

# DARTON

STATE COLLEGE

2016-2017  
CATALOG



DARTON COLLEGE

EST. 1962



## CAMPUS SERVICE DIRECTORY FOR INFORMATION

<b>Department</b>	<b>Office</b>	<b>Telephone</b>
Academic Affairs	K-320	317-6710
Admission	K-104	317-6740
Adult Learner	C-103	317-6538
Business Services	K-321	317-6700
Career Services	C-103	317-6865
Cordele Center	Cordele	317-6552
Enrollment Mnmgt.	K-331A	317-6832
Financial Aid	K-111	317-6204
General Information		317-6000
Institutional Adv.	K-220	317-6595
Library Services	G-214	317-6760
Military Resources	C-103	317-6538
Online Division	J-110	317-6241
Personnel	K-209	317-6720
Publicity	K-220	317-6709
Public Safety	A-133	317-6316
Records	K101	317-6742
Student Affairs	K-320	317-6710
Student Records	K-101	317-6742
Student Success	C-103	317-6865
Technology Services	A-153	317-6704
Testing	G-101	317-6735
Veteran's Affairs	C-103	317-6538

### AN EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY INSTITUTION

Darton State 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

This handbook is not a contract. It is for informational purposes only and provides no rights to the reader. 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 him 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 Darton State College complies with the provisions of the Act may be found in the Student Handbook.



# 2016-2017 Catalog

**Darton State College**  
University System of Georgia

2400 Gillionville Road  
Albany, Georgia 31707-3098  
(229) 317-6740  
Toll-free (866) 775-1214  
[www.darton.edu](http://www.darton.edu)

## **Welcome to Darton State College!**

A new academic year ushers in all things new and a re-dedication to our goals. I applaud you for staying true to the investment in your future. It is also my sincere pleasure to welcome you to Darton, on behalf of the administration and faculty.



For 50 years, Darton has had the privilege of providing a quality education on a regional, national and even international level. It has been our goal to ensure that you not only succeed while here, but also that you are well-prepared for your life and work beyond Darton.

In a move to further the quality educational opportunities that have been offered, Darton will consolidate with Albany State University in 2017. Being only 4 miles apart, our two institutions have had strong partnerships over the years, offering transfer students an opportunity to stay local and achieve certificates and associate degrees, as well as, bachelor, master and specialist degrees. Consolidating into a new institution will strengthen academic programs and provide additional campus life activities for all students.

As we embark on a new year, I want to thank each of you for choosing Darton to further your personal, professional and academic goals. Your resilience and commitment strengthens administration and faculty resolve to cheer you on and provide the tools needed to reach your goals.

Sincerely,

Dr. Richard Carvajal  
Interim President

## **General Education in the University System of Georgia**

From the origins of intellectual study to the present, general education has been a key to a fulfilling life of self-knowledge, self-reflection, critical awareness and lifelong learning. General education has traditionally focused on oral and written communication, quantitative reasoning and mathematics, studies in culture and society, scientific reasoning and aesthetic appreciation. Today, general education also assists students in their understanding of technology, information literacy, diversity and global awareness. In meeting all of these needs, general education provides college students with their best opportunity to experience the breadth of human knowledge and the ways that knowledge in various disciplines is interrelated.

In the University System of Georgia, general education programs consist of a group of courses known as the Core Curriculum as well as other courses and co-curricular experiences specific to each institution. The attainment of general education learning outcomes prepares responsible, reflective citizens who adapt constructively to change. General education programs impart knowledge, values, skills, and behaviors related to critical thinking and logical problem solving. General education includes opportunities for interdisciplinary learning and experiences that increase intellectual curiosity, providing the basis for advanced study in the variety of fields offered by today's colleges and universities.

Approved by the Council on General Education, October, 2004

Approved by the Chief Academic Officers, December, 2004

- For General Education in the University System of Georgia:  
[http://www.usg.edu/academic\\_programs/information/general\\_education\\_in\\_the\\_university\\_system\\_of\\_georgia/](http://www.usg.edu/academic_programs/information/general_education_in_the_university_system_of_georgia/)
- For additional information on the Core Curriculum Principles and Framework:  
[http://www.usg.edu/academic\\_affairs\\_handbook/section2/2.04/](http://www.usg.edu/academic_affairs_handbook/section2/2.04/)
- To read the General Guidelines for Core Curriculum Areas A-E:  
[http://www.usg.edu/academic\\_affairs\\_handbook/section2/2.04/2.04.01.phtml](http://www.usg.edu/academic_affairs_handbook/section2/2.04/2.04.01.phtml)

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# COLLEGE CALENDAR

Section One

## Summer Semester, 2016

April 18-22	Summer & Fall Advising and Early Registration for currently enrolled students. 8:00 a.m. – 5:00 p.m.
May 23	Final Registration for Summer full and A-Term 9:00 a.m. - 12:00 p.m. 3:00 p.m. - 6:00 p.m.
May 24	Preparation Day - Campus is closed to the public except for K-Building Offices
May 25	Regular & A-Term classes begin
May 31	Drop/Add Day 10:00 a.m. - 12:00 p.m. 3:00 p.m. - 5:00 p.m.
TBA	Enrollment verification – <a href="#">check the web site calendar for updated date</a>
June 8	Financial Aid check dispersal approximately two weeks after the first day of class and each Thursday thereafter
June 9	Last day to drop A-Term classes without academic penalty
June 21	B-Term Registration 10:00 a.m. - 12:00 p.m. 4:00 p.m. - 6:00 p.m. <b><u>Fees are due on this day</u></b>
June 23	A-Term - Last day of class
June 27	Last day to drop Full-Term class or withdraw from College without academic penalty
June 27	A-Term finals
June 28	B-Term begins
July 4	Independence Day Observance – College closes at 11:30 a.m. Friday, July 1, and will reopen for regular scheduling Tuesday, July 5, 2016
July 11-14	Fall Advising and Early Registration for currently enrolled students. 8:00 a.m. – 5:00 p.m.
July 13	Last day to drop B-Term class without academic penalty
July 27	Last day of classes
July 28 - August 1	Final examinations for Full-Term and B-Term classes
August 2	Grades due to registrar

## Fall Semester, 2016

April 11-	Fall Advising/Early Registration
April 22	Fall Advising/Early Registration for current & readmitted students
July 11-21	8:00 a.m. -5:00 p.m.
August 10	New Faculty Orientation 8:00 am – 11:55 am Campus Luncheon Midday – 1:30 pm Division Meetings 1:45 – 3:30 pm
August 11	Final Registration for full and A-Term 9:00 a.m. -12:00 p.m. 3:00 p.m. - 6:00 p.m.
August 12	Preparation Day Campus is closed to the public except for K-Building Offices.
August 15	Regular & A-term classes begin
August 17	Drop/Add Day 10:00 a.m. - 12:00 p.m. 3:00 p.m. - 5:00 p.m.

August 25	Faculty Attendance Verification Deadline for Regular & A-Term Classes
Sept. 3– Sept. 5	Labor Day Weekend – College closes at 5:00 Friday Sept 2, and will reopen for classes Tuesday, September 6, 2015.
Sept. 13	Last day to drop A-Term classes without academic penalty
Sept. 29	B-Term Registration 10:00 a.m. - 12:00 p.m. 4:00 p.m. - 6:00 p.m. <b><u>Fees are due on this day</u></b>
October 4	A-Term last day of classes
October 5-6	A-Term finals,
October 6	Last day to drop A-term classes with academic penalty.
October 10	Last day to drop Full-Term classes without academic penalty
October 10	B-Term begins
October 21	Faculty Attendance Verification Deadline for B Term Classes
November 7	Last day to drop B-Term classes without academic penalty
October 31- Nov. 18	Spring 2017 Advising/Early registration for current, new and readmitted students 8:00 a.m. – 5:00 p.m.
Nov. 23- 27	Thanksgiving Holidays
December 1	Last day of scheduled classes
December 3-8	Finals Full-Term & B-Term
December 9	Health Sciences pinning TBA Nursing pinning TBA Commencement TBA
December 13	Grades due to Registrar by 9:00 a.m.
TBA	Campus Closed – Christmas holidays

### **Spring Semester, 2017**

October 31 – November 18	Spring 2017 Advising/Early registration for current, new & readmitted stents 8:00am – 5:00pm
January 5	Final Registration for full and A-Term 9:00 a.m. - 12:00 p.m. 3:00 p.m. - 6:00 p.m.
January 6	Preparation Day – Campus is closed to the public except for K-Building Offices.
January 9	Regular & A-term classes begin
January 11	Drop/Add Day 10:00 a.m. - 12:00 p.m. 3:00 p.m. - 5:00 p.m.
January 16	Martin Luther King Day – College closed College closes at 5:00 p.m. Friday, January 13 and reopens Tuesday, January 17.
January 20	Faculty Attendance Verification Deadline for Full Term & A Term classes by 4:00 pm
February 8	Last day to drop A-Term classes without academic penalty
February 15	B-Term Registration 10:00am-12:00pm 4:00pm-6:00pm
February 28	A-Term last day of classes
March 1-2	A-Term finals
March 2	Last day to drop A-term classes with academic penalty
March 6-10	Spring break, no classes; college offices open
March 13	B-Term classes begin
March 23	Last day to drop full-term classes without academic penalty Faculty Attendance Verification Deadline for B Term Classes

April 5	Last day to drop B-Term classes without academic penalty
April 3-21	Summer/Fall Advising/Early registration for current & readmitted students 8:00am-5:00pm
April 26	Honors Award Ceremony TBA
April 27	Last day of scheduled classes
April 29-May 4	Finals; Full & B-Term
May 4	Last day to drop Full and B-Term
May 6	Health Sciences Pinning TBA Nursing Pinning TBA Commencement TBA
May 8	Grades due to Registrar

# GENERAL INFORMATION

Section Two

## A. THE COLLEGE

Darton State 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 State College is a State College offering select baccalaureate degree programs, two-year transfer and career degrees, and one-year certificate programs. Graduates of transfer programs continue their studies at four-year colleges or universities, while graduates of career programs generally enter the workforce upon receiving their two-year degrees. Just over 50 percent of the students enrolled at Darton State 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, weekend, and online classes. Students may earn degrees by attending college in the traditional classroom setting, or online.

## B. ACCREDITATION AND APPROVAL

Darton State College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award Associate and Baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Darton State College.

The three-fold purpose for publishing the Commission's access and contact numbers is to enable interested constituents

- (1) to learn about the accreditation status of the institution,
- (2) to file a third-party comment at the time of the institution's decennial review, or
- (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not the Commission's office.

Specific programs of study and their accreditors follow:

**Associate of Science in Nursing** – Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 Phone (404) 975-5000 FAX (404)-975-5020

**Bachelor of Science in Nursing** - Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, Phone: 404-975-5000, Fax: 975-5020

**Dental Hygiene Program** - Commission on Dental Accreditation (CODA), 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. [www.ada.org](http://www.ada.org)

**Emergency Medical Services Program** – Commission on Accreditation of Education Programs for the EMS Professions (CoAEMSP), 8301 Lakeview Pkwy, Suite 111-312, Rowlett, TX 75088, Phone: 214-703-8445. [www.coaemsp.org](http://www.coaemsp.org)

**Health Information Technology Program** – Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, Chicago, IL 60601-5519, (312)233-1100, [www.cahim.org](http://www.cahim.org) This is an agency of the American Health Information Management Association (AHIMA) 233 N. Michigan Ave., Chicago, IL 60601-5519 (312)787-2672 [www.ahima.org](http://www.ahima.org)

**Histotechnician Program** – The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119 (773) 714-8880,

[www.nacls.org](http://www.nacls.org)

**Medical Laboratory Technology/Histotechnology Program** - National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Ill. 60018-5119 Phone: (773) 714-8880, fax: (773) 714-8886. [www.nacls.org](http://www.nacls.org).

**Occupational Therapy Assistant Program** – The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number, C/O AOTA, is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org)

**Physical Therapist Assistant Program** - Accredited by the Commission on Accreditation in Physical Therapy Education, (CAPTE) 1111 No. Fairfax Street, Alexandria, VA 22314, (703) 684-2782. [www.capteonline.org](http://www.capteonline.org)

**Radiologic Science Program** – Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Phone: (312) 704-5300 Fax: (312) 704-5304 Email: [mail@jrcert.org](mailto:mail@jrcert.org)

**Respiratory Care Program** - Accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835. [www.coarc.com](http://www.coarc.com)

The College is 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 State 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 State College will create a more educated community, well prepared for a global, technological society, by providing first-rate undergraduate education and committed public service.

### **D. MISSION STATEMENT**

Darton, a state college within the University System of Georgia, is focused on providing a wide diversity of constituents’ access to certificate, associate and select baccalaureate programs of study. Dedicated to serving as an access institution, our College will empower students by engaging them in a student-centered, caring and technically advanced environment through innovative delivery systems. Darton is committed to providing exemplary teaching to students in our community, region, and state. As a multi-campus, residential institution, the College pursues traditional and unique mechanisms to deliver education to its richly diverse student body.

Darton State College will identify and implement changes to:

1. Improve the academic, personal, and professional success of all students.
2. Expand baccalaureate programs and baccalaureate program participation.
3. Expand online programs and online program participation.
4. Enhance and expand physical facilities and technological infrastructure.
5. Improve the efficient use of physical, financial, and human resources.
6. Improve student preparation prior to admission and improve student success after graduation.

### **E. DEGREES AND CERTIFICATES**

The College awards the Bachelor of Science in Nursing (B.S.N.), 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’s guided pathways to a baccalaureate degree are awarded either an A.A. or an A.S. degree. 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 State College campus consists of 180 acres and is located in west Albany. Twelve buildings house the various activities of the college. The modern classrooms, 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:

**Academic Services Building-K (0016)** - The B.R. Tilley Academic Services Building houses student support services and administrative functions including Admissions, Academic Affairs, Business and Financial Services, Enrollment Management, Financial Aid, Human Resources, Institutional Advancement, President's Office, Purchasing and Records.

**Allied Health, Community Service and Theatre Building-J (0015)** – Health Sciences Department, Online Learning and the theatre.

**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)** – School of Science, Mathematics and Computing, Dental Hygiene facilities, the MESA Center, and a computer laboratory.

**Classroom Building-L (0017)** – Nursing Department.

**C.D. McKnight Building-F (0006)** – Houses the Humanities Department, Fine Arts Department, Transitional Studies Department, Foreign Language Lab, and the Digital Media Center.

**Classroom Building-I (0014)** – Houses the Business and Social Science Departments, laboratories for Chemistry and Biology, computer laboratories, and the Math Center.

**Physical Education Building-E (0005)** - Physical Education Department, Athletic Department, 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, eight all-weather lighted tennis courts, walking paths and a 5K cross-country course.

**Fitness Facility-E (0005)** – The 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)** – Department of Campus Life, Student Success Program, Servant Leadership and Service Learning, Job Placement, Military and Adult Education, Food Services, Career Development Center, Disabled Student Services, International Student Program, the Writing Center, the Student Government Association Office, the Peer Tutoring Center, the Game Room, some public services and meeting rooms, an indoor climbing wall, bowling alleys, racquet courts, and many more amenities to appeal to all students.

**Technology Building-A (0001)** –Campus Mail Room, Grants Department, the Technology Services Division, Technology Helpdesk, ID Booth and open computer lab.

**Harold B. Wetherbee Library-G (0007)** - College Information Literacy Center, television operations/studio area, and Testing Center.

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

**Warehouse Building-H (0009)** - Central Supply, receiving, storage, and delivery.

**Provisions for Disabled Students** - All buildings include access and facilities to accommodate students with disabilities.

**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, adjacent to the Health Sciences, Community Services Classroom Building. Parking is also available to the west of the Physical Education Complex and east of the challenge course. Faculty, staff, and visitor parking areas are marked. Patrol officers are employed to assist with parking and traffic safety. Traffic regulations are detailed in the Student Handbook and must be obeyed by all motorists.

**Drug Free - Darton State College's Alcohol and Drug Policy** - Darton State College is in compliance with the US Department of Education's Drug Free Schools and Community Act Part 86. Please review information about Darton State College's alcohol and drug abuse policy and sanctions, available community resources, and associated health risks at <http://www.darton.edu/CounselingCenter>.

## G. OFF-CAMPUS CLASSES

**Cordele Center**– Darton State College offers college credit courses at the Cordele Center. College credit courses offered in Cordele lead to a two-year associate's degree. The two-year associate of science nursing program is offered at the Cordele Center with a new class being admitted each Fall Semester. Students will find a new, state-of-the-art facility, including a college bookstore, at the new Cordele Center. Courses are offered days and evenings to accommodate working adults as well as traditional age college students. The Cordele Center is located at 134 11th Avenue West, in downtown Cordele. Administrative office hours are Monday through Thursday 8:00 a.m. to 8:00 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 are also available on the web at [www.darton.edu](http://www.darton.edu).

**Medical Laboratory Technology Degree Program** – Classes are offered online and on campus. Some travel to clinical sites may be required to complete the program. Additional information may be obtained on the Darton State College web site (<http://www.darton.edu/MLTS>) or by calling the Health Sciences Department (229) 317-6900.

**Associate of Science in Nursing Program** - Darton State College offers its two-year nursing degree program in Cordele, Sandersville, Swainsboro, and Thomasville in addition to the Albany Campus. The Bachelor of Science in Nursing completion program is currently offered online in Albany. 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. Additional information may be obtained on the Darton State College web site ([www.darton.edu/Nursing](http://www.darton.edu/Nursing)) or by calling the Nursing Department (229) 317-6820.

## 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 consequences.

College policy prohibits pets, 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.

## DEPARTMENT OF PUBLIC SAFETY

The Darton Police Department provides 24 hour police patrol. All Darton State College Officers are sworn Georgia Law Enforcement Officers. They have the same police authority as any officer in your local police department. The safety and well-being of our students, faculty, staff and visitors is always our primary concern. We are located in the A Building, Room 133. Office Hours are Monday-Friday 8:00 a.m. – 5:00 p.m. The telephone number is 229-317-6316 or 229-317-6315. The campus police cell phone number is 344-2029 or 376-2700. The emergency phone number is 317-6911. Darton also employs the services of Dynamic Security. **Crime Statistics Disclosed in an Annual Report** – The Darton Police Department keeps statistical information on crimes as well as any other misdemeanors and felonies that occur on campus. A “College Campus Security Report” is distributed annually and includes crime statistics for the most current year as well as statistics for the three preceding years. These reports are distributed via email to all faculty/staff and students and flyers are available at the Darton Police Department.

Statistics will be reported on this site for Darton State College and the satellite campus in Cordele.

**Daily Crime Logs** – Daily crime logs are open to public inspection within two business days of report except where prohibited by law or disclosure jeopardizes victim’s confidentiality. Logs may be requested at the office of the Darton State College Department of Public Safety Monday through Friday between the hours of 8:00 a.m. – 5:00 p.m.

All crimes reported to the Darton Police will be listed in the daily crime Log. Logs remain open for 60 days.

The Darton Police may withhold information from the crime log when there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual. In cases where there is clear and convincing evidence to withhold information, the information will be disclosed when the adverse effect no longer exists.

**Timely reports to the campus community on crimes considered to be a threat to those on campus** - In the event a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

Timely warnings will be issued for any crimes posing a serious or continuing threat to the campus community. The warning will be issued through the college email system to students, faculty, and staff and posted on the [Darton State College web site](http://www.darton.edu).

A safety bulletin typically is issued the same day of the incident or as soon as possible by the Darton State College Chief of Police. The bulletins will be posted on the [Darton main home page](#) or on the [public safety web page](#) and sent to employees and students via email.

**Vehicle Assistance** – Officers can assist with jump-starting your vehicle and in most cases, an officer can assist in entering a locked car. Proper identification and a signed waiver is required.

**Lost and Found Property** – The Darton Police Department is responsible for operating the central lost and found operations for the campus. Lost items from all areas of the campus are eventually turned over to the Police. If you have lost an item, a faculty or staff member can provide you with the Lost Property Affidavit or you may come to the station and fill out a form.

The form may be filled out at any time; however, please make all inquiries are collected by the station between the hours of 8:00 a.m. to 5:00 p.m. Monday thru Friday.

**All property turned into lost and found will be kept a minimum of 60 days. If known, every attempt will be made by our department to contact the owner. If items are unclaimed after 60 days, they will be disposed of appropriately.**

**Personal Property Registration** – The “Personal Property Registration Form” is designed to help identify your property in the event it is stolen, lost or destroyed.

Members of the campus community are encouraged to register laptops and bicycles at no cost. The serial number and pertinent data are recorded on the registration form and kept on file at the public safety office.

**Silent Witness Form** – If you have information regarding any crime that has occurred or is occurring on campus, we would like you to report it. Please fill out the form located under the forms section for the [Public Safety webpage](#) and click “Submit to Campus Police.” ***You will be providing this information under condition of anonymity.*** Within the limits of the law, all information will be kept confidential.

**Tobacco Free** - In March of 2014, University System of Georgia (USG) adopted a tobacco-free campus policy. Darton State College, a unit of USG, is in compliance with this policy and is a Tobacco & Smoke Free Campus. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campus.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Furthermore, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes, but is not limited, to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including, but not limited to, students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free.

## ALUMNI AFFAIRS

The College believes 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 Institutional Advancement.

# ADMISSIONS

Section Three

## A. GENERAL

The Office of Admissions at Darton State College is responsible for providing information to prospective students, evaluating their applications, and notifying them concerning admission. The Admissions Office, located in the B.R. Tilley Academic Services Building, can be reached by telephone at (229) 317-6740 or toll-free at 1-866-775-1214 and by mail at 2400 Gillionville Road, Albany, Georgia 31707. The Darton State College website may be accessed at [www.darton.edu](http://www.darton.edu)

## B. STANDARDS FOR ADMISSION

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

Darton State 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 – GUIDED PATHWAYS

#### Regular Admissions

Applicants must have completed all 17 of the required 17 College Preparatory Curriculum (CPC) courses in high school, or all 13 of the required 13 Career/Technical Preparatory Curriculum courses in high school. *Students who have not completed the 17 units of the CPC and who intend to be in degree programs leading to baccalaureate degrees must take additional courses to make up for CPC course deficiencies.*

Students graduating from high school with a College Preparatory Diploma must present a 2.0 high school GPA. Students graduating from high school with a Technology/Career Preparatory Diploma must present a 2.2 high school GPA.

SAT I and/or ACT scores are not required for regular admissions; however, minimum SAT scores of 430 verbal (17 English ACT) and 400 math (17 math ACT) may be submitted to exempt COMPASS placement testing, provided the applicant has graduated from high school with a College Preparatory Diploma and the scores are five years old or less.

#### Online-Only Students

Students residing outside the 14-county Darton State College service area\* – including out-of-state students – who do not plan to attend any classes on the main campus or at any off-campus class site, may apply as Online-Only students. Online-Only applicants must meet the standards as required for Regular Admissions and may qualify for special admissions categories including transfer, transient, and international students, among others. Online-Only applicants may request an immunization waiver by signing the “Distance Learning Exemption” of the immunization form and submit the form to the Office of Admissions. This form may be found at <http://www.darton.edu/ImmunizationForm>. If an Online-Only applicant intends, at any time, to take courses on campus, the student must submit proof of immunizations. See Darton’s Admissions Website [www.darton.edu/admissions](http://www.darton.edu/admissions) to download application materials or to apply online.

\*The 14 county service area for Darton State College includes the following counties: Baker, Calhoun, Crisp, Colquitt, Dougherty, Early, Lee, Miller, Mitchell, Randolph, Sumter, Terrell, Turner, and Worth.

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

Applicants who graduate from high school with a College Preparatory Diploma and who submit SAT and/or ACT scores, may exempt parts of the COMPASS Placement Test. Portions of the Compass Placement Test may also be exempted by the English Language Arts section of the Georgia High School Graduation Test.

- [Traditional freshmen](#) who graduate with a College Preparatory Diploma and who submit minimum SAT critical reading scores of 430 (17 ACT English) are not required to take the English or reading portions of the placement test.
- [Traditional freshmen](#) who graduate with a College Preparatory Diploma and who submit minimum SAT math scores of 400 (17 ACT math) are not required to take the algebra portion of the placement test.
- [Traditional freshmen](#) who graduate with a College Preparatory Diploma and who submit a minimum English Language Arts score of 235 or higher on the Georgia High School Graduation will not be required to take the Reading and English portions of the placement test.

Traditional freshmen who do not take the SAT or ACT are required to take the Placement Test to determine whether Learning Support courses are required.

**Final determination is made by Admissions after receipt of all official records.**

**2. ASSOCIATE OF APPLIED SCIENCE DEGREES, ASSOCIATE OF SCIENCE DEGREES IN HEALTH CAREER PATHWAYS, AND CERTIFICATE 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. An applicant enrolling in a career program is not required to make up CPC deficiencies unless the plan of study is changed to transfer degree. Admissions Counselors are available to explain Core Curriculum requirements.

**Programs with More Than 12 Semester Hours of Core Courses** Applicants presenting a College Preparatory Diploma from high school must submit a 2.0 GPA. Applicants presenting a Career/Technical Preparatory Diploma from high school must submit a 2.2 GPA.

**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 programs.

Students admitted to career degree or certificate programs who are required to take the COMPASS test must take the required Learning Support course(s) indicated by their placement scores for any course which has a Learning Support requirement.

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. These 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.
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 and a \$20 non-refundable application fee.
  - b. A certified transcript from all colleges, universities, schools, technical schools/colleges previously attended. Transcripts are required even if courses will not transfer. If a college or school was attended, we need the transcripts before classes begin.
  - c. Applicants who have completed fewer than 30 transferable semester hours shall complete all the requirements for freshman 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 who have not completed Learning Support requirements at another System institution shall be admitted only in accordance with Darton State College's Learning Support guidelines.
  - f. An applicant, with less than 30 transferable semester hours, applying for a program 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 completed immunization form.
  - c. A letter from the registrar or other designated official of the institution in which the student is enrolled recommending admission as a transient student.

- d. Returning transient students must provide a new transient permission form for each semester in which they attend.
  - e. Students who qualify as transients may find more information at <http://online.darton.edu> – *Transient Student Registration* or may call 229-317-6708.
6. **AUDITORS:** Students wishing to enroll at Darton State College without receiving academic credit are considered “auditors”. Students registering as “auditors” shall be required to submit:
- a. A properly completed application with a \$20 non-refundable application fee.
  - b. Meet requirements of the appropriate category previously listed above or provide proof of a four-year degree.
  - c. An immunization form.
7. **THE MOWR PROGRAM:** Provides an opportunity for academically talented high school students from eligible Georgia high schools to begin earning a college degree while simultaneously pursuing a high school diploma. The program offers financial assistance for participants through the HOPE Scholarship. All hours taken and paid for by the MOWR Program will not be counted in the combined paid-hours limit for the Hope Scholarship.

Applicants for the MOWR Program must meet the following eligibility requirements:

- a. Student Participation agreement.
- b. Completion of the ninth grade.
- c. High school academic GPA of 3.0 or higher.
- d. Submit an official transcript of secondary credits completed to date along with evidence the student is on track with college preparatory curriculum
- e. Students must also submit ACT or SAT test scores that meet the following minimum standards. Alternatively, students may also complete the Compass exam and must be exempt from all Learning Support requirements.

<b>Test</b>	<b>Combined CR and Math (SAT) Composite Score (ACT) Compass Reading</b>	<b>Critical Reading (SAT) English (ACT) Compass Writing</b>	<b>Math</b>
Compass	74	60	47
SAT	970	430	400
ACT	20	17	17

Applicants for the MOWR Program must submit the following:

- a. Completed MOWR Program application form\* (Must be completed online at [www.gacollege411.org](http://www.gacollege411.org))
- b. Completed Darton State College application for admission
- c. An official copy of the high school transcript showing GPA and credits to date
- d. An official copy of Scholastic Aptitude Test (SAT) or ACT Assessment scores
- e. A completed immunization form
- f. Satisfaction of verification of lawful presence, if a Georgia resident.

\*A new MOWR financial application and student participation agreement must be submitted each semester of enrollment.

For more information on the MOWR Program, please contact Kristin Speegle, MOWR Coordinator, at (229) 317-6942 or (866) 775-1214.

8. **JOINT ENROLLMENT:** The Joint Enrollment Program allows the high school student, while continuing his/her enrollment in high school, to enroll in courses for college credit. Tuition, mandatory fees and associated costs of attendance are the responsibility of the student. The admissions requirements for joint enrollment are the same as those for the MOWR Program outlined above.
  
9. **Joint Enrollment Applicants** (those attending high school who plan to enroll in courses for college credit only) must provide:
  - a. Completed Darton State College application for admission along with the non-refundable \$20 application fee
  - b. An official copy of the high school transcript showing GPA and credits to date
  - c. An official copy of Scholastic Aptitude Test (SAT) or ACT Assessment scores
  - d. A letter of recommendation from the high school counselor
  - e. Written consent from a parent or guardian for students under 18 years of age
  - f. A completed immunization form
  - g. Satisfaction of verification of lawful presence
  
10. **PERSONS 62 YEARS OF AGE OR OLDER:** Darton State 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 audit student in courses offered for resident credit, traditional or online classes, 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.
  
11. **NON-IMMIGRANT INTERNATIONAL STUDENT ADMISSIONS:** Applicants who were born outside the United States and must obtain a visa to enter the country are considered international. To be considered for admission, international students must submit the following materials:
  - I. Darton State College Admissions Application and \$20.00 non-refundable application fee
  - II. Official high school transcript or General Education Development test results (GED). If transcripts are in a language other than English, an official English translation is required. In some cases, an outside evaluation of secondary education credentials may be requested. Photocopies or faxes are not acceptable. For applicants who hold U.S. high school diplomas, we require an official transcript detailing graduation date and type of diploma received. High school transcripts must show a proof of graduation.
  - III. Official college or university transcript from each college or university attended. Photocopies or faxes are not acceptable. Should you wish to obtain transfer credit from a college or university outside the U.S. you must obtain an official evaluation of your credit from one of the following professional academic credential evaluation agencies:
    - a. WES – [www.wes.org](http://www.wes.org)
    - b. Josef Silny – [www.jsilny.com](http://www.jsilny.com)
 Transfer credit from a college or university from outside the U.S. is awarded ONLY when the transcript is accompanied by either of the above stated professional evaluators.
  - IV. English Test Scores – applicants are required to have a minimum English test score.

- a. Native English Speakers – Students whose native language is English\* or whose language of instruction was primarily English throughout secondary school must satisfy English test scores with a minimum Compass Reading score of 74 and a Compass Writing score of 60, a minimum SAT Verbal/Critical Reading score of 430, or a minimum ACT English score of 17.

Proof of English Language Proficiency for Non-Native English Speakers – Applicants whose first language is not English and whose secondary education instruction was not primarily in English must meet the English proficiency requirement by submitting the results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 523 (paper-based), or 69 (internet-based). Applicants may choose to submit instead a minimum SAT Verbal/Critical Reading score of 330 or ACT English score of 12 to satisfy the English proficiency requirement. IELTS test scores are also acceptable to demonstrate English proficiency, and a minimum combined score of 5 is required. In addition, the Cambridge CAE (Certification of Advanced English) with a minimum score of 169 or Cambridge CPE (Certificate of Proficiency in English) with a result of “pass”, are acceptable.

- b.

**\*Countries & Territories considered primarily English speaking:** Anguilla, Antigua, Australia, Barbados, Bermuda, Bahamas, Belize, British Virgin Islands, Canada (except Québec), Cayman Islands, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, Nevis & St. Kitts, South Africa, St. Vincent, Trinidad & Tobago, Turks & Caicos, United Kingdom (England, Scotland, Northern Ireland & Wales), & the United States., **OR if you have had college level English with grade of “C” or higher that transferred in from an accredited US post-secondary institution.**

- V. Math Test Scores – applicants are required to have a minimum Math test score. The testing requirements can be satisfied by a minimum Compass Algebra score of 37, an SAT Math score of 400, or an ACT Math score of 17.
  - VI. Financial Documents – applicants must provide documentation of sufficient resources to cover tuition, room and board, health insurance, and other living expenses. An official bank statement or bank letter must be submitted along with a financial affidavit if the bank information is not in the applicant’s name. The total cost of attendance for one academic year is \$20,968.
  - VII. Immunization Records
    - a. Send health care provider-validated immunization record (with certified English translation if necessary) to International Student Services. Students will need the following immunizations proven:
      - i. Measles, Mumps, and Rubella I, Measles, Mumps, and Rubella II, Tetanus and Diphtheria, Varicella (if born after 1980), and Hepatitis B (if under 18 years old).
13. **Non-U.S. Citizens Who Are Not on Student Visa:** Applicants who graduated from a U.S. high school must meet the admission criteria for regular students. Applicants who graduated from a non-U.S. high school must meet the admission criteria for international students, but will not be required to provide the financial documentation. All non-U.S. citizens are required to provide a documentation of their immigration status to be considered for in-state tuition.
14. **NON-DEGREE STUDENTS:** Students may enroll as non-degree students for a maximum of 10 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 non-degree students with no limitation on the number of semester hour's credit that may be earned.

15. **RE-ADMISSION OF FORMER STUDENTS:** Former students are defined as those who have enrolled at Darton State College at some time in the past but were not enrolled the previous two semesters. 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 State College. A certified transcript from all colleges, universities, schools, and technical schools/colleges attended since the last enrollment at Darton State College, regardless of transfer credit. Students who re-enroll after a period of suspension re-enter on Academic Probation.
  
16. **ADMISSION TO SPECIAL COURSES:** Requirements for admission to seminars, short courses, and institutes which 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.
  
17. **EXCEPTIONAL OR UNIQUE CIRCUMSTANCES:** Recognizing not all applicants have the same needs or qualifications, Darton State 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.
  
18. **ADMISSION TO SPECIALIZED PROGRAMS:** Certain specialized programs such as Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Histotechnology, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiologic Science 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 ensure admission to a specialized program. See the specific program area for additional admissions requirements for each program.
  
19. **INDIVIDUALS WITH PHYSICAL, MEDICAL, and/or LEARNING DISABILITIES:** Darton State 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, students with disabilities 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 Disability 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.
  - e. All students, regardless of disability, must follow conduct and attendance policies.
  
20. **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 submit a completed immunization form.
  - c. Students' must submit composite GED test scores of a minimum 2250 (passing.)

- d. Students must submit an official copy of high school transcripts (for students whose graduation year would have been less than five years.)
- f. Students must take the COMPASS placement test.

*\*Beginning December 2016, Darton State College will be transitioning to Accuplacer from Compass. Students applying for admission after December will be required to complete the Accuplacer Placement test. Compass score results taken within the previous calendar year will still be accepted.*

### C. LEARNING SUPPORT REQUIREMENTS

Entering freshmen who submit SAT I and/or ACT scores below 430 SAT I Critical Reading/17 ACT English and below 400 SAT I Math/17 ACT math will be required to take the COMPASS placement 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.

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 State 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 State 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. 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 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, dual enrollment, transient, irregular, audit or post-baccalaureate.
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. Scores below 74 in reading, below 60 in English and below 37, or below 47 in certain majors, in algebra on the COMPASS test will require one or more Learning Support courses in a given deficiency area. The University System of Georgia has mandated that students who place in all three areas of learning support are no longer eligible for admission. Students requiring remediation must enroll in these courses first each semester before enrolling in any credit work. Students needing to satisfy CPC math requirements are required to do so by satisfactory completion of Learning Support math.
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. Beginning fall 2015, courses taken to meet deficiency requirements must be completed within the first 30 hours of college work. Science deficiencies may be removed by completing either BIOL 1110 or CHEM 1151; 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, or JAPN 1001. Grades of “C” or better are required to satisfy the deficiencies.

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 CREDIT FROM OTHER INSTITUTIONS**

Darton State College will accept transfer credit from other regionally 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 State 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 State 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 State College for students applying for an Associate’s Degree. For those students applying for a Bachelor’s degree, a maximum of 91 semester hours of academic work may be transferred to Darton State College. A limited number of credits earned by correspondence may be transferred if they carry satisfactory grades and meet curricular requirements.

Currently enrolled students and readmitted students are encouraged to access their unofficial Darton State College transcript via MyDC for updated transfer credits.

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

#### **F. VALIDATION OF RESIDENCY**

In accordance with Board of Regents Policy 4.3.4, all applicants accepted for admission or readmission to Darton State College for fall 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States. Enrollment to Darton State College is conditional until lawful presence is verified.



# RECORDS

Section Four

## 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 State College. Also included is a list of courses and credits transferred from any institution formerly attended by the student.

Students who wish to have their Darton State College transcript sent to another institution should submit a request. Requests may be submitted electronically through TranscriptsPlus (<http://www.darton.edu/admin/records/transcripts.php>) or by completing a "Request for Transcript of Record" form to the Registrar's Office at least two weeks prior to the date the transcript is needed.

## 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 Department of Campus Life.

## 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 State College. Details concerning the registration process are distributed each semester.

## D. WEB REGISTRATION

All currently enrolled students are eligible to participate in Advising/Early Registration. Students are strongly encouraged to register during this phase. Students will be notified via their [Darton State email account](#) with more details approximately one week prior to the beginning of Advising/Early Registration. Students must first meet with their advisor to go over their program of study and detail their courses for the next semester. Once this has been determined, the web hold is temporarily lifted so the student can web register. More detailed information can be found on the website at [http://www.darton.edu/current/registration\\_procedures.php](http://www.darton.edu/current/registration_procedures.php)

Readmitted students whose files are complete will be invited to register during this time as well. Invitations will be mailed to eligible students.

## E. ADVISING/EARLY REGISTRATION

Three weeks during each semester is designated as Advising/Early Registration week, and currently enrolled students may, at this time, 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 seek advising/early registration. Details concerning advising/early registration and fee payment are distributed during the week of advising/early registration.

## F. WITHDRAWAL FROM THE COLLEGE

Should the student find it necessary to withdraw from Darton State College after completing registration, the student should contact his/her academic advisor for assistance in completing the official withdrawal form or if no academic advisor is assigned, see the division office of his/her plan of study. 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 of extenuating circumstances surrounding the withdrawal.

## **G. WITHDRAWAL FROM INDIVIDUAL COURSES**

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

## **H. STUDENT MEDICAL WITHDRAWALS**

A student may be administratively withdrawn or request to be administratively withdrawn from the College when in the judgment of the Vice President of Academic Affairs, it is determined 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. A student administratively withdrawn may have an administrative hold placed on the student’s account. The administrative hold would prevent the student from future registration until the hold is removed. The removal of the hold is usually processed after the student provides proper documentation indicating the student is well enough to return to the college.

## **I. MILITARY WITHDRAWALS**

At the request of the student, active-duty and reserve military students with orders to deploy will be removed from their courses for applicable semester with no academic penalty with submission of their orders to the Registrar’s Office.

## **J. ATTENDANCE POLICY**

During the one-week period immediately following the first day of class, each faculty member notifies the Office of Registrar of those students on the class roster who have never attended class or actively participated in their online course. For more information on the online course attendance requirements see <http://online.darton.edu> Policies & Procedures-Attendance Requirements for Online Courses. During this one-week period, students will be dropped and the course will not appear on the student’s permanent academic records. All students must understand if they are not participating in a required class, **ALL** courses will be dropped.

ALSO, up until midterm of “last day to drop without academic penalty,” the faculty member may withdraw any student who has ceased to participate and the student will receive a grade of ‘W’ on their academic record. After midterm or “last day to drop without academic penalty,” faculty can continue to withdraw any student who has ceased to participate; however, the student will receive a grade of “WF” on their academic record.

*The student is responsible for understanding a withdrawal or faculty withdrawal may result in loss of financial aid and failing to properly withdraw from a course may result in receiving a failing grade of F for that course.*

# 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, credit card (cash advance to which bank will add interest and service charge) or a confirmed financial aid award. 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. Applications completed online have a fee of \$25.00.

**Matriculation Tuition** - The tuition for 15 or more semester hours of credit or Learning Support courses is \$1,363.00 in addition to other fees. For less than 15 hours it is \$90.87 per semester hour. The cost to audit a course is the same as the cost to enroll for credit.

**Online-Only Tuition** – For Online-only students the tuition for 15 or more semester hours of credit is \$1,950 in addition to other fees. For less than 15 hours, it is \$130 per semester hour in addition to other fees. Online-only students are exempt from non-resident fees, student activity fees, and athletic fees. Students who do not attend any classes on the main campus or at any off-campus class site and who reside outside the College’s 14 county service area, including out-of-state students, are eligible for classification as Online-only. The 14 county service area for Darton State College includes the following counties: Baker, Calhoun, Crisp, Colquitt, Dougherty, Early, Lee, Miller, Mitchell, Randolph, Sumter, Terrell, Turner, and Worth.

**Non-Resident Fee** – Students who attend classes on the main campus – or at an off-campus site - and who are not residents of Georgia will be charged a non-resident fee tuition. Non-resident students registering for 15 or more credit hours will be charged a non-resident fee tuition of \$5,160 per semester in addition to all other fees. Those registering for less than 15 hours will pay \$344 per semester hour in addition to all other fees. Online-Only students residing outside the Darton State College service area are exempt from the non-resident fee – regardless of Legal Residence Status. ([See Definition of Legal Resident in this catalog.](#))

**Board of Regents Fee** – Students will pay \$200.00 for the Board of Regents fee.

**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.

**Art Fees** – A fee of \$50.00 is charged to each student registering for ART 2111 Basic Photography, ART 2140 Ceramic I, ART 2150 Computer Art, ART 2160 Visual Design, and ART 2200 Professional Practice and Portfolio. If these courses are taken online, the \$50 fee is not assessed.

**Athletic Fee** - Each student taking credit or Learning Support courses of four hours or more will be charged an athletic fee of \$110 per semester. This fee is used to defray expenses of intercollegiate athletics. Online-only students residing outside the Darton State College 14 county service area are exempt from the Athletic Fee.

**DART Fee** – A fee of \$16.00 is charged to every student.

**Laboratory Fee** - A fee of up to \$35 is charged to each student registering for a laboratory science

course in Biology, Chemistry, Engineering, Integrated Science, Physical Science, Physics, or Science. This fee, **not applicable to online-only students**, pays for the required consumable supplies, equipment maintenance, and specimens used in performing laboratory experiments.

**Nursing Fees** – Students enrolled in nursing courses are charged for nursing liability insurance, clinical skills practice kit and nursing resources which include the following; testing, nursing resources, and NCLEX review course.

**Physical Education Fees** - A fee of \$10 is charged to each student registering for PHED 1137 Basic Sailing, PHED 1108 Leisure Sports, and PHED 1133 Scuba. A fee of \$15 is charged to each student registering for PHED 1219 Introduction to Fly Fishing. A fee of \$20 is charged to each student registering for PHED 1143 Beginning Snow Skiing and PHED 1199 Snow Skiing II, PHED 1218 Hunter Safety Education, 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. A fee of \$100 is charged for Beginning Horsemanship.

**Information Technology Fee** – Students will pay a technology fee, which allows them access to campus computers, campus Internet and WIFI access, Darton email, and learning resources online. The fee is based on credit hours: 1 = \$21.00; 2 = \$41.00; 3 or more = \$62.00.

**Student Activities Fee** – Each student taking credit courses of four hours or more will be charged a Student Activities Fee of \$200 per semester. Students taking credit courses less than four hours will be charged a Student Activities fee of \$150 per semester. Online-only students residing outside the Darton State College 14-county service area are exempt from the Student Activities Fee.

**Student ID Cards** - All students are entitled to a student ID card. ID cards are made in the Technology Building during registration hours and during regular office hours when the campus is open. Those seeking an ID can report to the IT Helpdesk A-153. In order to maintain and support the ID card system, a \$10 fee is charged each semester to currently enrolled students, with the exception of those declared as fully online who reside outside of Darton's 14-County service area.

Online only students residing outside of Darton's 14-County service area may request an ID Card by contacting the Business Office (229-317-6713) and paying the \$10 ID Card fee. Distance students must provide a clear, scanned copy of valid picture ID via email to [IT.ServiceDesk@darton.edu](mailto:IT.ServiceDesk@darton.edu).

Online only students residing outside of Darton's 14-County service area who require a verified letter of enrollment, and do not wish to purchase an ID card should send a detailed request to [onlineinfo@darton.edu](mailto:onlineinfo@darton.edu).

**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 Health Sciences 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 \$500 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 \$25 or five percent of check amount, whichever is larger.

**Graduation Fee** - Candidates for graduation will be charged a \$75 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. A \$15 late fee will be applied if deadline is missed.

**Transcripts** - Students who have discharged all financial obligations 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 \$2 will be made for each additional transcript.

**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.

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

**Background Check** - To satisfy joint commission requirements, clinical affiliates of the Health Sciences and Nursing programs may require students to undergo a criminal background check and drug screen before accepting them for clinical rotations. Darton State College intends to use a company called Pre-Check to furnish the required background check. A fee will be assessed in the first semester of the program. The student signs a release form allowing Pre-Check to conduct the check. Results of the check released to the program are limited to informing the program the applicant is "clear." In the event the report is not "clear", the student may access and dispute any incorrect data with Pre-Check. Clinical facilities have the right to refuse a student for clinical placement. Should a denial of placement occur, the program will attempt to find a different facility; however, it is not the responsibility of the program or college to find clinical placement for a student with a record. If a student cannot be placed, they will be unable to satisfy academic progress and will be dismissed from the program. Students should realize it is very likely all clinical facilities will have similar requirement.

## **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. Proof of age must be provided.

## **C. REFUNDS**

The refund amount for students withdrawing from the institution shall be based on a pro-rated percentage determined by dividing the number of calendar days in the semester 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 a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time the amount equals 60%.

Students who 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 or distributed through direct deposit 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 State 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 State 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 an immigration status 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 whose parent, spouse, or legal guardian 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.

**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. To be guaranteed residency consideration, the petition should be submitted prior to the beginning of the semester that residency is requested.**

13. Recently Separated Military Service Personnel – Members of a uniformed military service of the United States and his/her dependents who, within 36 months of separation from such service, enroll in an academic program and demonstrate the intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

## **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**

The Financial Aid Office at Darton State College assists students in the process of applying for financial aid and finding ways to meet educational expenses. Financial aid is designed to assist students and/or their parents in paying educational costs for eligible certificate and degree programs. All of the financial aid programs at Darton State College are administered in accordance with established state and federal regulations and policies.

Darton State College offers a variety of financial aid programs, which include grants, scholarships, loans and work study to eligible students. To be considered for any type of financial aid, an applicant must (1) be admitted as a regular student (2) complete the Free Application for Federal Student Aid (FAFSA), and (3) ensure that all required documentation is submitted to the financial aid office by the published financial aid deadline for each term. This deadline can be found on the College's website under the financial aid section.

Students do not need to be a full-time student to be eligible for financial aid, but most financial aid is adjusted and paid according to the number of eligible credit hour a student is enrolled in each term. Financial aid awards are made on a rolling basis throughout the year. Students must re-apply for financial aid each year to determine continued eligibility.

### **Federal Grants-**

Grants are "gift aid" and do not require repayment unless a student fails to maintain Satisfactory Academic Progress and/or remain enrolled in classes. Darton State College participates in the Federal Pell Grant and Federal Supplemental Opportunity Grant (FSEOG) programs. Grants other than Pell are awarded on a funds available basis. For this reason, timely applications are important and encouraged.

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

**Federal Work Study (FWS) –** Work study awards are offered to students with eligibility and who indicate an interest in work study on the FAFSA or directly with the financial aid office. Students must be enrolled in at least 6 credit hours and be meeting Satisfactory Academic Progress requirements to be eligible. The maximum amount a student can earn is determined by financial need and is dependent on available funding and jobs on campus. Students in this program can work up to 19 hours per week, depending on the student's eligibility as determined by the FAFSA data. Work study funds are limited and positions are filled on a first-come, first served basis. If a student did not indicate interest in work study on the FAFSA, students can inquire with the financial aid office about being awarded work study.

### **Federal Direct Student and Parent PLUS Loans -**

Darton State College participates in the William D. Ford Federal Direct Loan Program, which is administered by the U.S. Department of Education. Direct loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. Loans can be used for educational expenses until a student graduates or stops attending school in at least a half-time (6 credits) status. Loan repayment typically begins six months after completion of the degree or certificate, or withdrawal from school.

The Direct Loan Program offers subsidized and unsubsidized loans for students, or the Direct PLUS loan for the parent(s).

- Subsidized Direct Loans are need-based. The federal government pays interest on this type of loan while the student is in school. Subsidized loan eligibility is also limited to a maximum timeframe of 150% of the number of years required to obtain the degree or certificate, i.e., an Associates Degree takes 2 years to complete at a full-time status and a student may be eligible for the subsidized loan for up to 3 years.
- Unsubsidized Direct Loans do not require a student to show financial need; however, all financial aid funding must not exceed the cost of attendance at the institution. The student, not the federal government, is responsible for paying all interest that accrues on this loan while in-school or during grace and/or deferment periods.
- PLUS loans enable parents with satisfactory credit histories to borrow funds for the educational expenses of each child who is a dependent, undergraduate student enrolled at least half-time.

Loan recipients must maintain six or more credits to maintain eligibility for Direct Loans or Plus Loans. Loans are awarded in accordance with federal regulations, such as maximum annual loan limits and restrictions on loan amounts per type of loan.

**Hope MOWR Program** - Available to high school students enrolled in college credit courses.

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

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

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) must be maintained to be eligible for financial aid. Student must meet the academic standards of the college as well, but the SAP standards for financial aid may vary from the academic standards of the college. In general, students must successfully complete the classes he/she has attempted each term, earn a minimum cumulative grade point average (GPA), and earn his/her degree within a maximum timeframe. Satisfactory Academic Progress is monitored for each payment period/term. If a student's financial aid eligibility is suspended as a result of not meeting the SAP minimum standards, means can be taken by the student for reinstatement as outlined in the Satisfactory Academic Progress Policy. A complete copy of the policy is available in the Financial Aid Office or the [college's website](#).

### **SCHOLARSHIPS**

Thanks to donations from businesses, individuals, families, and professional organizations, and friends of Darton State College, Darton State College's Foundation provides scholarships for Darton students each year. To be considered for a scholarship, students must show academic excellence, enroll in specific fields of study or display special talent in the arts.

Inquiries for scholarships must be directed to academic offices of selected plans of study.

**VETERANS AFFAIRS**

Students eligible for benefits should complete the appropriate applications available in the Office of the Registrar located in Bldg. K, Room 101. Applications, supporting documents (i.e., DD-214), and enrollment verifications are forwarded to the V.A. Regional Office in Atlanta, GA for processing of benefits.

**SOCIAL SECURITY NUMBERS**

Federal law recognizes the student's 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

# STUDENT AFFAIRS

Section Six

## PHILOSOPHY AND OBJECTIVES

The College subscribes to a holistic approach to education. The Student Affairs Division includes Campus Life, Student Success, Enrollment Management, Career Development Center, Academic Advising, Disability Services, Student Counseling, Peer Tutoring, international student services, Testing Center, Housing, and Student Conduct.

### A. DEPARTMENT OF CAMPUS LIFE

The purpose of the Department of Campus Life Program is to complement the instructional program of the college by providing out-of-class recreational, social, cultural, and educational opportunities.

**Student Services Committee** - It is the responsibility of Campus Life to provide a variety of programming to the campus community. This program can be social, cultural, education and/or recreational in nature. The professional staff in conjunction with our student programming committee are responsible for implementing programming to the campus community.

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 Campus Life staff and/or the 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 Campus Life.

**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 in C-1031 for more information. Online only students may call 229-317-6738 to inquire about at-a-distance peer tutoring.

**Intramurals and Recreation** – The Office of Campus Recreation supports the mission of the Department of Campus Life by providing quality, comprehensive, recreational programs to the students, faculty and staff of Darton State College. The Office of Campus Recreation strives to promote personal growth and healthy lifestyles by providing participatory recreational experiences to the Darton State College community.

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

**Student Government Association (SGA)** –The purposes of the SGA are to serve as a liaison for communication between the students of Darton State College and the faculty and administration; to serve in an advisory capacity to the Dean of Students and Vice President for Student Affairs; and to be the official voice of the students of Darton State College.

### B. STUDENT SUCCESS PROGRAM

The Student Success Program is located on the first floor of the Student Center, C-103. Office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. or after 5:00 p.m. by appointment. The Student Success Program is designed to help students develop ways to be successful and will 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 State College students may seek short-term personal counseling from qualified counselors for any academic/nonacademic problem that is interfering with their ability to achieve academic success.
- **Academic Advising-** Students who have undecided guided pathways receive academic

advising from a success advisor. Advising sessions consist of exploring various guided pathways, introducing the student to the Career Center, developing an educational plan, and suggesting strategies to improve the student's overall academic success. Success advisors also give special attention and support to new students, readmitted students, at-risk students, students taking foundations and support classes, and students who are considering a guided pathway change. Advising sessions consist of designing a schedule, registering for classes, introducing the student to the Student Success Program, and making appropriate referrals to improve the student's overall academic success.

- **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, 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.

### C. CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is located in the Student Center, C-103. 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 plans of study, 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 GUIDEDis 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 can be viewed in the Career Center or online at [www.collegecentral.com/darton](http://www.collegecentral.com/darton). This online job board gives students the opportunity to view jobs, post resumes, and apply online for on or off campus positions.

### D. 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 Coordinator serves as a liaison between international students, faculty, administrators, the Department of Homeland Security, and other external agencies. The International Student Office, located in C-103, is open weekdays from 8 a.m. until 5 p.m. and after hours by appointment.

### E. DISABILITY SERVICES

The Disability Services Office is located in the Student Center, C-103. 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 State 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 Disability Services with a current transcript and current (within the last three 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 and the release of information form.
- 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 the rules of conduct and attendance policies apply to all students regardless of disabilities.

## F. TESTING CENTER

The Testing Center is located in G-101, next to the Library.

**Testing Services:** The Testing Center schedules and administers the COMPASS Admissions and Placement Tests, the Residual ACT, CLEP tests, VUE certification tests, tests for distance learning and other ability and achievement tests requiring a testing supervisor. Information is available under Testing on [Darton's web site](#). Students should check with the Testing Center for applicable fees. Online only students testing for online classes at a distance should follow the policies/procedures outlined within the specific course. Students are responsible for all costs associated with proctored testing. See <http://online.darton.edu/> – Additional Course Fees, to determine which online courses require proctored testing.

## G. HOUSING

Beginning Fall-2009 Darton State College has on-campus residential living. [Please see the Darton website for further details](#). The Vice President for Student Affairs maintains a listing of private housing that is also available to students.

## H. STUDENT CONDUCT

Students of Darton State 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.

## I. STUDENT HEALTH SERVICES

The College Health Clinic is located in C-143. Currently, student residents in student housing, student athletes, and international students pay a fee per semester for Student Health Services. Other Students may opt to pay the per-semester fee or may pay per visit for services provided. 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.

## J. PEER TUTORING

The Peer Tutoring Center is located on the first floor of the Student Center, C-1031. It is open from 8:00 a.m. until 5:00 p.m. Monday through Friday or in the library after hours. The Peer Tutoring Center provides free tutoring to Darton students in most areas of study. Students are encouraged to contact the Tutoring Center Coordinator in C-103 as soon as they experience challenges with their

course work. The Tutoring Center offers appropriate support and referrals, academic help, and mentoring. The goal of the Peer Tutoring Center is to help students become independent learners. Fully online at-a-distance students should call 229-317-6738 to inquire about peer tutoring.

# 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

Technology Services operates the computer labs and 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, Technology Services operates several systems, including Windows, UNIX, LINUX Servers, as well as, ORACLE databases, 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 additional support for their courses.

Technology Services supervises a central computer lab of over 60 computers and one multi-function printer available to students. Windows 7 is installed on each intel PC with Office 2013 Professional, Microsoft Internet Explorer, Adobe Acrobat Reader, Google Chrome, and other software required for classes; also, an Apple iMac computer running Mac OSX. Student workers rotate shifts to provide assistance in troubleshooting the computers. The lab worker is not responsible for helping students with their homework assignments.

### B. Instructional Technology

Technology Services staff and facilities, along with the Online Learning Division, support the design, development, and production of instructional content. The divisions also facilitate 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 learning technologies. Faculty and staff development, one-on-one faculty support, technical assistance and helpdesk support for faculty, staff and students are also available.

### C. Writing Center and Math Center

The Humanities and Mathematics departments provide a Writing and Math Center to assist students in achieving maximum success in their coursework.

The Writing Center, located in room C-102 in the Student Center building, offers individualized assistance with writing assignments for all subject areas. The Writing Center is staffed by professionals and student tutors who provide constructive feedback throughout the writing process, utilizing an active learning approach that allows students to take complete responsibility for their success. Computers, printers, Internet access, style manuals, and other writing aids are available for student usage free of charge to assist in research and the preparation of writing assignments.

The Writing Center is open 8:00 a.m. to 5:00 p.m. Monday through Friday. Evening and summer semester hours may vary. For more information, call 229-317-6943 or visit the online Writing Center web site at [www.darton.edu/WritingCenter](http://www.darton.edu/WritingCenter).

Distance learning students have complete access to all services provided by the writing center and may access those services at <http://www.darton.edu/programs/Humanities/writing/online.php>.

The Math Center, located in room I-110, offers individualized assistance in all mathematics subjects.

The Math Center is staffed by professionals and student tutors who provide constructive feedback and one-on-one tutoring in the foundations of problem solving with emphasis on the use of technology as a problem-solving tool. Computers, printers, calculators and mathematics reference materials are available for student usage to assist in problem solving and completion of assignments.

The Math Center is open 7:30 a.m. to 9:00 p.m. Monday through Thursday; 7:30 a.m. to 5:00 p.m. Fridays in the fall and spring semesters. In the summer, the Math Center is open 7:30 a.m. to 9:00 p.m. Monday through Thursday; 7:30 a.m. to 11:30 a.m. Fridays. For more information, call 317-6881. The Online Math Center is available for students Monday and Wednesday from 3:00 p.m. to 10 p.m. (times and days are subject to change.) For more information regarding the Online Math Center, please visit [www.darton.edu/MathCenter](http://www.darton.edu/MathCenter).

## **D. Distance Learning – Multiple Options**

Darton State 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 online courses, video conferencing, or video streaming. Registration and admissions for distance learning classes follow the same procedures as for traditional enrollment at Darton State College. Students are expected to meet regular admissions deadlines and are eligible to apply and register online after submitting the paperwork. See [Darton State College Admissions Procedures](#). Online courses at Darton State College are supported by the Online Learning Division and Technical Services/Helpdesk Department, the Darton State College Library, the Georgia Library Catalogs, and the Darton State College Bookstore. The Online Learning web site, <http://online.darton.edu>, provides additional information for online degrees, courses, and certificate offerings, as well as information on online policies and procedures, and student support services for online students. Darton State College provides free technical support for distance learning through the IT Help Desk. Technical support may be requested by phone (229) 317-6704 (local) or 1-800-861-8318 for students outside the Albany, GA calling area. Online students may also receive assistance by contacting their Online Support Specialist- see <http://online.darton.edu>.

### **Online Degrees, Courses, Certificates and Areas of Interest**

Darton has a wide-variety of degree, course, and certificate options available fully at-a-distance and many more may be completed partially online. For a complete listing of online options see <http://online.darton.edu> – *Courses* or *Degrees*.

Online course work follows Darton’s Academic Term Calendar and admission, registration, drop/add dates, etc. are the same as Darton’s on-campus classes. (<http://www.darton.edu/calendars>). Online classes at Darton are multimedia enriched, instructor-led courses and are not correspondence classes. Students will have weekly assignments and deadlines and should expect to log-in to the online classroom multiple times each week.

Some online courses require proctored testing and other resources may require additional costs outside of normal tuition, fees, and textbooks. Please check <http://online.darton.edu> – *Additional Course Fees* prior to registration to review these requirements.

Courses, which require proctored testing, will have specific testing information within the course. Darton’s Proctored Testing Policy may be found at <http://online.darton.edu> – *Policies & Procedures – Proctored Testing*. Students may test at one of Darton’s campuses (Albany or Cordele) or through Proctor U. Students must have a webcam, microphone, and stable Internet connection to test through Proctor U. The student is responsible for all costs associated with proctored testing.

Off-campus computer hardware, software, and Internet access are the responsibility of the student. Power/Internet outages and software/hardware crashes are not acceptable excuses for failing to log in and participate in online course work. Students should ensure proper access to all required

components are available prior to registering for an online course. Please note while some portions of an online course may be completed using a mobile device, Darton does not recommend the sole use of a mobile device to complete online courses. For additional information regarding online learning, see <http://online.darton.edu> or call 229-317-6241.

Online course access is available to students on the first day of class as noted on Darton's Academic Calendar. Access to online coursework ends thirty days after the final day of class. Students are encouraged to download and make backup copies of all course work prior to this time.

#### **Video Streaming Courses (One-way)**

Darton offers a few courses through one-way video streaming. This technology allows select courses to be video streamed from the Darton main campus to a satellite location. Therefore, students at the recipient locations are able to see and hear the class and the instructor. However, unlike two-way video conferencing, video streaming is not interactive since audio capabilities are unidirectional. Inquiries must be communicated with the instructor via email or phone.

### **F. 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 by providing and maintaining a range of quality resources/services/facilities which deliver 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/information literacy programs, interlibrary loan service, reference service and various other online services. Access to the [library homepage](#) is available through the Internet or the [Darton State 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, Georgia state publications and other resources 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. Universal Borrowing is another resource sharing initiative through the Library that allows USG patron's access to circulating materials at all USG libraries. 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 State 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 100,248 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 263 titles. Back issues of many of the periodicals are available in bound volumes or among the more than 37,056 units of micro materials.

In-house equipment items available for the benefit of patrons are VCRs, computers including wireless, microfilm/microfiche reader-printers, laser printers, laptops, 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 State College.

### **G. Military Opportunities**

There are numerous opportunities with the military awaiting Darton State 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 Career Development Center and meet with enrolled students in Darton State College's Student Center to discuss military programs and career opportunities.

For additional information, visit the websites: [www.airforce.com](http://www.airforce.com) [www.goarmy.com](http://www.goarmy.com)  
[www.marines.com](http://www.marines.com) [www.navy.com](http://www.navy.com)

### **H. Veteran's Services**

The Office of Military and Adult Education serves as the Veterans Affairs administrative representative at the College. Please contact the VA Certifying Official, located in the Student Center, room 103, to learn more about any of the military opportunities and veterans' services available to students at Darton. The VA Certifying Official may be contacted at (229) 317-6538 or [military@darton.edu](mailto:military@darton.edu).

### **I. Military Resource Center**

The Office of Military and Adult Education, located in the Student Center, room 103, promotes college completion for adult learners and military personnel.

#### **1. Adult Learning**

Darton State College recognizes both the challenges and experiences adult learners bring to higher education. Through the facilitation of a range of Prior Learning Assessment (PLA) options, Darton provides adult learners an opportunity to attain college-level credit for life and work experience. The Office of Military and Adult Education also offers a variety of support resources to maximize student achievement. To contact the Office of Military and Adult Education, please call (229) 317-6538.

#### **2. Military Resource Center**

The Military Resource Center provides individually tailored resource guidance for military students, to include active-duty, reservists, veterans, and family members. The mission of the Military Resource Center is to provide student support services that enhance and compliment the academic experience of our military students. Through information and referral, outreach, and opportunities for involvement, the Center strives to provide a supportive and educational environment that promotes student success. The Center also advises the Military Student Organization and chairs a Military Outreach Committee, composed of appointed faculty, staff, and students who review and recommend military friendly policies at Darton. The Military Resource Center is dedicated to helping our past, present, and future military members, along with their families, achieve their higher education goals. For more information, please contact the Military Resource Center at (229) 317-6538 or [military@darton.edu](mailto:military@darton.edu).

## **J. First Year Experience Course**

Also called DART 1000, this course is designed to assist first-year students in adjusting to the academic and social community at Darton State College.

1. All degree-seeking students who have less than 12 earned hours must take DART 1000.
2. Students who have at least 12 hours of earned college credit will not be required to take FYE. This includes all previous coursework, transfer credit, AP credit, or CLEP exams.
3. While enrolled as a MOWR student, DART 1000 is not required. However, should the student continue their studies at Darton State College after high school graduation, they may be required to fulfill DART 1000 if they do not have 12 earned hours at the time of their status change.
4. Students enrolled in certificate programs are not required to take FYE. Should they transfer to a degree program and have less than 12 hours, they will be required to take FYE.
5. Students who do not pass FYE with at least a C will be required to retake the course in the following semester, regardless of hours earned.

# 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 six to eleven hours are considered “part-time.” The maximum normal academic load 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 [Darton State College Fees and Cost.](#))

Faculty advisors will help students in planning their class load each semester. (Also see [Programs of Study, Section B - Advising for more information about the role of the faculty advisor.](#))

**Semester Credit Hours** - Darton State 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. Institutional credit courses numbered less than 1000 are developmental in purpose. 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 three-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 two to three 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 minimum GPA 3.0 or the Dean's List for the preceding semester, may appeal to the dean of their plan of study 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 Regulations, Section H – Academic Standing.](#))

**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** - 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.

Darton State College has implemented a No Show/Faculty Withdrawal Policy. The policy states the following:

During the one-week period immediately following the first day of class, each faculty member notifies the Office of Registrar of those students on the class roster who have never attended class or actively participated in their online course. The students will be dropped and the course will not appear on the students’ permanent academic records.

Up until midterm or “last day to drop without academic penalty,” the faculty member may withdraw

any student who has ceased to attend, and the student will receive a grade of “W” on their academic record. After midterm or “last day to drop without academic penalty,” faculty can continue to withdraw any student who has ceased to attend; however, the student will receive a grade of “WF” on their academic record.

The Registrar’s office notifies students of faculty/withdrawal actions; the Financial Aid Office is also notified.

The student is responsible for understanding a withdrawal or faculty withdrawal may result in loss of financial aid and the failing to properly withdraw from a course may result in receiving a failing grade of F for the course.

**Online Attendance** – Attendance in online classes is verified in terms of participation, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion, quality and quantity of chat and online discussion content, quality and quantity of e-mail, quality and quantity of course work, test participation, and other considerations. Distance learning courses at Darton State College are instructor-led classes, not independent study or correspondence courses. Students are expected to engage actively in the course content, participate in student-teacher and student-student communications, and complete assignments and tests according to the requirements and schedule of the course instructor. Failure to participate, communicate, or meet course requirements within the time frame required by the instructor may reduce the grade for the course or initiate faculty-withdrawal procedures as noted earlier.

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 any time 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/her designated representative. Verification of hardship will be required.
2. A course may be added only on Registration Day. ([See College calendar for date/time.](#))

**Withdrawal** - To withdraw from all courses, that is, resign from college, students must report either to their faculty academic advisor, their guided pathway division Dean/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 division Dean/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 Darton State College 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/her designated representative. Verification of hardship will be required.

### **C. TRANSIENT AUTHORIZATION**

A Darton State College student who wishes to enroll temporarily in another college or university must obtain prior permission to do so and should request a letter of authorization be sent to the Director of Admissions of that college or university. The Darton State College Registrar may grant the permission and issue the letter of authorization. Students requesting transient permission must have exited learning support and have at least a 2.0 GPA and request courses as part of their curriculum at Darton State College. Credit earned while in a transient status may be transferred back to Darton State College provided such credit carries a grade of "C" or better and satisfies curricular requirements. It is the student's responsibility to request a transcript of credits be sent back to Darton State College.

### **D. CLASSIFICATION OF STUDENTS**

At the beginning of each semester, students are classified as follows: freshman, sophomore, junior or senior. Students who have earned fewer than 30 semester hours of college credit are classified as freshmen. A student must have successfully earned 30 semester hours of college credit to be changed to sophomore status. Those students who are enrolled in the bachelor's degree program will be classified as juniors at 60 semester hours of earned credit and as seniors when they reach 90 semester hours of earned credit.

### **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 is 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.

## F. GRADING SYSTEM

The grading system used by Darton State 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 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 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.
- 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.

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

- IP** - This symbol indicates 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 credit has been earned in certain activities graded "pass" or "fail."

**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:

<b>COURSE</b>	<b>Semester HOURS</b>	<b>Grade EARNED</b>	<b>Grade POINTS</b>
ENGL 0989	*3	B	0
MATH 1111	3	C	6
HIST 2111	3	A	12
BUSA 2106	3	B	9
POLS 1105	2	A	8
PHED 1115	<u>1</u>	B	<u>3</u>
	12		38

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

\*Institutional Credit

A sample computation of a cumulative GPA is shown below:

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

It should be noted 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. For graduation GPA, the higher grade is used.

**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, the higher grade 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 and First Year Experience classes are institutional credit only, and not included in the calculations for Dean's List.

**Merit List** - The Merit List each semester will include those part-time students who are taking at least five 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 and First Year Experience classes are institutional credit only, and not included in the calculations for the Merit List.

## G. REPORTING GRADES

Darton State College makes student's grades available on-line through each student's individual account with secure access. All possible efforts are taken to expedite processing of grades. Copies of grades will only be mailed to those persons or agencies specifically designated in writing by the student. Students can do this by requesting a copy of their academic transcript: (<http://www.darton.edu/admin/records/transcripts.php>). It is also the student's responsibility to report any grade errors to the Registrar's Office within 15 days of receipt.

## H. ACADEMIC STANDING

The purpose of probation and suspension is to assure the judicious 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, transfer students seeking admissions have a minimum overall average of 2.0 © for all previous academic work attempted. Darton State College probation and suspension policies must be construed as being congruent with such policies of all other colleges.

**Academic Warning-** A student will be placed on academic warning if their cumulative GPA drops below the minimum grade point average required for the degree credit hours attempted (please see Degree Credit Hours Attempted/Minimum GPA required chart found under Academic Probation). Following an academic warning, if the student does not meet the specified Credit Hours/GPA requirements, he/she will be placed on academic probation.

**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 "Grade Point Average Computation").

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 Grade Point Average (GPA)
.5-15	1.6
16-30	1.7
31-40	1.8
41-50	1.9
51 or more	2.0

*\*Prior to 31 hours, a student will be placed on Academic Warning if their cumulative GPA falls between 0.00 and 1.99.*

**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 for each suspension, also called Academic Dismissal.

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

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

### **Learning Support Probation/Suspension -**

**DISCLAIMER:** All policies regarding learning support are subject to change according to Board of Regents' mandates.

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 (*beginning Fall 2015* two attempts in learning support courses labeled as Foundation courses in English and Math; no attempt limits will be placed on students in co-requisite courses labeled as Support courses) shall be placed on Learning Support suspension for one year. Students who are placed on Learning Support suspension shall not be considered for readmission within one year of suspension. Receiving any of the following grades is considered an attempt: A, B, C, F, WF, S, U, I, or IP.

### **Learning Support courses cannot be appealed.**

**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 Dean/Chair of the division concerned; (3) if the grievance still has not been resolved, an appeal may be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs may refer the matter to the Academic Appeals Committee for assistance in rendering a decision.

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 and at other times as directed by the Vice President for Academic Affairs. 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 Academic Regulations, Area H – Academic Standing - Learning Support Probation/Suspension.](#)

## **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 State College seeking Academic Renewal status from former enrollment at Darton must have had a three-year absence. A student may be granted Academic Renewal status only once.

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 three 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." Final approval of the Academic Renewal status is granted by the Vice President of Academic Affairs and permitted once the student re-enrolls at Darton State College.

## **K. ACADEMIC APPEALS PROCEDURE**

1. Obtain the appropriate form from the Records office.
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. Return the forms with any supporting documentation (including proof of extenuating circumstances) to the Academic Affairs office. **ALL SUPPORTING DOCUMENTATION MUST ACCOMPANY THE ACADEMIC APPEAL FORMS. NO DOCUMENTATION WILL BE ACCEPTED LATER!**
5. The Academic Appeals committee meets on registration day of each semester. You must be present or your appeal will not be considered. Information is forwarded to at-a-distance students when requested via email, fax or mail. Distance Learning students will be contacted by phone on the appeals day.

## **L. DEGREE REQUIREMENTS**

Darton State College grants the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees and selected Baccalaureate 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** – For the Baccalaureate of Science degree, the student must complete a minimum of 120 hours of academic work, plus physical education requirements. The student must present 31 semester hours of residence instruction at Darton State College. The student must complete a minimum of 60 hours of academic work for an Associate degree, plus physical education requirements. The student must present at least 25% of the total hours in a program of study, with a minimum of 18 semester hours of academic work for a transfer associate degree.
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 State College. In addition, students have to earn a "C" or better in English 1101 and English 1102.
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 a course 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 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 State College.
2. Call (229-317-6560)
3. Score 70% or higher on the exam.
4. Pass on the first attempt.

**For Divisional Challenge Tests (complete course exempt exam)**

HIST 2111 Study any American History book through 1877. (200 questions, 3 hours allowed)

HIST 2112 Study any American History book after 1877 to the present. (200 questions, 3 hours allowed)

POLS 1101 Study any U.S. Government text. Also study the appropriate book on reserve in the library for POLS 1101, specifically focus on the Georgia Government section. Also visit [www.georgia.gov](http://www.georgia.gov) and review the government sections and state constitution.

FOR OTHER SUBJECTS - Study an appropriate textbook (i.e. from the college bookstore, local bookstore, and library) on the subject.

5. **Special** - Additional graduation requirements may be imposed on students in career programs.
6. **Competency in Fitness/Wellness** - A competency in fitness/wellness will be required of all graduates of Darton State 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. 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.
2. Dental Hygiene Recipients. In addition to College graduation requirements, Dental Hygiene students must have a minimum grade of C in each Dental Hygiene course.
3. Diagnostic Medical Sonography Recipients. In addition to College graduation requirements, Diagnostic Medical Sonography students must have a minimum grade of C in each Health Information Technology course.
4. 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.
5. 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.
6. Nursing Recipients. In addition to College graduation requirements, nursing students must have a minimum grade of C in each Nursing course and in all prerequisite courses.
7. 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.

8. 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.
9. Respiratory Care Recipients. In addition to College graduation requirements, Respiratory Care students must have a minimum grade of C in each Respiratory Care course.
10. Histologic Technology Recipients. In addition to College graduation requirements students must have a minimum grade of C in each required MLTS course.
11. All Radiologic Science courses must have a minimum grade of C or higher to graduate.
12. Additional Degree Recipients. Any student seeking a second associate degree must complete an additional 18 hours beyond those presented for the first degree.
13. Honors Recipients. Special recognition is accorded students who satisfy the following conditions of scholarship based on all college work attempted at Darton State 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.
14. DART 1000 must be passed with a C.
15. Radiologic Science Recipients. In addition to College graduation requirements, Radiologic Science students must have a minimum grade of C in each Radiologic Science course.

## 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

In 1972, The Board of Regents created a policy stating each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, students obtaining a degree from that institution possess literacy competence, that is, certain minimum skills of reading and writing.

Beginning with the Summer 2011 semester, Darton State College students seeking a degree no longer have to take the Regents' Test in order to graduate. Darton State College was granted Regents' Test exemption status; this means the skills measured by the Regents' Test are measured within the core curriculum. Specifically, at Darton State College, a student whose guided pathway would require passing the Regents' Test is considered to have met the Regents' Testing requirements by earning a grade of C or better in both ENGL 1101 and ENGL 1102. A student who takes ENGL 1101 and/or ENGL 1102 and does not earn a C or better is required to re-enroll in the class the following semester. The student will also be required to complete the Intensive Composition and Reading Review workshop concurrently with the repeated ENGL 1101/ENGL 1102 course.

For more information, a student should contact his/her academic advisor or the Writing Center Director.

## Q. POLICY FOR WRITING ACROSS THE CURRICULUM

Writing is an integral skill that is required for all careers and professions. Because students need to be proficient writers, Darton State College is committed to ensuring that students who attend Darton State College have the competencies and skills necessary to properly and effectively communicate with the written word. One way to ensure that students are exposed to writing throughout their college experience is to incorporate **Writing Across the Curriculum** as a required component in each course. Every syllabus for each course taught, including online courses, must have a writing assignment. Instructors are free to choose how the writing component will be incorporated and are also free to make individual decisions about how the assignment will be graded and what percentage the assignment(s) will count with regard to the final grade of a student. Examples of ways to

incorporate writing across the curriculum include, but are not limited to, summaries of articles, essays, responses to discussions, speech outlines, lab reports, research papers, character analysis, and behavioral observations.

## **R. BACKGROUND CHECK**

To meet the requirements of clinical affiliates in response to JCAHO, most Health Sciences and nursing students are required to undergo a criminal background check. Darton State College has contracted with Pre-Check for providing these services. The cost for this background check is \$49.50 and students will be assessed this amount coded into their registration for an individual program determined course. Students must follow-through with the procedures to complete this process in a timely manner, as this is program requirement. The completed background check will be accessed by the designated personnel at the clinical site to determine whether or not a student will be allowed to participate in an affiliation at the particular setting. Results of the check released to the program are limited to informing the program if the applicant is "Clear." Students will submit release forms allowing Pre-Check to conduct the required background screening. In the event that the background check report is not "clear" the student will be able to access the report from Pre-Check and may be able to correct any inaccuracies in the record. Clinical facilities alone will make the determination of whether or not a student is accepted with prior convictions. The decision of the clinical facility is final.

Background Checks completed through Pre-Check are required for the following Health Sciences programs: Cancer Registry Management, Cardiovascular Technology, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Histotechnology, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Science, Respiratory Care, Phlebotomy, Human Services and Nursing.

## **S. DRUG SCREENING**

Some clinical affiliates may require random drug screens during clinical rotations. In order to participate in this clinical environment, the student must complete this requirement following the mechanism determined by the facility. The results of such screenings (if required) are submitted directly from the student to the clinical affiliate. The student will be responsible for the cost of this requirement. The clinical affiliate determines whether or not a student can participate in the clinical rotation based upon the results of this drug screen. All nursing students will be required to complete a 10-panel drug screen on admission and randomly throughout the nursing program.

## **T. HEALTH SCIENCES STUDENT TRAVEL POLICY**

Depending upon the particular Health Science and Nursing program that the student is attending, students may be required to participate in clinical affiliations and educational experiences that necessitate travel. If clinical education is a component part of the program attended, all aspects of this requirement must be successfully completed. Students may be required to travel significant distances to fulfill clinical obligations. Students are responsible for their own transportation, food and lodging expenses during clinical affiliations, rotations or experiences.

## **U. PREVIOUS ACADEMIC HISTORY IMPACTING HEALTH SCIENCE and NURSING PROGRAM ADMISSION**

Previous unsuccessful participation in Health Science or Nursing programs will be considered in the admission process for students attempting to return to a program and those seeking enrollment in a different Health Sciences program. Also, any student's academic history, including a record of excessive withdrawal or unsuccessful attempts in general education course work, may result in the denial of admission to a Health Sciences program.

# PROGRAMS OF STUDY

Section Nine

## 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 in the core curriculum and Associate of Science (A.S.) Degree in the core curriculum are offered. The guided pathways provided in the catalog should only be used as advising guides for future study at a four year transfer institution. Students should consult with an advisor and the transfer institution for specific degree requirements.

**(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. Students in transfer Associate of Arts or Associate of Science degree programs 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.

**(b) General Studies** - If students are undecided as to their guided pathway, or guided pathway is not otherwise listed, but a transfer to a baccalaureate degree program is desired, they are advised to follow this guided pathway. Students interested in social science or humanities pathways may also choose to pursue a guided pathway in liberal arts.

2. **Career Programs.** The two-year Associate of Science Degree is offered in programs, which require two years of specialized training in a Health Sciences career. These include Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Histologic Technology, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, and Respiratory Care and Radiologic Science.

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.

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.

3. **Certificate Programs.** The College is authorized to award certificates for completion of the following one-year programs: Addiction Counseling, Business Computer Systems, Church Music, Emergency Medical Technician and Service, Graphic Design, Histotechnician, Instructional Technology, Medical Coding, Legal Assistant/Paralegal and Phlebotomy.
4. **Learning Support Program.** Those students who have scores below specified levels on the COMPASS test (below 60 - English, below 74 - Reading, 37 (or 47 dependent upon the major) - 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 Learning Support Requirements.](#))

5. **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 plan of study-related job part-time or full-time while attending Darton State College. Credit is awarded based upon the number of hours worked per week.

The objectives of Cooperative Education at Darton State 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 six credit hours for the Cooperative Education Program. It is recommended 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 317-6898, located in the Business/Social Science Division, before the beginning of the semester. Please contact the Cooperative Education Office for more information.

6. **Public Services and Special Programs.**  
**Certificates** - The College is authorized to award appropriate certificates for successful completion of planned objectives requiring less than two years of study.
7. **Counseling and Academic Advising Services.** These services are provided to all students involved in any of the programs offered, both day and evening. (See [Student Affairs, D - Minority Advising Program](#) and below.)

## B. ADVISING

Darton State 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 Enrollment Management. Students are assigned to a department for advising according to their stated program of study. They are then re-assigned to the most appropriate faculty member within that department who will assist them in planning their program of study each semester. All students are assigned advisors within their area of study; however, students who have undeclared plans of study tend to go to the Advising Center. Students may change advisors for personal or academic reasons by consultation with the Dean/Chair of their plan of study division.

**Academic advisors** are available to help students with their academic planning throughout their program at Darton State 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.

**Online Only Students** – Darton State College uses a variety of methods to meet with and advise the fully online, at-a-distance student including phone conferences and webinar technologies. Distance learning students may identify their assigned academic advisor by following the directions at <http://www.darton.edu/TSD/BannerInst/advisor.php>. Additionally, online students may contact their online support specialist (see <http://online.darton.edu> – *Online Support Specialist*) for assistance in connecting with their advisor, registration, and other online questions.

**Two Year Schedule of Classes** - A printed two-year schedule of classes is available in the administrative and divisional offices on the campus or at <http://online.darton.edu> for online students. The two year schedule shows a list of planned courses and as such is subject to change. At its sole

discretion, the College may revise this schedule and any information contained herein, without advance notice. No contract, either expressly or implied, is created by this schedule.

### **C. CHANGE OF GUIDED PATHWAY**

Students who desire to change their guided pathway should discuss their intentions with their academic advisors. The Registrar must approve all changes in guided pathway. To facilitate the change, students should complete a Change of Guided Pathway (formerly known as Change of Program of Study) form with their advisor, online support specialist, or department administrative assistant.

### **D. LEARNING SUPPORT**

**Learning Support Course Requirements** - When placement test scores indicates 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 74 in reading, 60 in English, below 37 in Algebra for students whose program of study requires MATH 1001, or below 47 in Algebra for students whose program of study requires MATH 1111 will require one or more Learning Support classes in each area of deficiency. Learning Support courses are ENGL 0989, Foundations for English Composition; ENGL 0999, Support for English Composition; MATH 0987, Foundations for Quantitative Reasoning; MATH 0997, Support for Quantitative Reasoning; MATH 0989, Foundations for College Algebra; and MATH 0999, Support for College 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. **A student who accumulates thirty 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 the associated credit-bearing college course. For instance, students who are enrolled in learning support English will exit learning support after the student has successfully passed ENGL 1101. Mathematics, and Writing Centers are open both day and night for individual assistance for students with specific problems. These centers 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. Credit hours earned in Learning Support courses will be in addition to those required for graduation.

### **E. CREDIT FOR MILITARY EXPERIENCE**

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. Reservists who have completed basic training will be given credit for two (2) courses of health or physical education.

Additional college credit may be awarded for military course completion after review of the applicant's military service transcript if it is determined to be equivalent to courses offered by the institution. Students should initiate review by submitting the appropriate military transcript

(AARTS, SMART, CCAF, or CGI) to either the Admissions Office or the Registrar's Office, respective of student status.

Students wishing to appeal the initial review of their military transcript are encouraged to request a secondary review to either the Admissions Office or the Registrar's Office, respective of student status. The respective office will forward the secondary review to the appropriate dean.

## F. ACADEMICALLY SUPERIOR STUDENTS

Programs for academically superior students attending Darton State College consist of the Honors Program and Credit by Exam for the acceptance of Advanced Placement (AP) credit. 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 State College Honors Program. Application forms for the Honors Program are available online at <http://www.darton.edu/current/Honors/> or from the Honors Program Coordinator. Because enrollment is limited, students are encouraged to submit applications before the start of each semester, particularly 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 professional and personal growth. 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 with an A or a B. Students must also maintain an overall 3.0 Darton G.P.A. A certificate is awarded to Scholar students.
- Sage – Students at this level need to complete **six** courses with an A or a B. Students must also maintain an overall 3.0 Darton G.P.A. A medallion, cords, 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 complete ten participation hours each semester which includes cultural, community and leadership activities.
- Students at both levels will be recognized on Honors Day.

For more information about the Honors Program, please contact the Honors Program Coordinator at 229-317-6926.

Students who are not part of the Honors Program and have at least a 3.0 GPA, can also enroll in honors classes.

\* A variety of core curriculum courses are offered each semester. Please check the Honors Program website for the current schedule.

**National Honor Societies** - 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 plans of study invited; Alpha Beta Gamma, for Business plans of study; Sigma Phi Alpha, for Dental Hygiene plans of study; Sigma Delta Mu, for Spanish students; Alpha Mu Gamma for foreign language students and international students whose national language is other than English; Sigma Kappa Delta for English and literature students; Sigma Chi Eta for communication, journalism, and theatre students; Delta Psi Omega for theatre students and Psi Beta for Psychology plans of study.

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

**Honors Awards** - Darton State 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** – Any student who believes he/she is proficient in an academic subject is encouraged to apply for credit by examination. Credit by examination cannot be awarded unless the student is enrolled at Darton State College. Credit by examination will not be awarded in courses for which the student has already earned a grade (A, B, C, D, F and WF). Only course credit will be awarded for successful credit by exam; no academic quality points will be assigned. Thus, credits earned by examination will not have any effect on the students' grade point average.

Students may attempt credit by exam by taking either an institutional challenge exam or a College Level Examination Program (CLEP) exam.

1. Challenge examinations
  - Challenge exams may not be taken more than one time in each particular course.
  - Inquiries about challenge exams should be directed to the division or department Dean/Chair where the course is taught.
2. CLEP exams
  - CLEP exams are College Entrance Examination Board exams offered through the Testing Center for a fee.
  - A waiting period of six months is required before a CLEP exam can be retaken.
  - CLEP exams with a score of 50 will yield Darton State College credit in most cases as listed below.

<b>CLEP EXAM</b>	<b>COURSE EQUIVALENTS</b>	<b>HOURS EARNED</b>
<b>COMPOSITION AND LITERATURE</b>		
American Literature	ENGL 2131	3
English Literature	ENGL 2121	3
College Composition	ENGL 1101	3
Humanities	FIAR 2250	3
<b>FOREIGN LANGUAGES</b>		
French Language	FREN 1001, 1002, 2001 & 2002	6 or 12
Spanish Language	SPAN 1001, 1002, 2001 & 2002	6 or 12
(Language credits are awarded as 6 hours of 12 hours, depending on the CLEP score)		
<b>HISTORY AND SOCIAL SCIENCES</b>		
American Government	*POLS 1101	3
U.S. History I: Early Colonization to 1877	*HIST 2111	3
U.S. History II: 1865 to the Present	*HIST 2112	3
General Psychology	PSYC 1101	3
Principles of Macroeconomics	ECON 2105	3
Principles of Microeconomics	ECON 2106	3
Introductory Sociology	SOCI 1101	3
Western Civilization I: Ancient Near East to 1648	HIST 1111	3
Western Civilization II: 1648 to the Present	HIST 1112	3
<b>SCIENCE AND MATHEMATICS</b>		
Calculus with Elementary Functions	MATH 1151	4
College Algebra	MATH 1111	3
Precalculus	MATH 1113	3
Biology	BIOL 1107K & BIOL 1108K	8
Principles of Chemistry I	CHEM 1211K	4
<b>BUSINESS</b>		
Information Systems & Computer Applications	CISM 2201	3
Principles of Management	BUSA 2200	3
Financial Accounting	ACCT 2101	3
Introductory Business Law	BUSA 2106	3
Principles of Marketing	BUSA 2240	3

\*with local test (Inquire in Social Science Division)

- Test descriptions can be viewed at [www.collegeboard.com](http://www.collegeboard.com) under testing.
- For scheduling information, the student should contact the Testing Center, G-101, 229-317-6735
- Any changes in score requirements or credit to be awarded will be posted at [www.darton.edu](http://www.darton.edu) under Testing

3. Darton State College grants credit for the Advance Placement Exam (AP). [Please refer to the following chart for the required scores and equivalencies.](#)

<b>AP Examination Title</b>	<b>Score 2</b>	<b>Score 3</b>	<b>Score 4</b>	<b>Score 5</b>
<b>Art History</b>	None	ART 1100 (3)	ART 1100 (3)	ART 1100 (3)
<b>Art/Studio (Drawing or General Portfolio)</b>	None	ART 1010 (3)	ART 1010 (3)	ART 1010 (3) ART 2120 (3)
<b>Biology</b>	None	BIOL 1107 (4)	BIOL 1107 (4)	BIOL 1107 (4) BIOL 1108 (4)
<b>Calculus AB</b>	None	MATH 1151 (4)	MATH 1151 (4)	MATH 1151 (4)
<b>Calculus BC</b>	None	MATH 2252 (4)	MATH 2252 (4)	MATH 2252 (4)
<b>Chemistry</b>	None	CHEM 1211 (4)	CHEM 1211 (4)	CHEM 1211 (4) CHEM 1212 (4)
<b>Computer Science A</b>	None	CSCI 1301 (3)	CSCI 1301 (3)	CSCI 1301 (3)
<b>Computer Science AB</b>	None	CSCI 1302 (4)	CSCI 1302 (4)	CSCI 1302 (4)
<b>Economics/Macroeconomics</b>	None	ECON 2105 (3)	ECON 2105 (3)	ECON 2105 (3)
<b>Economics/Microeconomics</b>	None	ECON 2106 (3)	ECON 2106 (3)	ECON 2106 (3)
<b>English Language and Composition</b>	None	ENGL 1101 (3)	ENGL 1101 (3)	ENGL 1101 (3)
<b>English Literature and Composition</b>	None	ENGL 1101 (3)	ENGL 1101 (3)	ENGL 1101 (3)
<b>French Language</b>	None	FREN 1001 (3)	FREN 1001 (3)	FREN 1001 (3) FREN 1002 (3)
<b>French Literature</b>	None	FREN 2001 (3)	FREN 2001 (3)	FREN 2001 (3) FREN 2002 (3)
<b>German Language</b>	None	GRMN 1001 (3)	GRMN 1001 (3)	GRMN 1001 (3) GRMN 1002 (3)
<b>Government and Politics/Comparative</b>	None	POLS 2301 (3)	POLS 2301 (3)	POLS 2301 (3)
<b>Government and Politics/U.S.</b>	None	POLS 1101 (3)	POLS 1101 (3)	POLS 1101 (3)
<b>History/European</b>	None	None	None	None
<b>History/U.S.</b>	None	HIST 2111 (3) or HIST 2112 (3)	HIST 2111 (3) or HIST 2112 (3)	HIST 2111 (3) or HIST 2112 (3)
<b>Latin: Vergil</b>	None	None	None	None
<b>Latin Literature</b>	None	None	None	None
<b>Music Theory</b>	None	MUSC 1101 (2)	MUSC 1101 (2)	MUSC 1101 (2) MUSC 1102 (2)
<b>Physics B</b>	None	PHYS 1111 (4)	PHYS 1111 (4)	PHYS 1111 (4)
<b>Physics C/Mechanics</b>	None	PHYS 2211 (4)	PHYS 2211 (4)	PHYS 2211 (4)
<b>Physics C/Electricity and</b>	None	PHYS 2212 (4)	PHYS 2212 (4)	PHYS 2212 (4)

<b>Magnetism</b>				
<b>Psychology</b>	None	PSYC 1101 (3)	PSYC 1101 (3)	PSYC 1101 (3)
<b>Spanish Language</b>	None	SPAN 1001 (3)	SPAN 1001 (3)	SPAN 1001 (3) SPAN 1002 (3)
<b>Spanish Literature</b>	None	None	None	None
<b>Statistics</b>	None	MATH 2205 (3)	MATH 2205 (3)	MATH 2205 (3)
<b>World History</b>	None	HIST 1111 (3) or HIST 1112 (3)	HIST 1111 (3) or HIST 1112 (3)	HIST 1111 (3) or HIST 1112 (3)

## G. INDEX OF PROGRAMS

Curriculum	Responsible Department
<b>*through the eMajor consortium</b>	
<b>BACHELOR OF SCIENCE DEGREES:</b>	
Nursing, RN to BSN Nursing 6353	Nursing
*Organizational Leadership 0680	Business
Health Care Administration 6680	
Office Administration and Technology 4680	
Public Service Administration 3680	

Curriculum	Responsible Department
<b>ASSOCIATE OF ARTS IN CORE CURRICULUM</b>	
Guided Pathways:	
Art	Fine Arts
Communication	Humanities
Dance	Fine Arts
English	Humanities
Foreign Language	Humanities
History	Social Science
Liberal Arts	Humanities/Social Science
Music	Fine Arts
Theatre	Fine Arts

Curriculum	Responsible Department
<b>ASSOCIATE OF SCIENCE IN CORE CURRICULUM</b>	
Guided Pathways:	
Biological Science	Science/Mathematics/Computing
Business Administration	Business
Chemistry	Science/Mathematics/Computing
Computer Information Systems	Science/Mathematics/Computing
Computer Science	Science/Mathematics/Computing
Criminal Justice	Social Science
Education, Early Childhood	Social Science
Education, Middle Grades/Special Education	Social Science
General Studies	All Departments
Health and Physical Education	Physical Education
Health Sciences	Health Sciences
Mathematics	Science/Mathematics/Computing
Political Science	Social Science
Pre-Engineering	Science/Mathematics/Computing
Psychology	Social Science
Sociology	Social Science

Curriculum	Responsible Department
<b>ASSOCIATE OF APPLIED SCIENCE</b>	
Legal Assistant/Paralegal Studies 0383	Business
Histologic Technology 0373	Health Sciences

<b>Curriculum</b>	<b>Responsible Department</b>
<b>HEALTH CAREER PATHWAYS:</b>	
Dental Hygiene 0355	Health Sciences
Diagnostic Medical Sonography 0382	Health Sciences
Emergency Medical Services 0367	Health Sciences
Health Information Technology 0370	Health Sciences
Medical Laboratory Technology 0365	Health Sciences
Nursing 0353	Nursing
Occupational Therapy Assistant 0372	Health Sciences
Physical Therapist Assistant 0363	Health Sciences
Radiologic Science 0388	Health Sciences
Respiratory Care 0366	Health Sciences

<b>Curriculum</b>	<b>Responsible Department</b>
<b>CERTIFICATE PROGRAMS</b>	
Addiction Counseling 0570	Social Science
Advanced Management 0521	Business
Church Music 0565	Fine Arts
Computed Tomography 0567	Health Sciences
Computer Technology 5576	Science/Mathematics/Computing
Criminal Justice Management 4586	Social Science
Emergency Medical Technician 0589	Health Sciences
Graphic Design 0574	Humanities
Histotechnician 0564	Health Sciences
Instructional Technology 0595	Business
Management 0510	Business
Medical Coding 0563	Health Sciences
Legal Assistant/Paralegal Studies 0542	Business
Phlebotomy 0599	Health Sciences

## H. CORE CURRICULUM OF THE UNIVERSITY SYSTEM OF GEORGIA

Students entering Darton State College for GUIDED pathways are assured 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 guided pathways and 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 State 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 until they choose a guided pathway.

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.

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 guided pathways offered by all institutions of the University System of Georgia. ([Also see Academic Advising.](#))

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

**CORE CURRICULUM**

<b>Area A 1: COMMUNICATION .....</b>		<b>6</b>
Students will demonstrate collegiate-level reading comprehension and effective writing		
ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
Students must pass ENGL 1101/1101Honors and ENGL 1102/1102Honors with a grade of C or better		
<b>Area A 2: QUANTITATIVE.....</b>		<b>3</b>
Students will demonstrate collegiate-level proficiency in problem solving, functional relationships, and interpretation of quantitative information		
Choose one of the following:		
MATH 1001	Quantitative Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1151	Calculus I with Geometry*	4
*The extra hour must be taken from Area F		
<b>Area B: INSTITUTIONAL OPTIONS.....</b>		<b>4</b>
Students will learn different methods of communication and/or collaboration and will apply these methods in the classroom and/or community		
Institutional Options - 4 hours		
Choose courses to equal 4 hours from the following:		
BUSA 1100	Financial Planning & Investment Management	2
BUSA 1145	International Business, Culture and Economics	2
CISM 1100 or	Computer Concepts/Software Applications or	2
CISM 2201	Fundamentals of Computer Applications	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 1010	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
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.

\*Foreign language options: FREN 1001, 1002; JAPN 1001, 1002, 2001, 2002; SPAN 1001, 1002, 2001, 2002. Latin may not be used here.

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**Area C: HUMANITIES, FINE ARTS, AND ETHICS ..... 6**

Students will analyze forms of expression that reflect individual, social, or cultural values.

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
ENGL 2141	African-American Literature I	3
ENGL 2142	African-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 1002	Elementary French II	3
JAPN 1002	Elementary Japanese II	3
JAPN 2001 or 2002	Intermediate Japanese I or II	3
LATN 1002	Elementary Latin II	3
LATN 2001	Intermediate Latin I	3
LATN 2002	Intermediate Latin II	3
MUSC 1100	Appreciation of Music	3
PHIL 2010	Introduction to Philosophy	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001 or 2002 or 2003	Intermediate Spanish I or II or III	3
THEA 1100	Theatre Appreciation	3

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**Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY ..... 11 hours**

Students will demonstrate an understanding of the physical or biological perspectives of the universe using the scientific method, mathematical concepts, technology, or logical reasoning.

Natural Science:

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

**(Science plans of study 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 1151K*, **	Survey of Chemistry I*	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	4

8

\*Will not apply for students studying in Science/Math Fields

\*\*Cannot use the following combinations for completion of Area D: BIOL 1107 and BIOL 1110; CHEM 1151 and CHEM 1211; PHSC 1011 and PHYS 1111 or PHYS 2211; PHSC 1012 and CHEM 1151 or CHEM 1211.

Mathematics and Technology:

**Choose one course** from the following:

CSCI 1150	Computer Programming in Visual Basic	3
CSCI 1300	Introduction to Computer Science	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
<b>TOTAL</b>		<b>11-12</b>

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

**Area E: SOCIAL SCIENCE ..... 12**

Students will critically analyze historical, economic, political, social, or psychological processes and how they contribute to the human experience.

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

**Choose one course** 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 2103	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>

**Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY ..... 18**

(See appropriate program requirements.)



## I. PHYSICAL EDUCATION REQUIREMENTS

### **On-Campus Students**

Students with the exception of those excluded by program requirements, are required to complete three (3) courses in health or physical education. One of the three courses must meet the fitness competency requirement. **The health or physical education requirement is three (3) courses regardless of the credit awarded in the course. A student must take three courses regardless of the total number of credit hours accumulated one of the three courses must meet the fitness competency requirement.** 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; reservists who have completed basic training will be given credit for two (2) courses of health and physical education. 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 State 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 1139, Fitness Swimming.

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 State College does not grant an exemption from physical education for health reasons, students with a physical disability may satisfy this requirement by completing three health courses. 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.

A student may substitute music performance classes (MUSC 1080 College Band and MUSC 1090 College Choir) for up to two (2) of the physical education requirements.

### Darton State College's Physical Education Requirements for Graduation

<b>Transfer Student to Graduate AA and AS</b>	Three PE courses. One to fulfill the Fitness Competency Required for Graduation	Three PE courses. One to fulfill the Fitness Competency Required for Graduation
<b>Certificate</b>	Exempt from all Physical Education Requirements	
<b>Nursing</b>	1 credit for PE activity course (Area G). Fitness competency required for graduation.	
<b>Online Only</b>	Three PE courses. One to fulfill the Fitness Competency Required for Graduation	Three PE courses. One to fulfill the Fitness Competency Required for Graduation
<b>Career Student to Graduate AAS and AS</b>	<p style="text-align: center;"><b>Exempt from all Physical Education Requirements</b></p> Dental Hygiene Diagnostic Medical Sonography EMT Health Information Technology Histotechnology Human Services Medical Laboratory Technology Occupational Therapy Assistant Physical Therapy Assistant Radiologic Science Respiratory Care	<p style="text-align: center;"><b>Fitness Competency Required for Graduation</b></p> Paralegal

### J. COOPERATIVE TRANSFER AGREEMENTS

**Albany State University** – Darton State College and Albany State University have an agreement whereby Nursing and Military Science students may attend Darton State College for approximately two academic years and then transfer to Albany State University to complete a bachelor's level degree.

### K. CAREER PROGRAMS

The career programs 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 the 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 in the Admissions section of this catalog. 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.

## **L. COLLEGE TRANSFER CURRICULA**

The following guided pathways are designed for students whose educational goal is a four-year degree, the first two years of which they can complete at Darton State College. These students will take the Core Curriculum of forty two (42) hours as listed on [page 63](#) plus the guided pathway appropriate to their academic objective, freshman orientation (depending on their enrollment status), and up to three courses in physical education as required.

## **M. 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 in the [Index](#).

**ADDICTION COUNSELING (0570)**  
**Social Science Department**  
**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. Individuals who sit for the CAC Level II exam must have a Bachelor’s degree.

**Admission Criteria:** Individuals are encouraged to have a Bachelor’s Degree or higher; however, a degree is not required. Individuals are eligible for admission to the Addiction Counseling certificate program who meet the following criteria:

Individuals who have earned a grade of “C” or better in all three of the following courses:

- English 1101 (English Composition I)
- English 1102 (English Composition II) and
- Psychology 1101 (General Psychology)

More than one D, F, and/or WF in HUST courses will result in dismissal from the program. (This may be two courses or failure of the same course twice.) Students may seek readmission to the Addiction Counseling program after two years and, if readmitted, all course work will have to be repeated.

	<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	3
<b>Certificate Total</b>		<b>18</b>

**ADVANCED MANAGEMENT (0521)**  
**Business Department**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Advanced Management Certificate program is designed to provide the student with the additional fundamentals needed 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 colleges.

Before entering this program the student must have completed the Management Certificate (0510).

No more than nine hours can be taken in core curriculum courses. **Students will need to have their program of courses approved by an advisor from the Business Division before being enrolled into this program.**

<b>Sem. Hrs.</b>	
ECON 2105 Principles Macroeconomics	3
ECON 2106* Principles of Microeconomics	3
ACCT 2101*Principles of Accounting I	<u>3</u>
	<b>TOTAL 9</b>
 Electives ACCT/BUSA/COPR/ECON/HSEC/OCEX*	 <b>19-21</b>
<b>Certificate Total</b>	<b>28-30</b>

\*If any of these courses have already been completed under the Management Certificate program, substitutions will be made.

\*\*Or other courses approved by the Business Division advisor.

**ART (0002)**  
**Fine Arts Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN ART**

<b>Area A 1: COMMUNICATION .....</b>		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE .....</b>		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS .....</b>		<b>4</b>
	<a href="#">See Core Curriculum, Area B (2 courses)</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS .....</b>		<b>6</b>
Literature course	<a href="#">See Core Curriculum, Area C</a>	3
Humanities/Fine Arts course	<a href="#">See Core Curriculum, Area C</a>	3
<b>Area D: NATURAL SCIENCE, MATHEMATICS AND TECHNOLOGY .....</b>		<b>11</b>
	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
	<a href="#">See Core Curriculum, Area D, Mathematics and Technology</a>	3
<b>Area E: SOCIAL SCIENCE.....</b>		<b>12</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
HIST 1111 or	Survey of World History I	
HIST 1112	Survey of World History II	3
Social Science course	<a href="#">See Core Curriculum, Area E</a>	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY .....</b>		<b>18</b>
Requirements (12 hours)		
ART 1020	Design I	3
ART 1030	Design II	3
ART 2280	Art History I	3
ART 2285	Art History II	3
Electives (6 hours)		
ART 1010	Drawing	
ART 2111	Basic Photography	
ART 2120	Painting	
ART 2130	Watercolor	
ART 2140	Ceramics I	
ART 2150	Computer Arts	
ART 2160	Visual Design	
ART 2170	Web Page Design	
ART 2180	Digital Photograph	
<b>AREA G: COURSES REQUIRED FOR THE DEGREE ABOVE THE 60 HOURS.....</b>		<b>4-8</b>
DART 1000	First Year Experience	
Physical Education – 3 courses*		
<b>Two-Year Total</b>		<b>65-69</b>

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

**BIOLOGICAL SCIENCE (0003)**  
**Science/Mathematics/Computing Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN BIOLOGICAL SCIENCE**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
See Core Curriculum, Area B.		4
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	See Area C Core Curriculum, Humanities/Fine Arts.	3
COMM 1110	Public Speaking (or COMM 1000 or COMM 1100)*	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Natural Science:		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Mathematics and Technology Requirement:		
MATH 2205	Introduction to Statistics	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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 Core Curriculum, Area E.	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Requirements: <b>8 hours</b>		
BIOL 1107K	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
Electives: <b>10 hours</b>		
SCIE 2000K	Principles of Research Methodology	2
or		
BIOM 2205K	Introduction to Biochemistry	4
or		
CHEM 2240K and	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
or		
PHYS 1111K and	Introductory Physics I	4
PHYS 1112K	Introductory Physics II	4
or		
PHYS 2211K and	Principles of Physics I	4
PHYS 2212K	Principles of Physics II	4
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE THE 60 HOURS</b> .....		<b>4-8</b>
DART 1000 FIRST YEAR EXPERIENCE		
Physical Education – 3 courses*		

**Two-Year Total**

**64-68**

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

**BUSINESS ADMINISTRATION (0004)**  
**Business Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN BUSINESS**  
**ADMINISTRATION**

<b>Area A 1: COMMUNICATION .....</b>		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE.....</b>		<b>3</b>
MATH 1001 or higher	Quantitative Skills and Reasoning or higher math	3
<b>Area B: INSTITUTIONAL OPTIONS .....</b>		<b>4</b>
The following courses are recommended, but other Area B courses are allowed.		
CISM 2201	Fundamentals of Computer Applications	3
BUSA 1100 or BUSA 1145 or LEAD 1101	Financial Planning & Investment Management or International Business, Culture and Economics or Leadership Development	2
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS .....</b>		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Humanities/Fine Arts.</a>	3
The following course is recommended but other Area C courses are allowed.		
COMM 1110	<a href="#">See Core Curriculum, Area C.</a> Public Speaking	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY.....</b>		<b>11</b>
The following courses are recommended, but other Area D courses are allowed.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
MATH 2205	Introduction to Statistics	3
<b>Area E: SOCIAL SCIENCE .....</b>		<b>12</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
The following course is recommended, but other Area E courses are allowed.		
<a href="#">See Core curriculum Area E.</a> PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY.....</b>		<b>18</b>
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Optional Electives (6 hours) from the following:		
BUSA 1105 or BUSA 2105 or BUSA 2106	Introduction to Business or Communicating in the Business Environment or The Environment of Business	3 3 3

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS.....4-8**  
Physical Education – \*Three PE courses; at least one to meet the Fitness Competency requirement.

**Two-Year Total**

**63-66**

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

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**



**CHEMISTRY (0006)**  
**Science/Mathematics/Computing Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN CHEMISTRY**

<b>Area A 1: COMMUNICATION .....</b>		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE .....</b>		<b>3</b>
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
<b>Area B: INSTITUTIONAL OPTIONS .....</b>		<b>4</b>
See Core Curriculum, Area B.		4
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS .....</b>		<b>6</b>
Literature Course	See Core Curriculum, Area C, Humanities/Fine Arts.	3
COMM 1110	Public Speaking (or COMM 1000 or COMM 1100)*	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY .....</b>		<b>11</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: SOCIAL SCIENCE .....</b>		<b>12</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 Core Curriculum, Area E, Social/Science courses.	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY .....</b>		<b>18</b>
Requirements-16 hours		
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
Electives – Choose at least <b>one</b> from the following:		
BIOM 2205K	Introduction to Biochemistry	4
PHYS 2212K	Principles of Physics II	4
MATH 2253	Calculus III	4
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS .....</b>		<b>4-8</b>
Physical Education – **Three PE courses; at least one to meet the Fitness Competency requirement.		

**Two-Year Total** **67-69**

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

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph**

**CHURCH MUSIC (0565)**  
**Fine Arts Department**  
**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 1090/1080/1070	College Choir/Band/Orchestra	1
MUSC 1182	Seminars in Church Music	2
Elective		<u>3</u>
		<b>9</b>

	<b>Second Semester</b>	<b>Sem. Hrs.</b>
MUSC 1102	Elementary Music Theory II	2
MUSC 2211	Applied Music	1
MUSC 1090/1080/1070	College Choir/Band/Orchestra	1
MUSC 1183	Seminars in Church Music II	2
Elective		<u>3</u>
		<b>9</b>

**One Year Total** **18**

**Select electives from the following:**

COMM 1110	Public Speaking	3
MUSC 1100	Music Appreciation	3

\*Other electives may be approved by the Fine Arts Department advisor.

**COMMUNICATION (0021)**  
**Humanities Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN COMMUNICATION**

<b>Area A 1: COMMUNICATION .....</b>		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE .....</b>		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
<b>Area B: INSTITUTIONAL OPTIONS .....</b>		<b>4</b>
The following courses are recommended, but other Area B courses are allowed.		
COMM 1000	Cultural Diversity in Communication*	2
LEAD 1101	Leadership Development	2
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS .....</b>		<b>6</b>
Literature	<a href="#">See Core Curriculum, Area C.</a>	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. <a href="#">See Core Curriculum, Area C.</a>		
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY .....</b>		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D.</a>	8
Math/Technology	<a href="#">See Core Curriculum, Area D.</a>	3
<b>Area E: SOCIAL SCIENCE.....</b>		<b>12</b>
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	
HIST 1111 or	Survey of World History I or	3
HIST 1112	Survey of World History II	
The following course is recommended, but other Area E Social Science courses are allowed. <a href="#">See Core Curriculum, Area E, Social Science.</a>		
PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY.....</b>		<b>18</b>
<b>Communication Foundations (Choose 1)</b>		
COMM 2230	Mass Communication	3
COMM 1100	Human Communications	3
<b>Communication Practices (Choose 2)</b>		
COMM 1110	Public Speaking	3
JOUR 1110	News Writing	3
COMM 2105	Introduction to Interpersonal Communication	3
JOUR 1111	Writing for TV, Radio, and New Media	3
<b>Cultural Perspectives</b>		
Foreign Language		3
<b>Restricted Electives (Choose 2) 6</b>		
COMM 1100	Human Communications*	3
COMM 1110	Public Speaking*	3
COMM 2105	Interpersonal Communication*	3
COMM 2210	Voice and Diction	3
COMM 2220	Small Group Communication	3
COMM 2230	Mass Communication*	3

JOUR 1110	News Writing	3
JOUR 1111	Writing for TV, Radio, and New Media*	3
JOUR 2100	Introduction to Broadcast Production	3
ART 2150	Computer Art	3
ART 2170	Web Page Design	3
ART 2180	Digital Photography	3

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS .....4-8**  
 Physical Education – \*\*Three PE courses; at least one to meet the Fitness Competency requirement.

**Two-Year Total 65-68**

\*If not used to satisfy foundations, practices, cultural perspectives, or other areas. Courses may not be used more than once to satisfy any area.

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

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**COMPUTED TOMOGRAPHY CERTIFICATE (0567)**  
**Health Sciences Department**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Computed Tomography Certificate is a two semester, six course curriculum designed to provide Radiologic Technologists, Nuclear Medicine Technologists, and Radiation Therapy Technologists the opportunity to develop clinical skills as well as critical thinking skills needed to be eligible to take the ARRT post-primary certification test. This program is designed to prepare the technologist to enter the workforce as an entry-level CT Technologist.

The clinical component consists of two semesters with direct supervision at an approved clinical site by Darton State College. The CT program will provide at least 500+ contact hours at these approved clinical sites. Technologist will be required to perform CT exams including head, neck, chest, abdomen, pelvis, extremity as well as angiography.

The didactic portion of the CT program consists of four courses that will be instructed as online courses. The curriculum includes topics such as: contrast agents, patient assessment, patient preparation, data processing, image reconstruction, image quality, and cross sectional anatomy.

**Admission Requirements:**

1. Admission to Darton State College
2. Completion of a CTC application (which is available in the Health Sciences Division office or online at <http://www.darton.edu/CT>)
3. Student must have a minimum overall GPA of 2.0 or greater in all previous college course work.
4. Student must be a graduate from an accredited program and has passed the ARRT certification exam or will take the exam within 2 weeks of starting the program. (Programs include: Radiologic Technologist (ARRT), Nuclear Medicine (ARRT/NMTCB), Radiation Therapy (ARRT))
5. A copy of the technologist's registry card must be sent to the Program Director before a student will be accepted to the Computed Tomography Certificate Program.
6. Students must possess an unrestricted license by the State of which he/she will be attending clinicals.
7. Submit copy of current CPR for Healthcare Provider.

**Computed Tomography Program Requirements:**

1. Student must earn a "C" or better in all courses related to the Computed Tomography Certificate Program.
2. Student is required to have an acceptable background check.
3. Student must maintain current CPR certification for the duration of the program.
4. Students must abide by the policies and procedures of the Computed Tomography program as described in the program Handbook.
5. The Computed Tomography Program reserves the right to discontinue, at any time, the enrollment of a Computed Tomography student if, in the judgment, of the Vice President for Academic Affairs and the Computed Tomography Faculty, the student does not appear to have the necessary qualifications for a career as a Computed Tomography Technologist. Refer to the Program Handbook for further details.
6. Student must possess:
  - a. Visual acuity with or without corrective lenses to be able to read computer screens as well as information on medication bottles. Also must be able to identify cardiac arrest or any type of emergency.
  - b. Hearing with or without auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the Computed Technologist will be able to attend to a patient's call for help)
  - c. Physical ability---able to lift 40 pounds---ability to transfer patients (minimal impairment of upper and lower extremities) to perform CPR in a safe and timely manner.
  - d. Speech - to be able to communicate information verbally to others in an

- appropriate and timely fashion.
7. Student is expected to assume responsibility for his/her own health in the event of illness, accident or exposure to communicable diseases in lab and clinic.
  8. Student is required to have approved uniforms.

**Additional Costs and Requirements:**

1. Student will be responsible for additional fees to cover the costs of uniforms, liability insurance, testing, and dosimeters prior to clinical assignment.
2. Travel to clinical sites will be required for the duration of the Computed Tomography Program. The student is responsible for any costs related to travel to and from the clinical site.
3. Student will be required to undergo a criminal background check before clinical assignment. Fees are assessed during the first semester of the professional curriculum. Darton State College uses a company called PreCheck for this purpose.

**COMPUTED TOMOGRAPHY CERTIFICATE (0567)**  
**Health Sciences Department**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

**Pre-requisite:**

Student must be a graduate from an accredited program and have passed the ARRT certification exam or will take the exam within 2 weeks of starting the program. (Radiologic Technologist (ARRT), Nuclear Medicine (ARRT/NMTCB), Radiation Therapy (ARRT)-A copy of the technologist's registry card (ARRT/NMTCB) must be sent to the Program Director.

<b>First Semester</b>	<b>Sem. Hrs.</b>	
CTCP 2100	Introduction to Computed Tomography	2
CTCP 2120	Section Anatomy I (Head, Spine, Chest)	4
CTCP 2140	Clinical Application I	<u>4</u>
		10
<b>Second Semester</b>	<b>Sem. Hrs.</b>	
CTCP 2110	Physical Principles, Instrumentation, and Quality Control	3
CTCP 2130	Sectional Anatomy II (Abdomen, Pelvis, Neck, Extremity)	4
CTCP 2150	Clinical Application II	<u>5</u>
		12
<b>TOTAL CREDIT HOURS</b>		<b>22</b>

**For additional Health Sciences Department policies applicable to this program, please refer to Academic Regulations, Sections O-Q-R-S-T.**

**COMPUTER INFORMATION SYSTEMS (0091)**  
**Science/Mathematics/Computing Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN COMPUTER**  
**INFORMATION SYSTEMS**

<b>Area A 1: COMMUNICATION .....</b>		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE .....</b>		<b>3</b>
The following course is recommended but other Area A courses are allowed.		
MATH 1001	Quantitative Reasoning	3
<b>Area B: INSTITUTIONAL OPTIONS .....</b>		<b>4</b>
The following courses are recommended but other Area B courses are allowed. <a href="#">See Core Curriculum Area B.</a>		
CISM 2201	Fundamentals of Computer Applications	3
LEAD 1101	Leadership Development	2
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS .....</b>		<b>6</b>
Literature Course		
<a href="#">See Core Curriculum, Area C, Humanities/Fine Arts.</a>		
COMM 1110	Public Speaking	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY .....</b>		<b>11</b>
The following courses are recommended, but other Area D courses are allowed.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
MATH 2205	Introduction to Statistics	3
<b>Area E: SOCIAL SCIENCE.....</b>		<b>12</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
The following course is recommended, but other area E courses are allowed. <a href="#">See Core Curriculum, Area E, Social Science.</a>		
PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY .....</b>		<b>18</b>
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
<b>Computer science electives- 6-8 hours</b>		
Any CSCI-prefix classes		
Optional Elective- <b>4-8 hours</b> from the following:		
Any CSCI Prefix classes or		
COPR 2244 or	Introduction to Networking or	4
BUSA 1105 or	Introduction to Business or	3
BUSA 2105 or	Communicating in the Business Environment or	3
BUSA 2106 or	The Environment of Business or	3
MATH 1112 or	Trigonometry or	3
MATH 1113 or	Pre-Calculus or	3
MATH 1145 or	Survey of Calculus or	3
MATH 1151 or	Calculus I with Geometry or	4
MATH 2205 or	Introduction to Statistics or	3



**COMPUTER SCIENCE (0041)**  
**Science/Mathematics/Computing Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN COMPUTER SCIENCE**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1112 or	Trigonometry or	3
MATH 1113	Pre-Calculus	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
The following courses are recommended but other Area B courses are allowed. <a href="#">See Core Curriculum Area B.</a>		
CISM 2201	Fundamentals of Computer Applications	3
LEAD 1101	Leadership Development	2
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Literature</a>	3
COMM 1110	Public Speaking (or COMM 1000 or COMM 1100)	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Must complete one of the following science sequences:		
BIOL 1107K and	Principles of Biology I and	
BIOL 1108K or	Principles of Biology II or	
CHEM 1211K and	Principles of Chemistry I and	
CHEM 1212K or	Principles of Chemistry II or	
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	
The following course is recommended but other Area D courses (other than MATH 1145) are allowed		
CSCI 1300	Introduction to Computer Science	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</b>
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	
HIST 2112	U.S. History after 1877	3
POLS 1101	American Government in World Perspective	3
Elective	<a href="#">See Core Curriculum, Area E, Social/Science courses.</a>	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Requirements:		
Electives ( <b>6-7 hours</b> ) from the following:		
Any CSCI prefix class or MATH 2252 (Calculus II)		6-7
Required Courses:		
(If any taken in Area D, add additional elective per the above)		
CSCI 1301	Computer Science I	4
CSCI 1302	Computer Science II	4
MATH 1151	Calculus I with Geometry	4
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – *Three PE courses; at least one to meet the Fitness Competency requirement.		

**Two-Year Total**

**64-70**

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

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.”**

**COMPUTER TECHNOLOGY (5576)**  
**Science/Mathematics/Computing Department**  
**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>
Choose 15 hours from the following:	
ART 2150                      Computer Art	3
ART 2160                      Visual Design	3
ART 2170                      Web page Design	3
CISM 2201                    Fundamentals of Computer Applications	3
COPR                            Any COPR prefix class	3
CSCIAny CSCI Prefix class	<u>3</u>
	15
<b>Second Semester</b>	<b>Sem. Hrs.</b>
*Electives                      Electives approved by advisor	<u>15</u>
<b>One-Year Total</b>	<b>30</b>

\*Electives must be approved by Business Computer Systems faculty advisor; no more than nine hours in core curriculum classes

**CRIMINAL JUSTICE (0019)**  
**Social Science Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN CRIMINAL JUSTICE**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Core Curriculum Area B.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Literature</a>	6
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D.</a>	8
Math/Technology	<a href="#">See Core Curriculum, Area D.</a>	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</b>
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	
HIST 2112	U.S. History after 1877	3
POLS 1101	American Government in World Perspective	3
Elective	<a href="#">See Core Curriculum, Area E, Social/Science courses.</a>	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
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 ( <b>6 hours</b> )	from the following:	
ACCT 2101 or	Principles of Accounting I or	3
ACCT 2102	Principles of Accounting II	3
ANTH 1103	Introduction to Cultural Anthropology	3
ECON 2105 or	Principles of Macroeconomics or	3
ECON 2106	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 2030 or	Ethics or	3
PUAD 2601 or	Introduction to Public Administration or	3
SOCI 1160 or	Introduction to Social Problems or	3
POLS 2301 or	Introduction to Comparative Politics or	3
POLS 2201	American State & Local Government	3
POLS 2401	Introduction to Global Issues	3
PSYC 1101 or	General Psychology or	3
PSYC 2103 or	Human Growth & Development or	3
PSYC 2225	Introduction to Abnormal Psychology	3

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS ..... 4-8**  
Physical Education – \*Three PE courses; at least one to meet the Fitness Competency requirement. [See Core Curriculum, Area G, Physical Education courses.](#)

**Two-Year Total 64-66**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.”**

**CRIMINAL JUSTICE MANAGEMENT (4586)**  
**Social Science Department**  
**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*	3
		15
<b>Spring Semester</b>		<b>Sem. Hrs.</b>
CRJU 2205	Introduction to Criminal Law	3
CRJU 2215	Introduction to Criminology	3
CISM 2201	Fundamentals of Computer Applications	3
Elective*	CRJU/BUSA*	3
		12
<b>Summer Semester</b>		<b>Sem. Hrs.</b>
CRJU 1110	Criminal Justice Management and Supervision	3
		3
<b>One Year Total</b>		<b>30</b>

\*Elective must be approved by Criminal Justice faculty advisor.

**DANCE (0077)**  
**Fine Arts Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN DANCE**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or high math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	See Core Curriculum, Area B.	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature	See Core Curriculum, Area C.	3
Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts.	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
	See Core Curriculum, Area D, Lab Sciences.	8
	See Core Curriculum, Area D, Mathematics and Technology.	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
HIST 1111 or	Survey of World History I	
HIST 1112	Survey of World History II	3
	See Core Curriculum, Area E, Social Science.	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
DANC 1000	Dance Performance	1
DANC 1400	Dance Production	2
DANC 1600	Dance Improvisation	1
DANC 1740	Modern Dance I	1
DANC 1750	Modern Dance II	1
DANC 1760	Modern Dance III	2
DANC 1840	Ballet Technique I	1
DANC 1850	Ballet Technique II	1
DANC 1860	Ballet III	2
DANC 1900	Dance Composition	3
DANC 2100	Dance History I	3
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
	Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. See Core Curriculum, Area G, Health and Physical Education.	

**Two-Year Total**

**61-65**

Students with a Dance plan of study must successfully pass either DANC 1760 or DANC 1860 with a grade of (B) or higher to graduate with an AA in Dance.

DANC 1740, 1750, 1760, 1840, 1850, and 1860 may be repeated for credit. A total of 6 credits must be in technique.

DANC 1740 and DANC 1840 are open to most students. DANC 1840, DANC 1850, DANC 1740, DANC 1750, may also be used as PE.

Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J



**ASSOCIATE OF SCIENCE DEGREE PROGRAMS  
HEALTH SCIENCES DEPARTMENT**

Additional requirements for all students in the Health Sciences 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 Admissions and Acceptance.](#)
3. Students requiring Learning Support must complete the Learning Support coursework prior to admission to the Dental Hygiene program.
4. A separate dental hygiene application submitted by June 1<sup>st</sup>. Applications received after June 1<sup>st</sup> may not receive full consideration.
5. A minimum of a 2.5 GPA on previous coursework.
6. Anatomy and Physiology, College Algebra and EITHER Introduction of Chemistry I OR Essentials of Microbiology 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. All prerequisites must be completed with a grade of C or better.
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. Any student who earns a "D", "F", or "W" in any Dental Hygiene Course, will not be allowed to continue on to the next semester within Dental Hygiene. If this is their first "D", "F", or "W" the student may re-apply to Dental Hygiene. The Dental Hygiene faculty will determine which previously successfully completed courses, if any, must be repeated by the student for continuity of skill acquisition and/or professional knowledge.

If the student earns a "D" or "F" for a second time, it will result in permanent dismissal from the Dental Hygiene program.

Any student who interrupts enrollment in Dental Hygiene for more than 1 year must repeat all professional course work upon readmission.

**For additional Health Science Division policies that apply to this program, please refer to Academic Regulations, Section R, Background Check of the college catalog.**

**DENTAL HYGIENE PROGRAM (0355)**  
**Health Sciences Department**  
**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
CHEM 1151K or BIOL 2115K	Introductory Chemistry I or Essentials of Microbiology	4
MATH 1111	College Algebra	<u>3</u>
		11
<b>Freshman Year/ First Semester</b>		<b>Sem. Hrs.</b>
<b>CHEM 1151K or</b>	Introductory Chemistry I or	
<b>BIOL 2115K</b>	Essentials of Microbiology	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>		
DHYG 1110	Nutrition	1
DHYG 1114	Radiology	3
DHYG 1122	Dental Hygiene Lecture II	2
DHYG 1132	Dental Hygiene Clinic II	3
DHYG 2100	Periodontics	<u>2</u>
		11
<b>Summer Semester</b>		
DHYG 1133	Dental Hygiene Clinic III	2
DHYG 2550	Dental Specialties and Materials	<u>2</u>
		4
<b>Sophomore Year/ 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
PSYC 1101	General Psychology	3
COMM 1000	Cultural Diversity in Communication	<u>2</u>
		15
<b>Second Semester</b>		
DHYG 2220	Dental Hygiene Lecture V	1
DHYG 2320	Dental Hygiene Clinic V	4
DHYG 2400	Community Dental Health	4
Area C Elective	ART 1100, FIAR 2250, MUSC 1100, PHIL 2205, THEA 1100, or any literature	3
POLS 1101	American Government in World Perspective	3
SOCI 1101	Principles of Sociology	<u>3</u>
		18
<b>Two-Year Total</b>		<b>75</b>

**PLEASE NOTE:**

College, Algebra, Anatomy & Physiology and **EITHER** Introductory Chemistry I **OR** Essentials of Microbiology must be taken prior to acceptance into the program. **Both** courses are required for program completion. Courses in **bold print** **MAY** be taken prior to acceptance into the program.

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**DIAGNOSTIC MEDICAL SONOGRAPHY (0382)**  
**Health Sciences Department**  
**ASSOCIATE OF SCIENCE CAREER-DEGREE PROGRAMS**

The Career Associate of Science degree in Diagnostic Medical Sonography at Darton State College is a general concentration program. The sequence of courses are designed to prepare students as entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program will prepare students to obtain positions in ultrasound departments and related businesses and facilities as well as provide guidance in pursuing educational opportunities that maximize professional potential. The program will prepare students for the certification examinations, appropriate for a general concentration program, offered by the American Registry for Diagnostic Medical Sonography (ARDMS).

**Application Deadline**

Completed application forms must be RECEIVED NO LATER THAN JUNE 1, of each year. The application is completed only when all the information requested is received. Students are responsible for making sure their application is complete.

**Procedures and requirements for admission into the DMS program**

To be considered for admission into the Diagnostic Medical Sonography (DMS) program, the applicant must:

1. **Be admitted to Darton State College (DSC)**
  - You may apply on-line at [www.darton.edu/admissions/](http://www.darton.edu/admissions/)
  - Please do not send the DSC application or \$20 fee to the DMS Program. The two application processes are separate, no additional fee is required when submitting the DMS Program application.
2. **Submit the completed DMS application by the June 1 deadline**

The student must complete a Diagnostic Medical Sonography application by the June 1 deadline for fall admission. It is the responsibility of the applicant to ensure all application material has been completed by utilizing the checklist at the end of the application.

  - Must include an **Observational Hours Form** verifying a minimum of 40 observational hours in a Diagnostic Medical Sonography setting (located in application packet).
  - Must include at least one **Recommendation Form** (located in application packet).
  - Must include copies of all transcripts from previous colleges/universities or technical schools, if applicable.
  - Must include documentation of previous work experience in an allied health field (if applicable).
3. **Must ensure the applicant meets the following minimum requirements**
  - a. Must complete a minimum of 40 observational hours of experience in one or more Diagnostic Medical Sonography settings. This **excludes** 3D/4D ultrasound facilities.
    - The hours must be documented and verified/signed by a Sonographer.
    - An **Observational Hours Form** is located within the application packet.
  - b. At least one recommendation form must be completed by a sonographer. The required **Recommendation Form** is located within the application packet and may be photocopied for additional recommendations.

- c. A minimum cumulative grade point average (GPA) (all previous coursework attempted) of **2.5** is required.
  - Pre-requisite courses must be completed prior to the start of the program with a grade of “C” or better.

**Application & Document Submission to:**

Health Sciences Division  
Diagnostic Medical Sonography Program  
Attention: Application Coordinator  
2400 Gillionville Rd.  
Albany, GA 31707-3098

DMS program telephone (229) 317-6986.

DMS program office is in building J Room 202

Health Sciences Telephone (229) 317-6900

**Selection Process:**

After the June 1 deadline, the DMS Selection Committee reviews and scores each application. Applications will be processed and **all** applicants will be contacted via email no later than June 15. The top 20 applicants will be sent an invitation via email for a personal interview. Scoring is based on the following criteria: prerequisite course completion, cumulative GPA, the number of hours observed in one or more diagnostic medical sonography settings, previous health care experience or a degree/certificate in an allied health field, the personal interview, and appropriate recommendations received.

After completion of interviews, the top 14 applicants will be selected. Correspondence of acceptance or regret will be made through email and should be received no later than July 12. Selected students must confirm their intent to enroll in writing (via e-mail) within 10 days of their acceptance e-mail. A student that fails to respond in the appropriate time will forfeit their position. The Darton State College DMS program does not utilize a waiting list and those denied acceptance must reapply the following year.

**Consideration and additional points may be given to those students whom have:**

1. Provided documentation of a degree in a Health Science Field, Science or Biology that is directly related to patient care and medical imaging; including but not limited to Radiologic Technology.
2. Provided documentation of a certificate in a health care area that is directly related to patient care. .
3. Provided documentation of work experience in a health care environment that is directly related to patient care. Documentation of work experience:
  - A. Must be on company letter head.
  - B. A minimum of 6 months' work experience.
  - C. Provide a description of job duties that demonstrate hands on patient experience.
4. Completed all DMS pre-requisite and core course work. Only DMS pre-requisite courses must be completed prior to the start of the program.
5. Additional observation hours completed above the minimum, 40, up to 80.

### **Legal Limitations**

Individuals who have a criminal record may not be eligible for licensure. Therefore, it is recommended that he or she contact the American Registry for Diagnostic Medical Sonography (ARDMS) to verify eligibility for licensure. All students will be required to complete a national criminal background check prior to placement in clinical practicums. Clinical facilities also require a drug screen prior to placement. The clinical affiliate determines whether a student can participate in the clinical rotation based upon the results of the background check and drug screen. Should the student be denied clinical placement, he or she cannot progress through the program and will be dismissed. Careful consideration of any questionable record should be carefully scrutinized prior to application, as eligibility for licensure is at the discretion of the ARDMS.

ARDMS website: [www.ardms.org](http://www.ardms.org)

### **Clinical Obligations and Acceptance**

If accepted, students will have a clinical component of the program to complete. Clinical placement is equally distributed among students. Although the majority of the clinical component is carried out during day time hours, less than 25% of the total clinical assignments will be during evening and/or weekend hours. Program clinical locations are mainly located outside the city limits, and all expenses associated with travel are the student's responsibility. Additionally, some program clinical affiliates require drug screens (initial and random), criminal background checks, periodic tuberculosis skin tests and specific vaccinations. If the student is placed in a facility requiring any/all of these items, the cost will be the student's responsibility. Documentation of all immunizations and vaccinations will be collected prior to the start of clinical observations. Failure to provide this documentation will prevent the student from being allowed to attend clinical settings. These absences will be unexcused and may lead to the student's dismissal from the program.

### **Pregnancy Policy**

Please refer to the program's handbook on the [college web site](#) for the DMS program's complete pregnancy policy. Any student that is pregnant or becomes pregnant while in the Diagnostic Medical Sonography program should consider the following:

- 1) Exposure to communicable diseases. As a student you may be exposed to many communicable diseases such as rubella, HIV, and the Hepatitis C virus which may present a serious danger to the developing fetus. It is the pregnant student's responsibility to protect themselves from any danger to themselves and their developing fetus during clinical and lab times.
- 2) Students are at risk to radiation exposure during certain clinical rotations. Pregnant students must protect themselves and their baby by using lead aprons and avoiding all radiation during the course of their pregnancy.

Due to the risks involved with pregnant students, Darton State College does not assume any liability for any complications with the pregnancy while attending clinical assignments. If a student is or becomes pregnant while enrolled in the program, she must understand the risks and complications that may be encountered. The student may make a decision as to whether or not to continue in the clinical rotation and/or other concurrent courses without modification. If the student's medical condition limits her ability to continue in the program, she may choose to take a leave of absence and continue with the following cohort of DMSP students beginning with the withdrawn course(s) provided space is available (see leave of absence policy). Excessive absences over the specified allowed amount (excused or unexcused) may cause the student to be dropped from that/those course(s).

### **Leave of Absence Policy**

For any number of reasons a student may request a leave of absence from the program when they hope to return at a future date. This policy is also applicable to students that have incurred an illness, injury, condition or disability that would temporarily prevent them from performing the essential

functions of the didactic, lab and/or clinical education component. In the event of such, all reasonable efforts will be made to meet the student's limitations or restrictions. However, if the student is unable to participate for a period extending beyond ten didactic class days or eighty clinical hours, a Leave of Absence may be granted providing certain criteria are met.

1. The Leave of Absence must be requested using the appropriate form and given to the Program Director (located in the programs' handbook). For medical Leaves of Absence, documentation on letterhead from the student's physician stating the student is temporarily unable to actively participate in the didactic/lab/clinical education component of the program and must be attached to the Leave of Absence Request Form.
2. The student must be making satisfactory academic, clinical and professional progress at the time of request.
3. The student must return within one year of the requested Leave of Absence for didactic/lab and clinical courses, starting at the first semester not completed.
4. Upon return to the program, the student must:
  - a. Take a comprehensive written exam to verify didactic knowledge.
  - b. Undergo sonographic scan evaluations by the Program Director and/or the Clinical Coordinator.

These exams must be completed during the semester prior to re-entry. Upon successful completion of both written and scanning exams, the student will be placed in the appropriate courses. Students failing one or both of the re-entry exams will be dismissed from the program and are ineligible for readmission.

The Program Director will grant Leaves of Absence in writing and will include an expected date of re-entry. The student must reapply to the program by the midterm of the semester prior to re-entry. Any re-entry exams and/or scan evaluations must be scheduled and completed prior to the stated re-entry date at the initiative of the student.

#### **Re-admission of returning students**

If a final grade of lower than a "C" (below 75%) is made in any DMSP courses, the student will be dismissed from the program, however, the student may apply for re-admission to the program in the fall and re-enter the program beginning with the first course offered (DMSP 1100), if the space is available. Availability is based on the number of clinical sites.

If the student makes a final grade of lower than a "C" in the same DMSP course or another DMSP course after re-entering the program, the student will then be permanently dismissed from the program, without the option for re-admission.

**DIAGNOSTIC MEDICAL SONOGRAPHY (0382)**  
**Health Science Department**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

<b>DMS PREREQUISITE COURSEWORK</b>		<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
BIOL 1100K	Anatomy & Physiology for the Healthcare Provider (BIOL 2111K/2112K may be taken in lieu of BIOL 1100K)	4
PHSC 1011K	Introduction to Physical Science (PHYS 1111K may be taken in lieu of PHSC 1011K)	4
COMM 1000	Cultural Diversity in Communication (COMM 1100 or COMM 1110 may be taken in lieu of	2 COMM 1000)
<b>Pre-requisite coursework total:</b>		<b>16</b>

<b>DMS CORE COURSEWORK</b>		<b>Sem. Hrs.</b>
ALHE 1120	Medical Terminology	2
CISM 2201	Fundamentals of Computer Applications	3
MATH 2205	Introductory Statistics	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
Elective	ART 1100, MUSC 1100, PHIL 2205, THEA 1100, or any literature course	3
<b>DMS Core Coursework Total:</b>		<b>17</b>

<b>DMS PROGRAM COURSEWORK</b>		<b>Sem. Hrs.</b>
DMSP 1100	Physics of Ultrasound	3
DMSP 1101	Introduction to Diagnostic Medical Sonography	2
DMSP 1102	Abdomen Ultrasound I	3
DMSP 1106	Obstetrics and Gynecological Ultrasound I	3
DMSP 1105	Clinical Observations	2
DMSP 2111	Abdomen Ultrasound II	3
DMSP 2112	Obstetrics and Gynecological Ultrasound II	3
DMSP 2113	Clinical Observation & Practicum I	3
DMSP 2200	Superficial Structures and Pediatric Ultrasound	3
DMSP 2201	Clinical Observation & Practicum II	3
DMSP 2202	Introduction to Vascular Ultrasound	3
DMSP 2203	Ultrasound in Review	3
DMSP 2204	Clinical Observation & Practicum III	3
<b>DMS PROGRAM COURSEWORK TOTAL</b>		<b>40</b>

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience."**

**EMERGENCY MEDICAL SERVICES**  
**Health Sciences Department**  
**CERTIFICATE**

The Emergency Medical Services Program is designed to provide instruction at the certificate and associate degree level for the EMS professional. The program is based on the National EMS Education Standard for the EMT, Advanced EMT and Paramedic. Upon successful completion of the selected program, the student will be eligible to take the National Registry certification exam. After passing the National Registry certification exam, the candidate will then be eligible to apply with the Office of EMS & Trauma for licensure. Upon licensure, the EMS professional is allowed to perform life-saving skills under medical direction as defined by his/her scope of practice.

**ALL** students, irrespective of track, must be admitted to Darton before applying to the EMS Program. Students must also take the University System of Georgia COMPASS Test.

**Additional Requirements:**

1. Complete the EMS Program Student Application
2. Copy of Driver's license
3. Copy of your high school diploma or GED equivalency certificate
4. Letter of recommendation (optional, but may be taken into consideration during the selection process) *i.e. Fire Chief, Supervisor, EMS Director, Paramedic, or other healthcare professional*
5. Verification of EMS licensure. (Paramedic candidates only)
6. Evaluation on an individual basis by the EMS faculty
7. To comply with the requirements of cooperating clinical facilities, the Health Sciences Department requires students to submit a completed immunization form and TB screening form. This form must be completed before classes begin. Flu shots must be deferred until October.
8. All Health Sciences students are required to have personal health insurance in order to participate in the clinical practicum.

The Emergency Medical Technician, irrespective of level, is a caregiver with the responsibility of providing life supporting assessments and interventions. Implied in this caregiving role are essential job functions that require the EMT to demonstrate certain cognitive (knowledge), psychomotor (skill), and affective (behavior) mastery. The performance of these job functions must be consistent with the expectation that the EMT must place himself/herself, a fellow worker, or the patient in jeopardy because of physical or mental disabilities.

To satisfactorily complete all levels of certification, the student must have developed the necessary skills to become an entry level practitioner according to his/her level of training. The examples below are not all inclusive and additional disabilities that prove to prevent the performance of essential job functions may be considered on a case by case basis.

- **Visual Acuity** (with/without corrective vision) – Having the visual capacity to identify life-threatening signs of physical distress through objective patient assessment, identify details of a patient's medications, and with accuracy draw solutions into a syringe when required.
- **Auditory Acuity** (with/without aids) – Having the auditory capacity to accurately obtain a subjective medical history and to complete a patient assessment using an aneroid sphygmomanometer, stethoscope, and other equipment as necessary to detect sounds including but not limited to breath and bowel.
- **Physical Ability** – Having the physical capacity to safely lift patients and equipment weighting at least 180lbs. with a partner, and have the stamina to perform cardiopulmonary resuscitation.

- **Speaking Ability** – Having the capacity to acquire a medical history and other details regarding the subjective assessment from the patient, family members, and/or bystanders and communicate those findings in various manners to coordinate patient care.
- **Manual Dexterity** – Having the capacity to perform intravenous catheterization, fill syringes, and perform other task(s) often associated with effective hand-eye coordination.
- **Mental Stress** – Having the capacity to perform without hesitation and with coordinated control, the skills of an EMT during times of mental stress, display principles of patient care consistent with the community standard, and respond positively to correction and modify behavior as required.

#### **Additional Costs and Fees**

1. Professional liability insurance is required prior to clinical assignment. Fees are assessed as part of the student's tuition and fees.
2. All Health Sciences students are required to have personal health insurance in order to participate in the clinical practicum.
3. The student must assume responsibility for his/her own health in the event of an illness, an accident, or exposure to communicable disease. Associated expenses will be the responsibility of the student.
4. Students are required to have approved uniforms and equipment as described in the program handbook. Associated expenses are not assessed in advance and will be the responsibility of the student.
5. Students are required to have received all necessary immunization as listed in the program handbook. Associated expenses are not assessed in advance and will be the responsibility of the student.
6. Each student will be held accountable for participating in the required Life Support courses. Associated expenses are assessed in advance; course fees associated with the particular course.
7. Students are required to take a comprehensive self-assessment exam prior to graduation. Fees are assessed in the graduating semester as part of the student's course fees.
8. Upon completion of the required curriculum, those students with a minimum of 2.0 will be eligible to take the NREMT cognitive and practical examinations. Upon releasing the student for registry examination, it is expected that the student will complete the exam process within 30 days. Fees associated with the National Registry cognitive examination (first attempt only) and practical exam will be assessed during the semester the exams are taken.

**For additional Health Science Division policies that apply to this program, please refer to Academic Regulations, Section R, Background Check.**

**Emergency Medical Services (0566)**  
**Health Sciences Department**  
**PARAMEDIC CERTIFICATE**

The Paramedic is a Health Sciences professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients. The Paramedic's scope of practice includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Paramedic education represents the highest level of out-of-hospital care. Graduates of the Paramedic Certificate Program are encouraged to take the additional prescribed college courses in order to complete the Associate of Science degree in Emergency Medical Services.

		<b>Sem. Hrs.</b>
<b>First Semester</b>		
BIOL 1100K	Human Anatomy & Physiology for the Health Science Professional	4
EMTP 1111	Essentials of EMS	2
EMTP 1112	Psychiatric Emergencies	2
EMTP 1113	Pharmacology for the Paramedic	3
EMTP 1109	Paramedic Practicum I	<u>1</u>
		<b>12</b>
<b>Second Semester</b>		
EMTP 1102	Trauma for the Paramedic	4
EMTP 1032	Pathophysiology for the Paramedic	2
EMTP 1117	Respiratory Emergencies	2
EMTP 1134	Special Populations	3
EMTP 1126	Cardiovascular Emergencies I	2
EMTP 1120	Paramedic Practicum II	<u>3</u>
		<b>16</b>
<b>Third Semester</b>		
EMTP 1104	Medical Emergencies	5
EMTP 1110	EMS Systems and Operations	3
EMTP 1125	Summative Evaluation	2
EMTP 1127	Cardiovascular Emergencies II	3
EMTP 1133	Paramedic Practicum III	<u>2</u>
		<b>15</b>
	<b>One Year Total</b>	<b>43</b>

**EMERGENCY MEDICAL SERVICES (0367)**  
**Health Sciences Department**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

Completion of the EMS certificate program plus the courses listed below will fulfill the requirements for an Associate of Science in Emergency Medical Services Degree.

<b>Sophomore Year</b>		<b>Sem. Hrs.</b>
	<b>First Semester</b>	
ENGL 1101	English Composition I	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra	3
CISM 2201	Computer Concepts/Software Application	3
Area C Elective	ART 1100, FIAR 2250, MUSC 1100, PHIL 2205 THEA 1100, or any literature	3
		<b>12</b>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
		<b>9</b>
	<b>Two-Year Total</b>	<b>64</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.

**EMERGENCY MEDICAL TECHNICIAN (0589)**  
**Health Sciences Department**  
**AEMT CERTIFICATE**

The Darton EMS Program also offers the Advanced EMT Program part time.  
The class sequence is as follows:

	<b>Fall Semester</b>	
BIOL 1100K	Human Anatomy & Physiology for the Health Sciences Professional	4
EMTP 1025	Trauma for the Advanced Emergency Medical Technician	3
EMTP 1110	EMS Systems and Operations	3
EMTP 1023	AEMT Practicum I	<u>1</u>
		11
	<b>Spring Semester</b>	
EMTP 1036	Medical Emergencies for the AEMT	3
EMTP 1039	Essential Skills for the AEMT	3
EMTP 1029	AEMT Practicum II	<u>1</u>
		7
	<b>Summer Semester</b>	
EMTP 1032	Advanced Life Support for the Advanced Emergency Medical Technician	3
EMTP 1034	AEMT Practicum III	<u>1</u>
		4
	<b>Two semester total</b>	<b>22</b>



**ENGLISH (0022)**  
**Humanities Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN ENGLISH**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
The following courses are recommended, but other Area B courses are allowed.		
COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking or	
COMM 1100	Human Communications	2-3
Foreign Language 1001	Elementary I Foreign Language	3
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
The following courses are recommended, but other Area C courses are allowed.		
Literature	<a href="#">See Core Curriculum, Area C.</a>	3
Foreign Language 1002	Elementary II Foreign Language	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
	<a href="#">See Core Curriculum, Area D, Mathematics/Technology</a>	
MATH 2205	Introduction to Statistics, recommended	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
HIST 1111 or	Survey of World History I	
HIST 1112	Survey of World History II	3
	<a href="#">See Core Curriculum, Area E, Social Science.</a>	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Foreign Language 1002		
Foreign Language 2001		
Foreign Language 2002		
ENGL 2111 or 2112	World Literature I or II	
ENGL 2210 or 2220	Creative Writing or Writing Non-Fiction or	
or 2230	Professional and Technical Writing	
Choose <b>one</b> of the following courses:		
ENGL 2111 or	World Literature I or	
ENGL 2112 or	World Literature II or	
ENGL 2121 or	British Literature I or	
ENGL 2122 or	British Literature II or	
ENGL 2131 or	American Literature I or	
ENGL 2132 or	American Literature II or	
ENGL 2141 or	African-American Literature I or	
ENGL 2142 or	African-American Literature II or	
ENGL 2210 or	Creative Writing or	
ENGL 2220 or	Writing Non-Fiction or	

ENGL 2230 or  
JOUR 1110 or  
JOUR 1111

Professional and Technical Writing or  
News Writing or  
Writing for Television, Radio, and New Media

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS ..... 4-8**

Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. [See Core Curriculum, Area G, Health and Physical Education.](#)

**Two-Year Total**

**65-69**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**FOREIGN LANGUAGE (0023)**  
**Humanities Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN FOREIGN LANGUAGE**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Area B core curriculum courses.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
The following courses are recommended, but other Area C Literature courses are allowed. <a href="#">See Core Curriculum, Area C.</a>		
ENGL 2111 or	World Literature I or	
ENGL 2112	World Literature II	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. <a href="#">See Core Curriculum, Area C.</a>		
COMM 1110	Public Speaking	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
The following courses are recommended, but other Area D Math/Technology courses are allowed.		
MATH 1112 or	Trigonometry or	
MATH 2205	Introduction to Statistics	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
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 E Social Science courses are allowed. <a href="#">See Core Curriculum, Area E, Social Science.</a>		
ANTH 1103 or	Introduction to Cultural Anthropology or	
GEOG 1101 or	Introduction to Human Geography or	
POLS 2401 or	International Politics or	
PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Foreign Language	Elementary I Foreign Language	
1001		3
Foreign Language	Elementary II Foreign Language	
1002		3
Foreign Language	Intermediate I Foreign Language	
2001		3
Foreign Language	Intermediate II Foreign Language	
2002		3
Choose <b>two</b> 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 2010 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 or	Survey of World History II or
SPAN 2003	Intermediate Spanish III

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS ..... 4-8**

Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. See [Core Curriculum, Area G, Health and Physical Education](#).

**Two-Year Total**

**65-69**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J.**

**GENERAL STUDIES (0099)**  
**All Departments**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN GENERAL STUDIES**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Core Curriculum, Area B</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature	<a href="#">See Core Curriculum, Area C.</a>	3
Humanities/Fine Arts	<a href="#">See Core Curriculum, Area C, Hum/Fine Arts.</a>	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
Math/Technology	<a href="#">See Core Curriculum, Area D, Mathematics/Technology courses.</a>	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
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. <a href="#">See Core Curriculum, Area E, Social Science.</a>		
PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Any course approved for Areas B – F at the institution that has not be counted elsewhere.		
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. <a href="#">See Core Curriculum, Area G, Health and Physical Education.</a>		

**Two-Year Total** **63-70**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**GRAPHIC DESIGN (0574)**  
**Fine Arts Department**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Graphic Design Certificate Program is structured to provide basic skills for immediate employment in the Graphic Design field. The Graphic Design Certificate requires a completion of 18 hours of study (six courses of 3 hours each). 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. This certificate is offered online.

**DRAWING PORTFOLIO**

Students wishing to be admitted to the online Graphic Design Certificate program must first submit to the Art Department a satisfactory portfolio of drawings that demonstrates fundamental drawing skills. Students who do not wish to submit a drawing portfolio must take and pass ART 1010 (Drawing), which is offered only on campus.

The portfolio must include the following items. Please submit the images in .jpg format (180 ppi & 8 inches in the longer dimension).

- Self-portrait in a basic line style in graphite or charcoal
- Self-portrait in a finished style showing a full range of tones in either graphite or charcoal
- Landscape in one of the following drawing dry media: colored pencil, chalks, pastels (not acrylic or watercolor)
- Cityscape in one of the following drawing dry media: colored pencil, chalks, pastels (not acrylic or watercolor)
- One drawing of the applicant's choice

**Equipment Required for Graphic Design Certificate Online**

- A computer with Adobe Creative Suite CS5 or higher – local students may use Darton State College's Mac lab
- Basic art supplies (paints, brushes, pencils, drawing pads)
- Digital camera
- A means to digitize Design I course projects – scanner or high quality photographic imaging

<b>Fall Semester</b>	<b>Sem. Hrs.</b>
ART 1020 Design I	3
ART 2150 Computer Art	3
ART 2180 Digital Photography	<u>3</u>
	9
<b>Spring Semester</b>	
ART 2160 Visual Design	3
ART 2170 Web Page Design	3
ART 2200 Professional Practices, Portfolio	
Preparation and Review	<u>3</u>
	9
<b>One Year Total</b>	<b>18</b>

## **Associate of Science for Health Career Pathways (0063)**

### Overview

The purpose of our Associate of Science (0063) degree is to prepare graduates to apply to one of our career programs or pursue further education in a variety of advanced health careers by way of transfer to another institution beyond the two-year degree at Darton State College. Students that wish to apply to any of the health career programs offered at Darton must declare Associate of Science for Health Career Pathways (0063) as the intended major. An advisor will be assigned to guide the student along the academic plan that best meets the requirements for the chosen pathway. The courses to be completed for the degree will vary based on the student's career program of choice.

The A.S. degree gives a student the opportunity to complete any prerequisites required before applying to the career program of choice. If a student gains acceptance to a career program, the major will be changed accordingly. If a student is not accepted into the program of choice, he or she will continue taking courses to complete the Associate of Science.

The Associate of Science for Health Career Pathways is transferable to other institutions of higher learning. A student wishing to pursue a degree in a health related field requiring an advanced degree may complete the two-year degree at Darton State College then transfer to an institution of higher learning that offers advanced degrees for his or her desired area of study. Working under the guidance of an advisor, the courses to be completed for the degree will be tailored to meet the student's educational goals.

Students that wish to pursue any of the following career programs offered at Darton State College will initially be pursuing the Associate of Science for Health Career Pathways (0063):

### **Two-Year Degrees**

- Dental Hygiene
- Diagnostic Medical Sonography
- Emergency Medical Services
- Health Information Technology
- Histologic Technology
- Medical Laboratory Technology
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Science
- Respiratory Care

### **Please note:**

- The courses to be completed for the degree will vary based on the student's preferred area of study which is referred to as the "pathway" for the career program of choice. Therefore, it is important to meet with an advisor to map out the best academic plan to achieve his or her goal. The student should first focus on taking the required courses for the program for which they intend to apply.
- All career programs have a selective admissions process. This means that a seat in any program is awarded only to the top applicants. Simply meeting the minimum requirements does not guarantee admission to a program.

**HEALTH CAREER PATHWAYS (0063)**  
**Health Sciences Department**  
**ASSOCIATE OF SCIENCE FOR**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
The following course is recommended, but other Area A courses are allowed.		
MATH 1001 or	Quantitative Reasoning or	
MATH 1111	College Algebra	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
Institutional Options	<a href="#">See Core Curriculum, Area B.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Literature</a>	3
	<a href="#">See Core Curriculum, Area C.</a>	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
Choose one Math/Technology course		
Mathematics/	<a href="#">See Area D Mathematics/Technology courses.</a>	
Technology		3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</b>
POLS 1101	American Government in World Perspective	3
Elective	<a href="#">See Core Curriculum, Area E, Social Science.</a>	3
<b>Area F: COURSES RELATED TO THE CAREER PATHWAY</b> .....		<b>18</b>
See appropriate program requirements:		
ALHE 1120	Medical Terminology	2
BIOL 2111K	Human Anatomy & Physiology I	4
BIOL 2112K	Human Anatomy & Physiology II	4
(Area B-F) or course related to major area of interest		3-4
(Area B-F) or course related to major area of interest		3-4
(Area B-F) or course related to major area of interest.		2-4

Please note, BIOL 1100K (Human Anatomy & Physiology for the Health Care Professional) **will not** transfer to another institution. If you plan to continue your education after Darton State College, we recommend A&P I & II.

**Area G: PHYSICAL EDUCATION** .....

Physical Education – (3 courses) To satisfy the **fitness competency requirement** for graduation, choose at least one course from the following: PHED 1105, 1106, 1139, 1161 or HLTH 1163. **4-6**

**Two-Year Total** **64-71**

Depending on your enrollment status, you may be required to take DART 1000 – First Year Experience. Please refer to Section 7 Academic Support Services Paragraph J.

**HEALTH AND PHYSICAL EDUCATION - TEACHER EDUCATION (0018)**  
**Physical Education Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN TEACHER EDUCATION**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1111	College Algebra	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
AREA B Elective	<a href="#">See Core Curriculum – Area B</a>	2
PHED 2210	Sports Injury and Prevention	2
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Literature</a>	3
	<a href="#">See Core Curriculum, Area C.</a>	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
The following courses are recommended, but other Area D courses may be allowed. <a href="#">See Core Curriculum, Area D, Natural Sciences, Mathematics/Technology</a>		
CHEM 1211K	Principles of Chemistry I	4
BIOL 1107K	Principles of Biology I	4
MATH 1112 or	Trigonometry or	
MATH 2205	Statistics	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE GUIDEDPATHWAY</b> .....		<b>18</b>
BIOL 2111K	Anatomy & Physiology I	4
BIOL 2112K	Anatomy & Physiology II	4
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity In Educational Contexts	3
EDUC 2130	Exploring Learning and Teaching	3
PHED 2201	Introduction to Physical Education, Fitness & Sport	1
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. <a href="#">See Core Curriculum, Area G, Health and Physical Education.</a>		

**Two-Year Total**

**65-68**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**HEALTH INFORMATION TECHNOLOGY (0370)**  
**Health Sciences Department**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

The online associate degree program in Health Information Technology at Darton State 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 Commission on Accreditation for Health Informatics and Information Management Education.

Graduates are eligible to apply for 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 a Registered Health Information Technician (RHIT) by the American Health Information Management Association.

**This program begins once a year in the fall semester. Applications are accepted January 1 to June 1 for consideration.**

**Admission Requirements:**

For full consideration for admission to the Health Information Technology program, the student must:

1. Be admitted to Darton State College.
2. Complete all required Learning Support courses.
3. Complete all pre-requisite courses with a "C" or better. Pre-requisite courses include BIOL 2111K and BIOL 2112K (within the last five years) and ENGL 1101.
4. Have a minimum GPA of 2.5.
5. Complete and submit an application for admission to the program to the Program Director by June 1.

**Additional Requirements:**

1. Students with 2 unsuccessful attempts in program course are ineligible for program re-admission. Withdrawing from an HITE course is considered an unsuccessful attempt. A course grade of "D" or "F" is considered an unsuccessful attempt.
2. High speed internet connection is highly recommended for optimal use of AHIMA's Virtual Lab applications.
3. Professional liability insurance is required. The cost of this insurance is approximately \$17.50 per year and is included in the fees.
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 (HIPPA). 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 \$45 per year.
6. A student may be denied permission to continue in the program if, in the opinion of the faculty, the Dean of Health Sciences, 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.
8. 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).
9. Hearing (with or without aids): to hear the spoken voice in order to be able to respond verbally.
10. The student must abide by the policies and procedures of the Health Information Technology Program as defined by the Program Handbook.

**For additional Health Science Division policies that apply to this program, please refer to Academic Regulations, Section R – T.**

\*All HITE courses are only offered online with the exception of HITE 2600 & HITE 2610. These two courses constitute the professional practice experience and are completed in an acute care facility.

**HEALTH INFORMATION TECHNOLOGY (0370)**  
**Health Sciences Department**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Students may declare Pre-HIT plan of study upon college enrollment for the purpose of GUIDEDwhile completing pre-requisite course work. However, declaring this plan of study does not guarantee admission to the HIT Program. A separate application is required for consideration of acceptance into this program.

<b>Pre-requisites</b>		<b>Credit Hours</b>
ENGL 1101	English Composition I	3
BIOL 2111K	Human Anatomy and Physiology I	4
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra or higher math	<u>3</u>
		13
ALHE 1120	Medical Terminology	2
BIOL 2112K	Human Anatomy and Physiology II	4
POLS 1101	American Government	3
ENGL 1102	English Composition II	3
COMM 1110	Public Speaking***	<u>3</u>
		15
<b>Program</b>	<b>Fall Semester</b>	
*HITE 2100	Health Record Content and Structure	3
*HITE 2400	Pathophysiology & Pharmacology	3
*HITE 2137	Fundamentals of Health Information Management	3
Elective	Core Curriculum, Area B, C, D, or E	<u>3</u>
		12
	<b>Spring Semester</b>	
*HITE 2150	Coding I	3
*HITE 2250	Legal & Ethical Issues in HIM	2
Area C Elective	ART 1100, FIAR 2250, ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, MUSC 1100, PHIL 2205, or THEA 1100	3
COPR 2235	Database Management Systems	<u>3</u>
		11
	<b>Summer Semester</b>	
*HITE 2110	Organization & Supervision in HIM	2
*HITE 2160	Coding II (A Term)	2
*HITE 2200	Healthcare Statistics	<u>2</u>
		6
	<b>Last Semester</b>	
*HITE 2170	Advanced Coding and Reimbursement	3
*HITE 2500	Health Information System Applications	3
*HITE 2550	Quality Assessment	2
*HITE 2600	Professional Practice I	2
*HITE 2610	Professional Practice II	2
*HITE 2650	Seminar	<u>1</u>
		13

**Two-Year Total**

**70**

**\*\*BIOL 2111K and BIOL 2112K (Human Anatomy & Physiology I and Human Anatomy & Physiology II) must have been taken within the last five years.**

For additional Health Sciences Department policies applicable to this program, please refer to Academic Regulations, Sections Q-T.

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**HISTORY (0033)**  
**Social Science Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN HISTORY**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	See Core Curriculum, Area B.	4
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	See Area C Core Curriculum, Humanities/Fine Arts.	3
	See Core Curriculum, Area C.	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/Tech.	See Core Curriculum, Area D, Math/Tech. courses.	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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 Core Curriculum, Area E, Social/Science courses.	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</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
Foreign Language	(3 hrs. if one course is taken in Area B)	3-6
(Two courses in one language)		
Optional Electives (6 - 9) from the following:		
ANTH 1103	Introduction to Cultural Anthropology or	3
CSCI 1150	Computer Programming in Visual Basic or	3
CSCI 1301	Computer Science I or	3
ECON 2105	Principles of Macroeconomics or	3
ECON 2106	Principles of Microeconomics or	3
GEOG 1101	Introduction to Human Geography or	3
MATH 2205	Introduction to Statistics or	3
PHIL 2010	Introduction to Philosophy or	3
POLS 2201	American State and Local Government or	3
POLS 2401	International Politics or	3
PSYC 1101	General Psychology or	3
SOCI 1101	Principles of Sociology	3
<b>AREA G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency		

requirement. See Core Curriculum, Area G, Health and Physical Education

**Two-Year Total**

**64-66**

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

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**HISTOLOGIC TECHNOLOGY (0373)**  
**Health Sciences Department**  
**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 in Histologic Technology and a Histotechnician Certificate. The certificate program component is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road Suite 720 Rosemont, IL 60018, phone (773) 714-8880, fax (773) 714-8886 [www.naacls.org](http://www.naacls.org).

**Histotechnician Admission**

**Option I:**

**Certificate Option**

1. Admission to Darton State College
2. Prior college degree
3. Completion of high school or college Algebra, Chemistry and Biology with a “C” or higher.
4. Applicants must have a minimum overall college GPA of 2.5.
5. Program application required.\*

**Option II:**

**Degree Option**

This option is an alternative way to gain admission into the program.

1. Admission to Darton State College
2. Completion of all learning support courses.
3. Completion of college Algebra, Chemistry and Biology with a “C” or higher.
4. Completion of at least 35 hours of the general education requirements prior to admission.
5. Applicants must have a minimum overall college GPA of 2.5.
6. Program application required.\*

\*Applications are available through the Education Coordinator or in the Health Sciences office at Darton State College. Applications are also available from the program homepage at:

<http://www.darton.edu/HISTO>

**Application Deadline**

Fall Semester	June 30
Spring Semester	November 30

**Selection:**

Once applicants meet the general admission criteria for the program, their completed folders are reviewed by the Education Coordinator. Students for the program are selected from the applicants according to the following criteria:

- Prior Degree Attained
- Prior laboratory work experience/shadowed in a histotechnology laboratory
- GPA
- Completed program application
- Professional recommendations
- Clinical facility (affiliation agreement in place-online students only)

Applicants with the highest point accumulation are selected until the class positions are filled. Class size is 20.

**Additional Requirements:**

1. A minimum grade of a “C” in each professional Histology course.
2. Proof of health insurance is required.
3. Students are required to submit a copy of a recent physical exam prior to program acceptance.
4. Students are required to meet the health requirements of the clinical affiliate to which they are assigned.
5. Students must have documented immunization to Hepatitis B.
6. Liability insurance is required upon enrollment in the program.
7. 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.

**Administrative Withdrawals:**

Students may be withdrawn from the program and/or from a clinical affiliate for lack of competence, if determined to pose a threat to the health or safety of others; for failure to comply with the Darton State College Code of Conduct or failure to comply with the policies of a clinical affiliate.

**Drug Screen and Criminal Background Checks:**

Students may be subject to drug screens and criminal background checks as a requirement for participating in program activities. Students are also subject to drug screens requested at random or for probable cause.

Students may be prevented from participating in program activities until results are provided and they are approved for return to program activities.

**Program Cost Requirements:**

Students in the AAS Histologic Technology Program are responsible for the following approximate expenses in addition to books, tuition and fees:

Background check	\$49.50
Test fee	\$215.00
Liability Insurance	\$17.50
Uniforms/lab coats	\$150.00
LaboratorySupplies	\$50.00
Special immunizations (HBV)	<u>\$200.00</u>
	<u>\$682.00</u>

**Clinical Assignments:**

The Darton State College program director or designated staff will arrange clinical assignments with the programs 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 MLTS course in which the score is less than a “C.”

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.

**For additional Health Sciences Division policies that apply to this program, please refer to Academic Regulations, Section R, Background Check.**

**HISTOLOGIC Health Sciences Department**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**  
**TECHNOLOGY (0373)**

The following is the course sequence as outlined in the Darton State College Catalog for both the Histotechnician Certificate and Associate of Applied Science Degree.

<b>First Semester</b>		<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 2111K	Human Anatomy & Physiology I	4
MATH 1111	College Algebra	3
Elective	ART 1100, FIAR 2250, ENGL 2111 ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, ENGL 2141 ENGL 2142, MUSC 1100, PHIL 2205, THEA 1100	<u>3</u> 13
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
BIOL 2112K	Human Anatomy & Physiology II	4
CHEM 1211K	Principals of Chemistry I	4
POLS 1101	American Government	<u>3</u> 14
<b>Third Semester</b>		
CHEM 1212K	Principals of Chemistry II	4
BIOL 2115K	Essentials of Microbiology	4
CISM 2201	Fundamentals of Computer Applications	3
COMM	COMM 1100, COMM 1110, or COMM 2105	<u>3</u> 14
<b>Fall Semester</b>		
MLTS 1300	Introduction to Histology	3
MLTS 1310W	Histology I online	3
MLTS 1310L	Histology I (clinical affiliate)	1
MLTS 1320W	Histology II online	2
MLTS 1320L	Histology II (clinical affiliate)	1
MLTS 1330	Histology III (clinical affiliate)	<u>1</u> 11
<b>Spring Semester</b>		
MLTS 1340*	Histology IV Clinical Externship	5
MLTS 1350*	Histology V online	2
MLTS 1360*	Histology VI online	<u>1</u> 8
<b>Two-Year Total</b>		<b>60</b>

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience." Please refer to Section 7 Academic Support Services Paragraph J**

**HISTOTECHNICIAN (0564)**  
**Health Sciences Department**  
**CERTIFICATE**

The Histotechnician 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 Histotechnology certificate program will qualify the student to take their national board exams.

**Histotechnician Certificate Program Admission**

1. Admission to Darton State College
2. Prior college degree
3. Completion of high school or college Algebra, Chemistry, and Biology with a “C” or higher.
4. Applicants must have a minimum overall college GPA of 2.5.
4. Program application required.\*

**Selection:**

Once applicants meet the general admission criteria for the program, their completed folders are reviewed by the Education Coordinator. Students for the program are selected from the applicants according to the following criteria:

- Prior laboratory work experience/shadowed in a histotechnology laboratory
- GPA
- Professional recommendations
- Clinical facility (affiliation agreement in place-online only)
- Completed program application

Applicants with the highest point accumulation are selected until the class positions are filled. Class size is 20.

\*Applications are available through the Educational Coordinator or in the Health Sciences office at Darton State College. Applications are also available from the program homepage at:

<http://www.darton.edu/HISTO>

**Additional Requirements:**

1. A minimum grade of a “C” in each professional Histotechnology course.
2. Students must have documented immunization to Hepatitis B.
3. Liability insurance is required upon enrollment in the program.
4. 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.

**Clinical Assignments:**

The Darton State College program director or designated staff will arrange clinical assignments with the programs approved affiliates only. Students must be prepared to travel to the clinical training facility.

**Continuation in the Program:**

Students must complete each required MLTS course with a grade of “C” or better.

A student may repeat a single MLTS course in which the score is less than a “C.”

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.

**HISTOTECHNICIAN CERTIFICATE**

	<b>First Semester</b>	<b>Sem. Hrs.</b>
MLTS 1300	Introduction to Histology	3
MLTS 1310W	Histology I	3
MLTS 1310L	Histology I lab (clinical affiliate)	1
MLTS 1320W	Histology II	2
MLTS 1320L	Histology II lab (clinical affiliate)	1
MLTS 1330	Histology III (clinical affiliate)	<u>1</u>
		11
	<b>Second Semester</b>	
MLTS 1340	Histology IV (clinical affiliate)	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 Histotechnician program courses in order to successfully complete each course. Satisfactory completion of the Darton State College NAACLS Accredited Histotechnician Certificate Program provides the necessary qualifications for National Certification Examinations.

**For additional Health Sciences Division policies that apply to this program, please refer to Academic Regulations, Section R, Background Check**

**INSTRUCTIONAL TECHNOLOGY CERTIFICATE (0595)**  
**Science/Mathematics/Computing Department**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

This certificate is designed to provide in-service instructors with the knowledge and hands on practice needed to succeed in developing and facilitating online courses. The certificate will cover the theory behind instructional technology and design, the selection and evaluation of web-based tools and applications for instruction, and the creation and implementation of robust online courses.

<b>First Semester</b>		<b>Sem. Hrs.</b>
COPR 1122	Introduction to Instructional Technology	<u>3</u>
		3
<b>Second Semester</b>		
CORR 1123	Web-based Tools and Applications for Education	3
COPR 1124	Online Communication Technologies	<u>3</u>
		6
<b>Third Semester</b>		
COPR 1125	Instructional Design of the Online Course	3
COPR 1114 or	Facilitating Learning Online or	
COPR 1131	Success in Online Instruction and Learning	<u>2</u>
		5
<b>Total</b>		<b>14</b>

**LEGAL ASSISTANT/PARALEGAL STUDIES (0383)**  
**Business Department**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

This program is designed to prepare graduates as competent paralegals or legal assistants. Graduates will gain a broad knowledge of numerous areas of law while strengthening specific legal skills that will enhance their role as non-lawyers in the delivery of legal services. The legal assistant and paralegal program will train students in the practical application of legal theory and develop analytical, critical thinking, communication, and organization skills. While paralegals or legal assistants may not provide legal services directly to the public, graduates of this program will be prepared to work effectively and efficiently with attorneys, clients, and the public and will demonstrate a high regard for ethical behavior, professional responsibility, and confidentiality.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
MATH 1001	Quantitative Reasoning (or higher)	3
CISM 2201	Fundamentals of Computer Applications	3
PARA 1110	Introduction to the Paralegal Profession	3
PARA 1120	The Understanding of Law	3
		<u>15</u>
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
POLS 1101	American Government in World Perspective	3
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	4
PARA 1130	Legal Research and Writing	3
PARA 1140	Litigation and Trial Practice	3
		<u>16</u>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
COMM 1110	Public Speaking*	3
PSYC 1101 or	General Psychology	
SOCI 1101	Introduction to Sociology	3
ACCT 2101	Principles of Accounting I	3
PARA 1150	Real Estate Law	3
PARA elective	PARA elective**	3
		<u>15</u>
	<b>Second Semester</b>	
BUSA 2105	Communicating in the Business Environment	3
PHIL 2010	Introduction to Philosophy	3
PARA 1160	Wills, Trusts, and Estates	3
PARA elective	PARA elective**	3
PARA elective	PARA elective **	3-4
		<u>15-16</u>
	Physical Education (fitness competency requirement) ***	<u>2</u>
<b>Two-Year Total</b>		<b>63-64</b>

\*\*Choose from PARA 2110, Family Law; PARA 2120, Contract Law; PARA 2124, Tort Law; PARA 2130, Bankruptcy Law; PARA 2140, Employment Law; PARA 2160, Paralegal Certification Review; PARA 2164 Criminal Law and Procedure.

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

A grade of "C" or better is required in all Paralegal courses.

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience."**  
**Please refer to Section 7 Academic Support Services Paragraph J**

**LEGAL ASSISTANT/PARALEGAL STUDIES (0542)**  
**Business Department**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The purpose of the Legal Assistant/Paralegal Studies program is to provide students the knowledge and skills necessary to perform legal services under the direction of an attorney. The Legal Assistant/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>
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
PARA 1110	Introduction to the Paralegal Profession	3
PARA course	(see below)	<u>3</u>
		12
	<b>Spring Semester</b>	<b>Sem. Hrs</b>
COMM 1110	Public Speaking*	3
PARA 1130	Legal Research and Writing	3
PARA course	(see below)	<u>3</u>
		9
	<b>Fall Semester</b>	<b>Sem. Hrs</b>
PARA Course	(see below)	3
PARA Course	(see below)	3
Elective	ACCT/ECON/PARA or BUED 2251**	<u>3</u>
		9
	<b>One-Year Total</b>	<b>30</b>
PARA Courses:		
PARA 1110	Introduction to the Paralegal Profession	3
PARA 1130	Legal Research and Writing	3
PARA 1140	Litigation and Trial Practice	3
PARA 1150	Real Estate Law	3
PARA 1160	Wills, Trusts, and Estates	3
PARA 2110	Family Law	3
PARA 2120	Contract Law	3
PARA 2124	Tort Law	3
PARA 2130	Bankruptcy Law	3
PARA 2140	Employment Law	3
PARA 2160	Special Topics in Paralegal Studies	3
PARA 2164	Criminal Law and Procedure	3

\*\*Students with word processing skills are expected to choose an elective from ACCT/ECON/PARA

A grade of "C" or better is required in all Paralegal courses.

**LIBERAL ARTS (0017)**  
**School of Humanities and Social Sciences**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN LIBERAL ARTS**

<b>Area A 1: COMMUNICATION.....</b>		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE.....</b>		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS .....</b>		<b>4</b>
The following courses are recommended, but other Area B courses are allowed.		
COMM 1110 or	Public Speaking	3
MYTH 1000	Introduction to Mythology	1
<a href="#">See Core Curriculum, Area B, Institutional Options.</a>		
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS .....</b>		<b>6</b>
Literature	<a href="#">See Core Curriculum, Area C, Literature.</a>	3
Humanities/Fine Arts	<a href="#">See Core Curriculum, Area C, Hum/Fine Arts.</a>	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY .....</b>		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
The following courses are recommended, but other Area D Math/Technology courses are allowed.		
MATH 2205	Introduction to Statistics	3
<b>Area E: SOCIAL SCIENCE.....</b>		<b>12</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
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
Social Science	<a href="#">See Core Curriculum, Area E, Social Science.</a>	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY .....</b>		<b>18</b>
Any combination of credit hours in the humanities, fine arts, or social sciences up to 18 hours to fulfill Area F requirements. Students may not use courses for Area F which have been used in a different area and may not use any specific course more than once to fulfill plans of study requirements.		
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS .....</b>		<b>4-8</b>
Physical Education – **Three PE courses; at least one to meet the Fitness Competency requirement. <a href="#">See Core Curriculum, Area G, Health and Physical Education.</a>		
<b>Two-Year Total</b>		<b>64-66</b>

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J.**

**MANAGEMENT (0510)**  
**Business Department**  
**RECOMMENDED COURSES FOR**  
**CERTIFICATE PROGRAM**

The Management Certificate program is designed to provide the student with the basic fundamentals needed 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 an 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 colleges.

No more than nine hours can be taken in core curriculum courses. **Students will need to have their program of courses approved by an advisor from the Business Division before being enrolled into this program.**

		Sem. Hrs.
MATH 1001	Quantitative Skills and Reasoning	3
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
<b>TOTAL</b>		<b>9</b>
Electives	ACCT/BUSA/COPR/ECON/HSEC/OCEX*	<b>19-21</b>
<b>Certificate Total</b>		<b>28-30</b>

\*Other courses must be approved by a Business Department advisor.

**MATHEMATICS (0010)**  
**Science/Mathematics/Computing Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN MATHEMATICS**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
See Core Curriculum, Area B.		4
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	See Core Curriculum, Area C, Hum/Fine Arts.	3
COMM Course	See Core Curriculum, Area C, Hum/Fine Arts.	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>12</b>
Science Requirements:		
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K	Principles of Physics II	
Math/Technology Requirement:		
MATH 1151	Calculus I with Geometry	4
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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 Core Curriculum, Area E, Social Science.	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Requirements:		
MATH 2252	Calculus II	4
MATH 2253	Calculus III	4
MATH 2218	Linear Algebra	3
CSCI 1301	Computer Science I	4
CSCI 1302	Computer Science II	4
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. See Core Curriculum, Area G, Health and Physical Education.		
<b>Two-Year Total</b>		<b>66–68</b>

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**MEDICAL CODING (0563)**  
**Health Sciences Department**  
**CERTIFICATE**

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.

This online certificate program begins once a year in the fall semester. Applications are accepted up to June 1.

**Requirements:**

The student must complete any Reading and English Learning Support area requirements, all pre-requisite courses, and be accepted into this program before beginning any HITE classes. A GPA of 2.5 is required in order to be considered and the student must achieve a grade of “C” or better to remain in the program. *Darton State College Code of Conduct Policies related to Disruptive and Obstructive Behavior will be enforced in an online program just as it would be in a traditional classroom. Exhibit of such behavior may result in dismissal from the program.*

Prerequisites must be completed or in progress before acceptance to the program:  
 BIOL 1100K: Human Anatomy/Physiology for the Health Care Professional (4 hours)  
 CISM 2201: Computer Applications (2 hours)  
 ALHE 1120: Medical Terminology (2 hours)

<b>Fall Semester</b>		<b>Sem. Hrs</b>
*HITE 2100	Health Record Content and Structure	3
*HITE 2400	Pathophysiology and Pharmacology	<u>3</u>
		6
<b>Spring Semester</b>		
*HITE 2150	Coding I	<u>3</u>
		3
<b>Summer Semester</b>		
*HITE 2160	Coding II	<u>2</u>
		2
<b>Fall Semester</b>		
*HITE 2170	Advanced Coding and Reimbursement	<u>3</u>
<b>Total</b>		<b><u>22</u></b>

\*Online course only.

\*\* A combination of BIOL 2111K and BIOL 2112K (Anatomy and Physiology I & II) may be substituted if taken within the last 5 years.

[For additional Health Science Division policies applicable to this program, please refer to Academic Regulations, Section R – T.](#)

**MEDICAL LABORATORY TECHNOLOGY (0365)**  
**Health Sciences Department**  
**ASSOCIATE OF SCIENCE CAREER-DEGREE PROGRAM**

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), 5600 North River Road, Suite 720, Rosemont, IL 60018-5119 (847) 939-3597, (773) 714-8880, FAX (773) 714-8886, [www.naacls.org](http://www.naacls.org).

**MLT Admissions Criteria:**

1. Applicants must have completed required Learning Support courses.
2. Applicants must have a minimum overall college GPA of 2.5. Preference in program participation may be given to students with the highest GPA.
3. Students with two unsuccessful attempts in MLT program courses at Darton or any other institution are not eligible for admission to Darton State College MLT Program.

\*Note: Unsuccessful attempts include D's, F's, and course withdrawals.

**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 State College.
4. Proof of health insurance required.
5. Liability insurance is required upon enrollment in any MLT technical course.
6. 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 venipuncture 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 State 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.
- (f) Students with two unsuccessful attempts in program courses are ineligible for program readmission. Withdrawing from a MLTS course is considered an unsuccessful attempt. A course grade of "D" or "F" is considered an unsuccessful attempt.

**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	\$ 35.00
Background check	\$ 49.50

Test fee	\$ 215.00	
Uniforms/lab coat		\$ 100.00
Laboratory Supplies (Gloves, masks, face shields, scissors, rulers, pens, graph paper and markers)		\$ 50.00
Specified immunization		<u>\$200.00</u>
		\$649.50

**Clinical Assignments:**

The Darton State 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.

**Program Application Required:**

Applications are available in the Health Sciences office at Darton State College or may be obtained from the Program home page at:

<http://www.darton.edu/MLTS>

**Application Deadlines:**

Fall semester: August 1

Summer semester: May 1

Spring semester: December 7

\*based on space availability

**For additional Health Sciences Division policies that apply to this program, please refer to Academic Regulations, Section R, Background Check**

**Administrative withdrawals:**

Students may be withdrawn from the program and/or from a clinical affiliate for lack of competence, if determined to pose a threat to the health or safety of others; for failure to comply with the Darton State College Code of Conduct or failure to comply with the policies of a clinical affiliate.

**Drug Screen and criminal background checks:**

Students may be subject to drug screens and criminal background checks as a requirement for participating in program activities. Students are also subject to drug screens requested at random or for probable cause.

Students may be prevented from participating in program activities until results are provided and they are approved for return to program activities.

Background checks, drug screens, and immunizations are the student's responsibility for expenses.



NOTE: MLT lab courses (MLTS 1160L, 1161L, 2010L and 2020L) are scheduled at Darton State College. Other approved clinical affiliate locations will be considered.

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J.**

**MUSIC (0011)**  
**Fine Arts Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN MUSIC**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Core Curriculum, Area B.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature	<a href="#">See Core Curriculum, Area C, Literature.</a>	3
Humanities/Fine Arts	<a href="#">See Core Curriculum, Area C, Hum/Fine Arts.</a>	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
	<a href="#">See Core Curriculum, Area D, Math/Technology</a>	
MATH 2205	Introduction to Statistics, recommended	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
	<a href="#">See Core Curriculum, Area E, Social Science.</a>	
PSYC 1101	General Psychology, recommended	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
MUSC 1101	Elementary Music Theory I	2
MUSC 2211	Applied Music I	1
MUSC 2211	Applied Music I	1
MUSC 1171	Class Piano	1
MUSC 1172	Sight-Singing/Ear Training	1
MUSC 1102	Elementary Theory II	2
MUSC 2212	Applied Music II	1
MUSC 2212	Applied Music II	1
MUSC 2201	Advanced Theory I	2
MUSC 2202	Advanced Theory II	2

**Performing Ensemble Requirement:**

MUSC 1070 and	College Orchestra I and	1
MUSC 1070 and	College Orchestra I and	1
MUSC 2070 and	College Orchestra II	1
MUSC 2070 and	College Orchestra II	1
OR		
MUSC 1080 and	College Concert Band I and	1
MUSC 1080 and	College Concert Band I and	1
MUSC 2080 and	College Concert Band II	1
MUSC 2080	College Concert Band II	1
OR		
MUSC 1090 and	College Choir I and	1
MUSC 1090 and	College Choir I and	1
MUSC 2090	College Choir II	1
MUSC 2090	College Choir II	1

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS ..... 4-8**

Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. [See Core Curriculum, Area G, Health and Physical Education](#)

**Two-Year Total 65-70**

Four-year music programs expect music transfer students to have participated in at least four semesters of applied study, four 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.

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**NURSING (0353)**  
**Nursing Department**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The Associate Degree Program (ASN) in Nursing at Darton State College is approved by the Georgia Board of Nursing. The Nursing Program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Information regarding nursing programs may be obtained by contacting the ACEN at Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, and Phone (404) 975-5000 FAX (404)-975-5020.

The ASN program is a five semester program planned to prepare the graduate to function in entry-level staff nurse 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 online at <http://www.darton.edu/NursingApps> and should be completed and returned to the Nursing Office.

To comply with the requirements of cooperating clinical facilities, the Nursing Department requires students to submit a completed health form, to complete a criminal background check and drug screen. 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 college course grades, completion of required nursing related coursework, pre-admission test score, 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 prior to the desired date of admission.

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 Nursing Office to be considered for a subsequent class. Accepted applicants who fail to maintain admission standards will be dropped before beginning the nursing program.

**Additional Admissions Requirements for Associate of Science (ASN) in Nursing program:**

1. ASN applicants must have completed required Learning Support courses.
2. ASN applicants must complete the pre-admission test (the Test of Essential Academic Skills (TEAS V) and must earn a minimum overall score of 65. **Applicants who do not meet the minimum TEAS score, or grade point average, will not be allowed to apply.** Pre-admission cut-off scores for admission vary each semester of testing based on candidates who test.
3. ASN applicants must have a minimum overall college GPA of 2.8 with a minimum of three-five of the core classes. The three-five core classes may include Human Anatomy and Physiology I and II, English 1101, Math 1001/Math 1111.

- a. Only core courses required for the associate degree nursing program will be used to calculate the grade point average. Grades achieved in **each attempt** will be used in the calculation of this grade point average.
  - b. Students must have a grade of “C” or better in all nursing core courses.
  - c. Grade of “D”, “F”, and /or “WF” in core courses applicable to the nursing program older than ten years may not be calculated in the admission GPA.
4. When faculty/student ratio limits the acceptance of all qualified students, preference may be given to students with the highest GPA, nursing pre-admission test scores and to students who have completed all required core classes. In addition, other factors may contribute to acceptance/denial in situations where the admission criteria are highly competitive (such as previous nursing attempts, etc.).
5. Applicants formerly enrolling in a nursing program may apply; however, they must submit a letter for the dean/director of their former program verifying the student left his/her program in good standing. Applicants who earn less than a “C” in two or more nursing courses, while enrolled in a previous nursing program, must wait a period of three calendar years before they will be considered for admission into the Darton State College Nursing program. If accepted, no transfer credit will be given for prior nursing courses.
6. Science courses taken more than five years prior to enrolling in the nursing program will be evaluated by the Nursing Department Chair.
  - a. BIOL 2115K will not have to be repeated.
  - b. All Biology 2111K and 2112K will need to be repeated if greater than five years if person is not an active healthcare professional (LPN, Paramedic.) Active healthcare professionals may elect to take BIOL 2112K as a refresher to meet the science requirements.
  - c. Students in active healthcare practice do not have to re-take the sciences unless it has been eight years or more since the courses were completed.
7. ASN 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. ASN students wishing to repeat NURS 1101/1301 must submit a **new application** for admission to the nursing program. Readmission will be on a space-available basis.
9. LPNs and paramedics who have been practicing as an LPN or a paramedic for at least one year may be eligible for the Healthcare Professional to RN bridge program provided all other admission criteria have been met.
10. Students who begin one track (traditional, Professional Bridge, etc.) must remain in this track until graduation. Exceptions may be made only in cases where students need to be moved from an accelerated program to one of a traditional program.

#### **Additional Nursing Program Requirements**

1. All ASN students must be admitted to the Nursing Program before enrolling in NURS 1101/1301 and NURS 1105. NURS 1101/1301 must be taken immediately preceding or within one semester of NURS 1111/1311.
2. It is recommended that ASN students applying for the Evening or Hybrid Program have completed all 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 including:
  - A. health history and physical examination;
  - B. immunization requirements including measles, mumps, rubella, and hepatitis B;
  - C. tuberculosis screening;
  - D. current American Heart Association CPR for Health Care Providers' certification;
 The forms will be available after enrollment in NURS 1101/1301.

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 upon admission to the nursing program. Students who do not have health insurance must purchase a USG student health insurance policy (SHIP). Fees for the USG SHIP will be added to student tuition each semester. Students who are already covered by an insurance policy (i.e., through parent plans, family plans, or employer-sponsored plans) can easily opt out of the plan by applying for a waiver through a secure online process. Once the information has been verified and approved, a waiver will be processed and posted to the student's Darton State College student account. The waiver is only available for a specific time frame; therefore, students must apply in a timely fashion or they will be billed for the USG SHIP. Students must reapply for the waiver each semester to avoid being charged for the USG SHIP. Students who fail to submit credible health insurance and opt out online will automatically be enrolled in and billed for the system-wide student health insurance plan. This charge will post to the Darton State College student account. For more information regarding the student health insurance plan or to submit a waiver, see: <https://studentcenter.uhcsr.com/darton>.

5. Professional liability insurance is also required and is included in student fees.

6. Students must have a grade of C or better in all nursing courses. More than one D and/or F in nursing courses will result in dismissal from the program for a period of three calendar years

- After waiting for this period of time, students will be allowed to reapply for admission to Darton's nursing program (traditional track). Upon acceptance, the student will be required to begin the program in NURS 1101.
- Students who are dismissed from the nursing program due to excessive Ds and/or Fs may return to the nursing program (traditional track) after completing a LPN or paramedic program and working for a minimum of one year.

7. ASN students who are not enrolled in nursing courses for more than one semester must challenge previously completed courses to validate current knowledge and skills of the content. This includes all nursing courses with the exception of NURS 2117 (Leadership).

8. Students advancing to NURS 1111 must have successfully completed NURS 1105 within the previous two semesters.

9. 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.

10. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.

11. Students must successfully complete the **American Heart Association's** BLS for Healthcare Provider Cardiopulmonary Resuscitation Course before or during NURS 1101/1301 and must be maintained throughout enrollment and updated as necessary. Students must receive permission from their course instructor(s) prior to selection of the CPR course.

12. 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.

13. ASN students must have completed all core courses required in the nursing program prior to enrolling in the last semester (NURS 2115) of the nursing program.

14. Darton State College students seeking a degree no longer have to take the Regents' Test in order to graduate. Darton State College was granted Regents' Test exemption status; this means that the skills measured by the Regents' Test are measured within the core curriculum. Specifically, at

Darton State College, a student is considered to have met the Regents' Testing requirements by earning a grade of C or better in both ENGL 1101 and ENGL 1102. A student who takes ENGL 1101 and/or ENGL 1102 and does not earn a C or better is required to re-enroll in the class the following semester. The student will also be required to complete the Intensive Composition and Reading Review workshop concurrently with the repeated ENGL 1101/ENGL 1102 course.

15. Students will demonstrate clinical competency of 100% accuracy in computation of medication dosages in NURS 1111, NURS 1112, NURS 1311, NURS 2111, NURS 2311, NURS 2113, NURS 2313, and NURS 2115. At the minimum, a student must demonstrate 100% accuracy on one written/computer evaluation of dosage calculations each semester. A maximum of three opportunities per semester will be provided to score 100% proficiency. The first three math exams will occur prior to the last day to withdraw from a course without penalty (drop day). Prior to each subsequent math exam (math exam 2 and/or 3), students will be required to spend three hours in ATI math remediation (or other approved remediation tools as assigned by your instructor), and submit a remediation plan, including strengths and weaknesses. Failure to do the required math remediation or submit a remediation plan will result in an inability to take the math exam.

16. The Department 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 demonstrate the necessary qualifications for a nursing career. This includes, for example, cheating in any form, unprofessional conduct, violation of Darton State College's student code of conduct and/or any behavior/conduct deemed unbecoming of a Darton nursing student.

17. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.

18. A student may withdraw **only once** from any given nursing course and **no more** than two times throughout the duration of the nursing program.

19. Core performance standards\* for admission and progression in the nursing program are:

- Critical-thinking ability sufficient for clinical judgment as evidenced by the ability to identify the cause/effect relationships in clinical situation, and develop nursing care plans.
- Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds as evidenced by the ability to establish rapport with patient/clients and colleagues.
- Communication abilities sufficient for verbal and written interaction with others as evidenced by the ability to explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses.
- Physical abilities sufficient for movement from room to room and in small spaces as evidenced by the ability to move in a patient's room, work spaces, and treatment areas and administer cardiopulmonary procedures.
- Gross and fine motor abilities sufficient for providing safe, effective nursing care as evidenced by the ability to calibrate and use equipment and position patients/clients.
- Auditory ability sufficient for monitoring and assessing health needs as evidenced by the ability to hear monitor alarm, emergency signals, auscultatory sounds, and cries for help.
- Visual ability sufficient for observation and assessment necessary in nursing care as evidenced by the ability to observe patient/client responses.
- Tactile ability sufficient for physical assessment as evidenced by the ability to perform palpation, functions of physical examination, and/or those related to therapeutic intervention such as insertion of a catheter.

\*Taken from the Southern Regional Education Board, Council on Collegiate Education for Nursing, "The Americans with Disabilities act: Implications for Nursing Education (March 1993)", updated 2005.

In compliance with the Americans with Disabilities Act (ADA), Darton State 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. All ASN applicants must pay an application fee as well as the fee for the pre-admission test.
2. All nursing students are required to meet the requirements of the facilities utilized for clinical experience which may include laboratory screenings, drug screen, and immunizations. All students are required to have a current tuberculin skin test. Health and other forms will be provided as needed. Required items must be submitted before students are permitted entry to the clinical/practicum areas.
3. All ASN nursing students will be expected to pay a Testing/Resource Fee each semester which includes skills kit, testing, nursing resources, and an NCLEX review course.
4. All ASN nursing students are required to have uniforms, white hose or white socks, shoes, scissors, stethoscope and watch with sweep second hand, and name tag. ASN students must also have a white lab jacket for getting clinical assignments.
5. 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 upon admission to the nursing program. Students who do not have health insurance must purchase a USG student health insurance policy (SHIP). Fees for the USG SHIP will be added to student tuition each semester. Students who are already covered by an insurance policy (i.e., through parent plans, family plans, or employer-sponsored plans) can easily opt out of the plan by applying for a waiver through a secure online process. Once the information has been verified and approved, a waiver will be processed and posted to the student's Darton State College student account. The waiver is only available for a specific time frame; therefore, students must apply in a timely fashion or they will be billed for the USG SHIP. Students must reapply for the waiver each semester to avoid being charged for the USG SHIP. Students who fail to submit credible health insurance and opt out online will automatically be enrolled in and billed for the system-wide student health insurance plan. This charge will post to the Darton State College student account. For more information regarding the student health insurance plan or to submit a waiver, see: <https://studentcenter.uhcsr.com/darton>. Professional liability insurance is also required and is included in student fees.
6. All Nursing students are required to join the Darton State College GANS Chapter to enhance professional development.
7. All nursing students will be required to pay for a one-time, criminal background check which includes drug screening, on admission to the program. This information will be available to all clinical facilities. *\*If the student has a conviction in the criminal background check, the student may not be permitted in a particular practice setting. Students should note that prior felony charges/convictions are typically not allowed clearance into most healthcare settings. Since clinical is required to be successful in the nursing program, caution should be taken in circumstances where a student has prior charges/convictions.*
8. If drug use is suspected, the student will be required (at his/her own expense) to be tested. Darton State College reserves the right to request drug testing of any nursing student at any time during the

program. A mandatory drug screen is required (at the expense of the student) after acceptance to the program and will also be required randomly throughout the course of the program.



### **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 1101 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 State 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 current unrestricted LPN Licensure.
5. Have completed all prerequisite requirements for the entry nursing class.

#### **Healthcare Professional to RN Bridge**

LPN's and Paramedics may be admitted to a shortened Associate Degree Nursing curriculum with the following:

1. Be eligible for admission to Darton State College and the Associate Degree Nursing program.
2. Hold a valid Paramedic certification or LPN license with a minimum of one year of experience.
3. Earned 16 or more credit hours of general education courses in the nursing curriculum including BIOL 2111 – achieving a GPA of 2.8 or higher.
4. Earned a "C" or better in all nursing core courses.
5. Healthcare Professional Bridge students with previous work experience will have fewer clinical hours than generic students.
6. No previous failing grades in other nursing programs.
7. Preference will be given to students with highest GPA, highest pre-entrance test scores and those who have completed all required core classes.
8. All nursing core required for the ASN must be completed prior to enrollment in NURS 2115.

#### **Hybrid Nursing Program**

Persons interested in applying to the hybrid track will need to meet the same requirements as other students seeking admission to Darton Nursing. Additionally, students wishing to enter the hybrid track will need the following:

1. Priority will be given to individuals who have completed core classes required for nursing.
2. A minimum overall college GPA of 2.8.
3. Earned a grade of "C" or better in all nursing core courses.
4. Evidence of prior learning experience in an on-line format.
5. Submission of a written essay documenting their on-line learning experiences and their reasons for choosing a career in nursing.
6. No previous failing grades in other nursing programs.

Students who are accepted into the hybrid track will have to meet all of the same theory and clinical requirements as traditional classroom students. Students will be expected to complete on-line assignments and actively participate in on-line discussion forums. All testing will be performed on

the Darton Albany campus under the supervision of a Darton Nursing faculty member. Likewise, all clinical assignments will be completed in Albany area healthcare facilities under direct supervision of Darton clinical faculty. Students will be required to travel to Albany during the semester to complete testing and clinical requirements.

**NURSING (0353/4353)**  
**Nursing Department**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS CORE REQUIREMENTS**

<b>Area A 1: COMMUNICATION .....</b>	<b>6</b>
ENGL 1101      English Composition I (Min Grade C)	3
ENGL 1102      English Composition II (Min Grade C)	3
<b>Area A 2: QUANTITATIVE.....</b>	<b>3</b>
MATH 1001 OR    Quantitative Skills and Reasoning OR	
MATH 1111      College Algebra	3
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS .....</b>	<b>3</b>
Choose one of the following:	
ENGL 2111, ENGL 2121, ENGL 2131, ENGL 2112, ENGL 2122	
ENGL 2132, ENGL 2141, ENGL 2142, ART 1100, MUSC 1100,	
THEA 1100, FREN 1002	
JAPN 1002, SPAN 1002, PHIL 2010, FIAR 2250	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY.....</b>	<b>12</b>
BIOL 2111      Human Anatomy and Physiology I	4
BIOL 2112      Human Anatomy and Physiology II	4
BIOL 2115      Microbiology	4
<b>Area E: SOCIAL SCIENCE .....</b>	<b>6</b>
POLS 1101 American Government	3
PSYC 1101 General Psychology	3
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS .....</b>	<b>1-2</b>
Physical Education – 1 Hour	1
<b>Total Hours</b>	<b>31</b>

**NURSING (0353)  
Nursing Department  
NURSING CURRICULUM**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
NURS 1101	Fundamentals of Nursing	5
NURS 1105	Pharmacology for Nurses	$\frac{1}{6}$
		6
	<b>Second Semester</b>	
NURS 1111	Adult Health I	$\frac{7}{7}$
		7
	<b>Third Semester</b>	
NURS 1112	Adult Health II	7
NURS 2113	Psychiatric Nursing	$\frac{3}{10}$
		10
	<b>Fourth Semester</b>	
<b>Sophomore Year</b>	Nursing Care of Women and Children	8
NURS 2111		
NURS 2117	Nursing Leadership	$\frac{1}{9}$
		9
	<b>Fifth Semester</b>	
NURS 2115	Adult Health III	$\frac{8}{8}$
		8
<b>Total</b>		<b>40</b>

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience." Please refer to Section 7, Academic Support Services, Paragraph J.**

**NURSING HEALTHCARE PROFESSIONAL BRIDGE (4353)**  
**Nursing Department**  
**NURSING CURRICULUM**

<b>First Semester</b>		<b>Sem. Hrs.</b>
NURS 1301	Fundamentals of Nursing - Accelerated Bridge for Healthcare Providers	3
NURS 2313	Psychiatric Nursing - Accelerated for Healthcare Providers	$\frac{2}{5}$
<b>Second Semester</b>		
NURS 1311	Adult Health – Accelerated Bridge for Healthcare Providers	8
NURS 1105	Pharmacology – Accelerated Bridge for Healthcare Providers	$\frac{1}{9}$
<b>Third Semester</b>		
NURS 2311	Nursing Care of Women and Children - Accelerated Bridge for Healthcare Providers	$\frac{6}{1}$
NURS 2117	Nursing Leadership	$\frac{1}{7}$
<b>Fourth Semester</b>		
NURS 2115	Adult Health III	$\frac{8}{8}$
<b>Total</b>		<b>29</b>

1. Eligible students must hold a valid Paramedic certification of LPN license with a minimum of one (1) year of field experience.
2. Healthcare Professional Bridge students must meet all requirements for career nursing plans of study.
3. Healthcare Professional Bridge students will have fewer clinical hours than generic students due to previous work experience.
4. Healthcare Professional Bridge students are receiving 12 hours of credit (nonpaid) on the basis of LPN or Paramedic experience.

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7, Academic Support Services, Paragraph J.**

**NURSING (0353)**  
**Nursing Department**  
**ASSOCIATE OF SCIENCE CAREER - DEGREE PROGRAMS**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 2111K	Human Anatomy and Physiology I	4
NURS 1101	Fundamental of Nursing	5
NURS 1105	Pharmacology for Nurses	1
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra	3
		16
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
BIOL 2112K	Human Anatomy and Physiology II	4
NURS 1111	Adult Health I	7
AREA C Elective	<a href="#">See Core Curriculum, Area C Hum/Fine Arts</a>	<u>3</u>
		17
	<b>Third Semester</b>	
BIOL 2115K	Essentials of Microbiology	4
NURS 1112	Adult Health II	7
NURS 2113	Psychiatric Nursing	3
PHED	Any (1) credit PE course in <a href="#">Area G</a>	<u>1</u>
		15
<b>Sophomore Year</b>	<b>Fourth Semester</b>	
POLS 1101	American Government in World Perspective	3
PYSC 1101	General Psychology	
NURS 2111	Nursing Care of Women and Children	8
NURS 2117	Nursing Leadership	<u>1</u>
		15
	<b>Fifth Semester</b>	
NURS 2115	Adult Health III	<u>8</u>
		8
<b>Two-Year Total</b>		<b>71</b>

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience." Please refer to Section 7 Academic Support Services Paragraph J**

**NURSING HEALTHCARE PROFESSIONAL BRIDGE (4353)**  
**Nursing Department**  
**ASSOCIATE OF SCIENCE CAREER - DEGREE PROGRAM**

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 2111K	Human Anatomy & Physiology I	4
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra	3
Area C Elective	<a href="#">See Core Curriculum, Area C Hum/Fine Arts</a>	<u>3</u>
		13
	<b>Second Semester</b>	
ENGL 1102	English Composition II	3
BIOL 2112K	Human Anatomy & Physiology II	4
NURS 1301	Fundamentals of Nursing – Accelerated Bridge for Healthcare Professionals	3
NURS 2313	Psychiatric Nursing – Accelerated Bridge for Healthcare Professionals	<u>2</u>
		12
	<b>Third Semester</b>	
NURS 1311	Adult Health II Accelerated Bridge for Healthcare Professionals	8
NURS 1105	Pharmacology Accelerated Bridge for Healthcare Professionals	1
BIOL 2115K	Essentials of Microbiology	4
PHED	Any (1) credit PE course in <a href="#">Area G</a>	<u>1</u>
		14
<b>Sophomore Year</b>	<b>Fourth Semester</b>	
POLS 1101	American Government	3
PSYC 1101	General Psychology or	
NURS 2311	Nursing Care of Women and Children – Accelerated Bridge for Healthcare Professionals	6
NURS 2117	Nursing Leadership	<u>1</u>
		13
	<b>Fifth Semester</b>	
NURS 2115	Adult Health III	8
		8
<b>Total</b>		<b>60</b>

1. Eligible students must hold a valid Paramedic certification or LPN license with minimum of one (1) year of field experience.
2. Healthcare Professional Bridge students must meet all requirements for career nursing plans of study.
3. Healthcare Professional Bridge students because of previous work experience will have fewer clinical hours than generic students.
4. Healthcare Professional Bridge students are receiving 12 hours of credit (nonpaid) on the basis of LPN or Paramedic experience.

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**NURSING (0653)**  
**NURSING Department**  
**RN to BSN COMPLETION PROGRAM**

The RN to BSN Completion Program at Darton State College is approved by the Georgia Board of Nursing. The RN to BSN program has been approved for initial accreditation by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Information regarding nursing programs may be obtained by contacting the ACEN at 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000 FAX (404) 975-5020.

The RN to BSN Completion program is a three semester online program planned to expand on the Associate degree curriculum preparing the BSN graduate for roles across the life continuum to include leadership, health promotion, disease prevention, community health, and research. Graduates of the RN to BSN Completion program will have already successfully completed the NCLEX and obtained state licensure within the first semester of BSN coursework.

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 RN to BSN Completion program. Application forms should be completed and returned to the Nursing Office. To comply with the requirements of cooperating clinical facilities, the Nursing Department requires students to submit a completed health form, to complete a criminal background check, and a drug screen. These requirements and forms will be completed and submitted prior to enrollment in first semester.

The RN to BSN Completion program has limited enrollment and students are selected on the basis of the following: GPA of 2.8 or higher, completion of required nursing related coursework (with priority given to those with completed core classes), completion of Area D Science requirements, completion of requirements for Georgia articulation plan for associate or diploma level nursing course work, proof of state licensure prior to beginning second semester of RN to BSN course work, and possible interview.

Students who wish to be considered for admission to the RN to BSN Completion program must submit an application to the Nursing Office prior to the desired date of admission and date of deadline. 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 Nursing Office to be considered for a subsequent class. Accepted applicants who fail to maintain admission standards will be dropped before beginning the RN to BSN Completion program.

**Additional Admission Requirements**

The admission to the RN-BSN is a competitive admission. Students will be granted admission according to their qualifications and completeness of their application packet.

Applicants must:

1. Be a graduate of an ACEN-accredited associate degree or diploma program in nursing.
2. Have a current, unrestricted U.S. Registered Nurse license (unless new graduate in which proof is required prior to second semester of RN to BSN course work).
3. Obtain a Georgia Board of Nursing registered nurse license prior to enrollment into any clinical nursing courses (offered the 2nd semester).
4. Meet all admission criteria for Darton State College and be admitted in "good" standing with the College prior to applying to the RN to BSN Completion program.
5. Have a minimum transfer core GPA of 2.8 (based on a 4.0 scale) to be considered for admission. (Note: Grades in Nursing and Science courses will be examined as part of the competitive application process) Lower division nursing course work may be utilized to configure GPA.
6. Earned a grade of C or better in all nursing core courses.

7. Complete and sign the “Application for Admission to the Bachelor of Science in Nursing Completion Program”.
- (Note: Applications will not be considered complete unless all materials are received by the deadline printed on the application form. These materials are described on the application and include: letters of reference, essay, and your signature). Upon acceptance into the RN to BSN Completion program, a criminal background check will be required by the School of Nursing prior to any clinical courses. The student will be responsible for the expense of the background check.
8. Print and use the recommendation form supplied by Darton State College ([found on the Darton State College nursing website](#)). Ask the person writing the recommendation to place the completed form in an envelope with his/her signature on the back seal. Please return the envelopes with your application packet.
  9. Not have been excluded/dismissed from any other nursing program for any reason, including (but not limited to) academic misconduct, disruptive/unprofessional behavior, or program failure. A nursing course failure in another institution counts as a failure in this institution.
    - a. More than one D and/or F in nursing courses will result in dismissal from the program;
    - b. Students who are dismissed from the RN to BSN Completion program due to excessive D’s and/or F’s may reapply to the program at the discretion of the Dean of Nursing or after waiting for a period of three calendar years;
    - c. Upon readmission into the RN to BSN Completion program, the student will be required to begin the nursing program starting with the first semester of nursing courses.
  10. Be available for a potential interview after all application materials have been received. The interview may be used in the selection process of RN to BSN applicants. This interview is not a guarantee of admission into the RN to BSN Completion program.
  11. Meet health requirements: After acceptance into the nursing program and prior to starting any clinical courses in the nursing program the following are required:
    - A. Health history and physical examination;
    - B. Immunization requirements including measles, mumps, rubella, and hepatitis B;
    - C. Tuberculosis screening;
    - D. Current American Heart Association CPR for Health Care Providers' certification;
    - E. Health professions student liability insurance;
    - F. Personal health insurance (proof required upon admission to RN to BSN Completion program). Students who do not have health insurance must purchase a USG student health insurance policy (SHIP). Fees for the USG SHIP will be added to student tuition each semester. Students who are already covered by an insurance policy (i.e., through parent plans, family plans, or employer-sponsored plans) can easily opt out of the plan by applying for a waiver through a secure online process. Once the information has been verified and approved, a waiver will be processed and posted to the student’s Darton State College student account. The waiver is only available for a specific time frame; therefore, students must apply in a timely fashion or they will be billed for the USG SHIP. Waivers are valid for 12 months; students must reapply each year to avoid being charged for the USG SHIP. Students who fail to submit credible health insurance and opt out online will automatically be enrolled in and billed for the system-wide student health insurance plan. This charge will post to the Darton State College student account. For more information regarding the student health insurance plan or to submit a waiver, see: <https://studentcenter.uhcsr.com/darton>
  12. Successfully complete 61 semester hours of core curriculum prior to acceptance into the program. After successful completion of seven semester hours of the RN to BSN Completion program, 30 semester hours of equivalent credit for previous nursing courses will be awarded.
  13. Submit scores, not more than two years old, on the Test of English as a Foreign Language (TOEFL) if the applicant’s native language is not English. NOTE: The TOEFL is not required of international applicants who have received a degree from an accredited U.S. institution.

### **Advanced Placement**

Advanced placement for the RN to BSN Completion program follows the articulation plan as

described above. Credit will not be given for BSN level nursing coursework from other institutions.

### **Acceleration**

The RN to BSN Completion program is not an accelerated program.

### **Part-time Study**

Students may elect to enroll in the RN to BSN Completion program in a full-time or part-time plan of study. The full-time plan of study will take three semesters to complete; the part-time plan of study will take five semesters. Part-time students are required to follow the sequencing of courses and meet all pre- and co-requisites for each course.

### **Articulation**

The RN to BSN Completion program models the Georgia RN-BSN Articulation plan for entry and progression through the program. The registered nurse articulating to the baccalaureate level will be awarded 30 semester hours accrued from their previous associate or diploma degree. These credits will be held in escrow until the baccalaureate candidate successfully completes seven semester hours of nursing credit. Credits held in escrow will then be added to the student's transcript. Admission into the RN to BSN Completion program will follow the RN-BSN Articulation Program prescribed by the Georgia RN-BSN Articulation Plan (Effective December, 2003) as summarized below:

1. Meet the program's admission requirements;
2. Meet the program's general education entry requirements;
3. Hold a current and valid license to practice as a registered professional nurse in the United States and be eligible for Georgia Licensure Professional Nurse license before beginning clinical classes;
4. Meet testing requirements if applicable;
5. For Associate Degree or Diploma Degree Graduates of ACEN-accredited nursing programs:
  - 0-4 years after graduation requires no testing/no clinical practice.
  - >4 years after graduation with 1000 hours of clinical practice in the prior 3 years requires no testing.
  - >4 years after graduation with <1000 hours of clinical practice in the prior 3 years requires testing.

For associate degree and diploma degree nurses from Non-ACEN accredited programs, testing may be required. Contact the Darton State College Department of Nursing for more information at (229-317-6820).

### **Additional Costs and Fees**

1. All applicants must pay the application fee for the RN to BSN Completion program.
2. Students not meeting the articulation plan requirements must pay challenge testing fees.
3. Professional liability insurance is required prior to clinical rotations.
4. The students 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 upon admission to the RN to BSN Completion program.
5. All nursing students are required to meet the requirements of the facilities utilized for clinical experience which may include laboratory screenings and immunizations. All students are required to have a current tuberculin skin test and repeat the tuberculin skin test annually. Students with expired PPD will not be allowed into the clinical setting.
6. All nursing students are required to have uniforms as required by the clinical agency, a Darton State College name tag, and a Darton State College lab jacket with Darton logo.
7. All nursing students will be required to pay for a one-time criminal background check, which includes drug screening, on admission to the program. This information will be available to all clinical facilities. \*If the student has a conviction in the criminal background check, the student may not be allowed in a particular practice setting. Reasonable accommodations will be made if possible.
8. If drug use is suspected, the student will be dismissed from clinical and be required to be tested at

the student's expense. Students must obtain drug screening immediately after the request. Failure to complete testing immediately may result in disciplinary action up to and including dismissal from the program. Darton State College reserves the right to request drug testing of any nursing student at any time during the program. A mandatory drug screen is required (at the expense of the student) after acceptance to the program and will also be required randomly throughout the course of the program.

### **Progression**

To progress through the RN to BSN Completion program each student must attain a "C" (75%) or better to pass any nursing course and have a satisfactory clinical performance. A student not obtaining a passing grade of a "C" (75%) in a course, or receiving an unsatisfactory grade in clinical performance, may repeat that course at the next available offering. Students may repeat one failed nursing course ("C" = less than 75%), but may repeat it only once and will be dismissed from the program if there is a second failure.

- Re-entry:
  - An RN to BSN Completion program nursing student who voluntarily withdraws from the RN to BSN Completion Program must submit a request in writing for readmission to the nursing program along with a completed nursing application form at least one semester prior to the semester in which the nursing student wishes to attend. The candidate must meet all of the admission/acceptance requirements, including an overall GPA of 2.8 or higher in nursing courses that have been completed in the RN to BSN Completion Program to be considered. Re-entry occurs on a space available basis.
  - Each student's continued enrollment in the RN to BSN Completion nursing program is based on physical as well as emotional health. Students may be referred to appropriate resources if they develop evidence of physical or emotional illness. If, in the opinion of the faculty, the student's illness impairs their ability to implement nursing responsibilities safely, the student may be asked to withdraw from the program until the student can resolve the situation. Re-instatement will be considered on an individual basis by the nursing faculty and will require a request in writing. The student must meet all of the admission / acceptance requirements and re-entry will occur on a space available basis.
- Dismissal:
  - Failure to meet progression requirements will result in dismissal from the RN to BSN Completion program.
  - Unprofessional conduct, unsafe nursing practice(s), or unethical professional practice will result in dismissal from the nursing program.

The RN to BSN student is responsible for fulfilling academic and clinical responsibilities in an honest and forthright manner. The Darton State College Handbook contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of faculty and administration should a candidate commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the nursing program. Students will be required to read the Student Code of Conduct in the Darton State College Academic Catalog.

<http://www.darton.edu/catalog/current.php>

### **Graduation**

RN to BSN classes must be completed within three years of starting date and credit for classes taken prior to this will be considered by the Dean.

Darton State College grants the Bachelor of Science in Nursing degree to graduates of the RN to BSN Completion nursing program. Although some students may satisfy degree requirements each semester, there are only two formal graduation exercises each year--following Fall and Spring semesters. General requirements for the degrees are as follows:

1. Quantitative - RN to BSN Completion program students must complete a minimum of 120 semester hours of academic work, plus physical education requirements. At least 25% of the RN to BSN degree must be resident instruction at Darton.
  - A. 60 hours core curriculum
  - B. 30 hours of articulation credit from an accredited associate or diploma program in nursing
  - C. 30 hours upper division nursing credit
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 State College. In addition to College graduation requirements, nursing students must have a minimum grade of "C" in each nursing course.
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 American Government POLS 1101.
  - Successfully complete English 1101 and 1102 with a grade of C or higher for satisfaction of Regent's requirements.
  - Successful completion of all RN to BSN Completion program nursing courses with a minimum grade of C.
  - Students pursuing the RN to BSN Completion program must complete the program within three years of enrollment into the first RN to BSN nursing course.

**NURSING (0653)**  
**Nursing Department**  
**RN to BSN Completion Program Core Requirements**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I (Min Grade C)	3
ENGL 1102	English Composition II (Min Grade C)	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001 <b>OR</b>	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
CISM 1100 or	Computer Concepts and Software Applications or	
CISM 2201	Fundamentals of Computer Applications	2-3
<a href="#">See Core Curriculum, Area B, Institutional Options</a>		1-3
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
<b>Choose 1 of the following:</b>		
ENGL 2111, ENGL 2121, ENGL 2131, ENGL 2112,		
ENGL 2122, ENGL 2132,		3
<b>Choose 1 of the following:</b>		
ART 1100, MUSC 1100, THEA 1100, FREN 1002,		
JAPN 1002, SPAN 1002, PHIL 2010, FIAR 2250,		
COMM 1100, COMM 1110		3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
MATH 2205	Introduction to Statistics	3
<b>Select one lab sequence:</b>		
BIOL 1107K/1108K	Principles of Biology 1 & 2 <b>OR</b>	
CHEM 1211K/1212K	Principles of Chemistry 1 & 2	8
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</b>
POLS 1101	American Government	3
HIST 2111 or	U. S. History through 1877 or	
HIST 2112	U. S. History after 1877	3
PSYC 1101 or	General Psychology or	
PSYC 2103	Human Growth and Development	3
SOCI 1101	Principles of Sociology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
BIOL 2111K	Human Anatomy and Physiology I	4
BIOL 2112K	Human Anatomy and Physiology II	4
BIOL 2115K	Essentials of Microbiology	4
PSYC 1101	General Psychology	3
<b>Free Elective – 3 hours</b>		
ALHE 1120	Medical Terminology	2
ANTH 1103	Introduction to Anthropology	3
PSYC 2225	Introduction to Abnormal Psychology	3
PSYC 2226	Introduction to Social Psychology	3
SOCI 1160	Introduction to Social Problems	3
SPAN 1050	Spanish for Health Care Professionals I	3
SPAN 1054	Spanish for Health Care Professionals II	3
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>1-2</b>

Physical Education – 1 course will be accepted, but not required

1

**TOTAL HOURS**

**61-63**

**NURSING (0653)**  
**Nursing Department**  
**RN to BSN Completion Program Nursing Curriculum**  
**Full Time Plan of Study**

**First Semester**

NURS 3000	Nursing Informatics	1
NURS 3005	Pathophysiology	3
NURS 3010	Introduction to Professional Nursing	3
NURS 3200	Health Assessment	4
		11

**Second Semester**

NURS 3500	Health and Wellness of Aging	3
NURS 4400	Community Health Nursing and Practicum	5
NURS 4800	Nursing Research	3
		11

**Third Semester**

NURS 4010	Principles of Nursing Leadership and Practicum	5
NURS 4900	Ethical Issues in Nursing	3
		8

**TOTAL CREDIT HOURS** **30**

\* Upon evaluation of transcripts and following seven credit hours of upper division nursing courses, students will receive 30 articulation hours for associate/diploma level nursing course work.

\*\*Total core 61-63 hours, upper level nursing courses 30 hours, articulation credit 30 hours to equal 121-123 credit hours for graduation.

**NURSING (0653)**  
**Nursing Department**  
**RN to BSN Completion Program Nursing Curriculum**  
**Part Time Plan of Study**

<b>First Semester</b>		
NURS 3000	Nursing Informatics	1
NURS 3005	Pathophysiology	3
NURS 3010	Introduction to Professional Nursing	<u>3</u>
		7
<b>Second Semester</b>		
NURS 3500	Health and Wellness of Aging	3
NURS 3200	Health Assessment	<u>4</u>
		7
<b>Third Semester</b>		
NURS 4400	Community Health Nursing and Practicum	<u>5</u>
		5
<b>Fourth Semester</b>		
NURS 4800	Nursing Research	3
NURS 4900	Ethical Issues in Nursing	<u>3</u>
		6
<b>Fifth Semester</b>		
NURS 4010	Principles of Nursing Leadership and Practicum	<u>5</u>
		5
<b>TOTAL CREDIT HOURS</b>		<b>30</b>

\* Upon evaluation of transcripts and following seven credit hours of upper division nursing courses, students will receive 30 articulation hours for associate/diploma level nursing course work.

\*\* Total core 61-63 hours, upper level nursing courses 30 hours, articulation credit 30 hours to equal 121-123 credit hours for graduation.

**OCCUPATIONAL THERAPY ASSISTANT (0372)**  
**Health Sciences Department**  
**ASSOCIATE OF SCIENCE CAREER - DEGREE PROGRAM**

The OTA program admits one class per year beginning each fall semester (mid-August). The deadline to apply is **June 1** of the year you wish to enter the professional phase. The professional phase is completed over four semesters (16 months) with the student graduating the following fall semester (fall, spring, summer, and fall).

The deadline for applying (June 1) occurs during the SUMMER semester prior to the FALL semester start date. If a student is enrolled in courses that will complete all requirements during the Summer Semester of the June 1 deadline, the student may submit the application with those required courses still in progress.

Graduates of the program will be eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) examination. After successful completion of this examination, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

**\*If you have a felony or have been convicted of legal and/or moral violations, NBCOT and the state licensure board have the right to refuse to grant you certification and/or licensure.**

To be considered for admission to the Occupational Therapy Assistant program, the applicant must:

1. Be admitted to Darton State College.
2. Must have a minimum cumulative grade point average of 3.0 or higher, **or** a 3.0 cumulative GPA (or the last 40 credit hours completed).
3. Must complete a minimum of 40 observation hours of work/volunteer experience in two or more occupational therapy settings.
4. At least two recommendation forms completed by an OT or OTA.
5. Must include a hand written essay explaining why you have chosen OTA as a career.
6. Completion of prerequisite coursework.
7. Completion of immunization form by private physical or health department to include hepatitis series and PPD current within three months of June 1 deadline.
8. Submit an unofficial copy of the Test of Academic Skills (TEAS) score report.
9. Submit an unofficial copy of transcripts for all colleges or universities attended.
10. Provide proof of health insurance.

The OTA Selection Committee reviews and scores each application based on the following criteria: grade point averages (cumulative GPA for the last 40 credit hours and GPA for all OTA program prerequisite coursework), the total number of hours observed in two or more occupational therapy settings, the quality of the hand written essay, TEAS score report results, the quality of the received recommendations, and the completion status of prerequisite coursework.

**Mission:** The Occupational Therapy Assistant Program at Darton State College strives to provide students with the knowledge and competencies needed to:

- Pass the National Board for Certification in Occupational Therapy (NBCOT) examination
- Practice as a generalist in both current practice settings and emerging practice settings as defined by the American Occupational Therapy Association (AOTA)
- Adhere to the upmost levels of professionalism and ethical behaviors
- Be actively involved in state and national occupational therapy associations and to become life-long learners

**Degree:** Upon successful completion of the program, students will earn an Associate of Science degree and will be academically eligible for licensure by examination.

**Accreditation:** The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA's telephone number, C/O AOTA, is (301) 652-AOTA and the web address is [www.acoteonline.org](http://www.acoteonline.org).

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this examination, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on results of the NBCOT Certification Examination.

Individuals who have been convicted of a felony may not be eligible for licensure. If convicted of a felony, it is recommended that you contact the Occupational Therapy Board in the state where you plan to seek licensure to verify your eligibility for licensure. All students will be required to complete a national criminal background check prior to placement in clinical externships. Some clinical facilities may also require a drug screen prior to placement (students may be responsible for payment). The clinical affiliate determines whether a student can participate in the clinical rotation based upon the results of the background check and drug screen.

**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 8:00am-5:00pm 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 State 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 State 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 State 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 other's value systems, morals, cultures, sexual orientation and religious beliefs.
12. **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. OTA 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.)
13. 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 Dean of the Health Science Division, the student does not appear to have the necessary qualifications for a career as an OTA.
14. Due to the fact that pre-requisites for the Occupational Therapy Masters 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 an Occupational Therapist should enroll as an Occupational Therapy major.

**OCCUPATIONAL THERAPY ASSISTANT (0372)**  
**Health Sciences Department**  
**CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**Pre-requisites:**

The following general education course requirements totaling 26 hours must be completed prior to program attendance:

<b>Freshman</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 2111K	Human Anatomy & Physiology I	4
PSYC 1101	General Psychology	3
MATH 1111	College Algebra or higher math	<u>3</u>
		13
	<b>Second Semester</b>	
BIOL 2112K	Human Anatomy & Physiology II	4
ART 1100*	Art Appreciation*	3
POLS 1101	American Government	3
PSYC 2103	Human Growth and Development	<u>3</u>
		13

**OTA Core Curriculum Courses:**

<b>Sophomore Year</b>	<b>Fall Semester</b>	<b>Sem. Hrs.</b>
ALHE 1104	Introduction to Disease Conditions	2
ALHE 1120	Medical Terminology	2
OTAS 1105	Patient Care Skills for the OTA	2
OTAS 1100	Introduction to Occupational Therapy	2
OTAS 1111	Functional Anatomy and Kinesiology	<u>4</u>
		12
	<b>Spring Semester</b>	
OTAS 1121	Therapeutic Media	2
OTAS 1131	Physical Function in Occupation I	4
OTAS 1140	Psychosocial Function in Occupation	3
OTAS 1145	Developmental Function in Occupation	<u>3</u>
		12
	<b>Summer Semester</b>	
OTAS 1132	Physical Function in Occupation II	4
OTAS 2200	Assistive Techniques and Technologies	3
OTAS 2260	Treatment Methods and Management for the OTA	<u>4</u>
		11
	<b>Fall Semester</b>	
OTAS 2412	Occupational Therapy Seminar	2
OTAS 2410	Level II A Fieldwork** and	5
OTAS 2420	Level II B Fieldwork**	<u>5</u>
		12
<b>Prerequisite Total</b>		<b>26</b>
<b>OTA Core Curriculum Total</b>		<b>46</b>
<b>Two Year Total</b>		<b>73</b>

\*Humanities requirement may be met by taking any ONE of the following:

ART 1100

ENGL 2111, ENGL 2112, ENGL 2122, ENGL 2131, ENGL 2132, ENGL 2141, ENGL 2142

FIAR 2250

MUSC 1100

THEA 1100

\*\*All OTA students must complete level II fieldwork within 18 months following the completion of academic preparation.

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.

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience”. Please refer to Section 7 Academic Support Services Paragraph J**

Any OTA course presented for graduation that was completed three calendar years or more prior to the anticipated date of graduation must be successfully challenged or repeated for credit.

OTAS 1100

Co-Requisites: ALHE 1104, ALHE 1120, OTAS 1105, OTAS 1111

Pre-Requisites: Admission to the OTA Program (Listed Program General Education Prerequisites)

OTAS 1111

Co-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105

Pre-Requisites: Admission to the OTA Program (Listed Program General Education Prerequisites)

OTAS 1121

Co-Requisites: OTAS 1131, OTAS 1140, OTAS 1145

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111

OTAS 1131

Co-Requisites: OTAS 1121, OTAS 1140, OTAS 1145

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111

OTAS 1132

Co-Requisites: OTAS 2200, OTAS 2260

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145

OTAS 1140

Co-Requisites: OTAS 1121, OTAS 1131, OTAS 1145

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111

OTAS 1145

Co-Requisites: OTAS 1121, OTAS 1131, OTAS 1140

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111

OTAS 2200

Co-Requisites: OTAS 1132, OTAS 2260

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145

OTAS 2260

Co-Requisites: OTAS 1132, OTAS 2200

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121,

OTAS 1131, OTAS 1140, OTAS 1145

OTAS 2410

Co-Requisite: OTAS 2412, OTAS 2420

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1132, OTAS 1140, OTAS 1145, OTAS 2200, OTAS 2260

OTAS 2412

Co-Requisites: OTAS 2410, OTAS 2420

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1132, OTAS 1140, OTAS 1145, OTAS 2200, OTAS 2260

OTAS 2420

Co-Requisites: OTAS 2410, OTAS 2412

Pre-Requisites: ALHE 1104, ALHE 1120, OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1132, OTAS 1140, OTAS 1145, OTAS 2200, OTAS 2260

## **Bachelor of Science Degree in Organizational Leadership**

The online Bachelor of Science in Organizational Leadership will focus on the practices, theories, issues, parameters, and specific ramifications of organizational leadership. The program is ideal not only for traditional students who wish to take advantage of online course delivery but also for working professionals, military members, transfer students and others seeking alternative routes to degree completion.

The Organization Leadership degree has options that allow adults to earn college credits for knowledge gained from a variety of work experiences, professional training, military service and professional certificate programs. These experiences may be documented through transcripts from the American Council on Education (ACE), the College Level Examination Program (CLEP), or presented in a portfolio that contains sufficient information and documentation to affirm college-level learning. Students in the program will be able to select a concentration in one of the following areas:

- Health Care Administration
- Legal Office Administration
- Office Administration and Technology
- Public Service Administration
- Spanish for Professionals for ESOL Instruction

**PHLEBOTOMY (0599)**  
**Health Sciences Department**  
**CERTIFICATE**

Students must have completed all required Learning Support courses before admission to the program. A certificate of completion will be awarded when all program certificate requirements are satisfied.

	<b>Fall Term</b>	<b>Sem. Hrs.</b>
PHLE 1101	Phlebotomy I	2
	<b>Spring Term</b>	
PHLE 1102	Clinical Phlebotomy II	<u>4</u>
		6

**Additional Costs and Fees:**

NOTE: proof of health insurance is required.

In addition to tuition, fees and books, costs include the following:

Liability insurance	\$ 17.50
Uniforms/lab coats	150.00
Laboratory Supplies <i>(gloves, masks, face shields, markers &amp; pens)</i>	50.00
Specified Immunizations	<u>200.00</u>
	\$417.50

**Clinical Assignments:**

Clinical assignments are made by the Phlebotomy Faculty with approved program affiliates only.

Students must be prepared to travel to their assigned clinical training facility.

**Phlebotomy Re-Admission Criteria:**

Students who do not progress in PHLE Program courses as outlined by the curriculum guide may be considered for readmission provided:

- a. They meet Darton State College admission criteria.
- b. They meet PHLE 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 availability and only if prerequisites are met.

**For additional Health Sciences Division policies that apply to this program, please refer to Academic Regulations, Section R, Background Check.**

**Administrative Withdrawals:**

Students may be withdrawn from the program and/or from a clinical affiliate for lack of competence, if determined to pose a threat to the health or safety of others; for failure to comply with the Darton State College Code of Conduct or failure to comply with the policies of a clinical affiliate.

**Drug Screen and Criminal Background Checks:**

Students may be subject to drug screens and criminal background checks as a requirement for participating in program activities. Students are also subject to drug screens requested at random or for probable cause.

Students may be prevented from participating in program activities until results are provided and they are approved for return to program activities.

**PRE - PHYSICAL THERAPIST ASSISTANT (0263)**  
**Health Sciences Department**  
**CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

Students should declare an Associate of Science for Core Curriculum focused in Health Career pathways. The secondary major should be listed as Pre-PTA (0263) plan of study upon college enrollment for the purpose of GUIDEDwhile completing the prerequisite coursework below. However, declaring this plan of study does not guarantee admission into the PTA Program. The following schedule is an example of required coursework.

<b>Freshman Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition	3
MATH 1111	College Algebra	3
BIOL 2111K	Human Anatomy & Physiology I	4
PYSC 1101	General Psychology	3
		<b>13</b>
	<b>Second Semester</b>	
POLS 1101	American Government	3
BIOL 2112K	Human Anatomy & Physiology II	4
PSYC 2103	Human Growth & Development	3
Elective	ART 1100, FIAR 2250, MUSC 1100, PHIL 2205, THEA 1100 or any literature course	<u>3</u>
		<b>13</b>
<b>TOTAL</b>		<b>26</b>

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**PROGRAM INFORMATION**

PTA Program Applications may be picked up in the Health Sciences Division Office J-210 or downloaded from the Darton State College website <http://www.darton.edu/PTAS>.

**Deadline for all PTA application material to be turned in is June 1 of each year.**

To be considered for admission into the Physical Therapist Assistant program, the applicant must:

1. Be admitted to Darton State College
2. Have a minimum cumulative grade point average (GPA) of 3.0 or a 3.0 GPA or higher for the last 40 credit hours attempted.
3. Have all prerequisite coursework completed with a grade of “C” or higher prior to the start date of the Fall Semester to which they are applying. 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 PTA Selection Committee.
4. Complete the PTA application packet including:
  1. Application for admission to the PTA program
  2. Prerequisite Information Form

3. Documentation of at least 40 hours of observational experience in one or more physical therapy settings. Hours should be verified by the signature of a physical therapist or a physical therapist assistant on the “Observational Hours/Recommendation Form” found in the application packet.
4. TEAS V scores

One class per year will be selected and will begin each Fall Semester. Incomplete application packets and/or applications received after June 1 may not be considered. Preliminary selection criteria, including GPA and observational hours completed, are ranked by the PTA 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.

Due to the fact prerequisites for Physical Therapy programs are different, graduation from a PTA program is not a “stepping-stone” and 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 in an Associate of Science in Core Curriculum.

**PHYSICAL THERAPIST ASSISTANT (0363)**  
**Health Sciences Department**  
**ASSOCIATE OF SCIENCE DEGREE-CAREER PROGRAM**

After completion of the pre-requisite/core-curriculum and acceptance into the PTA Program, the following schedule will apply. This is a full-time program and the following classes must be taken in the order they are listed. An overall grade of “75 or higher” is required in each class in order to remain in the program. Failure to satisfactorily complete the coursework in the scheduled sequence will result in the student being withdrawn from the program.

<b>Freshman Year</b>	<b>*see Pre-PTA (0263) for prerequisite classes</b>	<b>27</b>
<b>Sophomore Year</b>	<b>First Semester</b>	<b>Sem. Hrs.</b>
PTAS 1100	Introduction to Physical Therapy	1
PTAS 1110	Functional Anatomy & Kinesiology	4
PTAS 1115	Clinical Pathology	3
PTAS 1125	Physical Agents	<u>4</u>
		12
	<b>Second Semester</b>	
PTAS 1105	Orientation to Patient Care Skills	3
PTAS 1121	Therapeutic Exercise I	4
PTAS 1130	Applied Neurology & Gait Analysis	3
PTAS 2010	Clinical Practicum I	<u>2</u>
		12
	<b>Summer Semester</b>	
PTAS 1122	Therapeutic Exercise for Special Populations	4
PTAS 2100	Neurological Rehabilitation	3
PTAS 1135	Seminar for Physical Therapist Assistants I	2
PTAS 2050	Therapeutic Exercise II	<u>3</u>
		12
	<b>Fall Semester</b>	
PTAS 2020	Clinical Practicum II	5
PTAS 2025	Clinical Practicum III	5
PTAS 2200	Seminar for Physical Therapist Assistant II	<u>2</u>
		12
<b>Two-Year Total</b>		<b>75</b>

The mission of the Darton State 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 State 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 plan of study 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 the four semester PTA program, this 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.

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 Dean of the Health Sciences 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 9:00 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. Completed health form, including evidence of the hepatitis B vaccine series, influenza, PPD, varicella, MMR, and other immunizations as required by the program.
  - b. Cardiopulmonary resuscitation (CPR) certification - American Heart Association BLS Health Care Provider course. This must be maintained throughout the program.
  - c. Malpractice insurance (available through Darton State College).
  - d. Signed letter of confidentiality and honor code.
  - e. Signed consent form to release health information and immunization records as required by individual clinical affiliation sites.
  - f. Proof of health insurance is required.
  - g. Drug screen and/or background check.
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 Spring 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 lift, push, pull, and carry objects weighting up to fifty pounds.
  - D. Able to reach above and below the waist.
  - E. Able to manually, auditorially, and visually operate and/or manipulate wheelchairs, mobile aids, ambulation devices, instrumentation, and equipment.
  - F. Able to visually and cognitively recognize changes in a patient's condition.
  - G. Able to effectively communicate with patients and relay information about a patient verbally and in writing.
  - H. Able to wear appropriate protective equipment and to tolerate unsightly, noxious environments.
  - I. Able to manage physical, emotional, and mental stress effectively.
  - J. Able to tolerate others' value systems, morals, cultures and religions, which may be different from your own.
  - K. Able to exhibit professional behavior and ethical conduct in a clinic and classroom.
  - L. Able to problem solve rapidly, demonstrate the ability to learn and reason, and to integrate, analyze, and synthesize data concurrently.
  - M. Able to multi-task in multiple settings.

**Re-Admission of Returning Students:**

Any student who fails a PTA course will not be able to progress to the next semester of PTA courses. If this is the student's first failure, the student may re-apply to the PTA Program for the following year. Students will be readmitted only when there is space available. The student must re-apply and will be ranked along with all program applicants based on the admission criteria. The readmitted student must retake all coursework beginning in the first semester of the professional phase. If the student fails for a second time, it will result in permanent dismissal from the program without chance of re-admission.

**For additional Health Sciences Division policies that apply to this program, please refer to Academic Regulations, Section R, Background Check**

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience." Please refer to Section 7 Academic Support Services Paragraph J**

**POLITICAL SCIENCE (0035)**  
**Social Science Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN POLITICAL SCIENCE**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Core Curriculum, Area B.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Hum/Fine Arts.</a>	
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
Mathematics/Tech.	<a href="#">See Core Curriculum, Area D, Math/Tech.</a>	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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	<a href="#">See Core Curriculum, Area E, Social/Science.</a>	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
POLS 2401	Introduction to Global Issues	3
Optional Electives ( <b>15 hours</b> ) 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 2010	Introduction to Philosophy	3
PHIL 2030	Ethics	3
POLS 2201	American State and Local Government	3
POLS 2301	Introduction to Comparative Politics	3
PSYC 1101	General Psychology	3
PSYC 2103	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
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. <a href="#">See Core Curriculum, Area G, Health and Physical Education.</a>		

**Two-Year Total**

**64-66**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**PRE-ENGINEERING (0044)**  
**Science, Mathematics, Computing Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A B.S. IN PRE-ENGINEERING**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>4</b>
MATH 1151	Calculus I with Geometry	4
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
See Core Curriculum, Area B.		4
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	See Core Curriculum, Area C, Humanities/Fine Arts.	
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>12</b>
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
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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 Core Curriculum, Area E, Social Science.	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Requirements:		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
MATH 2253	Calculus III	4
Electives:		
ENGR 1111	Engineering Graphics	3
ENGR 2201	Engineering Statics and Dynamics	4
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement.		
See Core Curriculum, Area G, Physical Education.		
<b>Two-Year Total</b>		<b>66-68</b>

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**PSYCHOLOGY (0036)**  
**Social Science Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN PSYCHOLOGY**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001 or	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Core Curriculum, Area B.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Literature.</a>	3
	<a href="#">See Core Curriculum, Area C.</a>	
COMM 1110	Public Speaking, recommended	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
Mathematics/ Technology	<a href="#">See Core Curriculum, Area D, Math/Tech courses.</a>	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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	<a href="#">See Core Curriculum, Area E, Social Science.</a>	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
Required:		
PSYC 1101	General Psychology	3
Choose <b>6 hours</b> from the following:		
PSYC 2103	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PSYC 2226	Introduction to Social Psychology	3
Optional Electives <b>9 hours</b> from the following:		
ANTH 1103	Introduction to Cultural Anthropology	3
Foreign Language 1001, 1002, 2001, 2002		
MATH 2205	Introduction to Statistics	3
PHIL 2010	Introduction to Philosophy	3
PSYC	Psychology course not previously taken	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. <a href="#">See Core Curriculum, Area G, Health and Physical Education.</a>		

**Two-Year Total** **64-66**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**RADIOLOGIC SCIENCE (0388)**  
**Health Sciences Department**  
**RECOMMENDED COURSES FOR**  
**CAREER ASSOCIATE OF SCIENCE DEGREE PROGRAM**

The Career Associate of Science degree in Radiologic Science at Darton State College is a sequence of courses designed to prepare students for positions in radiology departments and related businesses and facilities. Learning opportunities develop academic, clinical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Graduates have the qualifications of an entry level radiographer and are eligible to sit for the national certification examination for radiographers. The education provided via this program coupled with successful professional credentialing will provide graduates the prerequisite skills necessary to pursue additional training in higher level radiology service areas including but not limited to computerized tomography (CT), mammography, and other specialized modalities.

**APPLICATION DEADLINE**

Completed application forms must be RECEIVED NO LATER THAN **NOVEMBER 1** of each year. The application is complete only when the information requested is received. Students are responsible for making sure their application is complete. Radiologic Science program applications may be picked up in the Health Sciences Department office or downloaded from the Darton State College website <http://www.darton.edu/RADS>

**PROGRAM ADMISSION:**

To be consider into the Radiologic Science program, the applicant must:

1. Meet all of Darton State College's admission requirements.
2. Have a minimum cumulative GPA of 2.5 on a 4.0 scale.
3. Satisfied all Learning Support requirements.
4. Take the TEAS test. Only two attempts allowed with a minimum of six weeks between attempts.
5. Submit a completed Radiologic Science program application.
6. May submit optional documentation to be evaluated for points prior to deadline. Specific information describing optional documentation is provided in the following paragraphs.
7. To progress successfully through the curriculum and function as a practicing radiologic technologist after graduation, the individual must have:
  - a. Visual acuity with or without corrective lenses to view radiographic images, physicians' orders, patients' charts, identifying markers on patients, equipment manuals, to identify respirations of patients, etc.;
  - b. Hearing with or without auditory aids to obtain patients' history by interview, to hear audible signals produced by imaging equipment, etc.;
  - c. Physical ability to operate equipment (portable and stationary x-ray equipment, stretchers, wheelchairs, patients, immobilization devices, etc.), to sufficiently (minimal impairment of upper and lower extremities) perform CPR, etc.
  - d. Manual dexterity to lift patient while placing imaging device, etc.
  - e. Speech sufficient to communicate with staff and patients in a timely, effective manner.

**SELECTION PROCESS**

Due to limited clinical placements, the program can only accept a certain number of applicants each year. Admission into the program is competitive based on the points system. Each program applicant is ranked by the Radiologic Science program selection committee according to accumulated points determined by criteria including, but not limited to GPA, pre-requisite course grades, TEAS scores, etc. Additional opportunities for points are provided in the next section. In order to increase one's changes of acceptance into the program, it is recommended to complete all possible opportunities for points. By obtaining as many points, one becomes more of a competitive applicant for the program.

Admission into the program is non-discriminatory based race, color, religion, gender, age, disability, national origin, or any other protected class.

**Additional opportunities for points are as follows:**

- Up to three (3) professional recommendation forms from a non-relative can be submitted. These forms can be found in the application packet.
- Applicant's grades in the following courses: MATH 1111; ENGL 1101; CISM 2201; BIOL 1100K OR BIOL 2111K. Be aware BIOL 1100K may not transfer. BIOL 2111K and BIOL 2112K may be taken in lieu of BIOL 1100K.
- Provided documentation of 40 hours of volunteer service in a radiology department. Documentation of volunteer service must:
  - Be on company letterhead.
  - Provide a description of duties performed.
  - Be signed by supervisory personnel of that facility.
- All of the following clinical forms/documents:
  - Health assessment form
  - Immunization record
  - PPD (tuberculosis skin test or Chest x-ray report)
  - Hepatitis B Vaccination
  - Current influenza vaccination

**APPLICATION AND DOCUMENT SUBMISSION**

Health Sciences Department  
Radiologic Science Program  
Attention: Application Coordinator  
2400 Gillionville Road  
Albany, GA 31707

Radiologic Science Program Telephone (229) 317-6724. Building J, Room 224.

**SELECTION NOTIFICATION**

Letters of acceptance and non-acceptance will be sent out following the selection process. The selection process takes place in November (after the document submission deadline of November 1) each year. Students are notified by December 1 each year of selection status. Selected students must confirm their intent to enroll in writing within 10 days after the post marked date of their acceptance letter. A student who fails to respond in the appropriate time frame will forfeit their position in the program.

**CLINICAL OBLIGATIONS UPON ACCEPTANCE**

If accepted, students will have a clinical component of the program to complete. Clinical placement is equally distributed among students. Although the majority of the clinical component is carried out during day time hours, less than 25% of the total clinical assignments will be during evening and/or weekend hours. Program clinical locations are mainly located outside the city limits, and all expenses associated with travel are the student's responsibility. Additionally, some program clinical affiliates require drug screens (initial and random), criminal background checks, periodic tuberculosis skin tests and specific vaccinations. If the student is placed in a facility requiring any/all of these items, the cost will be the student's responsibility. If the student did not submit the health documentation (immunization, PPD, HepB Vacc., physical assessment, etc.) prior to acceptance, these documents will need to be submitted to the RADS program director no later than February 1 following acceptance. Failure to provide this documentation will prevent the student from being allowed to attend clinical settings. These absences will be unexcused and may lead to the student's dismissal from the program. **For additional Health Sciences Department policies applicable to this program, please refer to Academic Regulations, Sections N, R, S, T, and U of the college catalog.**

## **PREGNANCY POLICY**

Please refer to the program's handbook on the [college web site](#) for the RADS program's complete pregnancy policy. Any student that is pregnant or becomes pregnant while in the Radiologic Science program should consider the following:

1. Exposure to communicable diseases. As a student, one may be exposed to a variety of communicable diseases such as rubella and the Hepatitis C virus which are a serious danger to the developing fetus. It is the pregnant student's responsibility to avoid those patients that may put them at risk.
2. Students are at risk to radiation exposure while performing radiographic exams. Pregnant students must protect themselves and the unborn child(ren) by using radiation protection practices and avoided as much radiation as possible until after the first trimester.
3. If the student's medical condition limits her ability to continue in the program, she may choose to withdraw and continue with the following cohort of RADS students, if a position is available, beginning with the withdrawn course(s). Excessive absences over the specified allowed amount (excused or unexcused) may cause the student to be dropped from that/those course(s).
4. If a student discovers she is pregnant, disclosure of the pregnancy to program faculty is voluntary. If she chooses to disclose the pregnancy, a Disclosure Form will need to be completed and submitted to the program director. A Withdrawal of Disclosure Form is also available to be completed if the student needs to withdraw the disclosure.

## **ACCREDITATION**

The Radiologic Science program at Darton State College is currently accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Contact information is as follows:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
(312) 704-5304 fax  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)

## **GRADUATION REQUIREMENTS**

In addition to college graduation requirements, students must have a grade of "C" or better in all RADS courses. The Radiologic Science program reserves the right to discontinue, at any time, the enrollment of Radiologic Science student, if, in the judgment of the Vice President of Academic Affairs and the Radiologic Science faculty, the student does not appear to have the necessary qualifications for radiologic science.

## **READMISSION OF RETURNING STUDENTS**

Any student who fails a RADS course will not be allowed to continue onto the next semester of RADS courses. If this is the student's first failure, the student may re-apply to the program the following year. If the student fails a second time, or fails more than one RADS course, it will result in permanent dismissal from the RADS program without a chance of re-admission. If a student withdraws or leaves due to reasons other than failure, the student may re-apply for admission in the following year. However, in any case, prior to readmission, the student must demonstrate continued competency in the completed courses via examination and/or demonstration with the program faculty to determine continued competency in previously completed courses. If a period longer than one year lapses before readmission, the student must reapply to begin the program from the beginning (occupational specific courses repeated not general core). RADS courses more than two years old must be repeated. If a student is dismissed due to disciplinary reasons, that student may not reapply for admission for a period of five years from the time of dismissal.

**RADIOLOGIC SCIENCE (0388)**  
**Health Sciences Department**  
**RECOMMENDED COURSES FOR**  
**CAREER ASSOCIATE OF SCIENCE DEGREE PROGRAM**

<b>Freshman Year</b>	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
ENGL 1101	English Composition I	3
BIOL 1100K**	Anatomy & Physiology for the Health Care Provider (Human Anatomy & Physiology I & II may be taken in Lieu of BIOL 1100K and is recommended)	4
ALHE 1120**	Medical Terminology	2
RADS 1000**	Introduction to Radiography and Patient Care	3
RADS 1210**	Clinical Imaging I	<u>2</u>
		<b>14</b>
	<b>Summer Semester</b>	
MATH 1111**	College Algebra	3
CISM 2201	Fundamentals of Computer Applications	3
RADS 1020**	Radiographic Procedures I	2
RADS 1220**	Clinical Imaging II	<u>2</u>
		<b>10</b>
	<b>Fall Semester</b>	
RADS 1040**	Radiographic Procedures II	3
RADS 1120**	Imaging Science I	4
RADS 1230**	Clinical Imaging III	4
POLS 1101*	American Government in World Perspective	<u>3</u>
		<b>14</b>
<b>Sophomore Year</b>	<b>Spring Semester</b>	
RADS 2060**	Radiographic Procedures III	3
RADS 2130**	Imaging Science II	4
RADS 2240**	Clinical Imaging IV	<u>6</u>
		<b>13</b>
	<b>Summer Semester</b>	
RADS 1100**	Principles of Radiation Biology and Protection	3
RADS 2140**	Pathology for the Imaging Professional	2
RADS 2250**	Clinical Imaging V	3
COMM 1000*	Cultural Diversity in Communication	<u>2</u>
		<b>10</b>
	<b>Fall Semester</b>	
RADS 2150**	Radiologic Technology Review	3
RADS 2260**	Clinical Imaging VI	6
Area C Elective	ART 1100, FIAR 2250, MUSC 1100, PHIL 2010, or THEA 1100	<u>3</u>
		<b>12</b>
<b>Two-Year Total</b>		<b>73</b>

*\*These courses can be taken at any time before or during the program. All other courses need to be taken in the prescribed semester or before.*

*\*\*All RADS, ALHE, science and math courses require a grade of "C" or better.*

**RESPIRATORY CARE (0366)**  
**Health Sciences Department**  
**CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

The Associate of Science Degree in Respiratory Care at Darton State College is a two part curriculum. The first part consists of required prerequisite and general education courses, and the second part constitutes the actual professional curriculum. 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), 18000 w.105<sup>th</sup> St, Olathe, KS (888) 341-4811. 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 Georgia Composite Medical Board, 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 State College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835.

In addition to the application forms submitted to the admissions office for admission to the college, students applying to the Respiratory Care Program for the first time or reapplying for any reason are required to submit a separate application for selection into the Respiratory Care Program. Applications are available in the Health Science Division Office or they may be downloaded from the [Darton Website](#) for students interested in enrolling in the Program. There are separate application packets for Track I and Track II.

To be considered for selection into the Respiratory Care Program, a completed program application must be received. The application deadline for Track I is June 1. The application deadline Track II is December 1. 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

- a. Grade point average in pre-requisite courses.
- b. Overall grade point average and number of credits earned. Excessive withdrawals from pre-requisite courses may negatively impact a student's application
- c. Completed application packet materials.
- d. An interview with program faculty.

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 the Darton State 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.

**Admission Requirements:**

1. Admission to Darton State College
2. Completion of all Learning Support requirements
3. Completion of the required pre-requisite and general education courses with a cumulative GPA of 2.5 or higher. In addition students must earn a grade of "C" or better in the following courses: ALHE 1120, BIOL 1100K, CHEM 1151, PHSC 1011K, and BIOL 2115.  
Science courses taken more than five years prior to enrollment in the program will be evaluated

by the Respiratory Care Program Faculty and may need to be repeated.

**Respiratory Care Program Requirements:**

1. Students will be required to submit a completed health form documenting satisfactory health status and evidence of health insurance 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 are required to have health insurance while enrolled in the program.
4. Professional liability insurance is required prior to clinical rotations
5.
  - A. Students must earn a “C” or better in all professional courses in order to progress to the next course in sequence. Any student failing to complete a professional course will not be allowed to continue in the program.
  - B. 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 **sole discretion** of the faculty.
  - C. Students who fail to complete 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. Withdrawing from a respiratory course in lieu of failing will count as an attempt the same as a failure.
  - D. Students who fail a clinical practicum must at a minimum repeat **both** the clinical and classroom courses covering that content.
6. Students are required to maintain a cumulative 2.0 GPA in order to graduate from the program and Darton State College.
7. 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, the Dean of Health Science and the Respiratory Care Faculty, the student does not appear to have the necessary qualifications or temperament for a career as a Respiratory Care Professional. Refer to the program handbook for more information.
8. The student must abide by the policies and procedures of the Respiratory Care program as defined in the program handbook.
9. 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.
10. Students will have three attempts to successfully demonstrate competency of any skill taught in any laboratory course or clinical practicum. This policy includes the American Heart Association ACLS course at the end of RESP 1138. 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.
11. Respiratory students must demonstrate
  - a. Sufficient critical thinking ability to be able to safely and effectively assess clinical situations and act appropriately.
  - b. Sufficient interpersonal skills to interact successfully with co-workers, supervisors, patients and family members who may have different social, emotional, cultural and intellectual backgrounds.
  - c. Sufficient communication abilities, both verbal and written, to be able to provide patient instruction and education, complete proper documentation and communicate with physicians and other health care workers professionally.

**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 students Tuition and Fees.
2. Students are required to complete a series of Hepatitis B vaccinations. A series of at least

three shots are required. Costs will vary depending on the student's choice of provider. Students must have completed at least the first two 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 PALS courses as they progress through the program. Fees for these courses are assessed as required. 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. Students will be required to undergo a criminal background check before clinical assignment. Darton State College uses a company called PreCheck for this purpose. Fees for this background check are assessed during the first semester of the professional curriculum.
8. Students will be required to complete a drug screen prior to clinical assignment. Students will be required to pay for and complete this drug screen before attending any clinical rotations.
9. Students must be prepared to travel to out of town clinical assignments. These are not optional and the student is responsible for the costs of travel to these out of town facilities. See the program handbook for more information.

**RESPIRATORY CARE (0366)**  
**Health Sciences Department**  
**CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**  
**Track I**

<b>Fall 1</b>		
ENGL 1101	English Composition 1	3
MATH 1111*	College Algebra*	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	<u>3</u>
		12
<b>Spring 1</b>		
CHEM 1151	Introductory Chemistry***	4
BIOL 1100K	Anatomy and Phys. for Health Care**	4
Elective	ART 1100, FIAR 2250, MUSC 1100, PHIL 2205, THEA 1100 Or any literature course	3
ALHE 1120	Medical Terminology	<u>2</u>
		13
<b>Summer 1</b>		
PHSC 1011K*	Physical Science I****	4
BIOL 2115	Microbiology	<u>4</u>
		8
<b>Fall 2</b>		
RESP 1100	Intro to Respiratory Care	1
RESP 1111	Fundamentals of Respiratory Care	3
RESP 1131	Patient Assessment	4
RESP 1132	Pharmacology	2
RESP 1133	CardioPulm Anatomy & Phys.	<u>3</u>
		13
<b>Spring 2</b>		
RESP 1134	Cardiopulmonary Disease	2
RESP 1135	Mechanical Ventilation	5
RESP 1136	Peds & Neonatal Respiratory Care	2
RESP 1137	Specialized Respiratory Care	2
RESP 1138	ACLS	<u>2</u>
		13
<b>Summer 2</b>		
RESP 2201	Clinical Practicum 1 (36x8)	5
RESP 2205	Clinical Professionalism	<u>1</u>
		6
<b>Fall 3</b>		
RESP 2330	Credential Prep	1
<b>A-Term</b>		
RESP 2210	Clinical Practicum 2 (36x8)	5
<b>B-Term</b>		
RESP 2220	Clinical Practicum (36x8)	<u>5</u>
		11
<b>Total</b>		<b>76</b>

\*Students may take Math 1001 Quantitative Reasoning in place of College Algebra

\*\*Students may take BIOL 2111K/ 2112K in place of BIOL 1100K

\*\*\*Students may take CHEM 1211K in place of CHEM 1151K

\*\*\*\*Students may take PHYS 1111K in place of PHSC 1011K



**RESPIRATORY CARE (0366)**  
**Health Sciences Department**  
**CAREER**  
**ASSOCIATE OF SCIENCE DEGREE PROGRAM**  
**Track II**

**The required general education prerequisite courses are: (These may be taken in any order, but must be completed prior to program acceptance.)**

ENGL 1101	English Composition 1	3
MATH 1111	College Algebra*	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
Area C Elective	ART 1100, FIAR 2250, MUSC 1100, PHIL 2205, THEA 1100 Or any literature course	3
ALHE 1120	Medical Terminology	2
BIOL 1100K	Human Anat. and Phys. for Healthcare**	4
CHEM 1151	Introductory Chemistry***	4
PHSC 1011K	Physical Science 1****	4
BIOL 2115	Microbiology <sup>4</sup>	3
<b>Spring Semester 1</b>		<b>33</b>
RESP 1100	Introduction to Respiratory Care	1
RESP 1131	Patient Assessment & Protocols	4
RESP 1111	Fundamentals of Respiratory Care	<u>3</u>
		<b>8</b>
<b>Summer Semester 1</b>		
RESP 1133	Cardiopulmonary Anatomy & Physiology	3
RESP 1134	Cardiopulmonary Disease	<u>2</u>
		<b>5</b>
<b>Fall Semester 1</b>		
RESP 1135	Mechanical Ventilation & Critical Care	5
RESP 1132	Cardiopulmonary Pharmacology	<u>2</u>
		<b>7</b>
<b>Spring Semester 2</b>		
RESP 1136	Neonatal & Pediatric Respiratory Care	2
RESP 1137	Specialized Areas of Respiratory Care	2
RESP 1138	Advanced Cardiac Life Saving	<u>2</u>
		<b>6</b>
<b>Summer Semester 2</b>		
RESP 2201	Clinical Practicum 1 (36 x 8)	5
RESP 2205	Clinical Professionalism	<u>1</u>
		<b>6</b>
<b>Fall Semester 2</b>		
<b>A Term</b>		
RESP 2210	Clinical Practicum 2 (36 x 8)	5
<b>B Term</b>		
RESP 2220	Clinical Practicum 3 (36 x 8)	5
RESP 2330	Credential Preparation	<u>1</u>
		<b>11</b>
<b>Total Respiratory</b>		<b>43</b>
<b>Total Core</b>		<b><u>32</u></b>
<b>Total</b>		<b>75</b>

\*Students may take Math 1001 Quantitative Reasoning in place of College Algebra

\*\*Students may take BIOL 2111 and 2112 in place of BIOL 1100K

\*\*\*Students may take CHEM 1211 in place of CHEM 1151

\*\*\*\*Students may take PHYS 1111 in place of PHSC 1011K

**SOCIOLOGY (0037)**  
**Social Science Department**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN SOCIOLOGY**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	See Core Curriculum, Area B.	4
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	See Core Curriculum, Area C, Hum/Fine Arts.	3
	See Core Curriculum, Area C.	
COMM 1110	Public Speaking, recommended	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Sciences	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/Tech.	See Core Curriculum, Area D, Math/Tech.	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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 Core Curriculum, Area E, Social Science.	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
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
CRJU 2215	Introduction to Criminology	3
CSCI 1150	Computer Programming in Visual Basic	3
CSCI 1300	Introduction to Computer Science	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
FOREIGN LANGUAGE	1001, 1002, 2001, 2002	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 2010	Introduction to Philosophy	3
POLS 2201	American State and Local Government	3
POLS 2401	Introduction to Global Issues	3
PSYC 1101	General Psychology	3
PSYC 2103	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PSYC 2226	Introduction to Social Psychology	3

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS ..... 4-8**  
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. [See Core Curriculum, Area G, Health and Physical Education.](#)

**Two-Year Total 64-66**

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

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**TEACHER EDUCATION (0088)**  
**Social Science Department**  
**Early Childhood**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN EARLY CHILDHOOD**  
**EDUCATION**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Reasoning or higher math	3
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Core Curriculum, Area B.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	<a href="#">See Core Curriculum, Area C, Humanities/Fine Arts.</a>	
	<a href="#">See Core Curriculum, Area C.</a>	
COMM 1110	Public Speaking, recommended	
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
Mathematics/Tech.	<a href="#">See Core Curriculum, Area D, Math/Tech.</a>	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
EDUC 2110	Investigating Critical & Contemporary Issues In Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Education Contexts	3
EDUC 2130	Exploring Teaching and Learning	3
ISCI 2001	Foundations of Life/Earth Science	3
ISCI 2002	Foundations of Physical Science	3
MATH 2008	Foundations of Numbers and Operations	3
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency Requirement. <a href="#">See Core Curriculum, Area G, Health and Physical Education</a>		
<b>Two-Year Total</b>		<b>60</b>

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

Listed below are the minimum requirements a student must meet to be admitted into an undergraduate education program at four-year colleges in the University System of Georgia.

1. Students must earn a cumulative GPA of 2.75 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation. The minimum GPA may be lower or higher at different schools, so students should refer to program advisers.
2. Students must have passed or exempted the GACE-Program Admission Assessment Tests.
3. Complete the Georgia Educator Ethics Program entry exam.
4. Receiving institutions may establish higher admission requirements. It is the student's responsibility to consult the teacher education program requirements at the schools of his/her choice.

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience." Please refer to Section 7 Academic Support Services Paragraph J**

**TEACHER EDUCATION (0089/0090)**  
**Social Science Department**  
**Middle Grades or Special Education**  
**ASSOCIATE OF SCIENCE IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN MIDDLE GRADES OR**  
**SPECIAL EDUCATION**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	See Core Curriculum, Area B.	4
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
Literature Course	See Core Curriculum, Area C, Hum/Fine Arts.	3
	See Core Curriculum, Area C.	
COMM 1110	Public Speaking, recommended	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/Tech.	See Core Curriculum, Area D, Math/Tech.	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
PSYC 1101	General Psychology	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
EDUC 2110	Investigating Critical & Contemporary Issues In Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Education Contexts	3
EDUC 2130	Exploring Teaching and Learning	3
Optional Electives – Choose any <b>9 hours</b> 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 1151K	Survey of Chemistry I	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	1001, 1002, 2001, 2002	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 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	<u>3</u>

**\*Students wishing to teach math at the middle grades level must take MATH 1111 to satisfy Area A2. Students who intend to teach math at the middle grades level must take MATH 1113 (Pre-Calculus) in Areas D or F.**

**Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS .....4-8**

Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. [See Core Curriculum, Area G, Health and Physical Education.](#)

**Two-Year Total 60**

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

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

Listed below are the minimum requirements a student must meet to be admitted into an undergraduate education program at four-year colleges in the University System of Georgia.

1. Students must earn a cumulative GPA of 2.75 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation. The minimum GPA may be lower or higher at different schools, so students should refer to program advisers.
2. Students must have passed or exempted the GACE-Program Admission Assessment Tests.
3. Complete the Georgia Educator Ethics Program entry exam.
4. Receiving institutions may establish higher admission requirements. It is the student’s responsibility to consult the teacher education program requirements at the schools of his/her choice.

**THEATRE (0075)**  
**Fine Arts Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN THEATRE**  
**PERFORMANCE EMPHASIS**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	See Core Curriculum, Area B.	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
	See Core Curriculum, Area C.	3
	See Core Curriculum, Area C.	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
MATH 2205	Introduction to Statistics, recommended	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
	See Core Curriculum, Area E, Social Science.	
PSYC 1101	General Psychology, recommended	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
THEA 1105	Acting	3
THEA 1100	Theatre Appreciation	3
THEA 1175	Script Analysis	3
THEA 2100	Stagecraft	3
	Choose <b>2</b> of the following courses ( <b>minimum of 6 hours</b> ):	<b>6</b>
	THEA 2540 Introduction to Performance or	
	THEA 2210 Voice and Diction or	
	JOUR 2100 Intro to Broadcast Production and	
	THEA 1710 Improvisation	
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
	Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. See Core Curriculum, Area G, Health and Physical Education.	
<b>Two-Year Total</b>		<b>65-68</b>

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

**THEATRE (0078)**  
**Fine Arts Department**  
**ASSOCIATE OF ARTS IN CORE CURRICULUM**  
**GUIDED PATHWAY TO A BACCALAUREATE DEGREE IN THEATRE**  
**DESIGN AND TECHNOLOGY EMPHASIS**

<b>Area A 1: COMMUNICATION</b> .....		<b>6</b>
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
<b>Area A 2: QUANTITATIVE</b> .....		<b>3</b>
MATH 1001	Quantitative Skills and Reasoning or higher math	
<b>Area B: INSTITUTIONAL OPTIONS</b> .....		<b>4</b>
	<a href="#">See Core Curriculum, Area B.</a>	
<b>Area C: HUMANITIES, FINE ARTS AND ETHICS</b> .....		<b>6</b>
	<a href="#">See Core Curriculum, Area C.</a>	3
	<a href="#">See Core Curriculum, Area C.</a>	3
<b>Area D: NATURAL SCIENCES, MATHEMATICS AND TECHNOLOGY</b> .....		<b>11</b>
Lab Science	<a href="#">See Core Curriculum, Area D, Lab Sciences.</a>	8
MATH 2205	Introduction to Statistics, recommended	3
<b>Area E: SOCIAL SCIENCE</b> .....		<b>12</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
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
	<a href="#">See Core Curriculum, Area E, Social Science.</a>	
PSYC 1101	General Psychology, recommended	3
<b>Area F: COURSES RELATED TO THE TRANSFER PLAN OF STUDY</b> .....		<b>18</b>
THEA 1105	Acting	3
THEA 1100	Theatre Appreciation	3
THEA 1175	Script Analysis	3
THEA 2100	Stagecraft	3
Choose 2 of the following courses:		6
Art 1020/1030	Art Design I or II	
THA 2500	Production Workshop	
THEA 2301	Scene Design for the Stage	
THEA 2306	Lighting Design for the Stage	
THEA 2312	Sound Design for the Stage	
JOUR 2100	Introduction to Broadcast Production	
<b>Area G: COURSES REQUIRED FOR THE DEGREE ABOVE 60 HOURS</b> .....		<b>4-8</b>
Physical Education – Three PE courses; at least one to meet the Fitness Competency requirement. <a href="#">See Core Curriculum, Area G, Health and Physical Education.</a>		

**Two-Year Total**

**65-68**

**Depending on your enrollment status, you may be required to take DART 1000, “First Year Experience.” Please refer to Section 7 Academic Support Services Paragraph J**

## 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 followed by the course number.

- 1. 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. The numbers in parentheses following the course title specifies the amount of contact and credit hours (in semester hours), which the course will yield upon successful completion (lecture-lab-credit).
- 2. 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.
- 3. 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: None.

Prerequisite: A grade of C or better in: MATH 1001 or higher math course 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.

**ALHE 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 1105, OTAS 1111, ALHE 1120.

Prerequisite: Admission into the OTA program.

Offered: Fall.

- ALHE 1120 Medical Terminology** (2-0-2)  
 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, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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 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 admission to HST Program or permission of instructor.  
 Offered: Summer.
- ANTH 1103 Introduction to 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: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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 1150 Art Practicum** (2-4-3)  
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 2111, ART 2120, ART 2130, ART 2140, ART 2150, ART 2160, ART 2170, ART 2180, or ART 2210 and permission of instructor or consent of Division Dean.  
Offered: All semesters.
- ART 2111 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. (Previously ART 1110)  
Prerequisite: None.  
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: Fall, Spring.

- ART 2150 Computer Art** (2-4-3)  
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, and commonly used page layout and graphic design software programs.  
Prerequisite: None.  
Offered: All semesters.
- ART 2160 Visual Design** (2-4-3)  
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: ART 2150 or permission of the instructor or consent of the Department Dean.  
Offered: Spring.
- ART 2170 Web Page Design** (2-4-3)  
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: ART 2150 or permission of the instructor or consent of the Department Dean.  
Offered: All semesters.
- ART 2180 Digital Photography** (2-4-3)  
In this course, students will create digital photographic images by combining fundamental photographic skills with digital camera technology and computer print technology. Emphasis will be placed on camera operation, techniques, and esthetics. Students will explore a range of both fine art and commercial photographic applications.  
Prerequisite: ART 2111 or ART 2150 or permission of the instructor or consent of the Department Dean.  
Offered: All semesters.
- ART 2190 Photographic Lighting Principles & Techniques** (2-4-3)  
This is an introductory course in basic studio and location lighting principles and techniques. The course is an exploration of the creation and use of lighting arrangements as they apply to all specialties of commercial and fine art photography. The course is composed of demonstrations and projects that will explore the principles of artificial, natural and combination lighting. During the course, the students will demonstrate their understanding of basic lighting techniques through individual projects.  
Prerequisite: ART 2111, ART 2180 or permission of the instructor or consent of the Department Dean.  
Offered: Fall.

- ART 2200 Professional Practices, Portfolio Preparation & Review** (3-0-3)  
 This is a course designed to prepare the student for entry into the business of commercial and fine art. The skills learned are applicable to any specialty in the field of commercial and fine art. The course is composed of lectures concerning the business of commercial and fine art, visiting lecturers who are specialists in their field, field trips to a variety of art establishments, research into the requirements and expectations of potential employers, clients, galleries and museums and directed preparation of each student's professional portfolio.  
 Prerequisite: None.  
 Offered: Spring.
- ART 2210 Video** (3-3-3)  
 This lab course introduces students to basic video production techniques and provides a theoretical, analytical, technical, and aesthetic approach to the pre-production, production, and post-production of videography. Lectures and practical exercises in camera operation, lighting, sound, scriptwriting, storyboarding, directing, and studio and site preparation will be covered. Each student will produce three short videos in preparation for editing.  
 Prerequisite: None.  
 Corequisite: ART 2230.  
 Offered: Fall.
- ART 2230 Video Editing** (3-3-3)  
 This course introduces basic video editing and trimming, customizing and capturing images, video and audio effects and audio mixing, multi-camera editing and titling. Emphasis is placed on Final Cut Pro software and its operation, techniques, and aesthetics. Students will explore a range of both fine art and commercial editing applications. Students will be required to produce and present a digital portfolio.  
 Prerequisite: ART 2150 or permission of the instructor or consent of the Department Dean.  
 Corequisite: ART 2210.  
 Offered: On demand.
- ART 2280 Art History I** (3-0-3)  
 This lecture course explores the history of the visual arts from the 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 & Spring
- 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 primary focus on epochs of Western art history. Topics include painting, architecture, sculpture, and design.  
 Prerequisite: None.  
 Offered: Fall & Spring
- BIOL 1100K Human Anatomy/ Physiology for the Health Care Professional** (4-2-4)  
 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 Health Science programs or requires the consent of the Department Dean. Laboratory exercises supplement the lecture material.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher. Offered: All semesters.

- 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 or exemption of all learning support requirements. Cannot be used with BIOL 1110 to satisfy Area D.  
 Offered: All semesters.
- 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: All semesters.
- BIOL 1110K Introduction to Environmental Biology** (3-2-4)  
 This course uses an interdisciplinary approach to contemporary environmental problems for students not studying in science. Laboratory exercises supplement the lecture material.  
 Prerequisite: None.  
 Offered: All semesters.
- BIOL 2111K Human Anatomy & Physiology I** (4-2-4)  
 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 or exemption of all learning support English requirements; MATH 0099, MATH 0987, MATH 0989, or satisfactory math scores to place into co-requisite remediation or higher.  
 Offered: All semesters.
- BIOL 2112K Human Anatomy & Physiology II** (4-2-4)  
 This course is a continuation of BIOL 2111K. Laboratory exercises supplement the lecture material.  
 Prerequisite: BIOL 2111K.  
 Offered: All semesters.
- BIOL 2115K Essentials of Microbiology** (3-3-4)  
 This course covers microscopic biology to include bacterial, viral, fungal, protozoan and parasitic structure with metabolism as it applies to other organismal pathology. Genetics, immunity and disease control are included. Laboratory exercises augment and support the lecture material.  
 Prerequisites: BIOL 2112K or BIOL 1108K or CHEM 1151K and BIOL 1100K.  
 Offered: All semesters.

- BIOM 2100K Molecular Genetics** (3-3-4)  
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, evolution and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreements for transferability as a pre-plan of study and/or elective course requirements.  
Prerequisites: Permission of program director.  
Corequisites: None.  
Offered: Spring.
- BIOM 2101K Introduction to Biotechnology** (3-3-4)  
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on acquiring efficiency in the laboratory, safety, solution preparation and problem solving. Upon completion, students should be able to prepare and perform basic laboratory procedures using lab ware, solutions and equipment according to prescribed protocols.  
Prerequisite: None.  
Offered: On demand.
- BIOM 2202K Applications in Biotechnology** (2-4-4)  
This course is designed for students to gain experience in conducting supervised research on a particular research project. In addition, students will conduct literature reviews, present experimental findings, and present an oral and poster presentation of all research conducted at end of the course.  
Prerequisite: BIOM 2101K.  
Corequisites: None.  
Offered: On demand.
- BIOM 2204K Cellular/Molecular Biology** (3-3-4)  
This course allows students to explore the major events that occur inside a cell. The emphasis is on cellular organization, protein trafficking, secretory mechanisms, second messengers, and pathological conditions. Upon completion, students should be able to recognize and describe the inner workings of the cell at the molecular level. This course has been approved to satisfy the Comprehensive Articulation Agreements for transferability as a pre-plan of study and/or elective course requirement.  
Prerequisites: Permission of program director.  
Offered: Spring.
- BIOM 2205K Introduction to Biochemistry** (2-4-4)  
The purpose of this course is to explore the major biochemical events that occur inside prokaryotic and eukaryotic cells. The main areas of focus are on catabolic/ anabolic chemical reactions that occur in cells; major metabolic pathways in a cell; impact of pH, acidity and alkalinity on metabolism; properties of buffers; chemical/structural properties of proteins; protein-protein interactions; characteristics of amino acids; and general enzyme functions. Supplemental learning is conducted via lab activities which include chromatography, spectrophotometry, DNA analysis, DNA amplification and protein production/purification. This class meets the biochemistry requirements for Darton's pre-pharmacy students applying to Mercer University's School of Pharmacy.  
Prerequisites: Permission of program director.  
Offered: On demand.

- BIOM 2210K Biomedical Laboratory Experience** (1-2-2)  
 This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the project.  
 Prerequisite: BIOM 2201K.  
 Corequisites: None.  
 Offered: Spring.
- BUSA 1100 Financial Planning and Investment** (2-0-2)  
 Provides the foundation for studying and applying personal financial planning techniques for a lifetime.  
 Corequisite: None.  
 Prerequisite: None.  
 Offered: All semesters.
- BUSA 1105 Introduction to Business** (3-0-3)  
 An integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.).  
 Corequisite: None.  
 Prerequisites: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher; MATH 0099, MATH 0987, MATH 0989 or satisfactory math scores to place into co-requisite remediation or higher.  
 Offered: All semesters.
- BUSA 1121 Small Business Management** (3-0-3)  
 This course provides an extensive coverage of topics related to small business management and entrepreneurship. Students will learn managing (operation, human resources, risk, and assets), marketing, financing and evaluation of the financial performance of small businesses. Students will also learn how to prepare a comprehensive business plan.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand.
- BUSA 1145 International Business, Culture and Economics** (2-0-2)  
 This is an introductory course covering various aspects of the international business environment, including global culture and the economy, different political and legal systems around the world, the international financial system and international business management.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: Fall.
- 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.  
 Prerequisite: ENGL 1102 with grade of C or better.  
 Offered: All semesters.

- BUSA 2106 The Environment of Business** (3-0-3)  
 An introduction to the legal and 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. The emphasis will be on the legal environment.  
 Corequisite: None.  
 Prerequisite: None.  
 Offered: All semesters.
- 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: None.  
 Prerequisite: None.  
 Offered: Fall, 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: None.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- 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: None.  
 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: None.  
 Prerequisite: None.  
 Offered: Fall.
- 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, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: Every other summer – odd years.

- 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, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: Every other summer - even years.
- CHEM 1151K Introductory Chemistry** (3-2-4)  
 This course covers the basic principles of chemistry including atomic structure, 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 or exemption of all learning support English requirements; MATH 0099, MATH 0987, MATH 0989, or satisfactory math scores to place into co-requisite remediation or higher.  
 Offered: All semesters.
- 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 plans of study. 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 1151K or PHSC 1012K to satisfy Area D.  
 Prerequisites: Completion or exemption of all learning support requirements.  
 Corequisites: MATH 1111 or satisfactory math scores to place into MATH 1112 or higher.  
 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 plans of study. 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: All semesters.
- 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.  
 Offered: Summer, Fall.
- 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: Spring, 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 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: None.  
 Prerequisite: None.  
 Offered: On demand.
- CISM 2201 Fundamentals of Computer Applications** (3-0-3)  
 An introduction to computers and computer applications at a level appropriate for basic academic and professional needs.  
 Corequisite: None.  
 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, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- 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, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- 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, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.

- 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. Special focus will be on oral presentations of developed argumentative discourses and practice of the practical skills of public debate employed in advocacy.  
 Prerequisite: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- COMM 2105 Introduction to Interpersonal Communication** (3-0-3)  
 This course examines the dynamics of communication from a social scientific perspective. 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, ENGL 0099, ENGL 0989 or satisfactory English scores to place into corequisite remediation or higher.
- 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, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- COMM 2220 Introduction to 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 are included. The oral communication component offers experience formulating and delivering group presentations.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- COMM 2230 Introduction to Mass Communication** (3-0-3)  
 This course is the same as JOUR 1100. 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.  
 Prerequisite: None.
- COMM 3330 Advanced Communication Skills-eMajor only** (3-0-3)  
 Analysis and application of interpersonal, small group, and mediated communication skills as effective speaking, listening, negotiation, conflict management, presentation, and media interviewing.

- COPR 1114 Facilitating Learning Online** (2-0-2)  
This course is designed for faculty and future teachers who are or may be facilitating online courses. This course demonstrates and shares a spectrum of online learning concepts, theories, and principles using interactive and collaborative experiences. It is designed to improve the facilitation skills of faculty members who offer online courses in higher education and is focused on theory, concepts, and practices for effective online facilitation. Credit for graduation may be received only for COPR 1114 or COPR 1131. COPR 1114 and COPR 1131 are related courses; credit may not be received for both.  
Prerequisite: None.  
Corequisites: None.  
Offered: On demand.
- COPR 1122 Introduction to Instructional Technology** (3-0-3)  
A course designed to introduce the student to the use of computers, software and the Internet in the online academic setting. This course will offer a survey of the theory of instructional design and the use of the computer as an instructional tool.  
Prerequisites: None.  
Corequisites: None.  
Offered: On demand.
- COPR 1123 Web-based Tools and Applications for Education** (3-0-3)  
A course designed to introduce the student to the selection, creation, utilization and evaluation of web-based tools in the online classroom environment. Students will learn how to evaluate and select web-based tools and applications for use in the online classroom as well as how to implement and utilize applications in the online classroom setting.  
Prerequisites: None.  
Corequisites: None.  
Offered: On demand.
- COPR 1124 Online Communication Technologies** (3-0-3)  
A course designed to introduce the student to a variety of communication technologies that can be used in the online classroom environment. Students will learn how to use discussion boards, email, voice/video chat, instant messaging, and blog/journaling within their courses to enhance student-teacher and student-student communication.  
Prerequisites: None.  
Corequisites: None.  
Offered: On demand.
- COPR 1125 Instructional Design of the Online Course** (3-0-3)  
A course designed to familiarize students with the process of instructional design. This course will introduce students to the systematic process of analyzing the learner, developing and selecting objectives, assessment instruments, instructional materials and evaluating and re-evaluating the instructional design of a course.  
Prerequisites: None.  
Corequisites: None.  
Offered: On demand.

- COPR 1131 Success in Online Instruction and Learning** (2-0-2)  
 This course is designed for those who are or may be facilitating online courses. This course demonstrates and shares a spectrum of online learning concepts, theories, and principles using interactive and collaborative experiences. It is designed to improve the facilitation skills of faculty members and business trainers who offer online courses and is focused on theory, concepts, and practices for effective online facilitation. Credit for graduation may be received only for COPR 1114 or COPR 1131. COPR 1114 and COPR 1131 are related courses; credit may not be received for both.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand.
- COPR 2235 Database Management Systems (same as CSCI 2235)** (3-0-3)  
 This course will study 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. This course is also listed as CSCI 2235.  
 Prerequisite: CISM 2201 with a grade of C or better or permission of instructor.  
 Corequisites: None.  
 Offered: On demand.
- COPR 2244 Introduction to Networking** (4-0-4)  
 Provides an overview of LAN, MAN, and WAN networking concepts and technologies including media, devices, topologies, the OSI model, protocols, network architectures, and troubleshooting techniques. Basic network administration and concepts are introduced with an emphasis on practical networking situations.  
 Corequisite: None.  
 Prerequisite: Completion of Learning Support requirements.  
 Offered: On demand.
- 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 12 hours of Special Topics in Computer Systems in a program of study.  
 Corequisite/ Prerequisite: To be determined by instructor.  
 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 12 hours of Special Topics in Computer Systems in a program of study.  
 Corequisite/Prerequisite: To be determined by instructor.  
 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 12 hours of Special Topics in Computer Systems in a program of study.  
 Corequisite/Prerequisite: To be determined by instructor.  
 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 & local law enforcement, courts, corrections organization, and functions.  
 Corequisite: None.  
 Prerequisites: READ 0099, ENGL 0989, or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: All semesters.
- 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: None.  
 Prerequisites: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: Fall/Summer.
- 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: None.  
 Prerequisites: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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: None.  
 Prerequisites: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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: None.  
 Prerequisites: READ 0099, ENGL 0989, or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: Fall.

- 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, file processing, arrays, functions, strings and graphics.  
 Prerequisite: MATH 1001, MATH 1111 or consent of Department Dean.  
 Offered: All semesters.
- CSCI 1300 Introduction to Computer Science** (3-0-3)  
 This class provides a foundation in major computing topics such as (but not limited to) computer architecture and operating systems, networks including the Internet, numbering systems, data representation, file structures and software engineering. An introduction to systems analysis, design and implementation is included via hands-on programming projects.  
 Prerequisite: MATH 1001 or higher, or consent of Department Dean.  
 Corequisite: None.  
 Offered: On demand.
- CSCI 1301 Computer Science I** (3-2-4)  
 This is an introduction to fundamentals of object-oriented programming. The course includes an overview of computers and programming. It also includes simple data types; arithmetic and logical operations, selection structures, repetition structures, and array (one dimensional.)  
 Prerequisite: CSCI 1300, CSCI 1150, MATH 1112 or MATH 1113 or MATH 1151 or consent of Department Dean.  
 Offered: On demand.
- 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 (Two-dimensional and multi-dimensional), data structures such as strings, binary files; recursion and linked lists, software engineering concepts; dynamic data structures (stacks, queues, trees). It includes the fundamentals of the object-oriented paradigm (classes, objects, encapsulation, inheritance and polymorphism.)  
 Prerequisite: CSCI 1301 or consent of Department Dean.  
 Offered: On demand.
- CSCI 2200 Internet Technologies** (3-0-3)  
 The course provides a comprehensive introduction to the tools and skills required for both client and server side programming, teaching students how to develop platform independent sites using current Web development technology. Essential programming exercises are presented using a manageable progression.  
 Corequisites: None.  
 Prerequisite: Completion or exemption of all learning support requirements.  
 Offered: On demand.
- CSCI 2235 Database Management Systems** (3-0-3)  
 This course will study database management theory and practice. Experience with designing, creating and using databases will be gained through hands-on projects using software packages such as Microsoft Access. This course is also listed as COPR 2235.  
 Prerequisite: CISM 2201 with a grade of C or better or permission of instructor.  
 Offered: On demand.

- CSCI 2500 Discrete Structures** (3-0-3)  
 This course provides a brief introduction to mathematical logic and typical proof methods, followed by a discussion of sets, function and relations. The course also focuses on the mathematical techniques that are frequently used in computer science such as counting techniques, elementary probability theory, combinatorics, recurrence relations and asymptotic notation.  
 Prerequisite: MATH 1112, MATH 1113, MATH 2205 or MATH 1151.  
 Corequisites: None.  
 Offered: On demand.
- CTCP 2100 Introduction to Computed Tomography** (2-0-2)  
 This course serves as an introduction to computed tomography with an emphasis on basic patient care while in a Computed Tomography department, as well as the history of CT and the components of a CT scanner. Additional topics include patient history, vital signs, laboratory values, contrast agents (oral and intravenous,) medical ethics, patient confidentiality, as well as research contributors in CT, historical events, scanner generations, characteristics of radiation, detectors and data acquisition system.  
 Corequisite: Graduation from an accredited Radiology, Nuclear Medicine or Radiation Therapy Program.  
 Prerequisite: Registered Radiologic Technologist, Nuclear Medicine Technologist, or a Radiation Therapy Technologist with the ARRT or Nuclear Medicine Technology Certification Board (NMTCB.)  
 Offered: Fall, Spring and Summer.
- CTCP 2110 Physical Principle, Instrumentation and Quality Control** (3-0-3)  
 This course is an overview of the system operation, components and quality control. To be able to understand the different functions and capabilities and identify the components of the CT scanner to provide quality care during a CT examination. Topics include data acquisition, data processing, reconstruction, manipulation, image quality, console, high voltage generator, filter, detectors, and convolution, interpolation, and pitch.  
 Corequisite: Graduate from an accredited Radiology, Nuclear Medicine or Radiation Therapy Program.  
 Prerequisite: Registered Radiologic Technologist, Nuclear Medicine Technologist, or a Radiation Therapy Technologist with the ARRT or Nuclear Medicine Technology Certification Board (NMTCB).  
 Offered: Spring, Summer and Fall.
- CTCP 2120 Sectional Anatomy I** (4-0-4)  
 This is an overview of cross-sectional anatomy that is imaged during a Computed Tomography examination. This course will provide information about normal head, spine and chest anatomy. Students will be able to identify and recall normal anatomical structures on cross-sectional images in order to perform quality care for patients. Topics include the circle of Willis, gray/white matter, pons, vertebral body, lamina, spinous process, spinal cord, heart (ventricle/atrium,) lungs and ribs.  
 Corequisite: Graduation from an accredited Radiology, Nuclear Medicine or Radiation Therapy Program.  
 Prerequisite: Registered Radiologic Technologist, Nuclear Medicine Technologist, or a Radiation Therapy Technologist with the ARRT or Nuclear Medicine Technology Certificate Board (NMTCB).  
 Offered: Spring, Summer and Fall.

- CTCP 2130 Sectional Anatomy II** (4-0-4)  
 This is an overview of cross-sectional anatomy that is imaged during a Computed Tomography examination. This course will provide basic information about normal neck, abdomen, pelvis and extremities anatomy. Students will be able to identify and recall normal anatomical structures on cross-sectional images in order to perform quality care for patients. Topics include the liver, aorta, spleen, pancreas, kidneys, ureters, pelvic girdle, sma, celiac artery, femoral arteries, popliteal arteries and bony structures such as the ribs, femur, humerus, ankle, shoulder.  
 Corequisite: Graduation from an accredited Radiology, Nuclear Medicine or Radiation Therapy Program.  
 Prerequisite: Registered Radiologic Technologist, Nuclear Medicine Technologist, or a Radiation Therapy Technologist with the ARRT or Nuclear Medicine Technology Certification Board (NMTCB).  
 Offered: Spring, Summer and Fall.
- CTCP 2140 Clinical Applications I** (0-16-4)  
 This course introduces students to the clinical setting of a Computed Tomography (CT) department. It allows students to observe and gain knowledge of CT procedures as well as patient care while in the CT department. Introduces the student to the CT scanner, protocols, equipment used, contrast agents, as well as starting to work toward their clinical competencies needed for this course and the American Registry of Radiologic Technologists (ARRT).  
 Corequisite: Graduation from an accredited Radiology, Nuclear Medicine or Radiation Therapy Program.  
 Prerequisite: Registered Radiologic Technologist, Nuclear Medicine Technologist, or a Radiation Therapy Technologist with the ARRT or Nuclear Medicine Technology Certification Board (NMTCB).  
 Offered: Spring, Summer and Fall.
- CTCP 2150 Clinical Applications II** (0-20-5)  
 This course is a continuation of the hands-on training about the CT scanner, protocols, equipment, contrast agents, as well as post-processing that was introduced in the previous clinical course. It allows students to become more proficient as well as gain work experience needed to join the workforce as an entry-level technologist and towards the completion of their clinical competencies needed for this course as well as the American Registry of Radiologic Technologists (ARRT).  
 Corequisite: Graduation from an accredited Radiology, Nuclear Medicine or Radiation Therapy Program.  
 Prerequisite: Registered Radiologic Technologist, Nuclear Medicine Technologist, or a Radiation Therapy Technologist with the ARRT or Nuclear Medicine Technology Certification Board (NMTCB).  
 Offered: Spring, Summer and Fall.
- DANC 1000 Dance Performance** (0-2-1)  
 Dance Performance course is open to all students with a dance plan of study or with an interest in dance who have been cast and/or do technical work for the dance production of the semester. Students will have to audition for roles in student, faculty and guest artists works and then be cast in works to be in this course. May be taken each semester to a maximum of four credit hours.  
 Prerequisites: None.  
 Co-requisites: DANC 1740, DANC 1750, DANC 1760, DANC 1840, DANC 1850, DANC 1860 or permission of instructor.  
 Offered: Fall, Spring.

- DANC 1400 Dance Production** (2-2-2)  
 Introduction to technical aspects of dance productions, including the technical vocabulary required to communicate with theatre technicians in the areas of sound and lighting. Exploration of all the basic aspects of dance production, including music, costuming, programming, and management.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: Spring.
- DANC 1600 Dance Improvisation** (1-2-1)  
 Dance Improvisation explores movement initiated through various sources, including internal motivation. This course emphasizes individual and group interaction within structured and free improvisational situations for the purpose of developing the student's creative approach to composing and performing.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: Fall.
- DANC 1740 Modern Dance I** (0-3-1)  
 Modern Dance I introduces elementary modern dance technique and vocabulary. Techniques basic to this dance form plus somatic and motional properties as they relate to dance are emphasized. Special emphasis is placed on dynamic alignment, sensing and activating weight in the body, body awareness, increasing the student's ease and range of motion, balance, coordination and personal expression. Movement explorations take place on the floor, standing, and in sequenced movements through space. This course may be used as a PE activity course.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: All semesters.
- DANC 1750 Modern Dance II** (0-3-1)  
 Modern Dance II continues the development of modern dance technique and vocabulary. Special emphasis is placed on intermediate-level dynamic alignment, sensing & activating weight in the body, body awareness, increase the student's ease and range of motion, balance, coordination and personal expression. Movement explorations take place on the floor, standing, and in sequenced movements through space. This course may be used as a PE activity course.  
 Prerequisites: DANC 1740 or permission of instructor.  
 Corequisites: None.  
 Offered: All semesters.
- DANC 1760 Modern Dance III** (0-3-2)  
 This course continues the development of modern dance technique and vocabulary including somatic and motional properties as they relate to dance. Emphasis is placed on advanced-level integration of rhythms, dynamics, alignment, body awareness, balance, coordination and personal expression.  
 Prerequisites: Modern II DANC 1750 and/or permission from instructor.  
 Corequisites: None.  
 Offered: All semesters.

- DANC 1840 Ballet Technique I** (0-3-1)  
 Ballet Technique I focuses on the development of elementary technical skills in ballet, including directions of the body, alignment, function and access of turnout, strength, flexibility, and use of the French ballet lexicon, with emphasis on safe and efficient body use. This course may be used as a PE activity course.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: All semesters.
- DANC 1850 Ballet Technique II** (0-3-1)  
 Ballet Technique II focuses on the development of intermediate technical skills in ballet, including safe and efficient alignment and clear articulation of movement vocabulary, with emphasis on increased vocabulary and musicality. This course will also include directions of the body, proper use of tation, and use of the French ballet lexicon. This course may be used as a PE activity course.  
 Prerequisites: DANC 1840 or permission of the instructor.  
 Corequisites: None.  
 Offered: All semesters.
- DANC 1860 Ballet Technique III** (0-3-2)  
 Expands appreciation of ballet as a creative art form. Focuses on ballet technique, while emphasizing increased flexibility, strength, and coordination. Reviews dance phrase combinations by integrating rhythm, dynamics and movement.  
 Prerequisites: Ballet Technique II DANC 1850 and/or permission from instructor.  
 Corequisites: None.  
 Offered: All semesters.
- DANC 1900 Dance Composition** (1-3-3)  
 Dance Composition is designed to allow the student to investigate movement affinities and to discover new movement vocabularies through solo and small group compositions. Studies examine the basic elements of dance – the body in time, space and dynamics, as well as the use of music with movement. Students must develop their compositions into fully choreographed pieces. These choreographic works must be presented in a dance production. This course emphasizes personal coaching and critique, and peer feedback, within a nurturing and experimental environment.  
 Prerequisites: DANC 1600.  
 Corequisites: None.  
 Offered: Spring.
- DANC 2100 Dance History I** (3-0-3)  
 This course covers the origins and development of dance, ritual and social components of dance in early cultures, as well as the evolution of dance as a theatrical art form.  
 Prerequisites: ENGL 1101.  
 Corequisites: None.  
 Offered: Spring.

- DART 1000 First Year Experience** (2-0-2 Institutional credit only)  
 DART 1000 is a two hour first-year experience course designed to assist first-year students in the transition into college. The course focuses on academic success skills, College policies and resources, as well as other topics designed to assist in the adjustment to the academic and social community at Darton State College. DART 1000 is required for all first-time students (full or part-time). Who do not enter the college with at least 12 earned hours of college credit. A grade of "C" is required to pass this class.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: Every Semester.
- DHYG 1101 Orofacial Anatomy** (4-0-4)  
 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 into 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 1151K.  
 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 1122, DHYG 1132, DHYG 2100.  
 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, deposits and preventive services.  
 Prerequisite: Admission into the Dental Hygiene program.  
 Offered: Fall.
- DHYG 1122 Dental Hygiene Lecture II** (2-0-2)  
 A continued study of patient management and education, and also dental hygiene treatment.  
 Corequisites: DHYG 1110, 1114, 1132, 2100.  
 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, scaling, and polishing and fluoride application procedures. Students acquire competencies through manikin and peer 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 sharpening, plaque control instruction, and power scaling instrument. When safe techniques have been mastered, students deliver dental hygiene care to adult and child patients. An introduction to nutritional counseling.  
 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, 2100 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, scope of responsibility of the dental hygienist and treatment planning.  
 Corequisites: DHYG 1110, 1114, 1122, 1132 with grades of C or better.  
 Prerequisite: BIOL 2115K.  
 Offered: Spring.
- 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, 2550 with grades of C or better and BIOL 2115K.  
 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, 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, 2550 with grades of C or better and BIOL 1100K or BIOL 2112K.  
 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, 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** (3-3-4)  
 Principles of public health dentistry, educational concepts and strategies in dental health education. Emphasis on assessment of dental needs, developing and evaluating programs, and epidemiology and research.  
 Prerequisites: DHYG 2150, 2210, 2250, 2310 and COMM 1000 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, 2100 with grades of C or better.  
 Offered: Summer.
- DMSP 1100 Physics of Ultrasound** (3-0-3)  
 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.  
 Prerequisites: Admission into the Diagnostic Medical Sonography program.  
 Corequisites: DMSP 1101.  
 Offered: Fall.
- DMSP 1101 Introduction to Diagnostic Medical Sonography** (2-0-2)  
 This course is designed to introduce the student to the basic principles of ultrasound. The professionalism, functions and desirable attributes of a sonographer will be discussed along with patient care principles and techniques. It presents the language of sonographers and cross sectional anatomy used in ultrasound as well as body planes. It examines leadership and educational opportunities found in sonography as an occupation.  
 Prerequisites: Admission into the Diagnostic Medical Sonography program.  
 Corequisite: DMSP 1100.  
 Offered: Fall, first year.
- DMSP 1102 Abdomen Ultrasound I** (2-3-3)  
 This course is designed to introduce the ultrasound student to normal appearing abdominal anatomy, including organs, cavities, structures and vasculature. The sonographic appearance of normal anatomic structures, including anatomic variants and normal Doppler patterns will also be discussed. International ultrasound procedures will be included. The student develops the skills necessary to perform basic diagnostic ultrasound studies for presentation to the physician and/or radiologist for interpretation.  
 Prerequisite: DMSP 1101 with a grade of C or better.  
 Offered: Spring, first year.

- DMSP 1105 Clinical Observations** (0-16-2)  
 This course is an initial introduction to the clinical environment. It allows the student to familiarize themselves with the operational process and exam protocols of their clinic site.  
 Prerequisites: Completion of all previous semester's DMSP courses with a grade of C or better.  
 Corequisites: DMSP 1102, DMSP 1106.  
 Offered: Spring, first year.
- DMSP 1106 Obstetrics and Gynecological Ultrasound I** (2-3-3)  
 This course is designed to provide the student with an introduction to the accurate assessment and performance of obstetric and gynecologic ultrasound. Normal anatomy of the female pelvis and normal fetal development from conception through the third trimester will be discussed. Pathologic conditions of the female pelvis will be discussed along with hormonal changes that effect the reproductive cycle and laboratory values associated with normal and abnormal findings. Sonographic appearances and standard protocols of the female pelvis and normal fetus will be examined along with first trimester complications.  
 Prerequisites: Completion of DMSP 1100 and 1101 courses with a grade of 75 (C) or better.  
 Corequisites: DMSP 1102, DMSP 1105.  
 Offered: Spring, first year.
- DMSP 2111 Abdomen Ultrasound II** (2-3-3)  
 This course is designed to introduce the ultrasound student to the abnormal sonographic and Doppler patterns of disease processes, pathology and pathophysiology of abdominal organs. Normal and abnormal lab values will also be discussed.  
 Prerequisites: DMSP 1101.  
 Offered: Summer.
- DMSP 2112 Obstetrics and Gynecological Ultrasound II** (3-0-3)  
 This course presents fetal abnormalities from the first trimester through the third trimester. The role of sonographers in performing interventional/invasive procedures. Multiple gestations, amniotic fluid index, congenital/genetic anomalies, viability, fetal monitoring, maternal factors, fetal therapy and the post partum mother will also be evaluated.  
 Prerequisite: DMSP 1106.  
 Corequisites: DMSP 2113.  
 Offered: Summer.
- DMSP 2113 Clinical Observation and Practicum I** (0-24-3)  
 This is an expansion of the clinical observations course DMSP 1105. Students will begin their hands-on experience by entering patient data, recording patient history, selecting the appropriate transducer for the exam, positioning the patient for the exam and practicing the art of scanning.  
 Prerequisite: DMSP 1105.  
 Corequisites: DMSP 2111, DMSP 2113.  
 Offered: Summer.

**DMSP 2200 Superficial Structures and Pediatric Ultrasound (2-3-3)**

This course is designed to provide the student with an introduction to the assessment of superficial structures, neonatal brain, and pediatric ultrasound. The sonographic appearance of related pathology and their processes will be examined. Normal and abnormal lab values will be discussed as well as normal and abnormal Doppler signals of various organs.

Prerequisite: Completion of DMSP 2111, DMSP 2112, & DMSP 2113 with a grade of C or better.

Corequisite: DMSP 2201

Offered: Fall.

**DMSP 2201 Clinical Observation and Practicum II (0-24-3)**

This is an expansion of DMSP 2113 with increasing responsibilities of the student sonographer. This course allows student observation and participation in the clinical setting with hands-on experience with patients and equipment.

Prerequisite: Completion of DMSP 2111, DMSP 2112, & DMSP 2113 with a grade of C or better.

Corequisites: DMSP 2200.

Offered: Fall.

**DMSP 2202 Introduction to Vascular Ultrasound (2-3-3)**

This course is designed to provide the student with a basic introduction to the assessment of flow regarding the vascular system using ultrasound. The student develops the skills necessary to perform basic diagnostic ultrasound studies for presentation to the physician. The student 1) will review the physics of Doppler ultrasounds; 2) becomes familiar with and is able to perform all abdominal Doppler exams, including transplant organs, and intraoperative guidance; 3) becomes familiar with other exams such as peripheral vascular studies.

Prerequisite: DMSP 2200 and DMSP 2201.

Corequisites: DMSP 2202, DMSP 2204.

Offered: Spring, second year.

**DMSP 2203 Ultrasound in Review (3-0-3)**

This is a comprehensive review course to prepare the student for taking the ultrasound examinations appropriate for the general learning concentration through the American Registry for Diagnostic Medical Sonography (ARDMS). The course will also prepare students and provide guidance for obtaining employment in the field of Diagnostic Medical Sonography.

Prerequisite: Completion of all previous semester's, DMSP 2200 and DMSP 2201 courses with a grade of C or better.

Corequisites: DMSP 2202, DMSP 2204.

Offered: Spring, second year.

**DMSP 2204 Clinical Observations and Practicum III (0-24-3)**

An expansion of DMSP 2116; this course allows students to gain confidence in their skills and the knowledge gained throughout the DMS program.

Prerequisite: DMSP 2116.

Corequisites: DMSP 2112, DMSP 2117.

Offered: Spring, second year.

- 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: None.  
 Prerequisite: MATH 0099, MATH 0987, MATH 0989 or satisfactory math scores to place into co-requisite remediation or higher.  
 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 the structure of and performance of the market economy. It deals with price and output determination, cost of production, market structures, anti-trust regulations, market failure and governmental regulation. The emphasis is on microeconomics.  
 Corequisite: None.  
 Prerequisite: MATH 0099, MATH 0987, MATH 0989 or satisfactory math scores to place into co-requisite remediation or higher.  
 Offered: All semesters.
- EDUC 2110 Investigating Critical and Contemporary Issues in Education** (3-0-3)  
 This course engages students in observations, interactions and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. This course requires a field component totaling 10 hours. (This course replaces EDUC 2205 – Introduction to Education)  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Corequisites: None.  
 Offered: All semesters.
- EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts** (3-0-3)  
 Given the rapidly changing demographics in our state and country, this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. This course requires a field component totaling 10 hours. (This course replaces EDUC 2210 – Introduction to Special Education)  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Corequisite: None.  
 Offered: All semesters.

**EDUC 2130 Exploring Teaching and Learning** (3-0-3)

This course will explore the key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course requires a field component totaling 10 hours. (This course replaces PSYC 2103 – Human Growth and Development in the Teacher Education curriculum)

Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.

Corequisite: None.

Offered: All semesters.

**EMTP 1023 AEMT Practicum I** (0-4-1)

This course is the first of three practicums designed to provide the Advanced EMT student with the opportunity to perform a history and physical examination to identify factors affecting the health and health needs of a patient. Formulate a field impression based on an analysis of assessment findings, anatomy, physiology, pathophysiology, and epidemiology. Relate assessment findings to underlying pathological and physiological changes in the patient's condition. Effectively communicate in a manner that is culturally sensitive and intended to improve the patient outcome. Students will also have the opportunity to perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient in the clinical setting.

Prerequisite: Acceptance into the EMS program.

Corequisites: None.

Offered: Fall.

**EMTP 1025 Trauma for the Advanced EMT** (2-3-3)

This course includes material from the Trauma and Operations Modules of the current National EMS Education Standard. It is designed to provide the student with fundamental knowledge to provide basic and selected advanced emergency care and transportation based on assessment findings for an acutely injured patient. Topics covered in this course are: Airway management, assessment and management of the trauma victim, bleeding, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, soft tissue trauma, head, face, neck and spine trauma, nervous system trauma, special considerations in trauma, environmental emergencies, and multisystem trauma, shock management, gaining access and vehicle extrication of the trauma victim, and multiple casualty incident.

Prerequisite: Acceptance into the EMS program.

Corequisite: None.

Offered: Fall.

**EMTP 1029 AEMT Practicum II** (0-4-1)

This course is the second of three practicums designed to provide the Advanced EMT student with the opportunity to perform a history and physical examination to identify factors affecting the health and health needs of a patient. Formulate a field impression based on an analysis of assessment findings, anatomy, physiology, pathophysiology, and epidemiology. Relate assessment findings to underlying pathological and physiological changes in the patient's condition. Effectively communicate in a manner that is culturally sensitive and intended to improve the patient outcome. Students will also have the opportunity to perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient in the clinical setting.

Prerequisites: Acceptance into the EMS program.

Corequisites: None.

Offered: Spring.

- EMTP 1032 Advanced Life Support for the AEMT** (2-3-3)  
 This course includes material from the current National EMS Education Standard to provide increased knowledge and skills in specific aspects of advanced life support. Topics covered in this course are: Patient assessment, advanced airway management, pharmacology, respiratory and cardiovascular assessment and management, pathophysiology, shock/trauma, acid-base disturbances, obstetrics, neonatal care, pediatrics, geriatrics, and patients with special challenges, and pediatric life support. This course concludes with a comprehensive program review and preparation for the National Registry of EMT and AEMT exam.  
 Prerequisite: Acceptance into the EMS program.  
 Corequisite: None.  
 Offered: Summer.
- EMTP 1034 AEMT Practicum III** (0-4-1)  
 This course is the third of three practicums designed to provide the Advanced EMT student with the opportunity to perform a history and physical examination to identify factors affecting the health and health needs of a patient. Formulate a field impression based on an analysis of assessment findings, anatomy, physiology, pathophysiology, and epidemiology. Relate assessment findings to underlying pathological and physiological changes in the patient's condition. Effectively communicate in a manner that is culturally sensitive and intended to improve the patient outcome. Students will also have the opportunity to perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient in the clinical setting.  
 Prerequisite: Acceptance into the EMS program.  
 Corequisite: None.  
 Offered: Summer.
- EMTP 1036 Medical Emergencies for the AEMT** (2-3-3)  
 This course includes material from the Preparatory and Medical Modules of the current National EMS Education Standard. It is designed to provide the student with fundamental knowledge to provide basic and selected advanced emergency care and transportation based on assessment findings for an acutely ill patient. Topics covered in this course are: Airway management, respiration and artificial ventilation, patient assessment, neurology, abdominal and gastrointestinal disorders, immunology, infectious diseases, endocrine disorders, psychiatric emergencies, cardiovascular emergencies, toxicology, respiratory emergencies, hematology, genitourinary/renal disorders, gynecology, non-traumatic musculoskeletal disorders, and diseases of the eyes, ears, nose, and throat.  
 Prerequisite: Acceptance into the EMS program.  
 Corequisite: None.  
 Offered: Spring.
- EMTP 1039 Essential Skills for the AEMT** (2-3-3)  
 This course includes material from the Anatomy/Physiology, Pathophysiology, and Pharmacology of the current National EMS Education Standard. It is designed to provide the student with the fundamental knowledge and foundational skills needed to provide advanced level care to the sick or injured patient. Topics covered in this course are: key components of cellular physiology and pathophysiology; principle of pharmacology, peripheral intravenous therapy, intraosseous therapy, medication administration, and emergency medications.  
 Corequisites: None.  
 Offered: Spring.

- EMTP 1102 Trauma for the Paramedic** (3-3-4)  
This course includes and expands upon the material from the Trauma Module of the National EMS Education Standards. The course contains units on trauma systems, mechanism of injury, soft tissue trauma, head and facial injuries, spinal trauma, thoracic and abdominal injuries, and musculoskeletal trauma. Also included are units on hypothermia, hyperthermia, drowning, diving emergencies, and high altitude illness from the environmental emergencies section of the Trauma Module. Patient assessment and management in an organized, timely fashion using the ITLS approach to trauma care is emphasized. Students must successfully complete the ITLS class at the end of the course.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Fall.
- EMTP 1104 Medical Emergencies for the Paramedic** (4-3-5)  
This course includes material covered in the current National EMS Education Standard Medical Module as well as the material on 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, neurologic emergencies, endocrine emergencies, anaphylaxis, immune disorders, GI and GU emergencies, dialysis emergencies, toxicology including poisoning, substance abuse, and envenomation, alcoholism, infectious disease and hematologic emergencies. Students must complete the Advanced Stroke Life Support Course during the class.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Spring.
- EMTP 1109 Paramedic Practicum I** (0-4-1)  
This course is the first of three practicums designed to provide the student with the opportunity to perform a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient. Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology. Relate assessment findings to underlying pathological and physiological changes in the patient's condition. Integrate and synthesize the multiple determinants of health and clinical care. Perform health screening and referrals. Effectively communicate in a manner that is culturally sensitive and intended to improve the patient outcome. Students will also have the opportunity to perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient in the clinical setting.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Summer.

- EMTP 1110 EMS Systems and Operations** (2-3-3)  
This course includes material from the Preparatory, Public Health, and Operations Modules of the current National EMS Education Standard. It is designed to provide the student with comprehensive knowledge of EMS systems, workforce safety and wellness, medical/legal and ethical issues, and knowledge of operational roles and responsibilities which are intended to ensure and improve the health and safety of EMS personnel, patients, and the community. Topics covered in this course are: EMS systems, research, workplace safety and wellness, documentation, communication, medical/legal and ethics, public health, principles of operating a ground ambulance, air medical, crime scene, incident management, hazardous materials awareness, and terrorism/disaster response.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Fall.
- EMTP 1111 Essentials of EMS** (1-3-2)  
This course includes material from the Preparatory and Assessment Modules of the current National EMS Education Standard. It is designed to provide the student with comprehensive knowledge patient assessment techniques. Topics covered in this course are: Therapeutic communications, history taking, and a body systems approach to the physical exam. Other topics included are: IV therapy, individual health risk assessment, and unique aspects of pediatric, geriatric, and psychiatric evaluation are discussed.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Summer.
- EMTP 1112 Psychiatric Emergencies** (2-0-2)  
This course includes materials from the Medical Module of the current National EMS Education standard. Topics include mental health and illness, psychiatric terminology and medications, mental status examination, suicide and homicide assessment, substance abuse assessment, domestic violence, spouse and child abuse, rape, death and dying, interview techniques and effective listening and communication skills.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Summer.
- EMTP 1113 Pharmacology** (3-0-3)  
This course includes and expands upon the material from the Pharmacology and Venous Access and Medication Administration Sections of the National Emergency Medical Services Education Standards. 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  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Summer.

- EMTP 1117 Respiratory Emergencies** (2-0-2)  
This course includes and expands on the material from the Airway Management, Respiration and Artificial Ventilation section and the Respiratory section of the Medicine Modules of the National Emergency Medical Services Education Standards. The following units are covered: anatomy and physiology of the respiratory system, acid-base and arterial blood gases, respiratory assessment, pulse oximetry, waveform capnography, oxygen therapy, basic airway management techniques, positive pressure ventilation, advanced airway techniques, endotracheal intubation, pathophysiology, assessment, and management of patients with acute and chronic respiratory problems. A unit on anesthesia essentials and rapid sequence intubation concludes the course.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Fall.
- EMTP 1120 Paramedic Practicum II** (0-12-3)  
This course is the second of three practicums designed to provide the student with the opportunity to perform a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient. Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology. Relate assessment findings to underlying pathological and physiological changes in the patient's condition. Integrate and synthesize the multiple determinants of health and clinical care. Perform health screening and referrals. Effectively communicate in a manner that is culturally sensitive and intended to improve the patient outcome. Students will also have the opportunity to perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient in the clinical setting.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Fall.
- EMTP 1125 Summative Evaluation for the Paramedic** (1-3-2)  
This course includes material from all areas of the paramedic program. It is designed to provide a comprehensive overview and evaluation of the students Cognitive, Affective, and Psychomotor preparation for both the National Registry Examination and entry into the EMS profession.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Spring.
- EMTP 1126 Cardiovascular Emergencies for the Paramedic I** (2-0-2)  
This course includes material from the cardiovascular portion of the Medical Module of the National EMS education Standards. Topics include units in anatomy and physiology of the cardiovascular system, basic cardiac arrhythmia interpretation, pacemaker rhythms, and introduction to current field monitor/defibrillator units.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Fall.

**EMTP 1127 Cardiovascular Emergencies for the Paramedic II (3-0-3)**

This course includes the remaining material from the cardiovascular portion of the medicine module of the National EMS Education Standards. Topics include anatomy and physiology of the cardiovascular system, cardiovascular assessment, atherosclerosis, coronary artery disease, risk factor identification and reduction, acute coronary syndrome, heart failure, sudden arrhythmic death, hypertensive emergencies, cardiogenic shock, abdominal aortic aneurysm, arterial occlusion, venous thrombosis, aortic dissection, thromboembolism, infectious disease of the heart and congenital heart defects. Units on artificial pacemakers, defibrillation, cardioversion, 12-lead EKGs, circulatory adjuncts, and ACLS algorithms are also included. At the conclusion of the course, students must successfully complete the American Heart Association's Advance Cardiac Life Support Course.

Prerequisite: Acceptance into the EMS program.

Corequisite: None.

Offered: Spring.

**EMTP 1132 Pathophysiology for the Paramedic (2-0-2)**

This course includes the material from the Pathophysiology section of the National EMS Education Standards. It includes units on basic cellular functions, adaptation to disease and injury. Units on fluid and electrolytes, abnormal fluids states, electrolyte imbalance and acid-base imbalance are included. Additional units on the genetic and familial basis of disease, hypoperfusion, the immune response, inflammation and variances in immunity and inflammation are included. A unit on stress and its role in disease concludes the course.

Prerequisite: Acceptance into the EMS program.

Corequisite: None.

Offered: Fall.

**EMTP 1133 Paramedic Practicum III (0-8-2)**

This course is the third of three practicums designed to provide the student with the opportunity to perform a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient. Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology. Relate assessment findings to underlying pathological and physiological changes in the patient's condition. Integrate and synthesize the multiple determinants of health and clinical care. Perform health screening and referrals. Effectively communicate in a manner that is culturally sensitive and intended to improve the patient outcome. Students will also have the opportunity to perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient in the clinical setting. Students must successfully complete the pediatric ITLS course.

Prerequisite: Acceptance into the EMS program.

Corequisite: None.

Offered: Spring.

- EMTP 1134 Special Populations** (3-0-3)  
This course includes material from the Medical and Special Considerations Modules of the current National EMS Education Standard. It includes the following topics: anatomy and physiology of the female reproductive system, abdominal pain, vaginal bleeding, rape, and physiology of pregnancy, fetology, normal and abnormal labor and delivery, and post-partum complications. The IITLS approach to trauma in pregnancy is emphasized. In addition, determination of the APGAR scoring and care of the high-risk neonates is included. Pediatric assessment, developmental stages, family assessment and management, respiratory emergencies, child safety, trauma, dehydration, shock, infant and child BLS and ALS, neurologic emergencies, SIDS, child abuse, and care of children with special needs. Students must complete the emergency pediatric care course as well as the geriatric education for EMS (GEMS) course.  
Prerequisite: Acceptance into the EMS program.  
Corequisite: None.  
Offered: Fall.
- ENGL 0989 Foundations for English Composition** (3-0-3)  
Foundations for English Composition, prepares students for college-level reading and writing. Using paired reading and writing assignments that help students work with concepts in context, students will build competency in recognizing, comprehending, and using appropriate grammar, vocabulary, punctuation, and structure in sentences, paragraphs and essays. Given the varied needs of the students in this course, skill development will be individualized as much as possible through the use of diagnostic and development tools in conjunction with analysis of assigned readings and the composition and examination of students' own writing.  
Prerequisites: Scores on English or reading placement exams that require the student to register for foundations-level learning support coursework.  
Corequisites: None.
- ENGL 0999 Support for English Composition** (2-1-2)  
Support for English Composition assists students with college-level reading and writing required in ENGL 1101. The course will focus on additional support for ENGL 1101 assignments and will require additional assignments in research writing, citation procedures, revision, reading comprehension, and essay construction. Students will also build competency in using appropriate grammar, vocabulary, punctuation, and structure in sentences, paragraphs, and essays through individualized assignments.  
Prerequisites: Scores on English or reading placement exams that require the student to register for co-requisite-level learning support coursework.  
Corequisites: ENGL 1101
- 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, argumentation and on 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: a minimum of a C average on course work.  
Prerequisites: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.

- ENGL 1102 English Composition II** (3-0-3)  
 ENGL 1102 is a composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101. Emphasis on interpretation and evaluation as well as 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 the planning and writing of 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.  
 Prerequisite: Satisfactory scores on the English placement examination or completion of ENGL 1101 with a grade of C or better.
- 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.-ca. 1650C.E. Cultures represented include Akkadian, Egyptian, Hebrew, Greek, Chinese, Roman, Indian, Islamic, Western Medieval and Renaissance, Japanese, African, and Native American. This immense period includes such works & 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.
- 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 include Chinese, Indian, Japanese, Western European, Russian, Native American, African, Islamic, Latin American, Hebrew and Caribbean. Authors include Voltaire, Cao Xuequin, Matsuo Basho, Goethe, Whitman, Dostoyevsky, R. Tagore, Baudelaire, Kawabata Yasunari, L. Senghor, Chinua Achebe, D. Walcott, Borges, Dickinson and Solzhenitsyn.  
 Prerequisite: ENGL 1102 with a grade of C or better.
- 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.
- 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.
- 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 Douglass.  
 Prerequisite: ENGL 1102 with a grade of C or better.

- 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.
- ENGL 2141 African-American Literature I** (3-0-3)  
 ENGL 2141 is a study of African-American literature from the beginnings of the colonization of North America in the seventeenth century to the Harlem Renaissance (1920). Major authors of this period include: Olaudah Equiano, Phillis Wheatley, Sojourner Truth, Harriet Jacobs, William Wells Brown, Frederick Douglass, Charlotte Forten Grimke, Charles W. Chestnut, Booker T. Washington, W.E.B. Dubois, James Weldon Johnson, Paul Laurence Dunbar, William Stanley Braithwaite and others.  
 Prerequisite: ENGL 1102 with a grade of C or better.
- ENGL 2142 African-American Literature II** (3-0-3)  
 ENGL 2142 is a study of African-American literature from the end of the Harlem Renaissance (1940) to the present day. Major authors of this period include: Richard Wright, Robert Hayden, Ralph Ellison, Gwendolyn Brooks, Audre Lorde, Amiri Baraka, Sonia Sanchez, Lucille Clifton, Larry Neal, Maya Angelou, August Wilson, Toni Morrison, Yusef Komunyakaa, Rita Dove, and others.  
 Prerequisite: ENGL 1102 with a grade of C or better.
- 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.  
 Prerequisite: ENGL 1102 with a grade of C or better.  
 Offered: Spring.
- 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 in writing essays and articles with reading and analyzing works by prose masters from antiquity to our own period.  
 Prerequisite: ENGL 1102 with a grade of C or better.  
 Offered: Fall.
- ENGL 2230 Professional & Technical Writing** (3-0-3)  
 ENGL 2230 is an intermediate composition course that develops professional workplace communication skills. It emphasizes strategies, forms, and techniques of writing that aims to inform, persuade, or instruct. The course provides hands-on experience in writing and presenting business and technical documents produced by a variety of methods. It focuses on strategies used in marketing communication, public relations, and human resources and also includes experience with group collaboration.  
 Prerequisite: Completion of ENGL 1102 with a grade of C or better.

- ENGL 3405 Professional and Technical Writing – eMajor only** (3-0-3)  
 This course will introduce students to basic ethical and rhetorical concepts that govern a multitude of professional and technical situations. Highlighting the importance of the writing process, this course will concentrate on the fundamentals within professional writing communities in order to train students in effective and persuasive communication. Students will gain intensive practice in composing powerful audience-driven documents such as letters, memos, and job application materials, as well as instructions and formal reports. Covering a wide range of business principles- from gathering data through primary and secondary research to the planning and organizing of workplace genre sets- this course provides practical advice regarding the professional standards that students will encounter in their future careers. Moreover, students will learn to craft effective presentations supported with appropriate documentary and visual aids as they collaborate on technical research and reporting projects with peers.
- 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, ENGL 0989 or satisfactory English score to place into co-requisite remediation or higher.  
 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 2211K.  
 Offered: Spring.
- ENVS 2202 Environmental Science – eCore only** (3-0-3)  
 This course is an interdisciplinary course integrating principles from biology, chemistry, ecology, geology, and non-science disciplines as related to the interactions of humans and their environment. Issues of local, regional, and global concern will be used to help students explain scientific concepts and analyze practical solutions to complex environmental problems. Emphasis is placed on the study of ecosystems, human population growth, energy, pollution, and other environmental issues and important environmental regulations.  
 Prerequisites: none.
- ESLC 0099 Orientation to American Life and Culture** (2-0-2)  
 The ESL Culture class is an orientation course for international students whose native homeland is not the United States. This course is designed to meet in a traditional classroom and use class support through GeorgiaVIEW. The class will also utilize text books, web sites, and group discussions in order to gain understanding and adaptation skills. This course focuses on American culture, culture shock, day to day life, adaptation/survival skills, educational systems, and idiomatic expression.  
 Prerequisites: None.  
 Corequisites: Any one of the following: ESLL 0070, 0080, 0090, ESLR 0070, 0082, 0092, ESLG 0071, 0081, 0091, 0095.  
 Offered: On demand.

- ESLG 0071 Basic Grammar** (4-0-4)  
 This course focuses on basic English grammatical concepts and skills, including parts of speech, spelling, punctuation, word order, and sentence building.  
 Placement: Placement from ESOL skills assessment test.  
 Offered: On demand.
- ESLG 0081 Intermediate Grammar** (4-0-4)  
 This course is designed to develop the students' understanding of and skills at using essential grammatical structures of Standard English in writing. It provides a review of lexical and syntactic features of the parts of speech, phrases, clauses, and the concepts of coordination and subordination as well as grammatical trouble spots such as the idiomatic use of prepositions, verbals, and articles. It includes paragraph writing and editing in preparation for the essay process.  
 Placement: ESLG 0071 with a grade of C or better or a qualifying score on the ESOL skills assessment test.  
 Offered: On demand.
- ESLG 0091 Advanced Grammar** (4-0-4)  
 This course is designed to enhance the students' understanding of and skills at using advanced syntactic structures correctly and effectively in writing. It provides a review of compound and complex sentence patterns of Standard Written English as well as grammar trouble spots according to individual and class needs.  
 Placement: ESLG 0081 with a grade of C or better or a qualifying score on the ESOL skills assessment test.  
 Offered: On demand.
- ESLG 0095 Writing** (4-0-4)  
 This course focuses on refining organizational and editing skills and individual needs of the students who need only to pass the Departmental Essay Competency Exam in order to exit the writing portion of the ESL Program.  
 Offered: On demand.
- ESLL 0070 Basic Listening and Speaking** (4-0-4)  
 The course focuses on comprehending and conducting brief conversations supported by clues in context, as well as letter and word pronunciation.  
 Placement: Placement from ESOL skills assessment test.  
 Offered: On demand.
- ESLL 0080 Intermediate Listening and Speaking** (4-0-4)  
 This course focuses on producing and understanding conversations about self, basic academic and/or occupational interests and situations, and multiple verb tenses.  
 Placement: ESLL 0070 with a grade of C or better or a qualifying score on the ESOL skills assessment test.  
 Offered: On demand.
- ESLL 0090 Advanced Listening and Speaking** (4-0-4)  
 This course focuses on complex discussions and understanding of academic, social, and/or business lectures. Advanced idiomatic expressions, inferences, and emotional overtones are studied, as well as shifts in registers, reductions, blends, and American Culture protocols.  
 Placement: ESLL 0080 with a grade of C or better or a qualifying score on the ESOL skills assessment test.  
 Offered: On demand.

- ESLR 0072 Basic Reading and Vocabulary** (4-0-4)  
 This course focuses on reading short, simple sentences supported by pictures; present, past, and future tense forms; common idioms; drawing simple contextual conclusions; and content based vocabulary.  
 Placement: Placement from ESOL skills assessment test.  
 Offered: On demand.
- ESLR 0082 Intermediate Reading and Vocabulary** (4-0-4)  
 This course focuses on the use of contextual clues to predict meaning and ideas within a paragraph. Limited occupational, academic, internet, or news items are studied, as well as skimming, scanning, distinguishing between main and supporting ideas, and developing spelling and vocabulary skills through the use of key terms in readings.  
 Placement: ESLR 0072 with a grade of C or better or a qualifying score on the ESOL skills assessment test.  
 Offered: On demand.
- ESLR 0092 Advanced Reading and Vocabulary** (4-0-4)  
 This course focuses on understanding contextual meaning, word forms, synonyms, and connotation. Distinction between fact and opinion in writing is studied, as well as paraphrasing sentences, and reading articles, periodicals, academic texts with more abstract and grammatical complexity, and internet research.  
 Placement: ESLR 0082 with a grade of C or better or a qualifying score on the ESOL skills assessment 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 2030.  
 Corequisite: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: On demand.
- ETEC 1101 Electronic Technology in the educational environment – eCore only** (2-0-2)  
 This course is an introduction to using personal computers to communicate with individuals and organizations and to access, store, and analyze information. Emphasis is on exploring the role of technology in present and future learning experiences. Topics include the digital divide, virtual communities, telecommuting, job search and readiness, e-commerce, globalization, privacy versus security, and intellectual property in cyberspace. Students will use their practical technology skills to create word-processed documents, an electronic presentation, and a Web page.  
 Prerequisites: Beginning level skill in Microsoft Word and Microsoft PowerPoint. Exited Learning Support in Reading and English.
- 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 21st century. FIAR 2250 and ART 1100 are related courses; only one can count towards graduation.  
 Prerequisite: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: On demand.

- FOSC 2100 Criminalistics: An Introduction to Forensic Science** (2-2-3)  
 OFFERED AT ALBANY STATE UNIVERSITY FOR TRANSFER TO DARTON STATE COLLEGE- must declare a plan of study in 2+2 Forensics.  
 Lecture and laboratory course designed to teach investigators techniques in the analysis of physical evidence; designed for professional lab technicians or criminalists; laboratory report on measurements of mass and density, microscopy of hairs and fibers, development and comparison of latent fingerprints, calibration of UV spec and GC-MS.  
 Corequisites: None.  
 Prerequisite: None.  
 Offered: On demand.
- FREN 1001 Elementary French I** (3-0-3)  
 FREN 1001 is an introduction to listening, speaking, reading and writing in French, and to the cultures of French-speaking regions.  
 Prerequisite: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- FREN 1002 Elementary French II** (3-0-3)  
 FREN 1002 is a continuation of FREN1001 with continued listening, speaking, reading and writing in French, and orientation to the cultures of French-speaking regions.  
 Prerequisite: FREN 1001 with a grade of C or higher or equivalent.
- FREN 2001 Intermediate French I** (3-0-3)  
 FREN 2001 continues FREN 1002, with emphasis on refining all of the language skills (reading, writing, listening, speaking), on the understanding and appreciation of the cultural traditions of the French-speaking people and with an introduction to the literature of the Francophone world.  
 Prerequisite: FREN 1002 with a grade of C or higher or equivalent.
- FREN 2002 Intermediate French II** (3-0-3)  
 FREN 2002 is a continuation of FREN 2001, with emphasis on refining skills in reading, writing, listening and speaking, exploration of Francophone cultures with comparison and contrast to the student's native culture with continued development of listening, speaking, reading, and writing skills in French, as well as awareness and understanding of various socio-cultural aspects and the distinctiveness of certain cultural traditions of the Francophone world.  
 Prerequisite: FREN 2001 with a grade of C or higher.
- GEOL 1011K Introductory Geosciences – eCore only** (3-1-4)  
 This course covers Earth materials and processes.  
 Prerequisites: none.
- 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: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: On demand.

- HADM 3301 Health Care Organizations - eMajor Only** (3-0-3)  
 This project-based course is intended for those interested in a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations. While based on state-of-the art organizational theory and research, the emphasis is on application. Students will go beyond the traditional focus of health care in hospitals and other provider organizations to include suppliers, buyers, regulators, public health and financing organizations, and examine a more comparative global perspective of how the United States and other countries address issues of health and health care. Case studies, practical scenarios, and controversial issues are highlighted in each chapter to challenge the student to provide solutions and philosophical positions on a variety of issues.
- HADM 3302 Health Care Economics - eMajor Only** (3-0-3)  
 This course is intended for those interested in an analytical approach to the study of medical services, and, through the use of numerous applications and figures, to illustrate the usefulness of economics as is applicable to the understanding of public policy issues affecting this sector.
- HADM 3303 US Health Care Systems - eMajor Only** (3-0-3)  
 Fundamental concerns such as cost, access, quality, financing, health workforce and public health represent key topics. We will apply these topics or problems to real-life situations. The approach will be purposeful in allowing the successful student to recognize how these topics interact with each other within the whole health care system.
- HADM 3304 Health Care Communication- eMajor Only** (3-0-3)  
 There is a growing awareness that communication not only affects but is inextricably linked with issues of health and medicine. This is true on a personal level in the way patients and caregivers interact in the examination and hospital room. It is also true on an organizational level in that policies and community relations affect the way health care is provided and the way people feel about providers. It is also evident in media campaigns that seek to educate people about health. Consequently, this course is intended for those interested in the Health Industry and those with a research interest in Health Communication including caregivers, public relations professionals, media planners and producers, public health promoters, marketing professionals, educators, human resources personnel, health care administrators, researchers, educators and others. The course explores the diverse perspectives of people involved in health communication by presenting cultural ideas about health, stimulating discussions of ethical issues and examining the role that race, age, ability, language, sexual orientation, to mention a few, play in health communication
- HADM 4301 Healthcare Administration- eMajor Only** (3-0-3)  
 This project based course is intended for those interested in a systematic understanding of organizational theory and research, the emphasis is on application. Students will go beyond the traditional focus of health care in hospitals and other provider organizations to include suppliers, buyers, regulators, public health and financing organizations, and examine a more comparative global perspective of how the United States and other countries address issues of health and health care. Case studies, practical scenarios, and controversial issues are highlighted in each chapter to challenge the student to provide solutions and philosophical positions on a variety of issues

- HADM 4401 Health Care Compliance - eMajor Only** (3-0-3)  
 This course provides a comprehensive overview of health law, which is relevant to students seeking the basic management skills required to work in health care organizations, and students currently working in health care. The course will focus on an overview of specific health laws and affordable health care to producers of medical products and the future of health care in the US. The course concludes with a summary of improved medical technologies and the future of personalized health care.
- HADM 4402 Health Information Management- eMajor Only** (3-0-3)  
 A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filling, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and register, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.
- 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: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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.  
 Corequisite: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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.  
 Corequisite: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: All semesters.
- HITE 2100 Health Record Content & Structure (Online Course Only)** (2-2-3)  
 The basic concepts and techniques for managing and maintaining health record systems including storage and retrieval, the use and structure of healthcare data and data sets, quantitative and qualitative analysis of healthcare data, forms design, release of information, function of indexes and registers and the accreditation, certification and licensure standards applicable to healthcare data.  
 Prerequisite: ENGL 1102, BIOL 2111K/2112K and acceptance into the Health Information Technology Program.  
 Offered: Fall.

- HITE 2110 Organization and Supervision in Health Information Management** (2-2-2)  
*Management (Online Course Only)*  
 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.  
 Prerequisite: HITE 2100.  
 Offered: Summer and Fall.
- HITE 2137 Fundamentals of Health Information Management** (3-0-3)  
*(Online Course Only)*  
 This course introduces the student to the field of Health Information Management (HIM) and its role in healthcare delivery systems. Emphasis is placed on the health information management profession, hospital and medical staff organization, structure and content of medical records, quantitative and qualitative analysis, release of patient information, legal aspects of medical records, ethical issues in HIM, healthcare statistics, indexes and registers, electronic medical records, payment and reimbursement systems, and regulatory and accrediting agencies.  
 Prerequisites: Acceptance into the Health Information Technology Program.  
 Corequisites: HITE 2100, HITE 2400.  
 Offered: Fall.
- HITE 2150 Coding I** (Online Course Only) (3-2-3)  
 Students will be introduced to the principles of ICD-10-CM coding used in the assignment of inpatient and outpatient diagnosis codes and inpatient procedure codes.  
 Prerequisites: ALHE 1120, BIOL 2111K/2112K, HITE 2100, HITE 2137, HITE 2400.  
 Offered: Spring.
- HITE 2160 Coding II** (Online Course Only) (2-1-2)  
 Students will be introduced to the principles of CPT coding, used to assign valid procedure and service codes.  
 Prerequisite: HITE 2150.  
 Offered: Summer.
- HITE 2170 Advanced Coding and Reimbursement** (Online Course Only) (3-2-3)  
 This course integrates and builds on basic knowledge and skills acquired in HITE 2150 and HITE 2160, enhancing skill level through use of clinical case studies. Impact on reimbursement, ethical coding, encoders, and groupers will be emphasized. Reimbursement topics include DRGS, APCs, RBRVs, chargemaster, and coding compliance. Students will have live access to QuadraMed encoder.  
 Prerequisites: HITE 2150, HITE 2160.  
 Offered: Fall.
- HITE 2200 Healthcare Statistics** (Online Course Only) (2-0-2)  
 Study of the methods/formulas used in computing and preparing statistical reports for healthcare services and vital records. Emphasis is placed on the effective use, collection, arrangement, presentation, and verification of healthcare data, and on the concepts of descriptive statistics, data validity, and reliability.  
 Prerequisites: MATH 1111, HITE 2100, HITE 2137, CISM 2201.  
 Offered: Spring and Summer.

- HITE 2250 Legal & Ethical Issues in Health Information** (2-2-2)  
*(Online Course Only)*  
 Introduction to the legal and ethical issues regarding health information management with strong emphasis on legal and regulatory requirements; disclosure of PHI (protected health information) and ethical standards of practice.  
 Prerequisite: HITE 2100, HITE 2400.  
 Corequisites: HITE 2137.  
 Offered: Fall and Spring.
- HITE 2400 Pathophysiology & Pharmacology** *(Online Course Only)* (2-2-3)  
 The study of the nature and cause of disease including the etiology, signs, symptoms, diagnostic evaluation, clinical treatment and pharmacology management of disease processes.  
 Prerequisites: BIOL 2111K/2112K and acceptance into the Health Information Technology Program.  
 Corequisite: HITE 2100.  
 Offered: Fall.
- HITE 2423 Disease Management** *(Online Course Only)* (3-0-3)  
 An introduction to the pathophysiology of cancer, using principles from anatomy and physiology to provide a foundation for the study of oncology disease process. Diagnostic and staging procedures, treatment modalities, including surgery, radiation therapy, and chemotherapy, will also be addressed.  
 Prerequisite: BIOL 2111K/2112K.  
 Corequisite: HITE 2100.  
 Offered: Fall, Spring
- HITE 2500 Health Information System Applications** *(Online Course Only)* (2-2-3)  
 Students will learn the concept of medical information management through an information system composed of people, hardware, software, communication networks, and data resources that collect, transform, and disseminate health information to healthcare users. The process of planning, designing, selecting, implementing, integrating, testing, evaluating, and supporting EHRs (electronic health records) is also introduced.  
 Prerequisites: HITE 2100, HITE 2137, and CISM 2201.  
 Offered: Fall.
- HITE 2550 Quality Assessment** *(Online Course Only)* (2-2-2)  
 Introduction to the components of quality assessment and improvement programs in health care facilities including quality assessment, utilization management, risk management, and peer review organizations. Students will learn to analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of health care.  
 Prerequisites: HITE 2200 and CISM 2201.  
 Offered: Fall and Spring.
- HITE 2600 Professional Practice I** *(Online Course Only)* (0-4-2)  
 Professional practice experience in an acute care setting that provides the student the opportunity to apply and develop the skills learned throughout the course curriculum that are vital in the management of health information.  
 Corequisites: HITE 2610, HITE 2650.  
 Prerequisites: HITE 2100, HITE 2110, HITE 2137, HITE 2150, HITE 2160, HITE 2170, HITE 2250, HITE 2500.  
 Offered: Fall and Spring.

- HITE 2610 Professional Practice II** (*Online Course Only*) (0-4-2)  
 This course is a continuation of HITE 2600, providing additional professional practice experience as the student applies skills learned throughout the course curriculum. Students will have the opportunity to experience the workflow of the acute care setting from beginning to end.  
 Prerequisite: HITE 2100, HITE 2110, HITE 2137, HITE 2150, HITE 2160, HITE 2170, HITE 2250.  
 Corequisites: HITE 2600, HITE 2650.  
 Offered: Fall and Spring.
- HITE 2650 Seminar on Health Information Technology** (1-0-1)  
*(Online Course Only)*  
 Exploration of current issues and trends in the health information profession and industry with emphasis on review for RHIT exam.  
 Prerequisites: HITE 2100, HITE 2110, HITE 2137, HITE 2150, HITE 2160, HITE 2170, HITE 2250, HITE 2400, HITE 2500, HITE 2550, HITE 2600.  
 Corequisites: HITE 2600, HITE 2160.  
 Offered: Fall and Spring.
- HITE 2717 Registry Organization** (*Online Course Only*) (3-0-3)  
 An introduction to cancer registries; hospital-based and central registries; legal issues and confidentiality; focus on management functions of budgeting, annual reports, staffing, computer hardware and software equipments.  
 Prerequisite: Admission into the Cancer Registry Management program.  
 Corequisites: HITE 2724, HITE 2738, HITE 2752.  
 Offered: Summer.
- HITE 2721 Introduction to ICD for Registry Management** (3-0-3)  
*(Online Course Only)*  
 Introduction to the concepts of applying numeric codes to text information collected from medical records for the purpose of classifying patient mortality and morbidity. Emphasis is placed on coding conventions, guidelines and rules related to benign and malignant neoplasms, identified or uncertain histologies, and primary or secondary sites.  
 Prerequisites: BIOL 1100K, BIOL 1107K, ALHE 1120.  
 Corequisites: HITE 2100, HITE 2423.  
 Offered: On demand.
- HITE 2724 Registry Operations** (*Online Course Only*) (3-0-3)  
 Focus on CoC Standards, cancer committees, cancer conferences and quality monitoring.  
 Prerequisites: Admission into the Cancer Registry Management program and completion or exemption of all learning support requirements.  
 Corequisite: HITE 2717.  
 Offered: Summer.
- HITE 2731 Patient Follow-up** (*Online Course Only*) (3-0-3)  
 This course covers cancer patient follow-up methodology, confidentiality and ethical issues; identification of second primaries, recurrence, spread of disease and survival data. Physical, patient, and other follow-up resources and activities will be introduced.  
 Prerequisites: Admission into the Cancer Registry Management program.  
 Corequisite: HITE 2745, HITE 2752.  
 Offered: On demand.

- HITE 2738 Oncology Coding and Staging Systems** (*Online Course Only*) (3-3-4)  
 Concepts of coding and staging of malignant neoplasms, including a general overview of International Classification of Disease for Oncology (ICD-O) nomenclature and classification system; AJCC and SEER staging extent of disease concepts used by physicians and cancer surveillance organizations to determine treatment and survival.  
 Prerequisites: HITE 2423, HITE 2721  
 Corequisites: HITE 2731, HITE 2752.  
 Offered: Spring.
- HITE 2745 Abstracting Principles I** (*Online Course Only*) (2-3-3)  
 Introduction to the principles of cancer registry abstracting; identification and selection of appropriate clinical information from medical records in a manner consistent with cancer registry core data item requirements recording; coding and staging site-specific cancer information; manual and computerized applications will be introduced.  
 Prerequisites: Admission to the AS Degree program, HITE 2423, HITE 2721, HITE 2738.  
 Corequisites: None.  
 Offered: Fall.
- HITE 2746 Abstracting Principles II** (*Online Course Only*) (2-3-3)  
 Continuation of the applications of the principles of cancer registry abstracting; identification and selection of appropriate clinical information from medical records in a manner consistent with cancer registry core data item requirements recording; coding and staging site-specific cancer information; use of quality control edits to assure timelines, completeness and accuracy of data.  
 Prerequisites: Admission to the AS program, HITE 2724, HITE 2731, HITE 2738, HITE 2745, HITE 2717, HITE 2423.  
 Corequisite: HITE 2759.  
 Offered: Spring.
- HITE 2752 Cancer Statistics and Epidemiology** (*Online Course Only*) (2-0-2)  
 Introduction to cancer statistics, descriptive and analytic, epidemiology, cancer surveillance, annual report preparation, presentation of cancer data and special studies; use of cancer statistical data for marketing and strategic planning.  
 Prerequisites: HITE 2717.  
 Corequisites: HITE 2731.  
 Offered: Fall and Spring.
- HITE 2759 Clinical Practicum** (*Online Course Only*) (0-11-5)  
 Clinical experience performing actual tasks in registry management, data collection processes, data utilization and computer applications under the supervision of a CTR (Certified Tumor Registrar.)  
 Prerequisites: HITE 2717, HITE 2723, HITE 2724, HITE 2731, HITE 2738, HITE 2745.  
 Corequisites: HITE 2746.  
 Offered: On demand.
- 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 First Aid, CPR and AED Essentials** (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 State 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 1110 Families and Other Systems** (3-1-3)  
 This didactic & experiential course provides an introduction to family systems theory and its implication in family assessment, family therapy, & agency/ institution analysis. Topics include an historical perspective on the evolution of family therapy, basic system theory concepts as applied to families & other systems, the family life cycle, & an overview of the major models of family therapy. The student will learn basic family assessment methods & interventions to enable the development of initial treatment plans & facilitate the referral of families to the appropriate community resources.  
 Prerequisites: ENGL 1101, ENGL 1102, PSYC 1101 or permission of the instructor.  
 Offered: Spring.
- 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 & 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, & to have direct experience in planning, participating in, & leading a group session. Prerequisites: ENGL 1101, ENGL 1102, PSYC 1101 or permission of the instructor.  
 Offered: Spring, 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: ENGL 1101, ENGL 1102, PSYC 1101 or permission of the instructor.  
 Offered: Fall.
- 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 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: ENGL 1101, ENGL 1102, PSYC 1101 or permission of 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, & other types of addiction; the pharmacology of psychoactive substances; & 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: ENGL 1101, ENGL 1102, PSYC 1101 or permission of instructor.  
 Corequisite: None.  
 Offered: All Semesters.

- 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; co-occurring disorders; 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; psychopharmacology; relapse dynamics and prevention, and managed care and treatment costs.  
 Prerequisite: HUST 2700 or permission of instructor.  
 Offered: Fall, Spring.
- INED 2902 International Education** (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 State 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 orientation to some of the cultural/social/political issues specific to the area. This course requires 30 academic hours of instruction.  
 Prerequisite: None.  
 Corequisite: Enrollment in (one of) the travel abroad program(s) sanctioned by Darton State 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 State 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 orientation to some of the cultural/social/political issues specific to the area. This course requires 45 academic hours of instruction.  
 Prerequisite: None.  
 Corequisite: Enrollment in (one of) the travel abroad program(s) sanctioned by Darton State College.  
 Offered: On demand.
- ISCI 2001 Foundations of Life/Earth Science** (2-2-3)  
 This course is an Area F science course for students studying Early Childhood Education. This course will emphasize the understanding and use of the major concepts of life and earth science, including the characteristics and interdependence of life, and the major earth systems. As a general theme, strategies of investigating science will be used and discussed in the context of various topics.  
 This course may only be used as an Area F course for Early Grades Education Plans of study.  
 Prerequisites: Successful completion of one Area D Science Course.  
 Corequisites: None.  
 Offered: All semesters.

- ISCI 2002 Foundations of Physical Science** (2-2-3)  
 This course is an Area F science course for students studying Early Childhood Education. This course will emphasize the understanding and use of the major concepts of physical science, including physics and chemistry. As a general theme, strategies of investigating science will be used and discussed in the context of various topics.  
 Prerequisites: Successful completion of one Area D Science course.  
 Corequisites: None.  
 Offered: All semesters.
- JAPN 1001 Elementary Japanese I** (3-0-3)  
 JAPN 1001 is an Introduction to Japanese language, both spoken and written, and orientation to Japanese culture.  
 Prerequisite: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- JAPN 1002 Elementary Japanese II** (3-0-3)  
 JAPN 1002 is a continuation of JAPN 1001 and includes expansion of vocabulary and grammar, and practice in conversation, writing, and reading, as well as advancing knowledge of Japan related issues.  
 Prerequisite: JAPN 1001 with a grade of C or higher or equivalent.  
 or equivalent.
- JAPN 2001 Intermediate Japanese I** (3-0-3)  
 JAPN 2001 is a continuation of JAPN 1002 and includes intermediate grammar, expansion of vocabulary and continued practice in conversation, writing, and reading and further extension of Japan related issues.  
 Prerequisite: JAPN 1002 with a grade of C or higher or equivalent.
- JAPN 2002 Intermediate Japanese II** (3-0-3)  
 JAPN 2002 is a continuation of JAPN 2001 and includes intermediate grammar, expansion of vocabulary and continued practice in conversation, writing and reading, and advancing knowledge of Japan related issues.  
 Prerequisite: JAPN 2001 with a grade of C or higher or equivalent.
- JOUR 1100 Introduction to Mass Communication** (3-0-3)  
 This course is also listed as COMM 2230.  
 JOUR 1100 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.  
 Prerequisite: None.
- JOUR 1110 News Writing** (3-0-3)  
 JOUR 1110 is an introductory course in writing for the mass media, with emphasis on gathering, writing and reporting for newspapers and broadcast media.  
 Prerequisite: ENGL 1101.
- JOUR 1111 Writing for Television, Radio and the New Media** (3-0-3)  
 This course teaches students to write for a variety of genres and media. Includes discussions of how and why journalism has evolved from newspapers and broadcast in the 20<sup>th</sup> century to newspapers, broadcast, cable, and the social media in the 21<sup>st</sup> century. The course will also provide instruction and practice in writing for social media and instruction in how people access, use, and produce news. Careful attention will be given to the interactive nature of today's reporting and blogging.  
 Prerequisite: ENGL 1101.

- JOUR 2100 Introduction to Broadcast Production** (3-3-3)  
 This class will allow students to produce a wide array of television productions, including public service announcements, video/audio montages, news-style packages and studio-based shows. The course will instruct students on how to operate video cameras, audio and lighting equipment, and editing equipment. Finally, the course will allow students to explore the variety of career opportunities in mass media.
- 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: None.  
 Prerequisite: None.  
 Offered: On demand.
- LEAS 1100 Introduction to Paralegalism- eMajor Only** (3-0-3)  
 An introduction to the field of paralegalism. This course will include the role of the paralegal in the legal system, the regulation and ethics of practice and the skills necessary for successful practice.
- LEAS 3200 Legal Research – eMajor Only** (3-0-3)  
 A study of legal research methods utilizing state and federal sources. Students will develop professional skills as they read and analyze appellate court opinions, legislation and pleadings.  
 Prerequisite: LEAS 1100.
- LEAS 3201 Legal Research II-eMajor Only** (3-0-3)  
 A continuation of Legal Research I. This course will emphasize computer assisted legal research skills as well as the preparation of legal documents.  
 Prerequisites: LEAS 1100 and LEAS 3200.
- LEAS 3210 - Pre-Trial Preparation and Procedures – eMajor Only** (3 -0-3)  
 The study of pre-trial procedures and tactics in civil and criminal cases. The course will include methods of investigation, interviewing clients, preparation of clients and witnesses for testifying, competency of evidence, preparation of interrogatories, other discovery methods, and pleadings.  
 Prerequisite: LEAS 1100.
- LEAS 3220 - Business Entities – eMajor Only** (3 -0-3)  
 The study of corporate, partnership and agency law. This course will examine the applicable law as well as the formation and dissolution of various types of business entities.  
 Prerequisite: LEAS 1100.
- LEAS 3230 - Criminal Law for the Paralegal – eMajor Only** (3 -0-3)  
 The study of procedural and substantive criminal law. The application, interpretation, and enforcement of criminal law will be addressed. The role of the paralegal in the criminal justice system will be emphasized.  
 Prerequisite: LEAS 1100.
- LEAS 3240 -Civil and Criminal Procedure – eMajor Only** (3 -0-3)  
 The study of the methods used to litigate civil and criminal cases in both state and federal court. The preparation of documents necessary to move cases through the courts will be emphasized, as well as the role of the paralegal in litigation.  
 Prerequisite: LEAS 1100.

- LEAS 3250 Law Office Management-eMajor Only** (3-0-3)  
 The study of the business aspects of the practice of law. Topics include appropriate business structures, office systems, marketing and development issues, staffing and personnel issues, liability insurance, managing time, technology and billing. Ethics and professionalism in dealing with clients and the general public will also be addressed.  
 Prerequisite: LEAS 1100.
- LEAS 4200 - Family Law – eMajor Only** (3-0-3)  
 The study of applicable law surrounding family relationships. The issues of adoption, marriage, divorce, alimony, child custody and support, and property division, will be addressed.  
 Prerequisite: LEAS 1100.
- LEAS 4210 - Consumer Law – eMajor Only** (3-0-3)  
 The study of the laws that govern consumer practices. The law surrounding commercial paper, contracts, sales, and secured transactions will be emphasized.  
 Prerequisite: LEAS 1100.
- LEAS 4220 - Administrative Law – eMajor Only** (3-0-3)  
 The study of laws governing administrative agencies of government. Special emphasis will be placed on the role of the paralegal in dealing with various administrative agencies.  
 Prerequisite: LEAS 1100.
- LEAS 4230 - The Law of Real Property Transactions – eMajor Only** (3-0-3)  
 The study of laws that control real property transactions. Topics covered include the conveyancing of real property, title search methods and landlord-tenant issues.  
 Prerequisite: LEAS 1100.
- LEAS 4250 - Trial Advocacy – eMajor Only** (3-0-3)  
 Also offered as POLS 4250. An examination of all aspects of presenting a case in trial. Students develop effective methods for analyzing and preparing cases for presentation in trial. Students will learn and use basic technical skills necessary as members of the University's Mock Trial team at tournaments sponsored by the American Mock Trial Association
- LEAS 4700- Directed Study in Legal Assistant Studies – eMajor Only** (3-0-3)  
 Directed reading and research in selected areas of legal assistant studies. Topics examined will include those not normally found in established legal assistant studies courses. Regular conferences between instructor and student will be required. Permission of the advisor, instructor and department head must be obtained prior to registration.  
 Prerequisite: Student with declared plan of study in Legal Assistant Studies and LEAS 1100.
- MATH 0097 Introductory Algebra** (4-0-4)  
 MATH 0097 is an introductory algebra course designed for students with some mathematical background that 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 37 on the COMPASS Algebra Test.  
 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 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 score of 60 or above on the Division final exam.  
 Placement: Successful completion of MATH 0097.  
 Offered: All semesters.
- MATH 0987 Foundations for Quantitative Reasoning** (2-1-3)  
 A course designed to help students learn the basics of algebra and other topics necessary for Quantitative Skills and Reasoning (MATH 1001), including the study of elementary algebra, real number sets, set operations, linear equations, and introductory probability and statistics.  
 Offered: All semesters.  
 Prerequisites: None.  
 Corequisites: None.
- MATH 0989 Foundations for College Algebra** (3-0-3)  
 Math 0989 is the study of elementary algebra, which will include the study of signed numbers, linear equations, polynomials and factoring. This course is a first semester developmental course which will prepare the student for Math 1111 and its co-requisite course Math 0999. After successful completion of MATH 0989 with an A, B, or C, students will be required to register for MATH 1111 and MATH 0999 in their next semester of enrollment.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand.
- MATH 0997 Support for Quantitative Reasoning** (2-1-2)  
 This course provides an introduction to the algebraic concepts and techniques necessary for MATH 1001. This course will focus on additional support for MATH 1001 assignments and will serve as a continuation of the information covered in the MATH 1001 classroom. The topics covered include performing basic operations with rational and real numbers, representing mathematical relationships symbolically, set notation, evaluating expressions, plotting and graphing in the Cartesian coordinate system, using percentages, and solving linear equations.  
 Prerequisites: MATH 0987 or required scores for co-requisite remediation placement.  
 Corequisites: MATH 1001.  
 Offered: All semesters.
- MATH 0999 Support for College Algebra** (2-1-2)  
 This course provides an introduction to the algebraic concepts and techniques necessary for MATH 1111. This course will focus on additional support for MATH 1111 assignments and will serve as a continuation of the information covered in the MATH 1111 classroom. The topics covered include performing basic operations with rational, real, and complex numbers, simplifying expressions, solving algebraic equations (linear, quadratic, polynomial, exponential, logarithmic), factoring polynomials, operating with rational and radical expressions and equations. Appropriate applications with the graphing calculator will be included. A TI-83 Plus or TI-84 graphic display calculator is required.  
 Prerequisites: MATH 0989 or required scores for co-requisite remediation placement.  
 Corequisite: MATH 1111.  
 Offered: All semesters.

**MATH 1001 Quantitative Skills and Reasoning** (3-0-3)

This course is an alternative in Area A of the Core Curriculum and is not intended to supply sufficient algebraic background for students who intend to take Precalculus, Trigonometry, or the Calculus sequence for mathematics and science plans of study. This course places quantitative skills and reasoning in the context of experiences that students will likely encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. A graphing calculator is required. MATH 1001 is a math course for non-science plans of study and may be used as a prerequisite to MATH 2205 and/or MATH 1145. Students receiving credit for MATH 1001 cannot receive credit for MATH 1111.

Prerequisite: MATH 0099, MATH 0987, MATH 0989 or satisfactory math scores to place into co-requisite remediation or higher.

Offered: All semesters.

**MATH 1101 Introduction to Mathematical Modeling – eCore only** (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, supported by the use of appropriate technology, and on effective communications of quantitative concepts and results.

Prerequisites: none.

**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 1001.

Prerequisite: MATH 0099, MATH 0989 or satisfactory math scores to place into co-requisite remediation or higher.

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 Dean.

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 one year of high school trigonometry and satisfactory score on math placement test or consent of Division Dean.

Offered: Spring, Fall.

- MATH 1145 Survey of Calculus** (3-0-3)  
 This is a survey of Calculus for students in non-science curriculums. 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 1113.  
 Offered: Spring, Fall.
- 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, 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 Dean.  
 Offered: Fall, Spring, Summer.
- MATH 1401 Introduction to Statistics – eCore only** (3-0-3)  
 The course is a course in basic statistics. Topics include descriptive statistics, probability, distributions, hypothesis testing, inferences, correlation, and regression.  
 Prerequisites: Math 1101 Mathematical Modeling, 1111 College Algebra, or 1113 Precalculus or approved equivalent.
- MATH 1501 Calculus – eCore only** (4-0-4)  
 Topics to include functions, limits, continuity, the derivative, antidifferentiation, the definite integral, and applications.  
 Prerequisites: Math 1113 - Pre-calculus or its equivalent.
- MATH 2008 Foundations of Numbers and Operations** (3-0-3)  
 This course is an Area F introductory mathematics course for students studying Early Childhood Education. This course will emphasize the understanding and use of the major concepts of number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.  
 Prerequisites: MATH 1001, MATH 1111, MATH 1112, or MATH 1113.  
 Corequisites: None.  
 Offered: Fall and Spring semesters. Summer semester if requested by Dean of Business and Social Science Division.
- MATH 2205 Introduction to Statistics** (3-0-3)  
 This is an elementary course in descriptive and inferential statistics. Areas covered include frequency distributions, graphing techniques, the normal distribution, descriptive measures, probability, hypothesis testing, correlation, linear regression, and confidence intervals. A graphing calculator is required.  
 Prerequisites: MATH 1001, MATH 1111, MATH 1113 or consent of Division Dean.  
 Offered: All semesters.
- MATH 2218 Linear Algebra** (3-0-3)  
 Theory and applications of systems of linear equations, vector spaces and linear transformations are covered. Fundamental concepts include: linear independence, basis and dimension, orthogonality, projections, least squares analysis solutions of inconsistent systems; matrices, eigenvalues, eigenvectors, and applications. A graphing calculator is required.  
 Prerequisites: MATH 2252 or MATH 1151 with consent of Division Dean.  
 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 Dean.  
 Offered: Fall, Spring.
- 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 Dean.  
 Offered: Spring.
- MESA 0099 MESA Orientation** (1-0-1)  
 This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in engineering, mathematics and science-related fields. Topics include: career decisions and strategies, educational and personal enrichment, study skills and habits, time management, academic preparation and success in college. Field trips may be required. MESA 0099 will serve as an elective for plans of study in the Science and Math Division.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: Fall, Spring.
- MKTG 3050 Introduction to Marketing – eMajor Only** (3-0-3)  
 Basics of targeting products and services to satisfy customer needs through product, price, promotion, and distribution strategies. Marketing strategies are discussed within the context of prevailing political, social, ethical, economic, legal, competitive, and technological environments.  
 Prerequisites: ECON 1500 or ECON 2106.
- MLTS 1160W Medical Laboratory Technology I** (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: Admission into the MLT program or permission of the instructor.  
 Offered: Fall; online & traditional options.
- 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.  
 Corequisite: MLTS 1160W.  
 Offered: Fall; online and traditional options.
- MLTS 1161W Medical Laboratory Technology II** (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.  
 Corequisite: MLTS 1161L.  
 Offered: Spring; online and traditional options.

- 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.  
 Corequisite: 1161W.  
 Offered: Spring; online and traditional options.
- MLTS 1182 Parasitology, Mycology & Virology** (3-0-3)  
 A course in clinical parasitology, mycology, and virology covers human fungal, parasitic and viral infections. The course presents mechanisms of infection, life cycles, and infectious states of the organisms as well as disease progression within the host and the practical application of laboratory procedures for detection and identification. Also included is safety, specimen collection, preservation, transport, methods of identification and therapy.  
 Prerequisites: BIOL 2115K, admission into the MLT program or permission of Program Director.  
 Offered: Spring; online and traditional options.
- MLTS 1300 Introduction to Histology** (2-3-3)  
 This course emphasizes the introductory study of basic Histotechnology. Structure and identification of tissue systems and organs is emphasized at the cellular level. The laboratory component is structured to enhance the student's knowledge of certain histological preparations of human and veterinary tissue. Identification of images is achieved through virtual microscopy.  
 Prerequisite: Admission into the Histology program.  
 Offered: Fall, Spring.
- MLTS 1310W Histology I** (3-0-3)  
 This course emphasizes some of the competencies required to perform routine histological procedures. These would include tissue fixation, principles and application of microtomy, embedding techniques, laboratory operations, decalcification, solution preparation and processing.  
 Prerequisites: Admission into the Histology program.  
 Corequisites: MLTS 1310L.  
 Offered: Fall, Spring.
- MLTS 1310L Histology I Lab** (0-3-1)  
 The course is a laboratory component complementary to MLTS 1310W. It is utilized to develop entry-level skills required to perform non-staining histological procedures.  
 Prerequisite: Admission into the Histology program.  
 Corequisite: MLTS 1310W.  
 Offered: Fall, Spring.
- MLTS 1320W Histology II** (2-0-2)  
 This course emphasizes the fundamentals and clinical significance of routine and special histological staining procedures. The student will differentiate between different classes of special stains performed in a histology laboratory.  
 Prerequisite: Admission into the Histology program.  
 Corequisite: MLTS 1320L  
 Offered: Fall, Spring.

- MLTS 1320L Histology II** (0-3-1)  
 The laboratory component of the course is utilized to develop skills required to perform routine and special stains. Students will identify and provide clinical correlation of routine and special stains.  
 Prerequisite: Admission into the Histology program.  
 Corequisite: MLTS 1320W.  
 Offered: Fall, Spring.
- MLTS 1330 Histology III** (0-3-1)  
 Students practice histotechnology 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.  
 Prerequisite: Admission into the Histology program.  
 Offered: Fall, Spring.
- MLTS 1340 Histology IV** (0-30-5)  
 This course is the practicum designed to enhance and refine techniques taught in the first semester. Students are required to complete at least 300 clinical hours in an approved affiliate histology laboratory. Orientation to department and institutional policies and procedures is required.  
 Prerequisites: MLTS 1300, MLTS 1310L, MLTS 1310W, MLTS 1320L, MLTS 1320W, MLTS 1330.  
 Corequisites: None.  
 Offered: Spring, Summer.
- MLTS 1350 Histology V** (2-0-2)  
 A study of immunohistochemistry procedures and interpretations.  
 Prerequisites: MLTS 1300, MLTS 1310L, MLTS 1310W, MLTS 1320L, MLTS 1320W, MLTS 1330.  
 Offered: Spring, 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 1300, MLTS 1310L, MLTS 1310W, MLTS 1320L, MLTS 1320W, MLTS 1330.  
 Offered: Spring, Summer.
- MLTS 2010W Medical Laboratory Technology III** (2-0-2)  
 This course presents a study of human clinical bacteriology including general bacteriology, aerobic gram-positive cocci, gram-negative bacilli, gram-negative cocci, gram-positive bacilli and anaerobes. Discussion is centered on the cultivation methods of identification, antimicrobial susceptibility testing, serological diagnosis and correlation to disease states.  
 Prerequisites: BIOL 2115K, Admission into the MLT Program or permission of Program Director.  
 Offered: Summer; online and traditional options.
- 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 in clinical microbiology.  
 Prerequisite: BIOL 2115K.  
 Offered: Summer; online and traditional options.

- MLTS 2020W Medical Laboratory Technology IV** (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.  
 Corequisite: MLTS 2020L.  
 Offered: Summer; online and traditional options.
- 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 instruments utilized in the performance of chemical tests. The use of quality control is emphasized.  
 Corequisite: MLTS 2020W.  
 Offered: Summer; online and traditional options.
- MLTS 2630 Medical Laboratory Technology Externship** (0-36-15)  
 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; online and traditional options.
- MUSC 1070 College Orchestra I** (0-3-1)  
 This course involves the study, rehearsal, and concert performance of literature for orchestra. 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 for two semesters before advancing to MUSC 2070 College Orchestra 2. Required of students studying string as their performance ensemble during enrollment. Additional rehearsals may be announced by the instructor.  
 Prerequisite: Ability to play an orchestral instrument at college level.  
 Offered: Fall, Spring.
- MUSC 1080 College Concert Band I** (0-3-1)  
 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 for two semesters before advancing to MUSC 2080 College Concert Band 2. Required of students studying woodwind, brass, and percussion 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 I** (0-3-1)  
 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. May be taken for two semesters before advancing to MUSC 2090 College Choir 2. Required of students studying vocal as their performance ensemble during enrollment. 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: All semesters.
- MUSC 1101 Elementary Music Theory I** (3-0-2)  
 This course is a study of 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, Spring.
- MUSC 1102 Elementary Music Theory II** (3-0-2)  
 This course is a study of voice leading principles (review), functional tonality, seventh chords, and form.  
 Prerequisite: MUSC 1101.  
 Offered: Spring, Summer.
- MUSC 1110 Applied Music for students in Non-Music Plans of study and students studying in a secondary area of music** (0-.5-.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 plans of study** (0-1-1)  
 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: All semesters.

- MUSC 1113 Class Voice** (1-0-1)  
 Class singing instruction designed for students who have little or no prior individual vocal instruction. The class introduces the student to beginning vocal technique in such areas as posture, breath management, correct vowel formation, English and Italian diction, rhythm, and pitch. The course also includes instruction in practicing and preparing songs for public performance. Students are expected to sing individually as well as with the group during class time and for the final exam. All music will be performed during class or during the scheduled final exam. No public performance is required. Students may repeat this class for credit until they complete the objectives of the course. Class voice does not satisfy the applied music requirement for a degree in music.  
 Prerequisite : None.  
 Corequisite : None.  
 Offered: Fall, Spring.
- MUSC 1152 Instrumental Ensemble** (0-2-1)  
 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: Audition or approval of instructor.  
 Corequisite: Enrollment in MUSC 1070 College Orchestra 1, MUSC 2070 College Orchestra 2, MUSC 1080 College Band 1, or MUSC 2080 College Band 2.  
 Offered: Fall, Spring.
- MUSC 1153 Vocal Ensemble** (0-2-1)  
 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 College Choir 1 or MUSC 2090 College Choir 2.  
 Offered: Fall and Spring.
- MUSC 1171 Class Piano** (0-2-1)  
 Designed to enable the student studying music 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. Only students studying music may enroll.  
 Prerequisite: None.  
 Offered: All semesters.
- MUSC 1172 Sight-Singing/Ear Training** (0-2-1)  
 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 student studying music 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 completed.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: All semesters.

- MUSC 1182 Seminars in Church Music I** (3-0-2)  
 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: On demand.
- MUSC 1183 Seminars in Church Music II** (3-0-2)  
 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: On demand.
- MUSC 2070 College Orchestra II** (0-3-1)  
 This course involves the study, rehearsal, and concert performance of literature for orchestra. 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 for two semesters after successful completion of two semesters of College Orchestra I, MUSC 1070. Required of students studying string as their performance ensemble during enrollment. Additional rehearsals may be announced by the instructor.  
 Prerequisite: Ability to play an orchestral instrument at college level and completion of two semesters of MUSC 1070.  
 Offered: Fall, Spring.
- MUSC 2080 College Concert Band II** (0-3-1)  
 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 for two semesters after successful completion of two semester of College Concert Band I, MUSC 1080. Required of students studying woodwind, brass, and percussion as their performance ensemble during enrollment. Additional rehearsals may be announced by the instructor.  
 Prerequisite: Ability to play a band instrument at college level and the completion of two semester of MUSC 1080.  
 Offered: Fall, Spring.
- MUSC 2090 College Choir II** (0-3-1)  
 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. May be taken for two semesters after successful completion of College Choir I, MUSC 1090. Required of students studying vocal as their performance ensemble during enrollment. Additional rehearsals may be announced by the instructor.  
 Prerequisite: The completion of two semesters of MUSC 1090.  
 Offered: Fall, Spring.

- MUSC 2201 Advanced Music Theory I** (3-0-2)  
 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** (3-0-2)  
 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 plans of study only** (0-1-1)  
 Designed for music plans of study. 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.  
 Corequisite: MUSC 1090 (students studying voice) or permission of program director; or MUSC 1080 (students studying instrumental) or MUSC 1070 (students studying string) or permission of program director, or MUSC 1080 or 1090 (students studying guitar and piano) or permission of program director.  
 Prerequisite: None.  
 Offered: All semesters.
- MUSC 2212 Applied Music for Music plans of studys only** (0-1-1)  
 Designed for music plans of study. 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 1090 (students studying voice) or permission of program director; or MUSC 1070 (students studying string) or permission of program director, MUSC 1080 (students studying instrumental) or permission of program director; or MUSC 1080 or 1090 (students studying guitar and piano) or permission of program director.  
 Prerequisite: MUSC 2211, MUSC 1101, MUSC 1102.  
 Offered: All semesters.
- MYTH 1000 Introduction to Mythology** (1-0-1)  
 MYTH 1000 is 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: All semesters.

- NURS 1015 TEAS Exam Preparatory Workshop** (0-0-0)  
This workshop is designed to provide the nursing student with the opportunity to gain information about the Darton State Nursing Program required pre-admit exam, TEAS. This class is designed as an information portal, with no formal requirements. The students will learn information about the current semester TEAS on the discussion forum, email, and NEWS postings. Students will have the opportunity to review lectures on the topics listed in the TEAS study manual. Restricted to students studying Nursing.  
Online only.  
Prerequisites: None.  
Corequisites: None.  
Offered: Every semester.
- NURS 1101 Fundamentals of Nursing** (3-6-5)  
This course provides a fundamental foundation for the profession of nursing. The adult learner will be exposed to patient centered care model, teamwork, evidence-based practice and informatics with an emphasis on quality improvement. Principles of medication calculation and safe administration are emphasized. Development of personal responsibility and ethical behavior related to the performance of basic nursing skills will be acquired through supervised lab performance and selected clinical rotations.  
Prerequisite: Admission into the Nursing program.  
Corequisites: BIOL 211K with a grade of C or better and NURS 1105.  
Offered: Every semester.
- NURS 1105 Pharmacology for Nurses** (1-0-1)  
Pharmacology for Nurses provides a basic foundation of knowledge necessary for the safe administration of medications in nursing practice. The course encompasses drug classifications, actions, therapeutic dosages, side effects and patient education of selected medications. The importance of safety, interdisciplinary collaboration, informatics, evidence-based practice and accurate calculation of appropriate dosages in various measurement systems are stressed. The course focuses on patient centered nursing care and quality improvement for pharmacology.  
Prerequisite: Admission into the Nursing Program.  
Pre-Corequisite: BIOL 211K with a grade of C or better.  
Offered: Every semester.
- NURS 1111 Adult Health I** (4-9-7)  
The course emphasizes quality and safety in nursing education core competencies, as it relates to the provision of patient centered care to people experiencing respiratory, circulatory, renal, digestive, endocrine, musculoskeletal, and neurological alterations. Teamwork, informatics, quality improvement, and evidenced based practice are essential components in the course. Development of personal responsibility and ethical behavior is acquired through supervised lab performance and clinical experiences with selected patients.  
Prerequisites: BIOL 211K and NURS 1101 with grades of C or better.  
Corequisite: BIOL 2112K.  
Offered: Every semester.

- NURS 1105 Pharmacology for Nurses** (1-0-1)  
 Pharmacology for Nurses provides a basic foundation of knowledge necessary for the safe administration of medications in nursing practice. The course encompasses drug classifications, actions, therapeutic dosages, side effects and patient education of selected medications. The importance of safety, interdisciplinary collaboration, informatics, evidence-based practice and accurate calculation of appropriate dosages in various measurement systems are stressed. The course focuses on patient centered nursing care and quality improvement for pharmacology.  
 Prerequisites: Admission to Nursing Program.  
 Pre-Corequisite: BIOL 2111K with a grade of C or better.  
 Offered: Every semester.
- NURS 1111 Adult Health I** (4-9-7)  
 The course emphasizes quality and safety in nursing education core competencies, as it relates to the provision of patient centered care to people experiencing respiratory, circulatory, renal, digestive, endocrine, musculoskeletal and neurological alterations. Teamwork, informatics, quality improvement and evidenced based practice are essential components in the course. Development of personal responsibility and ethical behavior is acquired through supervised lab performance and clinical experiences with selected patients.  
 Prerequisites: BIOL 2111K, NURS 1101 and NURS 1105 with grades of C or better.  
 Corequisite: None.  
 Offered: Every semester.
- NURS 1112 Adult Health II** (4-9-7)  
 Adult nursing II places emphasis on the adult learner's development of increasing knowledge and personal responsibility and ethical behavior in the care of adult patients. Common health care alterations which are chronic in nature and that may require surgical intervention are emphasized. Course content focuses on evidence based practice, patient centered care, informatics, team work and quality improvement. Supervised clinical experiences provide adult learners with opportunities to refine safe, ethical nursing practice.  
 Prerequisites: NURS 1111 and BIOL 2112K with grades of C or better.  
 Corequisite: None.  
 Offered: Every semester.
- NURS 1301 Fundamentals of Nursing (Health Care Professional Bridge)** (2-3-3)  
 This course provides a fundamental foundation for the profession of nursing. The adult learner will be exposed to patient centered care model, teamwork, evidence-based practice and informatics with an emphasis on quality improvement. Principles of medication calculation and safe administration are emphasized. Development of personal responsibility and ethical behavior related to the profession of basic nursing skills will be acquired through supervised lab performance and selected clinical rotations.  
 Prerequisites: Admission into the Health Care Professional Bridge program and BIOL 2111K.  
 Corequisite: NURS 2313.  
 Offered: Fall B Term, annually.

- NURS 1311 Adult Health (Health Care Professional Bridge)** (5-9-8)  
The course emphasizes quality and safety in nursing education core competencies, as it relates to the provision of patient centered care to people experiencing respiratory, circulatory, renal, digestive, endocrine, musculoskeletal and neurological alterations. Common health care alterations which are chronic in nature and that may require surgical intervention are emphasized. Teamwork, informatics, quality improvement and evidence based practice are essential components in the course. Development of personal responsibility and ethical behavior is acquired through supervised lab performance and clinical experiences with selected patients.  
Prerequisites: NURS 1301, NURS 2313 and BIOL 2112K with grades of C or better.  
Corequisite: None.  
Offered: Spring.
- NURS 2111 Nursing Care of Women and Children** (6-6-8)  
NURS 2111 explores the roles of the nurse in safely providing quality, patient centered care within an interdisciplinary structure 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. Patient centered care and quality improvement are the central focus in the course. Informatics is emphasized when providing safe patient care. Classroom and clinical instruction involves providing nursing care to antepartal, intrapartal, postpartal and pediatric patients and incorporating evidence based practice and previously learned knowledge and skills.  
Prerequisites: NURS 1112 and NURS 2113 with grades of C or better.  
Corequisite: None.  
Offered: Every semester.
- NURS 2113 Psychiatric Nursing** (1-6-3)  
This course focuses on the physiological, emotional, behavioral and sociocultural aspects of mental health and mental illness. The nurse's role as a collaborative member of the behavioral health team is introduced. The course content is centered on evidence based practice and quality improvement. Informatics is a component in the course. The clinical rotations give the adult learner the opportunity to apply this knowledge to provide safe, effective patient centered care in a therapeutic milieu.  
Prerequisite: NURS 1111 with a grade of C or better.  
Corequisite: None.  
Offered: Every semester.
- NURS 2115 Adult Health III** (4-12-8)  
The final course in the Nursing program is designed to emphasize care of patients with complex acute as well as chronic multisystem disorders and medical-surgical alterations. Supervised clinical experiences in high acuity unit will facilitate continued growth of student's professional practice. Components of the course include: patient centered care, evidence based practice, collaboration, informatics and quality improvement. Supervised leadership roles in the clinical arena are provided for the students to enhance their management skill while directing their colleagues in providing safe patient care that meets entry level standards.  
Prerequisite: Completion of all Nursing and core courses with grades of C or better.  
Offered: Every semester.

- NURS 2117 Nursing Leadership** (1-0-1)  
 Emphasis is placed on the introduction of the fundamental principles of leadership and management responsibilities for the entry level registered nurse. Topics will include, but not limited to such practice issues as: safe, patient centered, quality care, effective delegation and supervision, communication, collaborative care, informatics, quality improvement. Nursing research and evidence based practice are also included.  
 Prerequisites: NURS 1111 and NURS 1112 with grades of C or better.  
 Corequisite: None.  
 Offered: Every semester.
- NURS 2311 Nursing Care of Women and Children (Health Care Professional Bridge)(4-6-6)**  
 This course explores the roles of the nurse in safely providing quality, patient centered care within an interdisciplinary structure 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. Patient centered care and quality improvement are the central focus in the course. Informatics is emphasized when providing safe patient care. Classroom and clinical instruction involves providing nursing care to antepartal, intrapartal, postpartal and pediatric patients and incorporating evidence based practice and previously learned knowledge and skills.  
 Prerequisites: NURS 1311 and NURS 2313 with grades of C or better.  
 Corequisite: None.  
 Offered: Summer.
- NURS 2313 Psychiatric Nursing (Health Care Professional Bridge)** (1-3-2)  
 This course focuses on the physiological, emotional, behavioral and sociocultural aspects of mental health and mental illness. The nurse's role as a collaborative member of the behavioral health team is introduced. The course content is centered on evidence based practice and quality improvement. Informatics is a component in the course. The clinical rotations give the adult learner the opportunity to apply this knowledge to provide safe, effective patient centered care in a therapeutic milieu.  
 Prerequisites: Admission into the Health Care Professional Bridge program and BIOL 2111K.  
 Corequisite: NURS 1301.  
 Offered: Fall B Term, annually.
- NURS 3000 Nursing Informatics** (1-0-1)  
 Nursing Informatics covers an introduction to information systems, ethical aspects, nurses' roles in informatics, HIPAA, professional development and patient safety informatics tools.  
 Prerequisite: Admission into the RN to BSN Completion program.  
 Offered: Fall, Spring.
- NURS 3005 Pathophysiology** (3-0-3)  
 The course introduces the pathophysiological basis of disease processes and common health problems. The focus of this course is on compromises in the body's ability to meet its physiological needs and the role of the nurse in providing care.  
 Prerequisite: Admission into the RN to BSN Completion program.  
 Offered: Fall, Spring.

- NURS 3010 Intro to Professional Nursing** (3-0-3)  
This course includes an introduction to professional nursing responsibilities and expectations and explores the role of the professional nurse in providing care. An investigation of major contemporary nursing issues to include the influence of history, nursing theory, legal issues, nursing philosophy, political activism, health care delivery systems, provision of culturally competent care and current/ future challenges for the nursing profession. The ANA Nursing Scope and Standards of Practice and the Code of Ethics for Nurses are explored.  
Prerequisite: Admission into the RN to BSN Completion program.  
Offered: Fall, Spring
- NURS 3200 Health Assessment** (2-7-4)  
This course builds on the student's knowledge and skills in health assessment. Students further develop skills of history taking, inspection, palpation, percussion, auscultation and documentation of the health assessment. Normal findings and cultural and age variations of adults are emphasized.  
Prerequisite: Admission into the RN to BSN Completion program.  
Offered: Every semester.
- NURS 3500 Health and Wellness of Aging** (3-0-3)  
Health and Wellness of Aging provides the most current information about best practices in gerontological nursing based on the most current research. The content ranges from biological, such as the etiology of common conditions and geropharmacology, to caring for persons with dementia, to understanding Medicare and aging and nursing in rural settings. This course introduces the standards for competencies required for gerontological nursing education and the promotion of health while aging.  
Prerequisite: Admission into the RN to BSN Completion program.  
Offered: Every semester.
- NURS 4010 Principles of Nursing Leadership** (3-0-3)  
This course focuses principles of leadership and management as a professional registered nurse. There will be exploration of roles, traits and contributions of nurse leaders in clinical and managerial positions. Aspects of problem solving, effective communication, conflict resolution, decision-making and team building are explored. The course is designed to assist in leadership self-awareness and encourage students to explore Transformational Leadership qualities. An analysis of trends and issues occurring in today's workforce will assist students in exercising leadership skills. Students will participate in 60 hours of precepted practice in the clinical setting. Clinical experiences occur in a variety of leadership settings and provide opportunities for practice of leadership concepts learned in course.  
Prerequisite: NURS 4400.  
Offered: Every semester.

- NURS 4400 Community Health Nursing** (3-0-3)  
 This course provides a foundation in the practice of promoting and preserving the health of populations. The adult learner will apply knowledge and skills from nursing and the public health sciences to focus on health promotion and health maintenance of individuals, families and groups within the community. Students will identify opportunities to provide health care to clients in a variety of settings based on concepts of client-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. Students will participate in 60 hours of precepted practice in the clinical setting. Clinical experiences occur in a variety of public health and community-oriented settings and provide opportunities for population based nursing practice with vulnerable populations.  
 Prerequisite: NURS 3200.  
 Offered: Every semester.
- NURS 4800 Nursing Research** (3-0-3)  
 Nursing Research explores the research process and its relevance to nursing practice. The primary focus is on the development of the student's ability to be an effective consumer of research with emphasis on the research process and its applicability in their professional development.  
 Prerequisite: Admission into the RN to BSN Completion program and MATH 2205.  
 Offered: Every semester.
- NURS 4900 Ethical Issues in Nursing** (3-0-3)  
 This course focuses on ethical issues in health care by offering a thorough understanding in ethical theories, principles, models and trends as reflected in contemporary nursing practice. Case studies of ethical issues and dilemmas in health care will provide the framework for ethical reasoning and decision-making. Particular emphasis will be given to the resolution of ethical dilemmas through moral and ethical reasoning to help bridge the gap between theory and nursing practice.  
 Prerequisite: Admission into the RN to BSN Completion program.  
 Offered: Every semester.
- OATC 3150 Computer Operating Systems for the Office- eMajor Only** (3-0-3)  
 An introduction to operating systems, with hands-on experience in at least one operating system widely used in contemporary office settings. Topics include operating systems, their development, function, resources, memory management, processor management, user interface, and embedded software applications. This course helps prepare students to take a certification exam for a current operating system.
- ORGL 3400 Applied Computer Technology – eMajor Only** (3-0-3)  
 Development of intermediate and advanced skills in the use of spreadsheet, database, communication and presentation software. Emphasis is placed on creation of computer projects appropriate to the student's plan of study.  
 Restricted to BS-OAT plans of study.
- OATC 3610 Design and Multimedia – eMajor Only** (3-0-3)  
 Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments.
- OATC 3700 Desktop Publishing- eMajor Only** (3-0-3)  
 Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of a variety of application programs for page design will be used to create various business-related documents.

- OATC 4020 Virtual Office Technology – eMajor Only (3-0-3)**  
 Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments. Overview of skills needed to perform as a virtual office assistant. Emphasis placed on the use of time and i management applications and increased knowledge of the role of online meeting, Internet telephone, communication software, Internet research, social networking tools, e-commerce and mobile devices in the modern office. This course helps prepare students to take a certificate exam for a current communication software program.
- OATC 4160 Administrative Office Procedure – eMajor Only (3-0-3)**  
 Development of increased awareness of the role and scope of the administrative assistant position. This course will focus on basic and expanded job responsibilities, professionalism and the performance of simulated office activities.
- OATC 4810 Contemporary Skills for the Workplace– eMajor Only (3-0-3)**  
 Analysis of the workplace skills needed in a rapidly changing technological society. Emphasis is on communication skills, employee motivation, change management, delegation, team building, and career planning. Students are required to build a career plan and to design a change management project.
- 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 plan of study department.  
 Prerequisite: Completion of nine semester hours with a 2.00 GPA & approval of instructor.  
 Offered: All semesters.
- ORGL 2050 Communications for the Workplace - eMajor Only (3-0-3)**  
 Principles of effective oral and written communications. A thorough review of grammar, sentence and paragraph construction, punctuation and writing techniques. Emphasis on the job-getting process.
- ORGL 3000 Reflective Seminar I- eMajor only (1-0-1)**  
 Graded "satisfactory" or "unsatisfactory." An introduction of the major conceptual frameworks for reflective learning that requires students to reflect on and document their own assumptions, beliefs and biases and how they affected their prior learning experience. Restricted to BS-ORGL students.
- ORGL 3050 Reflective Seminar II-eMajor of study only (1-0-1)**  
 Graded "satisfactory" or "unsatisfactory." A seminar that develops the student's understanding of the conceptual frameworks for reflective learning. Restricted to BS-ORGL students.
- ORGL 3200 Introduction to Organizational Development – eMajor only (3-0-3)**  
 A broad survey of major topics in Organizational Development including but not limited to Introduction to organizational process; creation of organizational growth climates/cultures; examination and selection of effective leadership styles and effective modes of communication; coping with the future in periods of accelerating change.

- ORGL 4000 Reflective Seminar III-eMajor only** (1-0-1)  
 Graded “satisfactory” or “unsatisfactory.” A seminar including critical self-evaluations of prior learning experiences using frameworks for reflection and analysis, as well as the development of the student’s own capacity to adapt and transform their own learning practices.  
 Restricted to BS-ORGL students.
- ORGL 4690 Capstone Seminar in ORGL-eMajor only** (3-0-3)  
 A capstone course in which students combine reflection on prior learning with research and analysis on the learning outcomes of their current degree program and specialization; culminating in a life learning paper that addresses their own abilities and limitations as learners and their progress in their degree program.  
 Restricted to BS-ORGL students.
- ORGL 4900 Organizational Internship-eMajor only** (3-0-3)  
 Students may receive academic credit for personal experience in non-profit organizations, the political process, or public employment. Credit hours only apply toward electives.
- OTAS 1100 Introduction to Occupational Therapy** (1-3-2)  
 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: ALHE 1104, ALHE 1120, OTAS 1105, OTAS 1111.  
 Prerequisite: Admission into the 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 1111, ALHE 1104, ALHE 1115.  
 Prerequisite : Admission into the 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 1105, ALHE 1104, ALHE 1115.  
 Prerequisite: Admission into the 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 1131, OTAS 1140, OTAS 1145.  
Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, ALHE 1104, ALHE 1120.  
Offered: Spring.
- 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 1121, OTAS 1140, OTAS 1145.  
Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, ALHE 1104, ALHE 1120.  
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 2260.  
Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, ALHE 1104, ALHE 1120.  
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 1121, OTAS 1131, OTAS 1145.  
Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, ALHE 1104, ALHE 1120.  
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 1121, OTAS 1131, OTAS 1140.  
Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, ALHE 1104, ALHE 1120.  
Offered: Spring.

- 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 2260.  
Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, ALHE 1104, ALHE 1120.  
Offered: Summer.
- OTAS 2260 Treatment Methods for the OTA** (2-6-4)  
This course enables the student to apply specialized occupational theory, skills and concepts learned in the didactic coursework to the clinic. Topics include common diagnoses seen, treatment environments, and treatments for areas of occupation including ADL, IADL, education, work, play, leisure, and social participation. Students will be required to develop applications for enabling function for mental health and physical well-being through occupational therapy assessment/evaluation, intervention, and patient/client education. Techniques and applications used in traditional and non-traditional practice settings will be explored. Students will develop an awareness of activity demands, contexts, adapting, grading and safe implementation of occupations or activities. Course will also create a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. This will include legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation. Test-taking strategies for certification exams and the process for getting licensed will also be presented. Management issues and responsibilities will be explored as well as legislative processes.  
Corequisites: OTAS 1132, OTAS 2200.  
Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, ALHE 1104, ALHE 1120.  
Offered: Summer.
- OTAS 2410 Fieldwork Experience Level II A** (0-40-5)  
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: OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1132, OTAS 1140, OTAS 1145, OTAS 2200, OTAS 2260, ALHE 1104, ALHE 1120.  
Offered: Fall.

- OTAS 2412 Occupational Therapy Seminar** (0-0-2)  
 Topics will include application skills for state licensure and national certification along with preparation/review for national board exams.  
 Corequisites: OTAS 2410, OTAS 2420.  
 Prerequisites: OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1132, OTAS 1140, ALHE 1145, OTAS 2200, OTAS 2260, ALHE 1104, ALHE 1120.  
 Offered: Fall.
- OTAS 2420 Fieldwork Experience Level II B** (0-40-5)  
 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.  
 Corequisites: OTAS 2410, OTAS 2412.  
 Prerequisite: Completion of all didactic course work; OTAS 1100, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1132, OTAS 1140, OTAS 1145, OTAS 2200, OTAS 2260, ALHE 1104, ALHE 1120.  
 Offered: Fall.
- PARA 1110 Introduction to the Paralegal Profession** (3-0-3)  
 This course introduces the paralegal profession and the structure, function, and procedures of the legal system. Courtroom procedures, preparation of documents, case analysis, legal reasoning, career opportunities, certification, and professional affiliations will be explored with an emphasis on issues of ethics and confidentiality. A grade of C or better is required in all Paralegal Courses.  
 Corequisite: None.  
 Prerequisite: None.  
 Offered: Fall.
- PARA 1120 The Understanding of Law** (3-0-3)  
 This course provides an introduction to the substantive areas of law, including contracts, property, torts, estates and probate, and criminal law, with an emphasis on developing practical paralegal skills. Students will analyze complex factual scenarios and will develop basic legal research and writing skills. A grade of C or better is required in all Paralegal Courses.  
 Prerequisite: PARA 1110.  
 Offered: Fall.
- PARA 1130 Legal Research and Writing** (3-0-3)  
 This course provides an introduction to legal research techniques using primary and secondary authorities and writing various legal documents. Students will develop legal research skills through the use of traditional resources and computerized legal research software. Preparing and writing legal documents relating to legal research will be emphasized. A grade of C or better is required in all Paralegal Courses.  
 Prerequisite: PARA 1110.  
 Offered: Spring.

- PARA 1140 Litigation and Trial Practice** (3-0-3)  
This course presents fundamental concepts and procedures of civil litigation including the rules of civil procedure, rules of evidence, and common law principles with an emphasis on the role of the paralegal. Students will explore all phases of litigation, including discovery, trial preparation, alternative dispute resolution, and post-trial issues while focusing on their role and ethical obligations as members of a litigation team. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.
- PARA 1150 Real Estate Law** (3-0-3)  
This course provides an overview of the substantive law of real property and offers an examination of the procedural and practical aspects of property law with an emphasis on the role of the paralegal and the preparation of forms common to real estate transactions. A comprehensive overview of recording statutes, title abstraction, title insurance, surveys, mortgages, leases, deeds of trust, and closings is provided. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.
- PARA 1160 Wills, Trusts, and Estates** (3-0-3)  
This course presents fundamental concepts of the law of wills, trusts, and estate administration with an emphasis on the role of the paralegal. Students will examine the procedures, techniques, and the substantive law and will be exposed to legal documents commonly used in the administration of wills, trusts, and estates. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.
- PARA 2110 Family Law** (3-0-3)  
This course introduces principles, trends, and laws governing domestic relations, including the topics of marriage, annulment, divorce, alimony, child custody, property division, adoption, and other related topics, with an emphasis on the paralegal's role. Students will develop legal skills through mock exercises and case documentation and will examine court proceedings and ethical issues relevant to family law. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.
- PARA 2120 Contract Law** (3-0-3)  
This course provides an introduction to the fundamental concepts of contract law with an emphasis on the paralegal's role. Topics will include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code, breaches of contracts, and available remedies. There will be an examination of specific contracts and draft documents that are the subject of frequent litigation. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to contract law. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.

- PARA 2124 Tort Law** (3-0-3)  
This course provides students with a comprehensive overview of substantive tort law. Also included in this course is an introduction to the practical skills necessary for paralegals practicing in the tort law area. Some of the topics covered in the course are general tort law, negligence, defenses to negligence actions, intentional torts, injuries to property, liability, strict and absolute liability, product liability, and medical and legal malpractice. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.
- PARA 2130 Bankruptcy Law** (3-0-3)  
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors with an emphasis on the paralegal's role. Topics will include relevant common and statutory law, bankruptcies, and reorganization from the perspective of both creditors and debtors. Students will develop legal skills through case documentation and will examine court procedures and ethical issues relevant to bankruptcy law. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.
- PARA 2140 Employment Law** (3-0-3)  
This course provides an overview of employment and labor law with an emphasis on the paralegal's role. Topics will include contract negotiation, contracts of employment, governmental regulations, discrimination issues, and worker's compensation. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to employment and labor law. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: On demand.
- PARA 2150 Paralegal Certification Review** (1-0-1)  
This one-hour course provides a comprehensive review of relevant material for the paralegal student who will pursue national certification by examination. Students will be provided with tips for studying and will utilize sample tests and other tools to prepare for the national certification examination. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110  
Offered: On demand.
- PARA 2160 Special Topics in Paralegal Studies** (3-0-3)  
This course provides students with an opportunity to study selected advanced topics or current issues in the law relevant to paralegal students. Students may repeat this course as long as different topics are offered and as long as they do not exceed the maximum number of hours permitted. A maximum of six credit hours in special topics may be applied toward program graduation requirements in the Associate of Applied Science Degree. A maximum of three credit hours in special topics may be applied toward the certificate. A grade of C or better is required in all Paralegal Courses.  
Prerequisite: PARA 1110.  
Offered: Summer semester, or as needed.

- PARA 2164 Criminal Law and Procedure** (3-0-3)  
 This course provides an overview of criminal law and the criminal trial process with an emphasis on the paralegal's role. Students will explore the history and structure of the American legal system, relevant common and statutory law, constitutional protections, the identification and basic elements of crimes, and the criminal trial process. Students will become well-informed about the resources available to paralegals and where to access those resources to serve clients effectively. A grade of C or better is required in all Paralegal Courses.  
 Prerequisite: PARA 1110.  
 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 State College Fitness Center.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- 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 1108 Leisure Sports** (0-2-1)  
 This course provides an introduction to various leisure sports including racquetball, bowling, pool, and table tennis.  
 Prerequisites: None.  
 Offered: On demand.
- 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 State College Fitness Center.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1112 Hip Hop** (0-2-1)  
 Hip Hop is a dance style, mainly street dance styles, danced to hip hop music, or that has evolved as a part of the hip hop culture. The first and original dance associated with hip hop is breakdance.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: Every semester.
- 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 State 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 & 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 & knowledge necessary to play basketball. Includes instruction in passing, dribbling, shooting, basic strategies, & 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: Fall, 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: Spring, 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. Must be able to pass swim test.  
 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: All semesters.
- PHED 1134 Advanced Scuba** (1-1-1)  
 As a continuation of Scuba 1, this course will expand the students knowledge and skills of entering a confined aquatics environment and extend into advanced scuba diving techniques.  
 Prerequisite: Open Water Diver Certificate.  
 Offered: On demand.
- PHED 1137 Sailing** (0-2-1)  
 Includes the principles of sailing, rigging, the basic sailing maneuver of tacking, coming about, jibing, mooring, & 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 State College Fitness Center.  
 Prerequisite: Swim test.  
 Offered: Fall, Spring.
- 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** (0-2-1)  
 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: On demand.
- 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 Jiujutsu. 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 1148 Archery I** (0-2-1)  
 This course is a Physical Education elective course designed to introduce the student to the fundamentals of archery. Students will learn the history of archery, proper equipment use, techniques, rules, terminology, scoring, and etiquette.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- 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: On demand.

- 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.  
 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 State 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, Spring.
- 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: Every semester.
- 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 1173 Tai Chi** (0-2-1)  
 Tai Chi is one of the most effective exercises for physical and mental well-being. It is one of the best-known martial arts from ancient China, and is based on Qigong and martial art techniques from thousands of years ago. Students will also learn its history, philosophy, and how to build a personal practice.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: On demand.
- PHED 1175 DC Fit** (2-0-2)  
 A wellness program that challenges the student to become more physically active, eat better, and jump-start a healthier life-style. This course will include a mini health fair, fun physical activities and online modules. DC Fit staff will perform an entry and exit assessment.  
 Prerequisites: Darton faculty/staff.  
 Corequisites: None.  
 Offered: On demand.
- PHED 1177 Tango Dancing** (0-2-1)  
 This course is designed to introduce the student to the fundamental of the tango dance technique. Emphasizes and develops correct body alignment, coordination, strength, flexibility, rhythm, and movement awareness. Includes tango dance vocabulary and various types of tango dance.  
 Prerequisite: None.  
 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 State College Fitness Center.  
 Prerequisite: None.  
 Offered: All semesters.
- 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, & 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: Every semester.
- PHED 1186 Beginning Horsemanship** (0-3-2)  
 This course provides an introduction to horseback riding fundamentals as well as care, psychology, and nutrition of horses. Fees to be determined.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1187 Yoga** (0-2-1)  
 A course designed to teach the student the various styles & 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 State 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 movement and dance.  
 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 & 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 Paddling** (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 1218 Hunter Safety** (1-0-1)  
 This course is designed to prepare students to be knowledgeable, responsible hunters who understand the importance of complying with hunting laws and behaving ethically and safely.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand

- PHED 1219 Introduction to Fly Fishing** (1-2-2)  
 This course is designed to introduce the student to the fundamental skills of fly fishing. In class, students will learn about specialized equipment, safety, basic entomology, casting, fish habitat, locating fish, local fish and regulations, catch and release practices and Leave No Trace land ethics. During lab sessions, students will put into practice class lectures, and have the opportunity to catch fish. Although catching fish is not a requirement of the class, students will keep a log of their catches. This is a highly focused course, requiring full attention during the class meetings, and concentrated activities during the off site labs. Outside activities will be necessary for success in this class. Moderate physical activity is required.  
 Prerequisites: None.  
 Corequisites: 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 1233 Orienteering** (0-2-1)  
 Introduction of off-trail navigation with emphasis in the use of top compasses, and route finding for wilderness travel; and the sport of orienteering.  
 Prerequisite: None.  
 Offered: On demand.

- PHED 1236 Pilates I** (0-2-1)  
 Pilates, developed by Joseph Pilates in the 1920's, is a series of controlled movements engaging one's body and mind which focuses on improving flexibility and strength for the total body without building bulk. Emphasis is placed on strengthening the "core" or "powerhouse" of the body which includes the abdominal muscles, the back, and the buttocks. This course focuses on a progression of exercises from beginner to intermediate and assumes that the student has no prior knowledge of pilates exercises.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1241 Body Core Activities** (0-2-1)  
 This class merges three tested exercise programs – Tai Chi, Yoga, and Pilates. Students will experience strength training exercises, stretching, and balance while focusing on core activities.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1242 Water Polo** (0-2-1)  
 The intent of this course is to develop fundamental water polo skills, knowledge and interest. This course will prepare students for competition in the sport of water polo. This course includes instruction in specific skills, performance techniques and strategies, as well as consistent practice, development of physical fitness, and overall safe game play.  
 Prerequisite: Must be able to pass a swim test.  
 Corequisite: None.  
 Offered: On demand.
- PHED 1243 Zumba Dance** (0-2-1)  
 A course designed to introduce the student to the skills involved with Zumba dancing. This course will offer a survey of the technique of basic Latin dance moves as well as choreography of Zumba dance.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: On demand.
- PHED 1244 Yoga II** (0-2-1)  
 A continuation of yoga I where students will build upon the basic skills and information learned about the practice of Yoga. This course will focus on a more rigorous physical practice and will challenge students to work towards more demanding physical postures and breathing exercises.  
 Prerequisite: Yoga I.  
 Corequisite: None.  
 Offered: On demand.

- PHED 1245 Personal Training** (2-1-2)  
 This course is designed to give students the knowledge and understanding necessary to prepare for a Personal Training Certification Exam and become effective personal trainers. This course presents a model for designing individualized programs based on each client's unique health, fitness, and goals. The information covered in this courses will help students learn how to facilitate rapport, adherence, self-efficacy, and behavior change in clients, as well as to design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.  
 NOTE – This class cannot be used as a physical activity. This class is for certification purposes only.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: On demand.
- PHED 1246 Aqua Zumba** (0-2-1)  
 This course will educate students in the basic principles of Aqua Zumba, as well as to increase overall physical fitness. This course incorporates Zumba Dance based moves in an aquatic environment and uses the resistance of the water to increase muscular strength and cardiovascular health.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: On demand.  
 Prerequisite: None.
- PHED 1247 Triathlon Training** (1-2-1)  
 This is an intensive conditioning course using a cross training approach to achieve high level cardiovascular fitness. Biking, running, and swimming will be the focus of activities used to prepare class participants for a triathlon event. The course will incorporate a variety of training techniques which will provide a safe, smooth, and gradual development of individual fitness.  
 Corequisite: None.  
 Offered: On demand.  
 Prerequisite: None.
- 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.  
 This class is restricted to students studying in a PE area of study.  
 Corequisite: READ 0099 or ENGL 0989.  
 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, will not count as an Area G requirement.)  
 Prerequisite: None.  
 Offered: All semesters.
- 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 an Area G requirement.  
 Corequisite: None.  
 Prerequisite: None.  
 Offered: Fall, Spring.

- PHED 2291 Military Credit for Physical Education** (0-0-4)  
 This course provides Physical Education activity credit for the military student who has completed 12 months or more of active duty service.  
 Corequisite: None.  
 Prerequisite: Military service.  
 Offered: For review of previous credits/transcripts by DSC Admissions and Registrar Offices only.
- PHIL 1010 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: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: On demand.
- PHIL 2010 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 2030 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 2030 and ETHI 1101.  
 Prerequisite: PHIL 2010 or permission of instructor.  
 Offered: On demand.
- PHIL 4120 Professional Ethics- eMajor only** (3-0-3)  
 This course introduces students to ethical issues common to the professions. The term “profession” is a label for a class of occupations, exemplified by the traditional model of the lawyer or physician. We will think about characteristics of these occupations that distinguish them as a class and how these characteristics are related to a variety of ethical problems.
- PHLE 1101 Phlebotomy I** (2-1-2)  
 Introduction to Phlebotomy: liability, safety, equipment and techniques for blood sample collection.  
 Prerequisite: None.  
 Offered: Fall, A Term.
- PHLE 1102 Clinical Phlebotomy II** (0-32-4)  
 Clinical practice in an affiliate clinical laboratory. The clinical experience enables the student to practice skills and develop competence under the supervision of the laboratory staff.  
 Prerequisite: PHLE 1101.  
 Offered: Spring, A and B Term.

- PHSC 1011K Introduction Physical Science I** (3-2-4)  
 This course is for students not studying mathematics or science and is a brief survey of the important aspects of physics and astronomy; will not count toward graduation if a physics course is presented for graduation. Laboratory exercises supplement the lecture material.  
 Prerequisites: Satisfactory score on mathematics placement test or completion of READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher; MATH 0099, MATH 0987, MATH 0989 or satisfactory math scores to place into corequisite remediation of higher.  
 Offered: All semesters.
- PHSC 1012K Introduction Physical Science II** (3-2-4)  
 This course is for students not studying mathematics or science and is a brief survey of the important aspects of chemistry and geology; will not count toward graduation if chemistry is presented for graduation. Laboratory exercises supplement the lecture material.  
 Prerequisite: Satisfactory score on mathematics placement test or completion of READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into corequisite remediation or higher; MATH 0099, MATH 0987, MATH 0989 or satisfactory math scores to place into corequisite remediation or higher.  
 Offered: Spring, Summer.
- 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.  
 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 1211K Principles of Physics I – eCore only** (3-1-4)  
 An introductory course which will include material from mechanics, thermodynamics and waves. Elementary differential calculus will be used. This course has a laboratory component that requires a lab kit.  
 Prerequisites: Completion of Calculus I (differentiate, integrate, simple functions).
- PHYS 2211K Principles of Physics I** (3-3-4)  
 This is an introductory course which will include material from mechanics, thermodynamics and waves. Elementary differential calculus will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 2211K cannot receive credit for PHYS 1111K.  
 Prerequisite: MATH 1151.  
 Offered: Spring.

- PHYS 2212K Principles of Physics II** (3-3-4)  
 This is an introductory course which will include material from electromagnetism, optics, and modern physics. Elementary differential calculus and integral 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 policies. Instruction emphasizes the history of and the Constitutions of the United States and the State of Georgia. This course satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions and also meets the US perspectives overlay.  
 Corequisite: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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: None.  
 Prerequisite: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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: None.  
 Prerequisite: POLS 1101 with a grade of C or better.  
 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: None.  
 Prerequisite: POLS 1101 with a grade of C or better.  
 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: None.  
 Prerequisite: POLS 1101 with a grade of C or better.  
 Offered: On demand.
- POLS 3201 Public Policy – eMajor only** (3-0-3)  
 An analysis of diverse public policy issues, as well as the decision process leading to the formulation of government policy. An analysis of societal factors that influence policy, and the effect of government policy on society.

- POLS 3601 Political Science Methods II– eMajor only** (3-0-3)  
Helps students understand the process and components of research methods in social sciences, especially in political science. It covers topics such as empirical research, research questions, hypotheses, research design, data collection, data analysis, and ethical issues in conducting research. It focuses on practical examples and skills by which students can develop, design, and conduct empirical research.
- POLS 4200 Principles of Public Administration – eMajor only** (3-0-3)  
Provides the student with an overview of the principles of public administration. Throughout the course, the student will learn a number of key principles and how they are applied. By the end of the course, the student will have learned the basics of public administration and will be able to effectively apply these principles.
- POLS 4202 Interorganizational Behavior – eMajor only** (3-0-3)  
Provides an understanding of the dynamics of and the interrelationships among and between the federal, state, and local levels of government.
- POLS 4204 Public Finance – eMajor only** (3-0-3)  
An in-depth student of the equity and economic effects of government spending programs, taxes, and debt.
- POLS 4210 – Modern Public Management - eMajor only** (3-0-3)  
Various changes in the management of public organizations are identified and analyzed. Includes the role of technology, modification of the relationship between public and private spheres, and current trends in the management of change and supervision of a diverse work force.
- POLS 4215 - Management of Non-Profit Organizations - eMajor only** (3-0-3)  
Designed to explore the theoretical principles and practical application of management for charities and/or nonprofit organizations. Students will be provided an opportunity to examine critical issues of management faced by leaders in nonprofit organizations.
- POLS 4217 Grant Writing for Non-Profit Organizations - eMajor only** (3-0-3)  
Introduces students to the world of grant writing and management, and provides an opportunity to experience writing actual grants. Students will learn the process of identifying prospective funders, developing relationships with funders, understand the basics of writing grants, submitting proposals, working as a collaborative, and preparing for the follow up. Students will apply course learning to write and prepare actual grant proposals.
- POLS 4218 Project Management in the Public Sector - eMajor only** (3-0-3)  
Discusses the theory, principles, tools, and techniques necessary to build a solid project management foundation. The Project Management Institute's (PMI) standards for project management will be emphasized throughout the course.
- POLS 4219 Human Resource Management – eMajor only** (3-0-3)  
Examines the processes, policies, procedures, and laws concerning public personnel. It will also cover the issues of employee protection, motivation, efficiency, and responsibility.
- POLS 4220 Administrative Law and Government – eMajor only** (3-0-3)  
A systematic analysis of theories in organization, management and administration. Special consideration will be given to institutional, behavioral and psychological factors.

- POLS 4221 Government Organization and Administrative Theory – eMajor only** (3-0-3)  
A systematic analysis of theories in organization, management and administration. Special consideration will be given to institutional, behavioral and psychological factors.
- POLS 4650 Intergovernmental Relations – eMajor only** (3-0-3)  
A study of federal, state and local governmental interactions, with an emphasis on the implications of these interactions for public management.
- POLS 4800 Public Relations in Public Administration – eMajor only** (3-0-3)  
Selected topics of political and current interest in public administration. The course may be repeated for credit if topics are different.
- POLS 4860 Special Topics in Public Administration – eMajor only** (3-0-3)  
Selected topics of political and current interest in public administration. The course may be repeated for credit if topics are different.
- 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, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher; MATH 0097, MATH 0987, MATH 0989 or satisfactory ath scores to place into co-requisite remediation or higher.  
Offered: All semesters.
- PSYC P101** (0-0-0)  
SERVICE LEARNING COMPONENT – PSYC 1101, General Psychology.  
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: PSYC 1101.
- PSYC 2103 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 P103** (0-0-0)  
SERVICE LEARNING COMPONENT – PSYC 2103, Human Growth & Development.  
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.  
Corequisite: PSYC 2103.
- 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: All semesters.

- PSYC P225** (0-0-0)  
 SERVICE LEARNING COMPONENT – PSYC 2225, Introduction to Abnormal Psychology.  
 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.  
 Corequisite: PSYC 2225.
- PSYC 2226 Introduction to Social Psychology** (3-0-3)  
 This course is designed to introduce students to the basic concepts of social psychology. Included are topics such as: social judgments, the formation of attitudes, gender and diversity, the perception of other people, conformity and obedience, group influence, prejudice, aggression, and conflict and peacemaking.  
 Prerequisite: PSYC 1101.  
 Offered: All semesters.
- PSYC P226** (0-0-0)  
 SERVICE LEARNING – PSYC 2226, Introduction to Social Psychology.  
 This course is designed to introduce students to the basic concepts of social psychology. Included are topics such as: social judgments, the formation of attitudes, gender and diversity, the perception of other people, conformity and obedience, group influence, prejudice, aggression, and conflict and peacemaking.  
 Prerequisite: PSYC 1101.  
 Corequisite: PSYC 2226.
- PTAS 1100 Introduction to Physical Therapy** (1-0-1)  
 Explanation of the philosophy and history of the physical therapy profession and its relationship to other health care agencies and providers. Topics include: introduction to the structure and function of the American Physical Therapy Association, the development of the Physical Therapy Association, medical-legal aspects and professional ethics, critical thinking/problem solving and an introduction to documentation.  
 Prerequisite: Admission to PTA program.  
 Corequisites: PTAS 1110, PTAS 1115, PTAS 1125.  
 Offered: Fall.
- PTAS 1105 Orientation to Patient Care Skills** (2-3-3)  
 Orientation of basic concepts and procedures of patient care in physical therapy. Topics include documentation and chart review, basic administrative skills, teaching and learning principles, patient positioning and draping, body mechanics, vital sign monitoring, transfers, assistive devices and gait training, infection control, aseptic techniques, architectural barriers and accessibility, special patient care equipment and environment and basic soft tissue techniques.  
 Prerequisites: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
 Corequisites: PTAS 1121, PTAS 1130, PTAS 2010.  
 Offered: Spring.
- 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 1100, PTAS 1115, PTAS 1125.  
 Prerequisite: Admission to PTA Program.  
 Offered: Fall.

- PTAS 1115 Clinical Pathology** (3-0-3)  
 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: PTAS 1100, PTAS 1110, PTAS 1130.  
 Prerequisite: Admission to PTA Program.  
 Offered: Fall.
- PTAS 1121 Therapeutic Exercise I** (2-6-4)  
 Emphasizes demonstration and practice of common therapeutic exercise utilized in physical therapy that include active, active assistive, and passive range of motion. Data collection and performance of manual muscle testing and special tests will be explored along with treatment interventions for common musculoskeletal disease, dysfunction, and injury for treatment of neck, shoulder, arm, hand, postural abnormalities, and body mechanics with an emphasis on ergonomics. 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 plan of care.  
 Prerequisite: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
 Corequisites: PTAS 1105, PTAS 1130, PTAS 2010.  
 Offered: Spring.
- PTAS 1122 Therapeutic Exercise for Special Populations** (3-3-4)  
 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.  
 Corequisites: PTAS 1125, PTAS 1135, PTAS 2050.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1130, PTAS 2010, PTAS 2100.  
 Offered: Summer.
- 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 1100, PTAS 1110, PTAS 1115.  
 Prerequisite: Admission to PTA Program.  
 Offered: Fall.
- PTAS 1130 Applied Neurology & Gait Analysis** (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 1105, PTAS 1121, PTAS 2010.  
 Prerequisite: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
 Offered: Spring.

- PTAS 1135 Seminar for Physical Therapist Assistant I** (2-0-2)  
 Adaptation of psychosocial principles in the development of self-understanding and communication with patients, families, the public and other health care teams. Develops basic administrative skills in scheduling patients, patient charges, explanation of reimbursement, important of incidence report, risk management and continuous quality improvement. The Rules and Laws of the Georgia State Board of Physical Therapy will be explored. Clinical professionalism is also emphasized along with time management and professional development.  
 Corequisites: PTAS 1122, PTAS 2100, PTAS 2050.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1125, PTAS 1130, PTAS 2010.  
 Offered: Summer.
- PTAS 2010 Clinical Practicum I** (0-8-2)  
 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 eight hours per week for six weeks.  
 Corequisites: PTAS 1105, PTAS 1121, PTAS 1130.  
 Prerequisites: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
 Offered: Spring.
- PTAS 2020 Clinical Practicum II** (0-40-5)  
 Second full-time clinical rotation in which the student gains additional experience in a health care facility observing and practicing skills under the supervision of a clinical instructor. The student will implement patient care utilizing knowledge from all didactic coursework for critical thinking and problem-solving in the selection and application of treatment interventions based on the physical therapist's plan of care. This practicum is 40 hours per week for seven weeks.  
 Corequisites: PTAS 2025, PTAS 2200.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1122, PTAS 1125, PTAS 1130, PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2100.  
 Offered: Fall.
- PTAS 2025 Clinical Practicum III** (0-40-5)  
 Final clinical experience in which students achieve refinement of all competencies from Clinical Practicum I & II, as well as expansion into other areas of physical therapy care while under the supervision of a clinical instructor. 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. The practicum is 40 hours per week for seven weeks.  
 Corequisites: PTAS 2020, PTAS 2200.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1122, PTAS 1125, PTAS 1130, PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2100.  
 Offered: Fall.

- PTAS 2050 Therapeutic Exercise II** (2-3-3)  
 Continues education from Therapeutic Exercise I for data collection and performance of manual muscle testing and special tests along with treatment interventions for common musculoskeletal disease, dysfunction, and injury for treatment of the spine, hip, knee, ankle, foot, and gait abnormalities. Principles of patient care will continue to be utilized, along with critical thinking and problem-solving skills in the selection and application of treatment interventions based on the plan of care.  
 Corequisites: PTAS 1122, PTAS 1135, PTAS 2100.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1125, PTAS 1130, PTAS 2010.  
 Offered: Summer.
- 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 2050.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1125, PTAS 1130, PTAS 2010.  
 Offered: Summer.
- PTAS 2200 Seminar for Physical Therapist Assistants II** (2-0-2)  
 An exploration of the clinical experience through the presentation of a case study (both written and orally.) Topics will include interview skills, resume skills, and preparation/review for state board examinations.  
 Corequisites: PTAS 2020, PTAS 2025.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1122, PTAS 1125, PTAS 1130, PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2100.  
 Offered: Fall.
- 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 with a grade of C or better.  
 Offered: On demand.
- RADS 1000 Introduction to Radiography and Patient Care** (2-3-3)  
 Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection and exposure, equipment introduction, health care delivery systems, hospital and departmental organization, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR and patient care in radiologic sciences.  
 Prerequisite: Program Admission.  
 Offered: Spring.

- RADS 1020 Radiographic Procedures I** (1-2-2)  
 Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic imaging procedures; positioning terminology; positioning consideration; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax and abdomen.  
 Prerequisites: ALHE 1120, ENGL 1101, BIOL 1100K, RADS 1000.  
 Corequisite: RADS 1220.  
 Offered: Summer.
- RADS 1040 Radiographic Procedures II** (2-3-3)  
 Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the upper extremities and shoulder girdle; lower extremities; pelvic girdle; anatomy and routine projections of the spine, ribs and sternum.  
 Prerequisites: RADS 1020, RADS 1220.  
 Corequisite: RADS 1230.  
 Offered: Fall.
- RADS 1100 Principles of Radiation Biology and Protection** (3-0-3)  
 Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement, patient protection, personnel protection, absorbed dose equivalencies, agencies and regulations, introduction to radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation.  
 Prerequisites: Program Admission and RADS 1000.  
 Corequisite: None.  
 Offered: Summer.
- RADS 1120 Imaging Science I** (3-2-4)  
 Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories and a basis for analyzing radiographic images. Included is the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.  
 Prerequisites: MATH 1111 and RADS 1000.  
 Corequisite: None.  
 Offered: Fall.
- RADS 1210 Clinical Imaging I** (0-8-2)  
 Introduces students to the hospital clinical setting and provides an opportunity for students to participate in and/or observe radiographic procedures. Topics include: orientation to hospital areas and procedures, orientation to mobile/surgery, orientation to radiography and fluoroscopy, participation in and/or observation of procedures related to the thoracic and abdominal body cavities. Activities of students are under direct supervision.  
 Prerequisite: Program Admission.  
 Corequisite: RADS 1000.  
 Offered: Spring.

- RADS 1220 Clinical Imaging II** (0-8-2)  
Continues introductory student learning experiences in the hospital setting. Topics include: patient care, radiation safety practices, equipment utilization, exposure techniques, attend to and/or observation of routine projections of the thoracic and abdominal cavities in general and fluoroscopic procedures, observation of routine projections of the upper extremities and the shoulder girdle and lower extremities, pelvic girdle, and spine, observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems and observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision. Initial competencies will be obtained.  
Prerequisites: RADS 1000, RADS 1210.  
Corequisite: RADS 1020.  
Offered: Summer.
- RADS 1230 Clinical Imaging III** (0-16-4)  
Intermediate student learning experiences in the hospital/clinical setting. Topics include: patient care, radiation safety practices, equipment utilization, exposure techniques, attend to and/or observation of routine projections of the thoracic and abdominal cavities, upper and lower extremities, pelvic girdle, and spine, attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems, and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision. Additional competencies and evidence of continued competencies will be obtained.  
Prerequisite: RADS 1220.  
Corequisite: RADS 1040.  
Offered: Fall.
- RADS 2060 Radiographic Procedures III** (2-2-3)  
Continues to develop the knowledge required to perform radiographic procedures. Topics include: gastrointestinal (GI) procedures, genitourinary (GU) procedures, biliary system procedures, special procedures, anatomy and routine projections of the cranium, facial bones, and sinuses, sectional anatomy of the head, neck, thorax and abdomen.  
Prerequisite: RADS 1040, RADS 1230.  
Corequisite: RADS 2240.  
Offered: Spring.
- RADS 2130 Imaging Science II** (4-0-4)  
Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system, quality assurance and maintenance. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.  
Prerequisites: CISM 2201, RADS 1120.  
Offered: Fall.

- RADS 2140 Pathology for the Imaging Professional** (2-0-2)  
Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury and systematic classification of disease.  
Prerequisites: RADS 1000, ALHE 1120, BIOL 1100K.  
Offered: Summer.
- RADS 2150 Radiologic Science Review** (3-0-3)  
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation, radiographic procedures, anatomy, physiology, pathology, and terminology, equipment operation and quality control, radiation protection, and patient care and education.  
Prerequisites: RADS 1100, RADS 2060, RADS 2130, RADS 2140, RADS 2250.  
Corequisite: None.  
Offered: Fall.
- RADS 2240 Clinical Imaging IV** (0-24-6)  
Continues to provide students with intermediate learning experience in hospital/clinical setting. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care, radiation safety practices, behavioral and social competencies, performance and/or observation of minor special procedures, special equipment use and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision. Competencies and evidence of continued competencies will continue to be obtained.  
Prerequisite: RADS 1230.  
Corequisite: RADS 2060.  
Offered: Spring.
- RADS 2250 Clinical Imaging V** (0-12-3)  
Advanced clinical learning experiences are obtained as students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques, participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures, participation in and/or observation of cranial and facial radiography and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision. Competencies and evidence of continued competencies will continue to be obtained.  
Prerequisite: RADS 2240.  
Corequisite: None.  
Offered: Summer.

- RADS 2260 Clinical Imaging VI** (0-24-6)  
Provides students with continued hospital setting experience. Students demonstrate increased proficiency levels in skills introduced in all of the imaging procedures courses and practiced in previous clinical imaging courses. Topics include: patient care, behavioral and social competency, advanced radiographic anatomy, equipment utilization, exposure techniques, sterile techniques, and integration of procedures and/or observation of angiographic, interventional, minor special procedures, integration of procedures and/or observation of special equipment use, integration of procedures and/or observation of routine and special radiographic procedures and final completion of all required clinical competencies. Execution of imaging procedures will be conducted under direct and indirect supervision.  
Prerequisite: RADS 2250.  
Corequisite: RADS 2150.  
Offered: Fall.
- 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: RESP 1111, RESP 1131, RESP 1133, RESP1134.  
Prerequisite: Completion or exemption of all Learning Support requirements.  
Offered: Fall Semester Sophomore Year, Spring Semester.
- 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 2201, 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 1100, RESP 1131, RESP 1133, RESP1134.  
Prerequisites: Admission into Respiratory Care Program.  
Offered: Fall Semester Sophomore Year, Spring Semester.

- 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.  
Corequisite: RESP 1100, RESP 1111, RESP 1133, RESP 1134.  
Prerequisites: Admission into the Respiratory Care Program.  
Offered: Fall Semester Sophomore Year, Spring Semester.
- RESP 1132 Cardiopulmonary Pharmacology** (2-0-2)  
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.  
Prerequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1133, RESP 1134  
Corequisites: RESP 1135, RESP 1136, RESP 1137, RESP 1138.  
Offered: Spring Semester Sophomore Year, Fall Semester.
- 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 1100, RESP 1111, RESP 1131, RESP 1134.  
Prerequisites: None.  
Offered: Fall Semester Sophomore Year, Summer Semester.
- RESP 1134 Cardiopulmonary Diseases & Treatment** (2-0-2)  
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.  
Prerequisites: Admission to the Program.  
Corequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1133.  
Offered: Fall, Summer Semester.
- RESP 1135 Mechanical Ventilation and Critical Care** (3-6-5)  
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 2201.  
Corequisites: RESP 1132, RESP 1136, RESP 1137, RESP 1138.  
Prerequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1133, RESP 1134.  
Offered: Spring Semester Sophomore Year, Fall Semester.

- RESP 1136 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.  
Corequisites: RESP 1132, RESP 1135, RESP 1137, RESP 1138.  
Prerequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1134, RESP 1133.  
Offered: Spring Semester.
- RESP 1137 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 1134, RESP 1135, RESP 1136, RESP 1138.  
Prerequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1132, RESP 1133.  
Offered: Spring Semester.
- RESP 1138 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.  
Corequisites: RESP 1132, RESP 1135, RESP 1136, RESP 1137.  
Prerequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1133, RESP 1134.  
Offered: Spring Semester.
- RESP 2201 Respiratory Care Practicum I** (0-36-5)  
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. The student will also be required to 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 for this course.  
Corequisite: RESP 2205.  
Prerequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1132, RESP 1133, RESP 1134, RESP 1135, RESP 1136, RESP 1137, RESP 1138.  
Offered: Summer Semester.

**RESP 2205 Respiratory Care Clinical Procedures (1-0-1)**

This course will introduce the student to the policies and procedures of the clinical facilities where they will complete their clinical rotations. The course will emphasize the expectations for the student during the clinical rotations in order to facilitate a professional learning experience, while adhering to the policies and procedures of the clinical facility. HIPPA requirements, infection control and universal precautions will be thoroughly discussed to ensure complete understanding and compliance by the students.

Professionalism and work place expectations such as promptness, reliability and honesty will be emphasized. Additionally, proper professional attire will be emphasized.

Interpersonal communication skills and social interactions with therapists, nurses, supervisors, physicians and other staff will be discussed. Also, proper interaction with other students and instructors will be taught.

Prerequisites: RESP 1100, RESP 1111, RESP 1131, RESP 1132, RESP 1133, RESP 1134, RESP 1135, RESP 1136, RESP 1137, RESP 1138.

Corequisites: RESP 2201 Practicum I.

Offered: Summer Semester Sophomore Year.

**RESP 2210 Respiratory Care Practicum II (0-36-5)**

A continuation of RESP 2201. 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 ethical practice of respiratory care and the application of patient driven protocols will be emphasized. Students will be required to complete weekly logs and case studies for this course.

Corequisite: RESP 2330.

Prerequisites: Current CPR, RESP 2201.

Offered: A-term Fall Semester Sophomore Year.

**RESP 2220 Respiratory Care Practicum III (0-36-5)**

Practicum to support content presented in RESP 1136 and RESP 1137. Practical experiences will occur in proportion to emphasis placed on the cognitive content in the companion course. Emphasis will be placed on the adult critical care patient and the neonatal/pediatric intensive care patient. Students will also be required to go through rotations in pulmonary function testing, Physician's rounds, and sleep studies. Students will be required to complete weekly logs and case studies for this course.

Corequisites: RESP 2210, RESP 2330.

Prerequisites: Current CPR, membership in the AARC, RESP 1100, RESP 1111, RESP 1131, RESP 1132, RESP 1133, RESP 1134, RESP 1135, RESP 1136, RESP 1137, RESP 1138.

Offered: B-term Fall 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.

Prerequisite: RESP 2201.

Corequisite: RESP 2210.

Offered: Fall Semester Sophomore Year.

- 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, ENGL 0989 or satisfactory English scores to place into corequisite remediation or higher.  
 Offered: Fall, Spring.
- SCIE 2000K Principles of Research Methodology** (1-2-2)  
 This course is designed to teach students studying in science 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 Dean.  
 Offered: Spring, by demand.
- SLEP 1100 Introduction to Polysomnography** (1-1-2)  
 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.  
 Prerequisite: Completion of exemption of all learning support requirements.  
 Corequisite: None.  
 Offered: As needed.
- SLEP 1101 Polysomnography I** (3-1-4)  
 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: SLEP 1100, MATH 1001 or higher math, BIOL 1100K, and acceptance into the program.  
 Corequisite: None.  
 Offered: As needed.
- SLEP 1102 Cardiopulmonary Anatomy & Phy. for Polysomnography** (3-0-3)  
 A course designed to develop knowledge of normal cardiopulmonary anatomy and physiology and the pathophysiology needed by personnel employed in a sleep lab. Topics covered include: breathing, respiration, gas exchange, oxygen uptake and delivery mechanisms. Anatomy of the cardiovascular system including the blood, blood vessels and heart. The application and interpretation of basic ECG's and the recognition of arrhythmias. Physiology of the cardiovascular system including cardiac contraction, the concepts of preload, afterload and contractility.  
 Prerequisite: Admission into the program.  
 Corequisite: None.  
 Offered: As needed.

- SLEP 1103 Respiratory Modalities for Polysomnography** (3-0-3)  
A course designed to develop knowledge of normal respiratory anatomy and physiology needed by personnel employed in a sleep lab. Topics covered include: anatomy of the pulmonary system, structures of the chest wall, muscles of ventilation, blood supply to the lungs, basic physiology of ventilation and lung mechanics, oxygen therapy, PAP therapy and patient assessment.  
Corequisite: None.  
Prerequisite: Admission into the program.  
Offered: On demand.
- SLEP 1104 Polysomnography II** (3-1-4)  
A continuation of Polysomnography I. This course will focus on scoring sleep studies, additional tests performed as split night studies, multiple sleep latency testing, maintenance of wakefulness tests, PAP titration studies and others.  
Prerequisites: SLEP 1100, SLEP 1101, SLEP 1102.  
Corequisite: None.  
Offered: As needed.
- SLEP 1105 Pharmacology of Sleep** (2-0-2)  
This course is designed to cover basic principles of pharmacology and the pharmacological actions and effects of different classes of drugs on the body and how they may impact sleep and the polysomnogram. The focus will be on analgesics, sedatives, hypnotics, psychotropic medications, alcohol, cardiac medications and respiratory system drugs. A good knowledge of basic pharmacology is needed to be able to understand the patient's polysomnogram and the response to therapy.  
Prerequisite: Admission into the Program.  
Corequisite: None.  
Offered: As needed.
- SLEP 1106 Sleep Disorders** (2-0-2)  
This course is designed to identify the major categories of sleep disorders according to the International Classification of Sleep Disorders. Assorted sleep disorders will be discussed and analyzed, including sleep related breathing disorders, insomnias, movement disorders, parasomnias, hypersomnias and sleep disorders associated with medical or psychiatric disorders. We will discuss the signs and symptoms of these disorders, the polysomnographic features of the disorders and possible treatment options.  
Prerequisite: Admission to the program.  
Corequisite: None.  
Offered: As needed.
- SLEP 1107 Neuroanatomy & Physiology** (2-0-2)  
This course is designed to identify the basic anatomy of the CNS and peripheral nervous system. We will explore the mechanism of nerve impulse transmission and the various neurotransmitters involved in impulse transmission. This course will help students understand the neurophysiology behind the sleep and wake cycles, and how this may help us in our identification/treatment of various sleep disorders.  
Corequisite: None.  
Prerequisite: Admission into the program.  
Offered: On demand.

- SLEP 1108 Exam Review/Case Studies** (2-0-2)  
 This course is designed to identify areas of strengths and weaknesses in the student's knowledge of polysomnography and sleep disorders. We will examine the different areas that have been previously covered and test on these areas for recall, critical thinking and clinical competence. Multiple review/testing formats will be used to help the student identify areas needing review before the clinical experience visits start.  
 Corequisite: None.  
 Prerequisite: Admission into the program.  
 Offered: On demand.
- SLEP 1109 Management of the Sleep Lab** (2-0-2)  
 A course designed to educate the student by covering topics such as patient and laboratory safety issues, ethics roles and professional behaviors of the sleep technician.  
 Prerequisite: Admission into the program.  
 Corequisite: None.  
 Offered: On demand.
- SLEP 1110 Infant/Pediatric Polysomnography** (2-0-2)  
 A course designed to teach students about the pathophysiology of sleep disorders encountered in infants and children, the scoring criteria used and techniques used in obtaining a sleep study, the setup of infants and pediatric patients for a PSG, special problems that may be encountered and how to troubleshoot them. We will cover communication and other issues related to infant and pediatric sleep studies.  
 Corequisite: None.  
 Prerequisite: Admission into the program.  
 Offered: On demand.
- SLEP 1111 Polysomnography Practicum I** (0-10-6)  
 An introduction to basic polysomnographic procedures performed in the clinical setting. Students will be required to master the skills of: conducting a complete sleep history, patient preparation and equipment hook-up and operation, monitoring procedures during the test, and record keeping and scoring sleep studies, identification of sleep disorders and development of therapeutic treatment plans.  
 Prerequisite: SLEP 1110.  
 Corequisite: None.  
 Offered: As needed.
- SLEP 1112 Polysomnography Practicum II** (0-10-6)  
 A course designed to continue the development of skills and concepts begun in Practicum I. In addition, this course will focus more on scoring of sleep studies, therapeutic intervention, and more advanced and specialized aspects of polysomnography designed to prepare the student for employment in the sleep lab.  
 Prerequisite: SLEP 1111.  
 Corequisite: None.  
 Offered: As needed.
- SOCI 1101 Principles of Sociology** (3-0-3)  
 A survey of the discipline of sociology. Topics include sociological theory, group formation, deviance and major social institutions.  
 Prerequisites: READ 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Corequisite: None.  
 Offered: All semesters.

- SOCI S101** (0-0-0)  
 Service Learning Course for SOCI 1101, Principles of Sociology.  
 A survey of the discipline of sociology. Topics include sociological theory, group formation, deviance and major social institutions.  
 Corequisite: SOCI 1101.  
 Offered: On demand.
- 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: All semesters.
- SOCI S160** (0-0-0)  
 Service Learning Course for SOCI 1160, Introduction to Social Problems.  
 A theoretical and empirical analysis of selected major social problems confronting American society. Students who choose this option are required to volunteer 50 hours during the semester as well as attend the SOCI 1160 class.  
 Prerequisite: SOCI 1101.  
 Offered: On demand.
- SPAN 1001 Elementary Spanish I** (3-0-3)  
 SPAN 1001 is an introduction to listening, speaking, reading, and writing in Spanish, and to the cultures of Spanish-speaking regions.  
 Prerequisite: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- SPAN 1002 Elementary Spanish II** (3-0-3)  
 SPAN 1002 is a continuation of SPAN 1001 with continued listening, speaking, reading and writing in Spanish, and orientation to the cultures of Spanish-speaking regions.  
 Prerequisite: SPAN 1001 or equivalent with a grade of C or higher.
- SPAN 1050 Spanish for Health Care Professionals I** (3-0-3)  
 An introduction to speaking, listening, reading and writing in Spanish, with application in the context of health care related professions. Designed for individuals working or studying in health care related fields with little or no current proficiency in Spanish, the course presents health care terminology and grammar necessary to accomplish certain tasks required in the workplace, as well as extensive cultural information related to Hispanic culture.  
 Prerequisite: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.
- SPAN 1054 Spanish for Health Care Professionals II** (3-0-3)  
 Continuation of Spanish for Health Care Professionals I. Continued development of speaking, listening, reading and writing skills in Spanish, with application in the context of health care related professions. Designed for individuals working or studying in health care related fields, the course presents health care terminology and grammar necessary to accomplish certain tasks required in the workplace, as well as extensive cultural information related to Hispanic culture.  
 Prerequisite: SPAN 1050.

- SPAN 2001 Intermediate Spanish I** (3-0-3)  
 SPAN 2001 continues SPAN1002 and includes a review of idiomatic expressions and the past tenses, as well as an introduction of new vocabulary, structures and grammatical concepts. Vocabulary and structures are integrated with cultural highlights.  
 Prerequisite: SPAN 1002 or equivalent with a grade of C or higher.
- SPAN 2002 Intermediate Spanish II** (3-0-3)  
 SPAN 2002 continues SPAN 2001, and includes 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 with a grade of C or higher.
- SPAN 2003 Intermediate Spanish III** (3-0-3)  
 SPAN 2003 is a study of lexical items and grammatical structures and concepts of the Spanish language. The student will review basic grammatical structures as well as study more advanced linguistic concepts. Emphasis is on speaking and writing skills, though listening and reading skills will also continue to be developed. The course is taught exclusively in Spanish. Active classroom use of the Spanish language is mandatory and expected; speaking English will neither be permitted nor tolerated.  
 Prerequisite: SPAN 2002 or equivalent with a grade of C or higher.
- THEA 1000 Theatre Practicum** (0-3-1)  
 This theatre practicum course is open to all students 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. Instructor approval required.  
 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 students studying theatre as well as students studying in other areas, the 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: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 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, Summer.
- THEA 1175 Script Analysis** (3-0-3)  
 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.

- 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.  
 Corequisite: None.  
 Offered: Spring.
- 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, makeup, properties, publicity, stage and house management. Successful completion of a crew assignment will be required.  
 Prerequisite: None.  
 Offered: Fall, Spring, as needed.
- THEA 2210 Voice and Diction** (3-0-3)  
 An introduction to vocal training for the production of Standard American Speech with an emphasis on resonance, breath control, vocal relaxation and posture using the International Phonetic Alphabet (IPA) and a variety of approaches to contemporary vocal training.  
 Prerequisite: READ 0099, ENGL 0099, ENGL 0989 or satisfactory English scores to place into co-requisite remediation or higher.  
 Offered: On demand.
- THEA 2301 Scene Design for the Stage** (2-4-3)  
 This course will introduce the student to the fundamental elements of scenic design. Several styles of staging, proscenium stage, black box, outdoor and variations of theatre in the round, will be discussed. Students will learn the basics of stage drafting and scale modeling in order to convey basic design ideas to others. Period design and decoration will be discussed.  
 Prerequisite: THEA 2100.  
 Offered: On demand.
- THEA 2306 Lighting Design for the Stage** (2-4-3)  
 This course will introduce the student to the fundamental elements of lighting design. Through discussion of lighting equipment (dimming and fixtures) and accessories (color medium, projection patterns, effect generators), technique and style, the student will gain basic knowledge of stage lighting and its impact on theatrical production.  
 Prerequisite: THEA 2100.  
 Offered: Fall.
- THEA 2312 Sound Design for Theatre** (2-4-3)  
 This course will acquaint the student with the process of sound design for theatrical production. Basic instruction will deal with the equipment and technique necessary to reproduce sound effects and background music for the stage.  
 Prerequisite: THEA 2100.  
 Offered: On demand.
- THEA 2315 Computer Applications for Theatre** (2-2-3)  
 This course will provide the student with an overview of computer applications as they relate to theatre production. CAD for stage design and computer enhanced stage equipment will be discussed.  
 Prerequisite: Enrollment in the Technical Theatre Program or by permission of instructor.  
 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, and publicity, stage management and rehearsal techniques will be applied to the process of play production.

Prerequisite: THEA 1100 or THEA 1105 or permission of the instructor.

Offered: Spring.

**THEA 2540 Introduction to Performance** (3-0-3)

An introduction to the field of performance studies and the performance of non-dramatic texts. The construction of solo performance pieces from dialogues, narrative, ethnography and literature is the primary focus of the course.

Prerequisites: None.

Corequisites: None.

Offered: Spring.

#### **D. 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 State College. The basic term of membership on a particular committee is three years.

##### **Criminal Justice**

Chief Jackie Battle  
Major Russell Barnes  
Assistant Chief Rob Rodriguez  
Senior ADA Norris Lewis  
Lt. Dale Henry  
Mrs. Leslie Lamb  
Chief James Brackin  
Col. Chris Owens  
Col. Sabrina Lewis  
Mrs. Kimberly Persely  
Mr. Mark Phillips

##### **Dental Hygiene**

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Dr. LouAnn Best  
Ms. Linda Cauley  
Dr. Jeremy Darden  
Ms. Tammy Deese  
Ms. Loveline Ebile  
Dr. Stacey Marshall  
Ms. P. Ryals  
Ms. Tracy Swift  
Ms. Terri Williams  
Dr. Holland Wright  
Ms. Debbie Zuern

##### **Diagnostic Medical Sonography**

Dr. Lorenzo Carson  
Ms. Kacey Davis  
Ms. Elizabeth Heard  
Dr. Kerri Johnson  
Ms. Dena Nelms  
Ms. Tavekia Sawyer  
Ms. Lindsay Vowell  
Ms. Carol Warren

##### **Teacher Education**

Ms. Carene Talley  
Mr. Jason Whatley  
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Mrs. Donna Ford  
Ms. Robin Giles  
Mrs. Jill Johnson  
Dr. Dorene Medlin  
Mrs. Soraya Miller

**Emergency Medical Services**

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Ms. Traci Akins  
\*Dr. Eddie Black  
Ms. Candis Creekmore  
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Ms. Jane Feild  
Ms. Patricia Hotz  
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Dr. Kerri Johnson  
Mr. Roger Marietta  
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Ms. Michelle Hartin, RHIT  
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Ms. Shirley Story, RHIT  
Ms. Jasmine White, RHIT, CCS  
Ms. Vera White, RHIT, CCS

**Medical Laboratory Technology**

Ms. Melva Anderson  
Ms. Pam Buzzard Brown  
Ms. Karen Clark  
Ms. Carolyn Jones  
Ms. Gennie Paulk  
Ms. Lisa Pinkston  
Ms. Elaine Prescott  
Ms. Jerry Roach  
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Ms. Leigh Wilson  
Ms. Leigh York

**Nursing**

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Ms. Kitty Bishop  
Ms. Kay Brooks  
Ms. Susan Bruns  
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Dr. Joyce Johnson  
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Ms. Stacy Brown

Ms. LaDon Jennings  
Ms. Kay Justus  
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Ms. Lakiska Lowe  
Mr. Robert Mitchell  
Ms. Sabine Patton  
Mr. Jacob Smith

**Paralegal**

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The Honorable Victoria Darrisaw  
Ms. Nicole Williams, Esq.  
The Honorable Judge Gregory Williams  
Ms. Elicia Hargrove, Esq.  
Mr. Roosevelt Carter, II, Esq.  
Mr. Charles Lamb, Esq.  
Mrs. Gail Drake, Esq.  
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Ms. Kisa Collier  
Ms. Brenda Williams  
Ms. Yvonne Owens-Walton  
Ms. Jennie Kennedy

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Ms. Sarah Brinson  
Ms. Anne Buen  
Ms. Sharita Bullard  
Dr. Kameron Causey  
Mr. Houston Daniel  
Mr. Tim Dean  
Ms. Laura Gosa  
Ms. Brooke Hall  
Dr. Kerri Johnson  
Mr. Health Martin  
Ms. Julie Tabb

**Respiratory Care**

Mr. Chris Collins  
Mr. Ed Creamer  
Ms. Christina Davis  
Ms. Daphne Davis  
Ms. Rita Gay  
Ms. LaTonya Greene  
Ms. Tori Harris  
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Ms. Michelle Huskey  
Dr. Mike May  
Ms. Shelby McKenzie  
Dr. Jyotir Mehta  
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Dr. Ramana Rao  
Dr. Dennis Robinson  
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Dr. Thomas Ungarino

Ms. Sandy Wells  
RC Class Representative  
\*Medical Director

## UNIVERSITY SYSTEM OF GEORGIA

### Section Twelve

Darton State College is one of 30 institutions in the University System of Georgia. The University System of Georgia consists of four research universities, four comprehensive universities, 9 state universities, and 13 state colleges. ([See list on next page.](#))

The University System of Georgia is a network of colleges governed by a 19-member constitutional Board of Regents, which has been in operation since 1931. 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, 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.

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\*

- Augusta State University and the Georgia Health Sciences University will combine to become Georgia Regents University. Macon State College and Middle Georgia College will become Middle Georgia State College. A new school named South Georgia State College will be formed by combining South Georgia College and Waycross College. Additionally, the University of North Georgia will be created by combining North Georgia College & State University with Gainesville State College.

### • Research Universities

#### Georgia Institute of Technology

Atlanta-H,B,M,D

#### Georgia Regents University

Augusta-C,A,B,M,S

#### Georgia State University

Atlanta-H,C,A,B,M,S,D,P

#### University of Georgia

Athens-H,C,A,B,M,S,D,P

### • Comprehensive Universities

#### Georgia Southern University

Statesboro-H,A,B,M,S,D

#### Kennesaw State University

Marietta-H,A,B,M

#### University of West Georgia

Carrollton-H,A,B,M,S

#### Valdosta State University

Valdosta-H,C,A,B,M,S,D

### • State Universities

#### Albany State University

Albany-H,A,B,M,S

#### Armstrong State University

Savannah-H,A,B,M,S

#### Clayton 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

#### Savannah State University

Savannah-H,A,B,M

#### Southern Polytechnic State University

Marietta-H,A,B,M

#### University of North Georgia

Dahlonega-H,C,A,B,M

### • State Colleges

#### Abraham Baldwin Agricultural College

Tifton-H,C,A,B

#### Atlanta Metropolitan State College

Atlanta-C,A,B

#### Bainbridge State College

Bainbridge-C,A

#### College of Coastal Georgia

Brunswick-C,A,B

#### Dalton State College

Dalton-C,A,B

#### Darton State College

Albany-H,C,A,B

#### East Georgia State College

Swainsboro-C,A,B

#### Georgia Gwinnett College

Lawrenceville-C,A,B

#### Georgia Highlands College

Rome-C,A,B

#### Georgia Perimeter College

Clarkston-C,A,B

#### Gordon State College

Barnesville-H,C,A,B

#### Middle Georgia State College

Cochran-H,C,A,B

Macon-C,A,B

#### South Georgia State College

Douglas-H,C,A,B

### \*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**

Section Thirteen

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Dr. Houston Davis, Chief Academic Officer

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**Dr. Kimberly Holmes**, Interim Associate Provost for Academic Affairs

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**Mr. John Clemens**, Interim Associate Vice President for Fiscal Affairs

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**Ms. Renita Luck**, Director of Online Learning

**Mr. Lee Howell**, Director of Plant Operations

**Mr. James Brackin**, Director of Public Safety

**Darton State College Full-Time Faculty**

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<b>Amos, Pamela</b> .....	Instructor of Nursing A.S.N., Darton State College B.S.N., Albany State University M.S.N., Thomas University
<b>Anderson, Bummi</b> .....	Instructor of English B.A., Albany State University M.A., Southern New Hampshire University
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M.A., Valdosta State University
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M.A., University of Colorado  
M.B.A., Colorado State University
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- Champagne, Tanya** ..... Associate Professor of Mathematics  
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M.A., Western Michigan University
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 M.Sc., University of Louisiana - Lafayette  
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 M.S., Walden University
- Gill, Larecia** ..... Associate Professor of Nursing  
 B.S.N., Albany State University  
 M.S.N., University of Phoenix
- Goodin, Reba** ..... Assistant Professor of Psychology  
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 M.S., Valdosta State University
- Goodner, Jason** ..... Interim Coordinator of Institutional Effectiveness  
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 M.S., Georgia Southwestern State University  
 Ed.D., Valdosta State University
- Hair, Debra** ..... Associate Professor of Nursing  
 A.A.S., Davenport University  
 M.S.N., Walden University  
 D.H.Sc., A.T. Still University
- Ham, Carol Ann** ..... Associate Professor and  
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