Professional (RCP) in hospitals, non acute care agencies, and in home care. After successful completion of all academic and clinical requirements, the graduate will be eligible to take the entry level exam and upon successful completion of this examination the graduate may take the advanced level examination of the National Board for Respiratory Care (NBRC) 8310 Nieman Road, Lenexa, KS (913) 599-4200. Upon passing the NBRC entry level exam and meeting all requirements for Georgia State license, the graduate may be licensed in the state of Georgia as a Respiratory Care Professional (RCP.) The Composite State Board of Medical Examiners, 2 Peachtree St., N.W. 36<sup>th</sup> Floor, Atlanta, GA 30303 (404) 656-3913, has the right to refuse to grant a license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

The Respiratory Program is accredited by the Council on Accreditation of Allied Health Education Programs (CAAHEP), 515 N. State St., Suite 7530, Chicago, Ill. 60610 (312) 464-4623 through the committee on Accreditation for Respiratory Care (CoARC) 12148 Harwood Road, Bedford, TX 76021 (817) 283-2835.

In addition to application forms submitted to the college, students applying to the Respiratory Program for the first time or reapplying for any reason are required to submit a separate application for selection into the Respiratory Program. Applications are available in the Allied Health Division Office for students interested in enrolling in the Respiratory Program.

To comply with the requirements of cooperating clinical facilities, the Respiratory Care Program requires students to submit a completed health form.

To be considered for selection into the Respiratory Care program, a completed application must be received by May 1st for Summer and August 1<sup>st</sup> for Fall Semester. Applications received after the deadline will be considered only if the class has not been filled. The Respiratory Care Program has a limited enrollment, students are encouraged to apply as soon as possible. Students are selected on the basis of SAT/ACT scores, grade point average and number of credits earned, and completed application packet. An offer of acceptance is made to the applicants who achieve the highest rankings in the selection process. The selection process continues until the class is filled.

Associate Degree graduates of Darton's Respiratory Care Program may be eligible to receive advanced placement in the Bachelor of Science programs in Respiratory Care offered by the four year institutions of the University System of Georgia. Students desiring to complete a Bachelor of Science in Respiratory Care should make direct inquiry to the institution of choice.

**Additional Admissions Requirements:**

1. Admission to Darton College.
2. Completion of all Learning Support requirements.
3. A composite score of 870 or higher on the Scholastic Aptitude Test (SAT) or composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) OR have a minimum of a 2.00 cumulative grade point average on all college work previously attempted.
4. A) Complete the required prerequisite course: BIOL 1100K, MATH 1111, ENGL 1101, ALHE 1120, and RESP 1100\* with a GPA of 2.0 or greater in the summer OR  
B) Have completed 15 or more credit hours of the General Education courses required for graduation from the program with a GPA of 2.0 or higher. Students entering under option B will be required to take RESP 1100 in the Fall Semester and obtain at least a grade of "C" to remain in the program. Science courses taken more than five years prior to enrollment in the program will be evaluated by the Respiratory Program Faculty and may need to be repeated.

### **Respiratory Care Program Requirements:**

1. Students will be required to submit a completed health form which documents satisfactory health status prior to clinical practicum.
2. The student is expected to assume responsibility for his/her own health in the event of illness, accident or exposure to communicable disease in class, lab and clinic.
3. Students must earn a "C" or better in all Science and Professional courses in order to progress to the next course in sequence. Any student failing a professional course will not be allowed to continue in the program. The student may reapply for admission in the next class. Students seeking readmission will be evaluated by the Respiratory Care faculty to determine acceptability and placement in the program. Previously completed professional courses may be accepted or may need to be repeated at the discretion of the faculty. Students who fail more than one Respiratory course (this may be two different courses or the same course twice) will be dismissed from the program and will not be re-accepted. Students who fail a clinical practicum must repeat both the clinical and classroom courses covering that content.
4. Students are required to maintain a 2.0 cumulative GPA in order to graduate from the program and Darton College.
5. Students are required to pass the Regents Test as a requirement for graduation as stated in the college catalog. Early testing is encouraged for those who qualify.
6. The Respiratory Care Program reserves the right to discontinue, at any time, the enrollment of a Respiratory Care student if, in the judgment of the Vice President for Academic Affairs and the Respiratory Care Faculty, the student does not appear to have the necessary qualifications for a career as a Respiratory Care Professional. Refer to the program handbook for more information.
7. The student must abide by the policies and procedures of the Respiratory Care Program as defined in the Program Handbook.
8. The Student must possess the essential physical and mental functional requirements for the profession in the categories of visual acuity, hearing, physical ability, speech and manual dexterity. Refer to the Program Handbook for complete information.
9. Students will have three attempts to successfully demonstrate competency of any skill taught in the laboratory or clinical practicums. This policy includes the American Heart Association ACLS course at the end of RESP 2320. Students unable to demonstrate competency after 3 attempts will fail the laboratory or clinical course, including ACLS, will not be allowed to progress in the program. Students may reapply according to the previously listed policies.

### **Additional Costs and Fees:**

1. Professional liability insurance is required prior to clinical assignment. Fees will be assessed annually in the spring as part of the students Tuition and Fees.
2. Students are required to complete a series of Hepatitis B vaccinations. A series of at least 3 shots are required. Costs will vary depending on the students choice of provider. Students must have completed at least the first 2 of the series prior to clinical assignment. See the program handbook for more information.
3. Students are required to take a comprehensive self assessment exam in their final semester. Fees for this exam are assessed in the final semester.
4. Students are required to have approved uniforms, shoes, lab coat, stethoscope, and a watch capable of reading seconds.
5. Students will complete American Heart Association BLS, ACLS, and NRP courses as they progress through the program. Fees for these courses are required at the time of the course. See the program handbook for more information.
6. Student membership in the American Association for Respiratory Care is strongly recommended. Student membership fees are \$50.00.
7. Membership in the Darton College Respiratory Club is encouraged.

**RESPIRATORY CARE PROGRAM (0366)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

		<b>Sem. Hrs.</b>
<b>Summer Semester – Freshman Year</b>		
BIOL 1100K	Human Anatomy and Physiology for the Health Care Professional **	4**
MATH 1111	College Algebra	3
ENGL 1101	English Composition I	3
RESP 1100	Introduction to Respiratory Care*	1
ALHE 1120	Medical Terminology	1
ALHE 1115	Clinical Professionalism	<u>1</u>
		13
<b>Fall Semester - Freshman Year</b>		
RESP 1111	Fundamentals of Respiratory Care	3
RESP 1131	Patient Assessment and Protocols	4
POLS 1101	American Government in World Perspective	3
CHEM 1100K	Introduction to Chemistry	<u>4</u>
		14
<b>Spring Semester – Freshman Year</b>		
RESP 1121	Practicum I	4
RESP 1132	Pharmacology	3
RESP 1133	Cardio Anatomy & Physiology.	3
PHSC 1011K	Introductory Physical Science I	<u>4</u>
		14
<b>Summer Semester – Sophomore Year</b>		
RESP 2110	Mechanical Ventilation and Critical Care	4
RESP 2310	CP Diseases & Treatment	3
PSYC 1101	General Psychology	<u>3</u>
		10
<b>Sophomore Year</b>		
	<b>First Semester</b>	<b>Sem. Hrs.</b>
RESP 2121	Neonatal and Pediatric Respiratory Care	2
RESP 2130	Specialized Areas of Respiratory Care	2
RESP 2210	Practicum II	4
BIOL 1115K	Essentials of Microbiology	<u>4</u>
		12
	<b>Second Semester</b>	
RESP 2220	Practicum III	4
RESP 2321	ACLS	2
RESP 2330	Credential Prep	1
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	3
COMM 1000	Cultural Diversity in Communication	<u>2</u>
		12
	<b>Two-Year Total</b>	<b>75</b>

\*Above is an example of taking core classes with the professional classes.

\*\*Students may elect to complete BIOL 1111K and BIOL 1112K in lieu of BIOL 1100K.

**RESPIRATORY CARE PROGRAM (0366)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**NIGHT AND WEEKEND TRACK**

The Night and Weekend Track leading to the Associate of Science Degree *in* Respiratory Care at Darton College is designed for non-traditional students who due to family and job considerations cannot make a commitment to enroll in a full time traditional college program, but are interested in making a career change to Respiratory Care. All courses required for completion of the associate of Science in Respiratory Care Degree will be offered during evenings and weekends. Completion of the program requirements is a two-step process.

1. Students must complete all General Education prerequisite course requirements including any learning support requirements. Students must also complete the Regents Test requirements.
2. Students then complete the professional curriculum, which requires seven semesters and is designed to prepare the graduate to function as an advanced level Respiratory Care Professional (RCP) in hospitals, non-acute care agencies, and in home care.

After successful completion of all academic and clinical requirements, the graduate will be eligible to take the entry-level exam (CRT) and upon successful completion of this examination the graduate may take the advanced level examination (RRT) of the National Board for Respiratory Care (NBRC), 8310 Nieman Rd., Lenexa, KS (913) 599-4200. Upon passing the NBRC entry-level exam and meeting all requirements for Georgia State licensure, the graduate may be licensed in the state of Georgia as a Respiratory Care Professional (RCP). The Composite State Board of Medical Examiners, 2 Peachtree St. NW, 36<sup>th</sup> Floor, Atlanta, GA 30303 (404) 656-3913, has the right to refuse to grant a license to any individual who has been convicted of moral and/or legal violations specified in Georgia law. The Darton College Respiratory Care Program is accredited by the Council on Accreditation of Allied Health Education Programs (CAAHEP), 515 N. State St., Suite 7530, Chicago, IL 60610 (312) 464-4623, through the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835.

The night and weekend track will be limited to no more than 10 students per class. In order to qualify for acceptance to the night and weekend track students must have completed the following.

1. Be accepted to Darton College
2. Complete all learning Support Requirements
3. Complete all of the required general education prerequisite courses with an overall GPA of 2.0 or higher **and** students must earn a grade of "C" or better in the following courses:

BIOL 1100K	Human Anatomy and Physiology,
CHEM 1100K	Intro to Chemistry,
PHSC 1011K	Physical Science I,
BIOL 1115K	Microbiology

Science courses taken more than five years prior to enrollment in the program will be evaluated by the Respiratory Program Faculty and may need to be repeated.

4. Complete the Regent's Test requirements.
5. Complete the Respiratory Care Night and Weekend Program Track application package. The application package includes:
  - Respiratory Care Program application
  - Completed hospital visitation form
  - 250 Word essay form
  - Three personal recommendation forms
  - Completed health questionnaire

These materials must be submitted to the Program Director or the Allied Health Division office. Applications are available in the Allied Health Division Office or they may be

downloaded from the Darton Website for students interested in enrolling in the night and weekend Respiratory Program.

**Students applying to the Respiratory Care Program should list major code 0266 on the Darton College application as their proposed major.**

To comply with the requirements of cooperating clinical facilities, the Respiratory Care program requires students to submit a completed health form.

To be considered for selection into the night and weekend Respiratory Care Program, a completed program application must be received by December 15<sup>th</sup>. Applications received after the deadline will be considered only if the class has not been filled. The night and weekend program has a limited enrollment; students are encouraged to apply as soon as possible. Students are selected on the basis of grade point average, and completed application packet. An offer of acceptance is made to the applicants who achieve the highest ranking in the selection process. The selection process continues until the class is filled.

Associate Degree graduates of the Darton College Respiratory Care Program may be eligible to receive advanced placement in the Bachelor of Science programs in Respiratory Care offered by the four-year institutions of the University System of Georgia. Students desiring to complete a Bachelor of Science in Respiratory Care should make direct inquiry to the institution of choice.

**Respiratory Care Program Requirements:**

1. Students will be required to submit a completed health form documenting satisfactory health status prior to clinical practicum.
2. The student *is responsible* for his/her own health in the event of illness, accident, or exposure to communicable disease in class, lab, or clinic.
3. Students must earn a "C" or better in all Professional courses in order to progress to the next course in sequence. Any student failing a professional course will not be allowed to continue in the program. The student may reapply for admission in the next night and weekend tract class or in the next traditional program tract class. Students seeking readmission will be evaluated by the Respiratory Care faculty to determine acceptability and placement in the program. Previously completed professional courses may be accepted or may need to be repeated at the discretion of the faculty. Students who fail more than one Respiratory course (this may be two different courses or the same course twice) will be dismissed from the program and will not be re-accepted. Students who fail a clinical practicum must repeat both the clinical and classroom courses covering that content.
4. Students are required to maintain a cumulative 2.0 GPA in order to graduate from the program and Darton College.
5. Students are required to pass the Regents Test as a requirement for graduation as stated in the college catalog. Early testing is encouraged for those who qualify.
6. The Respiratory Care Program reserves the right to discontinue, at any time, the enrollment of a respiratory care student if, in the judgment of the Vice President for Academic Affairs and the Respiratory Care Faculty, the student does not appear to have the necessary qualifications for a career as a Respiratory Care Professional. Refer to the program handbook for more information.
7. The student must abide by the policies and procedures of the Respiratory Care program as defined in the program handbook.
8. The student must possess the essential physical and mental functional requirements for the profession in the categories of visual acuity, hearing, physical ability, speech, and manual dexterity. Refer to the Program Handbook for complete information.
9. Students will have three attempts to successfully demonstrate competency of any skill taught in the laboratory or clinical practicum. The policy includes the American Heart Association ACLS course at the end of RESP 2320. Students unable to demonstrate competency after 3 attempts will fail the laboratory or clinical course, including ACLS, and will not be allowed to progress in the program. Students may re-apply according to the previously listed policies.

### Additional Fees and Costs:

1. Professional liability insurance is required prior to clinical assignment. Fees are assessed annually in the spring as part of the student's tuition and fees.
2. Students are required to complete a series of Hepatitis B vaccinations. A series of at least 3 shots are required. Costs will vary depending on the student's choice of provider. Students must have completed at least the first 2 shots of the series prior to clinical assignment. See the program handbook for more information.
3. Students are required to take a comprehensive self-assessment exam in their final semester. Fees for this exam are assessed in the final semester.
4. Students are required to have approved uniforms, shoes, lab coat, stethoscope, and a watch capable of reading seconds.
5. Students will complete American Heart Association BLS, ACLS, and NRP courses as they progress through the program. Fees for these courses are required at the time of the course. See the program handbook for more information.
6. Student membership in the American Association for Respiratory Care is strongly recommended. Student membership fees are \$50.00.
7. Membership in the Darton College Respiratory Care Club is encouraged.

### Courses Required:

All of the learning support and general education prerequisite courses required for graduation from the Respiratory Care Program are currently available in at least one of the following formats at Darton College.

Online classes  
Evening classes  
TV (Ch 19) classes  
Saturday classes

The required general education prerequisite courses are:

<u>Course Number</u>	<u>Course</u>	<u>Credit Hours</u>
ENGL 1101	English Composition 1	3
MATH 1111	College Algebra	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
HIST 2111 or 2112	U.S. History	3
COMM 1000	Cultural Diversity in Communication*	2
ALHE 1120	Medical Terminology	1
BIOL 1100K	Human Anat. And Phys. For Healthcare**	4
CHEM 1100K	Introductory Chemistry	4
PHSC 1011K	Physical Science I	4
BIOL 1115K	Microbiology	<u>4</u>
		<b>34</b>

\*Students may take COMM 1110 public Speaking in place of COMM 1000

\*\*Students planning to apply to a Bachelors degree program in the future should take BIOL 1111/1112 instead of BIOL 1100K.

Students are also required to pass the Regents Test. Students must take the examination after completing 30 semester hours of college coursework and prior to completing 45 hours. Students are encouraged to attempt the test as soon as possible.

Once the general education courses have been completed and the student is accepted to the Respiratory program, completion of the Respiratory coursework takes 7 semesters. Students must enroll in all of the courses required that semester. Courses must be taken in the required sequence. Classes will be scheduled Monday through Thursday evenings with Clinical practicum's scheduled Friday evenings and all day Saturdays.

**RESPIRATORY CARE PROGRAM (0366)**  
**Allied Health Division**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**  
**Night and Weekend Track**

<b>Semester</b>		<b>Sem. Hrs.</b>
<b>Spring Semester 1</b>		
	RESP 1100 Introduction to Respiratory Care*	1
	RESP 1131 Patient Assessment & Protocols	<u>4</u>
		5
<b>Summer Semester 1</b>		
	ALHE 1115 Clinical Professionalism	1
	RESP 1111 Fundamentals of Respiratory Care	<u>3</u>
		4
<b>Fall Semester 1</b>		
	RESP 1132 Cardiopulmonary Pharmacology	3
	RESP 1133 Cardiopulmonary Anatomy & Physiology	<u>3</u>
		6
<b>Spring Semester 2</b>		
	RESP 2310 Cardiopulmonary Disease	3
	RESP 1121 Practicum I	<u>4</u>
		7
<b>Summer Semester 2</b>		
	RESP 2110 Mechanical Ventilation & Critical Care	<u>4</u>
		4
<b>Fall Semester 2</b>		
	RESP 2121 Neonatal & Pediatric Respiratory Care	2
	RESP 2130 Specialized Areas of Respiratory Care	2
	RESP 2210 Practicum 2	<u>4</u>
		8
<b>Spring Semester 3</b>		
	RESP 2220 Practicum 3	4
	RESP 2321 Advanced Cardiac Life Saving	2
	RESP 2330 Credential Preparation	<u>1</u>
		7
		<hr style="width: 100%;"/>
		41
<b>Total</b>	<b>Respiratory and General education courses</b>	<b>75</b>

**POLYSOMNOGRAPHY (2366)**  
**Allied Health Division**  
**RECOMMENDED COURSES**  
**FOR CERTIFICATE PROGRAM**

The Polysomnography certificate is a three semester program designed to prepare Respiratory Therapists for employment in sleep labs and clinics. Admission to the certificate program is limited to Associate Degree graduates of an accredited advanced level (RRT) Respiratory Therapy program or practicing Registered Respiratory Therapists. The certificate program is designed to prepare the graduate to take the Comprehensive Registry Exam in Polysomnographic Technology (RPSGT) offered by the Board of Registered Polysomnographic Technologists (BRPT) 8201 Greensboro Drive, Suite 300, McLean, VA 22102, (703) 610-9020. After completing the certificate program students must complete 6 months of full time paid employment in a sleep facility in order to sit for the Registry Exam.

Registered Polysomnographic Technologists work in sleep labs to help diagnose and treat sleep related disorders. Up to 40 million Americans suffer from one of the more than 80 known sleep related disorders (Source BRPT). Technologists are responsible for gathering assessment data, taking a complete patient sleep history, set up and troubleshooting of equipment and interpretation of results. Polysomnographic Technologists conduct a variety of diagnostic testing including assessment of sleep apnea, maintenance of wakefulness and multiple sleep latency testing. Technologists also assist in the treatment of sleep related disorders including CPAP and BiPAP titration studies.

**Admission Requirements:**

1. Admission to Darton College
2. Associate Degree in Respiratory Care from an Accredited advanced level program (RRT) or Practicing Registered Respiratory Therapist (RRT)
3. Completed Application Packet
4. Immunization record

Students must also meet the following requirements

1. Current BLS and ACLS certification
2. Georgia licensure as an RCP or eligible for Georgia licensure.
3. Students must earn a grade of "C" or better in all polysomnography courses to earn the certificate

The Respiratory Care Program intends to apply for accreditation of the Polysomnography Certificate from the Committee on Accreditation of Allied Health Education Programs (CAAHEP), 515 N. State St., Suite 7530, Chicago, IL 60610 (312) 464-4623, through the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835.

**Polysomnography (2366)**  
**Allied Health Division**  
**RECOMMENDED COURSES**  
**FOR CERTIFICATE PROGRAM**

		<b>Sem. Hrs.</b>
<b>Summer Semester 1</b>		
RESP 3301	Intro to Sleep Lab	1
<b>Fall Semester</b>		
RESP 3300	Polysomnography I (A term)	4
RESP 3331	Clinical Practicum I (B term)	5
<b>Spring Semester</b>		
RESP 3332	Polysomnography II (A term)	4
RESP 3333	Clinical Practicum II (B term)	<u>5</u>
		<b>19</b>

**SOCIAL WORK (0071)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related To The Major - 18 Hours**

ANTH 1103	Introduction to Cultural Anthropology	3
CSCI 1150	Computer Programming in BASIC	3
CSCI 1301	Computer Science I	3
CRJU 1100	Introduction to Criminal Justice	3
CRJU 2215	Introduction to Criminology	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
FOREIGN LANGUAGE		0-12
GEOG 1101	Introduction to Human Geography	3
MATH 2205	Introduction to Statistics	3
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

**Area G**

**Physical Education – (1 – 4 courses)\*\***

4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**SOCIAL WORK (0071)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA F Elective	See Area F Courses Related to the Major, page 297	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>17-18</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major, page 297.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>17-18</u>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major, page 297.	3
AREA F Elective	See Area F Courses Related to the Major, page 297.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>15-16</u>
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA F Elective	See Area F Courses Related to the Major, page 297.	3
AREA F Elective	See Area F Courses Related to the Major, page 297.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		<u>15-16</u>
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**SOCIOLOGY (0037)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Area E Social Science courses, page 66.	3

**Area F**

**Courses Related To The Major - 18 Hours**

SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3
Optional Electives (12 hrs) from the following		
ANTH 1103	Introduction to Cultural Anthropology	3
CSCI 1150	Computer Programming in BASIC	3
CSCI 1301	Computer Science I	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
FOREIGN LANGUAGE		0-12
GEOG 1101	Introduction to Human Geography	3
HIST 1111**	Survey of World History I	3
HIST 1112**	Survey of World History II	3
HIST 2111**	U.S. History Through 1877	3
HIST 2112**	U.S. History After 1877	3
MATH 2205	Introduction to Statistics	3
PHIL 2205	Introduction to Philosophy	3
POLS 2201	American State and Local Government	3
POLS 2401	International Politics	3
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PUAD 2601	Introduction to Public Administration	3

**Area G**

**Physical Education – (1 – 4 courses)\*\*\***

4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total**

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*If taken in a previous area, may not be used again.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**SOCIOLOGY ( 0037)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
SOCI 1101	Principles of Sociology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
SOCI 1160	Introduction to Social Problems	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major, page 300.	3
AREA F Elective	See Area F Courses Related to the Major, page 300.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA E Elective	See Area E of the Core Curriculum, page 66.	3
AREA F Elective	See Area F Courses Related to the Major, page 300	3
AREA F Elective	See Area F Courses Related to the Major, page 300	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
 See Degree Requirements, page 61.

**SPEECH (0016)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed.  
 See page 63.

Foreign Language 2001	Intermediate I Foreign Language	3
MYTH 1000	Introduction to Mythology	1

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature	See Area C Literature courses, page 64.	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. See page 64.		
Foreign Language 2002	Intermediate II Foreign Language	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
The following course is recommended, but other Area D Math/Technology courses are allowed. See page 65.		
CSCI 1301	Computer Science I	3

**Area E**

**Social Science - 12 Hours**

POLS 1101	American Government in World Perspective	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

COMM 1110	Public Speaking	3
COMM 1111	Issues in Argumentation and Advocacy	3
COMM 2105	Introduction to Interpersonal Communication	3
COMM 2220	Small Group Communication	3
Choose two of the following courses:		
THEA 1105 or THEA 1100 or	Acting or Theatre Appreciation or	6

PHIL 2205 or  
MATH 2205 or  
ENGL 2230 or  
COMM 2230 or  
JOUR 1110

Introduction to Philosophy or  
Introduction to Statistics or  
Professional and Technical Writing or  
Introduction to Mass Communications or  
News Writing and Reporting

**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment  
with a maximum of 4 courses

4-8

**Two-Year Total**

**64-68**

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**SPEECH (0016)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area B courses are allowed. See page 63.		
Foreign Language 2001	Intermediate I Foreign Language	3
COMM 1111	Issues in Argumentation and Advocacy	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u> 16-17
<b>Second Semester</b>		
ENGL 1102	Composition II	3
The following course is recommended, but other Area D Math/Technology Courses are allowed. See page 65.		
CSCI 1301	Computer Science I	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. See page 64.		
Foreign Language 2002	Intermediate II Foreign Language	3
COMM 1110	Public Speaking	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u> 16-17
<b>Sophomore Year</b>		
<b>First Semester</b>		
AREA C Literature	See Area C Literature courses, page 64.	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
Choose one of the following courses:		3
THEA 1100 or THEA 1105 or MATH 2205 or PHIL 2205 or ENGL 2230 or COMM 2230 or JOUR 1110	Theatre Appreciation or Acting or Introduction to Statistics or Introduction to Philosophy or Professional and Technical Writing or Introduction to Mass Communications or News Writing and Reporting	
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
COMM 2220	Introduction to Small Group Communication	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u> 17-18
<b>Second Semester</b>		
AREA D Lab Science	See Area D Lab Science, Page 65.	4
The following course is recommended, but other Area B courses are allowed. See page 63.		
MYTH 1000	Introduction to Mythology	1
The following course is recommended, but other Area E Social Science courses are allowed. See page 66.		

PSYC 1101	General Psychology	3
COMM 2105	Introduction to Interpersonal Communication	3
	Choose one of the following courses:	3
PHIL 2205 or	Philosophy or	
THEA 1100 or	Theatre Appreciation or	
THEA 1105 or	Acting or	
MATH 2205 or	Introduction to Statistics or	
ENGL 2230 or	Professional and Technical Writing or	
COMM 2230 or	Introduction to Mass Communications or	
JOUR 1110	New Writing and Reporting	
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1 - 2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

**TEACHER EDUCATION (0088)**  
**Social Science Division**  
**Early Childhood**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.		4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
EDUC 2210	Introduction to Special Education	3
PSYC 2215	Human Growth and Development	3

Optional Electives (6 hours) from the following:

Choose **one math course** and choose one other course in support of the major (3 hours.) For example, both Art Appreciation and Understanding of Music directly support an art major.

ART 1110	Art Appreciation	3
BIOL 1107K	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
BIOL 1110K	Introduction to Environmental Biology	4
CHEM 1100K	Introductory Chemistry	4
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
ENGL 2131	American Literature I	3
ENGL 2132	American Literature II	3
FOREIGN LANGUAGE		0-6
GEOG 1101	Introduction to Human Geography	3
HIST 1111**	Survey of World History I	3

HIST 1112**	Survey of World History II	3
HIST 2111	U.S. History Through 1877	3
HIST 2112	U.S. History After 1877	3
MATH 1112	Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1151	Calculus I with Geometry	4
MATH 2205	Introduction to Statistics	3
MATH 2246	Early Childhood Math	3
MUSC 1100	Music Appreciation	3
POLS 2201	American State and Local Government	3
POLS 2401	Introduction to Global Issues	3
PSYC 2225	Introduction to Abnormal Psychology	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

### Area G

#### Physical Education – (1 – 4 courses)\*\*

4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

#### Two-Year Total

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*If taken in a previous area, may not be used again.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

Listed below are the minimum requirements a student must meet to be admitted into an undergraduate education program at a four-year college in the University System of Georgia.

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

**TEACHER EDUCATION (0088)**  
**Social Science Division**  
**Early Childhood**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 2111 or	U.S. History Before 1877 or	
HIST 2112	U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA F Math Elective	See Area F Courses Related to the Major, page 307.	
AREA F Elective**	See Area F Courses Related to the Major, page 307.	
EDUC 2210	Introduction to Special Education	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*Area F elective will be dependent upon the student's specialty.

To comply with the State of Georgia Area F recommendations, please refer to the following:

**Area F**

**Early Childhood:**

- Choose one math course 3
- Choose one other course in support of the major (3 hours.) 3
- For example, both Art Appreciation and the Understanding of Music directly support an art major.

**Choose Optional Electives from the following:** 6

- |                  |                                       |
|------------------|---------------------------------------|
| ART 1100         | Art Appreciation                      |
| BIOL 110K        | Introduction to Environmental Biology |
| BIOL 1107K       | Principles of Biology I               |
| BIOL 1108K       | Principles of Biology II              |
| CHEM 1100K       | Introduction to Chemistry             |
| CHEM 1211K       | Principles of Chemistry I             |
| CHEM 1212K       | Principles of Chemistry II            |
| ECON 2105        | Principles of Macroeconomics          |
| ECON 2106        | Principles of Microeconomics          |
| ENGL 2111        | World Literature I                    |
| ENGL 2112        | World Literature II                   |
| ENGL 2131        | American Literature I                 |
| ENGL 2132        | American Literature II                |
| FOREIGN LANGUAGE |                                       |
| GEOG 1101        | Introduction to Human Geography       |
| HIST 1111        | Survey of World History I             |
| HIST 1112        | Survey of World History II            |
| HIST 2111        | U.S. History Through 1877             |
| HIST 2112        | U.S. History After 1877               |
| MATH 1112        | Trigonometry                          |
| MATH 1113        | Pre-Calculus                          |
| MATH 1151        | Calculus I with Geometry              |
| MATH 2205        | Introduction to Statistics            |
| MATH 2246        | Early Childhood Math                  |
| MUSC 1100        | Music Appreciation                    |
| POLS 2201        | American State and Local Government   |
| POLS 2401        | Introduction to Global Issues         |
| PSYC 2225        | Introduction to Abnormal Psychology   |
| SOCI 1101        | Principles of Sociology               |
| SOCI 1160        | Introduction to Social Problems       |

**TEACHER EDUCATION (0089)**  
**Social Science Division**  
**Middle Grades**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3

**Area B**

**Institutional Options - 4 hours**

See Area B of the Core Curriculum, page 63.	4
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**Area C**

**Humanities/Fine Arts - 6 hours**

Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3

**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3

**Area E**

**Social Science - 12 Hours**

HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3

**Area F**

**Courses Related To The Major - 18 Hours**

CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
EDUC 2210	Introduction to Special Education	3
PSYC 2215	Human Growth and Development	3
Optional Electives – Choose any six hours to support two content concentrations		
ART 1100	Art Appreciation	3
BIOL 1107K	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
BIOL 1110K	Introduction to Environmental Biology	4
CHEM 1100K	Introduction to Chemistry	4
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
ENGL 2131	American Literature I	3
ENGL 2132	American Literature II	3
FOREIGN LANGUAGE		0-6

GEOG 1101	Introduction to Human Geography	3
HIST 1111**	Survey of World History I	3
HIST 1112**	Survey of World History II	3
HIST 2111	U.S. History Through 1877	3
HIST 2112	U.S. History After 1877	3
MATH 1112	Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1151	Calculus I with Geometry	4
MATH 2205	Introduction to Statistics	3
MUSC 1101	Music Appreciation	3
POLS 2201	American State and Local Government	3
POLS 2401	Introduction to Global Issues	3
PSYC 2225	Introduction to Abnormal Psychology	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

### Area G

#### Physical Education – (1 – 4 courses)\*\*

4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

#### Two-Year Total

**64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*If taken in a previous area, may not be used again.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

### Higher Admission Requirements into Teacher Preparation Programs, Effective Fall 2001

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

**This recommendation replaces the section on Admission Requirements into Educator Preparation Programs, on page 7 of the November 1998 Guidelines for the Preparation of Educators for the Schools.**

**TEACHER EDUCATION (0089)**  
**Social Science Division**  
**Middle Grades**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 2111 or	U.S. History Before 1877 or	
HIST 2112	U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA F Elective**	See Area F Courses Related to the Major, page 311	3
AREA F Elective**	See Area F Courses Related to the Major, page 311	3
EDUC 2210	Introduction to Special Education	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*Area F elective will be dependent upon the student's specialty.

To comply with the State of Georgia Area F recommendations, please refer to the following:

**Area F**

**Middle Grades:**

Choose any six hours to support two content concentrations.

6

**Choose Optional Electives from the following:**

6

ART 1100	Art Appreciation
BIOL 1110K	Introduction to Environmental Biology
BIOL 1107K	Principles of Biology I
BIOL 1108K	Principles of Biology II
CHEM 1100K	Introduction to Chemistry
CHEM 1211K	Principles of Chemistry I
CHEM 1212K	Principles of Chemistry II
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
FOREIGN LANGUAGE	
GEOG 1101	Introduction to Human Geography
HIST 1111	Survey of World History I
HIST 1112	Survey of World History II
HIST 2111	U.S. History Through 1877
HIST 2112	U.S. History After 1877
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 1151	Calculus I with Geometry
MATH 2205	Introduction to Statistics
MUSC 1101	Music Appreciation
POLS 2201	American State and Local Government
POLS 2401	Introduction to Global Issues
PSYC 2225	Introduction to Abnormal Psychology
SOCI 1101	Principles of Sociology
SOCI 1160	Introduction to Social Problems

**TEACHER EDUCATION  
MIDDLE GRADES MATH (0581)  
Science/Math Division  
RECOMMENDED COURSES FOR  
CERTIFICATE PROGRAM**

The certificate program in Middle Grades Mathematics is designed to provide students with the content and methods needed to teach middle grades mathematics. This program is intended to provide the background and coursework needed for a secondary endorsement in middle grades mathematics.

<b>Courses Required – 12 hours</b>		<b>Sem. Hrs.</b>
MATH 2003	Algebra and Applications for Middle Grades Teachers	3
MATH 2004	Number Sense for Middle Grades Teachers	3
MATH 2005	Probability and Statistics for Middle Grades Teachers	3
MATH 2006	Geometry for Middle Grades Teachers	<u>3</u>
	<b>Total</b>	<b>12</b>

**TEACHER EDUCATION  
MIDDLE GRADES SCIENCE (0582)  
Science/Math Division  
RECOMMENDED COURSES FOR  
CERTIFICATE PROGRAM**

The certificate program in Middle Grades Science is designed to provide students with the content and methods needed to teach middle grades science. This program is intended to provide the background and coursework needed for a secondary endorsement in middle grades science.

<b>Courses Required – 12 hours</b>	<b>Sem. Hrs.</b>
PHSC 2005	Survey of Physical Science for Middle Grades Teachers 3
BIOL 2003	Life Science for Middle Grades Teachers 3
BIOL 2004*	Anatomy and Physiology for Middle Grades Teachers 4
BIOL 1110K	Introduction to Environmental Biology <u>4</u>
<b>Total</b>	<b>14</b>

\*This is the same course as Anatomy and Physiology for the Health Care Professional.

**TEACHER EDUCATION (0090)**  
**Social Science Division**  
**Special Education**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 Hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
See Area B of the Core Curriculum, page 63.		4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts, page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3
<b>Area D</b>		
<b>Science, Mathematics, And Technology - 11 Hours</b>		
Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3
<b>Area E</b>		
<b>Social Science - 12 Hours</b>		
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3
<b>Area F</b>		
<b>Courses Related To The Major - 18 Hours</b>		
CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
EDUC 2210	Introduction to Special Education	3
PSYC 2215	Human Growth and Development	3
Optional Electives (6 hours) from the following:		
ART 1110	Art Appreciation	3
BIOL 1110K	Introduction to Environmental Biology	4
BIOL 1107K	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
CHEM 1100K	Introduction to Chemistry	4
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
ENGL 2131	American Literature I	3
ENGL 2132	American Literature II	3
FOREIGN LANGUAGE		0-6
GEOG 1101	Introduction to Human Geography	3
HIST 1111**	Survey of World History I	3
HIST 1112**	Survey of World History II	3
HIST 2111	U.S. History Through 1877	3
HIST 2112	U.S. History After 1877	3
MATH 1112	Trigonometry	3

MATH 1113	Pre-Calculus	3
MATH 1151	Calculus I with Geometry	4
MATH 2205	Introduction to Statistics	3
MUSC 1101	Music Appreciation	3
POLS 2201	American State and Local Government	3
POLS 2401	Introduction to Global Issues	3
PSYC 2225	Introduction to Abnormal Psychology	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

#### Area G

**Physical Education – (1 – 4 courses)\*\*** 4-8

One course per semester of full-time enrollment  
with a maximum of 4 courses

**Two-Year Total** **64-68**

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

\*\*If taken in a previous area, may not be used again.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

### 1998 Principals and Actions for the Preparation of Educators for the Schools

#### Higher Admission Requirements into Teacher Preparation Programs, Effective Fall 2001

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

**This recommendation replaces the section on Admission Requirements into Educator Preparation Programs, on page 7 of the November 1998 Guidelines for the Preparation of Educators for the Schools.**

**TEACHER EDUCATION (0090)**  
**Social Science Division**  
**Special Education**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 2111 or	U.S. History Before 1877 or	
HIST 2112	U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
AREA F Elective**	See Area F Courses Related to the Major, page 317.	3
AREA F Elective**	See Area F Courses Related to the Major, page 317.	3
EDUC 2210	Introduction to Special Education	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*Area F elective will be dependent upon the student's specialty.

To comply with the State of Georgia Area F recommendations, please refer to the following:

**Area F**

**Special Education:**

6

Choose any six hours to support the major.

For example, both Introduction to Abnormal Psychology and Psychology of Adjustment are appropriate.

**Choose Optional Electives from the following:**

6

ART 1100	Art Appreciation
BIOL 1110K	Introduction to Environmental Biology
BIOL 1107K	Principles of Biology I
BIOL 1108K	Principles of Biology II
CHEM 1100K	Introduction to Chemistry
CHEM 1211K	Principles of Chemistry I
CHEM 1212K	Principles of Chemistry II
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
FOREIGN LANGUAGE	
GEOG 1101	Introduction to Human Geography
HIST 1111	Survey of World History I
HIST 1112	Survey of World History II
HIST 2111	U.S. History Through 1877
HIST 2112	U.S. History After 1877
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 1145	Survey of Calculus
MATH 2205	Introduction to Statistics
MUSC 1101	Music Appreciation
POLS 2201	American State and Local Government
POLS 2401	Introduction to Global Issues
PSYC 2225	Introduction to Abnormal Psychology
SOCI 1101	Principles of Sociology
SOCI 1160	Introduction to Social Problems

**TEACHER EDUCATION (0014)**  
**Social Science Division**  
**Secondary Education**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Area F - Required**

**Courses Related To The Major - 18 Hours**

EDUC 2205	Introduction to Education	3
EDUC 2210	Introduction to Special Education	3
PSYC 2215	Human Growth and Development	3

**Secondary Education majors are required to follow the respective guidelines for the specific content areas. For example, those who intend to teach math should follow Areas A through G of the math program on page 196. The nine hours listed above must be taken as a part of Area F. Psychology 1101 must be taken in Area E.**

The following is a listing of the secondary education majors that are available:  
Art, English, Foreign Language, Music, Speech, Theatre, Mathematics, Social Science, Special Education.

Listed below are the minimum requirements a student must meet to be admitted into an undergraduate education program at a four-year college in the University System of Georgia.

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

**THEATRE (0075)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**Area A**

**Essential Skills - 9 Hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Intro. to Math Modeling or College Algebra or higher math	3

**Area B**

**Institutional Options - 4 Hours**

The following courses are recommended, but other Area B courses are allowed. See page 63.

Foreign Language 2001 or 2002	Intermediate I or II Foreign Language	3
MYTH 1000	Introduction to Mythology	1

**Area C**

**Humanities And The Fine Arts - 6 Hours**

Literature See Area C Literature courses, page 64. 3

The following courses are recommended, but other Area C Humanities/  
Fine Arts courses are allowed. See page 64.

ART 1100 or MUSC 1100	Art Appreciation or Music Appreciation	3
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**Area D**

**Science, Mathematics, And Technology - 11 Hours**

Lab Science See Area D Lab Science courses, page 65. 8

The following course is recommended, but other Area D Math/  
Technology courses are allowed. See page 65.

MATH 2205	Introduction to Statistics	3
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**Area E**

**Social Science - 12 Hours**

POLS 1101 American Government in World Perspective 3

HIST 2111 or U. S. History Through 1877 or 3

HIST 2112 U. S. History After 1877 3

HIST 1111 or Survey of World History I or 3

HIST 1112 Survey of World History II 3

The following course is recommended, but other Area E Social Science  
courses are allowed. See page 66.

PSYC 1101	General Psychology	3
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**Area F**

**Courses Related To The Major - 18 Hours**

THEA 1105 Acting 3

THEA 1100 Theatre Appreciation 3

THEA 1175 Script Analysis 2

THEA 1710 Improvisation 1

THEA 2100 Stagecraft 3

Choose two of the following courses: 6

ART 1020/1030 or Art Design I or II (Select ONE only) or

COMM 1100 or COMM 1110 or COMM 2105 or COMM 2210 or THEA 2500 or Elective or Elective	Human Communications or Public Speaking or Introduction to Interpersonal Communication or Voice and Diction or Production Workshop or English (2000-level intermediate course) or Foreign Language
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**Area G**

**Physical Education – (1 – 4 courses)\*\***

One course per semester of full-time enrollment  
with a maximum of 4 courses

4-8

**Two-Year Total**

**64-68**

\*\*See AREA G of the Core Curriculum for fitness competency requirement.

**THEATRE (0075)**  
**Humanities Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF ARTS DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Intro. to Math. Modeling or College Algebra or higher math	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
POLS 1101	American Government in World Perspective	3
THEA 1105	Acting	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	Composition II	3
The following course is recommended, but other Area D Math/ Technology courses are allowed. See page 65.		3
MATH 2205	Introduction to Statistics	3
AREA D Lab Science	See Area D Lab Science courses, page 65.	4
The following course is recommended, but other Area E Social Science courses are Allowed. See page 66.		
PSYC 1101	General Psychology	3
THEA 1175	Script Analysis	2
THEA 1710	Improvisation	1
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA C Literature	See Area C Literature courses, page 64.	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
THEA 1100	Theatre Appreciation	3
The following courses are recommended, but other Area C Humanities/Fine Arts courses are allowed. See page 64.		
ART 1100 or MUSC 1100	Art Appreciation or Music Appreciation	3
The following courses are recommended, but other Area B courses are allowed. See page 63.		
Foreign language 2001 or 2002	Intermediate I or II Foreign Language	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		16-17
	<b>Second Semester</b>	
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
THEA 2100	Stagecraft	3
The following course is recommended, but other Area B courses are allowed. See Page 64.		
MYTH1000	Introduction to Mythology	1
Choose two of the following courses:		6
ART 1020/1030 or COMM 1100 or COMM 1110 or COMM 2105 or COMM 2210 or	Art Design I or II (Select <b>one</b> only) or Human Communications or Public Speaking or Intro. To Interpersonal Communication or Voice and Diction or	

THEA 2500 or  
Elective or  
Elective  
AREA G Elective

Production Workshop or  
English (2000-level intermediate course) or  
Foreign Language  
See Area G of the Core Curriculum, page 68.

1-2  
14-15

**Two-Year Total**

**64-68**

**TRADE AND INDUSTRIAL EDUCATION (0092)**  
**Social Science Division**  
**RECOMMENDED COURSES FOR TRANSFER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Area A</b>		
<b>Essential Skills - 9 Hours</b>		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
<b>Area B</b>		
<b>Institutional Options - 4 hours</b>		
See Area B of the Core Curriculum. Page 63.		4
<b>Area C</b>		
<b>Humanities/Fine Arts - 6 hours</b>		
Literature Course	See Humanities/Fine Arts page 64.	3
The following course is recommended, but other Area C courses are allowed. See page 64.		
COMM 1110	Public Speaking*	3
<b>Area D</b>		
<b>Science, Mathematics, And Technology - 11 Hours</b>		
Lab Science	See Area D Lab Science courses, page 65.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses, Page 65.	3
<b>Area E</b>		
<b>Social Science - 12 Hours</b>		
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3
<b>Area F</b>		
<b>Courses Related To The Major - 18 Hours</b>		
EDUC 2205	Introduction to Education	3
CISM 2201	Fundamentals of Computer Applications	3
PSYC 2215	Human Growth and Development	3
EDUC 2210	Introduction to Special Education	3
Optional Electives (6 hours) Recommended by the division chair.		6
<b>Area G</b>		
<b>Physical Education – (1 – 4 courses)**</b>		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		

**Two-Year Total** **64-68**

\*Oral Communication requirement may be met by completion of other communication courses. See Degree Requirements, page 61.

\*\*Fitness competency requirement may be met by completion of one of the following:  
 PHED 1105 Strength Training, PHED 1106 Walk, Jog, Run, PHED 1161 Fitness I, PHED 1162 Fitness II, PHED 1110 Deep Water Exercise, PHED 1139 Fitness Swimming, PHED 1115 Step Aerobics, PHED 1116 Step Aerobics II, or PHED 1182 Personal Conditioning.

**TEACHER EDUCATION  
TRADE AND INDUSTRIAL EDUCATION (0092)  
Social Science Division  
RECOMMENDED COURSES FOR TRANSFER  
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1101 or MATH 1111	Introduction to Mathematical Modeling or College Algebra or higher math	3
Area D Lab Science	See Area D Lab Science courses, page 65.	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PSYC 1101	General Psychology	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
AREA D Elective	See Area D Lab Science courses, page 65.	
AREA D Elective	See Area D of the Core curriculum, Page 65.	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		17-18
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major, page 326.	3
AREA F Elective	See Area F Courses Related to the Major, page 326.	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Second Semester</b>	
AREA B Elective	See Area B of the Core Curriculum, page 63.	2
AREA C Literature	See Area C Literature courses, page 64.	3
CISM 2201	Fundamentals of Computer Applications	3
EDUC 2205	Introduction to Education	3
EDUC 2210	Introduction to Special Education	3
AREA G Elective	See Area G of the Core Curriculum, page 68.	<u>1-2</u>
		15-16
	<b>Two-Year Total</b>	<b>64-68</b>

\*Oral Communication requirement may be met by completion of other communication courses.  
See Degree Requirements, page 61.

## COOPERATIVE PROGRAMS WITH TECHNICAL INSTITUTES

Darton College has a cooperative agreement with South Georgia Technical College, and Southwest Georgia Technical College which permits students to complete a program of study in which courses are taken at Darton College and the Technical Institute. Darton College will grant a maximum of 30 hours credit for a diploma from any of these institutions in one of the approved programs.

The courses required by Darton College for the associate degree in this cooperative program follow this narrative. Should the student already have credit for some of the courses at another accredited college, individually approved substitutions will be considered by the Registrar with approval by the Vice President for Academic Affairs. An 18 semester hour residency requirement is mandatory for all Darton degree programs.

<b>Courses</b>	<b>Semester Hrs.</b>	
COMM 1110 or	Public Speaking* or	
COMM 1000	Cultural Diversity in Communication	2-3
ENGL 1101 and	English Composition I and	3
ENGL 1102	English Composition II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
MATH 1101 or	Introduction to Mathematical Modeling or	
MATH 1111	College Algebra	
	or higher math	3
POLS 1101	American Government in World Perspective	3
Electives	Courses selected in consultation with advisor	6
		23-24

The programs applicable to this cooperative agreement are listed under four Associate of Applied Science categories: Business, Health, Technology, and Services. The location of these programs is noted with each major area. South Georgia Technical College is SGTC, and Southwest Georgia Technical College is SWGTC. Students in these programs must pass the Regents' Reading and Writing test.

\*Oral Communication requirement may be met by completion of other communication courses. See Page 61 for Options.

### ASSOCIATE OF APPLIED SCIENCE IN BUSINESS (0696)

#### Business Division

- |                                   |             |
|-----------------------------------|-------------|
| 1. Accounting                     | SGTC, SWGTC |
| 2. Business and Office Technology | SGTC, SWGTC |
| 3. Computer Information Systems   | SGTC, SWGTC |
| 4. Marketing Management           | SGTC        |

### ASSOCIATE OF APPLIED SCIENCE IN HEALTH (0697)

#### Allied Health Division

- |   |             |
|---|-------------|
| 1. Medical Assisting                    | SGTC, SWGTC |
| 2. Pharmacy Technology                  | SWGTC       |
| 3. Practical Nursing (Nursing division) | SGTC, SWGTC |
| 4. Surgical Technology                  | SWGTC       |

**ASSOCIATE OF APPLIED SCIENCE IN SERVICES (0698)**

**Business Division**

- |                               |      |
|-------------------------------|------|
| 1. Cosmetology                | SGTC |
| 2. Culinary Arts              | SGTC |
| 3. Environmental Horticulture | SGTC |

**ASSOCIATE OF APPLIED SCIENCE IN TECHNOLOGY (0699)**

**Science/Mathematics Division**

- |   |             |
|---|-------------|
| 1. Air Conditioning Technology            | SGTC, SWGTC |
| 2. Aircraft Structural Technology         | SGTC        |
| 3. Automated Manufacturing Technology     | SGTC        |
| 4. Automotive Collision Repair Technology | SGTC        |
| 5. Automotive Technology                  | SGTC        |
| 6. Avionics Maintenance Technology        | SGTC        |
| 7. Aviation Maintenance Technology        | SGTC        |
| 8. Diesel Power Equipment Technology      | SGTC        |
| 9. Drafting Technology                    | SGTC        |
| 10. Drafting Technology, Advanced         | SGTC        |
| 11. Electronics Technology                | SGTC, SWGTC |
| 12. Industrial Electrical Technology      | SGTC, SWGTC |
| 13. Industrial Systems Technology         | SGTC, SWGTC |
| 14. Machine Tool Technology               | SGTC        |
| 15. Machine Tool Technology, Advanced     | SGTC        |
| 16. Welding and Joining Technology        | SGTC, SWGTC |

**TEN CREDIT-HOUR PROGRAMS**  
**Business Division**

Students who are not interested in the two-year career programs or the one-year certificate programs may wish to inquire about the ten credit-hour programs. These programs are designed to develop entry level skills or upgrade present skills.

Students are invited to examine the business career programs. A program coordinator will help design a core of courses in a specific program. Below are examples of ten-credit hour programs that have been designed.

<b>Courses</b>		<b>Sem. Hrs.</b>
	<b>ACCOUNTING</b>	
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
Electives	ACCT/BUSA/COPR/ECON	<u>4</u>
		10
	<b>BUSINESS COMPUTER SYSTEMS</b>	
CISM 2201	Fundamentals of Computer Applications	3
COPR 2220	Windows/BASIC Programming	3
Electives	ACCT/BUSA/COPR/ECON	<u>4</u>
		10
	<b>MANAGEMENT - BASIC RETAILING</b>	
BUSA 2240	Principles of Marketing	3
BUSA 2250	Retail Management	3
OCEX 2290	Occupational Experience	3
Elective		<u>1</u>
		10
	<b>OFFICE ADMINISTRATION</b>	
CISM 2201	Fundamentals of Computer Applications	3
BUED 1111	Beginning Typewriting and Formatting Applications	3
BUED 2251	Beginning WordPerfect/Word	3
Elective	ACCT/BUED/BUSA/COPR/ECON	<u>1</u>
		10

The core of courses must not be greater than 10 hours. Beyond 10 hours, other college policies apply which would change the intent of these programs.

## COURSE DESCRIPTIONS

Section Ten

- General** – The following list of courses shows the responsible academic division, course number, course title, number of semester hours credit, course description, prerequisite, if any, and frequency of offering. The courses are arranged alphabetically by department followed by the course number.
- Symbols** – Course numbers (Example: ENGL 1101) are in two distinct parts. The department code (ENGL) is derived from the name of the instructional department, usually the letters from the name. In the course number (1101) the first digit of the number signifies first or second year level. Courses with numbers ending in a number divisible by five are reserved for courses that are not part of a specified course sequence. Applied Music course numbers are constructed individually; an explanation of how they are constructed can be found in the introductory remarks for those courses (page 297). The number in parentheses following the course title specifies the amount of credit, in semester hours, which the course will yield upon successful completion.
- Transferability of Courses** – The Core Curriculum of the University System of Georgia provides for the transferability of those courses which are part of the Core Curriculum Plan. The courses developed for the one- and two-year career programs have been designed to give the student the best possible background needed for employment in the career. Therefore, some of the following do not offer comparable programs and courses. If in doubt, students should discuss the matter with the advisor or the other institution involved.
- Learning Support Prerequisites** – Students who are placed in Learning Support courses because of their scores on the Admission and Placement Tests will be required to satisfy specific developmental requirements before they can enroll in the college level courses (courses numbered 1000 or higher). The minimum developmental level required for admission into any college level course is listed as a prerequisite in the course description.

- ACCT 2101 Principles of Accounting I** (3-0-3)  
 A study of the underlying theory and application of financial accounting concepts.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: BUSA 1005 or higher with grade of C or better OR permission of instructor.  
 Offered: All semesters.
- ACCT 2102 Principles of Accounting II** (3-0-3)  
 A study of the underlying theory and application of managerial accounting concepts.  
 Prerequisite: ACCT 2101 with grade of C or better.  
 Offered: All semesters.
- ACCT 2205 Microcomputers in Accounting** (3-0-3)  
 Instruction in the use of spreadsheets, graphics, database management, and macros will be provided. In addition, a general ledger software package will be used in setting up a company's books and working through the steps in an accounting cycle.  
 Prerequisite: ACCT 2101 with grade of C or better or permission of instructor.  
 Offered: On demand.

- ACCT 2211 Intermediate Accounting** (3-0-3)  
 A review of the basic accounting model; the fundamentals of actuarial mathematics and its practical application to accounting problems; accounting theory and practice as related to recognition, measurement, and reporting of income; the balance sheet and statement of cash flows; current assets; tangible and intangible fixed assets, depreciation, depletion, and deferred charges.  
 Prerequisite: ACCT 2102 with grade of C or better.  
 Offered: Spring (odd years).
- ACCT 2220 Income Tax Procedures** (3-0-3)  
 A practical presentation of Federal Income Tax fundamentals, with emphasis on individual returns. Topics considered include gross income, deductions and tax credits. The course is designed primarily for those students who expect to terminate their study at the two-year college level.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: ACCT 2102 preferred or tax accounting experience.  
 Offered: Fall.
- ACCT 2225 Cost Accounting** (3-0-3)  
 The basic elements of cost accounting with emphasis on managerial applications of process, job-order, and standard cost accounting systems.  
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and ACCT 2102 with grade of C or better.  
 Offered: Spring (even years).
- ACCT 2230 Manufacturing Cost Accounting** (3-0-3)  
 The basic elements of manufacturing cost accounting with emphasis on managerial applications of process, job-order, and standard cost accounting systems.  
 Prerequisite: None.  
 Offered: Spring.
- ALHE 1103 Orientation to MLT** (1-0-1)  
 This course provides an introduction to basic clinical laboratory science and web-based instruction. Students learn about the organizational structure of a clinical laboratory, regulation of quality and reliability of testing, personnel qualifications, safety, medical-legal issues, specimen collection and processing, principles of instrumentation and laboratory mathematics.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: Fall.
- ALHE 1105 Health Care System Foundation** (2-0-2)  
 This introductory course addresses three central areas in health care and human services: the historical development of and current trends and changes in the health care delivery system; the emerging data base on the mind-body relationship in health and illness; and basic concepts in health care research and design. Attention is specifically given to managed care and its impact on health care delivery, the biopsychosocial model of assessment and diagnosis, and the interpretation of journal articles from professional health-related publications.  
 Prerequisite: READ 0099.  
 Offered: Fall.

- ALHE 1115 Clinical Professionalism** (0-3-1)  
This course addresses key competency areas for health care professionals. Elements including communication skills, time management, professional development, personal skills, policies and procedures, motivation and attitude, and the medical record are emphasized.  
Prerequisite: READ 0099.  
Offered: On demand.
- ALHE 1120 Medical Terminology** (1-0-1)  
Medical terminology approached through roots, prefixes, and suffixes of medical terms. Definition and spelling of anatomical, diagnostic, symptomatic and operative medical terms are covered.  
Prerequisite: READ 0099.  
Offered: Fall, Spring, Summer.
- ALHE 2000 Ethics and the Healthcare Professional** (2-0-2)  
Introduction to the meaning and scope of ethical dilemmas in health care; ethical decision-making; the health professional as an individual, as a care giver, and as a member of the health care team; the health care professional as a member of society.  
Prerequisites: PSYC 1101, BUSA 2220 or permission of instructor.  
Offered: Summer and on demand.
- ALHE 2050 Health Care Delivery System** (1-0-1)  
A general overview of the health care delivery system with specific emphasis on the allied health professions. The concept of a multidisciplinary team approach to patient/client management will be emphasized. Students will develop an awareness of the relationships among and between allied health disciplines.  
Prerequisite: READ 0099.  
Offered: Summer and on demand.
- ALHE 2100 Personal Growth & Development** (3-0-3)  
An experiential course designed to enable the student to become aware of effectively utilizing self as an agent of therapeutic change. Emphasis is on helping each student identify personal values, assets and weaknesses and understand how these influence his/her decisions and interactions with others in a helping relationship. The dynamics of professional burnout will be explored, and each student will develop an individual plan for self care.  
Prerequisites: PSYC 1101 and admission to HST Program or PTA Program or permission of instructor.  
Offered: Summer.
- ANTH 1103 Introduction Cultural Anthropology** (3-0-3)  
A study of the elements of functioning cultures, including kinship systems, patterns of marriage, social and political structures, and economic organization.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.

- ART 1010 Drawing** (2-4-3)  
This course introduces the techniques, materials, and principles of drawing. The course is composed of several projects/exercises that will emphasize the analysis and rendering of line, form, value, texture, color, and perspective. During the course, students will apply their understanding of drawing style, technique, media, and methods of drawing.  
Prerequisite: None.  
Offered: Fall.
- ART 1020 Design I** (2-4-3)  
This course involves the fundamentals of two-dimensional design introduced through projects in a variety of media. The course is composed of several projects that will emphasize the visual and intellectual aspects of form, visual awareness, analytical thinking, craftsmanship, use of media and techniques, and the application of design principles.  
Prerequisite: None.  
Offered: Fall.
- ART 1030 Design II** (2-4-3)  
This course is an investigation of three-dimensional forms and space using various materials and methods. In this course, students will demonstrate their ability to invent imaginative and conceptual complex sculptures in response to a series of studio problems using hand-building and simple materials.  
Prerequisite: None.  
Offered: Spring.
- ART 1100 Art Appreciation** (3-0-3)  
Development of an awareness and understanding of the visual arts through studio and classroom experiences, gallery visits, and lectures. ART 1100 and FIAR 2250 are related courses; only one can count toward graduation.  
Prerequisite: None.  
Offered: All semesters.
- ART 1110 Basic Photography** (2-4-3)  
Instruction in fundamentals of black/white still photography: camera technique, exposure determination methods, film processing. Special assignments in visual perception, editing, and theme photography.  
Prerequisite: None.  
Offered: Fall & Spring.
- ART 1150 Art Practicum** (0-6-3)  
A studio course designed for the student who has advanced beyond the basic art structure courses and wishes to explore various media in order to develop skills, techniques, and a higher level of expertise.  
Prerequisites: Completion of ART 1010, ART 1020, ART 1030, ART 1110, ART 2120, ART 2130, ART 2140, ART 2150, ART 2160 or ART 2170 and permission of the instructor.  
Offered: All semesters

- ART 2120 Painting** (2-4-3)  
Acrylic Painting. An introduction to the fundamentals of painting related to subject matter, content, composition, and color. Preparation of supports and grounds, and use of basic painting tools, techniques, and materials will be stressed.  
Prerequisite: None.  
Offered: Spring.
- ART 2130 Watercolor** (2-4-3)  
Fundamentals of watercolor techniques, drawing, principles of composition, and color theory. Landscape, still life, figure, and abstract studies.  
Prerequisite: None.  
Offered: On demand.
- ART 2140 Ceramics I** (2-4-3)  
This studio course involves the development of personal expression using the ceramic process. The course will examine the many processes of ceramics production such as hand forming, throwing on the wheel, glaze application, and firing.  
Prerequisite: None.  
Offered: On demand.
- ART 2150 Computer Art** (0-6-3)  
In this introductory lab course, students explore the computer and digital technologies as tools to produce personal and creative work in preparation for careers in commercial and fine art. Students are introduced to the digital imaging power of Adobe Photoshop, the page layout and graphic design potential of QuarkXPress, and the drawing and painting capabilities of Adobe Illustrator.  
Prerequisite: None.  
Offered: Fall, Spring.
- ART 2160 Visual Design** (0-6-3)  
This is an introductory course in solving visual design problems. The course is an exploration of the basic principles of graphic design production, as they apply to the commonly-produced products in the graphic design field (logos, advertisements, brochures, newsletters, etc.), typography, print production techniques and considerations, and the basic elements of web page design.  
Prerequisite: Computer Art.  
Corequisite: None.  
Offered: Spring.
- ART 2170 Web Page Design** (0-6-3)  
This is an introductory course in designing websites for the Internet. The course is an exploration of the basic principles of designing, creating, and maintaining websites. The course introduces the fundamentals of designing web pages using HTML code and commonly used web page layout programs.  
Prerequisite: Computer Art.  
Corequisite: None.  
Offered: Fall.

- ART 2280 Art History I** (3-0-3)  
This lecture course explores the history of the visual arts from prehistoric period through Northern Renaissance. Topics include a study of the visual arts, painting, sculpture, architecture, and related arts, against the background of cultural, political, and economic development.  
Prerequisite: None.  
Offered: Fall.
- ART 2285 Art History II** (3-0-3)  
This lecture course explores the history of the visual arts from the Baroque Period through the twentieth century with major focus on epochs of Western art history. Topics include architecture, sculpture, and design.  
Prerequisite: None.  
Offered: Spring.
- BIOL 1100K Human Anatomy & Physiology for the Health Care Professional** (3-3-4)  
This course is a survey of general principles of human anatomy and physiology with an emphasis on medical applications. It is restricted to students in Allied Health Science programs or requires the consent of the division chair. Laboratory exercises supplement the lecture material.  
Prerequisite: READ 0099.  
Offered: Summer, Fall.
- BIOL 1107K Principles of Biology I** (3-3-4)  
This is an integrated conceptual course which includes all levels of biological organization with the principles of origin, development, genetics, diversity, behavior, and energetics. Laboratory exercises supplement the lecture material.  
Prerequisite: Completion of Learning Support and high school or college chemistry. Offered: All semesters. Cannot be used with BIOL 1110 to satisfy Area D.
- BIOL 1108K Principles of Biology II** (3-3-4)  
This is an integrated conceptual course that includes a survey of living organisms, behavior, and ecology. Laboratory exercises supplement the lecture material.  
Prerequisite: BIOL 1107K.  
Offered: Spring, Summer.
- BIOL 1110K Introduction to Environmental Biology** (3-2-4)  
This course is an interdisciplinary approach to contemporary environmental problems for students not majoring in science. Laboratory exercises supplement the lecture material. Cannot be used with BIOL 1107 to satisfy Area D.  
Prerequisite: None.  
Offered: Fall, Spring.

- BIOL 1111K Human Anatomy & Physiology I** (3-3-4)  
This course covers general physiological principles emphasizing the structure and function of the human organ systems including the study of cells, tissues, organs, and systems of the body as an integrated whole. Laboratory exercises supplement the lecture material.  
Prerequisites: Completion of Learning Support and a SAT score greater than 870. If SAT is less than 870, students must consult with their advisor to enroll in an appropriate prerequisite course.  
Offered: Fall, Spring.
- BIOL 1112K Human Anatomy & Physiology II** (3-3-4)  
This course is a continuation of BIOL 1111K. Laboratory exercises supplement the lecture material.  
Prerequisite: BIOL 1111K.  
Offered: Spring, Summer.
- BIOL 1115K Essentials of Microbiology** (3-3-4)  
This course covers basic pathogenic microbes and some helminths related to immunity, diseases, and controls. Laboratory exercises supplement the lecture material.  
Prerequisites: BIOL 1112K or BIOL 1108K or CHEM 1100K and BIOL 1100K.  
Offered: Spring, Summer.
- BIOL 2005K Introduction to Biotechnology** (3-3-4)  
This course will introduce students to the expanding field of Biotechnology, including discussions of methodology, applications, and the ethical, legal, and social implications of the field. Lab modules will introduce students to a set of basic skills applicable to the field of Biotechnology.  
Prerequisite: BIOL 1107K, CHEM 1211K.  
Offered: Spring.
- BIOL 2203 Life Sciences for Middle Grades Teachers** (3-0-3)  
This course will provide middle grades teachers with high-level science content that is the foundation for the topics of cell and organism, genetics, adaptation, and ecology. This course does not satisfy any core curriculum requirement. Restricted to Middle Grades Teachers.  
Prerequisites: None.  
Offered: On demand.
- BIOL 2204 Anatomy and Physiology for Middle Grades Teachers** (3-0-3)  
This course will provide a survey of the general principles of human anatomy and physiology. This course does not satisfy any core curriculum requirement. Restricted to Middle Grades Teachers.  
Prerequisites: None.  
Offered: On demand.
- BIOL 2205 Environmental Biology for Middle Grades Teachers** (3-0-3)  
This course will provide an interdisciplinary approach to contemporary environmental problems. This course does not satisfy any core curriculum requirement. Restricted to Middle Grades Teachers.  
Prerequisites: None.  
Offered: On demand.

- BUED 1105 Keyboarding** (2-0-2)  
Introduction to the touch operation of the alphabetic and numeric keyboards and the 10-key numeric pad.  
Prerequisite: None.  
Offered: Fall, Spring.
- BUED 1111 Beginning Keyboarding and Formatting Applications** (3-0-3)  
Introduction to keyboarding and formatting techniques and the development of basic speed and accuracy. The formatting of numerous business applications (letters, reports, tables) is included. Minimum passing speed: 30 wpm for 3 minutes. Course may be exempted by passing a proficiency examination.  
Prerequisite: None.  
Offered: Fall, Spring.
- BUED 1112 Intermediate Formatting Applications** (3-0-3)  
Review of basic skills; business letters, reports, tables, and special communication forms (invoices, memorandums, purchase orders, minutes, news releases, etc.). Minimum passing speed: 40 wpm for 5 minutes. Course may be exempted by passing a proficiency examination.  
Prerequisite: BUED 1111 with grade of C or better.  
Offered: Fall, Spring.
- BUED 1113 Advanced Document Processing** (3-0-3)  
Emphasizes vocational application of keyboarding/formatting/editing skills in sections that portray realistic office-like settings. Minimum passing speed: 50 wpm for 5 minutes. This course may be exempted by passing a proficiency examination.  
Prerequisite: BUED 1112 with grade of C or better.  
Offered: Fall, Spring.
- BUED 1130 The Legal Office** (3-0-3)  
The structure and function of the legal system. Legal terminology, research, and client relations. Courtroom procedures, preparation of documents and lawsuits. Ethical considerations and functions of the legal assistant.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- BUED 1135 The Understanding of Law** (3-0-3)  
Provides an introduction to and an overview of the substantive areas of law and considers how aspects of the law affect people. Various facets of American law, both civil and criminal, are discussed with an emphasis on criminal law and torts.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.

- BUED 1140 Legal Research and Writing** (3-0-3)  
An overview of legal research and writing techniques. Contains information on citing cases, finding case law, and interpreting statutes.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- BUED 1145 Wills, Trusts, and Estates** (3-0-3)  
Procedures, techniques, and the substantive law in the administration of estates, trusts, and wills.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- BUED 1150 Litigation and Trial Practice** (3-0-3)  
The operation of the rules of civil procedure, rules of evidence, and common law principles. The role of the legal assistant in discovery, trial preparation, ethics, and alternative dispute resolution.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Offered: On demand.
- BUED 1160 Real Estate Law** (3-0-3)  
Provides comprehensive overview of recording statutes, title abstracting, title insurance, surveys, mortgages, leasing, deeds of conveyances, and closing.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- BUED 2200 Medical Office Management** (3-0-3)  
The use of a medical simulation for use in medical office management, medical assisting, or secretarial office management. Patient scheduling, patient charts, billing, collections, insurance, banking, and payroll will be covered.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- BUED 2215 Office Machines** (3-0-3)  
Using electronic calculators and transcribing machines in conjunction with word processing, and manual and electronic filing systems for the processing of information.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: BUED 1112 or permission of instructor.  
Offered: Fall, Spring.

- BUED 2235 Medical Insurance Form Preparation** (3-0-3)  
This course will cover how to complete a variety of medical forms through hands-on experience. Such forms as universal Medical (HIC), Superbill, Workman's Compensation, Group Hospital Insurance, and Medicaid are included. The latest information on HMOs, DRGs, and HCPCs for Medicare and Medicaid is included. CPT Procedure Coding and ICD 9's Diagnostics Coding are also covered.  
Corequisite: None.  
Prerequisite: READ 0099 or a minimum reading CPE score of 75.  
Offered: On demand.
- BUED 2240 Medical Office Procedures** (3-0-3)  
Prepares students for secretarial employment in medical offices by developing office skills to a higher level of proficiency. Emphasizes decision-making competencies, human relations techniques, performance patterns, and professional development. Content includes medical environment, medical staff, medical ethics, medical law, interacting with patients, telephoning, scheduling appointments, managing medical records, medical correspondence, communication, mail distribution, health insurance and alternative financing plans, billing and collection, and computerizing the medical office.  
Prerequisite: READ 0099 or a minimum reading CPE score of 75 and BUED 2251 with grade of C or better or permission of instructor.  
Offered: Spring.  
SPECIAL NOTE: BUED 2240 and BUED 2245 are related courses; only one of the two can count towards graduation.
- BUED 2245 Administrative Secretarial Procedures** (3-0-3)  
Prepares students for secretarial employment by developing office skills received in previous courses to a higher level of proficiency. Decision-making competencies, human relations techniques, performance patterns, and operational skills for the office professional are emphasized. Content includes employment opportunities, work organization, office technology, office reprographics, telecommunications, the office team, public relations, document preparation, mailing services, meeting and conference planning, and travel arrangements.  
Prerequisite: BUED 2251 with grade of C or better or permission of instructor.  
Offered: Spring.  
SPECIAL NOTE: BUED 2240 and BUED 2245 are related courses; only one of the two can count towards graduation.
- BUED 2251 Beginning WordPerfect/Word** (3-0-3)  
Preparation of business letters, rough drafts, reports, tables, and other documents using word processing packages and personal computers. Concepts and terminology of word processing as it relates to the total communication process will be emphasized.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: BUED 1111 with grade of C or better or permission of instructor.  
Offered: Fall, Spring.

- BUED 2252 Advanced WordPerfect/Word** (3-0-3)  
 Advanced applications of word processing packages taught in the first-semester course. Includes enhancing the visual display of documents, enhancing the presentation of text, and organizing text in documents. Some desktop publishing is included.  
 Prerequisite: BUED 2251 with grade of C or better or permission of instructor.  
 Offered: Fall, Spring.
- BUED 2265 Microsoft Word with Desktop Publishing** (3-0-3)  
 Using design elements of Microsoft Word for Windows to produce desktop publishing documents such as brochures, flyers, letterheads, calendars, business cards, resumes, certificates, charts, transparencies, newsletters, and booklets. The applications are designed to develop skills in critical thinking, decision making, and creativity.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: BUED 2252 with grade of C or better or permission of instructor.  
 Offered: Fall, Spring.
- BUSA 1005 Business Mathematics** (3-0-3)  
 Basic processes in mathematics, problems, and exercises develop proficiency in quantity-oriented operations. Management-oriented materials are included to introduce mathematics as a tool in management decision-making.  
 Corequisite: None.  
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and MATH 0099.  
 Offered: On demand.
- BUSA 1100 Financial Planning and Investment Management** (2-0-2)  
 Provides the foundation for studying and applying personal financial planning techniques for a lifetime.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- BUSA 1105 Introduction to Business** (3-0-3)  
 An integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.).  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- BUSA 1171 Principles of Banking** (3-0-3)  
 This course provides an introduction to the banking industry and highlights nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. This course provides the foundation of all AIB training and is designed for personnel, at any level, new to banking.  
 Prerequisite: None.  
 Offered: On demand.

- BUSA 1172 Law and Banking Applications** (3-0-3)  
This course is devoted to the laws and regulations that govern funds transaction, whether by check, EFT, wire transfers, or letters of credit. In addition, focus is placed on issues of liability, wrongful payment and dishonor, electronic banking, deposit accounts, mutual funds, and annuities. This course is designed for entry- and officer-level personnel who are new to banking or require a refresher course on the legal basis for many banking services and transactions.  
Prerequisite: None.  
Offered: On demand.
- BUSA 1173 Money and Banking** (3-0-3)  
This course describes how money functions in the U.S. and world economies. Topics include the concept of money supply and the role the bank plays as a money creator and participant in the nation's payment mechanism. Other topics include how the various types of financial institutions operate, the workings of monetary and fiscal policies, and the functions and power of the Federal Reserve. This course is designed for officer trainees through mid-management level bankers and banking personnel who have not had a formal course in money and banking.  
Prerequisite: None.  
Offered: On demand.
- BUSA 1176 Fundamentals of Consumer Lending** (1-0-1)  
This course provides basic knowledge about consumer credit. Topics covered include terminology, basic categories of consumer credit, determining credit worthiness, the application process, and bank regulations. This course is designed for participants who currently sell or are otherwise involved in the consumer lending process.  
Prerequisite: None.  
Offered: On demand.
- BUSA 1177 Introduction to Relationship Selling** (1-0-1)  
This course introduces the relationship selling process and the skills and techniques that support a customer, needs-focused, sales approach. This course is designed for any branch personnel involved with in-branch sales.  
Prerequisite: None.  
Offered: On demand.
- BUSA 1178 Lending: Introductory** (2-0-2)  
This is an introductory course on the lending process. The major concepts of lending are presented using a sample consumer loan as a guideline. This course is designed for bank personnel who have an interest in the lending process, but have not yet begun a career in lending.  
Prerequisite: None.  
Offered: On demand.
- BUSA 1179 Consumer Lending** (3-0-3)  
This course on consumer lending provides current information about regulations governing credit practices, and reviews loan processing, cross-selling, and collections. This course is designed for entry-level consumer lenders, consumer credit personnel, and bank employees who need to understand consumer credit.  
Prerequisite: None.  
Offered: On demand.

- BUSA 1180 Introduction to Supervision** (3-0-3)  
This course provides an introduction to supervision in the banking industry. Emphasis is placed on becoming a better manager by focusing on interpersonal relations required of today's successful managers. This course is designed for both practicing and aspiring bank supervisors who have little formal knowledge of supervision.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- BUSA 1181 Analyzing Financial Statements** (3-0-3)  
This AIB course provides the skills needed to effectively assess a borrower's ability to repay loans. It builds core competencies through instruction and application based on actual small business lending cases.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.
- BUSA 1182 Issues for Bankers** (1-0-1)  
This course covers three topics of interest to bankers. It covers business ethics from a banker's perspective, an understanding of Fair Lending laws as they apply to bank personnel, and the fundamental skills and techniques for using the telephone effectively on the job. Participants explore the importance of ethical behavior in banking from a personal and organizational perspective as well as from the legal perspective. The course also spotlights the importance of the telephone as a business tool and provides techniques for its effective use.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.
- BUSA 2105 Communicating in the Business Environment** (3-0-3)  
A course emphasizing both interpersonal and organizational communications; to include written and oral exercises appropriate to business practice. If the student has not completed ENGL 1102 or the Regents' Testing Program (RTP), he/she must complete BUSA 2105 with a grade of C or better.  
Prerequisite: ENGL 1101 with grade of C or better.  
Offered: Fall, Spring.
- BUSA 2106 The Environment of Business** (3-0-3)  
An introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business; to include an overview of the impact of demographic diversity on organizations.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall, Spring.

- BUSA 2200 Principles of Management** (3-0-3)  
A study of applied management techniques and practices emphasizing planning, organizing, decision making, staffing, directing, and controlling as they pertain to solving management problems.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Spring.
- BUSA 2215 Principles of Human Resources Management** (3-0-3)  
The study of personnel administration as a staff function. It includes discussion of employment standards, procurement and placement, remuneration, training, safety and health, employee services, and labor relations.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall.
- BUSA 2220 Human Relations** (3-0-3)  
A study of the patterns of human behavior leading to effective work relationships. The following are discussed: the influence of leadership, the organization itself, peer groups, and the social environment in which the organization exists as related to human motivation.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Every other Spring.
- BUSA 2240 Principles of Marketing** (3-0-3)  
Principles and methods involved in moving goods and services from producers to consumers; the marketing environment, channels of distribution, marketing functions, marketing decision-making, and the merchandising/retailing function of marketing including retail organization, merchandise management, customer services, and retail control.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall.
- BUSA 2245 Advertising and Promotion** (3-0-3)  
A study of the factors involved in the marketing communications process. This includes promotional strategy, media selection, promotional segmentation, public relations and sales promotion.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.

- BUSA 2250 Retail Management** (3-0-3)  
A study of the factors involved in the management of a retailing enterprise. This includes store design and layout, structure of the retail organization, retail personnel management, buying and pricing of merchandise, customer service, store security, and basic accounting procedures.  
Corequisite: None.  
Prerequisite: READ 0099 or a minimum reading CPE score of 75.  
Offered: On demand.
- BUSA 2255 Personal Selling** (3-0-3)  
Includes principles of selling with practical applications such as careers in sales, sales psychology, sales techniques and customer service. Covers concepts and techniques of making an effective sales presentation from prospecting to follow-up.  
Corequisite: None.  
Prerequisite: READ 0099 or a minimum reading CPE score of 75.  
Offered: On demand.
- BUSA 2260 Labor Relations** (3-0-3)  
Labor-management relations including the practice and techniques of collective bargaining with respect to the interrelationships between the individual worker, the union, the employer, and the general public, stressing the responsibilities of labor and management.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Every other Spring.
- CHEM 1100K Introductory Chemistry** (3-2-4)  
This course covers the basic principles of chemistry including atomic structure, nuclear chemistry, bonding, solution chemistry, organic chemistry, and a brief introduction to biochemistry. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1211 or PHSC 1012 to satisfy Area D.  
Prerequisites: Completion of all Learning Support requirements or permission of the Division Chair.  
Offered: Fall, Spring.
- CHEM 1211K Principles of Chemistry I** (3-3-4)  
First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, nomenclature, stoichiometry, solution chemistry, gas laws, thermochemistry, quantum theory and electronic structure, periodic relations, and bonding. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1100 or PHSC 1012 to satisfy Area D.  
Prerequisites: Completion of one year of high school chemistry with a minimum grade of "C" or CHEM 1100K and placement in MATH 1111 or completion of MATH 0099.  
Offered: All semesters.

- CHEM 1212K Principles of Chemistry II** (3-3-4)  
Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics include molecular structure, intermolecular forces, properties of solutions, reaction kinetics and equilibria, thermodynamics, and electro- and nuclear chemistry. Laboratory exercises supplement the lecture material.  
Prerequisite: CHEM 1211K.  
Offered: Spring, Summer.
- CHEM 2240K Principles of Organic Chemistry I** (3-3-4)  
This course will cover the properties, methods of preparation, and mechanisms of the principle classes of carbon compounds. Laboratory instruction will include basic techniques for preparation, purification and identification of organic compounds. Laboratory exercises supplement the lecture material.  
Prerequisite: CHEM 1212K or consent of Division Chair.  
Offered: Summer.
- CHEM 2241K Principles of Organic Chemistry II** (3-3-4)  
This is a continuation of CHEM 2240K. Laboratory exercises supplement the lecture material. Prerequisite: CHEM 2240K.  
Offered: Summer.
- CISM 0099 Beginning Computers** (1-0-1)  
A course designed to prepare the new computer user with the basics of computer operation. Topics include how to turn the computer on, use of the mouse and the keyboard, introduction to the Internet and e-mail, and the use of a basic word processing package.  
Prerequisite: None.  
Offered: On demand.
- CISM 1100 Computer Concepts and Software Applications** (2-0-2)  
A course designed to assure a basic level of computer applications literacy, including basic hardware and software, societal issues, word processing and spreadsheet software using Microsoft Word and Excel, as well as LAN, e-mail and Internet use. Taking both CISM 1100 and CISM 1101 is equivalent to CISM 2201. Credit for graduation may be received only for (a) CISM 2201 or (b) CISM 1100 or (c) CISM 1100 and CISM 1101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall, Spring, Summer.
- CISM 1101 Computer Applications** (1-0-1)  
Designed to provide basic competency in database management and presentation software using Microsoft Access and Power Point. Designed for those students who take CISM 1100 and later decide to major in Business Administration or Computer Information Systems. Taking both CISM 1100 and CISM 1101 is equivalent to CISM 2201. Credit for graduation may be received only for (a) CISM 2201 or (b) CISM 1100 or (c) CISM 1100 and CISM 1101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.  
Prerequisite: CISM 1100 or permission of instructor.  
Offered: Fall, Spring, Summer.

- CISM 2201 Fundamentals of Computer Applications** (3-0-3)  
 A course designed to assure a basic level of computer applications literacy, including basic hardware and software, societal issues, word processing, spreadsheet, database, presentation software using Microsoft Word, Excel, Access, and PowerPoint, as well as LAN, e-mail and Internet use. Taking both CISM 1100 and CISM 1101 is equivalent to CISM 2201. Credit for graduation may be received only for (a) CISM 2201 or (b) CISM 1100 or (c) CISM 1100 and CISM 1101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: Fall, Spring, Summer.
- COMM 1000 Cultural Diversity in Communication** (2-0-2)  
 This course emphasizes the patterns of public and interpersonal communication among and between ethnic groups and minority cultures globally with strategies and skills for improving the quality of those interactions. This class will deepen the understanding of communication as a social process using the course as a public speaking forum.  
 Prerequisite: READ 0099.  
 Offered: Fall, Spring.
- COMM 1100 Human Communications** (3-0-3)  
 This course provides a broad approach to oral communication skills including intrapersonal, interpersonal, small group, and public speaking. The course will also examine intercultural and mass communication.  
 Prerequisite: READ 0099.  
 Offered: Fall.
- COMM 1110 Public Speaking** (3-0-3)  
 The organization of materials and the vocal and physical aspects of delivery in various speaking situations will be the focus of this course.  
 Prerequisites: READ 0099 and ENGL 0099.  
 Offered: All semesters.
- COMM 1111 Issues in Argumentation and Advocacy** (3-0-3)  
 This course investigates the nature of argumentation in personal, social, and political processes of controversial issues in public policy, emphasizing the structures and strategies of argumentation that relevant actors employ in their advocacy. Special focus will be on oral presentations of developed argumentative discourses and practicing the practical skills of public debating. Required of majors.  
 Prerequisites: READ 0099 and ENGL 0099.  
 Offered: On demand.
- COMM 2105 Introduction to Interpersonal Communication** (3-0-3)  
 This course examines the dynamics of communication. It focuses on basic processes in face-to-face interaction from the perspective of communication competence. Analyzes the variability of design, production, exchange, and interpretation of messages in relational family, professional, and cultural contexts. It develops skills in oral communication and building relationships.  
 Prerequisite: READ 0099.  
 Offered: Spring.

- COMM 2210 Voice and Diction** (3-0-3)  
This course includes study and extensive practice of phonetics, enunciation, and listening skills. This course is designed for those who wish to have a career in which strong speaking skills are needed. This course could also be helpful for those who study English as a second language. It is not intended for use as a speech correction/pathology course. A variety of methods will be used such as those credited to Linklater and Lessac.  
Prerequisite: READ 0099.  
Offered: On demand.
- COMM 2220 Small Group Communication** (3-0-3)  
This course examines the dynamics of the group communication process, focusing on basic theories of group communication and emphasizes performance-based application within the group setting. Analyses of listening in groups, verbal and nonverbal communication, conflict and cohesion, argumentation, and decision-making. The oral communication component offers experience formulating and delivering group presentations.  
Prerequisite: None.  
Offered: Fall.
- COMM 2230 Introduction to Mass Communications (same as JOUR 1100)** (3-0-3)  
Introduction to mass communication is a survey of the field of mass communication, including newspapers, magazines, radio, television, cable television, and public relations and advertising, with emphasis on the historical development, current practices, and future trends of these media. This course is also listed as JOUR 1100.  
Prerequisite: None.  
Offered: On demand.
- COOR 0199 Personal & Academic Success II** (2-0-2)  
This class is designed to assist students in exploring college resources; improving study habits; making career and academic decisions; developing interpersonal relationships with other students and faculty; and developing leadership skills.  
Prerequisite: None.  
Placement: This class is required for students taking Learning Support classes, excluding students who are required to take only Learning Support math.  
Offered: All Semesters.
- COOR 0200 Academic Development** (2-0-2)  
This class is designed to assist ACE students with communication skills via email correspondence and classroom instruction. Topics that will be discussed and applied throughout the semester include: study skills, time management, goal setting, career planning, and developing patterns and practices for ongoing academic success. ACE students that have completed COOR 0199 are required to take this class.  
Prerequisite: COOR 0199 and participant in the ACE Fellowship.  
Offered: Fall, Spring.

- COPR 1100 Computer & Internet Basics** (1-0-1)  
Study of the Internet; research skills on the World Wide Web, including Georgia Library Learning Online (GALILEO); basic computer and Windows concepts; how to use electronic mail, including listservs. Hands-on experience will be emphasized in all areas.  
Prerequisite: None.  
Offered: On demand.
- COPR 1105 Multimedia Presentations I** (1-0-1)  
A study of computer multimedia presentation principles and techniques using several software packages such as Microsoft PowerPoint.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: Have a working knowledge of one or more software packages.  
Offered: On demand.
- COPR 1110 Multimedia Presentations II** (1-0-1)  
A study of advanced computer presentation principles and techniques using several software packages.  
Prerequisite: COPR 1105.  
Offered: On demand.
- COPR 1112 Educational Spreadsheet Applications** (1-0-1)  
This course will explore the use of elements of Microsoft Excel to design and create spreadsheets relevant to the educational setting.  
Prerequisite: COPR 1100 or permission of the instructor.  
Offered: On demand.
- COPR 1116 Educational Word Processing Applications** (1-0-1)  
This course emphasizes educational application of word processing skills in classroom management and learning activities using interactive and multimedia elements.  
Prerequisite: COPR 1100 or permission of the instructor.  
Offered: On demand.
- COPR 1119 PowerPoint with Educational Applications** (1-0-1)  
This course will use MS PowerPoint to create multimedia presentations for viewing on a classroom computer or the Internet. Design and use of presentations to enhance lectures, student reports, projects. Discussions and assessments are emphasized.  
Prerequisite: COPR 1100 or permission of the instructor.  
Offered: On demand.
- COPR 2210 Programming in COBOL** (3-0-3)  
Fundamentals of programming in COBOL (Common Business Oriented Language).  
Prerequisite: Grade of C or better in CISM 2201 or CISM 1100 or permission of instructor.  
Offered: On demand.

- COPR 2214 Windows** (1-0-1)  
Study of Microsoft Windows with some MS-DOS commands.  
Prerequisite: Grade of C or better in CISM 2201 or CISM 1100 or have a working knowledge of one or more software packages.  
Offered: On demand.  
SPECIAL NOTE: CISM 2214 and CISM 2220 are related courses; only one of the two can count towards graduation.
- COPR 2220 Windows/BASIC** (3-0-3)  
Study of Microsoft Windows with some MS-DOS commands. Structured programming concepts are studied and used in designing Visual BASIC programs.  
Prerequisite: Grade of C or better in CISM 2201 or CISM 1100 or have a working knowledge of one or more software packages.  
Offered: On demand.  
SPECIAL NOTE: COPR 2214 and COPR 2220 are related courses; only one of the two can count towards graduation.
- COPR 2225 Advanced Spreadsheet Applications** (3-0-3)  
The study of advanced topics in the use of electronic spreadsheets. Hands-on experience will be provided through the use of a popular spreadsheet software package such as Microsoft Excel.  
Prerequisite: Grade of C or better in CISM 2201 or CISM 1100 or have a working knowledge of a spreadsheet package.  
Offered: Spring.
- COPR 2230 Systems Analysis** (3-0-3)  
Study of systems analysis and design procedures as they relate to business-oriented applications. Team projects allow students to gain experience by using tools available to the systems analyst.  
Prerequisite: CISM 2201 with grade of C or better or permission of instructor.  
Offered: Spring.
- COPR 2235 Database Management Systems** (3-0-3)  
The study of database management theory and practice. Experience with designing, creating and utilizing databases will be achieved through hands-on projects using a popular software package such as Microsoft Access or Oracle.  
Prerequisite: CISM 2201 with grade of C or better or have a working knowledge of one or more software packages.  
Offered: Spring.
- COPR 2244 Introduction to Networking** (4-0-4)  
Provides an overview of LAN and WAN Networking concepts including media, devices, topologies, OSI model, protocols, network architectures and troubleshooting techniques. NT Network Administration is introduced. Hands-on laboratories simulate real networking situations.  
Prerequisite: COPR 2250 or permission of instructor.  
Offered: On demand.

- COPR 2245 Networking I** (4-2-5)  
Intended for students who plan to be support specialists that will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. Emphasis will be placed on hands-on lab assignments which simulate real life enterprise conditions.  
Corequisite: COPR 2251 or permission of instructor.  
Prerequisite: COPR 2244 with grade of C.  
Offered: On demand.
- COPR 2246 Networking II** (4-2-5)  
Designed for students to learn the proper procedures for setting up and supporting Windows 2000 Professional and Server. Emphasis will be placed on services such as WINS, DNS, DHCP, Terminal Services and Certificate Services. Real life enterprise conditions will be simulated through hands-on lab exercises.  
Prerequisite: COPR 2245 with a grade of C or better.  
Offered: On demand.
- COPR 2250 Computer Systems Support I** (3-0-3)  
Topics include, but are not limited to: how to install hardware such as drives, modems, memory, network cards, etc.; installing software, resolving conflicts, configuring IRQs; using printer and video drivers; and configuring Windows. Follows A+ certification curriculum.  
Prerequisite: Grade of C or better in COPR 2214, or COPR 2220, or an excellent working knowledge of DOS and Windows and a grade of C or better in CISM 2201.  
Offered: Fall, Spring.
- COPR 2251 Computer Systems Support II** (3-0-3)  
An advanced study of hardware and Windows. Topics include troubleshooting and peer-to-peer networking. Follows A+ certification curriculum.  
Prerequisite: COPR 2250 or permission of instructor.  
Offered: Fall, Spring.
- COPR 2255 Special Problems in Computer Systems** (3-0-3)  
This course is designed to provide students with the opportunity to study one or more of a broad range of current topics and applications. The topics chosen may be those that are not covered in another course and that reflect the rapidly changing nature of this field. Students may use a maximum of 3 hours of Special Topics in Computer Systems in a program of study.  
Prerequisite: Working knowledge of one or more software packages.  
Corequisite: READ 0099.  
Offered: On demand.
- COPR 2256 Special Problems in Computer Systems** (2-0-2)  
This course is designed to provide students with the opportunity to study one or more of a broad range of current topics and applications. The topics chosen may be those that are not covered in another course and that reflect the rapidly changing nature of this field. Students may use a maximum of 3 hours of Special Topics in Computer Systems in a program of study.  
Corequisite: READ 0099.  
Prerequisite: Working knowledge of one or more software packages.  
Offered: On demand.

- COPR 2257 Special Problems in Computer Systems** (1-0-1)  
This course is designed to provide students with the opportunity to study one or more of a broad range of current topics and applications. The topics chosen may be those that are not covered in another course and that reflect the rapidly changing nature of this field. Students may use a maximum of 3 hours of Special Topics in Computer Systems in a program of study.  
Corequisite: READ 0099.  
Prerequisite: Working knowledge of one or more software packages.  
Offered: On demand.
- COPR 2260 Introduction to Website Creation** (1-0-1)  
Study of the skills necessary to design web pages for publication to the Internet. Use of text, color, and graphics effectively and layout of pages for viewing on multiple platforms. Students create and publish a personal web page and a small community website.  
Prerequisite: CISM 2201 or permission of instructor.  
Offered: On demand.
- COPR 2263 Internetworking Concepts** (2-0-2)  
Provides an in-depth analysis of how different networks interconnect and communicate using industry standards. Topics covered include types of networks, network architectures, advanced bridging and routing. Enterprise-Wide networks, the Internet model, network security, and selecting appropriate interconnect devices and technologies.  
Prerequisites: COPR 2265 and COPR 2245.  
Offered: On demand.
- COPR 2270 Oracle I** (3-0-3)  
Introduction to Oracle: SQL and PL/SQL. How to create and maintain database objects; how to store, retrieve, and manipulate data; how to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications.  
Prerequisites: A grade of "B" or better in CISM 2201, COPR 2220 or a computer programming language (C, C++, or Visual Basic), and COPR 2235, or successful completion of a computer placement test.  
Offered: On demand.
- COPR 2271 Oracle II** (3-0-3)  
Extended Data Retrieval with SQL and Develop PL/SQL Program Units. Retrieve data using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval; use of SQL and SQL\*Plus script files to generate report-like output; how to create and manage PL/SQL program units and database triggers; how to use some Oracle-supplied packages.  
Prerequisite: COPR 2270 with a grade of "C" or better.  
Offered: On demand.
- COPR 2273 Oracle III** (3-0-3)  
Oracle Forms Developer: Build Internet Applications I; build and test interactive Internet applications; customize Forms with user input items such as check boxes, list items, and radio groups; learn to modify data access by creating event-related triggers.  
Prerequisite: COPR 2270 with a grade of "C" or better.  
Offered: On demand.

- COPR 2274 Oracle IV** (3-0-3)  
 Oracle Forms Developer: Build Internet Applications II: Create multiple-form Internet applications and learn to manage multiple transactions across modules; add custom menus, reports, and charts; enhance the user interface for Web-deployed forms using Java Beans.  
 Prerequisite: COPR 2273 with a grade of "C" or better.  
 Offered: On demand.
- COPR 2275 Oracle V** (3-0-3)  
 Using third-party tools such as, but not limited to, Microsoft Access, Microsoft Visual Basic and Crystal Reports to interface with an oracle database.  
 Prerequisite: COPR 2273 with a grade of "C" or better.  
 Offered: On demand.
- COPR 2281 Cisco I** (5-0-5)  
 Provides an overview of LAN and WAN Networking concepts. Uses an engineering team building approach to introduce design, installation, and maintenance of internetworks. Topics include an overview of PC hardware & software, basic electricity and electronics, basic data communications, networking terminology, OSI Model, Internetworking Devices, IP Addressing, LAN Media & Topologies, Structured Cabling, patch cables, installation of structured cabling; use of test equipment, cable management techniques, introduction to network management, documentation, and project management. Hands-on labs accompany appropriate sections.  
 Prerequisites: COPR 2220 with grade of "B" or excellent working knowledge of DOS/Windows NT, COPR 2250 and COPR 2251 or demonstrated experience level.  
 Offered: On demand.
- COPR 2282 Cisco II** (5-0-5)  
 Builds on topics from Cisco I adding Routing Theory; Router Components, Router Setup and Startup, Router Configuration, IOS, TCP/IP, IP Addressing, Routing Protocols, Router Configuration; security with access-lists, associated hardware and software tools and techniques. Hands-on labs reinforce lectures.  
 Prerequisite: COPR 2281.  
 Offered: On demand.
- COPR 2283 Cisco III** (5-0-5)  
 Builds on topics from Cisco II. Additional topics include LAN switching; LAN Design; IGRP, Access Lists; VLANs, increasingly sophisticated router configuration (IGRP, Access Lists, IPX); switch configuration, and network troubleshooting skills. Hands-on labs reinforce lectures.  
 Prerequisite: COPR 2282.  
 Offered: On demand.
- COPR 2284 Cisco IV** (5-0-5)  
 Builds on topics from first three semesters with increasingly sophisticated router configuration and troubleshooting. Additional topics include WANS, WAN Design, PPP, ISDN, Frame Relay and CCNA Exam-related topics and skills. Hands-on labs reinforce lectures.  
 Prerequisite: COPR 2283.  
 Offered: On demand.

- COPR 2285 Advanced COBOL** (3-0-3)  
Techniques of algorithm development and structured programming in sequential, random, and indexed sequential file processing using the COBOL language.  
Prerequisite: COPR 2210 or permission of instructor.  
Offered: On demand.
- COPR 2287 Advanced Access** (3-0-3)  
Covers advanced Microsoft Access skills including, but not limited to, complex reports and forms with subforms, using Switchboard Manager, integration with other Microsoft Office programs, using Web features, macros, modules, and introduction to VBA. The textbook is Microsoft approved for meeting requirements for expert level certification.  
Prerequisites: A grade of "C" or better in CISM 2201 or permission of instructor.  
Offered: On demand.
- COPR 2290 UNIX** (1-3-2)  
Designed to provide students with an understanding of UNIX tools, programming, and administration. Special emphasis will be given to the X Window System graphical user interface and Internet use.  
Prerequisite: CISM 2201 or permission of instructor.  
Offered: On demand.
- COPR 2291 Fundamentals of UNIX** (3-2-4)  
Designed to provide students with an understanding of UNIX commands and filters and basic operating environment commands. Students learn the fundamental command-line features including file system navigation, file permissions, text editors, command shells and basic network use.  
Prerequisite: COPR 2244 with a grade of C or better.  
Offered: On demand.
- COPR 2301 Networking III** (4-2-5)  
Designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. The course also focuses on implementing Group Policy and understanding Group Policy tasks required to centrally manage users and computers. Hands-on labs are an integral part of this course as they simulate real enterprise conditions.  
Prerequisites: COPR 2246 with grade of C or better.  
Offered: On demand.
- COPR 2302 Networking IV** (4-2-5)  
Designed to provide students with the knowledge and skills necessary to plan and implement Microsoft Windows 2000 Directory Services in an enterprise environment. Real life enterprise conditions will be simulated through hands-on lab exercises.  
Prerequisites: COPR 2301 with a grade of C or better.  
Offered: On demand.

- COPR 2303 Networking V** (4-2-5)  
Provides the information and skills needed for students to gain the knowledge and skills necessary to develop a Microsoft Windows 2000 networking services solution for enterprise networks. Hands-on labs simulate real enterprise conditions.  
Prerequisites: COPR 2302 with a grade of C or better.  
Offered: On demand.
- COPR 2304 Networking VI** (4-2-5)  
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000 technologies. Hands-on labs are an integral part of this course as they simulate real enterprise conditions.  
Prerequisite: COPR 2303 with a grade of C or better.  
Offered: On demand.
- COPR 2311 Website Architecture and Development I** (3-0-3)  
This course is designed to introduce students to website creation and development with HTML and XHTML. The students gain proficiency in website creation with the use of basic HTML/XHTML using frames, tables, lists and forms.  
Prerequisite: CISM 2201 with a grade of C or better (or equivalent) or basic computer literacy.  
Offered: On demand.
- COPR 2312 Website Architecture and Development II** (3-0-3)  
This course is designed to introduce students to website creation and development with JavaScript, DHTML, Multimedia content, and XML. The students will gain proficiency in website creation with the use of JavaScript, DHTML, Multimedia content such as streaming media, and XML.  
Prerequisite: COPR 2311 Website Architecture and Development I with a grade of C or better.  
Offered: On demand.
- COPR 2313 Web Server Administration** (3-0-3)  
This course is designed to prepare a student with the basic knowledge and skills to be a Web Server Administrator. This course covers both the Linux Apache and Microsoft Internet Information Server environments.  
Prerequisite: COPR 2311 Website Architecture and Development I with a grade of C or better.  
Offered: On demand.
- COPR 2314 Dynamic Website Development with Cold Fusion** (3-0-3)  
This course is designed to introduce students to the creation and deployment of web-based applications using the cold Fusion Markup Language (CFML) and Cold Fusion Studio for middleware deployment and administration.  
Prerequisites: COPR 2311 Website Architecture and Development I and Database administration course with a grade of C or better (or equivalent course in a database application.)  
Offered: On demand.

- CRJU 1100 Introduction to Criminal Justice** (3-0-3)  
The history, philosophy and problems of criminal justice in America. The justice process, federal, state and local law enforcement, courts, corrections organization, and functions.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall.
- CRJU 1110 Criminal Justice Management and Supervision** (3-0-3)  
Development of modern criminal justice management and supervisory theory and practices. Leadership roles, problem solving, critical thinking skills, personnel management, hiring, retention, and assignment. Issues in management of criminal justice agencies of all sizes.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- CRJU 2205 Introduction to Criminal Law** (3-0-3)  
Development of substantive criminal law. Crimes against persons, property and public order. Criminal procedure, constitutional basis, speech, assembly, arrest, search, self-incrimination and right to counsel, due process, and civil rights.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Spring.
- CRJU 2215 Introduction to Criminology** (3-0-3)  
Nature, distribution and characteristics of crime and the criminal; major theories of crime causation.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Spring.
- CRJU 2230 Introduction to Corrections** (3-0-3)  
Development of modern correctional thinking; characteristics of the correctional institution and the inmate; correctional methods in the institution and the community; the future of corrections.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall.
- CRJU 2240 Budgeting and Grant Management for Crim. Justice Managers** (3-0-3)  
Budgeting styles, practices, preparation, and presentations; legal aspects and requirements for budgets; grant research, preparation, and management for criminal justice managers and supervisors.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.

- CSCI 1150 Computer Programming in Visual Basic** (3-0-3)  
This is a course which presents the fundamentals of programming with Visual Basic. Topics covered will include problem solving, program development, data types, subroutines, control structures for selection and loops, random and sequential files, arrays, functions, strings, and graphics.  
Prerequisite: MATH 1101 or MATH 1111 or consent of Division Chair.  
Offered: Spring.
- CSCI 1208 Digital & Assembly Language** (3-0-3)  
A study of digital fundamentals including Boolean algebra, number systems, logic gates, and combinational and sequential logic. Principles of stored program concepts for the Von Neuman type digital computer are presented. The emphasis is on programming techniques for the microcomputer at the introductory level  
Prerequisite: None.  
Offered: On demand.
- CSCI 1301 Computer Science I** (3-0-3)  
This is an introduction to structured programming using the C++ programming language. The course includes an overview of computers and programming; problem-solving and algorithm development; simple data types; arithmetic and logical operators, selection structures, repetition structures, text files; arrays (one- and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).  
Prerequisite: MATH 1111 or MATH 1101 or consent of Division Chair.  
Offered: Spring, Summer.
- CSCI 1302 Computer Science II** (3-2-4)  
This is a continuation of CSCI 1301. The course includes an overview of abstract data types (ADTs); arrays (multidimensional), structures and classes; strings; binary files; searching and sorting, introductory algorithm analysis (including Big-O); recursion, pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees).  
Prerequisite: CSCI 1301 or consent of Division Chair.  
Offered: Fall.
- CSCI 1303 Object-Oriented Programming** (3-0-3)  
This is an introduction to object-oriented programming using the Java programming language. It is an advanced programming course for persons who are well-grounded in structured programming in a language which supports records/structures, parameters and pointers. No previous knowledge of Java is required. Topics include control structures for selection and loops, methods, objects and classes, arrays, inheritance, graphics, files, exceptions, and threads.  
Prerequisite: CSCI 1301 or consent of Division Chair.  
Offered: Spring.

- CVTE 1100 Introduction to Cardiovascular Technology** (1-0-1)  
This course is designed to provide the student with the basic understanding of the Cardiovascular Technician Profession. Topics of discussion will include Invasive Cardiology, Non-Invasive Cardiology, Basic Cardiovascular Anatomy and Physiology, basic Cardiovascular terminology, basic Electrocardiography (ECG/EKG), ethical and legal considerations, vital signs, current and coming technology related to the field of study, employment opportunities, outlook, and earnings potential as defined by the U.S. Department of Labor. A field trip will also be used to help enhance the learning of the Cardiovascular Technician student.  
Corequisites: None.  
Prerequisite: Completion of all Learning Support requirements.  
Offered: Summer.
- CVTE 1110 Cardiovascular Pharmacology** (3-0-3)  
This course is designed to provide the student with the basic understanding of Cardiopulmonary pharmacology. Topics of discussion will include Medical-Legal aspects, documentation, routes of administration, and Pharmacodynamics and Pharmacokinetics of the following: Analgesic, Anesthetic, Narcotic medications and reversal agents, Antiarrhythmic medications, Antihypertensive medications, Cardiac Stimulants, Antiangine medications, Anticoagulant, Antiplatelet and Thrombolytic medications, Diuretics, Oxygen, and miscellaneous medications as they relate to the professional field.  
Prerequisite: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.  
Offered: Fall semester.  
Corequisite: CVTE 1115, CVTE 1118, CVTE 1131.
- CVTE 1115 Cardiopulmonary Anatomy & Physiology** (3-0-3)  
This course is designed to provide the student with the understanding of Cardiac Anatomy and Physiology. Areas of study include normal cardiovascular anatomy and physiology, embryology, congenital heart disease, and acquired cardiac and vascular diseases, microcirculation, autoregulation, blood components, fluid and electrolytes, lymphatics, acid base balance, oxygen transport and rennin angiotensin system.  
Prerequisite: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.  
Corequisite: CVTE 1110, CVTE 1118, CVTE 1131.  
Offered: Fall semester.
- CVTE 1118 Physics of Ultrasound** (1-0-1)  
This course defines the basic principles of ultrasound physics and introduces the student to their practical use in diagnostic ultrasound. Topics of discussion will include definition of sound, propagation of sound in tissue, transducers, Doppler signal processing, Doppler instrumentation, ultrasound imaging and ultrasound safety.  
Prerequisite: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.  
Corequisite: CVTE 1110, CVTE 1115, CVTE 1131.  
Offered: Fall semester.

- CVTE 1120 Non-Invasive Cardiology I** (4-3-5)  
 This course in non-invasive cardiology highlights the theory, rationale, application, performance and interpretation of the following modalities: auscultation, normal and abnormal heart sounds, phonocardiography, M-mode, A-mode and two-dimensional Doppler. The laboratory portion introduces the student to non-invasive cardiology by hands-on experience with the above mentioned modalities.  
 Prerequisites: CVTE 1110, CVTE 1115, CVTE 1118, CVTTE 1131.  
 Corequisite: CVTE 1130.  
 Offered: Spring semester.
- CVTE 1130 Physics of Invasive Cardiology I** (4-3-5)  
 This course serves as an introduction to the cardiac catheterization laboratory with an emphasis placed on basic cardiac catheterization protocols, theory and application of angiographic procedures, and the concept of sterile technique. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart cath, and complications and treatment of cardiac catheterization. The lab portion provides an introduction to the cardiac catheterization laboratory with an emphasis on the above mentioned items.  
 Prerequisite: CVTE 1110, CVTE 1115, CVTE 1118 and CVTE 1131,  
 Corequisite: CVTE 1120  
 Offered: Spring semester.
- CVTE 1131 Patient Assessment** (2-3-3)  
 This course introduces the concepts and techniques of patient assessment through inspection, palpation, percussion, and auscultation. The student will demonstrate proficiency in patient physical examination, and taking a complete patient medical history. Principles of barrier protection for blood and body fluid exposures and isolation precautions will be emphasized. Basic ECG monitoring, basic laboratory values such as CBC, electrolytes, and basic microbiology are presented. Assessment of critically ill patients is introduced. Each student will be required to successfully complete a Lab competency check-off in order to progress to CVTE 1120.  
 Prerequisites: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.  
 Corequisites: CVTE 1110, CVTE 1115, CVTE 1118.  
 Restricted: Admission to the Cardiovascular Technology Program.  
 Offered: Fall semester.
- CVTE 2110 Non-Invasive Cardiology II** (4-3-5)  
 This course is a continuation of CVTE 1120 and presents an in-depth view of the diagnosis of common disease states. The application of theory, techniques, applications and interpretation of M-mode, color Doppler, pulsed and continuous wave Doppler, two-dimensional echocardiography and transesophageal echocardiography. The laboratory portion allows the student to further explore their skills with non-invasive modalities.  
 Prerequisite: CVTE 1120.  
 Corequisite: CVTE 2120.

- CVTE 2120 Invasive Cardiology II** (4-3-5)  
This course is a continuation of CVTE 1130 and continues to familiarize the student with various procedures and techniques related to invasive cardiology. Emphasis is placed on the hemodynamic aspects of diagnostic cardiac catheterization as well as information related to the new interventional techniques utilized in the cath lab. Assessment of the EKG patterns related to arrhythmias and infarct/ischemia is also included in this course.  
Prerequisite: CVTE 1130.  
Corequisite: CVTE 2110.
- CVTE 2130 Non-Invasive Cardiovascular Practicum I** (0-40-7)  
Clinical experience is provided within the students selected specialty area of Non-Invasive Cardiology. The student is scheduled for clinical rotations in the Non-Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast. During each rotation cycle, the student receives extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the first of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Non-Invasive Cardiology as required by the accrediting body.  
Prerequisite: CVTE 2110 and CVTE 2120.  
Corequisite: None.
- CVTE 2135 Invasive Cardiovascular Practicum I** (0-40-7)  
Clinical experience is provided within the students selected specialty area of Invasive Cardiology. The student is scheduled for clinical rotations in the Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast. During each rotation cycle, the student receives extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the first of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Invasive Cardiology as required by the accrediting body.  
Prerequisite: CVTE 2110 and CVTE 2120.  
Corequisite: None.
- CVTE 2140 Non-Invasive Cardiovascular Practicum II** (1-40-8)  
The first week of the course will be review of the previous clinical rotation with emphasis on strengthening weaker areas as defined by the preceptors from the various clinical affiliates. The clinical experience will then continue to be provided within the students selected specialty area of Non-Invasive Cardiology. The student continues scheduled clinical rotations in the Non-Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast, becoming more proficient with the skills required to become a Cardiovascular Technologist. During each rotation cycle, the student receives additional extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the second of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Non-Invasive Cardiology as required by the accrediting body.  
Prerequisite: CVTE 2130.  
Corequisite: None.

- CVTE 2145 Invasive Cardiopulmonary Practicum II** (1-40-8)  
The first week of the course will be review of the previous clinical rotation with emphasis on strengthening weaker areas as defined by the preceptors from the various clinical affiliates. The Clinical experience will then continue to be provided within the students selected specialty area of Invasive Cardiology. The student continues scheduled clinical rotations in the Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast, becoming more proficient with the skills required to become a Cardiovascular Technologist. During each rotation cycle, the student receives additional extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the second of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Invasive Cardiology as required by the accrediting body.  
Prerequisite: CVTE 2135  
Corequisite: None.
- DHYG 1101 Orofacial Anatomy** (3-2-4)  
A study of the anatomical sciences of the orofacial region to include oral histology and embryology; head and neck anatomy; and dental anatomy.  
Prerequisite: Admission to Dental Hygiene Program.  
Offered: Fall.
- DHYG 1110 Nutrition** (1-0-1)  
An overview of the major nutrient classifications, functions, sources, and deficiencies. Emphasis on the well-balanced diet for maintenance of health.  
Prerequisite: CHEM 1100K.  
Offered: Spring.
- DHYG 1114 Radiology** (2-3-3)  
Basic principles of roentgenographic techniques including exposing, processing, mounting and charting radiographs. Anatomical landmarks for interpretation and safety precautions for the patient and operator.  
Prerequisites: DHYG 1101, 1121, 1131 with grades of C or better.  
Corequisites: DHYG 1110, DHYG 1132, DHYG 1122.  
Offered: Spring.
- DHYG 1121 Dental Hygiene Lecture I** (3-0-3)  
An introduction to fundamental concepts relating to the profession of dentistry, including terminology, history, and organization. A study of asepsis, patient assessment, and deposits.  
Prerequisite: Admission into the Dental Hygiene program.  
Offered: Fall.
- DHYG 1122 Dental Hygiene Lecture II** (2-0-2)  
A continued study of dental deposits, patient management and education, preventive services, and dental hygiene treatment.  
Corequisites: DHYG 1110, 1114, 1132.  
Prerequisites: DHYG 1101, 1121, 1131 with grades of C or better.  
Offered: Spring.

- DHYG 1131 Dental Hygiene Clinic I** (0-6-2)  
An introduction to specific tasks required for delivery of dental hygiene services; infection control, patient assessment, and scaling procedures. Students acquire competencies through manikin, peer, and patient experiences under continuous supervision by clinical faculty.  
Prerequisite: Admission into Dental Hygiene program.  
Offered: Fall.
- DHYG 1132 Dental Hygiene Clinic II** (0-9-3)  
A continuation of DHYG 1131 with the addition of polishing, sharpening, fluoride application, plaque control instruction, and ultrasonic instrumentation. When safe techniques have been mastered, students deliver dental hygiene care to adult and child patients.  
Prerequisites: DHYG 1101, 1121, 1131 with grades of C or better.  
Offered: Spring.
- DHYG 1133 Dental Hygiene Clinic III** (0-6-2)  
A continuation of DHYG 1132 with the addition of radiographs and dietary counseling. Instruction will also be provided in the manipulation of dental materials and advanced periodontal instrumentation. Students will visit a limited number of dental specialty offices. Prerequisites: DHYG 1110, 1114, 1122, 1132 with grades of "C" or better.  
Offered: Summer.
- DHYG 2100 Periodontics** (2-0-2)  
Principles of periodontology, etiology, and classification of periodontal disease with emphasis on prevention and scope of responsibility of the dental hygienist.  
Prerequisites: DHYG 1110, 1114, 1122, 1132 with grades of "C" or better and BIOL 1115K.  
Offered: Summer.
- DHYG 2150 Pharmacology** (2-0-2)  
Drugs, their properties, dosage, method of administration and therapeutic use with attention given to those drugs most commonly used in dentistry.  
Prerequisites: DHYG 1133, 2100, 2550 with grades of "C" or better and BIOL 1115K.  
Offered: Fall.
- DHYG 2210 Dental Hygiene Lecture IV** (1-0-1)  
A seminar course with emphasis on special needs patients and advanced periodontal patients. Prerequisites: DHYG 1133, 2100, 2550 with grades of "C" or better.  
Offered: Fall.
- DHYG 2220 Dental Hygiene Lecture V** (1-0-1)  
A seminar course with emphasis on jurisprudence and office management for the dental hygienist.  
Prerequisites: DHYG 2150, 2210, 2250, 2310 with grades of "C" or better.  
Offered: Spring.

- DHYG 2250 General and Oral Pathology** (3-0-3)  
Basic principles, causes and underlying mechanisms of disease phenomena with special emphasis on the oral cavity.  
Prerequisites: DHYG 1133, 2100, 2550 with grades of "C" or better and BIOL 1100K or BIOL 1112K.  
Offered: Fall.
- DHYG 2310 Dental Hygiene Clinic IV** (0-12-4)  
A continuation of DHYG 1133 with the addition of study models, sealants, advanced periodontal patients and oral irrigation.  
Prerequisites: DHYG 1133, 2100, 2550 with grades of "C" or better.  
Offered: Fall.
- DHYG 2320 Dental Hygiene Clinic V** (0-12-4)  
A continuation of DHYG 2310.  
Prerequisites: DHYG 2150, 2210, 2250, 2310 with grades of "C" or better.  
Offered: Spring.
- DHYG 2400 Community Dental Health** (2-3-3)  
Principles of public health dentistry, educational concepts and strategies in dental health education. Emphasis on assessment of dental needs, developing and evaluating programs for public schools.  
Prerequisites: DHYG 2150, 2210, 2250, 2310 with grades of "C" or better.  
Offered: Spring.
- DHYG 2550 Dental Specialties & Materials** (2-0-2)  
Introduction to the specialty areas of dental practice. A study of dental materials used in a general practice office.  
Prerequisites: DHYG 1110, 1114, 1122, 1132 with grades of "C" or better.  
Offered: Summer.
- ECON 2105 Principles of Macroeconomics** (3-0-3)  
This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: MATH 0099.  
Offered: All semesters.
- ECON 2106 Principles of Microeconomics** (3-0-3)  
This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: All semesters.

- EDUC 2205 Introduction to Education** (3-0-3)  
This is a survey of the historical, philosophical, and sociological foundations of education; and the demands, expectations, and capabilities for success in the teaching profession. Required as a first course in the professional sequence by all who plan to teach. Students are required to document twenty hours of classroom observation. Sophomore status is required in order to enroll in this course.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: All semesters.
- EDUC 2210 Introduction to Special Education** (3-0-3)  
This course is designed to provide a historical, political, and sociological survey of the areas of exceptionality in the field of special education. The course will identify significant changes which have occurred in the education of various exceptional populations and provide an introductory experience concerning these groups. Students are required to document twenty hours of classroom observations. Sophomore status is required in order to enroll in this course.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: All semesters.
- EDUC 2810 The Teaching of Reading** (3-0-3)  
This course is designed to assist in understanding the process of teaching students to read. Students will be exposed to numerous approaches to the teaching of reading.  
Prerequisite: EDUC 2205.
- EDUC 2825 Classroom Management** (1-0-1)  
This course is designed to teach effective classroom management skills through the use of everyday examples of behavioral principles. Students will learn the basic concepts involved in behavioral analysis.  
Prerequisite: EDUC 2205.
- EMTP 1102 Trauma** (4-4-5)  
This course includes and expands upon the material from the Trauma Module and Pathophysiology from the 1999 Emergency Medical Technician-Paramedic: National Standard curriculum (EMT-P NSC). It includes units on fluids and electrolytes, abnormal fluid states, acid base balance, abnormal lab values, blood and transfusion therapy, and shock. The course also contains units on trauma systems, mechanism of injury, soft tissue trauma, head and facial injuries, spinal trauma, thoracic and abdominal injuries, and musculoskeletal trauma. Patient assessment and management in an organized, timely fashion using the BTLs approach to trauma care is emphasized. Students must take and successfully complete the Basic Trauma Life Support Course for Advanced Providers at the conclusion of the course.  
Prerequisite: EMTP 1111.  
Offered: Fall.

- EMTP 1104 Medical Emergencies** (4-4-5)  
This course includes must of the material covered in the 1999 Revised EMT-Paramedic, national Standard Curriculum Medical Module as well as the Geriatrics, Patients with Special Challenges and Acute Interventions for Chronic Care from the Special Considerations Module. Other units covered are: anatomy and physiology of the nervous system, endocrine emergencies, environmental emergencies, infectious disease, acute GI and GU emergencies, anaphylaxis, toxicology, hematologic emergencies, and alcoholism.  
Prerequisite: EMTP 1111.  
Offered: Spring.
- EMTP 1105 Cardiovascular Emergencies** (5-4-6)  
This course includes materials from the Medical Module of the revised Emergency Medical Technician – Paramedic: National Standard Curriculum. Topics include units Anatomy and physiology of the cardiovascular system, basic arrhythmia interpretation, cardiovascular assessment, atherosclerosis, coronary artery disease, risk factor identification and reduction, acute coronary syndrome, congestive heart failure, sudden arrhythmic death, hypertensive crisis and syncope. Units on ACLS cardiovascular pharmacology I and II, artificial pacemakers, defibrillation, cardioversion, 12-lead EKGs, circulatory adjuncts, and ACLS algorithms are also included. Students must successfully complete an ACLS Course prior to completion of the course.  
Prerequisite: EMTP 1111.  
Offered: Spring.
- EMTP 1107 Intermediate Medical and Pediatric Emergencies** (4-5-6)  
This course is required for the Fast-Track students and includes the material from the Medical and Special Considerations Pediatrics sections of the Emergency Medical Technician-Intermediate National Standard Curriculum (EMT-1 NSC.) It includes units on respiratory, cardiac, diabetic, allergic, poisoning and overdoses, neurological, abdominal, and environmental emergencies in the adult patient. It also includes basic units on pediatric assessment, medical and traumatic emergencies.  
Prerequisite: Limited to Fast-Track Paramedic Students admitted to EMS Program.  
Offered: Summer.
- EMTP 1108 Intermediate Ambulance Operations** (1-5-2)  
This course is required for the Fast-Track students and includes basic information on ambulance operations. Students will practice safe vehicle operations, stretcher safety, patient movement, intermediate level patient assessment and management. Actual field application and clinical decision making will be required.  
Prerequisites: Limited to Fast-Track Paramedic students admitted to EMS Program.  
Offered: Fall.

- EMTP 1110 Introduction to Paramedic Profession** (2-3-3)  
This course includes and expands upon the material from the Preparatory Module of the Emergency Medical Technician-Paramedic: National Standard curriculum (EMT-P NSC). It includes units on the paramedic profession, EMS systems, roles and responsibilities, ambulance operations, back injury prevention, asepsis, hand washing, phlebotomy, IV therapy, communications, documentation, crime scene awareness, medical incident command, hazardous materials incidents, rescue awareness and operations, and clinical decision making.  
Prerequisite: Admission to EMS Program.  
Offered: Summer.
- EMTP 1111 Essentials of EMS** (2-1-2)  
This course includes well-being of the paramedic, illness and injury prevention, medical legal issues and ethics. Patient assessment including the medical history and physical exam are covered in depth. Each body system is examined individually. In addition, unique aspects of pediatric, geriatric, and psychiatric evaluation are emphasized.  
Prerequisite: Admission to EMS Program.  
Offered: Summer.
- EMTP 1112 Psychiatric Emergencies** (2-1-3)  
EMTP1112 includes the material from the Emergency Medical Technician-Paramedic National Standard Curriculum Preparatory and Medical Modules. The EMT-P NSC modules include therapeutic communication, life span development, and psychiatric and behavioral emergencies. Units covered include mental health, mental illness, psychiatric terminology, psychiatric medications, mental status examination, suicide and homicide assessment, substance abuse assessment, domestic violence, spouse and child abuse, rape, death and dying, interview techniques, effective listening and communication skills.  
Prerequisite: Admission to EMS Program.  
Offered: Summer.
- EMTP 1113 Pharmacology** (2-3-3)  
EMTP 1113 includes and expands upon the material from the Pharmacology and Venous Access and Medication Administration Sections of the Preparatory Module of the new Emergency Medical Technician-Paramedic: National Standard curriculum (EMT-P NSC). It includes basic units on drug information, drug actions, weights and measures, and medication administration. It also includes advanced units on systemic pharmacology and therapeutics of drugs affecting the central and autonomic nervous systems, cardiovascular system, respiratory system, hematologic system, renal system, endocrine system, gastrointestinal system, and immune system. It concludes with a unit on the paramedic drug box contents, maintenance, and administration procedures.  
Prerequisite: EMTP 1111.  
Offered: Fall.

- EMTP 1115 OB/GYN/Neonatal Emergencies** (1-3-2)  
EMTP 1115 includes material from the Medical and Special Considerations Modules of the revised Emergency Medical Technician-Paramedic: National Standard Curriculum. It includes the following topics: anatomy and physiology of the female reproductive system, abdominal pain, vaginal bleeding, rape, physiology of pregnancy, fetology, normal and abnormal labor and delivery, and post-partum complications. The BTLS approach to trauma in pregnancy is emphasized. In addition, determination of the APGAR scoring and care of the high-risk neonate are included. Students are required to successfully complete the Neonatal Resuscitation program during the course.  
Prerequisite: EMTP 1111.  
Offered: Fall.
- EMTP 1116 Pediatric Emergencies** (2-3-3)  
EMTP 1116 includes material from the Special Considerations Modules of the revised Emergency Medical Technician-Paramedic: National Standard Curriculum. The following topics are included: pediatric assessment, developmental stages, family assessment and management, respiratory emergencies, child safety, trauma, dehydration, shock, infant and child BLS and ACLS, neurologic emergencies, SIDS, and child abuse. At the conclusion of the Course, students must successfully complete the prehospital Pediatric Life Support Course. In addition, students are required to participate in a Bicycle Safety Program with sixth grade students.  
Prerequisite: EMTP 1111.  
Offered: Spring.
- EMTP 1117 Respiratory Emergencies** (2-4-3)  
This course includes and expands upon the material covered in the 1999 EMT-assessment and management of patients with acute and chronic respiratory problems, oxygen therapy, advanced airway management techniques, airway adjuncts, and mechanical ventilation. A unit on anesthesia essential concludes the course.  
Prerequisite: EMTP 1111.  
Offered: Fall.
- EMTP 1118 Pediatric Emergencies** (2-0-2)  
EMTP 1118 includes material from the Special Considerations Modules of the revised Emergency Medical Technician-Paramedic: National Standard Curriculum. The following topics are included: pediatric assessment, developmental stages, family assessment and management, respiratory emergencies, child safety, trauma, dehydration, shock, infant and child BLS and ACLS, neurologic emergencies, SIDS, child abuse, and care of children with special needs. After the pediatric emergencies labs and clinical practicum, have been completed, students must successfully complete the Prehospital Pediatric Life Support Course.  
Pre or Corequisite: EMTP 1111.  
Offered: Fall.

- EMTP 1119 Pediatric Emergencies Clinical Practicum** (0-3-1)  
EMTP 1119 Pediatric Emergencies Clinical Practicum supports the content of EMTP 1118 Pediatric Emergencies. Students will perform patient assessment and management techniques on infants and children in the hospital setting. Students will assess developmental stages, communicate with patients and family members, and treat pediatric patients with respiratory infections, gastroenteritis, sickle cell crisis and a variety of medical and traumatic emergencies. Lab sessions will include pediatric oxygen therapy and airway adjuncts, management of pediatric shock including IV and intraosseous therapy, child and infant BLS and ACLS, pediatric BTLs, and miscellaneous medical emergencies scenarios. After the pediatric emergencies labs and clinical practicum have been completed, students must successfully complete the Prehospital Pediatric Life Support Course.  
Pre or Corequisite: EMTP 1118  
Offered: Spring.
- EMTP 1125 Summative Evaluation** (2-5-3)  
The student applies in the prehospital setting the clinical skills and didactic knowledge acquired during the course of study. All skills are performed under the direct supervision of Paramedics who are certified as clinical preceptors. Case evaluation of trauma, medical, pediatric patients will be provided in the classroom and lab. Students must satisfactorily complete an oral exam on selected scenarios. Review for the national registry exam as well as successful completion of a comprehensive program exam is required.  
Prerequisite: EMTP1111.  
Offered: Spring.
- ENGL 0099 Developmental English** (4-0-4)  
ENGL 0099 prepares the student to enter the credit English sequence. The course includes assignments in the language-based processes of reading, writing, and discussion, as well as critical thinking and problem solving. It stresses the rules and conventions of Standard Written English and provides extensive practice in writing a variety of types of compositions  
Exit Requirements: C average on course work, passing grade on Departmental Essay Competency Examination and satisfactory score on the COMPASS Writing Skills Test or English College Placement Examination (CPE.)  
Placement: A score of 70 or below on the COMPASS Writing Skills Test or a score of 76 or below on the English College Placement Examination (CPE.)  
Offered: All semesters.

- ENGL 1101 English Composition I** (3-0-3)  
 ENGL 1101 is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. This course emphasizes the development of thought and expression through personal, informative, and persuasive essays. The course is concerned largely with the composing process involving substantial reading and analysis of ideas in preparation for written assignments. ENGL 1101 promotes the development of reading, speaking, listening, and thinking. In addition, the course includes study of grammar and punctuation as needed. Exit requirements include a minimum of a "C" average on course work and completion of the Mock Regents' Test.  
 Prerequisites: Satisfactory scores on the English and Reading placement examinations or completion of ENGL 0099 and READ 0099 with grades of "C" or better.  
 Offered: All semesters.
- ENGL 1102 English Composition II** (3-0-3)  
 ENGL1102 is a composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research methods. This course includes the development of thought and expression through critical analysis. ENGL1102 also emphasizes style, content, and organization of essays. This course includes planning and writing analytical essays and continues the development of reading, speaking, listening, and critical thinking. Course activities involve reading and discussion of literary genres, review as needed of punctuation and grammar, and library research.  
 Exit requirements include a minimum of a "C" average on course work and completion of a documented research paper.  
 Prerequisites: Satisfactory scores on the English placement examination or completion of ENGL 1101 with a grade of "C" or better.  
 Offered: All semesters.
- ENGL 2111 World Literature I** (3-0-3)  
 ENGL 2111 is a study of major works of world literature from the beginnings ca. 1500 B.C.E. to ca. 1650 C.E. Cultures represented in this period range from Akkadian, Egyptian, Hebrew, and Greek to Chinese, Roman, Indian, Islamic, Western Medieval and Renaissance, Japanese, African, and Native American. This immense period includes such works and authors as Gilgamesh, The Odyssey, Confucius, Bhagavad-Gita, Vergil, Kalidasa, T'ao Ch'ien, Koran, Abolqasem Ferdowsi, Dante, Chaucer, Murasaki Shikibu, Shakespeare, Sei Shonagon, Montaigne, Cervantes, and the Popol Vuh.  
 Prerequisite: ENGL 1102 with a grade of "C" or better.  
 Offered: On demand.
- ENGL 2112 World Literature II** (3-0-3)  
 ENGL 2112 is a study of major works of world literature from ca. 1650 to the present. Cultures represented in this period range from Chinese, Indian, and Japanese to Western European, Russian, Native American, African, Islamic, Latin American, Hebrew, and Caribbean. Authors include Voltaire, Cao Xuequin, Matsuo Basho, Goethe, Whitman, Dostoyersky, R. Tagore, Baudelaire, Kawabata Yasunaari, L. Senghor, Chinua Ahebe, D. Walcott, Borges, Dickinson, and Solzhenitsyn.  
 Prerequisite: ENGL 1102 with a grade of "C" or better.  
 Offered: On demand.

- ENGL 2121 British Literature I** (3-0-3)  
ENGL 2121 is a study of British Literature from its beginning through the eighteenth century. This time span covers the Old English period, the Middle Ages, the Renaissance, the Metaphysical and Cavalier eras, and the Restoration and Neoclassical periods. Works studied include those of the "Beowulf" poet, Chaucer, Spenser, Shakespeare, Milton, Donne, Marvell, Dryden, Pope, and Swift.  
Prerequisite: ENGL 1102 with a grade of "C" or better.  
Offered: On demand.
- ENGL 2122 British Literature II** (3-0-3)  
ENGL 2122 is a study of British Literature from the late eighteenth century to the present, encompassing the Romantic, Victorian, and Modern periods. Works studied include those of Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Yeats, Lawrence, and Joyce.  
Prerequisite: ENGL 1102 with a grade of "C" or better.  
Offered: On demand.
- ENGL 2131 American Literature I** (3-0-3)  
ENGL 2131 is a study of American Literature from colonial days through the American Revolution and into the mid-nineteenth century. Authors from these periods include Anne Bradstreet, Phyllis Wheatley, Poe, Hawthorne, Melville, Emerson, Thoreau, and Frederick Douglas. Prerequisite: ENGL 1102 with a grade of "C" or better.  
Offered: On demand.
- ENGL 2132 American Literature II** (3-0-3)  
ENGL 2132 is a study of modern American literature from the mid-nineteenth century to the present day. Prose authors of this period include Mark Twain, William Dean Howells, Henry James, Stephen Crane, Theodore Dreiser, Ernest Hemingway, F. Scott Fitzgerald, William Faulkner, and Ralph Ellison. Poets of this period include Robert Frost, T.S. Eliot, and Gwendolyn Brooks.  
Prerequisite: ENGL 1102 with a grade of "C" or better.  
Offered: On demand.
- ENGL 2210 Creative Writing** (3-0-3)  
ENGL 2210 (fiction and poetry) is a sophomore level course taught in a workshop format. Students write short stories, poetry, or both. Students study each other's work, as well as that of professional writers, to learn the fundamentals and techniques of literary writing.  
Exit requirements: A minimum of a "C" average on course work.  
Prerequisite: ENGL 1102 with a grade of "C" or better.  
Offered: On demand.

- ENGL 2220 Writing Non-Fiction** (3-0-3)  
ENGL 2220 takes a somewhat more sophisticated look at composition than is possible in English Composition II. The course focuses on writing essays in clear, direct, graceful language that draws on grammar's potential for variety and interest. The course addresses the value of an enhanced vocabulary for creating these results. The course supplements its exercises adds in writing essays and articles with reading and analyzing works by prose masters from antiquity to our own period.  
Exit requirements: A minimum of a "C" average on course work.  
Prerequisite: ENGL 1102 with a grade of "C" or better.  
Offered: On demand.
- ENGL 2230 Professional & Technical Writing** (3-0-3)  
ENGL 2230 is designed to promote the application of sound communication techniques and principles in the business and technical setting. It includes business and technical research and report writing, using not only the library but also the World Wide Web; communication theory; the writing process; English usage; the composition of various business and technical messages (good news, bad news, persuasion, process description, report, etc); techniques for effective oral presentations, including the use of presentation software; and the use and importance of electronic mail in today's business and/or technical setting. This course is an intermediate composition course. It emphasizes styles and modes of development characteristic of documents that inform, instruct, or persuade. The course also includes experience with rhetorical invention, electronic research, individual and collaborative writing, electronic means of production, and presentation of documents by a variety of media.  
Exit requirements: A minimum of a "C" average on course work.  
Prerequisite: Completion of ENGL 1102 with a grade of "C" or better.  
Offered: On demand.
- ENGR 1111 Engineering Graphics** (2-3-3)  
This course is an introduction to graphic communication and engineering design. It includes orthographic, sectional, and auxiliary views, working drawings, dimensioning, three dimensional drawings, surface and solid modeling, and descriptive geometry. The AutoCAD software will be utilized in the laboratory.  
Prerequisite: READ 0099.  
Offered: Fall.
- ENGR 2201 Engineering Statics & Dynamics** (4-0-4)  
This course covers the principles of statics and dynamics in two and three dimensions which includes the equilibrium of rigid bodies, analysis of structures and machines, friction, kinetics and kinematics of rigid bodies, work-energy principle, linear impulse-linear momentum principle, and mechanical vibrations of rigid bodies.  
Prerequisite: PHYS 2211.  
Offered: Spring.

- ESOL 0070 Basic Listening and Speaking** (4-0-4)  
The course will focus on comprehending and conducting brief conversations supported by clues in context. The student will study and develop understanding ideas, word order patterns, and simple contractions.  
Corequisite: Concurrent enrollment in ESOL Grammar/Writing and or ESOL Reading/Vocabulary. Skill level to be determined by ESOL skills assessment.  
Prerequisite: Placement from ESOL skills assessment.  
Offered: On demand.
- ESOL 0071 Grammar** (4-0-4)  
This course will focus on basic grammatical forms exposing students to word order, articles, prepositions, spelling and punctuation.  
Corequisite: Concurrent enrollment in ESOL Listening/Speaking and or ESOL Reading/Vocabulary. Skill level to be determined by ESOL skills assessment.  
Prerequisite: Placement from ESOL skills assessment.  
Offered: On demand.
- ESOL 0072 Basic Reading and Vocabulary** (4-0-4)  
This course will focus on reading short simple sentences supported by pictures. Students will also be introduced to the present, simple past, and simple tense forms. Students will be introduced to common idioms and to drawing simple contextual conclusions. Students will develop an understanding of content based vocabulary.  
Corequisite: Concurrent enrollment in ESOL Grammar/Writing and or ESOL Listening/Speaking. Skill level to be determined by ESOL skills assessment.  
Prerequisite: Placement from ESOL skills assessment.  
Offered: On demand.
- ESOL 0080 Intermediate Listening and Speaking** (4-0-4)  
This course will focus on producing and understanding conversations about self, basic academic, and or occupational interests and situations. Students will study different time frames, perfect tenses, the conditional, passives, and modals.  
Corequisite: Recommended concurrent enrollment in ESOL Grammar/Writing and or ESOL Reading/Vocabulary.  
Prerequisite: ESOL 0070 with a grade of C or better or a qualifying score on the ESOL placement test.  
Offered: On demand.
- ESOL 0081 Grammar** (4-0-4)  
This course develops understanding of simple and compound sentences including modification with adjectives, adverbs, noun phrases, past and future verb tenses, comparatives, prepositions, and articles.  
Corequisite: Recommended concurrent enrollment in ESOL Reading/Vocabulary and or Listening/Speaking. Skill level to be determined by ESOL skills assessment test. Reading/Vocabulary. Skill level to be determined by ESOL skills assessment.  
Prerequisite: ESOL 0071 with a grade of C or better or a qualifying score on the ESOL placement test.  
Offered: On demand.

- ESOL 0082 Intermediate Reading and Vocabulary** (4-0-4)  
 This course will introduce using contextual clues to predict meaning and ideas within a paragraph. Limited occupational, academic, Internet, or news items will be studied. Students will practice skimming, scanning, and will distinguish between main and supporting idea.  
 Corequisite: Concurrent enrollment in ESOL Grammar/Writing and or ESOL Listening/Speaking.  
 Prerequisite: ESOL 0072 with a grade of C or better or a qualifying score on the ESOL placement test.  
 Offered: On demand.
- ESOL 0090 Advanced Listening and Speaking** (4-0-4)  
 Advanced learners will participate in complex discussions and understand academic, social, and or business lectures. Advanced idiomatic expressions, inferences and emotional overtones are studied. Students will be exposed to shifts in registers, reductions, and blends. Students will be introduced to American Culture and protocols.  
 Corequisite: Recommended concurrent enrollment in ESOL Grammar/Writing and or ESOL Reading/Vocabulary. Skill level to be determined by ESOL skills assessment test.  
 Prerequisite: ESOL 0080 with a grade of C or better or a qualifying score on the ESOL placement test.  
 Offered: On demand.
- ESOL 0091 Grammar** (4-0-4)  
 This course develops writing fluency through exposure and practice of using compound and complex sentence patterns used in standard written English. Noun, adjectival and adverbial clauses, and modals will be studied.  
 Corequisite: Recommended concurrent enrollment in ESOL Listening/Speaking and or ESOL Reading/Vocabulary. Skill level as determined by ESOL skills assessment test.  
 Prerequisite: ESOL 0081 with a grade of C or better or a qualifying score on the ESOL placement test.  
 Offered: On demand.
- ESOL 0092 Advanced Reading and Vocabulary** (4-0-4)  
 This course develops understanding contextual meaning, word forms, synonyms, and connotation. Distinction between fact and opinion in writing will be studied. Students will be introduced to paraphrasing sentences. Students will study articles, periodicals, and academic texts with more abstract and grammatical complexity. Students will be exposed to Internet research.  
 Corequisite: Concurrent enrollment in ESOL Listening/Speaking and or ESOL Grammar/Writing. Skill level to be determined by ESOL skills assessment.  
 Prerequisite: ESOL 0082 with a grade of C or better or a qualifying score on the ESOL placement test.  
 Offered: On demand.
- ESOL 0095 Writing** (4-0-4)  
 This course will focus on refining organizational and editing skills and meet the student's individual needs for the student that has received a "C" or better in ESOL 0091 and ESOL 0092 but did not pass the DECE test.  
 Offered: On demand.

- ETHI 1101 Issues in Ethics** (2-0-2)  
 A general introduction to ethical theories and their application to current moral issues. Emphasis is placed on the student developing a decision-making scheme to apply to moral dilemmas. Credit may not be received for both ETHI 1101 and PHIL 2210.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- FIAR 2250 Humanities Through the Arts** (3-0-3)  
 Humanities through the Arts provides an interdisciplinary view of the West in art, music, and literature from the Renaissance through the 20th century. FIAR 2250 and ART 1100 are related courses; only one can count toward graduation.  
 Prerequisites: ENGL 0099 and READ 0099.  
 Offered: On demand.
- FREN 1001 Elementary French I** (3-0-3)  
 Introduction to listening, speaking, reading and writing in French, and to the cultures of French-speaking regions.  
 Prerequisites: READ 0099 and ENGL 0099.  
 Offered: On demand.
- FREN 1002 Elementary French II** (3-0-3)  
 Continuation of FREN1001. Continued listening, speaking, reading and writing in French, and orientation to the cultures of French-speaking regions.  
 Prerequisite: FREN 1001 or equivalent.  
 Offered: On demand.
- FREN 2001 Intermediate French I** (3-0-3)  
 Continues FREN 1002, with emphasis on refining all of the language skills (reading, writing, listening, speaking), and on the understanding and appreciation of the cultural traditions of the French-speaking people, with an introduction to the literature of the Francophone world. Prerequisite: FREN 1002 or equivalent.  
 Offered: On demand.
- FREN 2002 Intermediate French II** (3-0-3)  
 Continuation of FREN 2001, with emphasis on refining skills in reading, writing, listening and speaking. Introduction to French poems and short stories. Conversation, composition, and literature will be supplemented by discussion of current affairs in Francophone countries. Prerequisite: FREN 2001 or equivalent.  
 Offered: On demand.
- GEOG 1101 Introduction to Human Geography** (3-0-3)  
 A survey of global patterns of resources, population, culture and economic systems. Emphasis is placed upon the factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.

- GRMN 1001 Elementary German I** (3-0-3)  
An introduction to the German language and the culture of the German-speaking world. Beginning of a survey of basic German grammar and the development of the four language skills of listening, speaking, reading, and writing German. Some aspects of everyday life in the German-speaking world will also be introduced.  
Prerequisites: READ 0099 and ENGL 0099.  
Offered: On demand.
- GRMN 1002 Elementary German II** (3-0-3)  
The second part of an introduction to the German language and the culture of the German-speaking world. Completion of the survey of basic German grammar and further development of the four language skills of listening, speaking, reading, and writing German. Aspects of everyday life in the German-speaking world will also be introduced.  
Prerequisite: GRMN 1001 or equivalent.  
Offered: On demand.
- GRMN 2001 Intermediate German I** (3-0-3)  
This course encompasses the reading and discussion of varied selections from this course encompasses the reading of selected texts in the German language, a thorough review of German grammar, and discussion of contemporary culture and current events in German-speaking countries. The course is primarily conducted in the German language and includes continued development of skills in listening, speaking, reading and writing German.  
Prerequisite: GRMN 1002 or equivalent.  
Offered: On demand.
- GRMN 2002 Intermediate German II** (3-0-3)  
A continuation of GRMN 2001, the course includes the reading and discussion of high-interest German texts and an emphasis on refining skills in reading, writing, listening, and speaking. The course is conducted primarily in the German language and continues the emphasis on the culture of German-speaking countries.  
Prerequisite: GRMN 2001 or equivalent.  
Offered: On demand.
- HIST 1111 Survey of World History I** (3-0-3)  
A survey of world history from the prehistoric period to the early modern period.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall, Spring.
- HIST 1112 Survey of World History II** (3-0-3)  
A survey of world history from the early modern period to the present.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall, Spring.

- HIST 2111 U.S. History Through 1877** (3-0-3)  
A survey of U.S. History to the post-Civil War period. This course satisfies the Georgia Legislative requirement that all students receiving a degree from any unit of the University System shall pass a course or examination in the history of the United States and Georgia.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None  
Offered: All semesters.
- HIST 2112 U.S. History After 1877** (3-0-3)  
A survey of U.S. History from the post-Civil War period to the present. This course satisfies the Georgia Legislative requirement that all students receiving a degree from any unit of the University System shall pass a course or examination in the history of the United States and Georgia.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: All semesters.
- HITE 2100 Health Record Content & Structure** (2-2-3)  
Introduction to the generic components of health record content; use and structure of health care data and data sets and how these components relate to primary and secondary record systems.  
Corequisites: ENGL 1101 and ALHE 1120, or permission of instructor.  
Prerequisite: Exit Learning Support.  
Offered: Summer.
- HITE 2110 Organization and Supervision in Health Information Management** (2-2-3)  
Introduction to the principles of organization and supervision in order to develop effective skills in leadership, motivation, and team building techniques in the practice of health information management.  
Prerequisites: HITE 2100, ALHE 2050, and ENGL 1102 or permission of instructor.  
Offered: Spring.
- HITE 2150 Clinical Classification Systems** (3-2-4)  
Principles of coding and classification systems used in the assignment of valid diagnostic and/or procedure codes.  
Prerequisites: BIOL 1100K, HITE 2100, HITE 2400, or permission of instructor.  
Offered: Fall.
- HITE 2160 Reimbursement Methodologies** (3-2-4)  
A continuation of HITE 2150. This course will include the validation of coded clinical information, DRG assignment, case mix, and severity of illness data. Reimbursement methodologies applicable to health care settings are addressed.  
Prerequisite: HITE 2150.  
Offered: Spring.

- HITE 2200 Healthcare Statistics** (2-0-2)  
Emphasis is placed on the effective use, collection arrangement, presentation and verification of health care data, and on the concepts of descriptive statistics and data validity and reliability  
Prerequisites: MATH 1101, HITE 2100, CISM 2201, or permission of instructor.  
Offered: Fall.
- HITE 2250 Legal & Ethical Issues in Health Information** (1-2-2)  
An introduction to the legal and ethical issues applicable to health information.  
Prerequisite: HITE 2100 or permission of instructor.  
Offered: Fall.
- HITE 2400 Fundamentals of Medical Science** (2-2-3)  
An introduction to medical science with study of pathophysiology and diagnostic and treatment modalities available for clinical management of patient care. This course is designed to enhance professional communication for the health information technician in the health care environment.  
Prerequisites: BIOL 1100K, HITE 2100, or permission of instructor.  
Offered: Summer.
- HITE 2500 Health Information System Applications** (1-2-2)  
Introduction to concepts of information technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.  
Prerequisites: HITE 2100, CISM 2201, or permission of instructor.  
Offered: Fall.
- HITE 2501 Beginning Medical Transcription** (3-4-4)  
Beginning transcription of physician-dictated medical reports. Dictations are organized by body system and sequenced from simple to complex. Emphasis is placed on knowledge of medical science, technical skills, and practical experience. Knowledge of Word software is required.  
Corequisites: ENGL 1100.  
Prerequisites: ALHE 1120, BIOL 1100K or BIOL 1111K and BIOL 1112K, BUED 2250 or BUED 2251.  
Offered: Fall.
- HITE 2502 Advanced Medical Transcription** (3-4-4)  
Advanced transcription of physician-dictated medical reports. Dictations are organized by medical specialty and include intense transcription practice of complex reports. Content includes practice in problem solving and editing reports for format, consistency, and face validity.  
Prerequisite: HITE 2501.  
Offered: Spring.
- HITE 2503 Fundamentals in Transcription of Healthcare Records** (2-0-2)  
This course provides an overview of healthcare record content and organization of that content by transcription.  
Corequisites: HITE 2501.  
Offered: Fall.

- HITE 2505 Medical Transcription Issues** (2-0-2)  
The current trends in medical transcription are explored. Emphasis is placed on the legal, ethical, and professional responsibilities of the medical transcriptionist.  
Corequisites: HITE 2502.  
Offered: Spring.
- HITE 2507 Medical Transcription Clinical Practice** (0-9-3)  
Advanced Transcription of physician-dictated medical report. Emphasis is placed on knowledge of medical science, technical skills, and practice experience.  
Corequisite: HITE 2502.  
Prerequisite: HITE 2501.  
Offered: Spring.
- HITE 2550 Quality Assessment** (1-2-2)  
Introduction to the principles of the quality assessment process to provide a framework for gaining skills in collection and analyzing data.  
Prerequisites: HITE 2110, HITE 2200, or permission of instructor.  
Offered: Spring.
- HITE 2600 Professional Practice I** (0-6-2)  
This supervised clinical experience will allow the student to relate the functional and theoretical components of the health information course content to the working experience.  
Corequisite: HITE 2150 or permission of instructor.  
Prerequisites: HITE 2100, HITE 2250, or permission of instructor.  
Offered: Fall.
- HITE 2610 Professional Practice II** (0-9-3)  
A continuation of HITE 2600  
Prerequisite: HITE 2600 or permission of instructor.  
Offered: Spring.
- HITE 2650 Seminar on Health Information Technology** (2-0-2)  
Exploration of current issues and trends in the health information profession and in the health care industry.  
Prerequisites: HITE 2150, HITE 2250, HITE 2600, or permission of instructor.  
Offered: Spring.
- HLTH 1150 Principles & Practices of Well-Being** (2-0-2)  
A study of health promotion education covering topics such as consequences of lifestyle choices, behavior modification of coronary risk factors, psychological motivation techniques, and application of wellness screening.  
Prerequisite: None.  
Offered: On demand.
- HLTH 1160 Community First Aid and Safety** (2-0-2)  
Trains students to provide immediate first aid care for most injuries and medical situations until advanced medical help arrives. Red Cross certification for Adult CPR, Infant and Child CPR, and Standard First Aid is issued to those who successfully complete Red Cross requirements.  
Prerequisite: None.  
Offered: Fall, Spring.

- HLTH 1161 Human Sexuality** (2-0-2)  
Basic information about human sexuality which includes anatomy, pregnancy-childbirth, birth control, sexual variations, and sexually transmitted diseases.  
Prerequisite: None.  
Offered: Spring.
- HLTH 1162 Weight Management** (2-1-2)  
Basic principles of weight management and body composition. Students are required to keep daily nutrition logs as well as exercise in the Darton College Fitness Facility.  
Prerequisite: None.  
Offered: On demand.
- HLTH 1163 Personal Health** (2-0-2)  
Health problems and trends in modern health practices. Nutrition, heart disease, fitness, and consumer health protection.  
Prerequisite: None.  
Offered: Fall.
- HLTH 1164 Stress Management** (2-0-2)  
This course provides an introduction to various strategies that can be utilized by individuals and groups to counteract the effects of stress in their lives. The concepts of health promotion, disease prevention, self-care and healing provide the framework within which the student experiences the use of various stress management strategies.  
Prerequisite: None.  
Offered: On demand.
- HLTH 1165 Mental Health** (2-0-2)  
Causes, types, treatment, and prevention of mental illness. Consideration given to society's reaction to the mentally ill and how to maintain mental health.  
Prerequisite: None.  
Offered: On demand.
- HLTH 1166 Drugs and Drug Abuse** (2-0-2)  
Basic information about drug use and abuse which includes alcohol, depressants, narcotics, tobacco, stimulants, psychedelics, marijuana, over-the-counter drugs, and prescription drugs.  
Prerequisite: None.  
Offered: Fall.
- HUST 1100 Introduction to Human Services** (1-0-1)  
This course is designed to provide the student with an awareness of the conditions in modern society that impact the health of individuals, families, and communities. It provides an introduction to the field of human services. Topics include the history and philosophical foundations of human services and the identification of populations served by human service workers. The principles of human services, essential skills, and roles required to develop an appreciation of what it means to be a human services worker are emphasized.  
Prerequisite: Admission to HST program.  
Offered: Fall.

- HUST 1105 Therapeutic Communications for Healthcare Professionals** (3-1-3)  
An introductory course covering the communication skills essential to a helping relationship using a patient/client centered model. Skills emphasized are interviewing, listening, attending to patient/client verbal and non-verbal cues, problem-definition, negotiation, confrontation, and written documentation. Application of communication theory and utilization of communication skills to elicit a psychosocial history, identify patient/client assets and limitations, and to arrive at a mutually acceptable definition of the "problem" with a range of human services clientele are emphasized. The central focus of this course is on how a repertoire of communication skills relate to critical thinking and problem-solving skills.  
Prerequisites: PSYC 1101, ALHE 1105, HUST 1100 or permission of the instructor.  
Offered: Spring.
- HUST 1110 Families and Other Systems** (3-1-3)  
This didactic and experiential course provides an introduction to family systems theory and its implication in family assessment, family therapy, and agency/institution analysis. Topics include an historical perspective on the evolution of family therapy, basic system theory concepts as applied to families and other systems, the family life cycle, and an overview of the major models of family therapy. The student will learn basic family assessment methods and interventions to enable the development of initial treatment plans and facilitate the referral of families to the appropriate community resources.  
Prerequisites: HUST 1100, PSYC 1101 or permission of the instructor.  
Offered: Spring.
- HUST 1115 Crisis Intervention** (2-0-2)  
In this course emphasis is placed on both theoretical and practical understanding of human crises. The term "crisis" is defined, levels of severity of crises are differentiated, basic crisis counseling to evaluate crises are introduced, intervention techniques are explored, and crisis resolution is examined.  
Prerequisite: Admission to HST program or permission of the instructor.  
Offered: Fall.
- HUST 2000 Group Theory and Process** (3-1-3)  
This course is designed as an introduction to the theory and process of group interaction. It will combine didactic and experiential activities that will enable the student to become familiar with different types of groups, to recognize the dynamics of group functioning, to understand the rationale for group work, to recognize the skills required to become an effective group facilitator, and to have direct experience in planning, participating in, and leading a group session.  
Prerequisites: HUST 1100, HUST 1105, HUST 1110, HUST 1115 or permission of the instructor.  
Offered: Fall, Summer.
- HUST 2050 Counseling Theories & Methods** (3-0-3)  
This course provides an introduction to the major theories of counseling. For each identified theory, basic concepts, definitions of health and normalcy, and strategies and interventions will be examined. The student will apply these theories to real case examples and will develop his/her own theory of counseling.  
Prerequisites: HUST 1100, HUST 1105, HUST 1110, HUST 1115 or permission of the instructor.  
Offered: Fall.

- HUST 2150 Human Services Practicum** (0-6-2)  
 This introductory practicum offers the human services student the opportunity to apply theoretical learning in selected health agency settings for 5 hours per week. The student will work under direct supervision of qualified agency personnel. The student will be required to participate in a one hour weekly seminar which will focus on integrating these applied experiences with classroom learning.  
 Prerequisites: HUST 1100, HUST 1105, HUST 1110, HUST 1115 or permission of the instructor.  
 Offered: Spring.
- HUST 2210 Community/Mental Health Field Placement I** (0-9-3)  
 The student will spend 9 hours per week in a field setting related to his/her health/mental health specialty track. The student will have the opportunity for direct client contact and will, under supervision, enhance skills in interviewing, observing, reporting and assessing client needs. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.  
 Prerequisites: HUST 2150 or permission of the instructor.  
 Corequisite: None  
 Offered: Fall.
- HUST 2220 Community/Mental Health Placement II** (0-18-6)  
 The student will spend 18 hours per week in a second field setting related to his/her health/mental health specialty track. The student, under supervision, will further refine his/her service coordination skills and intervention techniques in direct service delivery. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.  
 Prerequisites: HUST 2000, HUST 2050, HUST 2650, HUST 2700 or permission of the instructor.  
 Offered: Spring.
- HUST 2310 Addiction/Substance Abuse Placement I** (0-9-3)  
 The student will spend 9 hours per week in a field setting related to his/her addiction/substance abuse counselor specialty track. The student will have the opportunity for direct client contact and will, under supervision, enhance skills in interviewing, observing, reporting, and assessing client needs. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.  
 Prerequisites: HUST 2150.  
 Corequisite: None.  
 Offered: Fall.
- HUST 2320 Addiction/Substance Abuse Placement II** (0-18-6)  
 The student will spend 18 hours per week in a second field setting related to his/her addiction/substance abuse specialty track. The student, under supervision, will further refine his/her service coordination skills and intervention techniques in direct service delivery. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.  
 Prerequisites: HUST 2000, HUST 2050, HUST 2650, HUST 2700, HUST 2310.  
 Offered: Spring.

- HUST 2650 Applied Community Health** (3-0-3)  
This course will focus on the application of previous coursework to a variety of healthcare settings. The student is introduced to the field of community health and to the provision of services to people with a wide range of health problems, including a specific emphasis on patient/client populations with disabilities. Topics covered include basic concepts of health/mental health; major types of disabilities; practical usage of the DSM-IV; dual diagnosis and treatment issues; personality disorders and addicted patients/clients; and commonly used interventions to prevent, promote and/or restore the health/mental health of individuals, families and groups. Course material will be directly linked to field placement experiences.  
Prerequisites: HUST 2150 or permission of the instructor.  
Corequisite: None.  
Offered: Fall, Summer.
- HUST 2700 Understanding and Treating Addictions** (3-0-3)  
This course is designed to provide basic knowledge in the field of addictions. Emphasis is in three major areas: the biopsychosocial factors of alcoholism, drug addiction, and other types of addiction; the pharmacology of psychoactive substances; and the eight components of the skill groups in addiction counseling. Course material in all three areas will be directly linked to the field placement experiences for those students working in addiction/substance abuse treatment settings.  
Prerequisites: HUST 2150 or permission of the instructor.  
Corequisite: None.  
Offered: Fall.
- HUST 2750 Current Trends in Addiction & Mental Health** (3-0-3)  
This course addresses contemporary issues in addictions and mental health. Emphasis is in four major areas: ethnic and cultural issues that influence diagnosis, treatment and utilization of services, special populations such as consumers/clients with HIV/AIDS; dual diagnosis; and matching treatment services to individual client needs (i.e., brief therapy, partial hospitalization, out-patient treatment, etc.). In addition attention will be given to the following current issues in the fields: treatment issues for adolescent and geriatric consumers/clients; spiritual concerns and disciplines; gay/lesbian issues; relapse dynamics and prevention, and managed care and treatment costs.  
Prerequisite: HUST 2650, HUST 2700, HUST 2210 or HUST 2310 or permission of the instructor.  
Offered: Spring.
- INED 2902 International Perspectives** (1-2-2)  
This course is designed to enhance and enrich the educational experience of students who travel abroad in a program sanctioned by Darton College. It will provide students with an introduction to the culture(s) to be visited, an understanding and appreciation of the importance of the specific sites on the itinerary, and practical advice for the inexperienced traveler. This course requires 30 academic hours of instruction.  
Prerequisite: None.  
Corequisite: Enrollment in (one of) the travel abroad program(s) sanctioned by Darton College.  
Offered: On demand.

- INED 2903 International Perspectives** (2-2-3)  
 This course is designed to enhance and enrich the educational experience of students who travel abroad in a program sanctioned by Darton College. It will provide students with an introduction to the culture(s) to be visited, an understanding and appreciation of the importance of the specific sites on the itinerary, and practical advice for the inexperienced traveler. This course requires 45 academic hours of instruction.  
 Prerequisite: None.  
 Corequisite: Enrollment in (one of) the travel abroad program(s) sanctioned by Darton College.  
 Offered: On demand.
- JAPN 1001 Elementary Japanese I** (3-0-3)  
 Introduction to Japanese language, both spoken and written, and orientation to Japanese culture.  
 Prerequisites: READ 0099 and ENGL 0099.  
 Offered: Fall, Spring.
- JAPN 1002 Elementary Japanese II** (3-0-3)  
 Continuation of JAPN 1001. Expansion of vocabulary and grammar, and practice in conversation, writing, and reading. Advancing knowledge on Japan related issues.  
 Prerequisite: JAPN 1001 or equivalent.  
 Offered: Fall, Spring.
- JAPN 2001 Intermediate Japanese I** (3-0-3)  
 Continuation of JAPN 1002. Intermediate grammar. Expansion of vocabulary and continued practice in conversation, writing, and reading. Further extension of Japanese related issues.  
 Prerequisite: JAPN 1002 or equivalent.  
 Offered: Fall.
- JAPN 2002 Intermediate Japanese II** (3-0-3)  
 Continuation of JAPN 2001. Intermediate grammar. Expansion of vocabulary and continued practice in conversation, writing and reading. Advancing knowledge of Japanese related issues.  
 Prerequisite: JAPN 2001 or equivalent.  
 Offered: Spring.
- JOUR 1000 Journalism Practicum** (0-0-1)  
 This course is a practicum through which students do the planning, research, writing, editing, and lay-out necessary to publish a newspaper. JOUR 1000 is open to students taking news writing and reporting and to students working on the school newspaper. JOUR 1000 may be taken each semester, but the credit does not substitute for other journalism courses required in the journalism degree program.  
 NOTE: Only one hour of JOUR 1000 will count toward a degree.  
 Prerequisite: JOUR 1110 or permission of the instructor.  
 Offered: On demand.

- JOUR 1100 Introduction to Mass Communications (same as COMM 2230)** (3-0-3)  
Introduction to mass communication is a survey of the field of mass communication, including newspapers, magazines, radio, television, cable television, and public relations and advertising, with emphasis on the historical development, current practices, and future trends of these media. This course is also listed as COMM 2230.  
Prerequisite: None.  
Offered: On demand.
- JOUR 1110 News Writing and Reporting** (3-0-3)  
Introductory course in writing for the mass media, with emphasis on gathering, writing, and reporting for newspapers and broadcast media.  
Prerequisite: ENGL 1101.  
Offered: On demand.
- LEAD 1101 Leadership Development** (2-0-2)  
The purpose of the course is to help students identify the attributes of effective leaders so that they can build their leadership potential and develop skills that will be of benefit to them personally and in their chosen profession.  
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: On demand.
- MATH 0097 Introductory Algebra** (4-0-4)  
MATH 0097 is an introductory algebra course designed for students with some mathematical background who need additional algebraic skills. Topics include fractions, decimals, signed numbers, linear equations, systems of equations in two variables, exponents, inequalities, polynomials, factoring, and graphing linear equations. Exit requirement: A grade of "C" or better in the course.  
Placement: A score below 30 on the COMPASS Algebra Test or below 75 on the Mathematics College Placement Examination.  
Offered: All semesters.
- MATH 0099 Intermediate Algebra** (4-0-4)  
MATH 0099 is an intermediate algebra course designed to give students knowledge of basic algebraic concepts in preparation for college algebra. Topics covered include linear equations and linear inequalities, factoring, exponents, roots and radicals, rational expressions, complex numbers, quadratic equations, and basic elements of geometry. Exit Requirement: A grade of "C" or better in the course and a Compass Algebra Test score of 37 or above.  
Placement: A score between 30 and 36 on the COMPASS Algebra Test or between 75 and 78 on the mathematics College Placement Examination; or a CPC deficiency and a score of 37 or above on the COMPASS Algebra Test or 79 or above on the Mathematics College Placement Examination; or successful completion of MATH 0097.  
Offered: All semesters.

- MATH 1101 Introduction to Mathematical Modeling** (3-0-3)  
This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions. Emphasis is also placed on technology, and effective communication of quantitative concepts and results. A graphing calculator is required. MATH 1101 is a math course for non-science majors and may be used as a prerequisite to MATH 2205 and/or MATH 1145. Students receiving credit for MATH 1101 cannot receive credit for MATH 1111.  
Prerequisite: MATH 0099 or satisfactory score on math placement test.  
Offered: On demand.
- MATH 1105 Laboratory Clinical Math** (1-1-1)  
This course covers mathematical topics including probability, conversions, ratio and proportion, graphing, and basic statistical computation and application.  
Prerequisite: Admission to the Dental Hygiene Program.  
Offered: Fall.
- MATH 1111 College Algebra** (3-0-3)  
This course is a functional approach to algebra that incorporates the use of applied technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. A graphing calculator is required. Students receiving credit for MATH 1111 cannot receive credit for MATH 1101.  
Prerequisite: MATH 0099 or satisfactory score on math placement test.  
Offered: All semesters.
- MATH 1112 Trigonometry** (3-0-3)  
This course covers trigonometric functions. The topics include identities, solutions of triangles, complex numbers, conics, and vectors. A graphing calculator is required. Students receiving credit for MATH 1112 cannot receive credit for MATH 1113.  
Prerequisite: MATH 1111 or consent of Division Chair.  
Offered: All semesters.
- MATH 1113 Pre-Calculus** (3-0-3)  
This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. A graphing calculator is required. Students receiving credit for MATH 1113 cannot receive credit for MATH 1112.  
Prerequisite: MATH 1111 or consent of Division Chair.  
Offered: Fall, Summer.
- MATH 1145 Survey of Calculus** (3-0-3)  
This is a survey of Calculus for students in non-science curricula. The topics include limits, derivatives, integrals, logarithmic and exponential functions. A graphing calculator is required. Students receiving credit for MATH 1145 cannot receive credit for MATH 1151.  
Prerequisite: MATH 1111, MATH 1101, or MATH 1113.  
Offered: Fall, Spring.

- MATH 1151 Calculus I with Geometry** (3-2-4)  
This is the first of a three semester sequence in Calculus. Calculus I covers topics from analytical geometry, limits, derivatives of algebraic functions, trigonometric and exponential functions, and basic integration. A graphing calculator is required. Students receiving credit for MATH 1151 cannot receive credit for MATH 1145.  
Prerequisite: MATH 1112 or MATH 1113 or consent of Division Chair.  
Offered: Spring, Summer.
- MATH 2003 Algebra and Applications for Middle Grade Teachers** (3-0-3)  
This course is designed for middle grade teachers. The course includes variable expressions; equations; inequalities; and linear, non-linear, and inverse functions. Applications will be included in each topic of discussion. A graphing calculator is required. This course does not satisfy any core curriculum requirement.  
Restricted to Middle Grade Teachers.  
Offered: On demand.
- MATH 2004 Number Sense for Middle Grade Teachers** (3-0-3)  
This course is designed for middle grade teachers. The course includes sets of numbers, order relationships, numeration systems, divisibility properties of integers, prime and composite numbers, special sets or numbers and sequences, history of mathematics. Real world applications will be explored. This course does not satisfy any core curriculum requirement.  
Restricted to Middle Grade Teachers.  
Offered: On demand.
- MATH 2005 Probability and Statistics for Middle Grade Teachers** (3-0-3)  
This course is designed for middle grade teachers. The course includes topics such as frequency distributions, graphing techniques, descriptive measures, counting techniques, probability, and simulation techniques. Applications will be included in each topic of discussion. A calculator will be required. This course does not satisfy any core curriculum requirement.  
Restricted to Middle Grade Teachers.  
Offered: On demand.
- MATH 2006 Geometry for Middle Grades Teachers** (3-0-3)  
This course covers standard concepts from Euclidean Geometry including points, lines, and planes, plane and solid geometry, right-angle trigonometry, coordinate geometry, transformational geometry, logic, and measurement systems. This course does not satisfy any core curriculum requirements.  
Restricted to Middle Grade Teachers.  
Offered: On demand.
- MATH 2205 Introduction to Statistics** (3-0-3)  
This is an elementary course in descriptive and inferential statistics. Areas covered include frequency distribution, graphing techniques, normal distribution, descriptive measures, probability, hypothesis testing, correlation, linear regression, and confidence intervals.  
Prerequisites: MATH 1101 or MATH 1111 or MATH 1113 or consent of Division Chair.  
Offered: Fall, Spring.

- MATH 2218 Linear Algebra** (3-0-3)  
Theory and applications of systems of linear equations, vector spaces, and linear transformations. Fundamental concepts include: linear independence, basis, and dimension; orthogonality, projections, and least squares solutions of inconsistent systems; matrices, eigenvalues, eigenvectors, and applications to Markov chains.  
Prerequisites: MATH 2252 or MATH 1151 with consent of Division Chair.  
Offered: On demand.
- MATH 2246 Early Childhood Math** (2-2-3)  
Activity based course that models the discovery approach of teaching mathematics and alternative assessment techniques. Content will include number sense (patterns, operations, and properties), data collection and statistical graphing, and elementary geometry.  
Corequisites: None.  
Prerequisites: MATH 1101, MATH 1111, or MATH 1113.  
Offered: On demand.
- MATH 2252 Calculus II** (3-2-4)  
This is the second of a three semester sequence in Calculus. Calculus II includes a continuation of techniques of integration, applications of integration, plane analytical geometry, parametric equations, Taylor's theorem, sequences and series. A graphing calculator is required.  
Prerequisite: MATH 1151 or consent of Division Chair.  
Offered: Fall.
- MATH 2253 Calculus III** (3-2-4)  
This is the third of a three semester sequence in Calculus. Calculus III includes vector valued functions, vector derivatives, curvature, geometry of space, partial differentiation, functions of several variables, vector analysis, multiple integration, and applications of multiple integration. A graphing calculator is required.  
Prerequisite: MATH 2252 or consent of Division Chair.  
Offered: Spring.
- MATH 2339 Statistical Process Control** (3-0-3)  
This course will cover the concepts, techniques, and procedures from probability and statistics to determine the risks of making decisions on both the control of these processes and the acceptance of their outputs. Emphasis is placed on obtaining satisfactory, dependable, and economic quality within the operation constraints of the process.  
Prerequisite: MATH 1113.  
Offered: On demand.

- MLTS 1160 Medical Laboratory Technology I** (3-3-4)  
An in-depth study of the sciences of hematology and body fluids analysis. It deals with the morphology of blood and blood-forming tissues, the principles of blood sample collections, and the composition and function of multiple body fluids. Physiology and pathology are emphasized. The laboratory component of the course is utilized to develop the skills and competencies required to perform laboratory analysis.  
Corequisite: BIOL 1100K.  
Prerequisite: Admission to the Medical Laboratory Technology Program or permission of the instructor.  
Offered: Fall.
- MLTS 1160W Medical Laboratory Technology I ONLINE** (3-0-3)  
An in-depth study of the sciences of hematology and body fluids analysis. It deals with the morphology of blood and blood-forming tissues, the principles of blood sample collections, and the composition and function of multiple body fluids. Physiology and pathology are emphasized.  
Prerequisite: BIOL 1100K, CHEM 1211K, CHEM 1212K, BIOL 1115, SPCH 2110, and admission to the Medical Laboratory Technology Program or permission of the instructor.  
Offered: Spring.
- MLTS 1160L Medical Laboratory Technology I LAB** (0-3-1)  
The laboratory component of the course is utilized to develop skills and competencies required to perform laboratory analysis of blood and body fluids.  
Prerequisite: MLTS 1160W.  
Offered: Spring.
- MLTS 1161 Medical Laboratory Technology II** (3-3-4)  
This course provides an introduction to the principles of immunology and provides the student with a concise and thorough guide to transfusion practices and immunohematology. The laboratory component of the course is utilized to develop skills and competencies required to perform blood banking procedures and to maintain records for the efficient operation of the blood bank.  
Prerequisite: BIOL 1100K.  
Offered: Spring.
- MLTS 1161W Medical Laboratory Technology II ONLINE** (3-0-3)  
This course provides an introduction to the principles of immunology and provides the student with a concise and thorough guide to transfusion practices and immunohematology.  
Prerequisite: 1160W  
Offered: Summer.

- MLTS 1161L Medical Laboratory Technology II LAB** (0-3-1)  
The laboratory component of the course is utilized to develop skills and competencies required to perform blood banking procedures and to maintain procedures for the efficient operation of a blood bank.  
Prerequisite: 1161W.  
Offered: Summer.
- MLTS 1300 Introduction to Histology** (2-3-3)  
An introductory study of basic histology. The structure of tissue systems is emphasized at the cellular level.  
Prerequisites: Admission to the Histology Program or permission of the program director.  
Offered: Fall or on demand.
- MLTS 1310 Histology I** (3-3-4)  
Histologic methods and principles of tissue fixation and processing are emphasized.  
Prerequisites: MLTS 1160 and MLTS 1300 or permission of the program director.  
Offered: Spring.
- MLTS 1320 Histology II** (2-3-3)  
This course addresses the fundamentals and clinical significance of special histological staining procedures. The laboratory component of the course is utilized to develop skills and competencies required to perform special histology staining procedures.  
Prerequisites: MLTS 1160 and MLTS 1300 or permission of the program director.  
Offered: Spring.
- MLTS 1330 Histology III** (0-3-1)  
Students practice histology procedures in a supervised histology lab setting. The laboratory component of the course is utilized to develop skills and competencies required to perform routine and special histology procedures.  
Prerequisites: MLTS 1160 and MLTS 1300 or permission of the program director.  
Offered: Spring.
- MLTS 1340 Histology IV** (0-30-5)  
This course is utilized to develop competencies for an entry level histotechnician.  
Prerequisites: MLTS 1310, MLTS 1320 and MLTS 1330 or permission of the program director.  
Offered: Summer.
- MLTS 1350 Histology V** (2-0-2)  
A study of immunohistochemistry procedures and interpretations.  
Prerequisites: MLTS 1310, MLTS 1320 and MLTS 1330 or permission of the program director.  
Offered: Summer.

- MLTS 1360 Histology VI** (1-0-1)  
Seminars in Histology: Various professional topics are presented for discussion including board exam reviews, professionalism, laboratory information systems and management principles.  
Prerequisites: MLTS 1310, MLTS 1320 and MLTS 1330 or permission of the program director.  
Offered: Summer.
- MLTS 2010 Medical Laboratory Technology III** (2-6-4)  
This course is a study of parasites, bacteria, viruses, mycobacteria, fungi, and their relationship to human disease states. Discussion is centered on the cultivation, methods of identification, antimicrobial susceptibility testing and serological diagnosis. The laboratory component of the course develops the skills and competencies required to perform the diagnostic procedures.  
Prerequisite: BIOL 1115.  
Offered: Summer.
- MLTS 2010W Medical Laboratory Technology III ONLINE** (2-0-2)  
This course is a study of parasites, bacteria, viruses, mycobacteria, fungi, and their relationship to human disease states. Discussion is centered on the cultivation, methods of identification, antimicrobial susceptibility testing and serological diagnosis.  
Prerequisite: BIOL 1115.  
Offered: Fall.
- MLTS 2010L Medical Laboratory Technology III LAB** (0-6-2)  
The laboratory component of the course develops the skills and competencies required to perform the diagnostic procedures.  
Prerequisite: MLTS 2010W.  
Offered: Fall.
- MLTS 2020 Medical Laboratory Technology IV** (3-3-4)  
An in-depth study of analytical techniques utilized to measure the biochemical entities of blood and various body fluids. The correlation of test results to human physiology and pathology is stressed. The laboratory component is used to develop the skills and competencies required to operate and standardize the instruments utilized in the performance of chemical tests. The use of quality control is emphasized.  
Prerequisite: CHEM 1212K.  
Offered: Summer.
- MLTS 2020W Medical Laboratory Technology IV ONLINE** (3-0-3)  
An in-depth study of analytical techniques utilized to measure the biochemical entities of blood and various body fluids. The correlation of test results to human physiology and pathology is emphasized.  
Prerequisite: CHEM 1212K.  
Offered: Fall.

- MLTS 2020L Medical Laboratory Technology IV LAB** (0-3-1)  
The laboratory component is used to develop the skills and competencies required to operate and standardize the instruments utilized in the performance of chemical tests. The use of quality control is emphasized.  
Prerequisite: MLTS 2020W.  
Offered: Fall.
- MLTS 2630 Medical Laboratory Technology Externship** (0-36-18)  
Students are introduced to the clinical laboratory in an affiliate clinical laboratory setting. The students receive an orientation to each department and an introduction to hospital policies and procedures. Each student rotates through appropriate departments and is allowed to demonstrate and develop their skills and competencies in blood bank, hematology, microbiology, chemistry, phlebotomy, and body fluid analysis under the supervision of the laboratory staff instructor.  
Prerequisites: MLTS 1160, MLTS 1161, MLTS 2010, MLTS 2020.  
Offered: Fall.
- MLTS 2670 Seminars in Medical Laboratory Science** (1-0-1)  
Seminar presentations on various topics related to medical laboratory science (topic reviews for board exams, professionalism, laboratory information systems, case presentations and/or other).  
Corequisite: MLTS 2630.  
Offered: Fall.
- MUSC 1080 College Concert Band** (0-0-1)  
This course involves the study, rehearsal, and concert performance of literature for band. This course involves a performance ensemble open to college students and community members. Repertory is consistent with proficiency levels of participants, but is challenging. May be taken each semester. Required of woodwind, brass, and percussion music majors as their performance ensemble during enrollment. Additional rehearsals may be announced by the instructor.  
Prerequisite: Ability to play a band instrument at college level.  
Offered: Fall, Spring.
- MUSC 1090 College Choir** (0-0-1)  
This course involves the study, rehearsal, and concert performance of literature for choir. It's open to all students who enjoy singing. Repertory includes wide range of choral music representing all styles and periods. Extra rehearsals called at the discretion of the director. May be taken each semester.  
Prerequisite: None.  
Offered: Fall, Spring.

- MUSC 1100 Music Appreciation** (3-0-3)  
The course is an introduction to music history and literature. No musical background is required. Students expand knowledge in order to appreciate and understand a wide variety of musical styles. This course examines the evolution of Western art music from the earliest days of civilization to the present. The course is designed to arouse students' interest in music as art and to develop their ability to understand it and respond to it. The course offers opportunities to hear recorded music in class and to experience live music in concerts. MUSC 1100 and FIAR 2250 are related courses; only one can count toward graduation.  
Prerequisites: None.  
Offered: On demand.
- MUSC 1101 Elementary Music Theory I** (1-2-2)  
Rhythm and its notation. Pitch and its notation, scales, keys, modes, and intervals, harmony (triads, chords, root positions, figured bass conventions). Harmonic analysis techniques, cadences, aspects of melodic construction, and voice leading principles.  
Prerequisite: None.  
Offered: Fall.
- MUSC 1102 Elementary Music Theory II** (1-2-2)  
This course is a study of voice leading principles (review), functional tonality, seventh chords, and form.  
Prerequisite: MUSC 1101.  
Offered: Spring.
- MUSC 1110 Applied Music for Non-Music Majors and Majors Wishing to Study a Secondary Area** (0-0-.5)  
A one-half hour private lesson each week and at least 2.5 practice hours per week, leading to basic proficiency and performance of standard repertoire. Students may take MUSC 1110 each semester until they complete the objectives of the course. MUSC 1110 does not satisfy the applied music requirement for a degree in music.  
Prerequisite: None.  
Offered: All semesters.
- MUSC 1111 Applied Music for Non-Music Majors** (0-0-1)  
A one hour private music lesson each week and at least five practice hours per week, leading to basic proficiency and performance of standard repertoire. Students may take MUSC 1111 each semester until they complete the objectives of the course. MUSC 1111 does not satisfy the applied music requirement for a degree in music.  
Prerequisite: None.  
Offered: On demand.

- MUSC 1115 Class (Beginning) Piano for Non-Majors** (1-1-1)  
 This course is designed to enable non-majors to study piano at a beginner to intermediate level in a class piano situation. The class will meet one 50-minute period per week leading to basic technical proficiency on piano. Students are required to practice at least five hours per week. Students may take Class (Beginning) Piano more than one time.  
 Prerequisite: None.  
 Offered: All semesters.
- MUSC 1120 Class (Beginning) Guitar for Non-Majors** (3-0-3)  
 Designed to enable non-majors to study acoustic guitar at a beginner to intermediate level in a class guitar situation. The class will meet the equivalent of three 50 minute periods per week leading to basic technical proficiency on acoustic guitar. Students are required to practice at least 5 hours per week. Students may take Class (Beginning) Guitar more than one time. This course will not transfer.  
 Prerequisite: None.  
 Offered: All semesters.
- MUSC 1152 Instrumental Ensemble** (0-0-1)  
 A performing ensemble open to college students and community members. Repertoire includes all types of traditional selections in accordance with proficiency levels of participants, but is challenging.  
 Prerequisite: Ability to play a band instrument.  
 Offered: Fall and Spring.
- MUSC 1153 Vocal Ensemble** (0-0-1)  
 A performance ensemble with limited enrollment determined by audition. Repertoire includes traditional and contemporary selections in accordance with proficiency levels of participants. This performing ensemble dedicated to the study of choral music.  
 Prerequisite: Audition, or approval of instructor.  
 Corequisite: Enrollment in MUSC 1090.  
 Offered: Fall and Spring.
- MUSC 1171 Class Piano** (0-0-1)  
 Designed to enable the music major to successfully complete the piano proficiency exam required for graduation. Students should enroll in MUSC 1171 in successive semesters until all items of the exam are complete.  
 Prerequisite: None.  
 Offered: All semesters.
- MUSC 1072 Sight-Singing/Ear Training** (1-1-1)  
 This course is designed to develop sight-singing skills involving ear-training and rhythmic studies. Course components include sight-singing, melodic and harmonic dictation, and rhythmic exercises. Students are expected to sing with the class and alone as assigned. This course is designed to enable the music major to successfully complete the sight-singing/ear training proficiency exam required for graduation. The student should enroll in MUSC 1172 in successive semesters until all items of the proficiency exam are complete.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: All semesters.

- MUSC 1182 Seminars in Church Music I** (1-2-2)  
 This course is an introduction to church music for students pursuing a Church Music Certificate. Students expand their knowledge of church music related topics for understanding and future application in the church environment. Students study, prepare, and refine various skills required of the position of Church Music Director/Leader. Presentations of church music related topics and areas of interests will be conducted. This course is limited to students in the Church Music Certificate Program.  
 Prerequisite: None.  
 Offered: Fall.
- MUSC 1183 Seminars in Church Music II** (1-2-2)  
 This course advances development and skills in church music for students pursuing a Church Music Certificate. Students expand their knowledge of church music related topics for understanding and future application in the church environment. Students study, prepare, advance, and refine various skills required of the position of church Music Director/Leader. Presentations of church music related topics and areas of interests will be conducted. This course is limited to students in the Church Music Certificate Program.  
 Prerequisite: MUSC 1182.  
 Offered: Spring.
- MUSC 2201 Advanced Music Theory I** (1-2-2)  
 This course is a study of borrowed chords, secondary dominants, secondary seventh chords, and analysis of small forms.  
 Prerequisite: MUSC 1102.  
 Offered: Fall.
- MUSC 2202 Advanced Music Theory II** (1-2-2)  
 This course is a study of neapolitan and augmented sixth chords and other chromatic chord forms, chords of the ninth, eleventh, and thirteenth, and advanced modulation. Harmonic techniques of the classical period, Sonata form, the Rondo, nineteenth century harmonic developments, twentieth century compositional techniques, and recent musical developments will also be introduced.  
 Prerequisite: MUSC 2201.  
 Offered: Spring.
- MUSC 2211 Applied Music for Music Majors Only** (0-0-1)  
 Designed for music majors. A one-hour private music lesson each week leading to advanced technical proficiency and performance of advanced solo literature. Students learn repertoire necessary for transfer into a music baccalaureate degree program. Students may take the course each semester until they complete the objectives of the course. A minimum of five hours of practice a week is required. Music majors should complete the objectives of MUSC 2211 within the first year of participation in the music program.  
 Corequisite: MUSC 1080 (Voice Majors) or permission of program director; or MUSC 1090 (Instrumental majors) or permission of program director; or MUSC 1080 or 1090 (Guitar and Piano majors) or permission of program director.  
 Prerequisite: None.  
 Offered: All semesters.

- MUSC 2212 Applied Music for Music Majors Only** (0-0-1)  
 Designed for music majors. A one-hour private music lesson each week leading to advanced technical proficiency and performance of advanced solo literature. Students learn repertoire necessary for transfer into a music baccalaureate degree program. Students make take the course each semester until they complete the objectives of the course. A minimum of five hours of practice a week is required.  
 Corequisite: MUSC 1080 (Voice Majors) or permission of program director; or MUSC 1090 (Instrumental majors) or permission of program director; or MUSC 1080 or 1090 (Guitar and Piano majors) or permission of program director.  
 Prerequisite: MUSC 2211, MUSC 1101, MUSC 1102.  
 Offered: All semesters.
- MYTH 1000 Introduction to Mythology** (1-0-1)  
 A study of the mythology of a selected culture. Discussions will include allusions to mythological tales and figures found in culture, literature, and the arts, as well as the function of myth in society.  
 Prerequisite: None.  
 Offered: On demand.
- NURS 1101 Pharmacology, Math, and Basic Nursing Skills** (2-3-3)  
 Designed to provide a foundation of knowledge encompassing the principles of medication administration and pharmacology. The course covers methods of calculation of appropriate dosages in various measurement systems, classifications of commonly prescribed drugs, nursing implications, patient teaching responsibilities and the legalities of medication administration. Students will learn about the profession of nursing, health care delivery, critical thinking, physical assessment and use of the nursing process. Development of psychomotor skills is acquired through supervised lab performance.  
 Prerequisites: Admission to Nursing Program.  
 Corequisite: BIOL 1111K.  
 Offered: Fall, Summer.
- NURS 1111 Fundamentals of Nursing Practice** (5-9-8)  
 This course emphasizes concepts of interpersonal relationships, health-illness continuum, communication techniques and nursing process. Nursing care related to mobility, infection control, elimination, nutrition, fluid balance, aging, and grief are explored. Students will begin their medical surgical care of the adult client by learning ways to maintain optimal health in clients with diabetes and diseases and injuries associated with renal, gastrointestinal, and orthopedic pathology. Development of psychomotor skills is acquired through supervised lab performance and clinical experiences with selected patients.  
 Prerequisites: BIOL 1111K and NURS 1101 with grades of "C" or better.  
 Corequisite: BIOL 1112K.  
 Offered: Fall, Spring.

- NURS 1112 Nursing II** (4-9-7)  
 Nursing II places emphasis on students' development of increasing knowledge and psychomotor skills in the care of adult clients. The students study common health care problems which are usually chronic in nature and may require surgical intervention. Increasing emphasis is placed on the role that nutrition and pharmacology play in developing and maintaining health. Supervised clinical experiences provide students with opportunities to apply principles of the nursing process and strengthen developing skills. Classroom and clinical instruction is centered around the care of clients who experience stressors which alter normal functioning of the following systems: respiratory, peripheral-vascular, cardiovascular, endocrine, hematologic, neurological, and reproductive.  
 Prerequisites: NURS 1111 and BIOL 1112K with grade of "C" or better.  
 Offered: Spring, Summer.
- NURS 2111 Nursing III** (6-9-9)  
 Explores the roles of the nurse in providing care to meet the needs of families who have children. Applies principles of health promotion from the antepartal period through adolescence and examines human growth, development and responses to health deviation during these periods in the life cycle. Classroom and clinical instruction involves providing nursing care to antepartal, intrapartal, postpartal, and pediatric clients utilizing the nursing process and incorporating previously learned knowledge and skills. The introduction of team leadership roles enables the student to experience management of the care provided to a group of clients assigned to student colleagues on a nursing team.  
 Prerequisites: NURS 1112 and NURS 2113 with grades of "C" or better.  
 Co or Prerequisite: BIOL 1115K.  
 Offered: On demand.
- NURS 2113 Psychiatric Nursing** (2-6-4)  
 This course emphasizes the roles of the nurse in the promotion of mental health. The nursing process, effective communication and psychosocial skills are utilized in the provision of nursing care. The nurse's knowledge of psychiatric concepts, history, and psychological skills provide direction for working with clients in supervised clinical experiences directed toward assisting the individual to achieve his/her maximum potential.  
 Prerequisites: NURS 1101 and 1111 with grades of "C" or better.  
 Corequisite: NURS 1112.  
 Offered: On demand.
- NURS 2115 Nursing IV** (4-12-8)  
 Nursing Care of Complex Clients is planned in the final semester of the nursing program. The course emphasizes care of clients with complex acute and chronic multisystem disorders and medical-surgical problems. Supervised clinical experiences within the critical care units, emergency departments, and high-acuity units facilitate use of the nursing process, critical thinking, and technical skills. Supervised leadership roles in the clinical arena are provided for the learner to experience management of small groups of colleagues and the care of clients with biopsychosocial dysfunction assigned to the team. All previous knowledge and skills are utilized by the student in the delivery of care in the acute care facilities.  
 Prerequisite: Completion of 2111 with a grade of "C" or better and completion of all core courses.  
 Corequisite: None.  
 Offered: On demand.

- NURS 2117 Concepts of Modern Nursing** (1-0-1)  
The current trends in professional nursing are explored. Emphasis is placed on the legal, ethical, and professional responsibilities of the Registered Nurse. Fundamental principles of leadership and management are introduced.  
Prerequisite: NURS 2113.  
Offered: On demand.
- OCEX 2290 Occupational Experience** (1-0-1); (2-0-2); (3-0-3)  
Directed work experience with a business firm, government agency, or other organization under the Cooperative Education program in an area of a student's preparation and interest. Cooperative Education may or may not count toward degree requirements. Check your program in the College catalog or seek help from a faculty member in your major department.  
Prerequisite: Completion of 9 semester hours with a 2.00 GPA and approval of instructor.  
Offered: All semesters.
- OTAS 1100 Introduction to Occupational Therapy** (2-3-3)  
The following concepts will be presented: Functional definitions of occupational therapy; the history of occupational therapy, philosophy, and ethics; the roles of occupational therapy professionals; and differentiation of occupational therapist and occupational therapy assistant responsibilities, the reimbursement for O.T. services and professional credentialing. An overview of the particular patient populations which an occupational therapy assistant might interact with is given. Specific types of treatment settings are explored in detail, with the scope of OTA practice examined, including the research data gathering role. Awareness of local and national occupational therapy organizations is emphasized. Demonstrated professional behaviors are encouraged  
Corequisites: OTAS 1104, OTAS 1105, OTAS 1111, OTAS 2100, ALHE 1115.  
Prerequisite: ALHE 1120 and admission to OTA program.  
Offered: Fall.
- OTAS 1104 Introduction to Disease Conditions** (2-0-2)  
The basic pathology of common disease conditions is examined. The effect of disease on each body system is studied, emphasizing etiology, diagnosis, prognosis, prevention, occupational therapy treatment methods, and precautions. The effects of pathology of disease across life-span occupational performance is presented.  
Corequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 2100, ALHE 1115.  
Prerequisite: ALHE 1120 and admission to OTA program.  
Offered: Fall.
- OTAS 1105 Patient Care Skills for the OTA** (1-3-2)  
Introduction of concepts and procedures of patient care in occupational therapy. Topics include patient positioning and draping, body mechanics, patient transfers, vital signs monitoring, infection control, aseptic techniques, therapeutic exercise, ADA awareness, confidentiality, adjustment and maintenance of assistive equipment, and safety.  
Corequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 2100, ALHE 1115.  
Prerequisite : ALHE 1120 and admission to OTA program.  
Offered: Fall.

- OTAS 1111 Functional Anatomy and Kinesiology** (2-6-4)  
Analysis of human movement and its impact on function through the integration of biomechanics, kinesiology and applied anatomy. Principles will be reinforced through a problem-solving approach for understanding movement. Goniometric measurements and manual muscle testing of the upper and lower extremities, trunk, and head will be included.  
Corequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 2100, ALHE 1115.  
Prerequisite: ALHE 1120 and admission to OTA program.  
Offered: Fall.
- OTAS 1121 Therapeutic Media** (1-3-2)  
Lecture and laboratory course emphasizing basic media and activities in a therapeutic setting. Focus is placed in lecture sessions on activity analysis. Laboratory focus is based on application of analysis to therapeutic intervention situations. Skill attainment in relation to the actual process of different media tasks will be encouraged.  
Corequisites: OTAS 1132, OTAS 2200, OTAS 2250, ALHE 2050, ALHE 1132.  
Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1115, OTAS 1131, OTAS 1140, OTAS 1145, OTAS 2100, ALHE 1115.  
Offered: Summer.
- OTAS 1131 Physical Function in Occupation I** (2-6-4)  
The role of the OTA in the evaluative process, treatment, documentation, and reassessment is presented. Recognition of specific skills related to adaptive procedures and the grading of tasks for maximized patient gains is examined. Treatment techniques and considerations for specific patient populations with physical dysfunction related issues are presented.  
Corequisites: OTAS 1115, OTAS 1140, OTAS 1145.  
Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 2100, ALHE 1115.  
Offered: Spring.
- OTAS 1132 Physical Function in Occupation II** (3-3-4)  
A continuation of the OTS 1131 course. Emphasis is placed upon the OTA in the evaluative process, treatment role, and documentation for the patient population related to physical dysfunction. The role of the OTA across the continuum of care is viewed. Systematic examination of the OTA in the treatment process and appropriate problem-solving is encouraged. Level I fieldwork is a component part of this course offering.  
Corequisites: OTAS 2200, OTAS 1121, OTAS 2250, ALHE 2050.  
Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1115, OTAS 1131, OTAS 1140, OTAS 1145, OTAS 2100, ALHE 1115.  
Offered: Summer.

- OTAS 1140 Psychosocial Function in Occupation** (2-3-3)  
Etiology, diagnosis, and treatment of psychiatric conditions encountered in the clinical setting by Occupational Therapy Assistants. Occupational therapy treatment techniques for remediation and prevention across the life-span continuum are covered. Recognition of the use of psychotropic medications in psychiatric treatment and corresponding possible side effects are studied. Level I fieldwork observations and field trips will be part of this course.  
Corequisites: OTAS 1115, OTAS 1131, OTAS 1145.  
Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 2100, ALHE 1115.  
Offered: Spring.
- OTAS 1145 Developmental Function in Occupation** (2-3-3)  
Examination of the process of evaluation, treatment, and documentation for the OTA in settings working with a caseload involving developmental dysfunction. Emphasis is placed on developmental factors across ages and populations. Adaptive coping techniques and skills will be explored, with focus on practical problem-solving. Level I fieldwork placement will be a component part of this course offering.  
Corequisites: OTAS 1115, OTAS 1131, OTAS 1140.  
Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 2100, ALHE 1115.  
Offered: Spring.
- OTAS 2100 Personal and Professional Development** (1-3-2)  
An experiential course designed to enable the student to become aware of the effective use of self as an agent of therapeutic change. Emphasis is on helping each student identify personal values, assets, and weaknesses. How these factors influence decisions and interactions with others in helping relationships is examined. The dynamics of professional burnout will be explored, and each student will develop an individual plan for self care. Actual case simulations will be used to facilitate the student's awareness of interactions between self and others. Professionalism issues such as the O.T. Code of Ethics, Standards of Practice, and credentialing are studied.  
Corequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.  
Prerequisite: ALHE 1120.  
Offered: Fall.
- OTAS 2200 Assistive Techniques and Technologies** (2-3-3)  
The use and modification of adaptive devices and equipment is studied. Creative problem-solving regarding specific medical conditions is encouraged through the development of adaptive equipment. Proper patient positioning in the therapeutic and home environment is examined. Further development of static and dynamic splinting skill techniques for diverse patient treatment needs will be learned. The ability to analyze and problem-solve regarding overcoming environmental barriers is fostered. Issues related to increasing safety and functional mobility are explored.  
Corequisites: OTAS 1132, OTAS 1121, OTAS 2250, ALHE 2050.  
Prerequisites: OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1115, OTAS 1131, OTAS 1140, OTAS 1145, OTAS 2100, ALHE 1115.  
Offered: Summer.

- OTAS 2250 Therapeutic Groups for OTA** (1-3-2)  
A lecture and laboratory course designed to develop skills for group leadership in the diverse practice areas of occupational therapy. Techniques for therapeutic group treatment in relevant health care practice areas will be presented. Groups related to patient education will be covered in this course offering. Emphasis will be placed upon the therapeutic use of self in the group treatment process. An environment conducive to experiential learning, with the student actively practicing group leadership skills, will be fostered. Knowledge developed in the Psychosocial Dysfunction and Treatment course, OTAS 1140, and the Personal and Professional Development course, OTAS 2100, will be applied in this setting. Corequisites: OTAS 1121, OTAS 1132, OTAS 2200, ALHE 2050.  
Prerequisites: OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1115, OTAS 2100, OTAS 1131, OTAS 1140, OTAS 1145, ALHE 1115.  
Offered: Summer.
- OTAS 2400 Fieldwork Experience Level II** (0-80-6)  
The OTA student, having completed the didactic learning portion of the curriculum, is assigned one 16 week internship. The fieldwork program involves the student in experiences with clients, patients, therapists, and others in the health care community. Participation in Level II fieldwork placements allows application of classroom theory and academic knowledge base. Fieldwork will be available in a variety of settings providing opportunities for experience with diverse patient/client populations. The student fieldwork intern will experience various service delivery models reflective of current practice in the profession. Fieldwork internships are carried out in accordance with contractual agreements with health care facilities. Level II fieldwork internships are an integral part of the educational process and must be successfully completed within 18 months of the end of didactic course work.  
Prerequisite: Completion of all didactic course work.  
Offered: On demand.
- OTAS 2410 Fieldwork Experience Level II A** (0-40-3)  
Full-time fieldwork experience following the completion of all didactic course work. The fieldwork program involves students in experiences with clients, patients, therapists, and others in the health care community. Participation in Level II fieldwork placements allows application of classroom theory and academic knowledge base. The fieldwork will be available in various settings providing opportunities for experience with diverse patient/client populations. The student fieldwork intern will experience various service delivery models reflective of current practice in the profession. Fieldwork internships are carried out in accordance with contractual agreements with health care facilities. Level II fieldwork internships are an integral part of the educational process and must be successfully completed within 18 months of the end of the didactic course work.  
Prerequisite: Completion of all didactic course work.  
Offered: Fall.

- OTAS 2420 Fieldwork Experience Level II B** (0-40-3)  
Full-time fieldwork experience following the completion of all didactic course work. The fieldwork program involves students in experiences with clients, patients, therapists, and others in the health care community. Participation in Level II fieldwork placements allows application of classroom theory and academic knowledge base. The fieldwork will be available in various settings providing opportunities for experience with diverse patient/client populations. The student fieldwork intern will experience various service delivery models reflective of current practice in the profession. Fieldwork internships are carried out in accordance with contractual agreements with health care facilities. Level II fieldwork internships are an integral part of the educational process and must be successfully completed within 18 months of the end of the didactic course work. Prerequisite: Completion of all didactic course work.  
Offered: Fall.
- PERS 1101 Personal Development** (2-0-2)  
In this course, students learn to increase their personal effectiveness by learning how to take responsibility for and protect their physical and psychological well-being. Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099. Prerequisite: None.  
Offered: On demand.
- PHED 1105 Strength Training** (1-2-2)  
Involves strength training through a circuit of isotonic exercises using barbells, dumbbells, and a selection of fixed/variable resistance machines. Covers muscles of the body, types of muscular contractions, and principles of strength training. Includes orientation to Darton College Fitness Center. Prerequisite: None.  
Offered: On demand.
- PHED 1106 Walk, Jog, or Run for Fitness** (1-2-2)  
Involves cardiovascular training through endurance walking, jogging, or running. Includes information on why such training is needed, how it is accomplished, and what results can be expected. Prerequisite: None.  
Offered: Fall, Spring.
- PHED 1110 Deep Water Exercise** (1-3-2)  
Involves cardiovascular and muscular endurance training through water resistance exercises. Includes information on why such training is needed, how it is accomplished, and what results can be expected. All exercises are done with flotation equipment. Includes orientation to Darton College Fitness Center. Prerequisite: None.  
Offered: Spring.
- PHED 1115 Step Aerobics I** (1-2-2)  
Emphasis is on cardiovascular endurance, muscle conditioning, and flexibility development. Continuous exercise is combined with music. Includes orientation to Darton College Fitness Center. Prerequisite: None.  
Offered: Fall, Spring.

- PHED 1116 Step Aerobics II** (0-3-1)  
Emphasis is on cardiovascular endurance, muscle conditioning, and flexibility development. Designed to improve upon the skills and fitness knowledge of Aerobics I.  
Prerequisite: PHED 1115.  
Offered: Fall, Spring.
- PHED 1120 Baseball Techniques and Strategy** (0-2-1)  
Practical experience in fundamental skills and techniques, team play and strategy.  
Prerequisites: None.  
Offered: On demand.
- PHED 1121 Softball** (0-2-1)  
An introduction to the fundamental skills and knowledge necessary to play softball. Includes instruction in batting, fielding, throwing, basic strategies, and rules.  
Prerequisite: None.  
Offered: On demand.
- PHED 1122 Basketball** (0-2-1)  
An introduction to the fundamental skills and knowledge necessary to play basketball. Includes instruction in passing, dribbling, shooting, basic strategies, and rules.  
Prerequisite: None.  
Offered: On demand.
- PHED 1123 Aerobic Pump** (1-2-2)  
This course is designed to work the entire body using barbells with adjustable weights to music. Beginning with a general warm up, participants are led through a series of exercises including squats, presses, lifts and curls. The focus is on correct lifting techniques using light to moderate weights and high repetitions.  
Prerequisite: None.  
Offered: On demand.
- PHED 1124 Soccer** (0-2-1)  
An introduction to the fundamental skills and knowledge necessary to play soccer. Includes instruction in kicking, heading, passing, dribbling, basic strategies, and rules.  
Prerequisite: None.  
Offered: On demand.
- PHED 1125 Badminton** (0-2-1)  
Introduction to techniques such as serve, clear, drop, smash, and drives with an emphasis on strategy and rules.  
Prerequisite: None.  
Offered: Spring.

- PHED 1126 Tennis I** (0-2-1)  
An introduction to the fundamental skills and knowledge necessary to play tennis. Includes instruction on the forehand, backhand, serve, basic strategies, and rules.  
Prerequisite: None.  
Offered: Fall, Spring.
- PHED 1127 Tennis II** (0-2-1)  
Designed to improve upon and add to the skills and knowledge developed in Tennis I. Includes a review of forehand, backhand, and serve. Introduces the lob, smash, volley, and more advanced game strategies.  
Prerequisite: PHED 1126 or permission of instructor.  
Offered: On demand.
- PHED 1130 Swimming I** (0-2-1)  
An introduction to the basic swimming skills necessary for water survival, safety, and recreation. Covers crawl stroke, elementary backstroke, sidestroke, breaststroke, floats, entries, and non-swimming rescues.  
Prerequisite: None.  
Offered: Fall.
- PHED 1131 Swimming II** (0-2-1)  
Designed to improve upon and add to the skills and knowledge developed in Swimming I. The emphasis is on correct performance of the crawl, elementary backstroke, sidestroke, breaststroke, and back crawl.  
Prerequisite: PHED 1130 or permission of instructor.  
Offered: On demand.
- PHED 1132 Lifeguard Training** (1-2-2)  
Designed to teach fundamental skills and knowledge necessary to save one's own life or the life of another in the event of an aquatics emergency. Student can qualify for Red Cross certification through this course.  
Prerequisite: Swim Test.  
Offered: On demand.
- PHED 1133 Scuba** (0-2-1)  
This course will provide the student with knowledge and skills to safely enter a confined water diving environment. Certification dives are not included.  
Prerequisite: Pass swim test (200 yard swim and 10 minute float/tread water).  
Offered: Fall, Spring.
- PHED 1137 Sailing** (0-2-1)  
Includes the principles of sailing, rigging, the basic sailing maneuver of tacking, coming about, jibing, mooring, and docking. Students are required to sign the University System Release, Waiver of Liability form before participation in the course.  
Prerequisite: Swim test.  
Offered: On demand.

- PHED 1139 Fitness Swimming** (1-2-2)  
 Involves cardiovascular training through endurance swimming. Includes information on why such training is needed, how it is accomplished, and what results can be expected. Red Cross Swim & Stay Fit Certification is available for those who swim 10, 20, 30, 40, & 50 miles. Includes orientation to Darton College Fitness Center.  
 Prerequisite: Swim test.  
 Offered: On demand.
- PHED 1141 Folk and Square Dance** (0-2-1)  
 Introduction to the basic steps and figures of square dancing as well as the various steps and music to folk dancing and line dancing.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1142 Swing Dancing** (.025-1-1)  
 Introduction to the basic steps and figures of swing dancing. Covers dances such as the shag, swing, hustle, lindy, jitterbug and other variations.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- PHED 1143 Beginning Snow Skiing** (0-2-1)  
 This course is designed to introduce the student to the basic skills of snow skiing. Basic instruction will be given at the college with practical experience taking place at a designated ski area. On slope skiing at a designated off-campus site is required for successful completion of the course.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1145 Self Defense I** (0-2-1)  
 An introduction to self defense including striking skills and Jujutsu. An emphasis is on avoidance, defensive strategies, and basic escape maneuvers for self protection.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1146 Self Defense II** (0-2-1)  
 A continuation of self-defense I with an emphasis on ground fighting and weapons defense.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1147 Cardio-Kickboxing** (0-2-1)  
 This course combines low impact aerobic conditioning with controlled boxing and kicking movements.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1151 Golf I** (0-2-1)  
 Introduction to techniques such as putting, chipping, pitching, sand play, full swing irons, and woods with an emphasis on the rules and etiquette of golf.  
 Prerequisite: None.  
 Offered: Fall, Spring.

- PHED 1152 Golf II** (0-2-1)  
This course provides individual basic instruction in putting, chipping, pitching, sand play, and full swing. Students will be instructed on rules and etiquette as well as knowledge necessary for play on a golf course.  
Prerequisite: PHED 1151 or permission of instructor.  
Offered: Fall, Spring.
- PHED 1154 Challenge Course Facilitator Training I** (0-2-1)  
This course is the first of a two course sequence designed to teach students the skills and knowledge required for becoming a challenge course facilitator. Topics include set-up, belay systems, climbing techniques, safety procedures, initiatives and debriefing. Completion of the course does not guarantee certification.  
Prerequisite: None.  
Offered: On demand.
- PHED 1156 Volleyball I** (0-2-1)  
An introduction to the fundamental skills and knowledge necessary to play volleyball. Includes instruction in the serve, forearm pass, overhead pass, dig, spike, block, basic strategies, and rules.  
Prerequisite: None.  
Offered: Fall.
- PHED 1157 Volleyball II** (0-2-1)  
Designed to improve upon and add to the skills and knowledge developed in Volleyball I. Includes a review of underhand serve, bump pass, and set pass. Introduces the overhand serve, spike, block, and advanced game strategies.  
Prerequisite: PHED 1156 or permission of instructor.  
Offered: On demand.
- PHED 1161 Fitness I** (1-2-2)  
Discussion of the four major components of fitness: cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Designed for students who want to implement these principles by using the Darton College Fitness Facility.  
Prerequisite: None.  
Offered: Fall, Spring, Summer.
- PHED 1162 Fitness II** (1-2-2)  
Reviews the four basic components of fitness: cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Students will be required to research assigned fitness topics and submit written reports.  
Prerequisite: PHED 1161 or permission of instructor.  
Offered: Fall, Spring.
- PHED 1166 Racquetball I** (0-2-1)  
An introduction to the fundamental skills and knowledge necessary to play racquetball. Includes instruction on forehands, backhands, serves, basic strategies, and rules.  
Prerequisite: None.  
Offered: Fall.

- PHED 1167 Racquetball II** (0-2-1)  
Designed to improve upon and add to the skills and knowledge developed in Racquetball I. Instruction includes a review of drive serves, drops, and passes as well as new skills such as serves, kills, and game strategy.  
Prerequisite: PHED 1166 or permission of instructor.  
Offered: On demand.
- PHED 1168 Survival Skills** (0-2-1)  
This course is designed to teach and apply the basic concepts needed to prevent a survival scenario or survive one, including: water sources and purification, shelter building, fire building, map and compass use, emergency action principles, wild edibles, animal observation, outdoor equipment, minimum impact camping, and wilderness ethics.  
Prerequisite: None.  
Offered: On demand.
- PHED 1171 Bowling I** (0-2-1)  
An introduction to the fundamental skills and knowledge necessary to bowl. Includes instruction in basic mechanics (stance, approach, and delivery), spot bowling, spare bowling, score keeping, and rules.  
Prerequisite: None.  
Offered: Summer.
- PHED 1172 Bowling II** (0-2-1)  
Designed to improve upon and add to the skills and knowledge developed in Bowling I. Includes a review of the basics and then emphasizes skill analysis, spot bowling, and spare bowling.  
Prerequisite: PHED 1171 or permission of instructor.  
Offered: On demand.
- PHED 1178 Jazz I** (0-2-1)  
This course is designed to introduce the student to the fundamental of jazz dance technique. Emphasizes and develops correct body alignment, coordination, strength, flexibility, rhythm, and movement awareness. Includes jazz dance vocabulary and simple jazz dance combinations.  
Prerequisite: None.  
Offered: On demand.
- PHED 1179 Jazz II** (0-2-1)  
This course is designed to continue development of jazz dance techniques at the advanced beginning/intermediate level. Emphasizes increased stamina, strength, control, vocabulary and musicality.  
Prerequisite: PHED 1178.  
Offered: On demand.
- PHED 1181 Cycling I** (0-2-1)  
Topics include safety, equipment, maintenance, skills such as cornering, ascending, descending and rules of the road. Students will learn the proper techniques for cycling and use these techniques on short road trips. A bicycle is required.  
Prerequisite: None.  
Offered: Fall.

- PHED 1182 Personal Conditioning** (1-2-2)  
Cross training using different activities to improve fitness. Examples of activities include step aerobics, hi-low aerobics, resistance exercise, sport activities, etc. Includes orientation to Darton College Fitness Center.  
Prerequisite: None.  
Offered: Spring.
- PHED 1183 Walking I** (0-2-1)  
Walking will include aerobic activity as well as a review of fitness principles associated with a safe, enjoyable, and effective walking program. The course will also cover the relationship between physical activity and calorie burning in the food-energy balance.  
Prerequisite: None.  
Offered: On demand.
- PHED 1184 Walking II** (0-2-1)  
A continuation of Walking I which includes aerobic activity as well as a review of fitness principles associated with a safe, enjoyable, and effective walking program.  
Prerequisite: PHED 1183 or permission of the instructor.  
Offered: On demand.
- PHED 1185 In Line Skating** (0-2-1)  
Instruction in the basic techniques of in line skating. Emphasis is on safety and proper equipment.  
Prerequisite: None.  
Offered: Fall, Spring.
- PHED 1187 Yoga** (0-2-1)  
A course designed to teach the student the various styles and techniques involved of yoga.  
Prerequisite: None.  
Offered: On demand.
- PHED 1191 Challenge Course** (1-2-2)  
This course familiarizes the student with concepts of adventure based programming which relies on activities such as cooperative games, group initiative and problem-solving elements, trust activities, and low and high ropes course elements which help individuals and groups learn about concepts such as decision-making and problem-solving, leadership, and how to be a team player. The course will also introduce the student to the technical methods and skills required to conduct challenge course activities.  
Prerequisite: None.  
Offered: On demand.
- PHED 1192 Varsity Athletics** (0-4-2)  
Full-time students who are participating in the Darton College intercollegiate program may register for this course and receive two hours of physical education credit. This can only be taken one time.  
Prerequisite: None.  
Offered: On demand.

- PHED 1193 Social Dance** (0-2-1)  
The student will be introduced to various social dance steps and will learn to use and sequence these basic steps in various dance situations.  
Prerequisite: None.  
Offered: On demand.
- PHED 1194 Latin Dancing I** (0-2-1)  
Introduction to the basic steps and figures of Latin dance styles. Cover dances such as Cha Cha, Samba, Merengue and others.  
Prerequisite: None.  
Offered: On demand.
- PHED 1195 Latin Dancing II** (0-2-1)  
Continuation of the basic steps and figures of Latin dance styles. Cover dances such as Cha Cha, Samba, Merengue and others.  
Prerequisite: Latin Dancing I  
Offered: On demand.
- PHED 1196 Social Dance II** (0-2-1)  
A continuation of the various social dance steps and the basic/intermediate steps in various dance situations.  
Prerequisite: Social Dance I.  
Offered: On demand.
- PHED 1197 Ballet I** (0-2-1)  
This course is designed to strengthen technical skill at the beginning level. It explores ballet as an art form and as a means of expression through both the development of movement skills and creative work.  
Prerequisite: None.  
Offered: On demand.
- PHED 1198 Aerobic Dancing** (1-2-2)  
This course is a unique low impact fitness class that blends movements from various forms of dance. Geared towards individuals desiring fitness activities through creative expression.  
Prerequisite: None.  
Offered: On demand.
- PHED 1199 Snow Skiing II** (0-2-1)  
Continuation of the basic techniques of snow skiing. On slope skiing at a designated off-campus site is required for successful completion of the course.  
Prerequisite: PHED 1143 or permission of the instructor.  
Offered: Fall.
- PHED 1200 Ballet II** (0-2-1)  
Continues development of knowledge and skills in ballet techniques at the intermediate level. Designed to develop control, balance, strength, quality of movement and ballet vocabulary.  
Prerequisite: PHED 1197.  
Offered: On demand.

- PHED 1204 Tap I** (0-2-1)  
Introduces fundamentals of tap dance technique. Develops a sense of rhythm, timing, musicality and awareness of dancing in a group. Learn basic traditional tap steps, rhythm tap combinations and complete dances.  
Prerequisite: None.  
Offered: On demand.
- PHED 1212 Karate I** (0-2-1)  
This course is designed to introduce the student to the fundamental skills of karate. The student will have the opportunity to experience the various techniques without contact.  
Prerequisite: None.  
Offered: On demand.
- PHED 1214 Beginning Rock Climbing** (0-2-1)  
This course is designed to introduce the student to the fundamental skills involved in rock climbing. The student will have the opportunity to experience top belayed climbs of various difficulties. The Carolina Climbing Wall will be used for teaching and a field trip to a designated climbing area will be part of the course requirements.  
Prerequisite: None.  
Offered: On demand.
- PHED 1215 Basic Kayaking and Safety** (2-0-2)  
This course is designed to introduce the student to the fundamental skills involved in flatwater and whitewater canoeing. The student will be permitted to progress consistent with his or her paddling ability. A field trip is required to complete the course.  
Prerequisite: Pass basic swim test.  
Offered: On demand.
- PHED 1216 Beginning Canoeing** (0-2-1)  
This course is designed to introduce the student to the fundamental skills involved in canoeing. The student will have the opportunity to experience paddling strokes of various difficulties in a variety of fixed and moving water. This course will be taught in cooperation with the Flint River Outpost. This course will focus on the technical aspects of canoe paddling, reading hydraulic features, canoeing nomenclatures, and will address other issues such as environmental care, individual and group leadership, and team building.  
Prerequisite: None.  
Offered: On demand.
- PHED 1220 Aquatic Circuit Training** (1-2-2)  
Introduces students to water resistance exercise through shallow water routines and circuit training in the pool. Workouts will involve muscular endurance training as well as cardiovascular training in the aquatic environment.  
Prerequisite: None.  
Offered: On demand.

- PHED 1225 Aqua-jogging** (1-2-2)  
Aqua-jogging will include a review of the basic fitness principles necessary for participation in a safe and effective aqua-jogging routine as well as the aerobic activity that accompanies it. Furthermore, students will be introduced to the resistive properties of water and how to effectively manipulate it into a strengthening and conditioning force.  
Prerequisite: None.  
Offered: On demand.
- PHED 1231 Springboard Diving I** (0-2-1)  
Designed to introduce basic fundamental dive directions, positions and entry techniques. Includes instruction in flexibility.  
Prerequisite: None.  
Offered: On demand.
- PHED 1232 Springboard Diving II** (1-1-1)  
Designed to introduce competitive springboard diving, NCAA rules, event procedures and dive selection. Includes instruction in flexibility and strength training for competitive springboard diving.  
Prerequisite: Springboard Diving I.  
Offered: On demand.
- PHED 2200 Introduction to Health & Physical Education** (3-3-4)  
Introduction and orientation to the history, philosophy, aims, and career opportunities in health and physical education.  
Prerequisite: None.  
Offered: Spring.
- PHED 2201 Introduction to Physical Education, Fitness and Sport** (1-0-1)  
Introduction and orientation to the history, philosophy, aims, and career opportunities in physical education, fitness and sports.  
Corequisite: READ 0099.  
Offered: Spring.
- PHED 2210 Sport Injury Prevention & Care** (2-0-2)  
A study of the identification, prevention, treatment and care for common sports injuries. (Meets only Area B requirements.)  
Prerequisite: None.  
Offered: Fall.
- PHED 2217 Coaching Softball** (1-2-2)  
Designed to introduce students to the basic and fundamental techniques necessary for coaching fast pitch softball. Coaching philosophies will be discussed and hands on teaching of the basic fundamentals of the game will be emphasized. Includes practical experience in fundamental skills and techniques, team play and strategy. This course will not count as physical education course.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.

- PHED 2218 Coaching Methods for Baseball** (1-2-2)  
Designed to introduce students to the basic and fundamental techniques necessary for coaching baseball. Coaching philosophies will be discussed and hands on teaching of the basic fundamentals of the game will be emphasized. Includes practical experience in fundamental skills and techniques, team play and strategy. Will not count as a physical education course.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.
- PHED 2219 Coaching Methods for Basketball** (1-2-2)  
Designed to introduce students to the basic and fundamental techniques necessary for coaching basketball. Coaching philosophies will be discussed and hands on teaching of the basic fundamentals of the game will be emphasized. Includes practical experience in fundamental skills and techniques, team play and strategy. Will not count as a physical education course.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.
- PHED 2220 Coaching Methods for Soccer** (1-2-2)  
Emphasize the practical aspects of coaching with time devoted to fieldwork. Each technical and tactical theme is demonstrated on the field as a complete practice unit starting with theme related warm-up and progressing through theme related activities leading to a scrimmage. Once complete the students should be able to organize a practice for a youth soccer team. Will not count as a physical education course.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.
- PHED 2226 Athletic Training Practicum** (2-4-4)  
Designed to provide as a student athletic trainer the knowledge, understanding and experience in the areas of injury management, prevention, treatment, rehabilitation and training room protocol. Will not count as a physical education course.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.
- PHED 2230 Groundskeeping for Athletic Fields I** (1-2-2)  
Designed to introduce student to basic principles and techniques for preparation and maintenance of athletic fields. Course provides hands-on instruction in painting lines, mowing techniques to stripe fields, edging, over-seeding, and clay maintenance. Irrigation design, troubleshooting, and repair techniques are taught.  
Corequisite: None.  
Prerequisite: None.  
Offered: On demand.

- PHED 2231 Groundskeeping for Athletic Fields II** (1-3-3)  
 Designed to continue with a more indepth look at the problems and solutions for preparation and maintenance of athletic fields. Course covers basic turf principles including weed, pest, and disease identification and control.  
 Corequisite: None.  
 Prerequisite: None.  
 Offered: On demand.
- PHIL 1101 Critical Thinking** (2-0-2)  
 This course is designed to introduce students to the thinking processes used in analyzing, evaluating, and creating information. The purpose of the course is to promote intellectual inquiry and exchange through the application of critical thinking in personal, professional, and sociopolitical contexts.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- PHIL 2205 Introduction to Philosophy** (3-0-3)  
 A survey of the major sub-fields of philosophy including epistemology, ontology, logic, ethics, social and political philosophy, aesthetics and philosophy of religion. Key problems that concern contemporary philosophers are explored and the dominant positions explained.  
 Prerequisite: ENGL 1101 or permission of instructor.  
 Offered: On demand.
- PHIL 2210 Ethics** (3-0-3)  
 A general introduction to ethical theories and their application to moral issues as well as an exposure to dominant meta-ethical approaches. Emphasis is placed on the student developing a decision-making scheme to apply to moral dilemmas. Credit may not be received for both PHIL 2210 and ETHI 1101.  
 Prerequisite: PHIL 2205 or permission of instructor.  
 Offered: On demand.
- PHSC 1006 Survey of Physical Science** (3-2-4)  
 This course is an in depth survey of the important aspects of chemistry and physics and will not count toward graduation if a chemistry or physics course is presented for graduation. Laboratory exercises supplement the lecture material.  
 Prerequisite: Satisfactory score on mathematics placement test or completion of MATH 0099.  
 Offered: On demand.
- PHSC 1011K Introduction Physical Science I** (3-2-4)  
 This course is for students not majoring in mathematics or science and is a brief survey of the important aspects of physics and astronomy and will not count toward graduation if a physics course is presented for graduation. Laboratory exercises supplement the lecture material. Cannot be used with PHYS 1111 to satisfy Area D.  
 Prerequisite: Satisfactory score on mathematics placement test or completion of MATH 0099. Offered: All semesters.

- PHSC 1012K Introduction Physical Science II** (3-2-4)  
This course is for students not majoring in mathematics or science and is a brief survey of the important aspects of chemistry and geology and will not count toward graduation if chemistry is presented for graduation. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1100 or CHEM 1211 to satisfy Area D.  
Prerequisite: Satisfactory score on mathematics placement test or completion of MATH 0099.  
Offered: Spring, Summer.
- PHSC 2005 Physical Science for Middle Grade Teachers** (2-2-3)  
This course is designed for middle grade teachers. It is a brief survey of the important aspects of chemistry and physics. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement.  
Restricted to Middle Grade Teachers.  
Offered: On demand.
- PHYS 1111K Introductory Physics I** (3-3-4)  
This is an introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 1111K cannot receive credit for PHYS 2211K. Cannot be used with PHSC 1011 to satisfy Area D.  
Prerequisite: MATH 1112 or MATH 1113.  
Offered: Fall.
- PHYS 1112K Introductory Physics II** (3-3-4)  
This is an introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 1112K cannot receive credit for PHYS 2212K.  
Prerequisite: PHYS 1111K.  
Offered: Spring.
- PHYS 2211K Principles of Physics I** (3-3-4)  
This is an introductory course which will include material from mechanics, thermodynamics, and waves. Calculus will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 2211K cannot receive credit for PHYS 1111K. Cannot be used with PHSC 1011 to satisfy Area D.  
Prerequisite: MATH 1151.  
Offered: Fall.
- PHYS 2212K Principles of Physics II** (3-3-4)  
This is an introductory course which will include material from electromagnetism, optics, and modern physics. Calculus will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 2212K cannot receive credit for PHYS 1112K.  
Prerequisite: PHYS 2211K.  
Offered: Spring.

- POLS 1101 American Government in World Perspective** (3-0-3)  
 Survey of the American political system, focusing on the structures and on the processes of policy making. Instruction concentrates on American national and Georgia state governments and politics. Instruction also highlights the American political system in comparative and world perspective. (Satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions.)  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: All semesters.
- POLS 1105 Current World Problems** (2-0-2)  
 An introduction to the political issues that transcend national boundaries such as the environment, population, immigration, nuclear proliferation, terrorism, religion, natural resources, etc.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- POLS 2201 American State & Local Government** (3-0-3)  
 Organization, structure, and operation of American state and local governments, with Georgia used as a basis for study.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- POLS 2301 Introduction to Comparative Politics** (3-0-3)  
 A comparative survey of the politics and structure of government in major nation-states.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- POLS 2401 Introduction to Global Issues** (3-0-3)  
 An overview of the structure and processes of the international political-economic system, including topics such as economic and social interdependence, international trade, war and power, oil politics, green politics, and the problems associated with developing countries.  
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- PSYC 1101 General Psychology** (3-0-3)  
 A broad survey of the major topics in psychology such as research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal.  
 Corequisite: None  
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and MATH 0097.  
 Offered: All semesters.

- PSYC 2215 Human Growth & Development** (3-0-3)  
An introductory, non-laboratory based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development.  
Prerequisite: PSYC 1101.  
Offered: All semesters.
- PSYC 2225 Introduction to Abnormal Psychology** (3-0-3)  
A survey of the symptoms, causes, and treatments of the various categories of mental disorders listed by the American Psychiatric Association in the current edition of the Diagnostic and Statistical Manual (DSM).  
Prerequisite: PSYC 1101.  
Offered: Fall and Spring.
- PTAS 1100 Critical Components of Health Care Delivery** (3-0-3)  
A general overview of the health care delivery system with specific emphasis on the allied health professions. Students will develop an awareness of the relationships among allied health disciplines. An introduction to ethical dilemmas in health care, ethical decision-making will be included. This course also includes a survey of Allied Health literature. Emphasis is placed on the components of a journal article, introductory statistics, sampling procedures, research design, and journal article interpretation and significance.  
Prerequisite: PTA Major.  
Offered: Summer.
- PTAS 1105 Introduction to Patient Care Skills** (1-3-2)  
Introduction of basic concepts and initiation into basic procedures of physical therapy to serve as a foundation for further growth. Topics include an introduction to the profession, documentation and chart review, patient positioning and draping, body mechanics, vital sign monitoring, transfers, assistive devices and basic gait training, infection control, aseptic techniques, architectural barriers and accessibility, special patient care equipment and environment, and basic soft tissue techniques.  
Corequisites: PTAS 1100.  
Prerequisites: Admission to PTA program.  
Offered: Summer.
- PTAS 1110 Functional Anatomy & Kinesiology** (2-6-4)  
Understanding of human movement and its impact on function through the integration of biomechanics, kinesiology, and applied anatomy. Principles will be reinforced through a problem-solving approach. Goniometric measurements, manual muscle testing, and palpation skills of the upper extremity, lower extremity, trunk, and head will be included.  
Corequisites: PTAS 1121, PTAS 1125, PTAS 1130.  
Prerequisite: PTAS 1105.  
Offered: Fall.

- PTAS 1115 Clinical Pathology** (2-0-2)  
The pathophysiology of selected disorders commonly encountered in physical therapy. Etiology, signs and symptoms, diagnostics, treatment, and prognosis of disease and injury will be included. This is an on-line course.  
Corequisites: None.  
Prerequisite: PTA Major.  
Offered: Spring, Summer.
- PTAS 1121 Therapeutic Exercise** (2-6-4)  
Principles of therapeutic exercise utilized in physical therapy including ROM, stretching, resistive, stabilization, coordination, balance, postural, breathing, gait and endurance exercises. Problem-solving approach to selection and application of appropriate exercises and techniques based on the physical therapist's plan of care. Proprioceptive neuromuscular facilitation techniques will be introduced. Students will learn how to write home exercise programs and how to provide patient and family education.  
Corequisites: PTAS 1110, PTAS 1125, PTAS 1130.  
Prerequisite: PTAS 1105, PTAS 1115.  
Offered: Fall.
- PTAS 1122 Therapeutic Exercise for Special Populations** (1-3-2)  
Advanced therapeutic exercise techniques used in specialty areas of physical therapy, including, but not limited to: arthritis, wound care, burns, cardiopulmonary, peripheral vascular disease, geriatrics, amputation, women's health, cancer, and chronic pain. This course meets for 6 hours for 10 weeks. This course is web-enhanced.  
Corequisites: PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2200, PTAS 2100.  
Prerequisites: PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1125, PTAS 1130.  
Offered: Spring.
- PTAS 1125 Physical Agents** (3-3-4)  
Therapeutic properties and application of physical agents used in the delivery of physical therapy services. Electromyography will be included. Emphasis is on problem-solving skills necessary to provide an integrated approach to patient care. Students must demonstrate basic skill acquisition in using equipment and the ability to choose appropriate physical agents based on the physical therapist's plan of care. This course is web-enhanced.  
Corequisites: PTAS 1110, PTAS 1121, PTAS 1130.  
Prerequisite: PTAS 1105, PTAS 1115.  
Offered: Fall.
- PTAS 1130 Applied Neurology** (2-3-3)  
Basic neurophysiological concepts used as a foundation for understanding normal and abnormal function. Theory and application of fundamental neuro-anatomy and physical data collection techniques will be introduced. Normal and abnormal gait concepts are covered. Part-time clinical experience will be included. Corequisites: PTAS 1115, PTAS 1110, PTAS 1121, PTAS 1125.  
Prerequisite: PTAS 1105, PTAS 1115.  
Offered: Fall.

- PTAS 1135 Psychosocial Aspects of Care** (1-3-2)  
 Basic human relations skills training necessary to effectively respond to the psychosocial needs of patients and their families. Emphasis is on the integration of physical, social, and behavioral aspects of rehabilitation and communication strategies necessary for high quality patient care. Corequisites: PTAS 1122, PTAS 2010, PTAS 2050, PTAS 2200.  
 Prerequisites: PTAS 1115, PTAS 1110, PTAS 1121, PTAS 1130, PTAS 1125.  
 Offered: Spring.
- PTAS 2010 Clinical Practicum I** (0-40-3)  
 First full-time clinical experience in which students integrate component clinical skills and prerequisite knowledge into a patient management framework. Emphasis is on the development of critical thinking abilities, professional and ethical behaviors, responsibility, and effective management of time and resources. This practicum is 40 hours per week for 5 weeks. Students communicate with each other and the ACCE via web activities. Following this, directed laboratory sessions are available to provide additional instruction based on needs identified from Clinical Practicum I and student interest.  
 Corequisites: PTAS 1122, PTAS 1135, PTAS 2050, PTAS 2200, PTAS 2100.  
 Prerequisite: Completion of all didactic PTAS coursework.  
 Offered: Spring.
- PTAS 2020 Clinical Practicum II** (0-40-6)  
 Final clinical experience in which students achieve refinement of all competencies from Clinical Practicum I as well as expansion into other areas of physical therapy care. Upon successful completion, the student will demonstrate entry-level competency as a physical therapist assistant. The student will demonstrate strong cognitive, motor, and organizational skills. He/she will handle the responsibilities and possess the sound judgment required of a physical therapist assistant. Students communicate with each other and the ACCE via web activities. This practicum is 40 hours per week for 10 weeks.  
 Prerequisite: PTAS 2010.  
 Offered: Summer.
- PTAS 2050 Orthopedic Rehabilitation** (2-3-3)  
 Data collection methods and treatment interventions for common musculoskeletal disease, dysfunction, and injury. Principles of patient care will be developed utilizing critical thinking and problem-solving skills in the selection and application of treatment interventions based on the P.T. plan of care. This class meets for 7.5 hours per week for 10 weeks. This course is web-enhanced.  
 Corequisites: PTAS 1122, PTAS 1135, PTAS 2010, PTAS 2200, PTAS 2100.  
 Prerequisites: PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1125, PTAS 1130.  
 Offered: Spring.
- PTAS 2100 Neurological Rehabilitation** (2-3-3)  
 Principles of patient management of adults and children with central nervous system disorders utilizing neurophysiological data collection methods and treatment interventions. General topics will include cerebrovascular accidents, pediatrics, spinal cord injury, head injury, and other selected disorders commonly referred for physical therapy. This class meets 7.5 hours per week for 10 weeks.  
 Corequisites: PTAS 1122, PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2200.  
 Prerequisites: PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1125, PTAS 1130.  
 Offered: Spring.

- PTAS 2200 Professional Growth/Develop** (2-0-2)  
An indoctrination of the physical therapist assistant student as a paraprofessional who is self-directed and committed to the lifelong process of learning. Topics will include the historical development of the profession, the relationship and responsibilities of physical therapy personnel, ethical and medical-legal aspects of care, practice issues, and administrative policies and procedures. Interview/resume skills, inservice presentation techniques, and preparation for the National Licensing Examination will be included. This course is web-enhanced.  
Corequisites: None.  
Prerequisites: PTA Major.  
Offered: Spring.
- PTEC 1101 Introduction to Psychiatric Technology** (3-0-3)  
This course examines Psychiatric Technology as a profession. Explores the position of the psychiatric technician in various mental health settings. Looks at the role of the psychiatric technician as a member of the health care team. Places emphasis on ethical and legal practice parameters with particular attention given to issues of confidentiality and the setting of appropriate boundaries. Stresses the development of effective verbal skills and written communication skills with patients and other health care providers.  
Prerequisites: All learning support classes must be completed.  
Offered: Fall or as needed.
- PTEC 1102 Group Theory and Dynamics** (3-0-3)  
This course introduces concepts relevant to group work in the institutional setting. Explores theoretical and interactional components of group therapy. Defines the role of the psychiatric technician as a group leader and examines the various types of group therapy. Allows students to develop basic group leadership skills by planning groups and by leading simulated group therapy sessions.  
Prerequisites: All learning support classes must be completed.  
Offered: Spring or as needed.
- PTEC 1103 Crisis Management** (3-0-3)  
This course examines theory and application of crisis management as it relates to the psychiatric technician. Explores the crucial role of the psychiatric technician in the initial phase of crisis, particularly in institutional settings. Helps student identify strategies to de-escalate aggressive and out of control patients. Emphasizes the development of empathic skills necessary to assist patient with crisis resolution.  
Prerequisites: All learning support classes must be completed.  
Offered: Spring or as needed.

- PTEC 2101 Care of the Aged Psychiatric Patient** (3-9-6)  
 This course defines the normal aging process. Both the physiological and psychological aspects of aging are studied, with emphasis on the student developing an empathic understanding of this patient population. Deviations from the normal aging process are explored with focus on psychological response to illness, sensory loss and cognitive changes. Students will learn to evaluate, assess, plan, and implement skills to provide care to the elderly patient. The student will spend 9 hours per week in a supervised field placement setting to enhance skills related to the care of the aged patient.  
 Prerequisite: PTEC 1101.  
 Offered: Summer or as needed.
- PTEC 2102 Care of the Developmentally Disabled** (4-12-8)  
 This course examines developmental milestones and identifies deviations from them. Developmental delays will be assessed. Methods of psychiatric interventions with developmentally disabled patients will be explored, implemented and evaluated. Emphasis will be placed on the student developing empathy and understanding of the developmentally disabled. The student will spend 12 hours per week in a supervised field placement setting related to the care of the developmentally disabled patient presenting with need of psychiatric care.  
 Prerequisite: PTEC 1101.  
 Offered: Fall or as needed.
- PTEC 2103 Care of the Mentally Ill** (4-15-9)  
 This course identifies specific mental illnesses as categorized in the DSM IV. The etiology, incidence, pathology, and treatment of these conditions are examined. Care of the patient experiencing mental illness is explored with emphasis on the psychiatric technician's role as part of the treatment team. Prevention of mental illness is also discussed. The student will spend 15 hours per week in a supervised field placement setting to develop enhanced skills related to care of the mentally ill.  
 Prerequisite: PTEC 1101.  
 Offered: Spring or as needed.
- PUAD 2601 Introduction to Public Administration** (3-0-3)  
 Fundamental principles of administration, application to governmental operations, administrative organization, budgeting, planning, administrative law, personnel management, career service, conditions of public employment, and labor relations.  
 Prerequisite: POLS 1101.  
 Offered: On demand.
- READ 0099 Developmental Reading & Study Skills** (4-0-4)  
 READ 0099 is a preparatory course designed to improve reading techniques, vocabulary skills, and reading comprehension. The course also strengthens problem solving and critical thinking skills as they apply to reading, listening, writing, and speaking. To complete READ 0099, a student must have at least a C average, demonstrate reading proficiency at the college level, and make a satisfactory score on the COMPASS Reading Skills Test or the Reading College Placement Examination.  
 Placement: A score below 78 on the COMPASS Reading Skills Test or below 77 on the Reading college Placement Examination.  
 Offered: All semesters.

- RESP 1100 Introduction to Respiratory Care** (1-0-1)  
This course introduces students to the Respiratory Care profession and the skills needed to become a Respiratory Therapist. Topics will include the history of the Respiratory Care profession, and a discussion of the future of Respiratory Care. A description of the organization of a hospital Respiratory Care department and an overview of common modalities and specialized areas of Respiratory Care including an introduction to Therapist driven protocols and clinical practice guidelines. A discussion of job opportunities and areas for advancement within the profession. An overview of legal and ethical issues impacting health Care, and particularly Respiratory Care, in today's Health Care environment. Universal precautions and OSHA blood and body fluids precautions will be presented. The functions of the NBRC, AARC, CoARC and the Georgia Medical Board will be examined and the credentialing and licensing processes outlined.  
Corequisite: None.  
Prerequisite: Completion of all Learning Support requirements.  
Offered: Summer, Fall.
- RESP 1111 Fundamentals of Respiratory Care** (2-3-3)  
This course introduces the principles and practices of Non Critical Respiratory Care. The course will emphasize the use of Therapist Driven Protocols and Clinical Practice Guidelines. Basic Respiratory Care skills in modalities such as oxygen, humidity, bland aerosol, medicated aerosol, passive hyperinflation, chest physiotherapy, postural drainage, airway clearance therapies, arterial blood gases and bedside pulmonary function studies will be developed. Emphasis will be placed on setting up, using and troubleshooting equipment, and on the physical and physiologic principles of gas exchange, ventilation, acid/base balance and gas laws. To progress to RESP 1121, each student will be required to successfully complete and pass a Lab competency exam. Basic math competency is required. Students may be required to demonstrate proficiency in basic math skills for progression in the program. A passing score of "C: or better is required for progression in the program. The American Heart Association Basic Life Support course will be included in this course.  
Corequisite: RESP 1131.  
Prerequisites: Admission into Respiratory Care Program. RESP 1100 is required as a prerequisite or a corequisite.  
Offered: Fall.
- RESP 1121 Respiratory Care Practicum I** (0-16-4)  
An introduction to the respiratory care of the non-critically ill patient in the clinical environment. An emphasis will be placed on departmental protocols, practice guidelines, patient identification, and communication skills. The student will be required to master the following modalities: oxygen therapy, humidity therapy, bland continuous aerosol therapy, medicated nebulizer therapy, passive hyperinflation, chest physiotherapy and postural drainage, arterial blood gas draws and analysis, equipment cleaning and environmental therapy. Basic airway management and bedside pulmonary function testing will also be explored. Equipment theory and application will be reinforced.  
Corequisites: RESP 1132, RESP 1133.  
Prerequisites: RESP 1111, RESP 1131.  
Offered: Spring.

- RESP 1131 Patient Assessment & Protocols** (3-3-4)  
This course introduces the concepts and techniques of patient assessment through inspection, palpation, percussion, and auscultation. The student will demonstrate proficiency in patient physical examination, and taking a complete patient medical history. Principles of barrier protection for blood and body fluid exposures, and isolation precautions will be emphasized. Basic chest x-ray interpretation, basic ECG monitoring, basic laboratory values such as CBC, electrolytes, and basic microbiology are presented. Assessment of critically ill patients is introduced. Each student will be required to successfully complete a Lab competency examination in order to progress to RESP 1121.  
Corequisite: RESP 1111.  
Prerequisites: Admission into the Respiratory Care Program.  
RESP 1100 is required as a prerequisite or a corequisite.  
Offered: Fall.
- RESP 1132 Cardiopulmonary Pharmacology** (3-0-3)  
A general pharmacology course for the respiratory care professional caring for the acute and subacute patient. Emphasis will be placed on the indications, contraindication, hazards, and routes of administration for the drugs discussed. The pharmacology of the major therapeutic classes of drugs important to respiratory care will be presented.  
Corequisites: RESP 1121, RESP 1133.  
Prerequisites: RESP 1111, RESP 1131.  
Offered: Spring.
- RESP 1133 Cardiopulmonary Anatomy & Physiology** (3-0-3)  
A study of the normal and abnormal anatomy and pathophysiology of the cardiac, pulmonary, and renal systems. The mechanisms of homeostatic control for acid/base balance, ventilation, gas transport, and circulation will be addressed. Hemodynamic monitoring will be emphasized.  
Corequisites: RESP 1121, RESP 1132.  
Prerequisites: RESP 1111, RESP 1131.  
Offered: Spring.
- RESP 2110 Mechanical Ventilation and Critical Care** (3-3-4)  
This course introduces the critical care modalities of airway management including tracheal suctioning and endotracheal intubation, tracheostomy care, concepts of mechanical ventilation are presented. Other critical care skills such as arterial lines, hemodynamic monitoring, advanced patient monitoring, bronchoscopy, and tracheostomy are presented. Basic math skills are required for this course. Each student may be required to pass a math competency exam to demonstrate proficiency.  
Each student will be required to successfully pass a lab competency exam in order to progress to RESP 2210.  
Corequisite: RESP 2310.  
Prerequisites: RESP 1121, RESP 1132, RESP 1133.  
Offered: Summer.

- RESP 2121 Pediatric and Neonatal Respiratory Care** (1-3-2)  
This course presents the physiological and clinical concepts of mechanical ventilation and critical care monitoring of the pediatric and neonatal patient. The course focuses on respiratory care modalities and concepts specifically related to the pediatric and neonatal patient. Some topics include: ventilator design & function, assessment & monitoring of pediatric/neonatal patients, techniques for improving ventilation & oxygenation, weaning strategies, and labor & delivery. Critical thinking skills will be emphasized to support the application of neonatal/pediatric physician and therapist driven protocols.  
Corequisite: RESP 2210, RESP 2130.  
Prerequisites: RESP 2110, RESP 2310.  
Offered: Fall Semester Sophomore Year.
- RESP 2130 Specialized Areas of Respiratory Care** (2-0-2)  
This course surveys the important principles and practices of Respiratory Care in the following specialty areas: Pulmonary Function Testing, Polysomnography and Sleep Disorders, Pulmonary Rehabilitation, Geriatric Care, and Home Care. Students will apply the knowledge learned in this course in Practicum III.  
Corequisites: RESP 2121, RESP 2210.  
Prerequisites: RESP 2110, RESP 2310.  
Offered: Fall Semester Sophomore Year.
- RESP 2210 Respiratory Care Practicum II** (0-16-4)  
A continuation of RESP 1121. Emphasis will be placed on departmental protocols and clinical guidelines. Students are introduced to the care of adult critically ill patients in the Intensive Care unit. Mastery of active hyperinflation therapies, chest physiotherapy, arterial blood punctures analysis, and continued concepts of airway management. The student will be required to attend a competency workshop and successfully complete an intubation Rotation in the Operating Room as part of this course. Students will be required to complete weekly logs and case studies as part of this course.  
Corequisite: RESP 2121, RESP 2130.  
Prerequisites: Current CPR, membership to the AARC, RESP 2110, RESP 2310.  
Offered: Fall.
- RESP 2220 Respiratory Care Practicum III** (0-16-4)  
Practicum to support content presented in RESP 2120. Practical experiences will occur in proportion to emphasis placed on the cognitive content in the companion course. This course may also provide an opportunity for accelerated or advance students to explore additional clinical experiences outside the usual program scope. Emphasis will be placed on the neonatal/pediatric intensive care patient. Students will be required to attend and pass the NRP course.  
Corequisite: RESP 2321, RESP 2330.  
Prerequisite: RESP 2121, RESP 2130, RESP 2210.  
Offered: Spring.

- RESP 2310 Cardiopulmonary Diseases & Treatment** (3-0-3)  
A survey course of the clinical pathophysiology of selected cardiopulmonary diseases. The emphasis will be placed on the description of the etiology, clinical manifestation, diagnosis, therapeutics, and prognosis of acute and chronic diseases of the cardiopulmonary patient.  
Student will be required to present clinical case studies on the major cardiopulmonary pathologies.  
Corequisite: RESP 2110.  
Prerequisites: RESP 1121, RESP 1132, RESP 1133.  
Offered: Summer.
- RESP 2321 Advanced Cardiac Life Support** (1-3-2)  
This course will prepare the student to take and pass the American Heart Association Advanced Cardiac Life saving Course (ACLS.) Students will take the official AHA ACLS course at the end of this course. Students must pass the ACLS course to pass this course.  
Prerequisites: RESP 2121, RESP 2130, RESP 2210.  
Corequisite: RESP 2220, RESP 2330.  
Offered: Spring Semester Sophomore Year.
- RESP 2330 Credential Preparation** (0-3-1)  
The course will focus on a review of essential concepts of Respiratory Care with emphasis on content examined by the NBRC entry level and advanced level examinations. Critical thinking skills will be reinforced through presentation and discussion of case studies. Surveys of clinical research literature, and journal articles will be examined. Each student must take and successfully pass the NBRC Self Assessment Exam as a requirement for passing the course, and for graduation from the program.  
Prerequisites: RESP 2121, RES 2130, RESP 2210.  
Corequisite: RESP 2220, RESP 2321.  
Offered: Spring Semester Sophomore Year.
- RESP 3301 Introduction to the Sleep Lab** (0-8-1)  
A course designed to provide students with an overview of the operation of a sleep lab and the skills needed for a career in the polysomnography field. Students will observe the set up, monitoring, and evaluation of sleep studies conducted in the sleep lab.  
Prerequisites: Admission to the certificate program.  
Corequisite: None.  
Offered: Summer Semester.

- RESP 3330 Polysomnography I** (3-4-4)  
 This course introduces the principles and practices of polysomnography. Topics covered in the course include: the history of sleep medicine and the development of current sleep study techniques, conducting a patient sleep history, physiological aspects of sleep, identification of sleep stages, identification and diagnosis of sleep disorders, patient preparation, equipment setup and calibration, recording and monitoring techniques, documentation, and professional issues pertaining to the field of polysomnography. The lab portion of the course will provide students hands on practice in the skills required in the sleep lab.  
 Prerequisites: RESP 3301.  
 Corequisites: None.  
 Offered: Fall Semester – A Term.
- RESP 3331 Polysomnography Practicum** (0-20-5)  
 An introduction to basic polysomnographic procedures performed in the clinical setting. Students will be required to master the skills of: conduction a complete sleep history, patient preparation and equipment hookup and operation, monitoring procedures during the test, and record keeping and documentation. Students will also begin to develop mastery of scoring sleep studies, identification of sleep disorders and development of therapeutic treatment plans.  
 Prerequisites: RESP 3330.  
 Corequisites: None  
 Offered: Fall semester – B Term.
- RESP 3332 Polysomnography II** (3-4-4)  
 A continuation of Polysomnography I. The course will focus on scoring sleep studies, additional tests performed such as split night studies, multiple sleep latency testing, maintenance of wakefulness tests, PAP titration studies and others. Pharmacology important for sleep technologists will also be covered.  
 Prerequisites: RESP 3330, RESP 3331.  
 Corequisites: None.  
 Offered: Spring Semester – A Term
- RESP 3333 Polysomnography Practicum II** (0-20-5)  
 A course designed to continue the development of skills and concepts begun in Practicum I. In addition this course will focus more on the scoring of sleep studies, therapeutic interventions used, and more advanced and specialized aspects of polysomnography designed to prepare the student for employment in the sleep lab and to take the RPSGT credentialing examination.  
 Prerequisites: RESP 3332, RESP 3331, RESP 3330.  
 Corequisites: None.  
 Offered: Spring Semester – B Term.
- RGTE 0199 Regents' Test Review: Essay** 30 hrs before REGENTS' TEST (0-0-2)  
 Required of students who must repeat the essay portion of the Regents' Test. The course includes instruction in test taking strategies; a review of grammar, punctuation, and essay development; and guided writing practice. Students pass the course when they pass the Regents' Test essay. NOTE: Students who have 45 or more college credit hours and have not tested are required to enroll in RGTE 0199.  
 Prerequisite: None.  
 Offered: All semesters.

- RGTR 0198 Regents' Test Review: Reading** 30 hrs before REGENTS' TEST (0-0-2)  
 Required of students who must repeat the reading portion of the Regents' Test. RGTR 0198 includes individualized instruction in test taking strategies and comprehension skills. Students pass the course when they pass the reading portion of the Regents' Test. NOTE: Students who have 45 or more college credit hours and have not tested are required to enroll in RGTR 0198. Prerequisite: None.  
 Offered: All semesters.
- RGTW 0197 Regents' Test Workshop** (3-0-0)  
 RGTW 0197 is a tutorial designed to acquaint the student scheduled to take the Regents' Test with testing procedures, as well as to sharpen skills in both reading and writing. Students who have completed the English composition requirements in their program are encouraged to register for RGTW 0197. This course is open only to students who have fewer than 45 college credit hours. Prerequisite: None.  
 Offered: All semesters.
- SCIE 1100 Science, Technology, & Society** (2-0-2)  
 This is an interdisciplinary study of the role of science and technology in society and daily life. Emphasis will be placed upon current advances and political and social consequences. Prerequisites: READ 0099.  
 Offered: Fall, Spring.
- SCIE 2000K Principles of Research Methodology** (1-2-2)  
 This course is designed to teach science majors the basic principles of performing a scientific research project. Each student will identify a problem, perform a literature search, design and perform an experiment, analyze data and present the results. Prerequisites: BIOL 1108K, CHEM 1212K, PHYS 1112K, or consent of Division Chair.  
 Offered: Spring by demand.
- SCIE 2001K Principles of Scientific Instrumentation/Methods** (1-2-2)  
 This course is designed to teach science majors how to properly use scientific instrumentation and methods in field and laboratory studies. Some of the equipment students will use may include: pH meters, data acquisition equipment interfaced with the computer, FTIR, gas chromatograph, spectrophotometer, electrophoretic equipment, etc. An experimental approach will be used to reinforce the hands-on activities. Prerequisite: BIOL 1108K, CHEM 1212K, or PHYS 1112K or consent of Division Chair.  
 Offered: Spring by demand.
- SOCI 1101 Principles of Sociology** (3-0-3)  
 A survey of the discipline of sociology. Topics will include sociological theory, methods and selected substantive areas. Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.  
 Offered: All semesters.

- SOCI 1160 Introduction to Social Problems** (3-0-3)  
 A theoretical and empirical analysis of selected major social problems confronting American society.  
 Prerequisite: SOCI 1101.  
 Offered: Fall.
- SPAN 1001 Elementary Spanish I** (3-0-3)  
 Introduction to listening, speaking, reading, and writing in Spanish, and to the cultures of Spanish-speaking regions.  
 Prerequisites: READ 0099 and ENGL 0099.  
 Offered: All semesters.
- SPAN 1002 Elementary Spanish II** (3-0-3)  
 Continuation of SPAN1001. Continued listening, speaking, reading and writing in Spanish, and orientation to the cultures of Spanish-speaking regions.  
 Prerequisite: SPAN 1001 or equivalent.  
 Offered: All semesters.
- SPAN 2001 Intermediate Spanish I** (3-0-3)  
 Continues SPAN1002. Review of idiomatic expressions and the past tenses; introduction of new vocabulary, structures, and grammatical concepts. Vocabulary and structures are integrated with cultural highlights.  
 Prerequisite: SPAN 1002 or equivalent.  
 Offered: Fall.
- SPAN 2002 Intermediate Spanish II** (3-0-3)  
 Continues SPAN 2001. Expansion of vocabulary and grammar, and more complex syntax, including hypothetical situations, use of subjunctive mood, and indirect discourse. Emphasis is placed on improving conversational and compositional skills in Spanish, and on heightening the student's awareness of daily life and current events in the Hispanic world as well as Hispanic contributions to the humanities.  
 Prerequisite: SPAN 2001 or equivalent.  
 Offered: Spring.
- THEA 1000 Theatre Practicum** (0-3-1)  
 This theatre practicum course is open to all students in theatre and drama who have a role and/or do technical work on the dramatic production of the semester. May be taken each semester to a maximum of four semester hours.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- THEA 1100 Theater Appreciation** (3-0-3)  
 This course includes the survey and critical appreciation of Theatre. A first-level course designed to introduce theatre majors and non-majors to eras of theatre history and dramatic literature and to demonstrate how theatre practitioners form a collaborative working unit which results in a performance-ready production. No previous experience required.  
 Prerequisite: None.  
 Offered: Fall.

- THEA 1105 Acting** (3-0-3)  
Fundamental theories, principles, and techniques of acting with training in pantomime, improvisation, stage movement, characterization, and motivation. Eras of theatre and acting styles will also be explored.  
Prerequisite: None.  
Offered: Fall.
- THEA 1175 Script Analysis** (2-0-2)  
An introductory course designed to familiarize students with the vocabulary, methods, and skills necessary for understanding how dramatic literature is transformed from the printed page into a working play script.  
Prerequisite: None.  
Offered: Spring in even numbered years.
- THEA 1710 Improvisation** (0-1-1)  
An introductory course designed to enable students, individually and in groups, to learn process-centered performance techniques using unscripted concepts. Students are introduced to basic principles of stage movement, vocal technique, and creative dramatics.  
Prerequisite: None.  
Offered: Spring in even numbered years.
- THEA 2100 Stagecraft** (3-0-3)  
Students put theatrical theory into practice as they work on the technical and managerial phases of productions. Students will learn the fundamental elements of stage design, set construction, lighting, sound, costumes, make-up, properties, publicity, and stage and house management. Successful completion of each student's crew assignment on each Darton Players' production presented during the semester will be required.  
Prerequisite: None.  
Offered: Spring in odd-numbered years.
- THEA 2105 Oral Interpretation** (3-0-3)  
Communicating the meaning of literature, prose, and poetry through the techniques of oral reading.  
Prerequisites: None.  
Offered: On demand
- THEA 2500 Production Workshop** (3-0-3)  
This course enables students to collaborate as a production team to present one or more plays in public performance. Fundamental theories of play selection, casting, scheduling, budgeting, design choices, publicity, stage management, and rehearsal techniques will be applied to the process of play production.  
Prerequisites: THEA 1100 or THEA 1105 or permission of the instructor.  
Offered: Spring.

# CONTINUING EDUCATION and ECONOMIC DEVELOPMENT

Section Eleven

## A. CONTINUING EDUCATION PROGRAMS

**Mission:** Continuing Education/Economic Development at Darton College is dedicated to providing cost effective, cutting edge, innovative non-credit programs, services and expertise to support economic, community and personal development goals that enhance the Southwest Georgia economy, community and quality of life.

**Goals:** Continuing Education/Economic Development at Darton College is committed to being a leader and advocate for diverse populations and their lifelong-learning needs, helping individuals, schools, groups and communities.

We are customer focused. We focus on customizing and offering the right program to the right person at the right time, whether on campus, in community settings, at workforce locations, in person or using distance learning methodologies and technical capabilities. We focus on customizing our offerings to provide a wide range of formats: short courses, seminars, workshops, and symposiums to respond to the needs of adult learners.

Darton College's Continuing Education/Economic Development Division is a viable partner in the efforts to promote economic development in Southwest Georgia. We actively collaborate with other economic development entities to support shared solutions, innovative initiatives and workforce education to attract new industries, and strengthen existing businesses.

**Admission:** Courses, programs, seminars, workshops, clinics, symposiums, forums and other activities offered by Continuing Education/Economic Development are non-credit and do not require admission testing. The continuing education approach to learning makes it possible for adults to learn in an informal and non-competitive environment where interest is the primary consideration. Some courses have recommended prerequisites outlined in descriptions when courses are advertised.

**Fees:** A registration fee is charged for most courses with the amount being published and otherwise advertised at the time the activity is offered. Fees vary depending on the length of course and topic. Waiver of fees for senior citizens does not apply to continuing education programs; however, senior citizens 62 or older receive a 10% discount. We accept cash, VISA, MasterCard and company vouchers.

**Frequency of Offering:** Courses may start and end at any time during the year. Although Continuing Education publishes fall, winter and summer brochures, our schedule is not limited by the academic calendar. Special single course brochures are also distributed throughout the year. For a copy of current course brochures, call (229) 430 6730.

**Continuing Education Unit - CEUs:** The Continuing Education Unit represents ten contact hours of participation in an organized activity under reasonable sponsorship, capable direction and qualified instruction. Individuals who successfully complete the course requirements will receive individual Continuing Education Units or CEUs.

**Workshops, Clinics, Conferences, Seminars, Symposiums:** A variety of workshops, clinics, conferences, seminars and symposiums are scheduled throughout the year. These programs are short; consisting of one-to-two day(s) or evening(s) with highly concentrated specialized instruction.

**Personal Enrichment Programs:** A broad range of short courses is offered for lifelong learning opportunities in a wide range of education areas, including: art, music, language, computers, recreation and sports.

**Professional Development:** Professional development programs are offered for individuals, business, and organizations to further the educational development of

themselves/members/employees. Darton is an approved provider of Real Estate, SDU and other state certified programs.

**Online Courses:** Continuing Education/Economic Development can be your online course provider. Courses begin the third Wednesday of every month. Online courses include assignments, quizzes and tests. Choose from over 100 courses offered. Call (229) 430-6730 for more information.

**Co-listed Courses:** A selection of regular college credit courses is offered on a non-credit basis through Continuing Education/Economic Development. No academic credit is awarded for these courses. Students must meet the academic requirements of the course as stated in the college catalog. CEUs may apply to co-listed courses.

**Programs for Children and Youth:** A variety of programs for children and youth are offered throughout the year with a special emphasis on summer programming.

Summer programming features Discovery Camp, an enrichment program for rising fourth, fifth, and sixth graders who are performing above average in their courses as well as other camp programs with various themes such as golf, baseball, softball, soccer, cheerleading, photography and Cavalier Kids Camp.

During the school year SAT Preparation is offered as well as biology, chemistry and physics labs for home-schooled students.

## **B. THE CONFERENCE CENTER**

The Conference Center at Darton College offers state of the art meeting facilities located in the Allied Health/Community Services Building. The Center includes various size classrooms, computer laboratories, meeting rooms, a 100-seat lecture hall and a 430-seat theater. Facilities are available year-round, including weekends. Food services are available upon request. For more information concerning conference facilities, call (229) 430-6000.

## **C. CORPORATE TRAINING**

Courses can be specialized to meet companies' training needs. Continuing Education/Economic Development can be a one stop to bring both credit and non-credit programs to you. Some of the country's most accomplished trainers present cutting edge business topics for the ever-changing work place. Consulting services are offered. An onsite needs assessment of your training needs can be conducted. For more information, call (229) 430-6959.

## **D. THE SOUTHWEST GEORGIA CENTER FOR WOMEN AT DARTON COLLEGE**

The mission of the Southwest Georgia Center for Women at Darton College is to empower women from rural southwest Georgia (region 10) by providing services to women of all races, backgrounds, cultures, roles, abilities and ages. The Center seeks to promote and create equal opportunities for women to achieve personal success and financial independence. For additional information call (229) 430-6996.

## E. CAREER PROGRAM ADVISORY COMMITTEES

These specialized advisory committees advise the College on the instructional programs in the various specialized areas. Members of the committees are community leaders with knowledge and experience in the designated area who are willing to devote their time to the work of the committee and Darton College. The basic term of membership on a particular committee is three years.

### **Accounting**

Ms. Fran Brown  
Mr. Doug Faircloth  
Mr. John Gunter  
Mr. Terry Johnson  
Mr. John Lenard  
Mr. Bill McDaniel  
Mr. Larry Sculley  
Mr. Robert Smith  
Mr. Mark Westerheide

### **Business Computer Systems**

Mr. John Antoniewicz  
Mr. Robert Arthur  
Mr. Kevin Bacon  
Mr. Gene Behal  
Mr. Herb Benford  
Mr. Chuck Blair  
Mr. Harold Boling  
Ms. Marcia Ekkizogloy  
Ms. Leslie Hudson  
Mr. Harry McDole  
Dr. Boris Peltzverger  
Mr. Robert Sharpe  
Mr. Keith Story  
Mr. Ralph Toholsky  
Mr. Jamie Turner  
Mr. Randy Waid

### **Cardiovascular Technology Program**

Ms. Sally Bain  
Mr. Donnie Bishop  
Ms. Connie Ellerson  
Ms. Jody Gunter  
Mr. West McDaniel  
\*Dr. Steven Wolinsky  
\*Medical Director

### **Criminal Justice**

Major Bill Berry  
Lt. Angel Bradford  
Special Agent Roy Brown  
Captain Ashley Darley  
Assistant Chief Jeremy French  
Major Vernon Graham  
Mr. Kenneth B. Hodges, III  
Chief Bobby Johnson  
Chief Leslie Lamb  
SAC Mike Lewis  
Colonel Doug McGinley  
Dr. Charles Ochie  
Warden Kevin Roberts

Sheriff Jamil Saba  
Mr. Ervin Warren

### **Dental Hygiene Program**

Ms. Linda Cawley  
Dr. Jeremy Darden  
Dr. Larry Daugherty  
Ms. K. Ellington  
Dr. Edward Green  
Ms. Scarlett Hughes  
Ms. Charlotte Kikel  
Dr. Robert Kikel  
Dr. Stacey Marshall  
Ms. Sherry Mixon  
Dr. Ashley Moorman  
Ms. P. Ryals  
Dr. Jeff Singleton  
Ms. Heather Vaughn  
Ms. Debbie Zuern

### **Emergency Medical Services**

\*Dr. Edwin Allen  
Mr. Todd Braswell  
Ms. Laura Cook  
Mr. Danny Edwards  
Mr. David Edwards  
Ms. Lori Eubanks  
Ms. Ann Lamb  
Mr. Gary Rice  
Mr. Bobby Tripp  
Mr. Jimmy Wynn  
\*Medical Director

### **Health Information Technology Program**

Ms. Linda Bazemore  
Ms. Teresa Cheney  
Ms. Jamie Collins  
Ms. Carolyn Drexler  
Ms. Charolett Engram  
Ms. Pat Everson  
Mr. Edward Farr  
Ms. Wendy Gleaton  
Ms. Melissa Hampton  
Ms. Karen McCadams  
Ms. Becky Osborn  
Ms. Shirley Story  
Ms. Frances Turner

### **Human Services Technology/ Psychiatric Technology**

Ms. Annette Bowling

Mr. Ken Brandon  
Dr. John Burns  
Mr. James Easom  
Dr. Jerry Falls  
Ms. Amanda Green  
Dr. Cheryl Grafton  
Dr. Sandra Handwerk  
Ms. Cheryl Henley  
Ms. Kay Hind  
Mr. Guerry Holm  
Ms. Gloria Jones  
Mr. Robert Jones  
Mr. Darrell Jordan  
Ms. Andre Marria  
Ms. Kimberly Bliss  
Ms. Garnie Mitchell  
Dr. J. Paul Newell  
Mr. Jim Sheffield  
Ms. Tamara Terry  
Mr. Dudley Thomas

#### **Management**

Mr. Bob Alexander  
Mr. Richard Bishop  
Mr. Bob Campbell  
Ms. Jeanneen Cowart  
Ms. Sheri Cox  
Mr. Lew Culpepper  
Mr. Don Goodroe  
Mr. John Hemphill  
Mr. Mike Johnson  
Ms. Dot Lashley  
Mr. Jimmy Lindsey  
Mr. Mike Patrono  
Mr. Chuck Roberts  
Mr. Rob Routhier  
Mr. Bill Russell

#### **Medical Laboratory**

##### **Technology Program/HT-C**

Ms. Pam Buzzard Brown  
Ms. Karen Clark  
Mr. Shannon Collins  
Dr. Larry Danzar  
\*Dr. Frank Isele  
Ms. Carolyn Jones  
Dr. Billy Kirksey  
Ms. Gennie Paulk  
Ms. Lisa Pinkston  
Ms. Elaine Prescott  
Mr. Vicky Sellers  
Ms. Evie Seth  
Ms. Perette Sutton  
Ms. Leigh Wilson  
Ms. Leigh York  
Mr. Ken Velkamp  
\*Medical Director

#### **Nursing**

Ms. Patty Akers  
Dr. Jeffery L. Bell

Ms. Mattie Buchanan  
Ms. Gwen Collins  
Ms. Donna Duran  
Ms. Brenda Green  
Ms. Linda Grimsley  
Ms. Jane Johnston  
Ms. Anne O'Brien  
Ms. Linda Smith  
Ms. Sherry Ward  
Ms. Anita Watson  
Mr. Robert Wynegar

#### **Occupational Therapy Assistant Program**

Mr. Eric Belusko  
Ms. Amy Brogden  
Mr. Joseph S. Eason, Jr.  
Ms. Shenika Jackson  
Ms. Shalisa Nelson  
Ms. Patricia Oliver  
Ms. Sabine Patton  
Mr. Steven Stoklosa

#### **Office Administration**

Ms. Joyce Clark  
Ms. Diana Hobby  
Ms. Catherine Hogg  
Ms. Jacqueline Johnson  
Ms. Charlotte Murphy  
Ms. Kimberly Prather  
Ms. Sonja Strickland  
Ms. Beth Tison  
Ms. Tammy Williams

#### **Physical Therapist Assistant**

Mr. Kelly Bazemore  
Ms. Sonya Chambers  
Ms. Bernice Chaney  
Mr. Bob Dykes  
Ms. Janet Iles  
Ms. Michelle Linehan  
Mr. Radford Parker  
Mr. Mike Patton  
Ms. Angie Powell  
Mr. Ozellious Roberts  
Ms. Suzanne Wilson  
Ms. Molly Youngblood

#### **Physical Therapist Assistant Curriculum Committee**

Dr. Susan Andresen  
Dr. Joan Darden  
Ms. Pam Evans  
Ms. Bridget Milani  
Ms. Jan Murphy

#### **Respiratory Care Program**

Ms. Pam Adams  
Ms. Beverly Burnfin  
Mr. Jerry Ethridge

Mr. Brett Ford  
Ms. LaTonya Greene  
Mr. Rick Griffis  
Ms. Jan Havard  
Mr. Jason Hayes  
Ms. Annie Lawton  
Ms. DeeAnna May  
Mr. Chris McCarty  
Mr. Ed Newton  
Ms. Pam Pafford

\*Dr. James Palazzolo  
Dr. Ramana Rao  
Dr. Dennis Robinson  
\*Dr. Mark Shoemaker  
Mr. Robert Titus  
Ms. Brenda Tucker  
RC Program Grad.  
RC 2nd yr Student  
RC 1st yr Student  
\*Medical Director

# UNIVERSITY SYSTEM OF GEORGIA

## Section Twelve

Darton College is one of 34 institutions in the University System of Georgia. The University System of Georgia consists of four research universities, two regional universities, 13 state universities, and 13 two-year colleges. (See list on next page.)

The University System of Georgia is a network of colleges governed by a 16-member constitutional Board of Regents, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years. State appropriations for the University System are requested by, made to, and allocated by the Board of Regents.

The Chairperson, Vice Chairperson, and other officers of the Board of Regents are elected by the members of the Board. The Chancellor, who is not a Board member, is the chief executive officer of the Board and the chief administrative officer of the University System.

Each institution in the University System is governed by the President and faculty under the general jurisdiction of the Chancellor and the Board of Regents. The policies of the Board of Regents allow considerable autonomy, and each college is headed by a President whose election is recommended by the Chancellor and approved by the Board.

The overall programs and services of the University System are offered through three major components: Instruction, Public Service/Continuing Education, and Research. Students who receive credit from institutions within the System enjoy easy transfer of courses, a major advantage for those attending System colleges.

INSTRUCTION consists of programs of study leading to degrees, ranging from the associate (two-year) level to the doctoral level. Many colleges have certificate programs as well. The degree programs range from the traditional liberal arts studies and professional or highly specialized programs to job specific career education.

CONTINUING EDUCATION/ECONOMIC DEVELOPMENT consists of non-degree activities, primarily, and special types of college-degree-credit courses. The non-degree activities include short courses, seminars, conferences, and consultative and advisory services in many areas of interest.

RESEARCH encompasses scholarly investigations conducted for discovery and application of knowledge. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges. The research investigations cover matters related to the educational objectives of the institutions and to general societal needs.

## Institutions of the University System of Georgia\*

### • Research Universities

**Georgia Institute of Technology**

Atlanta-H,B,M,D

**Georgia State University**

Atlanta-H,C,A,B,M,S,D,P

**Medical College of Georgia**

Augusta-H,C,A,B,M,D,P

**University of Georgia**

Athens-H,C,A,B,M,S,D,P

### • Regional Universities

**Georgia Southern University**

Statesboro-H,A,B,M,S,D

**Valdosta State University**

Valdosta-H,C,A,B,M,S,D

### • State Universities

**Albany State University**

Albany-H,A,B,M,S

**Armstrong Atlantic State University**

Savannah-H,A,B,M,S

**Augusta State University**

Augusta-C,A,B,M,S

**Clayton College & State University**

Morrow-C,A,B

**Columbus State University**

Columbus-H,C,A,B,M,S

**Fort Valley State University**

Fort Valley-H,A,B,M,S

**Georgia College & State University**

Milledgeville-H,A,B,M,S

**Georgia Southwestern State**

**University**

Americus-H,C,A,B,M,S

**Kennesaw State University**

Marietta-H,A,B,M

**North Georgia College & State**

**University**

Dahlonega-H,C,A,B,M

**Savannah State University**

Savannah-H,A,B,M

**Southern Polytechnic State University**

Marietta-H,A,B,M

**State University of West Georgia**

Carrollton-H,A,B,M,S

### • State Colleges

**Dalton State College**

Dalton-C,A,B

**Macon State College**

Macon-C,A,B

### • Two-Year Colleges

**Abraham Baldwin Agricultural College**

Tifton-H,C,A

**Atlanta Metropolitan College**

Atlanta-C,A

**Bainbridge College**

Bainbridge-C,A

**Coastal Georgia Community College**

Brunswick-C,A

**Darton College**

Albany-C,A

**East Georgia College**

Swainsboro-C,A

**Floyd College**

Rome-C,A

**Gainesville College**

Gainesville-A

**Georgia Perimeter College**

Clarkston-C,A

**Gordon College**

Barnesville-H,C,A

**Middle Georgia College**

Cochran-H,C,A

**South Georgia College**

Douglas-H,C,A

**Waycross College**

Waycross-C,A

### \*Key:

H-student housing facilities

**Degrees awarded:**

C-Certificates

A-Associate Degrees

B-Bachelor Degrees

M-Master Degrees

S-Specialist in Education

D-Doctoral Degrees

P-Professional Degrees

Board of Regents

University System of Georgia

270 Washington Street SW

Atlanta, Georgia 30334-9007

[www.usg.edu](http://www.usg.edu)

# FACULTY AND ADMINISTRATION

## MEMBERS OF THE BOARD OF REGENTS

Joe Frank Harris, Chair	Cartersville
Joel O. Wooten, Jr., Vice Chair	Columbus
Hugh A. Carter, Jr.	Atlanta
Connie Cater (Mr.)	Macon
William H. Cleveland	Atlanta
Michael J. Coles	Kennesaw
Hilton H. Howell, Jr.	Atlanta
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W. Manfield Jennings	Hawkinsville
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Donald M. Leebern, Jr.	Atlanta
Elridge W. McMillan	Atlanta
Martin W. NeSmith	Claxton
Patrick S. Pittard	Atlanta
Doreen Stiles Poitevint	Bainbridge
Wanda Yancey Rodwell	Stone Mountain
J. Timothy Shelnut	Augusta
Allan Vigie	Morrow
Glenn S. White	Lawrenceville

## OFFICERS AND STAFF OF THE BOARD OF REGENTS

- Dr. Thomas C. Meredith, Chancellor
- Dr. Daniel S. Papp, Senior Vice Chancellor, Office of Academics and Fiscal Affairs
- Mr. Thomas E. Daniel, Senior Vice Chancellor, Office of External Activities and Facilities
- Ms. Corlis Cummings, Senior Vice Chancellor, Office of Support Services

## COLLEGE ADMINISTRATIVE OFFICIALS

- Peter J. Sireno (1989) B.S., B.S.Ed., M.A., Ed.D ..... President
- Joan A. Darden (1980) R.N., B.S.N., M.S.N., Ph.D.....  
Interim Vice President for Academic Affairs
- Ronnie A. Henry (1990) A.A., A.A.S., B.B.A., M.P.A., M.S.A.  
Vice President for Business and Financial Services
- F. Gary Barnette, Jr. (1994) B.S., M.S., Ph.D..... Vice President for Student Affairs
- Karen G. Kemp (1996) B.A. .... Director of Development
- Caroline J. Fielding (1996) B.A., M.A..... Director of College Relations
- Stan Brown (2002) C.P.A., B.A., B.B.A., M.Acc.  
Assistant Vice President for Business and Financial Services
- Kathryn D. Bishop (1981) B.A., M.A.T., M.S.  
Director of Instructional Technology and Distance Learning
- Margaret E. Bragg (1984) A.S..... Director of Campus Information Systems
- Bengie Cravey (1981) A.A., B.S.Ed., M.Ed..... Director of Student Activities
- Holly Basko (1999) B.S., M.B.A. .... Registrar
- Martha Whittle (2000) B.A. .... Director of Financial Aid
- Kay Lowry (1973) B.S., M.L.S., Ed.D..... Director of Learning Resources Center
- Vacant ..... Director of Plant Operations

## ADMINISTRATIVE OFFICES/STAFF

### Office of the President

- Peter J. Sireno (1989) B.S., B.S.Ed., M.A., Ed.D ..... President
- Linda Prisant (1995) ..... Executive Administrative Assistant
- Charlotte Murphy (1999) B.S. .... Senior Administrative Assistant

Office of the Vice President for Academic Affairs

Joan A. Darden (1980) R.N., B.S.N., M.S.N., Ph.D..... Interim Vice President  
Elizabeth Tison (1995) A.A. .... Executive Assistant  
Barbara Blackburn (2003) ..... Senior Administrative Assistant

Division of Allied Health

Jeffery S. Etheridge (1997) B.S, M.Ed., OTR/L..... Interim Chair  
Gwendolyn Ross (1993) ..... Administrative Assistant  
Toni Thornton (1997) A.A.S..... Senior Administrative Assistant

Division of Business

Wayne H. Yesbick (1985) C.P.A., B.S., M.A., ..... Chair  
Melissa Edmier (2002) ..... Senior Administrative Assistant

Division of Social Science

Wayne H. Yesbick (1985) C.P.A., B.S., M.A., ..... Chair  
Melissa Edmier (2002) ..... Senior Administrative Assistant

Division of Humanities

Elizabeth J. Ragsdale (1979) B.A., M.Ed., Ed.D..... Chair  
Ulf Kirchdorfer (1993) B.A., M.A., Ph.D..... Assistant Chair  
Gail Apperson (1983) A.A.S..... Senior Administrative Assistant  
Shigeru Tanaka (2002) B.A., M.A..... Director, Foreign Language Lab

Division of Learning Support

Elizabeth J. Ragsdale (1979) B.A., M.Ed., Ed.D..... Chair  
Melanie Williams Thornton (1998) B.S., M.Ed., MEd., Ed.S..... Assistant Chair  
Ola Abdullah (1997) B.A., M.A..... PREP-Coordinator/Director Peer Tutoring Center  
Carolyn Wills (1996) ..... Senior Administrative Assistant

Learning Support Labs

Benjamin Anderson (1994) B.A., M.M.I.S. .... Director, Math Lab  
Nancy Hill-Bates (2000) B.F.A., M.Ed. .... Title III, Supplemental Instruction Coordinator/  
Director, Peer Tutoring Center  
Rose Leggett (1991) B.A., M.Ed..... Assistant Director, Math Lab  
Jeffrey C. Swords (2000) B.S., M.S..... Part-time Asst. Director, Math Lab  
Jean Prickett (2000) B.A., M.Ed ..... Director, Reading Lab  
Virginia Gray (2002) B.S.Ed..... Assistant Director, Reading Lab  
Susan Nelson (2003) B.A. .... Part-time Asst. Dir., Reading Lab  
Roseanna Almaee (1993) B.A., M.Ed. .... Director, Writing Lab  
Mary Lou Beasley (1989) B.S., M.R.E ..... Assistant Director, Writing Lab  
Steve Preston (2003) B.A. .... Part-time Asst. Dir., Writing Lab  
James Raines (2004) B.S., M.S. .... Part-time Asst. Dir., Reading Lab

Division of Nursing

Kimberly K. Cribb (1994) R.N.; A.S.N., B.S.N., M.S.N. .... Interim Chair  
Sherry Koster (2000) ..... Senior Administrative Assistant

Division of Physical Education and Intercollegiate Athletics

Nancy Abraham (1974) B.S.Ed., M.S.T..... Chair  
Rhonda Ferguson (1999)..... Senior Administrative Assistant  
Laura Blackwell (1997) A.S., B.S..... Women's Basketball Coach  
Glenn Eames (1997) M.A. .... Baseball Coach  
Paul Flinchbaugh (2002) A.S., B.S.E.D., M.S.Ed..... Aquatics Director  
Ken Veilands (2000) B.A..... Men's & Women's Soccer Coach  
Dana Corr (2002) B.S.Ed..... Softball Coach  
Jamie Corr (2002) M.Ed..... Assistant Baseball Coach/Sports Information Director  
Alan Hoover (1992) B.S. .... Teaching Assistant, Fitness Center

Division of Science and Mathematics

Robert Wynegar (2000) B.S., M.S., M.S. .... Chair  
Janet Drain (1994) ..... Senior Administrative Assistant  
Harnetha Dodd (1997) B.S. .... Laboratory Assistant  
Sonya Parker (1999) B. A. .... Laboratory Assistant

Instructional Technology & Distance Learning

Kathryn D. Bishop (1981) B.A., M.A.T., M.S..... Director  
Gay Dasher (1995)..... Senior Administrative Assistant  
Chuck Bolivar (2000) A.S. B.S..... IT Specialist  
Jon Sizemore (1999) B.S., B.S.Ed., M.S.Ed. .... Division Coordinator  
Larry Smith (2000) ..... TV Operations Manager  
James Schwind (2002) ..... Multimedia Network Coordinator  
Andy Lenard (2002) ..... Instructional Designer  
David Evarts (2002) ..... Multimedia Specialist  
Darryn Ostrander (2002)..... Instructional Technology Specialist  
Vacant ..... Web Design Specialist

Learning Resource Center

A. Kay Lowry (1973) B.S., M.L.S., Ed.D. .... Director  
Wanda Proctor (2003) ..... Senior Administrative Assistant  
Caryl Nemajovsky (1995) B.A., M.S. .... Assistant Librarian  
Mary Washington (1976) B.A., M.S. .... Assistant Librarian  
Vacant ..... Assistant Librarian  
Evelyn Coney (1994) B.S..... Library Assistant II  
Cypora Silfan (2003) ..... Library Assistant II  
Lidia White (1993) A.A ..... Library Assistant II  
Sally Mozingo (2002) B.S,Ed., M.Ed., M.Ed..... Part-time Assistant Librarian

Office of the Vice President for Business & Financial Services

Ronnie A. Henry (1990) A.A., A.A.S., B.B.A., M.P.A., M.S.A. .... Vice President  
Robbin Burriss (1993) B.S. .... Executive Assistant

Accounting, Budgeting, Payroll

Stan Brown (2002) C.P.A., B.A., B.B.A., M.Acc.  
Assistant Vice President for Business & Financial Services  
Teresa Pearce (2003) A.S., B.B.A. .... Accountant  
Jan Rogers (2004) B.S. .... Accountant  
Debbie Sawyer (1984) A.A., B.S..... Business Office Supervisor  
Debbie Hardin (1989) A.A..... Accounting Assistant  
Shannon Smith (2001) ..... Accounting Assistant  
Pam Coston (1992) A.S. .... Payroll Supervisor  
Susan Johnson (2001) ..... Accounting Assistant-Payroll  
Thelma Apperson (1976) ..... Part-time Acct. Clerk-Payroll/Mailroom

## Campus Information Systems

Brian Anderson (1994) B.S. .... Systems Analyst II/Database Administrator  
Margaret Bragg (1984) A.S. .... Chief Information Officer  
Ashley Coates (1994) B.A., A.S., CCNA ..... Systems Analyst I/Network Administrator  
Steve Cowgill (2003) B.A. .... IT/Paraprofessional  
Dorea Hardy (2001) B.S. .... Application Professional  
Erica Jackson (2002) A.S., MCP ..... IT/Paraprofessional  
Michael Johnson (2000), A.S., MCP ..... Systems Analyst I/Helpdesk Manager  
Thomas Rhoads (2003) ..... IT/Paraprofessional  
John Shalack (2002), MCP ..... Client Support Professional  
Lisa Sheffield (1996) ..... Administrative Assistant  
Andrew Sledge (2003) A.S. .... IT/Paraprofessional  
Jian Wang (2002) A.S., CCNA, MCSE ..... Database Professional

## Personnel

Gulma Heflin (1975) A.A. .... Part-time Personnel Assistant

## Purchasing

Joy Causey (1997) ..... Acting Purchasing Supervisor  
Melissa Ann Gray (2000) ..... Procurement Assistant

## Inventory/Central Receiving

Don Bragg (1994) A.A. .... Inventory Supervisor  
Kathleen Butts (2002) ..... Inventory/Central Receiving Clerk

## Plant Operations

Vacant ..... Director  
Betty Sue Story (1994) ..... Senior Administrative Assistant

## Building Maintenance

Rodney Apperson (1986) ..... Skilled Trades Worker  
Edward Fox (1992) ..... Skilled Trades Worker  
Larry Kimbrel (1988) ..... Skilled Trades Worker

## Custodial Services

J.T. McKinney (1973) ..... Custodian II

## Grounds Maintenance

Dan Story (1990) B.S. .... Grounds Superintendent  
Willie Robinson (1984) ..... Equip. Mechanic & Groundskeeper  
Bernard Thomas (2003) ..... Utility Worker  
Al Patterson (2003) ..... Custodian  
Sandra Ford (2003) ..... Custodian

## Bookstore, Catering Services, Vending Services

Martha Snow (1973) A.A. .... Auxiliary Enterprises Manager  
Fran Doster (2000) ..... Assistant Auxiliary Enterprises Manager  
Debbie Hambley (1997) A.A., A.B.J. .... Part-time Clerk  
Verna Hambley (1968) ..... Part-time Clerk

## Office of Student Affairs

F. Gary Barnette (1994) B.S., M.S., Ph.D. .... Vice President for Student Affairs  
Terri Carroll (1999) B.A., M.Ed. .... Executive Assistant  
Andi Frierson (2000) ..... Senior Administrative Assistant  
Dana Wallace (2003) B.S., M.P.A. .... Coordinator, Career Dev. Center

Sonya Wade (2000)	Senior Administrative Assistant
Phillip Gresham (1997) A.A., B.S., M.Ed.	Career Resource Librarian
Tanya Anderson (1993) B.S., M.S.	Coordinator, Disability Services
John Brooks (2001) B.S., M.Ed.	Coordinator, Special Academic Services
Earnest Brown (2003) M.P.A.	Student Success Advisor/ Coordinator, Minority Advising
Aya Ogawa (2002) B.A., M.Ed.	Student Success Advisor/ Coordinator, International Student Services
Reginald Robinson (2003) B.S., B.S.	Facilitator, ACE Fellowship
J. Chey Wilson (2003) B.S.	Facilitator, ACE Fellowship
Wendy Wilson (2003)	Coordinator, ACE Fellowship
Bengie Cravey (1981) A.A., B.S.Ed., M.Ed.	Director, Student Activities
Eleanor Adair (1983) A.S.	Senior Administrative Assistant
Carol Ann Ham (1999) B.A., M.A., C.A.P.	Student Success Director
Marianna Kravtsova (2003) B.A., M.P.A.	Student Success Advisor
Nancy Hill-Bates (2000) B.F.A., M.Ed.	Director, Peer Tutoring Center
Monissa Hendry (2002) B.F.A.	Clerical Support
Timothy Barker (2001) B.S.	Challenge Course Coordinator
Jean Satterfield (1985) B.S.	Testing Coordinator

### Admissions

Kimyanna Bradford (2000) B.A.	Admissions Recruiter
Lisa Williams (2001) B.A.	Admissions Recruiter
Glenn Eames (1995) A.S., B.S.	Part-time Recruiter
William Wall (1998) B.A.	Part-time Recruiter

### Financial Aid

Martha Whittle (2000) B.A.	Director
Haley Hooks (2000) B.S.	Financial Aid Counselor
Joeann Haire (2000)	Financial Aid Counselor
Daphne Harden (1992)	Financial Aid Counselor
Patsy Singletary (2002)	Financial Aid Counselor
Sharon Chauncey (2002)	Senior Administrative Assistant
Kayla Walker (2003)	Part-time Financial Aid Assistant

### Records

Holly Basko (1999) B.S., M.B.A.	Interim Registrar
Susan Bowen (1985) A.A., A.S.	Records Specialist
Vacant	Records Specialist
Janet Heaslip (2002) A.A., B.A.	Records Specialist
Sherrie Andrews (2000) B.S., M.S.	Data Entry Clerk
Maria A. Daughety (2003)	CAPP/Records Coordinator

### Office of Institutional Research

Frances Carr (1993) A.S., B.A, M.P.A.	Institutional Research Officer
Heather Edwards (2003)	Data Entry Specialist

### Office of the Vice President for Continuing Education & Economic Development

Joan A. Darden (1980) R.N., B.S.N., M.S.N., Ph.D.	Interim Vice President
Vicki Phillips (1990)	Senior Administrative Assistant
Jane O'Gorman (1998) A.S., B.B.A., M.S.	Director of Continuing Education
Tony Bretti (2001) B.A.S., M.S.	Director of Corporate Training

### Office of College Relations

Caroline J. Fielding (1996) B.A., M.A.	Director
Virginia Hawkins (1993)	Senior Administrative Assistant
Lisa Burton (2001) B. A.	Public Relations Specialist

Office of Development

Karen G. Kemp (1996) B.A. .... Director  
Judy Brownlee (1995) A.A. .... Senior Administrative Assistant

Cordele Center for Higher Education

Larry P. Cole (2002), B.S., M.B.A., M.A. .... Director  
Cornelia Griffin (2002), B.S., M.S. .... Senior Administrative Assistant

## DARTON COLLEGE FACULTY

- ABRAHAM, Nancy L (1974) ..... Assistant Professor of Physical Education  
Chair, Division of Physical Education  
B.S.Ed., M.S.T., Georgia Southern University
- ADLER, Gay W. (1990) ..... Assistant Professor of Mathematics  
B.A., Tift College, M.Ed., Albany State University
- ANDERSON, Susan Kapp (2003)..... Instructor of Dental Hygiene  
RDH, BSEd Temple University;  
Med, Frostburg State University
- ANDRESEN, Susan A. (1994) ..... Associate Professor of Human Services Technology  
Program Director, Human Services Technology  
B.A., Grinnell College; M.Ed., Univ. of Western Ontario;  
Ed.D., Univ. of Missouri-St. Louis
- BAILEY, Glenn D. (2001) ..... Instructor of Computer Networking  
A.S., Darton College  
B.A., Albany State University
- BARNETTE, F. Gary, Jr. (1994)..... Assistant Professor  
B.S., Columbus State University; M.S., Troy State University;  
Ph.D., Mississippi State University
- BEAMON, Nancy T. (1992) ..... Assistant Professor of Medical Laboratory Technology  
Program Director, Histotechnology Certificate Program  
Program Director, Medical Laboratory Technology  
M.T., B.B., (ASCP)/B.S.M.T., Univ. of South Alabama;  
M.S., Univ. of North Dakota
- BISHOP, Kathryn D. (1981) ..... Associate Professor of Mathematics  
Director of Instructional Technology/Distance Learning Division  
B.A., M.A.T., M.S., Georgia State University
- BLACKWELL, Laura J. (1997)..... Assistant Professor of Physical Education  
A.S., George C. Wallace; B.S., Univ. of Alabama
- BREMEN, Ellen B. (2000) .....Assistant Professor of Speech  
A.A., Community College of So. Nevada, Las Vegas;  
B.S., Univ. of NV, Las Vegas, M.A., Univ. of NV, Las Vegas
- BROCK, Mildred (1999) ..... Instructor of Sociology  
A.A., Itawamba Community College; B.A., M.A., Univ. of Mississippi
- BRYANT, Epesy L. (1991)..... Assistant Professor of Nursing  
R.N., A.A., Darton College;  
B.S.N., M.S.N., Albany State University
- BUECHLING, Linda (2001) ..... Instructor of English  
B.A., College of William and Mary;  
M.A., George Mason University
- CARROLL, John F. (1998)..... Associate Professor of Theatre/English  
B.A., Gettysburg College; M.A. Southern Illinois University, Carbondale;  
M.Phil., City University of New York;  
Ph.D., City University of New York
- COLE, Larry P. (2002).....Director, Cordele Center of Higher Education  
B.S., Union University;  
M.B.A., Golden Gate University;  
M.A., U.S. Naval War College

- COWART, Stacey (2003) ..... Instructor of Occupational Therapy Assistant  
Fieldwork Coordinator  
A.S., Darton College
- COWGILL, Jennifer G. (2000) ..... Instructor of Music  
M.M., Johns Hopkins University, Peabody Con Music  
B.M., Oberlin Conservatory of Music
- CRAVEY, Bengie (1981) ..... Adjunct Assistant Professor  
A.A., Darton College;  
B.S.Ed., M.Ed., University of Georgia
- CRIBB, Kimberly K. (1994)..... Associate Professor of Nursing  
Interim Chairperson, Nursing  
R.N., A.S.N., Abraham Baldwin Agricultural College;  
B.S.N., Valdosta State University; M.S.N., Albany State University
- CROWE, Lyndasu (2001) ..... Instructor, Biology  
B.S., M.S., Georgia Southwestern State University  
M.D., UTESA
- DARDEN, Joan A. (1980) ..... Interim Vice President for Academic Affairs  
Professor of Nursing  
R.N.; B.S.N., Georgia Southwestern State University;  
M.S.N., University of Alabama; Ph.D., Georgia State University
- DAVIS, Patricia S. (1992)..... Associate Professor of Spanish  
A.A., Darton College; B.S.Ed., Georgia Southwestern State University;  
M.A., University of Georgia
- DIMINO, John V. (2000)..... Instructor, Art  
B.F.A., University of the Arts; M.F.A., Florida State University
- EBERHARDT, Teresa E. (2000)..... Assistant Professor of English  
B.S., Georgia Southwestern College;  
M.Ed., Georgia Southwestern State University
- ETHERIDGE, Jeffery S. (1997)..... Assistant Professor of Occupational Therapy  
Interim Chairperson, Allied Health  
Program Director, Occupational Therapy Assistant  
A.A., Edison Community College; B.S., Florida International University;  
M.Ed., National-Louis University.
- ETHERIDGE, Lisa T. (2001) ..... Instructor of Psychiatric Technician Program  
Program Director, Psychiatric Technician  
B.S., Florida State University;  
M.S.W., University of South Florida
- EVANS, Linda (1996) ..... Assistant Professor of Accounting  
A.S., A.A., Florida Community College at Jacksonville  
B.B.A., M.S.A., Georgia Southwestern State University  
M.P.A., Albany State University
- EVERETT, Julia A. (1998)..... Assistant Professor of Nursing  
B.S.N., M.S.N., Valdosta State University
- GATES, Roberta P. (1992)..... Assistant Professor of Nursing  
R.N., B.S.N., University of Arizona; M.S.N., University of Alabama
- GAY, Carolyn W. (1984)..... Assistant Professor of Business Computer Systems  
A.B., University of Georgia; M.S.I.S., University of Pittsburgh
- GRANTHAM, Nikki W. (2004)..... Instructor of Mathematics  
M.A., Rice University; B.S., Spelman College

- GUIRGUIS, Max (2002) ..... Instructor of Political Science  
B.S., Jersey City State College; M.S., Long Island University;  
Ph.D., Auburn University
- HANCOCK, Janet (2002) ..... Instructor of Nursing  
A.D.N., Edison Community College; B.S.N., University of North Florida;  
M.S.N., Albany State University
- HAYDEL, Richard P. (2003) ..... Instructor of History  
B.A., Louisiana State University;  
M.A. Southeastern Louisiana University;
- HEISKELL, Helen E. (2001) ..... Instructor of Nursing  
B.S.N., Medical College of Georgia  
M.S.N., University of Alabama at Birmingham
- HERTZOG, Matt (2000) ..... Assistant Professor of Network Information Systems,  
Director of MCSE Program  
B.S., Georgia Southern University; M.Ed., Valdosta State University
- HEYER, Jennifer (2003) ..... Instructor of Nursing  
B.S.N., Georgia Southern University
- HILLARD, Claire Fox (1988) ..... Assistant Professor of Music  
B.A. Calvin College;  
Performance Certificate Eisenstadt, Austria  
M.A., D.M.A., University of Iowa
- HOTZ, Patricia P. (1979) ..... Associate Professor of Emergency Medical Services  
Program Director, Emergency Medical Services  
R.N.; R.R.T.; NREMT-P; B.S.N., Univ. of North Carolina;  
M.M.Sc., M.N., Emory University
- HUSKEY, Michelle (1998) ..... Instructor of Respiratory Care  
Clinical Director, Respiratory Care  
R.R.T., N.P.S., A.S., Darton College  
B.S., George Washington University
- INANDAN, Verna A. (1989) ..... Assistant Professor of Nursing  
R.N., B.S.N., University of Santo Tomas, Philippines;  
M.S.N., Valdosta State University
- JAMES, Elaine J. (1976) ..... Associate Professor of Mathematics  
B.A., Albany State University; M.Ed., Georgia State University
- JOHNSON, Kerri L. (2003) ..... Instructor of Physical Therapy;  
Program Director, Physical Therapist Assistant  
B.S., Troy State University; P.T.A. Certificate, Thomas Technical Institute;  
M.P.T., Medical College of Georgia
- KENNEDY, Wendy (2002) ..... Education Instructor  
B.A., Mercer University; M.Ed., Albany State University
- KIRCHDORFER, Ulf (1993) ..... Professor of English  
B.A., Trinity University; M.A., Ohio University;  
Ph.D., Texas Christian University
- KLUBALL, Jeff (2000) ..... Assistant Professor, Director of Music  
B.M.E., Valdosta State University; M.M.E., Vandercook College of Music;  
Ed.S., Troy State University; Ed.D., University of Sarasota
- KNIGHT, Dee (2003). (1979) ..... Instructor of Foreign Languages  
B.A., Mary Baldwin College;  
M.Ed. Valdosta State University

- LAMP, Linda (1991) ..... Instructor of Math  
B.S., University of North Carolina;  
M.Ed, University of Georgia
- LAPEZA, Mildred C. (1998) ..... Instructor of Nursing  
MSN, Valdosta State University  
BS, Georgia Southwestern State University
- LEWIS, Phyllis M. (1998) ..... Instructor of English  
B.A., Valdosta State University;  
M.Ed., Georgia Southwestern State University
- LIU, May (2001).....Instructor of Biology  
B.S., Guangzhou Teachers College  
M.S., City University of New York
- LOWE, Linda L. (1989) ..... Assistant Professor of Nursing  
R.N.,B.S.N., Florida State University;  
M.S.N., Valdosta State University
- LOWRY, A. Kay (1973) ..... Professor  
Director of Learning Resources Center  
B.S., Middle Tennessee State University;  
M.L.S., George Peabody College for Teachers;  
Ed.D., Florida State University
- MARIETTA, Roger B. (1992) ..... Associate Professor of Political Science  
B.A., Pennsylvania State University;  
M.A., Indiana University of Pennsylvania
- MARSHALL, Stacey B. (1992) ..... Professor of Dental Hygiene  
Program Director, Dental Hygiene  
A.S., University of Bridgeport;  
B.H.S., M.S.Ed., D.M.D., University of Kentucky
- MARTIN, J. David (1998) ..... Assistant Professor of Chemistry  
B.S., Georgia Southwestern State University;  
M.S., Florida State University
- MAY, Michael T. (1992).....Professor of Chemistry  
B.S., State University of West Georgia;  
Ph.D., University of Alabama
- McALISTER, Phyllis H. (1985)..... Associate Professor of English  
B.A., M.A., University of Georgia
- McLENDON, Barbara J. (1989) ..... Associate Professor of Mathematics  
A.A., Darton College;  
B.S.Ed., M.Ed., M.S., Georgia Southwestern State University
- MICHAELS, Anne E. (1995)..... Associate Professor of Psychology  
B.S., Lamar University; M.S., Ph.D., Brown University
- MILLER, Gretha B. (1999)..... Instructor of English  
B.A., Georgia Southwestern State University;  
M.Ed., University of Georgia
- MOCK-GOODWIN, Maria (2003).....Instructor of Nursing  
A.D.N., Wallace Community College;  
B.S.N. – Thomas University;  
M.S.N. – Case Western University

- MOREY, Angela (2003)..... Assistant Professor of Health Information Technology  
A.S., Darton College;  
B.S., Medical College of Georgia  
M.S., Georgia State University
- MORRELL, William H. (1974)..... Associate Professor of Physical Education  
B.S., Jacksonville University;  
M.S., Wisconsin State University-LaCrosse
- NEMAJOVSKY, Caryl R. (1995) ..... Assistant Professor  
Assistant Librarian  
B.A., University of Georgia; M.S., Florida State University
- O'KEEFE Tanya C. (1996) ..... Associate Professor of Mathematics  
B.S., Henderson State University;  
M.S., Oklahoma State University
- PERFETTI, Heather (2003)..... Assistant Professor of Criminal Justice  
B.A., Frostburg State University,  
J.D., University of Mississippi School of Law
- PERKINS, Martha B. (1977) ..... Assistant Professor of Nursing  
R.N.C.C.S., A.A., Darton College (formerly Albany Junior College);  
B.S.N., Albany State University; M.S.N., Medical College of Georgia
- PHILLIPS, Sheila G. (1994) ..... Assistant Professor of Nursing  
R.N., A.A., B.S.N., Georgia Southwestern State University;  
M.S.N., Albany State University
- RAGSDALE, Elizabeth J. (1979)..... Professor of English and Reading  
Chair, Division of Humanities and Learning Support  
B.A., Huntingdon College; M.Ed., Georgia State University;  
Ed.D., Florida State University
- REESE, April L. (2003)..... Instructor of Nursing  
A.D.N., Darton College; B.S.N., Georgia Southwestern State University;  
M.S.N., Case Western Reserve University
- SAGASSER, Carl (2002)..... Educational Coordinator, Histology Program  
B.S., Wright State University
- SCHATZ, Sally Webb (1996) ..... Instructor of English  
B.A., Albany State University;  
M.A., Valdosta State University
- SCHENK, Steve C. (2002)..... Instructor of Biology  
B.S., Duke University, M.S., Florida State University
- SHEPHERD, Cathy (2002)..... Instructor of Nursing  
A.D.N., Darton College; B.S.N., Thomas University
- SINGH, Amit (1996)..... Associate Professor of Business, Economics, and Finance  
M.A., Patna University; M.B.A., Salisbury State University;  
M.S., Georgia State University
- SINGH, Anupma (2002) ..... Instructor of Computer Science  
B.S., Albany State University;  
M.S., Georgia Southwestern State University
- SIRENO, Peter J. (1989)..... Professor of Business Administration  
B.S., B.S.Ed., M.A., Northeast Missouri State College;  
Ed.D., University of Missouri

- SMITH, Ann T. (1979) ..... Professor of History and Geography  
A.A., Darton College; B.A., M.A., University of Georgia;  
Ph.D., Florida State University
- SNEED, Sherryl H. (1987)..... Assistant Professor of Office Administration  
B.S., M.Ed., Georgia Southwestern State University
- STRICKLAND, Jennifer L. (1998)..... Assistant Professor of Mathematics  
B.S., LaGrange College; M.A., Western Michigan University
- SWAFFORD, William J. (1999) ..... Associate Professor of Speech/English  
B.A., Augustana College,  
M.A., M.A., University of Northern Colorado,  
M.Div., Louisville Presbyterian Theological Seminary
- SWEET, Preston (2003)..... Instructor of Computer Information Systems  
B.S., University of Maryland,  
M.Ed., University of Georgia
- TEASLEY, Teresa P. (2001) ..... Instructor of Nursing  
A.D.N., B.S.N., Georgia Southwestern State University  
M.S.N., Troy State University
- THOMAS, Kay L. (1998)..... Associate Professor of Reading  
A.A., Victor Valley Community College;  
B.S., California State University, Fresno;  
M.A., California State University, San Bernardino
- THOMAS, William (1998)..... Assistant Professor, Respiratory Care Program  
Director, Respiratory Care  
A.S., Darton College  
B.S., University of Nevada  
M.S., Boise State University
- THORNTON, Melanie Williams (1998)..... Associate Professor of Reading  
B.S., Albany State University;  
M.Ed.; M.Ed., Georgia Southwestern State University  
Ed.S., Troy State University
- WALLY, Bill (2002) ..... Instructor, Cisco, MCSE, and A+ Programs  
B.A., Political Science, B.A., History, Mercer University
- WASHINGTON, Mary R. (1976) ..... Assistant Professor  
Assistant Librarian  
B.A., Georgia Southwestern State University;  
M.S., Florida State University
- WHITEHEAD, Garry R. (1975)..... Professor of Psychology  
B.S., Florence State University;  
M.S., Ph.D., Mississippi State University
- WILLIAMS, Anthony (2003) ..... Cardiovascular Technology Program Director  
A.S.N., Darton College; B.A. Asbury College
- WYNEGAR, Robert G. (2000)..... Chair, Division of Science and Mathematics  
B.S., M.S. Tennessee Technological University;  
M.S., University of Tennessee at Chattanooga
- YAWN, Traci K. (2002)..... Instructor of Nursing  
B.S.N., Georgia Southern University;  
M.S.N., Valdosta State University

YESBICK, Wayne H. (1985) ..... Assistant Professor of Accounting  
Chair, Division of Business and  
Social Science  
C.P.A., B.S., M.A., University of Alabama

ZHANG, Alan X. (1993)..... Professor of English  
B.A., East China Normal University;  
M.A., Shanghai International Studies University;  
Ph.D., Indiana University of Pennsylvania

## EMERITI

- BAXTER, John L. (1966-1990) .....Dean Emeritus of Students and Administrative Services  
B.S., Troy State University; M.Ed., University of Virginia
- BOWLING, Melvin C. (1967-1993) .....Associate Professor and Chair Emeritus  
Division of Science/Mathematics  
B.S., M.A., Tennessee Technological University
- CHITTY, Charles D., Jr. (1966-1985) .....Assistant Professor Emeritus of Political Science  
A.A., Middle Georgia College; B.S., Univ. of Maryland;  
M.A., George Washington Univ.
- EDWARDS, Charles T. (1966-1997) ..... Director of Enrollment Management Emeritus  
B.S., M.S., University of Tennessee
- HEWETT, David G. (1968-1997) .....Chair and Professor Emeritus  
Division of Social Science  
B.A., Stetson University; B.D., Southern Baptist Theological Seminary;  
M.S., Ph.D., Florida State University
- MALPHURS, Marilyn L. (1968-1990) .....Accounting, Comptroller Emerita  
C.P.A., B.B.A., University of New Mexico; M.Acc., University of Georgia
- MILLER, James V. (1966-1993) .....Chair and Assistant Professor Emeritus  
Department of Physical Education  
B.S., Concord College; M.Ed., University of South Carolina
- MUSGROVE, Josephine H. (1966-1994) .....Associate Professor Emerita of Mathematics  
B.S.Ed., University of Georgia; M.A.Ed., Austin Peay State College
- OAKES, Janie C. (1966-1985) ..... Assistant Professor Emerita of English  
A.B., Mercer University; M.Ed., University of Arizona
- PAGE, Betty Ann .....Chair and Assistant Professor Emerita  
Division of Allied Health  
R.N., A.A.S., Southeastern Community College;  
B.S.N., M.S.N., Medical College of Georgia ; Ed.S., Florida State University
- \*PARTON, Betty D. (1970-1992) ..... Chair and Professor Emerita  
Division of Allied Health  
B.S., West Liberty State College; M.Ed., Georgia Southwestern State University;  
Ed.D., University of Georgia
- RUSSELL, James K. (1977-2002) .....Professor Emeritus of Political Science  
Division of Social Science  
A.B., Mankato State University ; M.A., Ph.D., University of Iowa
- SAVILLE, James R., Jr. (1970-2002)..... Director Emeritus of Administration  
A.B.J., M.Ed., M.A., University of Georgia; Ed.D., Auburn University
- TILLEY, B.R. (1966-1988) .....President Emeritus  
B.A., Louisiana State University; M.S., Ed.D., Florida State University
- TOWNES, Anne B. (1967-1991).....Associate Professor Emerita of Mathematics  
A.B., Samford University; M.A.T., Stanford University
- \*TOWNES, McKellar (1966-1991) ..... Associate Professor Emeritus of English  
A.B., Samford University; M.Div., Southern Baptist Theological Seminary;  
M.A., University of Alabama
- \*WALTON, Jerry A. (1969-1997) .....Professor of History and Education Emeritus  
A.A., Young Harris College; B.S.Ed., M.S.T., Georgia Southern College;  
Ed.D., Auburn University

\*deceased

## PART-TIME FACULTY

ALLEN, Edwin (1982) .....	EMS Director MD, Medical College of Georgia BS, Georgia College & State University
ALMAEE, Roseanna (1993).....	Reading/English M.Ed., University of Central Oklahoma BA, University of Texas-Arlington
ANDERSON, Benjamin D. (1994) .....	Math MMIS, BA, Georgia College & State University
ANDERSON, Mason Bond (1997) .....	Music MM, University of Kansas BM, Colorado State University
ANSON, Nancy W. (1998) .....	Sociology EDD, MED, University of Georgia BA, Drake University
ANSON, Richard (2003).....	Sociology PhD., M.S., Iowa State University; B.S., Jacksonville University
ARANT, Herschel (2003) .....	Spanish BSED, MED, University of Georgia; EDS, Valdosta State University
ASKEY, Sherry (1999).....	Physical Education AA, Darton College; BS, Auburn University
AUSTIN, Darrell (2002) .....	Mathematics BBA, University of Georgia; MEd, Albany State University
BARKER, Timothy (2001) .....	Physical Education BS, Western Illinois University
BEASLEY, Mary Lou (1990) .....	English MRE, New Orleans Baptist BS, Cumberland College
BEAVER, Amy (2001) .....	Reading MEd, BS, Georgia Southwestern State University
BEHAL, Eugene F. (1992) .....	Business MBA, University of Oklahoma MS, American University BS, University of Texas-Austin
BITTERMAN, Alan (2003).....	Computer Processing BIE, Georgia Institute of Technology
BONEY, Robert Stephen (1997) .....	English MA, Valdosta State University BA, Georgia Southwestern State University

BROOKS, Leigh Wetherbee (1999) .....	HST PHD, MSW, Florida State University AB, Emory University
BROWN, Earnest (2003).....	College Orientation MPA, Valdosta State University; BA, Mercer University
BROWN, Pamela Buzzard (2001) .....	Histologic Technology AAS, Medical Institute of Minnesota
BURT, Beverly (2002) .....	Physical Education BA, University of Georgia
BUTLER, Steve (2003).....	Speech MA, General University of Oklahoma; BS, General Norfolk State University
CAMPBELL, Travis (2002) .....	Philosophy MT, Dallas Theological Sem. Grad. School; BA, Wittenberg University
CAMPIGLIA, Paul (2000) .....	Music MM, Indiana University of Pennsylvania BA, Rowan University
CARROLL, Teresa (1999).....	College Orientation MEd, Mercer University BA, Lehigh University
CARLILE, Robert E. (1973).....	English B.F.A., M.A., University of Florida; Ph.D., University of Georgia
CARSWELL, Deloris O. (2002).....	English MEd, Georgia Southwestern State University BA, Albany State University
CASSIDY, Christine (2000).....	College Orientation BA, University of Massachusetts
COFER, Nancy McKinney (2002) .....	English EdS, Valdosta State University MEd, BA, Georgia Southwestern State University
COLEMAN, Jimmy R. (2002) .....	Speech/Communication MDIV, Asbury Theological Seminary MA, BS, Southwest Missouri State University
COLEMAN, Virginia (2000) .....	Biology MED, BS, Albany State University
COLLINS, Shannon (2003) .....	MLT Floyd College
CORR, Dana (2002).....	Physical Education BSEd, Valdosta State University
COUNCIL, Gabriel (2002) .....	History MA, BA, Valdosta State University

COVINGTON, Judith (2003) .....	Art MFA, Savannah College of Art and Design BFA, Savannah College of Art and Design AA, Darton College
CRENSHAW, Kyle (2004).....	Cardiovascular Technology AS, Santa Fe Community College
DANIELL, James Randell (1991) .....	Psychology MS, Auburn University BSED, Georgia Southwestern State University AA, Darton College
DAVIS, Reese Horton (1991) .....	English PHD, MA, Florida State JD, Mercer University BA, Georgia Southwestern
DEBARY, Sandra E. (2002) .....	English MA, University of Georgia BS, Troy State University
DIVINE, William Douglas (1996) .....	Business JD, Wake Forest University BA, Valdosta State University
DONNELLY, Travis B. (1991) .....	Math MS, BS, Georgia College & State University
ELDER, Gerald Cause (2001) .....	Music MCM, Southern Baptist Seminar BME, Samford University AA, Brewton Parker College
ELLIS, Charles (2003).....	English MA, BA, Valdosta State University
EVANS, Pamela (1996) .....	PTA BS, Medical College of Georgia
EZUEH, Micah (2000) .....	Biology PhD., University of Ibadan M.S., Michigan State University; BS, University of London
FAIRCLOTH, Benita (1999) .....	Business Information Systems MED, Valdosta State University BSE, University of Georgia
FAIRCLOTH, Ronald W. (1999) .....	History PHD, University of Georgia MA, Auburn University BA, Valdosta State University AA, Norman College

FALLS, Gerald F. (2000)	HST BS, Old Dominion University MS, PHD, University of Georgia
FARR, Edward E. (1999)	Health Information Technology BS, Medical College of Georgia
FEILD, Jane M. (1999)	Respiratory Care, OTA, EMS, Cardiovascular Technology BSN, Emory University
FERGUSON, Michael L. (2002)	Math EDS, MED, BS, Albany State University
FILLINGAME, Dameca Taylor (2003)	Occupational Therapy Assistant B.S., M.S. Occupational Therapy, Brenau University
FINNEY, Debra (2002)	Business Administration MBA, University of Georgia; BBA, Emory University
FISHER, Barbi (2002)	Art MAEd, Valdosta State University BFA, University of Georgia
FLINCHBAUGH, Paul (2002)	Swimming MSEd, BSE, SUNY-Cortland; AS, Herkimer County Community College
FORSHEY, Sharon Susan (1988)	Chemistry MS, University of Tennessee BS, Georgia Southwestern State University AA, Darton College (formerly Albany Junior College)
FOWLER, Archie Bernard (1997)	Business MS, Georgia Southwestern State University BS, BA, Albany State University
FOWLER, Francois (2002)	Music DMA, MM, Florida State University BM, University of Ottawa
FOWLER, Wayne (2001)	Physical Science PHD, AM, Indiana University; BA, Earlham College
FULMORE, Mamie Lee (1998)	English MED, Georgia State University BS, Albany State University
GOODNER, Jason (2000)	College Orientation MS, Georgia Southwestern State University; BS, Georgia Southern State University; AS, Darton College
GREEN, Betty	College Orientation EdS, MEd, Valdosta State University; BS, University of Georgia

GRIFFITHS, Amy (2001)	Music MM, Arizona State University BM, North Carolina School of The Arts
GUNTER, Jody (2003)	Cardiovascular Technology B.A., University of South Florida Ultrasound Certification, Ultrasound Diagnostic School
HAM, Carol Ann (1999)	Human, Services Technology, College Orientation MA, BA, Ohio University
HARRIS, Lucille G. (2002)	English MED, University of Georgia BA, Johnson C. Smith University
HEATH, Holly T. (1994)	Computer Science and Mathematics BA, Wesleyan College; MS, Emory University
HILL, Jeffrey (2002)	Biology PhD, University of Arizona; MS, BS, Humboldt State University; AS, Santa Rose Junior College
HOLTON, William Patrick (1997)	History EDS, Troy St. University MED, BS, Georgia Southwestern State University
HOOVER, Alan M. (1992)	Physical Education BS, West Virginia University
IRWIN, Judy (2003)	Reading EDS, University of Georgia; MED, Georgia Southwestern State University; BSED, University of Georgia
IRWIN, Samuel (2003)	Math MED, Georgia Southwestern State University BA, University of Georgia
JACKSON, Betty J. (1993)	Math MED, BBA, Albany State University
JACKSON, Marla (2003)	English MED, BA, Albany State University
JOBSON, Randall P. (2001)	Physical Education/Business MBA, Albany State University BS, Florida State University
JONES, Gloria (2001)	HST B.A., Columbia College M.A., Webster University
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